

M.S.A.D. No. 75



Employee Handbook

**Maine School Administrative District No. 75
Employee Handbook**

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Introduction

Dear Staff,

Whether you have recently joined our staff or have been employed by M.S.A.D. No. 75 for a while, we are confident that you will find this a dynamic and rewarding place in which to work; and we look forward to a productive and successful association. We consider the employees of M.S.A.D. No. 75 to be its most valuable resources. This handbook has been written to serve as the guide for the employer/employee relationship.

There are several things that are important to keep in mind about this handbook. First, it contains only general information and guidelines. It is not intended to be comprehensive or to address all the possible applications of, or exceptions to, the general policies and procedures described. For that reason, if you have any questions concerning eligibility for a particular benefit, or the applicability of a policy or practice to you, you should direct your specific questions to the Human Resources Department.

Second, the procedures, practices, policies and benefits described here may be modified or discontinued from time to time. We will try to inform you of any changes as they occur.

Finally, some of the subjects described here are covered in detail in official policy documents, master contracts and State and Federal Law. You should refer to these documents for specific information, since this handbook only briefly summarizes those benefits.

We wish you the best of luck and success in your position and hope that your employment relationship with M.S.A.D. No. 75 is a rewarding experience.

Employment with M.S.A.D. No. 75

Mission Statement

The four communities of M.S.A.D. No. 75 (Bowdoin, Bowdoinham, Topsham and Harpswell) are united in our dedication to develop confident, life-long learners. It is our mission to work together to ensure a community of fluent learners, critical leaders, and creative contributors to our society.

Equal Employment Opportunity Statement

M.S.A.D. No. 75 does not discriminate on the basis of race, color, national or ethnic origin, religion, gender, sexual orientation, marital or parental status, age, religion, ancestry or disability in its employment or in the administration of its educational policies and programs.

1. Recruitment:
M.S.A.D. No. 75 will recruit, hire, assign, train and promote persons in all job titles on the basis of merit, without regard to race, color, national or ethnic origin, religion, gender, sexual orientation, marital or parental status, age, religion, ancestry or disability.
2. Selection:
M.S.A.D. No. 75 will ensure that hiring and decisions about promotions are in accord with principles of equal employment opportunity by imposing only strict job-related requirements for promotional opportunities.
3. Personal Actions:
M.S.A.D. No. 75 will ensure that all personal actions such as compensation, benefits, transfers, layoffs, returns from layoff, training, education, social and recreational programs will be administered without regard to race, color, national or ethnic origin, religion, gender, sexual orientation, marital or parental status, age, religion, ancestry or disability.

M.S.A.D. No. 75 is committed to a program of career development opportunities for its staff. Regular position vacancies are posted within the District before being filled.

Any employee who feels that they have been subjected to discrimination should report the incident to his or her immediate supervisor or the Human Resources Department.

Harassment Policy

ACAB -Harassment and Sexual Harassment of School Employees

M.S.A.D. No. 75 is committed to a work environment in which all employees are treated with respect and dignity. Every employee is entitled to work in an environment free of harassment in areas which include but are not limited to race, color, national or ethnic origin, religion, gender, sexual orientation, marital or parental status, age, religion, ancestry or disability.

Harassment is prohibited

Harassment includes, but is not limited to, verbal abuse such as offensive racial, ethnic or sexual threats or comments, physical overtures, rude gestures, and other activity that creates a threatening, intimidating or hostile environment.

Sexual Harassment

Sexual harassment is specifically prohibited by State and Federal Law. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitutes sexual harassment when:

Reporting incidences of harassment and discrimination

Any employee who feels that he or she has been subjected to sexual harassment or other harassment should report the incident to his or her immediate supervisor, school principal, or administrator, Human Resources Director or the Superintendent. Each incident so reported shall be promptly and carefully investigated as directed by the Superintendent; and if appropriate, remedial action shall be taken.

Employees also have the right to report incidents of harassment to the Maine Human Rights Commission, 51 State House Station, Augusta, ME 04333 (207-624-6050).

Disciplinary Action

Any employee found to have harassed another employee will be subject to disciplinary action, up to and including termination. It is the policy of the District that no one will be retaliated against for making a complaint of harassment based upon an honest perception of the events or for cooperating in the investigation of a complaint. Any employee who engages in the act of retaliation or attempted retaliation against an individual will be subject to disciplinary action, up to and including termination.

Family Educational Rights and Privacy Act (PL 93-380)

[JOB - Family Educational Rights and Privacy Act](#)

M.S.A.D. No. 75 is firmly committed to insuring that student education records are official and confidential documents protected by the Family Educational Rights and Privacy Act (FERPA). FERPA defines education records as all records that school or education agencies maintain about students.

Employment Classifications

M.S.A.D. No. 75 classifies employees for pay and benefit purposes, in one or more of the following classifications.

- **Full-Time** – employees regularly scheduled 40 hours per week in one position
- **Part-Time** – employees regularly scheduled fewer than 40 hours per week
- **Exempt** – employees exempt from overtime provisions of the Federal and State Wage and Hour Laws (Wages are calculated and paid on a salaried basis.)
- **Non-Exempt** – employees not exempt from Federal and State overtime provisions (Such employees are generally paid on an hourly basis and receive overtime pay in accordance with Federal and State Law.)
- **School-Year** – an employee regularly scheduled 50 weeks or fewer per year
- **Full-Year** – an employee regularly scheduled 52 weeks per year in one position
- **Temporary** – an employee hired to work for a limited period of time (These positions are not classified as 'regular' employees, and time worked does not accrue towards benefits.)
- **Substitute** – an employee who is hired to work for a limited period of time to fill in for an employee's absence (These positions are not classified as 'regular' employees, and time worked does not accrue towards benefits.)

All employees of M.S.A.D. No. 75 are required to have a high school diploma or GED.

Probationary Employment

Every new employee with M.S.A.D. No. 75 goes through an initial period of adjustment when learning the position and the culture of the District. During this time the employee will have an opportunity to find out if he or she is suited to, and likes his or her position. Additionally, the initial employment period gives the employee's supervisor or administrator a reasonable period of time to evaluate the employee's performance.

Fingerprinting

Maine Law requires all employees to be fingerprinted and to undergo a criminal history record check (CHRC) through the Maine Department of Education. All existing staff must complete their renewal process prior to their CHRC or certification expiration date, unless prohibited by law.

Pay Schedules

Employees of M.S.A.D. No. 75 are paid every two weeks and must utilize direct deposit at a banking institution or credit union of their choice. A notification period of two to four weeks is necessary to activate direct deposit. Employees who utilize direct deposit will be paid by check during the notification period. Information and guidelines regarding direct deposit can be obtained through the Human Resources Department.

Evaluations

The Board of Directors expects all M.S.A.D. No. 75 employees to make a constant effort toward improvement in their work. To encourage this, a system for fair and effective supervision and evaluation shall be maintained. Evaluation schedules are set based on job classification and negotiated agreement. For specific information regarding evaluation schedules please contact the Human Resources Department.

Personnel Records

Personnel records are confidential, and only the employee and authorized management are granted access to these records. Employees wishing to view their own personnel file can do so per request through Human Resources.

To keep necessary records up to date, it is extremely important that you update us of any changes in:

- Name and/or marital status
- Address and/or telephone number
- No. of eligible dependents
- W-4 deductions
- Person to contact in case of emergency

Job Postings

M.S.A.D. No.75 believes that the recruitment and selection of the best-qualified individuals contributes to the overall success of our students' educational experience. Each employee, regardless of position, is hired to make a significant contribution to the District. All regular District openings will be posted internally for 5 days before external candidates are considered. For more information regarding open positions, please refer to the M.S.A. D. # 75 website.

Employee Benefits

Disclaimer:

The District has established a variety of employee benefit programs. This portion of the Employee Handbook contains very general description of the benefits to which you may be entitled as an employee of M.S.A.D. No. 75. Please note all benefits below are based on employee schedules, employment agreements and negotiated agreements. Nothing contained in this handbook shall be held or construed to create a promise of future benefits, or a binding contract between the District and its employees, retirees or their dependents, for benefits or for any other purpose.

For more information regarding employee benefits please contact the Human Resources Department.

Health Insurance:

M.S.A.D. No. 75 currently offers regular position employees who work at least 20 hours per week within the District health insurance. Employees are eligible for benefits the first of the month after hire into a regular position. Changes to health insurance coverage are allowed at the annual open enrollment period or at the point of a qualifying event (i.e., marriage, divorce, birth of a child, loss of health insurance), provided you do so within 30 days from the qualifying event.

Dental Insurance:

M.S.A.D. No. 75 currently offers dental insurance to regular employees who work at least 20 hours per week within the District.

Flexible Spending Accounts:

As part of the District's Flexible Benefits Plan, we currently offer employee-funded Medical and Dependent Care Flexible Spending Accounts to eligible employees hired on or before July 1 of a calendar year. During open enrollment period, participants may elect annual amounts of flexible dollars (which will be deducted pro rata on a pre-tax basis from each paycheck) to pay for eligible health care and dependent care expenses. Eligible expenses generally qualify under the IRC Sec 213, are incurred during the plan year and are not reimbursable from any other source.

403(b) Plan:

M.S.A.D. No. 75 makes available to all employees a voluntary salary reduction 403(b) program into which employees may electively defer compensation to be deposited in fixed and variable annuities which are qualified under Section 403(b)(1) of the Internal Revenue Code or custodial accounts offering regulated investment company stock under Section 403(b)(7) of the Internal Revenue Code.

Employees can change the level of payroll deductions through the Human Resources Department.

Workers' Compensation Benefits:

The District is covered under statutory state Workers' Compensation Laws. Should you sustain a work-related injury, you must immediately notify your supervisor, if they are not available report the incident to a building Principal or School Nurse. **A first report of injury form must be completed by the injured employee within 24 hours of the accident or injury.**

Should your injury require the attention of a medical provider, the Human Resources Department District will make an appointment for you with the District's preferred Worker's compensation provider. In case of an emergency, you should go to the nearest walk-in clinic or hospital emergency room for treatment and forward any payment requests to the M.S.A.D. No. 75 Human Resources Department.

Return to Work and Light-Duty Assignments

M.S.A.D. No. 75 believes that it is in the best interest of both the school system and employees who have suffered workplace injuries or illnesses to return to the work environment as soon as possible. Further, the Board recognizes the need for a program to effectively manage workers' compensation costs throughout the system, while conserving its most valuable resources – the skills, knowledge and experiences of its employees. To that end, the Board supports the establishment of a comprehensive return-to-work program, including transitional or "light-duty" work assignments, whenever appropriate, to minimize lost time and facilitate an employee's transition back to regular or full-time work.

Transitional or light-duty assignments, including modified work schedules, will be designed to accommodate job restrictions specified by the employee's health care provider. Transitional or light-duty assignments are intended to address short-term medical restrictions, not long-term and are not to be used as a means to establish new assignments or displace other employees.

Return-to-work Program

If an employee is not able to return to their regular work duties and/or schedule, a transitional work assignment may be considered.

To be considered for a transitional work assignment, a 'Physical Demands' assessment will be provided to the District from the attending medical provider, requesting details on the physical restrictions of the injured employee. Human Resources and the employee's supervisor will review the restrictions and determine whether there are light-duty assignments available in the employee's current department. If not, Human Resources will coordinate with other Administrators to identify any other appropriate assignments.

If an appropriate assignment is identified, Human Resources, the employee's supervisor and the employee will meet to discuss the new work assignment and complete the 'Employee Acknowledgement of Offer of Transitional Work' form.

During the transitional assignment, Human Resources will meet with the injured employee to discuss concerns and evaluate progress every two weeks. Human Resources, in coordination with the employee's supervisor and the medical provider, may amend the transitional assignment should the employee demonstrate improvement or regression. The duration of the transitional assignment is contingent upon periodic medical evaluations.

Holidays

[IND- School Ceremonies and Observances Holiday Policy](#)

The District recognizes the following holidays, determined by an employee's job classification, negotiated agreement and employment schedules.

FULL-YEAR EMPLOYEES

New Year's Day
Martin Luther King's Birthday
Presidents' Day
Patriots' Day

SCHOOL-YEAR EMPLOYEES

New Year's Day
Martin Luther King's Birthday
Memorial Day
Labor Day

Memorial Day	Columbus Day
Independence Day	Veterans' Day
Labor Day	Thanksgiving Day
Columbus Day	The day after Thanksgiving
Veterans' Day	Christmas Day
Thanksgiving Day	One day before or after Christmas
The day after Thanksgiving	
Christmas Day	
One day before or after Christmas	

Leave of Absence

M.S.A.D. No. 75 offers employees paid and unpaid leaves of absence in times of personal need. This handbook describes the basic types of leave available. Employees who have personal needs that will require long leaves of absence (more than 5 work days) should complete an Extended Leave of Absence request form and contact the Human Resources Department for counseling on leave options and continuation of benefits.

Personal and sick leave is earned on an annual basis determined by an employee's job classification, negotiated agreement and employment schedules.

Family Medical leave:

[Family and Medical Leave](#)

[Federal Family and Medical Leave Administrative Procedure](#)

[Maine Family Medical Leave Administrative Procedure](#)

M. S. A.D. No. 75 will comply with the Family and Medical Leave Act and provide employees with a general description of their FMLA rights. In the event of any conflict between this policy and the applicable law, employees will be afforded all rights required by law.

Limited Unpaid Leave of Absence:

Should a situation arise that temporarily prevents an employee from working, he or she may request a personal leave of absence through the Superintendent. Specific time limits are based on job classification and negotiated agreement

Sick Leave:

The District recognizes that there may be times when an employee is unable to perform the duties of his or her position due to illness. Sick leave will be determined by an employee's job classification, negotiated agreement and employment schedules. Unused sick leave will accumulate towards the next year based on an employee's job classification, negotiated agreement and employment schedules.

Personal Leave:

An employee will be allowed personal leave which can be used without justification for religious, legal, business, household and family matters that cannot be conducted at times other than normal working hours. The number of days will be based on an employee's job classification, negotiated agreement and employment schedules. It is the policy of the District that personal leave will not be allowed for vacation purposes or on days preceding or following school vacations or holidays without the approval of the Superintendent. Personal leave cannot be used for purposes where the employee receives remuneration.

Vacation Leave:

Time away from work to relax and pursue special interests is important to everyone. Vacation leave is determined by an employee's job classification, negotiated agreement and employment schedules.

Bereavement Leave:

In the unfortunate event of a death in the immediate family of an employee, a paid leave of absence will be granted. The number of days paid and the definition of 'immediate family' will be determined by an employee's job classification, negotiated agreement and employment schedules.

Professional/Educational Leave:

Employees will be allowed paid time to attend professional conferences, workshops and/or seminars based on an employee's job classification, negotiated agreement and employment schedules.

Jury Duty:

Employees shall be granted a leave of absence any time they are required to report for jury duty. Employees shall be compensated the difference between their pay as a juror and their regular wages, provided lost time falls within the work week of the employee.

Military Leave:

A leave of absence will be provided to employees for duty, training and/or other activities in the Armed Services as required by State and Federal Law.

Workers' Compensation:

The District, in accordance with State Law, provides Workers' Compensation benefits to employees who suffer a work-related illness or are injured on the

job. For further information regarding Workers' Compensation, please refer questions to the Human Resources Department.

Employee Assistance Program:

The Employee Assistance Program (EAP) is a self-referral service for employees and their immediate families to use when they need support dealing with personal or professional problems. This program provides access to confidential and professional assistance for a full range of personal problems faced at one time or another in most individual's working lives. To access this confidential service, please call 1-855-686-5615.

Employee Recognition and Appreciation:

Continuous efforts are made throughout the year to recognize employees who make an extra effort to contribute to the success of the District. Employees are recognized at Board meetings, in the District's newsletter, and through special events and activities.

Wellness:

M.S.A.D. No. 75 believes that wellness is an ongoing, preventative health management lifestyle. We envision that all members of our school community experience optimal wellness: the integration, balance, and harmony of the mind, body, spirit and emotions. Based on our commitment to health and wellness, and in accordance with Federal and State laws, M.S.A.D. No. 75 Wellness Policy to support these beliefs. It is the goal of M.S.A.D. No. 75 that employees become role models for our students and community as a whole.

To support our employees, the District is committed to providing opportunities for employees to participate in wellness programs. District employees are eligible to utilize the Middle School Fitness Center.

By promoting healthy lifestyles and practices for our employees, they can become healthy role models for our students. "Healthy people create healthy relationships and healthy relationships create healthy communities."

Attendance:

Dependable and prompt attendance is an essential function and responsibility of all employees of M.S.A.D. No.75. A employee who must be absent from work is expected to notify his or her supervisor as soon as possible, preferably 2 hours prior to the start of his or her scheduled shift and to keep the supervisor regularly informed if the absence continues for 2 or more days. In like manner, employees should notify their supervisors as soon as possible of any anticipated tardiness. All planned absences such as vacations, personal days, or professional days should be scheduled in advance with the approval of a supervisor. **All request for unpaid leave needs pre-approval by the Superintendent as an exception.**

All employees are expected to work on a regular and consistent basis, completing their regularly-scheduled hours per week. Excessive absenteeism may result in disciplinary action, up to and including termination. M.S.A.D. No. 75 reserves the right to request a medical examination or doctor's certificate during or following an illness. Any employee who does not call or report to work for 5 consecutively scheduled work days will be considered to have voluntarily resigned employment from M.S.A.D. No.75.

Time Sheet Recording

Accurately recording time worked is the responsibility of every hourly employee. Federal and State Laws require M.S.A.D. No. 75 to keep an accurate record of time worked in order to calculate employee pay and benefits. Time worked is all the time actually spent on the job performing assigned duties. Working "off the clock" is against Wage and Hour Laws.

Hourly employees should accurately record the time they begin and end their work duties daily. An employee working a split shift should record the beginning and ending time of each shift. Tampering, altering, or falsifying a time record is a serious misconduct and will result in disciplinary actions, up to and including termination.

It is the employee's responsibility to approve his or her time sheet to certify the accuracy of all time worked. The supervisor will review and then approve the time sheet before submitting it for payroll processing. Compensatory time for non-exempt employees is not an approved practice of the District.

Holiday Policy – Ceremonies and Observances

[School Ceremonies and Observances Holiday Policy](#)

Safety Policy

M.S.A.D. 75 is committed to providing a safe educational and working environment for all students and staff. It is the goal of the District to create an atmosphere where the prevention of accidents and injuries, safety awareness and compliance of applicable state and federal laws becomes the responsibility of everyone.

To accomplish this goal, everyone must:

- Strive to follow established safety practices
- Be proactive in preventing accidents and injuries
- Become aware of safety protocols through education and training
- Identify and communicate potential hazards to administrators and supervisors

A safe workplace is a combination of the efforts of administration, supervisors and employees. No one group can accomplish this task alone.

Staff conduct with students

[GBEB - Staff Conduct with Students](#)

The Board expects all staff members, including teachers, coaches, counselors, administrators and others, to maintain the highest professional, moral and ethical standards in their conduct with students. For the purposes of this policy, staff members also include school volunteers.

Violence in the Workplace

The District believes that students and staff are entitled to learn and work in an environment free of violence, threats and disruptive behavior. Students and staff are expected to conduct themselves with respect for others in accordance with District policies and applicable State and Federal Laws.

Workplace violence takes on many forms including, but not limited to:

- Behaviors which cause physical injury to another
- Making threatening remarks
- Aggressive or hostile behavior that create a reasonable fear of injury to another person or subjects another individual to emotional distress
- Intentionally damaging employer property or the property of another employee
- Possession of a weapon while on District property
- Committing acts motivated by, or related to, sexual harassment or domestic violence

Any potentially dangerous situations should be reported immediately to your Administrator, immediate supervisor and/or the Human Resources Department. Any employee found to have committed such acts will be subject to disciplinary action, up to and including termination.

Drug Free Workplace Policy

[GBEC - Drug Free Workplace Policy](#)

Notwithstanding anything which follows, possession, use or distribution of alcohol and illicit drugs by employees of M.S.A.D. No. 75 is prohibited on school premises or at any school activity. Disciplinary actions, which may include termination or referral for prosecution, will be imposed on employees who violate this standard of conduct. Compliance with the above standards

of conduct is mandatory, and failure to adhere to the standards is a violation of this policy.

The Board of Directors of M.S.A.D. No. 75 recognizes employee substance abuse as causing both personal and professional problems, which are detrimental to both students and other employees, and which conflicts with the Board's desire to provide a safe and effective environment. In keeping with that recognition and to the extent consistent with its other obligations, contract agreements and work rules, the Board of Directors will be supportive of employees who are making an effort to overcome substance abuse problems.

It is not the responsibility of M.S.A.D. No. 75 to diagnose substance abuse but rather, when an individual's performance provides a basis to suspect abuse, to make referral to individuals and agencies which can make such a diagnosis and can recommend appropriate follow-up.

M.S.A.D. No. 75 will maintain the confidentiality of an individual's medical records and will seek to maintain the confidentiality of affected individuals, in all other respects, to the greatest extent possible; however, concern with confidentiality shall not prevent any school official from conferring with administrators and other school officials as necessary. Confidentiality shall not prevent school officials from notifying law enforcement authorities, as required, in the event of indications that an employee is violating the law.

In the event that substance abuse by a District employee is suspected, the following procedure will be followed:

1. The individual suspecting abuse will discuss that concern with the building principal or appropriate administrator.
2. If the building principal or administrator believes further action is needed, the principal or administrator will meet with the employee at which time a substance abuse counselor may be present. Such counselors shall be licensed or registered substance abuse counselors.
3. As a result of the meeting it may be recommended that the employee seek help from an appropriate diagnostic/treatment program.
4. A suspected substance abuser may be required to provide evidence of having implemented the diagnostic referral and of carrying out any recommended treatment/rehabilitation program. Failure to provide such evidence may be considered grounds for disciplinary actions, up to and including termination.

Individuals who suspect that they may have a substance abuse problem, or may be in danger of developing such as problem, are urged to voluntarily

seek diagnosis and to follow through with a treatment/rehabilitation program as prescribed by qualified individuals.

Drug and Alcohol Testing of School Bus Drivers

In an effort to prevent accidents and injuries resulting from the misuse of alcohol and controlled substances by school bus drivers, the District will operate a drug and alcohol testing program in accordance with State and Federal Laws and regulations.

All bus drivers will be subject to testing and will be tested under the following circumstances: pre-employment testing for controlled substances only, reasonable suspicion, random, post-accident, return-to-duty and follow-up testing for controlled substances and alcohol.

Any driver who violates either the Federal Motor Carrier Safety Regulations or this policy will be subject to disciplinary actions, up to and including termination.

For more detailed information regarding this policy and drug and alcohol testing procedures, please contact the Human Resources Department.

Smoking on School Premises

Smoking, or the use of tobacco products of any form, is prohibited at all times in any building or any property owned by M.S.A.D. No. 75.

School Closing Procedures

Notice for closing school will be made over area radio stations, on the MSAD # 75 website and automated phone messages as early in the morning as possible. Such announcements will usually begin between 5:45 and 6:15 a.m. Please note that M.S.A.D. No. 75 has no control over how often cancellation notices are announced on radio stations. Once school is canceled, it shall be canceled for the whole day. On rare occasions, school may be canceled for the afternoon session beginning in the morning.

Employee Computer and Internet Use Policy and Rules

[GCSA - Employee Computer and Internet Use Policy](#)

M.S.A.D. No. 75's computers, networks and Internet access are provided to support the educational mission of the schools and to enhance the curriculum and learning opportunities for students and school staff. This policy and the

accompanying rules also apply to computers issued directly to staff, whether in use at school or off school premises.

M.S.A.D. No. 75 computers remain under the control, custody and supervision of the District at all times. The District reserves the right to monitor all computer and Internet activity by employees and other system users. Employees have no expectation of privacy in their use of school computers, including e-mail, stored files and Internet access logs.