Wrangell Public Schools
2026-2027
Classified Employee
Handbook



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*This handbook does not address every situation that could arise in the workplace.

**Nothing in this handbook creates an implied contract.

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Dear Classified Employees,

Welcome to Wrangell Public Schools! Thank you for choosing to serve the students and families of our district. Whether you're new to Wrangell or have been here for years, your presence and commitment make a difference. Every role in our schools matters. The work you do—often behind the scenes—helps create an environment where students can thrive and where learning, safety, and care are woven into each day.

This Classified Employee Handbook outlines the policies, procedures, benefits, and expectations that shape our shared work. It's a practical resource, but more than that, it reflects our belief in creating a positive, respectful, and supportive workplace. Our goal is to ensure clarity and consistency, so everyone—students and staff—can do their best work.

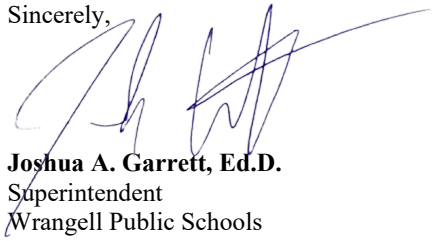
We're a small district, and that's one of our strengths. It means we know each other by name. It means we show up for each other. It means we can move forward together with purpose. I believe in listening first, learning from one another, and building trust through action. This handbook is a tool to help us do just that—support one another, stay aligned, and focus on what matters most: serving students.

Wrangell Public Schools is an equal opportunity employer. We are committed to fair and inclusive practices in all employment decisions and to complying fully with applicable laws. While this handbook is not a contract, and some policies may evolve over time, it represents our effort to be transparent, consistent, and clear.

Please take the time to review the contents of this handbook. You'll be asked to acknowledge that you've read and understood it, and we're here to answer any questions that come up.

Thank you again for all that you do. I am honored to be part of this team, and I look forward to the year ahead as we work together to make Wrangell Public Schools a place where every student—and every staff member—feels seen, supported, and valued.

Sincerely,



Joshua A. Garrett, Ed.D.
Superintendent
Wrangell Public Schools

All classes and programs at Wrangell Public Schools are offered to students regardless of race, color, national origin, sex, or disability.

WPS is an Equal Opportunity Employer. No person will be denied consideration for hire or advancement based on age, race, sex and/or handicapping condition. No employee of WPS shall be denied benefits based on age, race or sex. An employee who feels there are grounds for grievance based on discrimination should contact:

Dr. Joshua Garrett, Ed.D., `Title IX and Section 504 Coordinator
P.O. Box 2319; Wrangell, AK 99929-2319
Phone: 907-874-2347 Email: jgarrett@wpsd.us

FOUNDATION STATEMENTS

MISSION STATEMENT

TO EDUCATE AND INSPIRE EVERY STUDENT.

VISION

GRADUATE STUDENTS WHO ARE RESILIENT, INNOVATIVE, AND PREPARED FOR THEIR FUTURE.

VALUES

•BE RESPECTFUL
•BE HONEST
•ACT WITH INTEGRITY
•BE COURAGEOUS
•DEVELOP CONFIDENCE
•BE KIND

The purpose of this handbook is to promote the following:

a. To recruit and retain the best personnel available for the district.
b. To furnish sound training, supervision and administrative direction.
c. To establish probationary periods for new permanent employees and standards of work performance and conduct for all classified employees.
d. To provide a mechanism for district classified employees to have their concerns heard.

Employer Expectations

Once hired, Wrangell Public Schools employees are expected to work in a professional manner and to represent the District well at all times and in all atmospheres, both in person and online. All Wrangell Public Schools' employees must demonstrate a strong work ethic, personal integrity, and loyalty to the District and to the students we serve.

Some important traits and abilities for success at Wrangell Public Schools are:

- Passion for doing your job to the best of your ability
- A helpful attitude (ability to work well with others)
- Flexibility (ability to adapt to changing situations)
- Organizational skills (ability to work well under time constraints)
- Confidentiality

Organization Chart/Lines of Responsibility

Supervisory relationships will be established for all employees prior to the beginning of each school year. Supervisory relationships are subject to change during the school year as needed to promote the efficient administration of the district and for other appropriate reasons. If changes to supervisory relationships are made, you will be notified by email.

Reporting to the Wrangell School Board are:

- Superintendent
- District Administrative Assistant (in a Board Clerk capacity)

Reporting to the superintendent are:

- School Principals
- District Administrative Assistant
- Accounting Clerk
- Program Directors
    - CTE Director (also reports to site principal)
    - Indian Education Director (also reports to site principal)
    - Maintenance Director
    - Special Education Director
    - Technology Director
- Contracted Personnel, such as Business Manager

Reporting to principals are:

- Teachers
- School Counselors
- School Secretaries
- Paraprofessionals
- Substitute Teachers/Aides/Secretaries
- Contracted Personnel, such as coaches

Reporting to the maintenance director are:

- Custodians

Staff assignments will be determined at the beginning of each school year. Employees will report to the principal of the school in which they have most of their assignments. If time is evenly divided the superintendent will make a special assignment to one principal. *(Reference Board Policy 2110)*

Classified Employee

A classified employee is a District employee who occupies a position for which the incumbent is not required to hold an Alaska teacher's certificate

Management Rights

The District reserves exclusive rights to operate and control its schools and maintains authority to establish policies and regulations. The District, through the Superintendent or designee, may prescribe working rules pertaining to conduct, discipline, and safety of classified employees. This handbook is considered an administrative regulation and is subject to change as needed.

Nondiscrimination in Employment

The district and its employees shall not unlawfully discriminate against or harass employees or job applicants based on sex, gender, race, color, religion, national origin, gender identity, disability, age, marital status, changes in marital status, pregnancy, parenthood, physical or mental disability, veteran status, sexual orientation, or good faith reporting to the board on a matter of public concern.

Equal opportunity shall be provided to all employees and applicants in every aspect of personnel policy and practice. The district shall not discriminate against persons with physical or mental disabilities, who, with or without reasonable accommodation, can perform the essential functions of the job in question. *Refer to Board Policy #4030.*

Accommodation

Wrangell Public Schools recognizes its responsibility to accommodate the physical or cognitive limitations of a qualified applicant or employee who has a permanent or temporary disability, unless doing so would place an undue hardship on the district.
It is the responsibility of the employee to request reasonable accommodation and provide documentation about the disability and functional limitations.

Posting of Openings

When a position comes open, either through a resignation or the creation of a new position, the advertisement shall be posted, consistent with board policy. Positions may be posted via local media, the school website and on state and national recruiting websites.

In-house transfers may be made. Current employees may submit a letter of interest to the superintendent's office. To be considered for a position the employee must:

- Meet the qualifications specified for the position
- Have a satisfactory evaluation on file with the district office
- Not be on a plan of improvement or have pending discipline issues

Paraprofessionals may be transferred, at the discretion of the administration, from one para position to another to meet the current needs of students and the district. These positions will not necessarily be advertised unless it requires an additional employee to fill the position.

Employment of Personnel

No employee shall be placed in a regular position of employment until the School Board has established the position and a budgetary provision has been established.

All regular vacancies within the school district should be advertised. Exceptions may be made in cases of emergency or in cases where a current employee is transferred within the district. A regular vacancy is defined as a budgeted position for employment by the district that requires regularly scheduled hours for a period of more than ninety days.

The Superintendent recommends the hire of all new classified employees to the school board. The Superintendent may terminate classified employees.

All pertinent hire documents are required to be on file, with the District Office prior to any employee being classified as a regular employee. Until such documents are on file in the District Office, the employee will be classified as temporary or substitute. Substitutes are separate from Classified employees.

Probationary Status

All classified employees of the District shall upon initial hire be considered employed on a probationary basis for 90 scheduled working days from the date of hire. This probationary period may, by order of the Superintendent, be extended for a period not to exceed an additional 90 calendar days. A probationary employee's employment may be terminated at any time during the probationary period upon the recommendation of the employee's supervisor and the approval of the Superintendent, for any reason deemed sufficient by the Superintendent. An evaluation of the employee's work performance shall be completed and reviewed with the employee upon completion of the probationary period. A satisfactory evaluation shall be necessary for continued employment as a regular employee. Upon completion of the probationary period a classified employee shall be considered a regular employee of the District. If a regular classified employee of the District applies for and receives a new job within the district involving substantially different job responsibilities, the employee's status shall revert to that of a probationary employee. A regular employee's employment may be terminated as provided in BP-4218.

Employment Authorization Verification

New hires will be required to complete Section 1 of federal Form I-9 on or before the first day of paid employment and must present acceptable documents authorized by the U.S. Citizenship and Immigration Services proving identity and employment authorization no later than the third business day following the start of employment with Wrangell Public Schools. If you are currently employed and have not complied with this requirement or if your status has changed, inform your Supervisor.

If you are authorized to work in this country for a limited period, you will be required to submit proof of renewed employment eligibility prior to expiration of that period to remain employed by Wrangell Public Schools.

Employee Schedule

Classified employees should receive a copy of their schedule at the beginning of each school year. It is the responsibility of the employee to notify the school secretary of any schedule changes throughout the year. This schedule helps to provide the secretaries an easy avenue in providing substitutes with your schedule.

Staff resources are limited. It is very likely that you may be pulled from your regular assignment to cover other duties.

If there are any questions concerning classroom rules, the classified employee should meet with the supervising teacher of that classroom. It is also helpful to make appointments with individual classroom teachers to be informed of their expectations and philosophies.

Fiscal Year

The period between July 1 of the calendar year through June 30 of the following calendar year

12-month employees work year-round, including school breaks.

10-month employees will begin August 6, end June 11 and work during school breaks.

9-month employees will begin August 20 and end May 27, excluding school breaks. Please consult your supervisor for a work schedule during inservice days.

Workweek

The Superintendent shall establish the standard workweek for full-time year-round employees.

The standard hours for classified positions shall be according to each site's daily schedule and subject to the approval of the principal or supervisor. The Superintendent, or designee for District Office positions or the principal or supervisor for school site positions may approve deviations from the standard schedule.

Full-time Employment

Full-time employment is defined as employment in a position wherein the employee works thirty (30) or more hours per week. There shall be three categories of full-time employees: year-round, school year and 10-month employees. Year-round is defined as twelve (12) months; school year is defined as the nine (9) months school is in session. 10-month employees work the nine (9) months school is in session plus an additional two weeks before school and two weeks after the school session.

Part-time Employment

Part-time employment is defined as employment in a position, which regularly requires working less than thirty (30) hours per week.

Temporary Employment

A temporary employee is one who works in a situation for which continuation is not anticipated or planned.

Break in Service

A break in service is defined as any termination of employment with Wrangell Public Schools, including, but not limited to declining enrollment at the site or district level or changing needs or programs at the site or District.

Leave

Absences of classified employees from duty shall be for reasons approved by their supervisor and shall be covered with leave, which has been duly authorized, reported and recorded.

Each District employee must notify his/her immediate supervisor in a timely manner of his/her inability to report for duty prior to any absence. If you know ahead of time that you will be absent or late, provide reasonable advance notice to your Supervisor. With the exception of unexpected sick leave, prior approval by supervisors is required for leave requests.

Absence without such notification may be considered sufficient cause for disciplinary action such as temporary suspension, and continued violation of this policy will result in discharge for substantial non-compliance with district policy *(ref. BP-4160, Absences)*. You may be required to provide documentation of any medical or other excuse for being absent or late where permitted by applicable law.

Employee leave may be granted provided an employee has sufficient leave balance. Wrangell Public Schools reserves the right to apply unused vacation, sick time, or other paid time off to unauthorized absences where permitted by applicable law. Absences resulting from approved leave, vacation, or legal requirements are exceptions to the policy. Paid leave may not be used to exceed the number of hours scheduled to work during the week.

Employees will not accrue leave monthly if they are not on paid status for most working days in that month.

LEAVE WITHOUT PAY: Leave without pay will not be routinely approved. In order to maintain the best academic setting for students, classified employees are discouraged from taking Leave without Pay and are asked to limit the number of days of Leave Without Pay taken during the school year. For this purpose, "school year" will be defined as July 1 – June 30). An employee may be granted leave without pay not to exceed a total of ten (10) working days in any school year (except for that used under the Family Medical Leave Act).

Available, applicable paid leave must be used prior to taking Leave Without Pay. If Leave Without Pay is being used because sick leave has been exhausted, the district will require a note from a physician.

No leave may accrue when the employee is on approved leave without pay, or when the employee is otherwise not on a pay status due to school vacations or closures.

Per **Alaska Statute 39.35.330**, a leave or leaves of absence without pay exceeding ten accumulated working days in a calendar year will be considered an interruption of employment and credited service may not be granted for the purpose of retirement.

BEREAVEMENT LEAVE: Death in the immediate family or a grandparent/grandchild, entitles the employee to five (5) days of paid leave, except that if the circumstances of death in the immediate family* require travel outside the state, the employee may use up to ten (10) days of paid leave. This bereavement leave, without pay may be extended, by the superintendent, upon request by the employee.

Upon the death of an in-law, grandparent or grandchild, an employee will be granted up to three (3) days of paid leave.

The superintendent may grant bereavement leave to attend the local funeral of a friend or relative.

JURY DUTY: Employees who are called to serve on jury duty shall be granted leave without loss of pay or other benefit, provided that the employee would have been entitled to such pay and benefits if not serving on a jury. Any compensation received from jury duty in such cases shall be remitted to the District.

VACATION LEAVE:

Full time classified staff members employed on a 12-month basis shall be eligible for paid vacations in accordance with the following schedule:

1 - 4 years	---15 vacation days (accrued at 1.25 days per month)
5 - 9 years	---18 vacation days (accrued at 1.5 days per month)
10 – 14 years	---21 vacation days (accrued at 1.75 days per month)
15 – 19 years	---24 vacation days (accrued at 2.0 days per month)
20 or more years	---27 vacation days (accrued at 2.25 days per month)

Full time classified staff members employed on a 10-month basis shall be eligible for paid vacations in accordance with the following schedule:

1 - 4 years	---10 vacation days (accrued at 1.0 days per month)
5 - 9 years	---12 vacation days (accrued at 1.2 days per month)
10 – 14 years	---13 vacation days (accrued at 1.3 days per month)
15- 19 years	---14 vacation days (accrued at 1.4 days per month)
20 or more years	---15 vacation days (accrued at 1.5 days per month)

Full time classified staff members employed on a 9-month basis shall be eligible for 3 vacation days annually.

An employee may not take vacation during the first three (3) months of employment. Vacation schedules shall be arranged so that, in the judgment of the Superintendent/designee they will least interfere with the functions of the District. Except in situations the superintendent or designee considers extenuating, vacation leave will not be granted during the first or last week of the school year.

Each employee should give as much notice as possible for vacation requests. Approval will be required from the immediate supervisor and from the Superintendent. Consideration will be given in such approval to the cost of any necessary substitute.

Annual vacation leave must be taken within one (1) year of its accrual, except that up to ten (10) days may be carried forward in any given year. Unused leave over the allowed amount will expire. Employees will be paid for unused vacation leave properly accrued upon termination. *(Refer to Board Policy 4262)*

SICK LEAVE: All permanent and temporary classified employees shall accrue 1-1/3 days of sick leave for each month of employment. Substitute employees shall not accrue sick leave. Sick leave may be cumulative without limit.

A day is defined as the number of hours per day authorized for the employee to work at the time sick leave is approved.

Sick leave shall be used only for personal injury or illness of the employee, or subject to the limitation below, for the death, illness, or welfare of a person in the employee's immediate family. The definition of "immediate family" includes husband, wife, father, mother, son, daughter, brother and sister (including step-relatives), or in-law equivalent, or the same-sex equivalent of a spouse. The employee may use all or any portion of his/her sick leave as allowed by the Family Medical Leave Act or this handbook.

After three (3) consecutive days of absence, employees must complete the district family and medical leave form. Medical certification will be required for all medical leave requests for periods of ten days or longer. A completed medical certification form must be submitted within 15 days of the request for leave. The Superintendent and/or principal may require that any absence due to illness or injury be supported by a physician's statement that the employee was sick or injured, and that the employee was incapacitated for work for that period of absence.

It is the employee's responsibility to immediately notify the principal or designee if sick leave is needed. If an employee fails to notify his or her supervisor prior to duty time on the day of absence, the District may elect not to allow sick leave for the absence and/or to deduct salary commensurate with the time lost. *(ref, BP-4160, Absences)*

A false statement by a staff member regarding sick leave shall be sufficient ground for termination.

Upon retirement, unused sick leave will be bought back at $25.00 per day if the employee has 20 years or more of service with Wrangell Public Schools,

SICK LEAVE ACCOUNT: Any employee who has exhausted all accumulated leave is eligible to set up a sick leave account when he/she or an immediate family member in the same household has a serious physical or emotional illness that results in a prolonged absence of at least five (5) days. Sick leave accounts will be set up and administered by a classified employee and the district office in the eligible party's name with the district. Classified employees may donate up to one (1) day per quarter or four (4) days per year to the sick leave account. Donated days will be converted to hours. The employee on leave may not receive more than twice the number of days he/she has accumulated before the first day of any school year, or twenty-four (24) days whichever is greater. In a case of severe illness or extreme hardship, the board may permit an employee to draw more leave.

For the purposes of the Family Medical Leave Act (FMLA), Wrangell Public Schools uses a forward tracking method. The district looks back to the start date of the first leave to begin and counts forward one year from that.



FAMILY AND MEDICAL LEAVE ACT (FMLA) AND ALASKA FAMILY LEAVE ACT (AFLA):

EMPLOYEE RIGHTS AND RESPONSIBILITIES UNDER THE FAMILY AND MEDICAL LEAVE ACT

Basic Leave Entitlement
FMLA requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to eligible employees for the following reasons:

- for incapacity due to pregnancy, prenatal medical care or child birth;
- to care for the employee's child after birth, or placement for adoption or foster care;
- to care for the employee's spouse, son, daughter or parent, who has a serious health condition; or
- for a serious health condition that makes the employee unable to perform the employee's job.

Military Family Leave Entitlements
Eligible employees whose spouse, son, daughter or parent is on covered active duty or call to covered active duty status may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered service-member during a single 12-month period. A covered servicemember is: (1) a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness*; or (2) a veteran who was discharged or released under conditions other than dishonorable at any time during the five-year period prior to the first date the eligible employee takes FMLA leave to care for the covered veteran, and who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness.*

***The FMLA definitions of "serious injury or illness" for current servicemembers and veterans are distinct from the FMLA definition of "serious health condition".**

Benefits and Protections
During FMLA leave, the employer must maintain the employee's health coverage under any "group health plan" on the same terms as if the employee had continued to work. Upon return from FMLA leave, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms.

Use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave.

Eligibility Requirements
Employees are eligible if they have worked for a covered employer for at least 12 months, have 1,250 hours of service in the previous 12 months*, and if at least 50 employees are employed by the employer within 75 miles.

***Special hours of service eligibility requirements apply to airline flight crew employees.**

Definition of Serious Health Condition
A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job, or prevents the qualified family member from participating in school or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than 3 consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

Use of Leave
An employee does not need to use this leave entitlement in one block. Leave can be taken intermittently or on a reduced leave schedule when medically necessary. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the employer's operations. Leave due to qualifying exigencies may also be taken on an intermittent basis.

Substitution of Paid Leave for Unpaid Leave
Employees may choose or employers may require use of accrued paid leave while taking FMLA leave. In order to use paid leave for FMLA leave, employees must comply with the employer's normal paid leave policies.

Employee Responsibilities
Employees must provide 30 days advance notice of the need to take FMLA leave when the need is foreseeable. When 30 days notice is not possible, the employee must provide notice as soon as practicable and generally must comply with an employer's normal call-in procedures.

Employees must provide sufficient information for the employer to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. Employees also must inform the employer if the requested leave is for a reason for which FMLA leave was previously taken or certified. Employees also may be required to provide a certification and periodic recertification supporting the need for leave.

Employer Responsibilities
Covered employers must inform employees requesting leave whether they are eligible under FMLA. If they are, the notice must specify any additional information required as well as the employees' rights and responsibilities. If they are not eligible, the employer must provide a reason for the ineligibility.

Covered employers must inform employees if leave will be designated as FMLA-protected and the amount of leave counted against the employee's leave entitlement. If the employer determines that the leave is not FMLA-protected, the employer must notify the employee.

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

- interfere with, restrain, or deny the exercise of any right provided under FMLA; and
- discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

Enforcement
An employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against an employer.

FMLA does not affect any Federal or State law prohibiting discrimination, or supersede any State or local law or collective bargaining agreement which provides greater family or medical leave rights.

FMLA section 109 (29 U.S.C. § 2619) requires FMLA covered employers to post the text of this notice. Regulation 29 C.F.R. § 825.300(a) may require additional disclosures.

For additional information:
1-866-4US-WAGE (1-866-487-9243) TTY: 1-877-889-5627
WWW.WAGEHOUR.DOL.GOV

U.S. Department of Labor | Wage and Hour Division

WHD Publication 1420 · Revised February 2013

YOUR RIGHTS UNDER THE ALASKA FAMILY LEAVE ACT

THE ALASKA FAMILY LEAVE ACT (AFLA) requires covered public employers to provide up to 18 weeks of unpaid, job-protected leave to eligible employees for certain family and medical reasons. Employees are eligible if they have been employed for a covered employer for at least 35 hours per week for at least six consecutive months or for at least 17.5 hours per week for at least 12 consecutive months immediately preceding the leave, and if there have been at least 21 employees within 50 road miles during any period of 20 consecutive workweeks in the preceding two calendar years.

REASONS FOR TAKING LEAVE: Unpaid leave must be granted for any of the following reasons:
• Pregnancy and birth of a child of the employee
• Placement of a child, other than employee's stepchild, with employee for adoption.
• To care for the employee's spouse, same-sex partner, child or parent with a serious health condition; or
• The employee's own serious health condition

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

ADVANCE NOTICE: If the need for leave is foreseeable, the employee must provide the employer with reasonable prior notice of the expected need for leave. The employee must also make a reasonable effort, with health care provider approval, to schedule foreseeable treatment or supervision so as not to unduly disrupt the employer's operations.

JOB BENEFITS AND PROTECTION:

• For the duration of AFLA leave, the employer must maintain the employee's health coverage under any group health plan. During periods of unpaid AFLA leave, employees are required to pay the full cost of coverage.
• Upon return from AFLA leave, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms.

ENFORCEMENT:

• Employees covered by a collective bargaining agreement may follow the complaint procedure set out in that agreement to resolve disputes regarding leave that is provided as a contract benefit.
• Employees may file complaints regarding the denial of rights or privileges granted by AFLA with the Alaska Department of Labor and Workforce Development.

Reference AS 39.20.500 et seq.
Rev. 01-2009

For additional information on FMLA and AFLA, contact the Superintendent's Office, or the nearest office of the Wage and Hour Division, listed in most telephone directories under U.S. Government Department of Labor.

Refer to Board Policy #4160 for more information on absences from the workplace.

Inadvertent Acquisition of Genetic Information

The Genetic Information Nondiscrimination Act of 2008 (GINA) prohibits employers and other entities covered by GINA Title II from requesting or requiring genetic information of an individual or family member of the individual, except as specifically allowed by this law. To comply with this law, we are asking that you not provide any genetic information when responding to this request for medical information. 'Genetic information' as defined by GINA includes an individual's family medical history, the results of an individual's family member sought or received genetic services, and genetic information of a fetus carried by an individual or an individual's family member or an embryo lawfully held by an individual or family member receiving assistive reproductive services.

Holidays

Twelve-month employees shall have the following holidays, provided, that they worked or were on approved vacation or sick leave, on the day immediately preceding and immediately after the holiday:

- Labor Day
- Thanksgiving Day and the day following
- Christmas Day, the day before and the day after
- New Year's Day
- Memorial Day
- Independence Day

Ten-month employees shall have the following holidays, provided, that they worked or were on approved vacation or sick leave, on the day immediately preceding and immediately after the holiday:

- Labor Day
- Thanksgiving Day and the day following
- Christmas Day, the day before and the day after
- New Year's Day
- Memorial Day.

Nine-month employees shall have the following holidays, if they worked or were on approved sick leave on the day immediately preceding and immediately subsequent to the holiday (with the exception of school vacation days when the employee is not normally scheduled to work): Thanksgiving, the day after Thanksgiving, Christmas and New Year's Day.

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

When a holiday falls on a Saturday, the preceding Friday shall be considered a non-workday; generally, when the holiday falls on a Sunday, the following Monday shall be considered a non-workday, however, the district may alter to comply with the approved school calendar or state/federal requirements. *(Refer to Board Policy 4262)*

Job Abandonment

If you fail to show up for work or fail to call in with an acceptable reason for the absence for a period of three consecutive days, you will be considered to have abandoned your job and voluntarily resigned from Wrangell Public Schools

Compensation

SALARY: Hourly employees will be paid according to the appropriate range on the adopted salary schedule.

PLACEMENT ON THE SALARY SCHEDULE: The Superintendent shall make the initial placement based upon job description and position responsibilities. Experience and education relative to the position within a classification or in related job descriptions will be considered. *Salary Schedules can be found in the Appendix at the back of this handbook.*

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 by Wrangell Public Schools 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) month work criteria. The Superintendent can waive this requirement if there are extenuating circumstances.

RECORDING TIME: Wrangell Public Schools is required by applicable federal, state, and local laws to keep accurate records of hours worked by certain employees. To ensure that Wrangell Public Schools has complete and accurate time records and that employees are paid for all hours worked, nonexempt employees are required to record all working time using the approved time keeping application. Exempt employees may also be required to track days or time worked. Speak with your Supervisor for specific instructions.

You must accurately record all your time using the Red Rover system to ensure you are paid for all hours worked and must follow established procedures for recording your hours worked. Time must be recorded as follows:

- Immediately before starting your shift.
- Immediately after finishing work, before your meal period.
- Immediately before resuming work, after your meal period.
- Immediately after finishing work.
- Immediately before and after any other time away from work.

If you are required to clock in, you should clock in no more than five minutes ahead of your start time and clock out no later than five minutes after your quitting time. Exceptions may be made for office and custodial personnel who may work a more flexible schedule.

Notify your Supervisor or the District Office, in writing, of any pay discrepancies, unrecorded or mis-recorded work hours, or any involuntarily missed meal or break periods. Falsifying time entries is strictly prohibited. Falsifying time entries includes working "off the clock." If you falsify your own time records, or the time records of co-workers, or if you work off the clock, you will be subject to discipline up to and including termination. Immediately report to the District Office any employee, supervisor, or manager who falsifies your time entries or encourages or requires you to falsify your time entries or work off the clock.

OVERTIME: Overtime is defined as all hours worked over forty (40) hours in one (1) week. The workweek begins on Sunday at 12:00 a.m. and ends on Saturday at 11:59 p.m.

Overtime work shall not be permitted, unless approved in advance by the Superintendent/designee.

Overtime pay shall be calculated at the rate of time and one-half for all hours worked overtime. With the exception that professional, supervisory, or administrative employees shall not be entitled to receive overtime compensation.

PAYDAY: The monthly pay period begins on the first day of the month and ends on the last day of the month. Employees shall be paid on the fifteenth ($15^{th)}$ day of the following month. If the fifteenth is a weekend or legal holiday, payment will be made on the last workday prior to the weekend or holiday.

DIRECT DEPOSIT: Wrangell Public Schools strongly encourages all employees to enroll in direct deposit. If you would like to take advantage of direct deposit, ask District Office Staff for an application form. Typically, the bank will begin the direct deposit of your payroll within 30 calendar days after you submit your completed application.

If you have selected the direct deposit payroll service, a statement of earnings will be available via SERP for direct deposit payments so that you have record for your files. If you elect to get a paper check, your pay stub is attached to the check. It is extremely time consuming for the district office to pull employees' back pay stubs. While we are happy to verify wages for consumer loans, etc., it is your responsibility to keep track of your individual pay stubs.

RETIREMENT: The District participates in the State of Alaska's Public Employee Retirement System (PERS) and Supplemental Benefits System (SBS).

All classified employees are required to participate in the Supplemental Benefits System. Regular employees who work at least fifteen (15) hours per week will be required to participate in PERS. Employees will be responsible for all employee contributions to such plans, which will be facilitated by the District through automatic payroll deduction.

403(b) PLANS

This notice provides important information regarding the 403(b) plan in which you are eligible to participate (the "plan"). You may want to take this opportunity to either (1) begin making pre-tax 403(b) elective deferral contributions or (2) review your current elections and decide if you want to make changes. Before making any initial elections or changes, you should be sure to consult the written plan and any other materials provided to you that explain the terms of the plan.

When can I enroll?

You are eligible to enroll immediately upon your date of hire.

You may choose your initial elective deferral rate by completing the appropriate application and any other necessary forms including Salary Reduction Agreement at initial enrollment.

This contribution will continue unless it is modified or revoked in the future. Return all completed forms to the District Office.

Can I change or stop my elective deferral contributions?

You may change your elective deferral contributions during the plan year. You are permitted to revoke your election at any time during the plan year. Please contact your plan administrator for further instructions.

When are my elective deferral contributions effective?

After completing the enrollment requirements, your elective deferral contributions will begin on the next pay period as soon as administratively possible.

What is the maximum amount that I can contribute?

The Internal Revenue Code limits the annual contributions you can make to a 403(b) plan and the limits are adjusted each year. The 2022 limits are as follows:

- Elective deferral limit $20,500.00
- Age 50 catch-up $6,500.00
- 15 years of service catch-up $3,000.00 minimum

*The 15 years of service catch-up contribution applies before the age of 50 and is based on a formula that takes into account all past contributions to the plan and the employee's total years of service to the employer.

Who do I contact for additional information?

To learn more about 403(b) plans, please visit htttp://www.irs.gov and search for Publication 571. If you have more questions about how the plan works or your rights and obligations under the plan, please contact your plan administrator at (907) 874-2347.

The District assumes no liability as a result of the services it provides its employees through voluntary payroll deductions.

MEDICAL INSURANCE: For employees working at least 30 hours per week, Wrangell Public Schools will maintain and offer a sound and fiscally responsible health insurance plan. This coverage will begin the first day of the month following the official hire date.

The cost of this plan will be paid by Wrangell Public Schools, as provided below and the plan will provide for either a $1,000 individual or a $3,000 family deductible. Wrangell Public Schools shall pay 97% of the premium and the employee shall pay 3% for health insurance for employees and immediate family members.

No employee shall receive health insurance from more than one district policy (no double coverage). Further, employees who choose not to be covered by the district health plan must sign a statement attesting that he/she is covered by other health insurance. Eligible employees who choose not to be covered by the district health plan (either due to the prohibition on double coverage or the employee's election), shall be paid $300 per month while employed and not covered by the district health plan.

Wrangell Public Schools shall also offer a plan with a $3,000 individual/$6,000 family deductible. Eligible employees who choose to enroll in this plan shall be required to pay one percent (1%) of the actual premium from the time of provided the educator continues to be enrolled in the $3000/$6000 plan. WPS shall pay ninety-nine percent (99%) of the cost of the premium.

WPS will also offer a plan with a super high deductible ($7,500 individual deductible) at no cost to the employee. If this plan is chosen during open enrollment, the district would pay a match of up to XX into an HSA (Health Savings Account). *(XX Amount is contingent upon legal review).*

Eligible 9 & 10-month classified staff will receive health coverage benefits during the summer months. The employee is responsible for their portion of the premium costs during those months. If the employee does not return to work the following school year, the employee is responsible for reimbursing the District for the District-portion of the premium for the months following their last official workday. This clause may be waived by the Superintendent due to mitigating circumstances.

Notice for Employees who enroll in the Group Health Plan:

YOUR RIGHTS UNDER THE WOMEN'S HEALTH AND CANCER RIGHTS ACT

What is the Women's Health and Cancer Rights Act?

The Women's Health and Cancer Rights Act (WHCRA) provides protections for mastectomy patients who choose to have breast reconstruction in connection with a mastectomy. The WHCRA applies only to those group health plans and health insurers that cover benefits for mastectomies; it *does not require* health plans to pay for mastectomies. But for plans that do provide coverage for mastectomies, the WHCRA requires coverage for reconstruction as well.
According to the U.S. Department of Labor, the WHCRA is not limited to cancer patients; this law should cover anyone seeking reconstruction after a mastectomy for any reason.

For individuals receiving mastectomy-related benefits, coverage will be provided in a manner determined in consultation with the attending physician and the patient for:

1. All stages of reconstruction of the breast on which the mastectomy was performed.
2. Surgery and reconstruction of the other breast to produce a symmetrical appearance.
3. Prostheses (e.g., breast implant); and
4. Treatment for physical complications of the mastectomy, including lymphedema.

These benefits will be provided subject to the same deductibles and coinsurance applicable to other medical and surgical benefits provided under this plan.

Note: State laws may broaden federal WHCRA rights. For complete details about your plan benefits, please read your summary plan description or contact the plan administrator:

Wrangell Public Schools
P.O. Box 2319
Wrangell, AK 99929-2319
(907) 874-2347

More information about the WHCRA may be obtained by calling the Employee Benefits Security Administration of the U.S. Department of Labor toll free at: 1-866-444-3272.

COBRA CONTINUATION COVERAGE: If you receive Medical insurance as an employment benefit you have the right to COBRA. Please see the general notice of your coverage rights in the back of the classified employee handbook.

COBRA continuation coverage is a continuation of Plan coverage when coverage would otherwise end because of a life event known as a "qualifying event." Specific qualifying events are listed later in this notice. After a qualifying event, COBRA continuation coverage must be offered to each person who is a "qualified beneficiary."

You, your spouse, and your dependent children could become qualified beneficiaries if coverage under the Plan is lost because of the qualifying event. Under the Plan, qualified beneficiaries who elect COBRA continuation coverage must pay for COBRA continuation coverage.

If you are an employee, you will become a qualified beneficiary if you lose your coverage under the Plan because either one of the following qualifying events happens:

- Your days of employment or hours of employment are reduced, or
- Your employment ends for any reason other than your gross misconduct.

If you are the spouse of an employee, you will become a qualified beneficiary if you lose your coverage under the Plan because any of the following qualifying events happens:

Your spouse dies.

- Your spouse's hours of employment are reduced.
- Your spouse's employment ends for any reason other than his or her gross misconduct.
- Your spouse becomes entitled to Medicare benefits (under Part A, Part B, or both); or
- You become divorced or legally separated from your spouse.

Your dependent children will become qualified beneficiaries if they lose coverage under the Plan because any of the following qualifying events happens:

- The parent-employee dies.
- The parent-employee's hours of employment are reduced.
- The parent-employee's employment ends for any reason other than his or her gross misconduct.
- The parent-employee becomes entitled to Medicare benefits (Part A, Part B, or both);
- The parents become divorced or legally separated; or
- The child stops being eligible for coverage under the plan as a "dependent child."

WORKMEN'S COMPENSATION: All employees shall be covered by Workmen's Compensation as required by the Workmen's Compensation Act.

All employee injuries occurring while on duty shall be reported immediately to the supervisor. Employees shall complete the section of the Workers' Compensation "Report of Occupational Injury or Illness" form. This form should be submitted to the Principal or Supervisor who shall forward it to the District Office.

UNEMPLOYMENT INSURANCE: All employees shall be covered by unemployment insurance as provided by State law.

PAYROLL DEDUCTIONS: Wrangell Public Schools is required by law to make certain deductions from your pay each pay period. This includes income and unemployment taxes, Federal Insurance Contributions Act (FICA) contributions, and any other deductions required under law or by court order including wage garnishments.

The amount of your tax deductions will depend on your earnings and the number of exemptions you list on your federal Form W-4 and applicable state withholding form. You may also authorize voluntary deductions from your paycheck, including contributions for insurance premiums, retirement plans, spending accounts, or other services. Your deductions will be reflected in your wage statement.

Wrangell Public Schools will not make deductions to your pay that are prohibited by federal, state, or local law. If you have any questions about deductions from your pay, contact your Supervisor. You will be reimbursed in full for any isolated, inadvertent, or improper deductions, as defined by law. If an error is found, you will receive an immediate adjustment, which will be paid no later than your next regular payday.

Upon appropriate written authorization, the District shall deduct from the salary of that person and make appropriate remittance for tax-sheltered annuities, credit union or any other plans or programs approved by the School Board. All employees of the school district who work fifteen or more hours per week are permitted to make elective deferrals to a 403 (b) tax shelter annuity. A list of vendors is available at the district office.

SALARY ADVANCES: Upon application of an employee, advances may be made on his/her salary in an amount to be determined by the superintendent, but not to exceed 70% of the amount earned to date in that pay period. Advances shall be deducted from the employee's next regular paycheck. There will be a fee of $25 for each salary advance taken. The total number of salary advances during any fiscal year will not exceed three (3). Salary Advance forms are available in the district office.

Accident Reporting

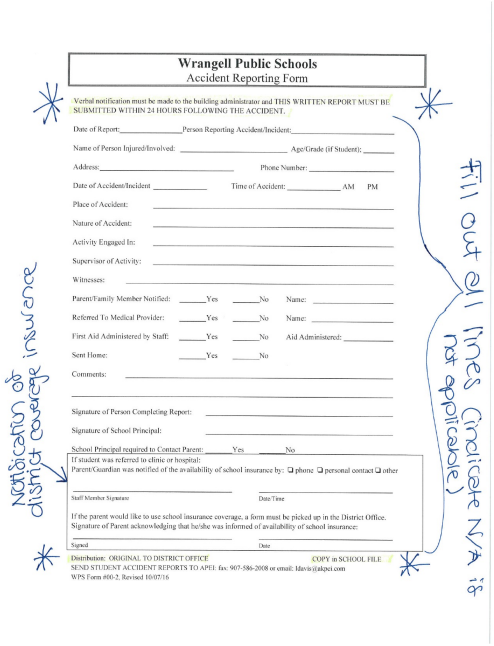
All employees are required to complete accident reports if they witness an accident or injury that occurs on school property, at a school-sponsored event or while on a school-sponsored trip. These forms should be completed as soon as possible and submitted to the district office within 24 hours following the accident.

The accident form must be completed in full. All blanks must either be filled in or noted N/A if the information is not pertinent to a particular situation. In case of an accident that requires medical attention, staff must immediately contact their supervisor who should in turn, contact the Superintendent.

The original accident form is filed in the district office with a copy retained in the school office.

The District does have student accident coverage. If a student is injured and requires medical care, the parent should be notified of the availability of insurance and the form completed appropriately signifying that contact was made.

Refer to sample form below:



Wrangell Public Schools
Accident Reporting Form

Verbal notification must be made to the building administrator and THIS WRITTEN REPORT MUST BE SUBMITTED WITHIN 24 HOURS FOLLOWING THE ACCIDENT.

Date of Report:_____ Person Reporting Accident/Incident:_____

Name of Person Injured/Involved: _____ Age/Grade (if Student): _____

Address:_____ Phone Number: _____

Date of Accident/Incident _____ Time of Accident: _____ AM PM

Place of Accident: _____

Nature of Accident: _____

Activity Engaged In: _____

Supervisor of Activity: _____

Witnesses: _____

Parent/Family Member Notified: _____Yes _____No Name: _____

Referred To Medical Provider: _____Yes _____No Name: _____

First Aid Administered by Staff: _____Yes _____No Aid Administered: _____

Sent Home: _____Yes _____No

Comments: _____

Signature of Person Completing Report: _____

Signature of School Principal: _____

School Principal required to Contact Parent: _____Yes _____No

If student was referred to clinic or hospital:
Parent/Guardian was notified of the availability of school insurance by: ❑ phone ❑ personal contact ❑ other

Staff Member Signature Date/Time

If the parent would like to use school insurance coverage, a form must be picked up in the District Office.
Signature of Parent acknowledging that he/she was informed of availability of school insurance:

Signed Date

Distribution: ORIGINAL TO DISTRICT OFFICE COPY to SCHOOL FILE
SEND STUDENT ACCIDENT REPORTS TO APEI: fax: 907-586-2008 or email: ldavis@alpei.com
WPS Form #00-2, Revised 10/07/16

Notification of district coverage insurance

Fill out all lines (indicate N/A if not applicable)

Special Needs

Students and staff members who require special accommodations can contact their building principal:

Cathy Winn, Elementary Principal Phone: 874-2321
P.O. Box 736; Wrangell, AK 99929-0736
cwinn@wpsd.us

Greg Clark, Secondary Principal Phone: 874-3395
P.O. Box 651; Wrangell, AK 99929-0651
gclark@wpsd.us

Outside (Non-School) Employment

Outside employment that creates a conflict of interest or that affects the quality or value of your work performance or availability at Wrangell Public Schools is prohibited. The District recognizes that you may seek additional employment during off hours, but in all cases expects that any outside employment will not affect job performance, work hours, or scheduling, or otherwise adversely affect your ability to effectively perform your duties. Any conflicts should be reported to your Supervisor. Failure to adhere to this policy may result in discipline up to and including termination.

Personnel Records

A personnel folder for each employee shall be accurately maintained in the District Office.

In addition to the initial application for employment and supporting material and references, such folders shall contain information relative to compensation, payroll deductions, evaluations and such other information as may be considered pertinent.

All personnel records of District employees shall be confidential. They shall not be open for public inspection. The Superintendent shall take the necessary steps to safeguard unauthorized use of all confidential material.

Each employee shall have the right, upon request, to review the contents of his or her own personnel file, except for references and recommendations provided to the district on a confidential basis by universities, colleges, or persons not connected with the district. Lists of employees' names and addresses shall be released only to governmental agencies as required for official reports.

Medical or other confidential information covered by HIPPA laws will be kept in a separate employee file.

Evaluation

All employees shall be evaluated by their supervisor annually prior to May 1. 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.

An evaluation of the employee's work performance shall be completed and reviewed with the employee upon completion of the probationary period. A satisfactory evaluation shall be necessary for continued employment as a regular employee. Upon completion of the probationary period a classified employee shall be considered a regular employee of the District. *Refer to Board Policy #4216.*

Job Description

Wrangell Public Schools attempts to maintain a job description for each position. If you do not have a current copy of your job description, you should request one from your Supervisor.

Job descriptions prepared by Wrangell Public Schools serve as an outline only. Due to business needs, you may be required to perform job duties that are not within your written job description. Furthermore, Wrangell Public Schools may have to revise, add to, or delete from your job duties per business needs. On occasion, Wrangell Public Schools may need to revise job descriptions with or without advance notice to employees.

If you have any questions regarding your job description or the scope of your duties, please speak with your Supervisor.

Children in the Workplace

The presence of children in the workplace with the employee parent during the employee's workday is inappropriate and is to be avoided except in emergency situations. This policy is established to avoid disruptions in job duties of the employee and co-workers, reduce property liability, and help maintain the company's professional work environment.

If bringing a child to work with the employee is unavoidable, the employee must contact his/her supervisor as soon as possible to discuss the situation and obtain permission to have the child accompany the employee while working. Factors the supervisors will consider are the age of the child, how long the child needs to be present, the work environment in the employee's area, and any possible disruption to the employee's and co-workers' work. Consideration will not be given to allowing a child with an illness to come to work with the employee.

A child brought to the workplace in unavoidable situations will be the responsibility of the employee and must be always accompanied and be under the direct supervision of the employee parent.

Dress Code

Employees are expected to dress in an appropriate manner according to their job description. Keep in mind that you are a role model to students. The following shows examples of appropriate dress:

Appropriate Dress	Inappropriate Dress
Khaki pants or slacks	Blue Jeans with Holes
Button-up or polo shirt	Tank top or T-shirt
School Spirit Shirt	Hooded Sweatshirt with Bar Logo

Criminal Activity/Arrests

Wrangell Public Schools will report all criminal activity in accordance with applicable law. Involvement in criminal activity while employed by the District, whether on or off District property, may result in disciplinary action including suspension or termination of employment.

You are expected to be on the job, ready to work, when scheduled. Inability to report to work as scheduled may lead to disciplinary action, up to and including termination of employment, for violation of an attendance policy or job abandonment.

Discipline

Employees may be disciplined for any conduct tending to be detrimental to the best interest of the school district or tending to reflect adversely on the employee's competence, character, efficiency, or willingness to perform duties at the required level of performance. Types of discipline include, but are not limited to, verbal warning, written reprimand, suspension without pay, demotion or discharge.

The Superintendent shall be kept informed in writing of any disciplinary action taken against any employee. Appeals of disciplinary action may be made to the Superintendent.

Prohibition of Harassment

Wrangell Public Schools does not tolerate harassment of its employees, or any other member of the school community. Harassment based on sex, color, race, religion, national origin, age, mental or physical disability, marital status, changes in marital status, pregnancy, or parenthood is specifically prohibited.

Harassment includes, but is not limited to, slurs, epithets, threats, derogatory comments, unwelcome jokes, teasing, unwelcome sexual advances or requests for sexual favors, displaying offensive words, objects or pictures and other verbal or physical conduct which adversely affects an individual's employment, or has the purpose or effect of unreasonably interfering with an individual's employment or creating an intimidating, hostile, or offensive work environment. Sexual harassment also occurs where submission to conduct of a sexual nature in an explicit or implicit condition of an individual's employment, or submission to or rejection of sexual conduct is used as the basis for employment.

Employees who knowingly permit or engage in such harassment will be subject to disciplinary action, up to and including discharge. Non-employees will be subject to sanctions appropriate to their status or relationship with the District.

The District encourages the immediate reporting of incidents of harassment. Employees who believe they have been subject to harassment should contact their immediate supervisor. In cases where the person to whom a victim would normally report is the alleged source of the harassment, cases where the victim is not an employee or a student or where other good reason exists not to report to the person designated under this policy to receive reports, the victim should contact the Superintendent, or a person designated by the Superintendent to receive and investigate complaints of harassment.

Individuals who make good faith reports of harassment or suspected harassment prohibited by this policy shall not be retaliated against in any way. Reports will be treated as confidentially as possible, consistent with the District's need to conduct a thorough investigation of the charges, to remedy the harm caused by harassment and to prevent further harassment.

For more information, refer to Board Policy #4119.12, Prohibition of Harassment.

Sexual Abuse

Wrangell Public Schools prohibits and does not tolerate sexual abuse. Wrangell Public Schools provides procedures for employees to report sexual abuse. No employee has the authority to commit or allow sexual abuse.

WPS has zero tolerance for any sexual abuse committed by any employee. Upon completion of the investigation, disciplinary action up to and including termination of employment and criminal prosecution may ensue. Sexual abuse is inappropriate sexual contact of a criminal nature. Sexual abuse includes sexual molestation, sexual assault, sexual exploitation, or sexual injury, but does not include sexual harassment.

Any incidents of sexual abuse reasonably believed to have occurred will be reportable to appropriate law enforcement agencies and regulatory agencies.

Reporting Procedure: You must report the abuse immediately to your local Child Protective Services Agency. You should also notify your building principal or superintendent.

Anti-retaliation: Wrangell Public Schools prohibits retaliation made against any employee who reports a good faith complaint of sexual abuse or who participates in any related investigation. Making false accusations of sexual abuse in bad faith can have serious consequences for those who are wrongly accused. WPS prohibits making false and/or malicious sexual abuse allegations, as well as deliberately providing false information during an investigation. Anyone who violates this rule is subject to disciplinary action, up to and including termination.

Investigation and Follow-up: WPS will take all allegation of sexual abuse seriously and will cooperate fully with any investigation conducted by law enforcement of other regulatory agencies. If the accused is an employee, WPS provides notice that they have the option of placing the accused on a leave of absence or reassignment.

WPS will make every reasonable effort to keep the matters involved in the allegation as confidential as possible while still allowing for a prompt and thorough investigation.

Communications

CELL PHONES**:** Personal cell phone usage is discouraged during work hours except during emergency and to communicate with other staff members. While working with students, cell phones should be silenced and put away unless previously approved by the principal. Under no circumstance should employees talk on their cell phone or text while driving a district vehicle (including rental vehicles) or during crosswalk duty.

TELEPHONE: Employees are required to respond to telephone inquiries as soon as possible (within one working day).

EMAIL: The District's main form of communication with employees is using district email. Employees should check their school email at least once each day while at work and immediately acknowledge receipt as appropriate. If unable to comply with an email request at the time requested, then the email recipient shall communicate such and collaboratively determine a response date.

Employees are responsible for knowledge of the content of messages sent to them through the district email system.

Employees who are out of the office are required to initiate an email autoreply offering another school district employee as a contact.

Create an email signature block. Contact IT for assistance.

1. First and Last name
2. Department/Position
3. Phone/Fax
4. Mailing Address
5. Disclosure message (optional)

If there is any question about whether responding to an email or phone call falls within the responsibility of an employee, the employee should immediately refer the matter to his/her supervisor.

STAFF COMMUNICATIONS TO THE BOARD: Staff members, parents and community members should submit questions or communications to the School Board as a whole, through the Superintendent or designee. Board member's questions or communications to staff or about programs will be channeled through the Superintendent's office.

SOCIAL INTERACTION: Employees of the District and Board members share a keen interest in the schools and in education generally. It is to be expected that when they meet at social affairs and other functions, they will informally discuss such matters as education trends, issues and innovations and general school district problems. However, employees are reminded that individual Board members have no special authority except when they are convened at a legal meeting of the Board or vested with special authority by Board action.

Technology Usage

Wrangell Public Schools believes that computers and electronic communication technology are important educational tools. The district provides faculty and staff with access to computers and electronic information resources for educational and operational purposes. All employees must sign the appropriate use agreement.

Use of any of the district's technology is a privilege and not a right. Each staff member is expected to use the district's computer technology in an appropriate manner, which requires that use be efficient, ethical, and legal.

The district shall use appropriate technology protection measures to block or filter Internet access to visual depictions of obscene material, child pornography and material that is harmful to minors and shall monitor the online activities of minors to guard against access to such materials. The Superintendent shall develop regulations governing staff use of the district's computers and electronic communication resources.

Failure to abide by the regulations adopted pursuant to this policy may result in termination of the offender's privilege to use the district's computer technology and/or other disciplinary measures appropriate to the offense.

Social networking, employee comments and employee photos should be tasteful and should not reflect negatively on the employee.

Photos of Students

Employees at our schools and at school-related events (including class parties and field trips) are welcome to take photos of their own child(ren) for their personal use. However, employees are asked to respect the privacy and confidentiality of other families. At school and school events (including field trips) students have an expectation of privacy. This is governed by the federal Family Educational Rights and Privacy Act (FERPA). Employees should not take photographs or videos which clearly identify someone else's child or their work and share them on social media websites.

District Vehicles

Drivers of vehicles owned by Wrangell Public Schools are required to complete a driver's release form with the district office.

Cell phone usage (talk or text) is absolutely prohibited while driving a district owned or rented vehicle.

The driver and all passengers MUST always wear a seat belt while the vehicle is in motion.

What to Do in Case of an Accident

1. Stop. Stay calm. Pull your car as far off the road as possible. It is a crime to leave the scene without talking to the police, especially if there are injuries. Investigate.

2. Protect the scene. Use warning devices. Get help from bystanders. Turn off all engines. No smoking. Guard against fire.

3. Do not move injured persons unless necessary. Summon ambulance if needed.

4. Get help. Use a phone or send reliable passerby. Notify administrative office and police as instructed. Give location and nature of accident accurately.
5. Identify yourself as an employee of Wrangell Public Schools. Show license and registration on request.

6. Be courteous. Make no statement about accident except to police, school district or Wrangell Public Schools' insurance company representative.

7. Fill out and check off all applicable information in the APEI Driver's Accident Report Kit (if available). Write down names, license numbers, insurance companies and policy numbers and any other information regarding the accident. Use the ACCIDENT SCENE diagram or sketch the accident. Indicate weather conditions, time, lighting, exact location, etc. Take photos if you have a camera. The more detail you can provide the better for insurance or legal purposes later.

8. Wrangell Public Schools is insured through Alaska Public Entity Insurance (APEI). Our policy number is 43041722 167-05. Give Petersburg-Wrangell Insurance as the contact phone number: 907-874-2359.

9. **Call the Wrangell Public Schools District Office, the Superintendent or Principal immediately after you have an accident. Call administrators at home if after hours.**
   Phone Numbers:

District Office	907-874-2347
Dr. Joshua Garrett, Superintendent	907-874-2347
Kim Powell, District Administrative Assistant	907-305-0802
Greg Clark, Secondary Principal	907-347-8969
Cathy Winn, Elementary Principal	907-874-2321

Protecting Student & Staff Privacy

Each student with whom you work has a right to expect that nothing that happens to or with them will be repeated to anyone other than authorized school employees, as designated by the administrators of each school. Even when discussing a student with those who are directly involved in a student's education, such as a teacher, principal, or counselor, you may not share otherwise confidential information with them unless it is relevant to the student's educational growth, safety, or well-being. This obligation extends to written or verbal information.

Parent, friends, or community members may, in good faith, ask you questions about a student's problems or progress. Again, you must refer all such questions to the authorized school employees. You may not share information about a student, even with members of your own family or their family.

Employees have a right to expect their personal information also be kept confidential. You are asked to respect the privacy of individuals by not sharing information with others. If you have a concern about this private information, you may discuss your concerns with the associated school principal or program supervisor.

Unauthorized Release of Confidential Information

District employees shall maintain the confidentiality of all confidential records until such time as laws, state regulations and/or bylaws of this district permit disclosure. Information and records pertaining to executive sessions, negotiations, and student records, including individual test results, are not subject to public disclosure.

Any employee who willfully 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, which inadvertently or carelessly results in 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 and/or take other disciplinary measures appropriate to the offense.

For more information, refer to Board Policy #4119.23, Unauthorized Release of Confidential Information and Exhibit #4119.23, Confidentiality

Drug, Tobacco, and Alcohol-Free Workplace

Note: Although the passage AS 17.38 authorizes the use of marijuana under certain conditions, it explicitly recognizes the authority of employers to prohibit the use, consumption, possession, transfer, display, transportation, sale, or growing of marijuana in the workplace. Additionally, AS 17.38 does not prevent employers from establishing policies that restrict the use of marijuana by employees. AS 17.38.120(a). Further, as a recipient of federal funds, the district is obligated to maintain a drug-free workplace consistent with federal law, which prohibits the manufacture, sale, distribution, or possession of marijuana. For purposes of the district's policy and legal obligation, marijuana is prohibited.

The School Board believes that the maintenance of drug, tobacco and alcohol -free workplaces is essential to school and district operations. No employee should unlawfully manufacture, distribute, dispense, possess, use, or be under the influence of any alcoholic beverage, drug, or controlled substance before, during, or after school hours at school or in any other district workplace.

For purposes of this policy, "drug" is defined to include, but is not limited to, marijuana or cannabis, in any form; synthetic marijuana or cannabis, in any form; synthetic variations of controlled substances, in any form; prescription medication for which a valid prescription has not been obtained, which is used in amounts in excess of prescribed dosages, or which is used for purposes other than prescribed, and prescription drugs distributed or dispensed to any person other than the prescription holder. "Controlled substance" is defined to include any substance identified by federal or state law as controlled.

In the interest of the health and safety of students and employees, it is a violation of this policy for students, staff, parents, visitors, contractors, and all others to use, distribute, or sell tobacco products on District premises, at school-sponsored activities, on or off District premises and in District-owned, rented or leased vehicles.

"Tobacco" is defined to include in any non-FDA approved tobacco or nicotine, lighted or unlighted cigarette, electronic cigarette, vape or vaping device, cigar, pipe, bidi, clove cigarette, dissolvable nicotine strips, liquid tobacco or nicotine, and any other smokeless tobacco product, also known as spit tobacco, dip, chew, and snuff, in any form.

Tobacco possession is prohibited for all district students and visiting students, as well as for all other visitors under the age of 19.

Alcohol, tobacco, and marijuana advertising is prohibited in all school-sponsored publications, in all school buildings, and at all school-sponsored events. District acceptance of gifts or funds from alcohol, tobacco, and marijuana industries is similarly prohibited.

Personnel shall not wear clothing depicting tobacco, alcohol, drugs, or controlled substances, and shall not display such items or related slogans on their vehicles, through signage, or otherwise, while the vehicle is on District property or at a school-sponsored event.

For more information, refer to Board Policy #4020, Drug and Alcohol-Free Workplace.

Smoking and Tobacco Use on School Premises

District employees should demonstrate conduct that is consistent with school programs and to discourage students from using tobacco products.

In accordance with law and to promote the health and safety of all students and staff, it is the intent of the Board to establish a tobacco-free environment. Consequently, it is a violation for students, staff, visitors, contractors and all others to use, distribute or sell tobacco, including any smoking device, on district premises, at school-sponsored activities on or off district premises and in district-owned, rented or leased vehicles. Staff and/or all others authorized to use district vehicles to transport district students to school sponsored activities are prohibited from using tobacco in those vehicles.

For the purposes of this policy, "tobacco" is defined to include tobacco in any form and/or any nicotine delivering devices, including any lighted or unlighted cigarette, smokeless tobacco (dip, chew, etc.), cigars, and electronic nicotine delivery systems, including e-cigarettes, e-liquids, vaping devices, and vaping liquids. This does not include FDA approved nicotine replacement therapy products for the purpose of cessation.

For more information, refer to Board Policy #3513.3, Use of Tobacco.

Standards of Conduct

Wrangell Public Schools wishes to create a work environment that promotes job satisfaction, respect, responsibility, integrity, and value for all our employees, clients, customers, and other stakeholders. We all share in the responsibility of improving the quality of our work environment. By deciding to work here, you agree to follow our rules.

While it is impossible to list everything that could be considered misconduct in the workplace, what is outlined here is a list of common-sense infractions that could result in discipline, up to and including immediate termination of employment. This policy is not intended to limit our right to discipline or discharge employees for any reason permitted by law.

Examples of inappropriate conduct include:

- Violation of the policies and procedures set forth in this handbook.
- Possessing, using, distributing, selling, or negotiating the sale of illegal drugs or other controlled substances. *Refer to Board Policy # 4020*
- Being under the influence of alcohol during working hours on District property (including in District owned or rented vehicles), or on District business.
- Inaccurate reporting of the hours worked by you or any other employees.
- Providing knowingly inaccurate, incomplete, or misleading information when speaking on behalf of the District or in the preparation of any employment-related documents including, but not limited to, job applications, personnel files, employment review documents, communications, or expense records.
- Taking or destroying District property.
- Possession of potentially hazardous or dangerous property (where not permitted) such as firearms, weapons, chemicals, etc., without prior authorization.
- Fighting with, or harassment of (as defined in our EEO policy), any fellow employee, vendor, student, parent or community member.
- Disclosure of confidential or sensitive information (i.e., progress, discipline, injuries or accidents, etc.) of the District or its employees or students.
- Refusal or failure to follow directions or to perform a requested or required job task.
- Refusal or failure to follow safety rules and procedures.
- Excessive tardiness or absences.
- Smoking in non-designated areas.

- Working unauthorized overtime.
- Solicitation of fellow employees on District premises during working hours.
- Failure to dress according to District policy.
- Use of obscene or harassing (as defined by our EEO policy) language in the workplace.
- Engaging in outside employment that interferes with your ability to perform your job at Wrangell Public Schools
- Gambling on District premises.
- Lending keys or District property to unauthorized persons.

Nothing in this policy is intended to limit your rights under the National Labor Relations Act, or to modify the at-will employment status where at-will is not prohibited by state law.

The following work rules are intended to minimize the likelihood of any employee, through misunderstanding or otherwise, becoming subject to any disciplinary action. Such disciplinary action may include suspension and discharge. The following rules are examples of the type of conduct, which will not be condoned, and is not to be considered an all-inclusive list.

1. Absences from their respective buildings during duty hours except on official business or by permission of their immediate supervisors.
2. Sale or offer for sale, or solicitation of contributions, on District property during school and/or working hours any article or service without written permission from the Office of the Superintendent. This does not include items which are School District related, or which normally might be found on bulletin boards (e.g., house for rent).
3. Performance of unauthorized personal work during assigned working hours.
4. Commission of an act that might endanger the safety or lives of others.
5. Falsification of school records, reports, employment applications or payrolls.
6. Disclosure of confidential information to unauthorized persons.
7. Theft of school property, the property of another employee, or theft occurring during working hours.
8. Deliberate damage to or destruction of school property.
9. Negligent conduct while on duty, which results in personal injury or property damage.
10. Use of tobacco or tobacco products on school premises. *Refer to Board Policy #3513.3, Use of Tobacco*
11. Unauthorized use of district equipment.
12. Use of abusive *language or racial slur*s toward students or other employees.
13. Engaging in immoral conduct with a student.
14. Misuse of leave.
15. Insubordination: refusal to follow instructions from a supervisor, and administrative directives from the Office of Superintendent.

Staff Complaint Procedure

Wrangell Public Schools strives to provide a comfortable, productive, legal, and ethical work environment. To this end, we want you to bring any problems, concerns, or grievances you have about the workplace to the attention of your Supervisor and, if necessary, to Human Resources or upper-level management. To help manage conflict resolution we have instituted the following problem-solving procedure:

If you believe there is inappropriate conduct or activity on the part of the District, management, its employees, vendors, or any other persons or entities related to the District, bring your concerns to the attention of your Supervisor at a time and place that will allow the person to properly listen to your concern. Most problems can be resolved informally through dialogue between you and your immediate Supervisor. If you have already brought this matter to the attention of your Supervisor before and do not believe you have received a sufficient response, or if you believe that person is the source of the problem, present your concerns to Human Resources or upper-level management. Describe the problem, those persons involved in the problem, efforts you have made to resolve the problem, and any suggested solution you may have.

A staff member who wishes to bring to the attention of the board a concern that is not covered by a contract grievance procedure may use the following complaint procedure, unless a different procedure is specified by board policy for a particular type of complaint:

1. The employee shall first bring the matter of concern to the attention of his or her immediate supervisor, except as provided below for complaints involving discrimination.
2. If within a reasonable time, the concern has not been addressed to the employee's satisfaction, the employee may seek an appointment with the superintendent to discuss the concern. At this time, it is the duty of the employee to inform his or her immediate supervisor of this action and to request that person to acquaint the superintendent with the particulars of the situation and any action taken regarding the employee's complaint

3. If, after a reasonable time, the superintendent fails to resolve the matter, the employee may request that the matter be placed on the agenda for consideration by the board of education.
4. The board shall take appropriate action on the complaint at the next scheduled meeting.
5. The school board shall refer all complaints to the superintendent if the above procedures have not been followed or if the complaint originates from within the membership of the board.
6. Board members shall withhold commitment and/or opinion on any complaint until such time as the matter is properly placed before the board as an agenda item. No anonymous complaints will be considered by the board. The superintendent shall not investigate anonymous complaints, except in cases involving the safety of members of the school community or similar compelling need.
7. The school board may advise, and counsel the superintendent on matters involving the exercise of administrative discretion and authority but may defer to the superintendent's judgment in such cases if the board finds that the superintendent's decision was procedurally correct and within the scope of the superintendent's authority.

8. If a complaint involves allegations of unlawful discrimination, the employee shall submit it to the superintendent in writing. The superintendent shall meet with the employee to discuss the complaint within ten calendar days from the date the complaint is submitted in written form. The superintendent shall issue a written response to the complaint within ten calendar days following the superintendent's meeting with the employee. If the employee is not satisfied with the superintendent's response, the employee may appeal to the board by submitting a written appeal to the superintendent's office, addressed to the board, within five calendar days after receiving the superintendent's written response. The board shall schedule a hearing on the record and establish a timeline to issue a written decision that will permit board resolution of the complaint within 60 days of the date it was first submitted to the superintendent.
9. The board may, in its discretion, utilize formal hearing procedures with respect to any complaint.
10. Nothing in the above procedures shall prohibit an employee from filing a grievance directly with the Alaska Human Rights Commission, Equal Employment Opportunities Commission, or the Office of Civil Rights.

Staff Conflicts of Interest

1. No employee of the Wrangell Public School District shall engage in or have a financial interest, directly or indirectly, in any activity that conflicts or raises a reasonable question of conflict with his duties and responsibilities in the school system.

2. Staff members may not engage in any type of private business during school time or on school property.

3. In order to preclude situations, which could bring about a conflict of interest for members of the administrative staff, an employee shall not be appointed to a position where a member of his/her immediate family maintains supervisory or evaluation responsibilities for the position. Immediate family members may be employed at the same department or work location with the approval of the Superintendent or designee.

   The School Board recognizes that factors such as remote locations and a lack of qualified job applicants may justify the employment of family members of the Superintendent or Board. An immediate family member of the Superintendent may be employed by the district with written approval of the Board.

4. Employees may not accept gifts of any nature, including gifts of money, items, services, or entertainment, in circumstances where it could reasonably be inferred that the gift is intended to influence the employee's performance of his or her official duties or exercise of his or her decision-making authority. This rule does not prohibit employees from accepting food and beverages for immediate consumption, discounts or prizes that are generally available to the public or to a large class of persons, or items of nominal value not to exceed $20, provided that acceptance of such items does not violate any applicable state or federal law, regulation or grant requirement, such as the requirements that are imposed on applicants for or recipients of e-rate funds.

   Refer to Board Policy #2300 for more information.

ACCEPTING GIFTS FROM VENDORS

No district employee or Board member shall accept personal gifts, commissions, or expense-paid trips from individuals or companies selling equipment, materials, or services required in the operation of district programs. Gifts include any gift purchased specifically for an employee which is not generally offered to other buyers.

This policy does not prohibit employees from accepting promotional or advertising items ("swag") which are offered by businesses free to all as part of their public relations programs.

Note: Although it is impossible to weigh every scenario, transparency is best. If a staff member receives a gift, it is best to discuss the situation with a supervisor so that nothing is being hidden and the best decision can be made based on the actual circumstances and nature of the gift. Some sample scenarios are:

*If a staff member wins a door prize at a conference and every participant had the equal opportunity to win, the prize would belong to the staff member.

*In the case of a flight where every single passenger is offered unsolicited gifts, the gift would belong to the staff member.

*If a staff member is purchasing items with district funds and an incentive is offered, the incentive would belong to the district.

*If a staff member is completing a survey during their hours of employment and receives a gift for doing so, the gift would belong to the district.

District employees who work for or serve as consultants for potential vendors shall not participate in evaluation of any equipment, materials, or services of that vendor or its competitors.

No employee, officer or agent of the District may participate in the selection, award, or administration of a contract supported by federal funds if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm under consideration for a contract. The employees, officers, and agents of the District may neither solicit, nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts.

Universal Service Program/e-Rate Vendors

The District takes advantage of federal technology funding through the universal service program known as e-Rate. E-Rate participants may not, at any time, solicit or accept gifts or other things of value from an existing or potential e-Rate service provider. Nominal gifts and refreshments may be allowed as authorized by the Superintendent or designee.

E-Rate gift prohibitions apply to the School Board and to employees, consultants, or contractors involved in the District's e-Rate program who prepare, approve, sign, or submit e-Rate applications, technology plans, or other e-Rate forms; prepare bids, communicate, or work with e-Rate service providers, e-Rate consultants, or the Universal Service Administrative Company; and those responsible for monitoring compliance with the e-Rate program.

Solicitation, Selling & Campaigning

All solicitation and selling is prohibited on school premises except by authorization of the Superintendent of Schools.

Political campaigning on school grounds, during school time, by school employees is prohibited.

Use of District Purchasing Procedures for Personal Use Prohibited

Employees may not use the district name or use district procedures in the acquisition of merchandise or services for personal use to the extent that the employee would receive consideration beyond being an employee of the district.

An exception to this would be the approved purchase of technology equipment to be paid for upon receipt or deducted from the staff member's next paycheck. This exception is made to help encourage the use and enhance staff knowledge of technology.

Training Assistance

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 may involve approval for employees to attend conferences and seminars, tuition reimbursement for approved courses of study, and other related activities. Hire preference will generally be given to those who successfully take advantage of specific training opportunities provided by the District.

Classified Termination

Upon termination of employment, the supervisor shall notify the District Office. A final paycheck will be prepared and forwarded to the terminated employee or authorized account within the timeline prescribed by law.

All accumulated sick leave will be forfeited with the exception that upon retirement, unused sick leave will be bought back at $25.00 per day if the employee has 20 years or more of service with Wrangell Public Schools.

Any unused vacation leave will be reimbursed at the employee's daily per diem rate. Terminated employees will be notified of options available to them through COBRA and other mandated options.

At the end of employment each employee must sign a notice of resignation. In instances when an employee has not reported for work for a period of three (3) working days or is otherwise not available, termination forms will be completed for the employee and submitted with notation that the employee was not available to sign.

Any employee who experiences a break in service due to declining enrollment at the site or District level or changing needs or programs at the site or District level will need to reapply when the position reopens. Prior service and experience will be given consideration. Wrangell Public Schools will make decisions based on what is best for students. Any person rehired after a break in service may be considered a new employee for all compensation and benefit purposes.
Refer to Board Policy #4218.

Exit Interview

You may be asked to participate in an exit interview when you leave Wrangell Public Schools. The purpose of the exit interview is to provide management with greater insight into your decision to leave employment; identify any trends requiring attention or opportunities for improvement; and to assist the district in developing effective recruitment and retention strategies. Your cooperation in the exit interview process is appreciated.

Classified Staff Code of Ethics & Conduct

The Staff members of Wrangell Public Schools have the honor, as well as the responsibility, to be leaders in our community, and to influence students and community members by their professional conduct.

Staff members:

1. shall dress professionally and appropriately.

2. shall be present at their respective buildings during duty hours except on official business or by permission of their immediate supervisors.

3. shall perform District related work during assigned work hours;

4. shall use leave time in a manner acceptable to District standards;

5. shall conduct oneself, while on duty, in a professional manner so as not to result in personal injury, the injury of others or property damage;

6. may not sell or offer for sale, or solicit contributions on District property during school and/or working hours any article or service without written permission from the Office of the Superintendent (unless it is school-sponsored fundraiser/event);

7, shall refrain from falsification of school records, reports, employment applications or payrolls;

8. shall safeguard and maintain confidentiality of information;

9. shall keep in confidence information obtained in the course of providing professional service, unless disclosure is required by law;

10. shall withhold and safeguard information acquired about colleagues in the course of employment, unless disclosure is required by law;

11. may not intentionally make a false or malicious statement about a colleague's performance or conduct;

12. may not remove school property or the property of another employee without authorization;

13. shall protect school property from damage or destruction;

14. shall use District equipment as authorized;

15. may not use or allow the use of district resources for private purposes not related to the district programs and operation;

16. shall avoid the possession, use, sale or purchase of any alcoholic beverage, narcotic, or illegal drug during working hours on school premises, or report for work under the influence of a controlled substance or other legal substance that may impair the employee's ability or judgment. *Refer to Board Policy #4020;*

17. shall refrain from use of tobacco or tobacco products on school premises. *Refer to Board Policy #3513.3, Use of Tobacco;*

18. shall accord just and equitable treatment to all staff and students in the exercise of their rights and responsibilities;

19. shall maintain a positive, moral and respectful relationship with all staff and students and not use abusive language or racial slurs;

20. may not harass, discriminate against, or grant a discriminatory advantage to a student or fellow employee on the grounds of race, color, creed, sex, national origin, marital status, political or religious beliefs, physical or mental conditions, family, social or cultural background, or sexual orientation; shall make reasonable effort to assure that all persons are protected from harassment or discrimination on these grounds; and may not engage in a course of conduct that would encourage a reasonable person to develop a prejudice on these grounds;

21. shall provide supervision for students at all times while avoiding inappropriate physical contact with students;

22. may not sexually harass a fellow employee or student;

23. shall take reasonable precautions to distinguish between personal views and those of Wrangell Public Schools;

24. shall follow instruction from a supervisor and administrative directives from the Office of Superintendent

25. shall not exhibit moral turpitude;

"moral turpitude" means conduct that is wrong in itself even if no statute were to prohibit the conduct; and a crime involving moral turpitude includes:

a. homicide;
b. manslaughter;
c. assault;
d. stalking;
e. kidnapping;
f. sexual assault;
g. sexual abuse of a minor;
h. unlawful exploitation of a minor;
i. robbery;
j. extortion;
k. coercion;
l. theft;
m. burglary;
n. arson;
o. criminal mischief;
p. forgery;
q. criminal impersonation;
r. bribery;
s. perjury;
t. unsworn falsification;
u. interference with official proceedings;
v. witness tampering;
w. jury tampering;
x. terroristic threatening;

y. possession or distribution of child pornography;
z. unlawful distribution or possession for distribution of a controlled substance;
aa. unlawfully furnishing alcohol to a minor.

APPENDIX A, SALARY SCHEDULE

	A	B	C	D	E	F
	Custodian Paraprofessional	Intensive Paraprofessional	School Secretary	Accounting Clerk	Assistant Maintenance Director	District Admin Assistant
STEP						
0	17.73	18.27	18.81	19.38	22.47	26.04
1	18.27	18.81	19.38	19.96	23.14	26.82
2	18.81	19.38	19.96	20.56	23.83	27.63
3	19.38	19.96	20.56	21.18	24.55	28.45
4	19.96	20.56	21.18	21.81	25.29	29.31
5	20.56	21.18	21.81	22.47	26.04	30.19
6	21.18	21.81	22.47	23.14	26.83	31.09
7	21.81	22.47	23.14	23.83	27.63	32.03
8	22.47	23.14	23.83	24.55	28.46	32.99
9	23.14	23.83	24.07	25.29	29.31	33.98
10	23.83	24.07	24.79	26.04	30.19	35.00
L1	24.31	24.55	25.29	26.57	30.80	35.70
L2	24.80	25.05	25.80	27.10	31.41	36.41
L3	25.29	25.55	26.31	27.64	32.04	37.14

Approved: April 15, 2024 Effective: July 1, 2024 ***L1-3: Longevity Steps**

Note: Current employees will remain at the same step in 2024-2025 as they were placed in 2023-2024.



Please copy this page, sign and return the following acknowledgement to the district office upon receipt of this handbook.



ACKNOWLEDGEMENT

I acknowledge that I have received and read the contents of the Wrangell Public Schools 2026-2027 Classified Employee Handbook. I understand that I am to adhere to all rules and regulations stated in the handbook, provided that such adherence and/or supervision does not violate any of my other terms and conditions of employment.

If I have any questions or need clarification, I will arrange a meeting with the building administrator.

_____

Employee Signature

_____

Date