# MANHATTAN SCHOOL DISTRICT

## CLASSIFIED EMPLOYEE HANDBOOK



*2026-27*

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## Introduction

Welcome to the Manhattan Public School District.

The material covered within this employee handbook is intended as a method of communicating to employees regarding general District information, rules, and regulations and is not intended to either enlarge or diminish any Board policy, administrative regulation, or negotiated agreement. Material contained herein may, therefore, be superseded by such Board policy, administrative regulation, negotiated agreement, or changes in state or federal law.

Any information contained in this employee handbook is subject to unilateral revision or elimination, from time to time, without notice, consultation, or publication, except as may be required by contractual agreements or law.

No information in this document shall be viewed as an offer, expressed or implied, or as a guarantee of any employment of any duration.

In this handbook, **bolded policy codes, MCA codes, and USC codes** indicate related Board policies, Montana state law, and federal law. Please direct any questions to Superintendent Ayers.

## District Mission Statement

**Enter Here To Learn. Go Forth To Serve. Educating For Future Success.**

## School Calendar

**Please see the district webpage, www.rollontigers.org, for the district school calendar, including the schedule of contests, events, and performances.**

## Board of Trustees 2026-27

The Legislature of the State of Montana delegates to the Board responsibility for the conduct and governance of district schools. The Trustees for the 2026-27 school year, as elected by residents of this district, are as follows:

Rob Brownell – Board Chair
Mike Swan-Vice-Chair
Brand Robinson
Skylar Dykema - HS Trustee
Jamie Heaps
Bryan Petersen

# GENERAL TERMS OF EMPLOYMENT

## Equal Opportunity Employment

The Board is an Equal Opportunity Employer. The District does not discriminate on the basis of race, creed, religion, color, national origin, age, physical or mental disability, marital status, genetic information, sex, or veteran status, as required by law. "Sex" includes sexual orientation and gender identity and expression. The District is required by federal law, including but not limited to the Civil Rights Act of 1964, Title IX, and Section 504 and the Americans with Disabilities Act and their regulations to not discriminate against individuals in violation of these laws.

Reasonable accommodation for individuals with disabilities will be made as required by law.

If considerations of sex, age or disability have a bona fide relationship to the unique requirements of a particular job or if there are federal or state legal requirements that apply, then sex, age or disability may be taken in account as a bona fide occupational qualification, provided such consideration is consistent with governing law.

If you have questions concerning District compliance with state and federal equal opportunity employment laws, including but not limited to Title IX, contact the District's Non-Discrimination Coordinator & Title IX Coordinator, Brian K. Ayers OR Section 504/ADA Coordinator, Kristie Pierce; Title IX Coordinator, Brian K. Ayers; and Age Discrimination Coordinator, at bayers@mhstigers.org. For additional information, please see **Policy 5010.**

Inquiries may also be directed to the Assistant Secretary for the U.S. Department of Education.

## Harassment/Discrimination

The Board intends that employees have a safe and orderly work environment in which to do their jobs. Therefore, the Board does not condone and will not tolerate harassment or bullying of employees, discrimination against employees, or any act prohibited by Board policy that disrupts the workplace and/or keeps employees from doing their jobs.

Employees are expected to be civil, respectful, and act in an orderly manner toward one another. Workplace harassment and bullying may be defined as the deliberate, hurtful, repeated mistreatment of an employee, driven by a desire to abuse or control that individual.

Common behaviors include, but are not limited to,:

- Injuring, threatening, harassing or intimidating a staff member, board member or any other person;
- Defamation of character and/or reputation;
- Yelling, shouting, and screaming; intimidating gestures toward fellow employees;
- Behind-the-back-put-downs, insulting, and unfair criticism;
- Damaging or threatening to damage another's property;

- ➢ The deliberate sabotage and undermining of another's work performance;
- ➢ Impeding, delaying, or otherwise interfering with the orderly conduct of the district employee program or any other activity occurring on school property;
- ➢ Operating a motor vehicle in a risky manner to scare or intimidate;
- ➢ Exclusion or social isolation; and
- ➢ Other inappropriate behavior that intimidates, offends, degrades or humiliates a co-worker, including occurrences in front of another co-worker, students, parents, contractors or visitors.

Any employee who believes that he or she, or any other employee or student, is being subjected to harassment or discrimination should bring the matter to the attention of the Supervisor and/or Building Principal. Complaints of sexual harassment should be brought to the District's Title IX Coordinator. The District will investigate any such concerns promptly and confidentially to the extent possible. Complaints will be addressed via the applicable grievance procedure; the District's grievance procedures can be found on the District's website at www.rollontigers.org and at each District building.

No employee will be subject to any form of reprisal or retaliation for having made a good-faith complaint under this policy. For complete information concerning the District's position prohibiting harassment/discrimination, assistance in reporting and responding to alleged incidents, and examples of prohibited behaviors, employees should refer to the District's policies and related procedures. For additional information if an employee believes that he or she has been discriminated against or harassed on the basis of race, creed, religion, color, national origin, age, physical or mental disability, marital status, genetic information, or sex, please see **Policies 5010, 5012** and **5015.**

## Hiring

The term "classified personnel" refers to those employees of the school district whose positions of employment do not require professional certification under the provisions of Montana School Law.

Classified positions will be categorized on the basis of the conditions of the employment agreement. These categories are:

1. Full-Time Year-Round: 30-40 hours per week, 12 months per year.
2. Full-Time School-Year: 30-40 hours per week, 9 months per year.
3. Part-Time Year-Round: Less than 30 hours per week, 12 months per year.
4. Part-Time School-Year: Less than 30 hours per week, 9 months per year.
5. Temporary: Employed on any basis but duration of employment is indefinite and not permanent.

All personnel are required to sign a written contract with the District after their initial 6-month probationary period with the exception of substitute teachers and temporary positions. For further information on hiring, refer to **Policy 5120.**

## Probationary Period

The first 6 months from the date of hire is considered a probationary period (that may be extended) for the purpose of determining effective work. During the probationary period, if work is determined to be unsatisfactory, the employee can be terminated upon written notice from the employer.

## Job Responsibilities

All employees receive a copy of their job description and responsibilities for review. Immediate supervisors may assign other duties as needed. Employees should ask their supervisor if they have questions regarding their assigned duties and/or responsibilities. For additional information, please refer to **Policy 5210.**

## Required Trainings For Paraprofessionals

It is the current practice within the District that all Paraprofessionals shall have one of the following: (A) completed at least 2 years of study at an institution of higher education; or (B) obtained an associate's (or higher) degree; or (C) met a rigorous standard of quality and can demonstrate, through a formal State or local academic assessment. If any paraprofessional does not meet the aforementioned requirements there will be an allotment of one year to obtain these qualifications. Please reach out to your building principal to learn what resources are available to meet these requirements. **Policy 5420; 20 U.S.C. § 6319**

## Criminal Background Checks

Any finalist recommended to be employed in a paid or volunteer position with the District, involving regular unsupervised access to students in schools, as determined by the Superintendent, shall submit to a criminal background investigation conducted by the appropriate law enforcement agency before consideration of the recommendation for employment or appointment. Any offer of employment or appointment will be contingent on results of the criminal background check. This policy shall also be applied to an employee of a person or firm holding a contract with the District, if the employee is working on school property, and the employee may have unsupervised access to students.

Any requirement of an applicant or employee of a contractor to submit to a fingerprint background check will be in compliance with the National Child Protection Act and applicable federal regulations. If an applicant has any prior record of arrest or conviction by any local, state, or federal law enforcement agency for an offense other than a minor traffic violation, the facts must be reviewed by the Superintendent, who will decide whether the applicant will be declared eligible for appointment or employment. Arrests resolved without conviction will not be considered in the hiring process, unless the charges are pending. The Superintendent shall keep all criminal record information confidential as required by law. For additional information, please see **Policy 5122.**

## Pre-employment Physical

Individuals may be required to complete a pre-employment physical examination paid for by Manhattan School District. Pre-employment physicals are specific to each position. Applicants will be notified of this requirement during the interview process. **Policy 5130**

## Confidentiality

In certain circumstances employees may receive confidential information regarding students' or employees' medical, discipline or court records. Employees are required to keep student and personnel information in the strictest confidence and are legally prohibited from passing confidential information along to any unauthorized individual. If employees have any questions about access to confidential information, they should speak to their Supervisor.

An official personnel file is established for each person employed by the district. A staff member's personnel file may contain such information as applications for employment, references, and records relative to compensation, payroll deductions, evaluations, complaints, and written disciplinary actions. All records containing medical-condition information, such as workers' compensation reports and release/permission to return to work forms, will be kept confidential, in a separate file from personnel records.

All personnel records are considered confidential and not open to public inspection. Please refer to **Policies 5130 and 5231** for additional information**.**

## Salaries and Payroll Distribution

Classified personnel may be paid on an hourly or salary basis, as determined by the Board.

Salaried employees' payroll checks shall be issued on the 15th day of each month. If the 15th falls on a day when school is not in session, employees shall receive their payroll checks on the last previous date that school was in session.

Hourly employees are paid monthly, according to the pay schedule approved by the Board and distributed at the beginning of each fiscal year. Currently, the pay period is from the 25$^{th}$ of one month to the 24$^{th}$ of the following month; with payday being on the last working day of the month. Employees are required to use the time clock to punch in and out for their work day and for lunch time. The work week is Sunday through Saturday.

Paychecks for all employees will be deposited electronically via direct deposit on their pay date or mailed to their address on file.

### Custodial Shift Differential

Weekend Differential - $1.00 per hour: All hours on Saturday or Sunday.

### Athletic Tournament Rule

Classified employees working an athletic tournament must clock out for the time they are working the tournament. They will receive payment from the tournament as an athletic worker as determined by the tournament host.

## Substitutes

Please see Manhattan School District's Substitute Employee Handbook for detailed information on substitute procedures and practices.

### ATHLETIC WORKERS

Athletic workers will be paid $30.00 per game for home football events and $20.00 per game for all other home sport events. Substitute supervisors for all home athletic events will be paid $50.00 per game.

Radio announcers for away games will be paid the same rate as announcing home games. The driver for announcing away games will also receive a mileage reimbursement at the current federal mileage rate. Only one driver will be reimbursed per athletic event.

### STUDENT WORKERS

Student workers are considered temporary employees and will be paid at the current student rate. Principals and supervisors who employ students will follow Montana State law for hour and work restrictions.

## Overtime

For those positions subject to the Fair Labor Standards Act and Montana's overtime wage laws, any hours worked beyond 40 hours in a work week will be paid at time and a half as overtime. **These overtime hours *must* be approved by your supervisor in writing in advance of hours worked.**

## Breaks

### Paraprofessionals and Other Classroom Hourly Staff

A 25-minute paid break will be given for any shift over 6 hours. This will be taken approximately halfway through the shift, at scheduled lunch times, or as otherwise scheduled by the supervisor. Employees will not clock out for this lunch break.

### All Other Classified Hourly Staff

A 15-minute paid break may be given for every 4 hours worked. They shall be taken approximately in the middle of each half shift or as otherwise scheduled by the supervisor. Although each employee may take the above described break, it is to be understood that the individual employee's choice to not take the break will not accumulate as leave time for any other purpose. If the break is not taken, it may not be used in any other way.

A 30-minute unpaid lunch will also be taken for any shift over 6 hours. This will be taken approximately halfway through the shift, at scheduled lunch times, or as otherwise scheduled by the supervisor. Employees will clock in and out for this lunch break.

### Duty Lunch

Classified Staff are not eligible for duty lunch. Building administrators will address coverage for paraprofessionals and office staff to allow for classified staff to have a lunch break for any shift over 6 hours.

### Resignation

Classified personnel will generally be expected to fulfill the terms of their contracts, unless: (1) clearly compelling, mitigating circumstances prevent the individual from doing so; and (2) until such time as the Board releases the individual from the terms of a contract upon recommendation of the Superintendent. Classified employees not under contract are expected to give written notice, generally of two (2) weeks, to permit the District to conduct a search for a suitable replacement. All employees should tender resignations in writing, which will be transmitted to the Board as part of the regular personnel report. Please see **Policy 5251.**

## BENEFITS AND LEAVE

### Insurance

#### Medical, Dental, and Vision

The Board provides group health insurance, dental and vision to eligible employees. Classified employees who are regularly scheduled to work more than 20 hours per week are eligible for group health benefits contributions. Classified employees who are not regularly scheduled to work more than 20 hours per week are not eligible for group health, dental, and vision insurance benefits.

#### HSA/Flexible Spending Plans

Any who is eligible and chooses to participate in our group health insurance plan is eligible to participate in either an HSA (for high deductible health plans) or FSA (for traditional health plans and dependent care). This allows you to contribute pretax wages into an account to spend on either medical or dependent care needs.

#### Life and Disability Insurance

Each employee who works at least 20 hours per week is eligible for employer paid long-term disability and basic group life insurance of $25,000. Employees may elect additional supplemental life insurance for themselves and their dependents at an additional cost.

For more information regarding insurance benefits for employees, please see **Policy 5331** or contact Andrea Rice at arice@mhstigers.org.

**Workers' Compensation, Liability and Unemployment**

The Board provides unemployment insurance, workers' compensation and liability insurance for all employees. If you are injured on the job, notify your supervisor **immediately.** A First Report of Injury form must be filed with the District Office within 6 business days of the accident.

## Retirement

If an employee works full time they must join a retirement program (TRS or PERS). TRS (Teachers Retirement System) membership is required for employees who work with students and work more than 210 hours per year. PERS (Public Employees Retirement System) is required for classified employees who do not work directly with students and who work more than 960 hours per year. Employees who don't work the minimum hours have the option to join either TRS or PERS but they are not required to.

## Salary Deductions

The District makes all payroll deductions required by law or as authorized by the employee.

## Expense Reimbursement

School personnel are reimbursed for travel that is required as part of their duties or for school-related activities approved by the Supervisor. The District will inform staff regarding expense reimbursement guidelines annually. For additional information, please refer to **Policy 7336.**

## Holidays

The District will observe all school holidays as required by statute. The holidays required for classified staff, by § 20-1-305, MCA, are:

1. Independence Day
2. Labor Day
3. Thanksgiving Day
4. Christmas Day
5. New Year's Day
6. Memorial Day
7. State and national election days when the school building is used as a polling place and conduct of school would interfere with the election process.

Temporary positions will not receive holiday pay. Part-time employees will receive holiday pay on a prorated basis. When an eligible employee is required to work any of the school holidays, another

day shall be granted in lieu of such holiday, unless the employee elects to be paid for the holiday in addition to the employee's regular pay for all time worked on the holiday.

When a school holiday falls on Sunday, the following Monday will not be a holiday. When a school holiday falls on Saturday, the preceding Friday will not be a holiday. When a holiday occurs during a period in which vacation is being taken by an employee, the holiday will not be charged against the employee's annual leave. Please refer to **Policy 5333** for additional information.

## LEAVE

In order to provide the highest level of service, employees are expected to be at work and on time every day. However, when circumstances dictate, the District provides leave to its employees pursuant to Montana law, master contracts and individual contracts. Employees who must be absent should inform their immediate supervisor as soon as possible but no later than the start of the scheduled shift. Listed below is general information regarding several types of leave available to employees. Please note that in many cases a written request, submitted for approval before leave begins, is required. **Policy 5321 and 5328** contains additional information regarding the standards for leave.

### Sick Leave

Classified employees Business Managers/District Clerks, and Superintendents shall be granted sick leave pursuant to MCA § 2-18-618. Sick leave is earned at the rate of 12 working days for each year of service and no lifetime maximum. No employee shall earn more than the statutory full-time accrual rate of 12 days per year. You must be continuously employed for 90 days to receive paid sick leave. Sick leave is available for sickness, doctor and dentist appointments, and bereavement for your immediate family. "Immediate family" is defined as the employee's spouse and any member of the employee's household, or any parent, child, grandparent, grandchild or corresponding in-law. Sick leave cannot be used in excess of contracted hours per day or week. Sick leave can only be used for scheduled workdays.

An employee who qualifies for use of sick leave while taking approved vacation leave may be allowed to substitute accrued sick leave for vacation leave. Sick leave can only be substituted for vacation leave taken during scheduled workdays. Employees may be required to submit a note from a doctor upon returning to work from sick leave. Abuse of sick leave is cause for dismissal. At termination, employees who have been employed for over 90 days, receive 25% of accumulated sick leave, based on their hourly rate at the time of termination. Short-term employees are not eligible for sick leave. For more information regarding sick leave, please refer to **Policy 5321P**.

### Sick Leave Bank

In the event a staff member has exhausted all their sick and vacation leave due to a catastrophic illness or accident, he/she will be permitted to apply to a committee for additional sick leave hours from the classified sick leave bank. Employees eligible to use vacation leave may receive up to 240 hours per incident prorated on average weekly hours worked. Only classified employees may donate to the classified sick leave bank. Classified employees may donate up to 16 hours of sick

leave for each qualifying event. The total number of cumulative hours in the classified bank shall not exceed 240 hours.

You must be continuously employed for 90 days to apply to the sick leave bank. If an employee is within their 6-month probationary period and ineligible to use their vacation, they can still be approved for the sick leave bank with the caveat that once eligible they must use their vacation before any additional sick leave bank days are used. An employee still in their 6-month probationary period may receive up to 40 hours of sick leave from the bank.

**Vacation Leave**

Classified employees will be granted vacation leave pursuant to Montana law. The District, in its sole discretion, may provide cash compensation for unused vacation leave in lieu of the accumulation of vacation leave.

1. Annual leave accrual is calculated and credited each pay period. Accrual is based on both the total years of service and the time paid at the regular rate in a pay status. Annual leave may not be advanced or taken retroactively.

2. No employee shall earn more than the statutory full-time accrual rate outlined in the chart below. Employees in a pay status less than full-time accrue annual vacation leave on a prorated basis. Employees in a leave-without-pay status do not accrue annual vacation leave.

3. Annual vacation leave accrues as follows:

| Completed Years of Service* | Days Earned Per Year | Maximum Full-Time Accrual Per Year (Hours) |
|---|---|---|
| 1 day – 9 years | 15 days | 120 hours |
| 10 - 14 years | 18 days | 144 hours |
| 15 - 19 years | 21 days | 168 hours |
| 20 years + | 24 days | 192 hours |

*Years of service need not be consecutive and include time worked for other Montana school districts or Montana public employers in a non-teaching position.

4. In accordance with Sec. 2-18-612, MCA, employees are credited with one year of service for each period of:

a. 2080 hours of service following the initial date of employment. Employees are credited with 80 hours of service for each bi-weekly pay period in which they are in a pay status or are on an authorized leave of absence without pay regardless of the number of hours actually worked.

b. 12 calendar months in which the employee was in a pay status or on an authorized leave of absence without pay, regardless of the number of hours of service in any 1 month. District employees must be credited with 1 year of service if the employee is employed for an entire academic year.

5. Previous public employment qualifies when the previous employing agency was a constituted department, board, or commission of state, county, or city government in Montana or any political subdivision of the state as defined in 2-18-601, MCA.

6. Employees must produce documentation of previous public employment to receive credit towards years of service for annual leave accrual purposes. If specific records for months or hours of employment are not readily available, the District may approximate total service time.

7. Employees begin earning leave at the adjusted rate the first day of the next pay period following receipt of documentation for previous eligible service. Leave balances and accrual rates will not be adjusted retroactively. For more information on vacation leave, please refer to Policy 5334 and Policy 5334P.

**Excess Vacation Leave**

Annual vacation leave may be accumulated to a total not to exceed two times the maximum number of days earned annually as of the end of the first pay period of the next calendar year. Excess vacation time needs to be taken within 90 calendar days from the last day of the calendar year in which the excess was accrued. **MCA 2.8.617**

Employees with an accumulated vacation leave balance greater than that allowed, may request a lump sum payment for the excess vacation leave balance on the end-of-month pay period in March. **Policy 5334-P** If it is determined that an employee did not make a reasonable effort to use the excess leave, leave may be forfeited in accordance with **MCA 2.8.617.** The District Office will notify staff in January of their excess leave balance and the requirement to use this leave or request a lump sum payment by March. If the district fails to notify staff of this requirement, the employee will automatically be paid for the excess leave.

**Reduced Calendar Days**

Classified Salaried employees who receive reduced calendar days will use these days for both sick and personal leave until these days have been exhausted. Reduced Calendar Days balances do not roll over to the following year and will not be paid out at termination of employment.

**Absence & Substitute**

All planned leave requests must be approved through Manhattan School District's leave software, Absence & Substitute prior to taking leave.

If an employee is requesting sick leave for the current day, the request can be called into their direct supervisor's office for approval.

**Civic Duties Leave**

Employees shall be granted leave for service on a jury, in the Legislature or in response to a subpoena in accordance with state law. Each employee who is under proper summons as a juror or witness shall collect all fees and allowances payable as a result of the service and forward the fees to the district office. Juror and witness fees shall be applied against the amount due the employee from his employer. However, if an employee elects to charge his juror or witness time off against his annual leave, he shall not be required to remit his juror fees to his employer. In no instance is an employee required to remit to his employer any expense or mileage allowance paid him by the court.

**Military Leave**

Employees shall be granted leave for service in the military in accordance with state and federal law. The District will comply with all federal regulations regarding the employee's return to service following military leave.

**Maternity Leave**

The District will provide maternity leave to its employees pursuant to Montana law.

**Adoption Leave**

The District may provide leave related to the adoption of a child pursuant to the terms of any master or individual contract and the law.

## Family and Medical Leave (FMLA)

**Eligibility**

Employees are eligible if they have worked for the District for at least one (1) year, and for one thousand two hundred fifty (1,250) hours over the previous twelve (12) months, **and** if there have been at least fifty (50) District employees within seventy-five (75) miles for each working day during twenty (20) or more workweeks in the current or preceding calendar year.

**Length/Purpose of Leave**

In accordance with the provisions of the Family Medical Leave Act (FMLA), a leave of absence of up to twelve (12) weeks during a twelve-(12)-month period may be granted to an eligible employee for the following reasons: 1) birth of a child; 2) placement of a child for adoption or foster care; 3) a serious health condition which makes the employee unable to perform the functions of the job; 4)

to care for the employee's spouse, child, or parent with a serious health condition; 5) because of a qualifying exigency (as the Secretary shall, by regulation, determine) arising out of the fact that the spouse or a son, daughter, or parent of the employee is on covered active duty as a member of the regular Armed Forces or is on covered active duty or is under a call or order to covered active duty as a Member of the National Guard or Reserves.

**Servicemember Family Leave**

An eligible employee who is the spouse, son, daughter, parent, or next of kin of a covered servicemember, who is a current member (or a member on the temporary disability retired list) of the Regular Armed Forces, National Guard, Reserves, or is a veteran who has incurred an injury or illness in the line of duty while on active duty, shall be entitled to a total of twenty-six (26) workweeks of leave during a twelve-(12)-month period to care for the servicemember. The leave described in this paragraph shall only be available during a single twelve-(12)-month period.

For additional information, please refer to **Policy 5328.**

# PERSONNEL MANAGEMENT

## Employment and Assignment

Each classified employee will be employed under a written contract for a specified term, with a beginning and ending date. Such employees shall have no expectation of continued employment from year to year, and contracts of employment may be renewed or non-renewed each year, at the District's sole option. The District reserves the right to change employment conditions affecting an employee's duties, assignment, supervisor, or grade.

The Superintendent may assign, reassign, and/or transfer positions and duties of all staff. The Superintendent will provide for a system of assignment, reassignment, and transfer of classified staff, including voluntary transfers and promotions. Nothing in this policy prevents reassignment of a staff member during a school year. For additional information, please see **Policy 5210**.

## Employee Discipline

District employees who fail to fulfill their job responsibilities or to follow reasonable directions of their supervisors, or who conduct themselves on or off the job in ways that affect their effectiveness on the job, may be subject to disciplinary action up to and including termination. Behavior, conduct, or action that may call for disciplinary action or dismissal includes, but is not limited to, reasonable job-related grounds based on a failure to satisfactorily perform job duties, disruption of the District or member school district's operation, or other legitimate reasons.

Discipline will be reasonably appropriate to the circumstance and will include, but not be limited to, a supervisor's right to reprimand an employee and the Superintendent's right to suspend an employee, with or without pay, or to impose other appropriate disciplinary sanctions. In accordance with Montana law, only the Board may terminate an employee or non-renew employment. **Policies 5255** contains additional information**.**

No public officer or public employee shall retaliate against or condone or threaten to retaliate against an individual who, in good faith, alleges waste, fraud or abuse.

## Evaluations

Each non-administrative staff member's job performance will be evaluated by the staff member's direct supervisor at the end of their 6-month probationary period and annually thereafter . The evaluation process includes scheduled annual evaluations using forms applicable to the job classification and description, and day-to-day appraisals pursuant to **Policy 5222**.

Employees have a right to access the evaluation instrument and right to respond in writing to the completed evaluation.

The supervisor will provide a copy of the completed evaluation to the staff member and will provide an opportunity to discuss the evaluation. The original should be signed by the staff member and filed in the staff member's personnel file. If the staff member refuses to sign the evaluation, the supervisor should note the refusal and submit the evaluation to the Superintendent. Staff members may have up to 10 working days to submit a rebuttal to the evaluation for inclusion in the file. Failure to sign an evaluation form noting receipt may subject the employee to discipline. For more information regarding evaluation of non-administrative staff, please refer to **Policy 5222.**

## Personnel Records

The District maintains a complete personnel record for every current and former employee. The employees' personnel records will be maintained in the District's administrative office. Employees and their designees will be given supervised access to their personnel records in the administrative office. Copies may be given to employees and their designees, but under no circumstances may the original file leave the administrative office. In addition to the Superintendent or other designees, the Board may grant a member of the Board access to cumulative personnel files. Counsel retained by the Board will also have access to a cumulative personnel file if necessary. Personnel records will be maintained for 10 years after the employee has left the District's employment.

No material derogatory to an employee's conduct, service, character, or personality shall be placed in the file, unless the employee has had the opportunity to review the material. The employee shall be entitled to respond to the material and to have that response placed in the file, if requested in a reasonable period of time, not to exceed 10 working days.

## Meetings

Staff meetings are scheduled for the purpose of organization and communication of business that typically cannot be handled through staff bulletins, departmental or committee structure. All staff are expected to attend staff meetings unless prior arrangements have been made with the building principal.

## EMPLOYEE CONDUCT

### Absenteeism and Tardiness

Regular and timely attendance is an essential function of each position within the District. Employees are expected to report for work on time and to notify their immediate supervisor if they must be tardy or absent. Failure to provide regular and timely attendance may result in disciplinary action, up to and including termination.

### Disrupting the Educational Process

Any employee who participates in or encourages activities that disrupt the educational process or the operations of the District may be subject to disciplinary action, including termination. **Policy 5255.**

Behavior that disrupts the educational process includes, but is not limited to:

- Conduct that threatens the health, safety or welfare of others;
- Conduct that may damage public or private property (including the property of students or staff);
- Illegal activity;
- Conduct that interferes with a student's access to educational opportunities or programs, including ability to attend, participate in, and benefit from instructional and extracurricular activities; or
- Conduct that disrupts delivery of instructional services or interferes with the orderly administration of the District, school and school-related activities or District operations.

### Contact Information

Employees are required to annually update their contact information, including phone number and physical address, at the beginning of each school year. If an employee's contact information changes at any time after the beginning of the school year, the employee is required to update his/her contact information to the current information. Contact Andrea Rice (arice@mhstigers.org) to update contact information.

### Drug-Free/Alcohol-Free Schools

Employees must not manufacture, distribute, dispense, be under the influence of, purchase, possess, use, or attempt to obtain in the workplace or in the performance of duties, alcohol or any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana (including medical marijuana*) or any other controlled substance. For purposes of this regulation, a controlled substance is one that is not legally obtainable, or one that is legally obtainable and not being used as prescribed, or referenced in federal and state controlled substance acts. Any employee who violates the terms of the District's drug-free/alcohol-free policies may be suspended, nonrenewed or terminated. Violations may result in notification of appropriate legal officials. Any employee convicted of a workplace violation of drug abuse statutes must notify the Superintendent of the conviction within five (5) working days. For additional information, please refer to **Policy 5226 and 8225.**

* Use of prescribed substances, such as medical marijuana, may impact an employee's ability to perform their job duties; therefore, written notice to the building administrator is required to allow opportunity to determine whether use of the prescribed substance poses a danger to students and/or staff.

## Weapons

Carrying, bringing, using or possessing any weapon or dangerous instrument in any District building, school building, on school grounds, in any school vehicle, or at any school-sponsored activity is prohibited. Except for authorized law enforcement officials or any individual previously authorized by the Board of Trustees, the District prohibits carrying concealed weapons on District property. Staff members who violate this policy are subject to disciplinary action, including termination. **Policy 5223**

## Dress and Appearance

Staff shall dress in professional attire that is considered appropriate for the job duties performed. No mode of attire will be considered proper if it distracts from or is disruptive of the positive learning environment of the school to which the employee is assigned or the District office. All clothing shall be appropriately sized and not inappropriately expose any undergarments. All clothing must be clean, without holes, rips or frays and cannot be derogatory in nature.

Personal hygiene is essential. Therefore, all employees must maintain a clean and presentable appearance, including regular bathing, use of deodorant and oral hygiene. Hairstyles and facial hair must be neat in appearance and present a professional style. Makeup must also be professional in appearance.

Employees are required to wear a visible District identification badge at all times while on District property.

**Maintenance, Custodial, and Kitchen Staff**:
Maintenance, custodial and kitchen staff are prohibited from wearing open-toed footwear and are expected to wear footwear that is appropriate for the job duties they perform.

## Participation in Political Activities

District employees may exercise their right to participate fully in the affairs of public interest on a local, county, state, and national level, on the same basis as any citizen in public or private employment and within the law. Employees may, within the limitations imposed by state and federal laws and regulations, choose any side of a particular issue and support their viewpoints as they desire, by vote, discussion, or persuading others. Such discussion and persuasion, however, may not be carried on during the performance of district duties. **Policy 5224.**

## Participation in Religious Activities

Employees may not encourage, discourage, persuade, dissuade, sponsor, participate in, or discriminate against a religious activity or an activity because of its religious content while in the course of performing official duties of that employee's position(s) with the District.

## Tobacco and Marijuana Products

The District maintains tobacco and marijuana free buildings and grounds, as required by Montana law. Tobacco includes, but is not limited to vapor products, cigarettes, cigars, snuff, smoking tobacco, smokeless tobacco, alternative nicotine products, or any other tobacco or nicotine innovation. Marijuana products are products that contain marijuana for use by a consumer and include but are not limited to edible products, ointments, tinctures, marijuana derivatives, marijuana concentrates, and marijuana intended for use by smoking or vaping. Use of tobacco and marijuana products will not be allowed in any District school district buildings, grounds or vehicles, or while on duty during District-sponsored events. However, nothing prohibits an employee from using a smoking cessation product on district property. An employee may use a tobacco product, vapor product, or alternative nicotine or marijuana product in a classroom or otherwise on school property as part of a lecture, demonstration, or educational forum concerning the risks of such product with prior notice and approval of the building administrator. Please see **Policy 5226 & 8225.**

## Use of School Property/Electronic Communication System/Social Networking Pages

Employees may not use any District facility, vehicle, electronic communication system, equipment, or materials to perform outside work. These items (including security codes and electronic records such as e-mail) are District property. Employees cannot expect confidentiality or privacy of the information in their email accounts, and should review **Policy 5450, 5460, and 5470** for specific information regarding the use of the Internet. Authorized District personnel may monitor the use of electronic equipment from time to time, and violations of **Policy 5450, 5460, and 5470** may result in discipline up to and including termination.

The on-campus and off-campus conduct of employees may impact their ability to function professionally and effectively in the District. Given student and parent interest in and use of electronic media, this is especially true as related to employees' action on electronic social networking websites. Employees may not set up or update their personal electronic social networking websites using the District's computers, network or equipment. Employees who set up personal electronic social networking webpages on their home or personal computers are responsible for the content of their webpages, including but not limited to: content added by employees, their friends or members of the public who can access their webpages; or content that is linked to the employees' webpages.

Employees who set up personal websites or web pages do so at their own risk; however, employees are strongly encouraged to keep their personal web pages private and to prevent students and the parents of students from accessing their personal webpages.

Employees who drive any District-owned vehicle and who receive a traffic citation during the year must report the citation to the Superintendent immediately.

## Health, Safety and Security

It is the intent of the District to provide a safe and healthful working environment for all employees. Employees should report any security hazard or conditions they believe to be unsafe to their immediate supervisor. The District may require the use of personal protective equipment, including but not limited to face masks, if necessary for the safety and welfare of staff and students. For information on a particular District's Safety Plan and Bloodborne Pathogen Control Plan, contact your immediate supervisor or see the particular District's *Policy Manual* and related procedures. **Policy 5130, 5230, 8300 and 8301** contains more detailed information regarding these measures**.**

## Assaults and Threats of Violence

Employees should immediately report any threats they receive (oral or written) to their immediate supervisor and to the appropriate District official.

## Child Abuse

A District employee who knows or has reasonable cause to suspect that a student may be an abused or neglected child, regardless of whether the person suspected of causing the abuse or neglect is a parents or other person responsible for the child's welfare, shall report such a case to the Montana Department of Public Health and Human Services and notify the Director and the building administrator that a report has been made. An employee does not discharge the obligation to personally report by notifying the Superintendent or building administrator. Any District employee who fails to report a suspected case of abuse or neglect to the Department of Public Health and Human Services, or who prevents another person from doing so, may be civilly liable for damages approximately caused by such failure or prevention and is guilty of a misdemeanor. The employee will also be subject to disciplinary action up to and including termination. In the event that a DPHHS reveals information to an employee after he or she makes a report or requests that information be shared with another employee, employees receiving such information shall keep the information confidential. Please refer to **Policy 5232.**

## Gifts and Solicitation

Staff members are to avoid accepting anything of value offered by another for the purpose of influencing his/her professional judgment. No organization may solicit funds from staff members within the schools, nor may anyone distribute flyers or other materials related to fund drives through the school without building principal approval. The solicitation of staff by sales people, other staff, or agents during on-duty hours is prohibited without building principal approval. Any solicitation should be reported at once to the building principal.

## Grievances/Communications

District employees shall use the Complaint Procedure to address complaints/concerns about District policies, procedures and directives that cannot be resolved informally. Employees covered by a master negotiated contract must use the grievance procedure in that contract to address alleged

violations of that contract. **Policy 1700** contains the District's Uniform Grievance Procedure, which applies to all grievances except for those relating to complaints/concerns involving challenges to educational material, those governed by a specified procedure in state or federal law that supersedes a uniform grievance process, and those about sexual harassment and disability discrimination. A written copy of the District's Uniform Grievance Procedure can be obtained from the Superintendent's office.

District employees shall use the Title IX Grievance Procedure to address complaints/concerns about sexual harassment. A copy of the Title IX Grievance Procedure is available at www.rollontigers.org or at any district or school office.

**District employees shall use the Section 504 Grievance Procedures to address complaints/concerns about disability discrimination. A copy of the Section 504 Grievance Procedures if available on the school website at www.rollontigers.org or at any district or school office.**

**Sexual Harassment**

Sexual harassment of any individual is prohibited. Sexual harassment is conduct on the basis of sex that satisfies one or more of the following:

1. Quid pro quo: An employee of the recipient conditioning the provision of an aid, benefit, or service of the recipient on an individual's participation in unwelcome sexual conduct.

2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the recipient's education program or activity; or

3. "Sexual assault" as defined in **20 U.S.C 1092(f)(6)(A)(v)**, "dating violence" as defined in **34 U.S.C 12291(a)(10)**, "domestic violence" as defined in **34 U.S.C. 12291(a)(8)**, or "stalking" as defined in **34 U.S.C 12291(a)(30)**.

A determination of responsibility resulting from a formal complaint against an employee for engaging in sexual harassment will result in appropriate disciplinary action, up to and including termination from employment.

Complaints may be submitted via the District's Title IX Grievance Procedure. Please refer to **Policies 5012 and 5015** for additional information regarding the District's prohibition against discrimination and harassment.

## INTERACTION WITH STUDENTS

## Administering Medications to Students (Applicable to nurse, paraprofessionals, and secretaries)

Students who must take prescription medication at school, whether on a temporary or regular basis, must provide a written request to administer medication, signed by the parent. All medications will be kept in locked storage in the office unless a student is authorized to carry medication on his/her person during the school day. Parents of students who must carry and self-administer medication must complete the Montana Authorization to Possess or Self-Administer Medication form and return it to the building office.

Assigned staff may be expected to assist students in remembering when a medication is scheduled to be administered. If the student refuses to take medication, teachers are expected to notify the parent whenever possible. Attempts to contact parents must be documented as to date and time. A staff member may not administer medication to a student without parental consent and an appropriate delegation by the school nurse. Delegation of certain tasks, including the administration of medication, to school employees may be made by a licensed nurse pursuant to Montana Law. Please refer to **Policy 3416.**

## Class Interruptions

The District is committed to protecting instructional time. Class interruptions of any kind will be kept to a minimum. Students are not to be permitted to interrupt a class in session without authorization from an administrator or the classroom teacher. Intercom use is restricted to administrative use or administrative approved use only.

## Corporal Punishment

The use of corporal punishment in any form is strictly prohibited by the district. Corporal punishment is defined as the willful infliction of, or willfully causing the infliction of, physical pain.

A staff member is authorized to employ physical force when, in his/her professional judgment, the physical force is necessary to maintain safety for other students, school personnel, or other persons, or for the purpose of self-defense.. **Policy 3310**

## Recording Students

The District may use security and surveillance video cameras on District property to ensure the health, welfare, and safety of all staff, students, and visitors to District property, and to safeguard District facilities and equipment. Employees may not audio or video record students outside of the security and surveillance recording done without prior parent permission.

## Resuscitation

No staff member may comply with any directive from parents or others, written or verbal, that life-sustaining emergency care be withheld from a student in need of such care while under the control and supervision of district staff.

Life-sustaining emergency care means any procedure or intervention applied by appropriately trained district staff that may prevent a student from dying who, without such procedure or intervention, faces a risk of imminent death. Examples of life-sustaining emergency care may include: efforts to stop bleeding, unblocking airways, mouth-to-mouth resuscitation, and cardiopulmonary resuscitation (CPR).

In a life-threatening situation, staff members are expected to dial 911 for paramedic assistance and provide life-sustaining emergency care to any student requiring it in order to sustain life, until relieved by paramedics or other appropriate medical personnel.

## Student Conduct

In addition to adopted Board policies governing student conduct, administrative regulations specifying student-conduct expectations have been established. These rules apply to actions which occur on district property, at any district-sponsored activity regardless of location; or when traveling to or from school for district-sponsored activities. Disregard of these rules constitutes grounds for suspension, expulsion, or other reasonable disciplinary action.

All teachers are expected to review the student conduct rules contained in the Student Handbook with their students during the first week of the school year.

Student conduct rules unique to individual classrooms may also be developed by teachers. All such rules must be consistent with district policy and local building administrative regulations governing student conduct and discipline. Classroom rules and consequences are to be reviewed with students, posted in classrooms, and made available to parents.

Staff members must notify law enforcement and/or the Department of Public Health and Human Services if they know or reasonably believe that allegations of bullying, harassment, or intimidation involving a student constitutes criminal activity or child abuse or neglect. Staff members must notify their supervisor or an administrator in the event that such a report has been or will be made.

If a staff member has concerns about the safety of a student, the staff member must contact an administrator and/or a counselor immediately. If a staff member is concerned that a student is being bullied or harassed, the staff member must notify an administrator. If a staff member has knowledge of conduct that may constitute discrimination on the basis of race or disability, the staff member must promptly notify the District's nondiscrimination and/or Section 504 coordinator. If a staff member has knowledge of conduct that may constitute discrimination on the basis of sex or sexual harassment, the staff member must promptly notify a District administrator and/or the Title IX coordinator.

## Visitors

Students are not permitted to bring visitors to school without prior approval of the building principal.

Staff members are expected to report any unauthorized person on school property to the building principal.