

EMPLOYEE HANDBOOK

2026-2027



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WELCOME

On behalf of Douglas ESD, it is my great pleasure to welcome you as a valued member of our team.

This Staff Handbook has been created to reflect the *Douglas ESD Way*—how we conduct business with belonging at the heart of all we do. It is designed to answer your questions, provide guidance, and serve as a resource for the many policies, rules, and regulations that guide our work. Please take time to read it carefully and keep it handy as a reference. You are also encouraged to work closely with your supervisor for direction on specific building or department procedures.

There is no more important and rewarding work than the service we provide to children, families, schools, and our communities. At the same time, there has never been a more challenging and exciting moment to be engaged in this work. Our children and families are our most valuable resource, and together, we will make a lasting difference in their lives.

Together, we strive for excellence, and each of us contributes to creating a positive and supportive environment. This means working hard, taking joy in your role, building strong relationships, and treating everyone with professionalism, kindness, and respect.

Once again, welcome to a new and exciting school year. If you have any questions not answered in this handbook, please reach out to Human Resources. Our goal is to ensure you feel supported, connected, and successful in your role.



Holly Hill
HR Director

ABOUT THE DOUGLAS ESD

We proudly serve 13 component school districts while extending select services to Jackson, Klamath, and Lake Counties.

At the heart of our mission is a commitment to the belief that everyone belongs. This foundation empowers us to build a stronger, innovative organization that effectively serves the community. With a team of more than 300 full- and part-time professionals—including administrative, licensed, contracted, and classified staff—we provide vital services that enhance student achievement for all children.

Our comprehensive services include special education, nursing, speech and behavioral support, early learning programs, educational services, technology services, and administrative support.

Douglas ESD operates under the guidance of a seven-member Board of Directors, elected by regional citizens for four-year terms. Five board members represent geographical zones, while two are elected at-large throughout the county.

We are accountable to the Douglas ESD Board, the public, component school districts, and the State Board of Education. Collaboration is a key value—component districts actively participate in shaping the services and programs we offer. Additionally, we partner with area-wide organizations to further support youth and families.

Our component districts vary widely in size, ranging from 200 to nearly 6,000 students, reflecting the communities we serve.

BOARD OF DIRECTORS

The Douglas Education Service District (DESD) has a seven-member Board of Directors elected by the people. It selects and appoints the superintendent as the District's chief executive officer and delegates to the superintendent the responsibility for implementing District policies and plans. The Board also adopts the budget annually. The Board of Directors can be found [here](#).

Current Board of Directors

Tom Dole – *Zone 1*

Harry McDermott – *Zone 2*

Gayl Bowser – *Zone 3*

Mike Keizer – *Zone 4*

Richard Vander Velden – *Zone 5*

Gina Stewart – *At Large, Position 1*

Barbara Crawford – *At Large, Position 2*

SUPERINTENDENT.....Analia Nicholson

PREFACE

The material covered within this staff handbook is intended as a communication to employees regarding general district information, rules and regulations and is not intended to enlarge or diminish any [Board Policy](#), administrative regulation or [Collective Bargaining Agreement](#). Material contained in this handbook may therefore be superseded by such [Board Policy](#), administrative regulation, [Collective Bargaining Agreement](#) or changes in state or federal law.

Any information contained in this staff handbook is subject to unilateral revision or elimination from time to time without notice.

This handbook is not intended as a contract and does not modify any terms of the employment arrangement.

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

Please read the staff handbook carefully and keep it for future reference. It is your responsibility as an employee to become familiar with it. Please direct any questions you may have to your supervisor or Human Resources.

Equal employment opportunity and treatment shall be practiced by the district, and the district does not discriminate on the basis of an individual's perceived or actual race , color, religion, sex, sexual orientation, gender identity, national or ethnic origin, marital status, pregnancy, childbirth or a related medical condition, age, veterans' status, service in uniformed service, familial status, genetic information, an individual's juvenile record that has been expunged, or mental or physical disability , or economic status, if the employee, with or without reasonable accommodation, is able to perform the essential functions of the position. Refer to [Board Policy GBA](#) and [Board Policy AC](#) for further information.

I. AGENCY INFORMATION

SUPERINTENDENT.....Analia Nicholson – anicholson@desd.k12.or.us

DISTRICT OFFICES.....541-440-4777

1409 NE Diamond Lake Blvd #110, Roseburg, OR 97470

The Douglas Education Service District Office is open weekdays between the hours of 7:30 am and 4:30 pm. The receptionist can be reached at 541-440-4777. All after-hours calls will be electronically forwarded to voicemail.

STEPHENS STREET (ROSEBURG).....541-440-4777

1871 NE Stephens, Roseburg, OR 97470

STEWART AVENUE (MEDFORD).....541-494-7800

905 Stewart Avenue, Medford, OR 97501

SUPERIOR COURT (MEDFORD).....541-494-7800

640 Superior Court, Medford, OR 97504

AGENCY RESOURCES

The Douglas ESD website can be accessed at – <https://douglasesd.k12.or.us/>

Internal Staff Resources are found here -

<https://livedesdk12or.sharepoint.com/sites/EmployeeResources>

ASSOCIATION

Douglas Education Service District Association/Oregon Education Association is the bargaining representative for classified and licensed staff.

A copy of the current Collective Bargaining Agreement can be found [HERE](#).

BOARD MEETINGS

Meetings of the Board of Directors are held at 6:30 pm, the third Thursday of each month. Board meeting dates may be changed, as needed, by a vote of the board.

[Board policies](#) and [agenda and minutes](#) from the ESD Board of Directors regular meetings are available online. Please be aware meeting minutes are available once the board has approved them, usually at the following month's meeting.

BOARD POLICIES

All staff members are responsible for carrying out and complying with Board Policy. Douglas Education Service District Board Policy is available online at <https://policy.osba.org/dougesd>.

ESD COMMUNICATION

Communication from administration will be most often distributed through the Communications department via the ESD Information email. Staff are expected to check their ESD email daily. In addition, the ESD Communications department shares a monthly newsletter, which employees are expected to read, with important updates and helpful information for employees.

IDENTIFICATION BADGES

It is requested for all DESD personnel to visibly wear their identification badges while conducting DESD business. Should you require an identification badge, they can be obtained from Network Services. Requests can be made through your supervisor and/or your department's support staff. In the event of a lost ID badge, it is imperative to report the lost badge to your supervisor without delay.

INCLEMENT WEATHER/EMERGENCY CLOSURES AND DELAYS

The Superintendent or their designee may close DESD facilities due to inclement weather, power outages, or other emergencies.

- **Worksite Closures:**

If an employee's assigned worksite is closed, they may be directed to work remotely, report to another location, or, depending on the circumstances, be instructed not to work. Employees will receive further direction from their supervisor.

- **Emergency Notifications:**

All employees are encouraged to keep their home phone number, email, and address up-to-date with HR.

- **Closure and Delay Announcements:**

The Superintendent or their designee is the only person authorized to declare closures or delays. When this occurs:

- Notifications will be sent via email or text to employees who have opted in through the Emergency notification process.

- If you have not yet signed up for text notifications and wish to do so, please [fill out this form](#). The IT team will opt-in your phone number to receive text messages. For help or questions about the text notifications, please reach out to support@desd.k12.or.us.

LOCAL SERVICE PLAN

The Local Service Plan (LSP) is how we communicate our full range of services to school districts, allowing them an opportunity to review and give DESD feedback on how we can better serve the districts. The annual local service plan can be found here <https://www.douglasesd.k12.or.us/about-douglas-esd/public-reports>.

STRATEGIC DESIGN

What is Strategic Design?

Think of strategic design like making a plan for an awesome playground. We focused on what the playground could look like, what cool things could be added (like accessible swings, ramps, or slides), and how the equipment will be used. We're thinking about how to make it fun, safe, and useful for everyone who plays there.

Click here to view the [Strategic Design Document](#).

SUNSHINE COMMITTEE

The Sunshine Committee manages the Sunshine Club funds, which are employee-organized and supported through voluntary payroll deductions. Participation is optional. The Sunshine Club provides flowers or gifts to participating employees and their families during significant life events.

TECHNOLOGY SUPPORT

The Network Services Help Desk is operational from 7:30 am – 4:30 pm on workdays, ready to assist with any computer or telephone issues you may encounter. For immediate support, please contact the Help Desk at 541-440-4767 or submit a ticket to support@douglasesd.k12.or.us

WORKPLACE EXPECTATIONS

All employees of the Douglas ESD are expected to meet the following work expectations as a basis for continued employment.

- **Attendance and Punctuality:**

The employee has regular attendance at work and activities and is punctual in meeting deadlines, attending meetings, following schedules and responding to communications.

- **Communication:**

District email is the primary mode of communication and it is expected that staff email will be checked daily.

- **Personal Appearance:**

The employee is dressed and groomed in a neat, clean, appropriate and professional manner for the assignment and work setting.

- **Confidentiality:**

The employee maintains the integrity of confidential information relating to a student, family, colleague, or district patron. The employee uses or relays personal information only in the course of performing assigned responsibilities and in the best interest of the individuals involved.

- **Following Policies and Directives:**

The employee follows all district or supervisor policies, rules, regulations, memos, bulletins, announcements, applicable position descriptions, and reasonable requests by proper authorities.

- **Setting Appropriate Personal Boundaries with students:**

The employee maintains professional boundaries in his or her relationships with students, including use of appropriate language, appropriate physical contact, and in the use of technology such as email, text message or social networking internet sites.

- **Collaboration:**

The employee will maintain relationships with other staff members that are characterized by mutual support, cooperation and respect, and that build a school culture of collaboration focused on student learning.

- **Appropriate Use of Technology:**

The employee will use internet, e-mail and electronic communication with student only for educational purposes or sharing information about school-sponsored events. The use of personal electronic devices (for example-iPod, electronic games) is not allowed during class or meeting time.

II. EMPLOYEE INFORMATION

ANNUAL MANDATORY TRAINING

Training through the online Vector Solutions/SafeSchools training system is required at the start of each new school year. This training must be done by all regular employees, some temporary and contracted staff may be required by Human Resources to complete training as well. Staff hired mid-year have 30 days from the date of hire to complete mandatory training. Training accounts are set up by Human Resources and email reminders are sent automatically by the system to remind staff to complete required training. If you have questions about the training, contact Human Resources.

ASSOCIATION CONTRACTS AND DISTRICT AGREEMENTS

The Douglas ESD Board negotiates an agreement with the bargaining unit representing the Licensed & Classified groups. In addition, the district negotiates agreements for Administrators and Confidential staff.

BENEFITS

Employee Assistance Program (EAP)

The Employee Assistance Program (EAP) is a service that is a FREE and CONFIDENTIAL benefit for you and your family members. Services such as counseling, childcare, legal, wellness and work-life balance are much more are provided. More information is available at <https://my.canopywell.com/> . Register as a new user or log-in with organization name: OEBB.

Employee Benefits

Douglas ESD employees will be provided the benefits set forth in the [Collective Bargaining Agreement](#) district agreements, state and federal law.

Refer to Article 15 of the [Collective Bargaining Agreement](#) for current insurance, benefit information and benefit eligibility.

Benefits/Insurance Concerns

Insurance concerns and questions should be directed to the human resources department or to the appropriate insurance carrier.

Group Health Insurance Continuation (COBRA)

Group health insurance continuation is available on a self-pay basis under federal law, known as Consolidated Omnibus Budget Reconciliation Act (COBRA). COBRA allows an

eligible employee enrolled in the plan to elect continuance of coverage for up to 18 months when an employee resigns, is terminated, or has a reduction in hours.

Eligible dependents may also extend coverage, at their expense, in DESD group health plans in the event of an employee's death, divorce, legal separation, entitlement to Medicare benefits, or when a child ceases to be eligible for coverage as a dependent under the terms of the plan.

Employees need to notify the human resources department of any personal demographic changes so the required COBRA notices can be sent. All demographic changes are kept confidential and shared only with the insurance carrier as needed.

Group Life Insurance

Group life insurance is available for eligible employees. \$20,000 coverage is provided for the employee only through Standard Insurance Company. Please refer to the specific plan brochure or contact Standard Insurance Company or the payroll department for basic benefits, definition of terms, pre-existing conditions, and general provisions.

Open Enrollment Period

August 15th through August 31st is an open enrollment period for changes to medical, dental, and vision insurance. All eligible dependents must be added to medical insurance during the first 31 days following employment, marriage, birth, adoption, etc. If an eligible dependent is not added within the first 31 days, then they will have to wait until the next open enrollment period to be added.

BREAKS

Classified (hourly) Employees

Douglas ESD adheres to Oregon wage and hour laws and all applicable regulations outlined by the Bureau of Labor and Industries (BOLI) and the Fair Labor Standards Act.

Regular working hours for all classified staff will be set by the department supervisor. Classified staff are considered hourly employees and are not to work before, beyond or outside their established working hours nor are they permitted to work overtime without prior authorization from the supervisor. Failure to comply may result in disciplinary action in accordance with applicable provisions of Board Policy, administrative regulations, and collective bargaining agreements.

All employees' CPANs must be a true reflection of all time you are expected to work. Any deviation must be recorded in Absence Management and approved through the supervisor for a CPAN calendar adjustment.

Scheduled breaks are provided to all classified employees to ensure safety, efficiency and to meet the requirements of law. All classified employees who work four or more consecutive hours are entitled to one 10-minute break. Those working eight-hour days are entitled to two 10-minute breaks.

Employees working six or more hours per day will be given an unpaid minimum of a thirty (30) minute continuous, duty-free lunch each day.

Licensed Employees

Licensed employees are designated as exempt, meaning they are not subject to BOLI hourly laws. While they do not receive scheduled breaks, they are provided with a 30-minute paid lunch in accordance with state statute.

CHANGES IN NAME, ADDRESS OR TELEPHONE NUMBER

As soon as a staff member is aware of a change in name, address, or telephone number, that change needs to be reported to Human Resources via [Frontline Central](#). Complete the **EMPLOYEE NAME/ADDRESS CHANGE FORM** found in the [MY FORMS](#) database.

COMPENSATION

Classified Employees: Overtime Policy

Overtime is defined as time worked over 40 hours in one week. A “week” is defined as seven consecutive days covering Sunday through Saturday. Overtime pay shall be determined in accordance with the Fair Labor Standards Act. Employees must receive **written approval** from their supervisor before working any additional time.

Direct Deposit

Employees may have their payroll check deposited to their designated accounts each month. Employee accounts are credited on payday. Contact payroll in the Business Office for more information on direct deposit. If you want to make changes to your direct deposit account, complete the **DIRECT DEPOSIT CHANGE FORM** found in the [MY FORMS](#) database.

Licensed Employees: Contracts

Contracts will be issued for all licensed district employees.

Licensed employees that are not TSPC licensed (Occupational Therapists, Physical Therapists, SLPs, etc.) will receive a 1-year contract annually.

Contract teachers are employed pursuant to two-year employment contracts. A “contract teacher” means any teacher who has been regularly employed by a district for a

probationary period of three successive school years and who has been retained for the next succeeding school year.

Upon recommendation of the superintendent, the Board may extend a contract teacher's employment for a new two-year term by providing written notice to the teacher no later than March 15 of the first year of the contract. Any new contract that extends the teacher's employment for a new term shall replace any prior contracts.

The superintendent may recommend that a teachers' contract not be renewed for a new two-year term. Following a recommendation, the Board may elect to provide written notice to the teacher prior to March 15 of the first year of the contract.

Salaries, including compensation for extracurricular assignments over and above the duties associated with a staff member's regularly assigned duties, will be determined in accordance with salary schedules and salary placement guidelines established by the Board.

It is the staff member's responsibility to provide all information necessary for placement on the salary schedule to Human Resources in accordance with timelines established by the district and collective bargaining agreements.

Payday

Employees shall be paid on or before the 15th of the month. The monthly pay period is the 6th through the 5th of each month.

All required deductions, such as federal, state, Social Security taxes, PERs, and all authorized voluntary deductions will be withheld from the employee's paycheck. Any discrepancies should be taken to the Business Office.

Employees shall be paid in twelve (12) equal monthly installments and remain on the pay period outlined in the new employee's hire letter.

Employees are paid according to the schedule established at hire. This schedule is an administrative tool and does not change an employee's rate of pay or total compensation. Changes in assignment, work calendar, FTE or program placement during employment shall not change the employee's established pay distribution schedule. *Refer to Article 16 – Compensation/Section I. Pay Distribution/Work Calendar of the [Collective Bargaining Agreement](#).*

An employee's first workday determines their pay period schedule. The following outlines how pay periods are structured based on start dates:

- **Start Date Before July 5th:** Employees who begin work prior to July 5th will receive their first paycheck in July, followed by one paycheck each month through June.
- **Start Date Between July 5th and August 5th:** Employees who begin work between July 5th and August 5th will receive their first paycheck in August, one paycheck each month through the year, and two paychecks in June.
- **Start Date Between August 5th and September 5th:** Employees who begin work between August 5th and September 5th will receive their first paycheck in September, one paycheck each month through the year, and three paychecks in June.

Pay Increases

Employees should check their appropriate [Collective Bargaining Agreement](#) or district agreement for details.

Public Employees Retirement System (PERS)

Following an initial six-month waiting period, employees in qualifying positions become members of the Oregon Public Employees Retirement System (PERS). Per state law, eligible employees must contribute six percent of their salary to the system. Six (6) percent is deducted from the member's paycheck pretax and sent to PERS by DESD.

For further information regarding PERS, you may refer to the PERS website - <https://www.oregon.gov/pers/pages/index.aspx> .

Salary advances

It is the employee's responsibility to budget his/her finances. Salary advances should not be used as a method of borrowing. However, if an emergency arises and a salary advance is needed, it will be directly requested and submitted to the superintendent for approval. Salary advances will be limited to one per fiscal year for each employee. The full amount of the advance must be deducted from the next paycheck. An employee whose wages have a court ordered garnishment will not be permitted a salary advance. A copy of the salary advance request shall become a part of the employee's permanent payroll file.

Timecards

All classified employees, licensed employees working Extra Duty or At-Will/Temporary employees shall complete an accurate monthly timecard showing actual hours worked. Timecards are completed and submitted through Frontline. **It is the responsibility of each employee to complete their timecards by the end of each pay period.** Refer to the pay cycle calendar for the due date.

Overpayment wages or salary

DESD strives to pay employees correctly and timely every month. In the event that an employee is overpaid, please note that Oregon Law allows for the recovery of overpayments through payroll deductions only if the payments occurred in the last 364 days, and if the employee is provided with 10 days' notice. Deductions cannot exceed 5% of the employee's paycheck.

EMPLOYEE ASSISTANCE PROGRAM (EAP)

The Employee Assistance Program (EAP) is a service that is a **FREE** and **CONFIDENTIAL** benefit for employees and their family members, paid for by the DESD. Services such as counseling, childcare, legal, wellness and work-life balance are much more are provided. More information is available at <https://my.canopywell.com/> . Register as a new user or log-in with organization name: **OEBB**

JOB DESCRIPTIONS

Job descriptions are written for each established position. Employees are required to sign their job description upon hire and annually thereafter.

Paid and unpaid leaves are provided in accordance with the [Collective Bargaining Agreement](#) and district agreements established by [Board Policy](#) and law.

Questions regarding interpretation of leave will be handled through the Human Resources department.

LEAVES***Absences***

All staff are to attend work regularly and report to work for all scheduled workdays at the assigned time. All staff are to maintain satisfactory attendance, which shall mean reporting for duty and staying on duty during all assigned times. By law, not reporting to work, without approval, is considered abandonment of one's job and may have serious performance and/or disciplinary consequences.

Employees who will not be able to maintain regular attendance due to a disability or medical condition that qualifies under the Americans with Disabilities Act or the Family Medical Leave Acts shall inform their supervisor and the Human Resources department. If such situations qualify for leave under these acts, the qualifying leave shall not be counted against satisfactory attendance.

Any misuse or misrepresentation of leave may result in discipline, up to and including termination.

Employees are expected to notify their supervisor if they are unable to report to work for any reason **before** the start of their normal workday. Employees must record all absences and other leave that is taken during the scheduled work periods in the [Frontline Absence Management](#) system. Leave time is reported in no less than 15-minute increments. All absences must be accounted for including sick, vacation, personal leaves, and jury duty.

It is essential you contact the HR department when taking OFLA/FMLA, Paid Leave Oregon and if you are injured on the job. HR will assist with entering these absences.

Personal leave and vacation leave must be approved by your supervisor prior to the date of the leave. It is the responsibility of the employee to record the appropriate leave in [Frontline](#) for the amount of time absent.

LEAVES AVAILABLE TO STAFF

Sick Leave

Effective on the first working day of each fiscal year, all regular employees shall be advanced the total of one (1) sick leave day with pay for each month (or fraction thereof) contracted for or normally expected to be worked compared to a regular workday.

Refer to Article 10 of the [Collective Bargaining Agreement](#) for further information.

Personal Leave

DESD will grant three (3) days of paid personal leave per year.

Personal leave is not to be used to extend a holiday or vacation, nor shall it be used during scheduled in-services. Transportation emergencies such as a flight cancellation or extreme weather conditions that prevent a return home shall be considered exceptions.

Refer to Article 11 of the [Collective Bargaining Agreement](#) for further information around the use of personal leave.

Temporary Additional Paid (TAP) Leave

DESD will grant three (3) days of **temporary paid** personal leave per year.

This Leave provides eligible employees with additional flexibility on non-student workdays. TAP Leave may only be used on days when the employee is **not scheduled to provide direct services to students** and must be taken as a **full workday**; it may not be used for half-days or combined with any other paid or unpaid leave on the same day. Employees should submit TAP Leave requests to their supervisor **at least 24 hours in advance whenever possible**. Supervisor approval is required, and requests will not be unreasonably denied when operational needs can be met; emergency situations will be considered. TAP Leave is **“use it or lose it”** and does not carry over from one contract year to the next.

Refer to Article 11 of the [Collective Bargaining Agreement](#) for further information around the use of personal leave.

Bereavement & Serious Family Illness

Employees shall be entitled up to five (5) days of bereavement leave per occurrence, non-accumulative, due to the death of a family member.

Employees shall be entitled to up to three (3) days of leave with pay to attend to serious health conditions in the immediate family that reasonably require the personal attention of the employee.

Refer to Article 11 of the [Collective Bargaining Agreement](#) for eligibility and guidelines for this type of leave.

Federal Family and Medical Leave Act (FMLA)/Oregon Family Leave Act (OFLA) /Paid Family Medical Leave Insurance (also known as Paid Leave Oregon)

When applicable, the ESD will comply with the provisions of the Family and Medical Leave Act (FMLA) and the Oregon Family Leave Act (OFLA), the Oregon Military Family Leave Act (OMFLA), Paid Family Medical Leave Insurance (PLO) and other applicable of state and federal leave.

Contact the Human Resources Department for additional information regarding Family Medical Leave.

Refer to [Board Policy GCBDA/GDBA](#) and [Board Policy GCBDF/GDBDF](#) for further information.

Jury Duty/Subpoena

Leave is available for employees to serve on a jury or in response to a subpoena for a court matter related to employment. Employees will be paid their regular salary for time served during the employee's normal work schedule. Pay received from the court for Jury Duty must be declined. The employee may retain the mileage and/or meal reimbursements.

Unpaid Leave/Leave without Pay

While unpaid leave is generally not allowed, requests from employees for leave without pay is contingent upon approval by the Human Resources Department in conjunction with the department supervisor. Employees should refer to their appropriate collective bargaining agreement and district agreements or board policy for leave definition or contact the Human Resources department with questions.

PROBATIONARY PERIOD FOR EMPLOYEES

Per state statute, TSPC licensed employees will be considered probationary employees for three (3) contract years. At the conclusion of the probationary period, the employee will be placed on regular employment status or their employment will terminate. All other licensed employees will be considered for yearly contracts.

Classified employees shall serve a probationary period of seven (7) working months. In the event that an employee is not scheduled, as part of their regular work calendar during July and August, the District shall extend the employee's probationary period for an equal amount of time.

STUDENT LOAN FORGIVENESS

Employees may be eligible for student loan forgiveness as administered by the U.S. Department of Education. To learn more about Student Loan Forgiveness, Cancellation, and/or Discharge, please review the eligibility requirements as outlined on the studentaid.gov website or contact your lender directly. Once eligibility is determined, Human Resources may assist in the completion of the employer certification section of the application form.

WELL AND WISE (EMPLOYEE WELLNESS PROGRAM)

The Well and Wise Wellness Program is all about supporting you! It's designed to give employees the tools and resources to stay healthy, strong, and resilient. Your well-being matters—not just for you, but because it also helps create a positive and healthy environment for our students to thrive. At DESD, we're dedicated to building a wellness program that focuses on your physical health, mental health, and overall life balance.

For more details and resources, check out the [WELLNESS](#) page our website!

WORK SCHEDULE/CALENDARS

Supervisors determine individual work schedules. Employees' work schedules may be changed at the discretion of the supervisor and/or department administrator to meet work requirements. Changes will be announced as far in advance as possible.

Work calendars (CPANs) are developed by their supervisor. The work calendar specifies the number of workdays, holidays, and non-contract/non-workdays as applicable to employee classification. Annually, employees are required to meet with supervisor to review and sign CPANs.

Attendance at the All-Staff Inservice is **mandatory**. This takes place every August (typically the last week) with the date marked in RED on all CPANs. The date is set no later than January of each year.

III. POLICIES AND PRACTICES

ARTIFICIAL INTELLIGENCE (AI) USE

AI tools (like ChatGPT, Copilot, or other AI tools), may be used to support instruction, planning, communication, and productivity; however, staff must not enter, upload, or share student personal identifiable information (PII) in public AI systems. This includes student names, photographs, identification numbers, grades, attendance information, discipline records, health information, IEP/504 information, or any information that could reasonably identify a student.

Staff must use district-approved AI tools only in accordance with district guidance and approved privacy and security requirements. When using AI, staff should use de-identified or fictional data whenever possible.

If there is uncertainty about whether information may be entered into an AI tool, staff should consult district administration or the technology department before proceeding.

CARE/USE OF ESD PROPERTY

All staff members are encouraged to exercise continuous and vigilant care of all DESD owned property. Incidents of theft or willful destruction of DESD property through vandalism or malicious mischief should be reported immediately to the department supervisor.

CHILD ABUSE REPORTING (GBNAB/JHFE)

All staff will be required to participate in annual training in the prevention and identification of abuse of a child and the obligations of reporting.

Any DESD employee who has reasonable cause to believe that any child with whom the employee has come in contact has suffered abuse shall immediately make a report to Oregon Department of Human Services (DHS) through the centralized child abuse reporting system or to a law enforcement agency within the county where the person making the report is located at the time of the contact. Any DESD employee who has reasonable cause to believe that any person with whom the employee is in contact has abused a child shall immediately report in the same manner.

Refer to [Board Policy GBNAB/JHFE](#) for further information.

DRUG FREE WORKPLACE (GBEC)

The purpose of this policy is to promote safety, health and efficiency by prohibiting, in the workplace, the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance or alcohol.

Refer to [Board Policy GBEC](#) for full text.

EMPLOYEE GIFTS (GBC)

Employees are public officials and therefore will not solicit or accept a gift or gifts with an aggregate value in excess of \$50 from any single source in a calendar year that has a legislative or administrative interest in any matter subject to the decision or vote of the DESD employee.

Refer to [Board Policy GBC](#) for full text.

ESD EQUIPMENT

DESD's electronic hardware and software (computers, voicemail, email, etc.) are resources owned by the district and should be used appropriately by employees. Employees do not have a right to privacy regarding information or data stored, accessed, or transferred utilizing DESD electronic resources and may be subject to monitoring. All communications and stored information that is transmitted, received, or contained in the district's network and information systems are the district's property and are to be used for authorized purposes only. The DESD reserves the right to access and disclose, as appropriate, all information and data contained on district-owned resources.

HAZING/HARRASSMENT/INTIMIDATION/CYBERBULLYING ([GBNA](#))

Hazing, harassment, intimidation, menacing and acts of cyberbullying of staff or third parties by staff, students, or third parties is strictly prohibited and shall not be tolerated in the DESD.

Refer to [Board Policy GBNA](#) for further information.

INFECTION CONTROL ([EBBAA](#)/[GBEB](#))

DESD administers infection control policies, procedures, and training in order to minimize the exposure to infectious diseases for staff and students. It is important that all staff are aware of this information and follow through with training requirements pertaining to these policies.

Infection Control Board Policies

[Board Policy EBBAA](#)

[Board Policy GBEB](#)

Bloodborne Pathogen Training is available [ONLINE](#) in the SafeSchools/Vector Solutions training system, accessible on the [ESD Website](#). Contact Human Resources for your username.

Bloodborne Pathogen – Hepatitis B Vaccination

Employee insurance typically covers the cost of the vaccinations for staff who desire to have the three doses. As noted in [Board Policy EBBA](#), DESD will offer immunization with Hepatitis B vaccine, for all staff who are required to provide first aid to students and/or for all staff who have occupational exposure as determined by the agency. The first dose is generally administered near the start of the school year. If a staff member is not covered by employee insurance and would like to be vaccinated, the staff member should contact Human Resources for further information.

JOB DESCRIPTIONS ([GAB](#))

Job descriptions serve to describe all essential functions that the individual who holds the position must be able to perform, describe attendance standards, help applicants determine the qualifications needed to fill a position, help district administrators determine which candidates to recommend for appointment, and assist administrators in the evaluation of the employee's performance of position responsibilities. Job descriptions are distributed via Frontline annually for staff and supervisors to review and sign.

Refer to [Board Policy GAB](#) for further information.

LICENSING REQUIREMENTS (GCA)

The Board requires that all licensed staff, teachers and administrators hold appropriate licenses as required in Oregon Administrative Rules, Chapter 584, as adopted by Teacher Standards and Practices Commission or as required by another state level licensing body, and that they be assigned to positions for which they are licensed. It shall be the licensed staff member's responsibility to keep all endorsements current and to submit them to the human resources office. All teachers and all administrators below the rank of superintendent, deputy superintendent, or assistant superintendent will be covered by the Accountability for Schools – 21st Century Law.

MOTHER FRIENDLY POLICY (GBDA)

The DESD shall provide the employee a reasonable rest period to express milk or breastfeed each time the employee has a need. If feasible, the employee will take the rest period at the same time as the rest periods or meal periods provided by the ESD.

Refer to [Board Policy GBDA](#) for further information.

PARTICIPATION IN POLITICAL ACTIVITIES

Staff members may exercise their right to participate fully in 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.

Staff members 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 may not be carried on during the performance of district duties, except in open discussion during classroom lessons that consider various candidates for a particular office or various sides of a particular political or civil issue consistent with district curriculum and assigned duties.

On all controversial issues, staff members are encouraged to make clear that the viewpoints they represent are personal and are not to be interpreted as the district's official viewpoint. Staff members only speak on behalf of the district when specifically authorized to do so. Official district communications will be made using established district websites and accounts.

No staff member may use district facilities, equipment, or supplies in connection with their political activities, nor may they use any time during the working day for such political activities.

PERSONAL ELECTRONIC DEVICES AND SOCIAL MEDIA ([GCAB](#))

Staff possession or use of personal electronic devices on DESD property, in DESD facilities during the workday and while the staff is on duty in attendance at DESD-sponsored activities may be permitted subject to the limitations set forth in this policy and consistent with any additional school rules as may be established by the superintendent. At no time, whether on or off duty, will a personal electronic device be used in a manner that interferes with staff duty and responsibility for the supervision of students.

Refer to [Board Policy GCAB](#) for full text.

PROHIBITED USE, DISTRIBUTION OR SALE OF TOBACCO PRODUCTS AND INHALANT DELIVER SYSTEMS ([GBK/KGC](#))

To be consistent with Oregon law, the use, distribution or sale of tobacco products or inhalant delivery systems by staff and all others is prohibited on DESD premises in any building or facility, on DESD grounds, including parking lots, in any vehicle owned, leased, rented or chartered by the DESD, school or public charter school and at all DESD-sponsored activities.

Refer to [Board Policy GBK/KGC](#) for further information.

RELEASE OF STAFF AND EMPLOYMENT INFORMATION

Staff members' information contained in personnel records maintained by the district are exempt from public disclosure and will be released only upon written permission of the employee unless otherwise excepted by law.

RESIGNATION

A letter of resignation is expected from all employees resigning or retiring from DESD. Classified employees are encouraged to give two weeks' notice. Oregon law requires sixty days' notice for TSPC licensed employees.

RETIREMENT

To assist the district in its planning efforts, staff members considering retirement are encouraged to notify the Human Resources department as early as possible, preferably at the beginning of the school year in which the retirement will take place.

SEXUAL HARASSMENT ([GBN/JBA](#))

The DESD is committed to eliminating sexual harassment. Sexual harassment will not be tolerated in the DESD. All students, staff members and other persons are entitled to learn

and work in an environment that is free of harassment. All staff members, students and third parties are subject to this policy. Any person may report sexual harassment.

Refer to [Board Policy GBN/JBA](#) for further information.

STAFF COMPLAINTS

Any staff member who believes there is evidence of, and wishes to report a violation, misinterpretation, or inappropriate application of district personnel policies and/or administrative regulations; a mismanagement, gross waste of funds or abuse of authority; or a substantial and specific danger to public health and safety caused by the actions of the district should be directed to the immediate supervisor for informal discussion and resolution. If the staff complaint is against the superintendent, the complaint should be referred to the Board chair.

If the complaint is not resolved informally, formal complaint procedures may be initiated by staff in accordance with Board policy and administrative regulations.

Refer to Board Policies [KL](#) and [KL-AR](#) for further information.

STAFF ETHICS ([GBC](#))

No DESD employee will use his/her DESD position to obtain personal financial benefit or avoidance of financial detriment or financial gain or avoidance of financial detriment for relatives, household member or for any business with which the employee, household member or relative is associated.

Refer to [Board Policy GBC](#) for full text.

STAFF EXPENSE REIMBURSEMENT ([DLC-AR](#))

Expense reimbursement for staff traveling on approved DESD business will be governed by the following procedures.

Refer to [Board Policy DLC – AR](#) for further information.

TECHNOLOGY USE PROHIBITIONS/GUIDELINES/ETIQUETTE ([IIBGA-AR](#))

Staff may be permitted to use the district's electronic communications system to conduct business related to the management or instructional needs of the district or to conduct

research related to education and otherwise when in compliance with board policy and administrative regulations.

Staff who violate Board policy or administrative regulations, including general system user prohibitions, shall be subject to discipline up to and including dismissal. Violations of law may be reported to law enforcement. Violations of applicable Teacher Standards and Practices Commission (TSPC) rules and Standards for Competent and Ethical Performance of Oregon Educators will be reported to TSPC.

Refer to [Board Policy IIBGA-AR](#) for full text.

WEAPONS ON ESD PROPERTY (GBJ)

Employees, DESD contractors and/or their employees and DESD volunteers shall not possess a dangerous or deadly weapon or firearm on district property or at school-sponsored events. This prohibition includes those who may otherwise be permitted by law to carry such weapons.

Refer to [Board Policy GBJ](#) for further information.

WORKPLACE HARASSMENT (GBEA)

Workplace harassment is prohibited and shall not be tolerated. This includes workplace harassment that occurs between DESD employees or between an DESD employee and the DESD in the workplace or at a work related event that is off DESD premises and coordinated by or through the DESD, or between an DESD and an DESD employee off DESD premises. Elected school board members, volunteers and interns are subject to this policy.

Refer to [Board Policy GBEA](#) for further information.

IV. FACILITIES

COURIER

The DESD operates a courier service offering pickup and delivery to all schools and district offices in Douglas County. At the beginning of each school year, a courier schedule is distributed via email through the ESD Staff Information email. Contact the reception desk at 541-440-4777 for a copy of the schedule.

MEETING ROOMS

Please refer to the reminders below regarding meeting rooms.

Scheduling

Book via Outlook: Schedule your meeting room through the DESD Meeting Room Outlook Calendar system.

Priority: External events with multiple attendees get priority.

Event Logistics: Your department handles set-up, food, beverages, and any event materials.

Tech Support: If you need tech assistance, please add DESD Tech Support to your calendar invitation.

Tech Check: DESD Tech will ensure all technology is ready and working as expected, as long as you remember to add them to the calendar invite!

Meeting Room Clean Up

Materials: Leave any items in the room where you found them.

Clean Up: Wipe down tables and chairs, remove all garbage, and ensure the floor is clean. There is a cordless vacuum in the custodial area for those crumbs. Don't forget to clear the whiteboards.

Coffee Pots: Empty and rinse coffee pots and put them away.

Water Dispenser: Replace empty water bottles and restock cups if needed.

Supplies: Replenish any used supplies like paper plates, cups, silverware, napkins, and coffee/tea trays.

Food Storage: Put any leftover food into the DESD Break Room refrigerators.

Dishes: Wash any used dishes, utensils, or platters.

Note for Leftovers: If a department has leftover food in the break room fridge, please wait for that department's team to disburse it. You never know what someone may have planned.

OFFICE SUPPLIES

Office supplies are now purchased through an agency-wide process. Consult with your department supervisor and/or your support staff about obtaining office supplies.

PARKING

Employee parking is provided at each building location. Adhere to employee parking guidelines for assigned work sites. Consult with supervisor and/or support staff for parking guidelines.

V. SAFETY & SECURITY

DOUGLAS ESD SAFETY COMMITTEE

The DESD Safety Committee has been established to help implement the district's safety program and as part of an ongoing effort to help ensure the safety and well-being of students, staff and others while on district property. Unsafe working conditions should be reported promptly to a supervisor and the Safety Committee.

The Safety Committee meets six times a year. More information can be found here-
<https://www.douglasesd.k12.or.us/about-douglas-esd/facilities>.

WORKER'S COMPENSATION/ON-THE-JOB-INJURY

HR must be contacted for any injury even if it does not require medical attention.

If an employee is injured on the job but does NOT require medical treatment, an **ACCIDENT/INCIDENT** form must be completed. The form can be found via [Frontline Central](#) in the [MY FORMS](#) database. If your supervisor had you complete a paper form, please forward the form to the Human Resources department.

Anytime an employee seeks medical treatment for an on-the-job injury, a SAIF 801 form must be completed, in addition to the accident/incident report. This should be done within 24 hours of the incident. Human Resources can provide you with the 801 form. After seeking treatment, a doctor's "release to return to work" **must be** submitted to Human Resources for review and approval.

VI. APPENDIX

UNDERSTANDING YOUR PAYCHECK

(see example pay stub)

Pay period/ Pay day / Work Week

Employees shall be paid in twelve (12) monthly payments on or before the 15th of the month. The monthly pay period is the 6th through the 5th of each month. The work week is Sunday through Saturday

A This section lists the current pay period, the date the pay period ended, and the pay date.

B This section reflects the position and the total amount earned within the current pay period.

Extra duty/stipends are reflected here as well.

- **Earnings** – Description of payment for regular pay or supplement pay.
- **Reg Hrs** – Regular position hours paid for the current pay cycle equal the number of hours for the month based on work calendar for this position.
- **O/T Hrs** - Hours from last payroll cutoff to current payroll cutoff.
- **Rate** - Hourly pay rate based on salary schedule placement.
- **O/T Rate:** Rate for overtime hours equals regular rate multiplied by 1 ½.
- **Amt** - Amount paid for the current pay cycle. Regular position amount is usually 1/12 of annual amount for 12 equal payments.
- **FTD** – Fiscal year to date totals from July 1 through June 30.
- **YTD** – Calendar year to date totals from January 1 through December 31.
- **Earnings totals:** Gross pay before deductions from the current pay cycle.

C This section shows the employee deductions.

- **OR Statewide Transit Tax** – Mandatory Oregon tax that funds public transportation across the state.
- **FICA – Medicare** – Mandatory federal tax that funds Medicare.
- **FICA – Social Security** – Mandatory federal tax that funds Social Security benefits.

- **Federal Tax** – Mandatory standard federal tax withheld based on your W-4 elections.
- **State Tax** – Mandatory standard state tax withheld based on your W-4 elections.
- **PERS - TIER 1/2, OPSRP** – Mandatory standard portion for Public Employees' Retirement System.
- **OEBB LTD** – Mandatory premium for long-term disability insurance through Oregon Educators Benefit Board (OEBB).
- **Direct Deposit Net Pay** – The amount deposited directly into the employee's bank account.

OTHER DEDUCTIONS (optional) – *these are optional deductions approved by employee that may appear on the pay stub.*

- **OEA/NEA Dues** – Dues or fees pertaining to Oregon Education Association (union)
- **DESDA Dues** – Dues or fees pertaining to Douglas Education School District Association
- **HSA EE** – Employee contribution to a Health Savings Account.
- **American Fidelity, Texas Life, OEBB STD, OEBB Opt Life, AFLAC** – Optional supplemental insurance deductions.
- **ASPIRE, Valic, VOYA, Oregon Savings Growth Plan** – Optional retirement savings plans.

D

This section shows leave types and the accumulation of each leave.

For the types of leave available, employees should refer to the collective bargaining agreement which can be found here - [HERE](#).

- **Beg Bal** - Total amount of leave carried forward from previous fiscal year.
- **Used** - Total amount of leave used for the current fiscal year. (Used leave is posted from last payroll cutoff date to current payroll cutoff date)
- **Accr** - Total amount of leave accrued for the current fiscal year.
- **Adj** – Total adjustments for current fiscal year.
- **Bal** – Amount leave available as of the current payroll cutoff date.

E

This section shows the usage of leave for the current pay period.

- **Used** – Total of leave posted for this pay cycle. Leave from last payroll cutoff date to current cutoff date.
- **Accr** – Total amount of leave accrued for this pay cycle.

- **Adj** – Adjustments posted for current pay cycle.



This section shows all benefits provided and paid by the employer.

- **FICA – Medicare** – Employer portion of federal tax that funds Medicare.
- **FICA – Social Security** – Employer portion of federal tax that funds Social Security benefits.
- **PERS - TIER 1/2, OPSRP** – Employer portion for Public Employees’ Retirement System.
- **PERS BOND** – Amount the employer pays for the pension obligation bond.
- **SAIF – Wrk Comp** – Worker’s Compensation paid by the employer. Broken down as different types of Worker's Comp, all mandated by the government.
- **Unemployment** – A state mandated tax that funds unemployment benefits.
- **PFL ER Portion** – Employer’s portion of the Paid Family Leave program.
- **PFL EE Portion** – Employee’s portion of the Paid Family Leave program paid by the employer on the employee's behalf.
- **Life/ADD** – Premium for employer provided life insurance and accidental death & dismemberment coverage.
- **EAP Benefits** – Premium for the Employee Assistant Program.
- **Medical Plan, Dental Plan, Vision Plan** – Medical, Dental, Vision insurance paid on behalf of the employee.
- **HSA ER PD** - Employer contribution to the employee’s Health Savings Account.