

CRAWFORD PUBLIC SCHOOLS



**CLASSIFIED STAFF
HANDBOOK**

2026-2027

Purpose of the Classified Staff Handbook

The purpose of this handbook is to provide a framework for decision-making among non-certified district staff members K-12. It provides general information concerning policies and procedures concerning the day-to-day activities of the school district and staff, and is provided with the intent that review of the document by administration and staff members will be accomplished during each school year.

Accidents and Illness

a. Accidents

- i. Report all accidents (staff and student) other than minor abrasions to the appropriate building office. Accident report forms need to be filled out and turned in to the building principal as soon as possible after the accident. The following student guidelines are recommended:
- ii. You as a staff member are expected to make the initial evaluation of a student's injury.
- iii. If you feel the injury is serious, contact the school nurse, your supervising teacher, the building secretary or the building principal. If he or she is not available, contact the teacher left in charge in an administrator's absence.
- iv. If an illness or accident is serious, the school nurse, the building secretary, the building principal or office will call the parent to come and pick up their child or evaluate their child's condition.
- v. The school nurse will review injury reports and follow-up as needed on the weekly visits.
- vi. Parents need to be called and come and check out their child on all head injuries.
- vii. Emergency Protocol:

CRAWFORD PUBLIC SCHOOLS

Emergency Response to Life-Threatening Asthma or Systemic Allergic Reactions (Anaphylaxis)

EMERGENCY PROTOCOL

Call 911

1. *Summon School Nurse, if available, if not, summon designated trained non-medical staff to implement emergency protocol.*
2. *Check airway patency, breathing, respiratory rate, and pulse*
3. *Administer medications (Epi-Pen and albuterol per standing order)*
4. *Determine cause as quickly as possible*
5. *Monitor vital signs (pulse, respirations, etc.)*
6. *Contact parents immediately and physician as soon as possible.*
7. *Any individual treated for symptoms with epinephrine at school will be transferred to a medical facility by ambulance.*

b. Illness

- i. Do not handle any bodily fluids without proper protection. ie. rubber gloves and disinfectant.
- ii. If you suspect a child has a communicable disease or communicable medical condition,

contact the school nurse, your supervising teacher, the building secretary or the building principal. The office will contact the child's parent to take the child home. Even though it may be inconvenient for some, it is important we try to protect the other students from communicable diseases.

- iii. In the event of staff illness, contact the building secretary at the earliest opportunity to allow for substitute planning.

Community Events

Every employee of the district is a public relations agent. Positive public relations are fostered by positive interactions with co-workers and the community. Gaining a positive working relationship with the community will result in increased involvement in the school and improved student learning as well as improving the working climate at the school.

Professional Boundaries Between Employees and Students

All employees are expected to observe and maintain professional boundaries between themselves and students. A violation of professional boundaries will be regarded as a form of misconduct and may result in disciplinary action. The following non-exclusive list of actions will be regarded as a violation of the professional boundaries that employees are expected to maintain with a student:

- Using e-mail, text messaging, instant messaging or social networking sites to discuss with a student a matter that does not pertain to school-related activities, such as the student's homework, class activity, school sport or club, or other school-sponsored activity. Electronic communications with students are to be sent simultaneously to multiple recipients, not to just one student, except where the communication is clearly school-- related and inappropriate for persons other than the individual student to receive (for example, e-mailing a message about a student's grades).
- Engaging in social-networking friendships with a student on social networking sites. Material that employees post on social networks that is publicly available to those in the school community must reflect the professional image applicable to the employee's position and not impair the employee's capacity to maintain the respect of students and parents or impair the employee's ability to serve as a role model for children. Employees shall not friend or follow students on any social networking site.
- Engaging in sexual activity, a romantic relationship, or dating a student or a former student within one year of the student graduating or otherwise leaving the District.
- Making any sexual advance - verbal, written, or physical - towards a student.
- Showing sexually inappropriate materials or objects to a student.
- Discussing with a student sexual topics that are not related to a specific curriculum.
- Telling sexual jokes to a student.
- Invading a student's physical privacy (e.g., walking in on the student in a restroom).
- Hugging or other physical contact with a student that is initiated by the employee when the student does not seek or want this attention.
- Being overly "touchy" with a specific student.
- Allowing a specific student to get away with misconduct that is not tolerated from other students, except as appropriate for students with an IEP or 504 Plan. Article 4 PERSONNEL Policy No. 4025
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- Discussing with the student the employee's problems that would normally be discussed with adults (e.g., marital problems).

- Giving a student a ride in the employee's personal vehicle without express permission of the student's parent or school administrator unless another adult is in the vehicle.
- Taking a student on an outing without obtaining prior express permission of the student's parent or school administrator.
- Inviting a student to the employee's home without prior express permission of the student's parent and school administrator.
- Going to the student's home when the student's parent or a proper chaperone is not present.
- Giving gifts of a personal nature to a specific student.
- Discussing alcohol, tobacco or other illicit drugs in a non-instructional setting, such as describing a party that the employee attended.
- Discussing another student's or employee's personal matters when it is not appropriate outside of the instructional setting. Appropriate exceptions are permitted to the foregoing for legitimate health or educational purposes and for reasons of family relationships between employees and their children who are students in the District.

NEW EMPLOYEES

Before a new employee can be eligible to receive the first paycheck, all necessary forms must be completed. These documents, include, but are not limited to:

- A. Application
- B. I-9
- C. W-4
- D. Direct Deposit Form
- E. Copy of Valid Drivers License
- F. Copy of Social Security card and spouse's, (if applicable)
- G. NE State Retirement System Application (if applicable)
- H. Beneficiary Information
- I. Criminal History Background Check
- J. Signed Classified Employee Handbook Sign-Off Sheet verifying receipt and compliance with handbook
- K. Physical, if required

Falsification of Records

Falsification of records is grounds for immediate termination.

At-Will Employment

No classified employee shall have ownership (property rights) to a specific position with the Crawford Public Schools. Classified employees may resign or be terminated at any time, however in consideration, both parties will try to notify the other of their intent to rehire or exit the position as soon as it is feasibly possible.

Driver's License and Driving Record for Bus Drivers

Random drug testing may occur for bus drivers and a drug test may be required before employment as a bus driver at Crawford Public Schools. Employees whose work requires operation of a motor vehicle must present and maintain a valid driver's license and a driving record acceptable to our insurer. Each employee with these responsibilities will be asked to submit a copy of his/her driving record to Crawford Public School from time to time. Any changes in a driving record must be reported, immediately, to the superintendent. Failure to do so may result in disciplinary action, including possible dismissal. Any traffic violation occurring while operating a motor vehicle (i.e., bus or car) for Crawford Public Schools may result in disciplinary action, including possible dismissal.

District Policy

It is the responsibility of each staff member, certified and non-certified to familiarize themselves with District Policy and Procedures that pertain to their position. Additionally, staff members are required to be familiar with and use district plans, including, but not limited to the following:

- a. District Safety and Security Plan
- b. Student Discipline Policy
- c. Grievance Procedures
- d. Classified Evaluation Policy and Appropriate Forms
- e. District Mentoring Policy
- f. High-Ability Learner Plan
- g. Testing and Assessment Plan and Policy
- h. Student Medication Policy
- i. Alcohol and Drug Use Policy
- j. Sexual Harassment Policy
- k. Child Abuse and Neglect Reporting
- l. Crisis Management Plan
- m. Grading and Evaluation Procedures
- n. Student & Staff Handbooks
- o. School Improvement Plan
- p. Special Education and 504 plans and procedures

Evaluations

All evaluations of certified and non-certified staff will follow district policy guidelines and appropriate Nebraska Statutes. Administrators will perform both formal and informal evaluations through the course of the school year. The intent of evaluations is to improve instruction and the effectiveness of the school programs.

Professional Dress

It is the desire of the district to foster a sense of professionalism among all staff members. Teachers, staff, and students should wear clothing that serves to strengthen school morale and the efforts of the school to provide an education. Because teachers and staff are role models for students, the following dress shall be requested:

- a. Class C-2, C-3, D-1, and D-2 staff will wear clothing during school hours that exhibits a sense of professionalism.

- i. Staff are asked to refrain from wearing flip flop shoes, shorts, and sweat pants, on teaching days. As with students, teachers and staff will not wear T-shirts or shirts that display or indicate profanity or which advertises an illegal substance or activity.

Nondiscrimination

Crawford Public Schools does not discriminate on the basis of race, color, national origin, gender, marital status, disability, or age in admission or access to, or treatment of employment, in its programs and activities. The following person has been designated to handle inquiries regarding complaints, grievance procedures or the application of these policies of nondiscrimination:

Title: Superintendent of Schools
Address: 908 5th Street
Crawford, NE 69339
Telephone: (308) 665-1537

If parents, employees and students do not feel that their complaints regarding Title IX, Title VI, Section 504 have met with resolution at the local level, they can appeal their grievances to the regional Department of Education, Office for Civil Rights.

Office of Civil Rights
8930 Ward Parkway, Suite 2037
Kansas City, MO 64114
(816) 268-0550

Please keep in mind that this applies to the district and employees of the district, and is intended to provide an environment of respect, free from intimidation, discrimination and harassment.

Drug-free Workplace (refer to Board Policy 4009)

Crawford Public Schools are dedicated to providing a drug-free workplace. Alcohol and drugs are prohibited substances and tobacco use is not allowed in the “workplace”. “Workplace” is defined as the site for the performance of work done in the capacity as an employee. This includes nonschool property if the employee is at any school-sponsored, school-approved or school-related activity, event or function, such as field trips or athletic events where students are under the control of the school district or where the employee is engaged in school business. Staff is warned that drug and/or alcohol abuse can cause great personal harm and penalties, including temporary and/or permanent release from employment, can occur from violating district policy. Counseling and rehabilitation programs are available to assist district staff in abuse prevention programs.

Confidentiality

Student information must be treated as confidential material. This includes student records, student lists, accommodations, health, and even schoolwork. Discussions among staff about students should focus on improving behavior or performance and should take place in private meetings. It is the responsibility of

the teacher and staff to maintain confidentiality of student information.

Chain of Command/Grievances

Staff are expected to use the chain of command to reach resolution of problems. Each person is to work through their immediate supervisor on any problems that may occur or for the effectiveness of the educational program offered at the school. If resolution cannot be reached, the staff member can approach the next level of supervisor by asking for review by the next level of administration. Staff may determine to use the grievance procedure as provided by district policy. Our goal is to achieve the best working conditions by solving problems at the lowest level possible. The Chain of Command for the district is as follows:

Board of Education
Superintendent of Schools
Principal
Certified Staff
Classified Staff

Compliance with Federal and State Requirements

The district will maintain compliance with state and federal rules, regulations and laws. All district employees are expected to maintain compliance with the rules, regulations and laws also. Among the regulations that this includes are the Fair Labor Standards Act, HIPPA rules, COBRA rules, minimum wage rules, FERPA rules, and others. If staff have questions regarding these or other programs, please contact your immediate supervisor for information or assistance.

1 CLASSIFICATION OF EMPLOYEES:

Classified employees include all employees hired for positions within the school district that do not require a teaching certificate to meet the minimum requirements for the position. All classified employees are considered at-will employees.

1.1 CLASS A EMPLOYEES

1.1.1 Occasional and Part-Time Employees

1. 1.1.2 Occasional and part-time employees are those employees who are hired for short term or part time jobs. This would include custodial personnel, hot lunch personnel or other temporary personnel.

1.1.2 Substitute Custodian

1.1.2.1 Persons who are hired to substitute for a regular custodian on a semi-regular basis.

1.1.3 Custodial Helper

1.1.3.1 This position defines persons who are hired part-time to help with the

general cleaning of the building and/or grounds. This position also includes additional summer help.

1.1.4 Kitchen Helper

1.1.4.1 This position defines persons who are hired part-time whose principal assignment is washing dishes for the hot lunch program.

1.2 CLASS B EMPLOYEES

1.2.1 Bus Drivers

1.2.1.1 Persons who are hired to transport students to and from school and activities. Bus Drivers are required to hold a valid Nebraska School Bus Drivers License. This is not a full time position.

1.3 CLASS C-1 EMPLOYEES

1.3.1 Custodian/Housekeeper

1.3.1.1 This classification will include full-time employees that have the responsibility of keeping the building and grounds clean and in working order.

1.4 CLASS C-2 EMPLOYEES

1.4.1 Para-Professional /Teacher Aide/Food Service Providers

1.4.1.1 This classification of employees will include all persons that are employed to assist the regular classroom teacher, special education teachers, or other certificated personnel in the classroom or other types of services directly or indirectly connected with the instruction of students or the function of the school.

1.5 CLASS C-3 EMPLOYEES

1.5.1 Para-Professional/Teacher Aide (with a valid Nebraska Teaching Certificate or a valid Nebraska Substitute Certificate or a Local Substitute Certificate)

1.5.1.1 This classification of employees will include all persons that are employed to assist the regular classroom teacher, special education teachers, or other certificated personnel in the classroom or other types of services directly or indirectly connected with the instruction of students or the function of the school. A current C-2 employee that receives a Nebraska Teaching Certificate, Nebraska Substitute Certificate, or a Local Substitute Certificate will receive a dollar an hour raise immediately effective on the issuance of such certificate.

1.6 CLASS D-1 EMPLOYEES

1.6.1 District Bookkeeper

1-6.1.1 This person will have the responsibility of district bookkeeping and secretarial duties as assigned by the Superintendent. This person will work under the direct supervision of the Superintendent.

1.7 CLASS D-2 EMPLOYEES

1-7.1 Secretary

1.7.1.1 This person will have the responsibility of general bookkeeping and secretarial duties as assigned by the Superintendent. This person will work under the direct supervision of his/her immediate supervisor.

1.8 CLASS E-1 EMPLOYEES

1.8.1 Supervisor of Building and Grounds - Transportation

1.8.1.1 This classification of employees will include all persons that have been employed to supervise the general upkeep and safety of the building and grounds. This person is responsible for the general upkeep and safety of the building and grounds and the maintenance and safe operating condition of transportation and custodial equipment. This person works under the direct supervision of the Superintendent.

2 PAY STRUCTURE:

2.1 CLASS A EMPLOYEES

2.1.1 All CLASS A employees will be paid a wage as determined by the Crawford Board of Education.

2.2 CLASS B EMPLOYEES

2.2.1 All CLASS B employees will be paid a wage as determined by the Crawford Board of Education.

2.3 CLASS C EMPLOYEES

2.3.1 All CLASS C employees will be paid a wage as determined by the Crawford Board of Education.

2.4 CLASS D EMPLOYEES

2.4.1 All CLASS D employees will be paid a wage as determined by the Crawford Board of Education.

2.5 CLASS E EMPLOYEES

2.5.1 All CLASS E employees will be paid a wage as determined by the Crawford Board of Education.

3 ACTIVITY PASSES:

- 3.1 All classified personnel and their spouse will be given a pass to all home school activities. This would not include activities which are not sponsored by the School or money making activities such as a school play or other activity which is used as a money making activity by one or more of the School sponsored organizations.
- 3.2 The School District will provide passes and/or admission for their bus driver to the activity to which they drive the bus.

4 FROZEN WAGES:

- 4.1 No person under the employment of the Crawford Public Schools will be forced to take a pay cut. If the rate of pay is less than the last year's rate of pay, that employee's wages will be frozen at the last year's rate of pay until such time the pay schedule is greater.

5 LENGTH OF SERVICE:

- 5.1 The length of service will be determined by the number of full years of service as of September 1 of each year. A full year of service will be defined as a standard work year of positions containing nine or more months of service.
- 5.2 If an employee resigns from any position within the structure of the Crawford Public Schools and is then rehired in that same position, the employee will begin at a salary no less than when they resigned.

6 WORK WEEK:

- 6.1 The work week for the Crawford Public Schools will be defined as 12:01 a.m. Sunday morning to 12:00 p.m. Saturday night.

7 BREAKS:

- 7.1 Each employee will be required to take a fifteen (15) minute break for every four hours worked.
- 7.2 The maximum number of breaks per day will not exceed two (2) per day.

8 MEAL BREAKS:

- 8.1 Each employee working at least eight (8) hours per day will be required to take a 30 minute meal break. The meal break must be scheduled with the approval of the employee's supervisor.

9 **ASSIGNED HOURS OF WORK:**

- 9.1 Each employee will have his/her hours set by the supervisor. No employee will be allowed to deviate from the set hours without permission of the supervisor.
- 9.2 The Crawford Public Schools retain the right to schedule split shifts for any employee. The work schedule of all employees will be set for the benefit of the school district.

The Crawford Public Schools will not pay for any hours of work that are performed at home or other locations not covered within this policy.

10 **HOLIDAY PAY:**

- 10.1 All CLASS C-1, D-1, D-2, and E-1 employees will be paid for the following holidays which fall within their employment period:

10.1.1	New Year's Day (January 1)
10.1.2	Good Friday
10.1.3	Easter Monday
10.1.4	Memorial Day
10.1.5	Juneteenth
10.1.6	Fourth of July
10.1.7	Labor Day (First Monday in September)
10.1.8	Thanksgiving (Fourth Thursday in November)
10.1.9	Thanksgiving Friday
10.1.10	Christmas Eve (December 24)
10.1.11	Christmas Day (December 25)
10.1.12	New Year's Eve Day (December 31)

- 10.2 Holiday pay will be based on the employee's average day, but under no condition will the employee be paid for more than an 8 hour day.
 - 10.2.1 If an employee is required to work on a holiday or if the holiday falls on a non-working day, the employee may elect to take the holiday day at a future date as agreed upon by the employee and the supervisor.

- 10.3 All CLASS C-2 and Class C-3 employees will be paid for the following holidays which fall within their employment period:

- 10.3.1 New Year's Day (January 1)
- 10.3.2 Good Friday
- 10.3.3 Easter Monday
- 10.3.4 Labor Day (First Monday in September)
- 10.3.5 Thanksgiving (Fourth Thursday in November)
- 10.3.6 Thanksgiving Friday
- 10.3.7 Christmas Eve (December 24)
- 10.3.8 Christmas Day (December 25)
- 10.3.9 New Year's Eve Day (December 31)

Holiday pay will be based on the employee's average day, but under no condition will the employee be paid for more than an 8 hour day.

Class C-2 and Class C-3 employees hired as summer custodians will be paid the same holidays as Class C-1 staff.

11 **VACATION:**

- 11.1 CLASS C-1, D-1, D-2, and E-1 employees who work twelve (12) months per year will be given five (5) work days of vacation with one (1) or two (2) years of service. Employees with three (3) to ten (10) years of service will be ten (10) work days of vacation. Employees with more than ten (10) years of continual service will be allowed fifteen (15) work days of vacation per year. Employees with twenty (20) years of continual service will be allowed seventeen (17) work days of vacation per year. Employees with twenty-five (25) years of continual service will be allowed twenty (20) work days of vacation per year. Employees with thirty (30) years of continual service will be allowed twenty-three (23) work days of vacation per year. Vacation time will be calculated from the date of hire. Vacation time will be credited based on normal assigned hours, but under no condition will the employee be credited with more than 40 hours for each week of vacation. Vacation will be scheduled with the approval of the employees' supervisor. Up to five unused vacation days or 40 hours of unused vacation time can be carried over to the next year. Exception: additional vacation time will be able to be carried into the next year if the superintendent requires the employee to remain at work and does not allow the employee to take all of their vacation time during the existing year.

- 11.2 Employees leaving the district may collect one hundred percent per diem of their unused vacation days.

12 **JURY DUTY: (Refer to Board Policy 4005)**

- 12.1 Any employee who is summoned to serve on jury or election board duty, or who is subpoenaed to provide testimony, shall not be subject to discharge from employment, loss of pay, loss of sick leave, loss of vacation time, or any other form of penalty, as a result of his or her absence from work due to such service provided the employee submits a copy of the summons, in advance, to the employee's supervisor.

- 12.2 Employees will receive their regular salary. Any payment for jury duty **beyond expenses**

shall be paid to the school district. The employee will report to work within one hour on any day when the employee is excused from jury duty during regular working hours.

13 HEALTH INSURANCE:

13.1 All classified personnel working at least 9 months will be eligible to be a member of the District's Health and Accident Insurance group. During the summer months, nine month employees will be responsible for bringing in a check for their premiums made out to Crawford Public Schools by the 5th of the month.

13.2 Class C-1, D-1, D-2, and E-1 district employees who work 12 months a year will be eligible for membership in the health insurance plan of the district. The district will pay full "single employee plan" premium or agreed higher rate.

13.3 This plan is selected by the Certificated Employee Negotiation Committee.

14 DISABILITY INSURANCE:

14.1 Crawford Board of Education will pay for an Income Protection Insurance (Long Term Disability) plan for all employees. The Crawford Board of Education will be the sole Determiner of the insurance carrier and the extent of the policy.

15 OVERTIME:

15.1 Each employee will be assigned the number of hours of work allowable during a calendar week by his/her supervisor. If, for any reason, an employee is required to work over the assigned number of hours, the employee must have permission by the supervisor before working the additional hours.

15.2 If an employee is required to work over 40 hours per week, he/she will be paid time and one half pursuant to the Fair Labor Standards Act.

16 CLOCKING IN AND OUT:

16.1 The Crawford Public Schools realizes that there is a certain element of time needed to check in and out. All employees must be clocked in before the beginning of the shift and checked out after the end of the shift. The time before and after the normal shift will not be counted as hours worked unless it is signed by the supervisor.

17 SCHOOLING AND CONVENTIONS:

17.1 If the Crawford Public Schools requires an employee to attend a workshop, school, or convention, that employee will be paid for hours in attendance and travel time. The district will pay registration fees, mileage, motel and meals if appropriate and approved in advance. If an employee attends a workshop, school, or convention that is more than one (1) day, the employee will be paid for a maximum of eight (8) hours per day.

17.2 Employees traveling to supervise students will be paid their actual driving time and time spent supervising students. Down time will not be compensated.

18 BUS TRIPS:

18.1 Bus drivers assigned to overnight trips will be paid for actual driving time. The minimum number of hours per day will be 8 hours but the records regarding the number of hours which the employee worked will reflect the number of hours actually worked.

18.2 If an employee, other than normally assigned bus drivers, volunteers to take a bus trip, he/she will be paid at their regular rate of pay.

19 SICK LEAVE:

19.1 Please see Accumulated Sick Leave (21)

20 PERSONAL TIME OFF (PTO):

20.1

Personnel will be granted personal time off according to the following schedule:

20.4.1	Class A Employees.....	No PTO
20.4.2	Class B Employees.....	No PTO
20.4.3	Class C-1 Employees.....	15 days of PTO
20.4.4	Class C-2 Employees.....	12days of PTO
20.4.5	Class C-3 Employees.....	12 days of PTO
20.4.6	Class D-1 Employees.....	15 days of PTO
20.4.7	Class D-2 Employees.....	15days of PTO
20.4.8	Class E-1 Employees.....	15 days of PTO

20.2 Unused Personal Time Off (PTO) leave days at the end of the school year will be transferred towards accumulated sick leave, up to 45 days (360 hours).

21 ACCUMULATED SICK LEAVE:

21.1 Unused Personal Time Off (PTO) leave days at the end of the school year will be transferred towards accumulated sick leave, up to 45 days (360 hours).

Yearly PTO days must be used prior to using accumulated sick leave days.

Staff may take accumulated sick leave for personal illness or to care for a spouse, child or immediate family member whose illness requires the staff member's presence and care. Immediate family is defined

as spouse, child or stepchild, parents, in-laws, grandparents, aunts, uncles, cousins, siblings, and grandchildren.

When an employee resigns and/or retires from the Crawford School District, they will be reimbursed for unused accumulated sick leave days under the following conditions:

- a) The unused accumulated sick leave days will be reimbursed at 50% of their current hourly rate at the time of resignation or retirement.
- b) A maximum of 360 hours of sick leave will be reimbursed.
- c) The employee must leave under honorable conditions.
 - 1) Must resign or retire from the position in good standing, not involved in a Hearing and/or a letter of recommended termination.
 - 2) Must submit a letter of resignation or retirement on or before April 15. If the employee resigns after April 15th, there will be no payment for unused sick leave
 - 3) In the event an employee is no longer employed due to a reduction in force, the employee will remain eligible for reimbursement of unused sick leave days. Upon receipt of payment of unused sick leave days, the employee shall be considered reimbursed for the unused sick leave and may not buy back the unused sick leave days upon re-employment in the district, but will start with sick leave days as provided by the district for certified staff for use in the contracted year of employment.
*Intent: Allow employees who have left employment because of a reduction in force to receive payment of unused sick leave upon leaving the district. This shall not infringe on any rights for re-employment, except returning to the district in response to a re-employment call from the district shall result in the recalled employee entering with no accumulated unused sick leave.

22 BEREAVEMENT LEAVE

Bereavement Leave-A total of up to five (5) consecutive days on full pay is allowed for each classified employee for absence in the case of death in the immediate family.

Immediate family is defined as spouse, child, step-child, parents, in-laws, grandparents, siblings, grandchildren, aunts, uncles and cousins. Staff members who suffer the death of a child, stepchild, or spouse will have five (5) bereavement days plus an additional five (5) bereavement days will be deducted from the employee's accumulated sick leave. This time may be extended by personal leave.

Bereavement leave is not limited to five (5) days in one year, but covers each death in the family that occurs during the year.

Additional sick days for bereavement will be available by request by the staff member with approval from the administration.

22 FAMILY MEDICAL LEAVE ACT (Refer to Board Policy 4007 & 4007A)

23 LEAVE WITHOUT PAY:

23.1 All employees may be granted leave without pay. If an employee has qualifying leave, it must be used before leave without pay. Leave without pay must be approved in advance by the immediate supervisor and the Superintendent. This leave may be denied if such leave, in the opinion of the Superintendent, would cause hardship on the District.

EXTENDED LEAVE WITHOUT PAY:

23.2 Extended leave without pay may be requested by an employee, once all sick leave has been depleted due to an unforeseen long term circumstance that fits under the definition of sick leave on page 18, so the employee may remain employed by the school district during the hardship .

Extended leave without pay will be determined by the superintendent based upon the reason for the request, the amount of time needed, and whether it would cause hardship for the school district if the extended time is granted.

24 PAY PERIOD:

24.1 The pay cycle will begin on the first day of the month and will continue to the end of the month. The employee will receive his/her check on or before the 15th day of the next month.

24.2 Example: Hours worked in January will be paid in February.

25 ADDRESS AND PHONE NUMBER CHANGES

23.1 It is necessary that an accurate directory of all employees of the school district be kept in the administrative office. Employees changing their address or phone numbers should report such changes to the administrative office as soon as possible.

26 PERSONAL CELL PHONES

26.1 Personal cell phone usage is limited to emergencies with administrative approval, break times and lunch periods only.

27 TERMINATION: (refer to Board Policy 4210)

27.1 The Board of Education hereby delegates to the Superintendent the authority to hire, suspend and dismiss non-certificated employees (employees in positions that do not legally require a teacher or administrative certificate) on behalf of Crawford Public Schools. Such authority shall be exercised in compliance with the policies of the Board of Education. The Board of Education reserves the authority to modify or reverse any such action taken by the Superintendent.

Dismissal of non-certificated employees shall be on an at-will basis, as such employees are subject to termination at any time without cause, without prior disciplinary action or progressive discipline, and irrespective of the lack of any evaluation or the irregularity in any

evaluation process.

28 FEDERAL MINIMUM WAGE:

28.1 If the Federal Government changes the Federal Minimum wage, the Board of Education will re-evaluate the wage structure. Any changes in wages, other than required by the change in the Federal Minimum Wage, will be changed at the beginning of the fiscal year, September 1.

29 FRINGE BENEFIT PACKAGE:

29.1 The Crawford School District will provide an IRS 125 plan for all employees who wish to participate. The Crawford School District will bear the cost of the management fee covering the health insurance portion of the IRS 125 Plan. The employee will pay any cost for additional benefits on the IRS 125 Plan, if they take part in those sections of the plan.

30 DEVIATION CLAUSE:

30.1 The Board reserves the right to deviate from the terms of this agreement for a particular employee when it deems the best interest of the school district may be served by doing so.

31 WORKERS' COMPENSATION

31.1 The district will participate in Workers' Compensation as required by statute. All employees of the district will be covered by Workers' Compensation regardless of type or work assignment, length of assignment or hours worked per day.

The selected Workers' Compensation plan will provide coverage for medical expenses and wages to the extent required by statute to qualifying employees. The amount of Workers' Compensation wage replacement and PTO leave benefits shall not exceed a regular daily rate of pay.

32 AMENDMENTS TO THE AGREEMENT:

32.1 Non-certificated personnel wishing a change in this Classified Personnel Handbook must forward their proposal to the Board no later than April 15 for possible consideration.

33 PAY STRUCTURE:

2026-2027 SCHOOL YEAR	<u>Class A</u>	<u>Class B</u>	<u>Class C-1</u>	<u>Class C-2</u>	<u>Class C-3</u>	<u>Class D-1</u>	<u>Class D-2</u>	<u>Class E-1</u>
	Occasional or Part-Time Employees	Bus Drivers	Custodian/ Housekeeper	Para-Professi onals/ Teacher Aide/ Food Service	Para-Professional/ Teacher Aide with NE Teaching Certificate, valid NE Substitute	District Bookkeeper	Secretary	Supervisor of Building & Grounds-Transp ortation

					Certificate, or Local Substitute Certificate			
Base Wage Suggested For New Employees	\$12.00 Per hour starting wage	\$18.75 Per hour starting wage	\$16.25 Per hour starting wage	\$15.50 Per hour starting wage	\$16.75 Per hour starting wage	\$18.75 Per hour starting minimum wage but can be negotiated based on experience	\$16.50 Per hour starting wage	\$18.75 Per hour starting minimum wage but can be negotiated based on experience

34 All classified salaries will be set by the Board of Education.

35 The school district will compensate for experience in the position they are hired at the rate of \$.50/year up to eight years.

36 The School District will pay classified staff for the first snow day.

37 In the event of school closures under extraordinary circumstances (three or more days during a single pay period), the superintendent will allow classified staff, who are unable to work during the closure, the option to submit PTO days to ensure staff continuity and receive an adequate paycheck.

Crawford Public School District
908 5th Street
Crawford, NE 69339

Classified Employee Sign-Off Sheet

After you have read the Classified Handbook, please notify your immediate supervisor if you have questions or need clarification on any part. Sign and date this page and return it to the Administration Office. This is required for continued employment with the school district.

I, _____, have received a copy of, read, and understand the Classified Handbook for the Crawford School District.

Employee's Signature

Date