



Papillion-La Vista
School District

**CERTIFIED
EMPLOYEE HANDBOOK**

“EXCELLENCE One student at a time”

NON-DISCRIMINATION

The Papillion-La Vista School District does not discriminate on the basis of race, color, religion, national origin, gender, marital status, age, disability or any other legally protected status in admission or access to, or treatment, or 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 non-discrimination: Assistant Superintendent of Human Resources, 420 South Washington Street, Papillion, NE 68046

Phone: (402) 537-6206

Any parent, employees and students who do not believe their complaints regarding Title IX, Title VI or Section 504 have been met with resolution at the District level may appeal their grievances to the Regional Department of Education, Office for Civil Rights, 8930 Ward Parkway, Suite 2037, Kansas City MO 64114, Phone (816) 268-0550, Fax (816) 823-1404, TDD (800) 437-0833

May 2004

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Welcome

Congratulations on becoming a member of the Papillion-La Vista Schools' certified staff. By accepting this opportunity, you are committing your talents and skills to the task of developing well-educated, productive and responsible adults. The work you do now is an investment in the future of our students, our community and our nation.

Papillion-La Vista Public School District Mission Statement

In cooperation with family and community, the mission of the Papillion-La Vista School District is to prepare all students to be productive, responsible citizens in a changing society through superior educational programs in a safe and supportive environment.

Governing Beliefs

The governing beliefs of the Papillion-La Vista School District are:

- Our district's purpose is to ensure academic learning in an equitable manner while offering a variety of extra-curricular opportunities.
- Our schools will provide a student-centered environment which is safe, supportive and nurturing.
- Our schools' effectiveness is maximized when students, family, staff and community share in the vision and actively participate in the educational process.
- Our schools have the primary role in managing the educational variables necessary for learning.
- All students will obtain knowledge and skills which enable them to be contributing, responsible members of society.
- All students can learn when their unique needs are met.
- All students will be challenged to meet high standards.
- All students will be provided the resources necessary to learn.
- Education is a lifelong process.

District Goals

Goal #1

The District will determine how to identify and meet individual needs of all students and maximize every student learning experience.

Goal #2

The District will improve student reading and writing skills, measured by curriculum-based, assessments, standardized tests, and norm-referenced assessments.

Goal #3

The District will recruit, select, and retain a qualified, informed, and effective staff.

Goal #4

The District will provide a safe and secure environment for all students and staff.

The Board recognizes, endorses and adopts the Standards of Ethical and Professional Performance as established by the Nebraska Department of Education (*ADOPTED 08-11-03*)

PROCEDURE**Standards of Ethical and Professional Performance*****Preamble***

The educator shall believe in the worth and dignity of human beings. Recognizing the supreme importance of the pursuit of truth, the devotion to excellence and the nurture of democratic citizenship, the educator shall regard as essential to these goals the protection of the freedom to learn and to teach and the guarantee of equal educational opportunity for all. The educator shall accept the responsibility to practice the profession to these ethical standards.

The educator shall recognize the magnitude of the responsibility he or she has accepted in choosing a career in education, and engages, individually and collectively with other educators, to judge his or her colleagues, and to be judged by them, in accordance with the provisions of this code of ethics.

The standards listed in this section are held to be generally accepted minimal standards for public school certificate holders in the State of Nebraska and for all educators, including administrators, in the Papillion-La Vista Public Schools with respect to ethical and professional conduct.

Principle I - Commitment as a Professional Educator:

Fundamental to the pursuit of high educational standards is the maintenance of a profession possessed of individuals with high skills, intellect, integrity, wisdom, and compassion. The educator shall exhibit good moral character, maintain high standards of performance and promote equality of opportunity.

In fulfillment of the educator's contractual and professional responsibilities, the educator:

- A. Shall not interfere with the exercise of political and citizenship rights and responsibilities of students, colleagues, parents, school patrons, or school board members.
- B. Shall not discriminate on the basis of race, color, religion, gender, marital status, age, national origin, ethnic background, or handicapping condition.
- C. Shall not use coercive means, or promise or provide special treatment to students, colleagues, school patrons, or school board members in order to influence professional decisions.
- D. Shall not make any fraudulent statement or fail to disclose a material fact for which the educator is responsible.
- E. Shall not exploit professional relationships with students, colleagues, parents, school patrons, or school board members for personal gain or private advantage.
- F. Shall not sexually harass students, parents or school patrons, employees, or board members.
- G. Shall not have had revoked for cause in another state a teaching certificate, administrative certificate, or any certificate enabling a person to engage in any of the activities for which a special services counseling certificate is issued in Nebraska.
- H. Shall not engage in conduct involving dishonesty, fraud, deceit, or misrepresentation in the performance of professional duties.
- I. Shall report to the superintendent any known violation of paragraphs G, E, or B above.
- J. Shall seek no reprisal against any individual who has reported a violation of this rule.

Principle II - Commitment to the Student:

Mindful that a profession exists for the purpose of serving the best interests of the client, the educator shall practice the profession with genuine interest, concern, and consideration for the student. The educator shall work to stimulate the spirit of inquiry, the acquisition of knowledge and understanding, and the thoughtful formulation of worthy goals.

In fulfillment of the obligation to the student, the educator:

- A. Shall permit the student to pursue reasonable independent scholastic effort, and shall permit the student access to varying points of view.
- B. Shall not deliberately suppress or distort subject matter for which the educator is responsible.
- C. Shall make reasonable effort to protect the student from conditions that interfere with the learning process or are harmful to health or safety.
- D. Shall conduct professional educational activities in accordance with sound educational practices that are in the best interest of the student.
- E. Shall keep in confidence personally identifiable information that has been obtained in the course of professional service, unless disclosure serves professional purposes, or is required by law.
- F. Shall not tutor for remuneration students assigned to his or her classes unless approved by the Papillion-La Vista Board of Education.
- G. Shall not discipline students using corporal punishment.

Principle III - Commitment to the Public:

The magnitude of the responsibility inherent in the education process requires dedication to the principles of our democratic heritage. The educator bears particular responsibility for instilling an understanding of the confidence in the rule of law, respect for individual freedom, and a responsibility to promote respect by the public for the integrity of the profession.

In fulfillment of the obligation to the public, the educator:

- A. Shall not misrepresent an institution with which the educator is affiliated, and shall take added precautions to distinguish between the educator's personal and institutional views.
- B. Shall not use institutional privileges for private gain or to promote political candidates, political issues, or partisan political activities.
- C. Shall neither offer nor accept gifts or favors that will impair professional judgment.
- D. Shall support the principle of due process and protect the political, citizenship, and natural rights of all individuals.
- E. Shall not commit any act of moral turpitude, nor commit any felony under the laws of the United States or any state or territory.
- F. Shall, with reasonable diligence, attend to the duties of his or her professional position.

Principle IV - Commitment to the Profession:

In belief that the quality of the services to the education profession directly influences the nation and its citizens, the educator shall exert every effort to raise professional standards, to improve service, to promote a climate in which the exercise of professional judgment is encouraged, and to achieve conditions which attract persons worthy of the trust to careers in education. The educator shall believe that sound professional relationships with colleagues are built upon personal integrity, dignity, and mutual respect.

In fulfillment of the obligation to the profession, the educator:

- A. Shall provide upon the request of an aggrieved party, a written statement of specific reasons for recommendations that lead to the denial of increments, significant changes in employment, or termination of employment.
- B. Shall not misrepresent his or her professional qualifications or those of colleagues.
- C. Shall practice the profession only with proper certification, and shall actively oppose the practice of the profession by persons known to be unqualified.

Principle V - Commitment to Professional Employment Practices:

The educator shall regard the employment agreement as a pledge to be executed both in spirit and in fact. The educator shall believe that sound personnel relationships with governing boards are built upon personal integrity, dignity, and mutual respect.

In fulfillment of the obligation to professional employment practices, the educator:

- A. Shall apply for, accept, offer, or assign a position or responsibility on the basis of professional preparation and legal qualifications.
- B. Shall not knowingly withhold information regarding a position from an applicant or employer, or misrepresent an assignment or conditions of employment.
- C. Shall give prompt notice to the employer of any change in availability of service.
- D. Shall conduct professional business through designated procedures, when available, that have been approved by the employing agency.
- E. Shall not assign to unqualified personnel, tasks for which an educator is responsible.
- F. Shall permit no commercial or personal exploitation of his or her professional position.
- G. Shall use time on duty and leave time for the purpose for which intended.

(Established 08-11-03)(Revised 04-26-04)

The Organization

Residents of the school district express their beliefs in education by electing a Board of Education to represent their views. The six members of the Board of Education are elected at large for four-year terms. School elections are held in even-numbered years, with three board members chosen.

Board of Education meetings are held the second and fourth Monday of every month usually at 7:00 P.M. in the District Office Board Room. Notice of meetings is published the preceding Thursday in the *Papillion Times*. These are open meetings, staff and visitors are welcome.

The Board of Education is the controlling body of the Papillion-La Vista School District. The Board is responsible for establishing a vision, making policy, establishing the budget and selecting the superintendent.

The Superintendent of Schools is responsible for seeing that the Board's policies are put into action. The Superintendent does this through a system of administrators who serve throughout the schools and offices in the district. In this way, all functions are orchestrated to best reach our goals.

You and the work you do is an important and integral part of a carefully planned system designed by the residents of the Papillion-La Vista School District. They are depending on you to nurture and educate our most precious resource - our children.

General Information

This handbook is designed to provide basic information about policies and procedures of the Papillion-La Vista School District.

Salary Information

Certified employees are placed on a salary schedule according to the guidelines established by the Board of Education and negotiated with the Papillion-La Vista Education Association. Placement and advancement on the schedule are based on experience, the number of years served in the district, the addition of approved undergraduate hours for endorsements or specialties not previously approved, or graduate hours in your field. Teachers who request salary schedule advancement and who by transcript report college hours taken before September 1 advance on the schedule for the entire school year. A Salary Advancement form is available on the intranet. The Human Resource Office can be contacted for more information or an explanation of the salary schedule.

Supplemental Salary

Teachers who have duties beyond their normal teaching assignments, such as coaching, department head responsibilities, and building supervision may be eligible for supplemental pay. These duties are annually assigned by administrators. Supplemental pay schedule is determined annually as part of the teacher's negotiated agreement.

Contract Renewal

Certificated staff are typically on a continuing contract. This means the employment agreement automatically continues unless the District notifies the employee or the employee notifies the District that a change has occurred. Each certificated staff member will typically receive a letter from the District requesting the employee declare their intent to return for the following school year. This is a legal document. Failure to return the form is the equivalent of a resignation. Returning the form stating you intend to return the following year is a legal commitment to do so.

Direct Deposit

Direct deposit of paychecks into bank accounts is mandatory. Instead of a paper check, a statement listing earnings, deductions, and all other pertinent payroll information can be accessed online at www.paplv.org under FOR STAFF – Employee Access Center. To enroll in direct deposit employees must stop by the Payroll Office for the appropriate paperwork. Bring a voided check.

Payday

Papillion-La Vista School District employees are paid monthly. Payday is the 15th of the month. If the 15th falls on a weekend deposits are issued the Friday before the 15th.

Mileage

Expenses for required travel throughout the district on school business may be reimbursed if the employee's own vehicle is used. Mileage reimbursement is based on the state approved rate and will be within the guidelines of the Local Government Miscellaneous Expenditure Act. Mileage voucher forms are available from the school secretary or supervisor. Forms must be filled out completely and signed by the employee and supervisor. Forms shall be turned in by the 20th day of each month. They will be processed by the accounts payable department (see reimbursement checks).

Travel

All out-of-district travel must be pre-approved by a supervisor and/or the Assistant Superintendent of Human Resources. **All non-metro out-of-state travel must go to the Board of Education for approval prior to the travel taking place.** Before submitting a travel request to the Assistant Superintendent for Human resources, verification should occur with the Business Office to assure that funds are available in the building/department budget. A travel voucher, which gives the guidelines for reimbursable expenditures, is available on the intranet. All detailed receipts to be submitted for reimbursement (especially transportation, lodging, and meals) must be kept and submitted with the completed reimbursement voucher to the accounts payable department.

Reimbursement Checks

Reimbursement checks are issued once a month and are processed by the accounts payable department. Vouchers must be submitted by the 25th of the month to receive payment the following month.

Education Association

The negotiated agreement and salary schedule for teachers are negotiated by the Papillion-La Vista Education Association.

Organization Dues

Organization dues, with signed authorization, dues for the Papillion-La Vista Education Association, the Nebraska State Education Association and the National Education Association can be paid via payroll deduction. The signed authorization for payroll deduction commits the full amount of dues to be paid to the above organizations for the year in which the commitment was made.

Resignations

When you submit a letter of resignation please include a the reason for leaving. Example.....spouse transferred...took another job.....job wasn't what you expected..... Simply report the reason. Submit the letter of resignation to your immediate supervisor and to the Assistant Superintendent of Human Resources.

Benefits

The school district offers a variety of insurance plans. Brochures explaining eligibility, restrictions and details of the plans are available from the Payroll Office and on the District intranet.

Health Insurance

The school district's health insurance plan is administered by Blue Cross and Blue Shield of Nebraska. The plan year's coverage is effective September 1st for employees whose contract begins in August.

- The district will provide single coverage for certified employees who are .5 FTE or greater. Premium payment by the district will reflect the employee's FTE. e.g. .75 FTE employee qualifies for 75% of premium paid by the District and 25% paid by the employee. Full-time employees with a spouse or children are eligible for family coverage.
- Employees electing to take family health insurance coverage will contribute 7% of the total EHA established cost of the family health/single dental premium per month.

- If the employee and their spouse are both employed by the district and both qualify for the insurance program, they will be provided family health and family dental coverage with no premium cost charged to them. If one of the qualifying members is less than full-time, the premium will be charged to the employee based upon the reduced FTE.
- Details are available in the Payroll Office.

Employees who experience a change in circumstance which necessitates or qualifies for a change in coverage (single to family, family to single) should notify Payroll immediately. Qualifying events may include birth, death, marriage, divorce, loss of qualified coverage. **Those moving from single to family have 30 days from the qualifying event to complete and submit a change in coverage notification through the Payroll Office.**

Dental Insurance

Dental coverage through Blue Cross and Blue Shield of Nebraska covers a portion of the cost of covered preventive, diagnostic, maintenance and restoration services. This includes a checkup and cleaning twice a year, fillings, extractions, X-rays, sealants, maintenance and simple restorative dentistry, oral surgery, periodontal and endodontic services. Coverage is available for most full-time employees.

Vision Insurance

The Papillion-La Vista School District offers a voluntary vision benefit. This benefit provides savings on eye exams, eyewear and contacts when using a participating eye doctor. Premiums are deducted pre-tax from your monthly pay.

Long-Term Disability Insurance

Employees who have been disabled and absent from work for 45 consecutive work days and who meet qualification guidelines are entitled to disability insurance which will pay 60 percent of their monthly earnings and health insurance premium until they can return to work or until age 65. Full-time employees are eligible. Benefit plans and pay from the district cease when Long-Term Disability benefits begin depending on the number of days you have available for leave. Once the employee returns to work, pay and benefits revert back to district responsibility as per policy and negotiated agreement. LTD Insurance is not provided to employees who are on extended leave of absence or sabbaticals.

Life Insurance

The district provides term life insurance (\$20,000 in most cases) for full-time employees. The plan includes accidental death and dismemberment coverage in the same amount as the basic life benefit. Employees may choose to buy supplemental insurance at an amount allowed by the district and the carrier. The district provides part-time employees term life insurance based upon their FTE.

Worker's Compensation

Worker's compensation pays medical costs for injuries on the job and partially reimburses for loss of salary up to a legislated maximum. Salary reimbursement begins after a seven-day waiting period. If the employee is off the job more than six weeks, the initial seven days will be paid retroactively.

Best Care Employee Assistance Program

Short-term counseling for personal problems such as marital conflicts, grief, stress, legal and financial difficulties, emotional problems, and substance abuse are available at no cost for five visits to any employee or their immediate family members through the Nebraska Methodist Health System. The confidential services can be arranged by calling 354-8000 or 1-800-666-8606; if no answer, call 354-6710. Counselors are available by appointment Monday through Thursday, 8:00 A.M. to 9:00 P.M., Friday, 8:00 A.M. to 5:00 P.M. and Saturday, 8:00 A.M. to 7:00 P.M.

Retirement

Employees working fifteen hours a week or more are required to participate in the Nebraska Public Employees Retirement System. Contributions, which are subject to change annually, are deducted automatically from paychecks. The District matches the employee's contribution 101%. A brochure explaining details of the retirement plan is available from the payroll department.

Voluntary Separation

Employees with 20 years service by the end of the 2006-2007, or those age is 55 or over with 10 years service, may qualify for voluntary separation compensation for retiring from the district. Employees may be eligible to continue health insurance coverage after early separation directly through our health care provider. Applications are due by February 1st of the school year prior to retirement. This program is subject to change to meet the needs of the District. Contact the Assistant Superintendent of Human Resources for additional information.

COBRA Benefits

Under a federal law known as COBRA, employees, their spouses and children are allowed to continue group health insurance at their own expense under any of the following conditions:

- Death of the employee.
- Leaving the district's employment, whether through resignation or termination (except gross misconduct).
- Reduction of hours.
- Divorce or legal separation.
- The employee is entitled to benefits under Title XVIII of the Social Security Act.
- A dependent child ceases to be a dependent child under the plan.

Coverage may continue for up to 18 months in cases of termination or reduction of hours, and 36 months in the other instances. Details are available through the Payroll Office.

Savings Plans

Tax Saving Annuity Programs are available through payroll deductions. Brochures explaining eligibility and other details are available through the Payroll Office.

PayFlex

PayFlex is a program designed to set aside pre-tax dollars for specific expenses. When enrolled in the program, a specified amount is put into an account before payroll deductions. The money in this account is available for such things as childcare or health care needs not covered by insurance, including orthodontics, child care or eyewear. Enrollment in or withdrawal from the PayFlex program is permitted in each year during the official enrollment period. The plan year is January 1 through December 31. Meetings to explain the program will be held before the start-up date.

Holidays

In general, teaching staff have a specified number of contract days for which they are paid. School calendars are constructed to avoid working on most commonly observed holidays. As a result, teaching staff does not receive holiday pay.

District Calendar

Suggestions for dates for the start of school, vacations, spring break, teacher in-services, parent-teacher conferences, etc. are helpful. The calendar is submitted to the Board of Education for adoption. Copies of the approved district calendar are available from the Human Resources Office or online at www.paplv.org . Whenever possible, multi-year calendars will be developed.

School Closing

Any decision to close school prior to the start of the school day due to inclement weather will be announced by 6:30 A.M. on local radio and TV stations. Typically a Connect-Ed phone call is made to all students and staff. Once school is in session and bad weather occurs, students normally will not be dismissed before noon.

Activity Pass

An activity pass is issued to each employee each year in late August or early September. New employees beginning work at a time other than the start of the school year should have a pass issued to them when they fill out their new employee paperwork.

This pass serves as district employee identification and entitlement to free admittance for the employee and one other adult to most home athletic events and free or reduced price tickets to the high school musical on the designated employee evening. This pass does not include free admission to district, regional or state events. Passes shall not be loaned or given to others to use.

Nametags

All District employees are required to wear Papillion-La Vista School District picture name badges during all duty hours. Employees are encouraged to wear nametags on their lapel during all meetings and when new comers or parents and patrons are present to allow name recognition. The initial name badge will be provided by the school district. Replacement name badges may be purchased by the employee.

Dress Codes

Educators are role models to students. Professional appearance makes a difference to students and to our public. Different jobs, activities and events may require different attire. Educators are expected to dress appropriately on all occasions.

For certified staff two situations exist:

1. School Hours (classes in session, district staff in-service, or parent-teacher conferences, etc.)

- Professional attire. No blues jeans. No t-shirts. Sweat suits/jogging suits only as they relate to professional duties to be performed that day (i.e., PE teachers)

2. Work Day (first week, building workdays, end of quarter workdays, etc.)

- Casual attire is appropriate.

Special allowance:

- Staff are allowed to wear spirit clothing at the discretion of the building principal. Appearance shall remain professional.

District Web Site

Teachers are able to access the Certified Handbook and other commonly used forms on the district website: <http://www.paplv.org> Select FOR STAFF. There you can find the handbook, printable copies of the Professional Growth Procedure and Form, Transfer Request Forms, Salary Schedule Advancement Upgrade Forms, and the Employee Complaint Form.

Leave

Accumulated Leave for Illness

One day (equivalent to 8 hours) of accumulated leave is earned per calendar month yielding 12 days/96 hours per year. The entire 96 hours of leave is given to staff on September 1st. This leave is based upon the employee commitment to complete the full contract year and earn the full benefit. Should an employee use the full amount of leave but not complete the year, adjustments will be made in the final check. Accumulated leave may be used for personal illness or the illness of a father, mother, grandfather, grandmother, father-in-law, mother-in-law, spouse, child, and grandchild.

After three consecutive days of illness, a physician's explanation of the illness may be requested. If an illness exceeds accumulated leave it may qualify for FMLA coverage. FMLA may extend employment rights and the district may continue to pay insurance premiums until disability benefits begin.

Sick leave is allowed to accumulate to 120 days. The accumulated leave balance is reported on the employee's pay stub. The balance is shown in hours, not days. The district will pay for the unused leave up to a maximum 90 days upon separation from the district. The employee will be paid for accumulated leave (upon separation from the district.) at the rate of one-half (1/2) of the then established daily pay for a substitute teacher not to exceed ninety (90) days.

Family & Medical Leave

The Department of Labor has amended the Family and Medical Leave Act (FMLA) regulations effective on January 16, 2009. One of the changes involves the content of the general notice to be given to employees concerning rights and responsibilities under the FMLA.

The general notice information is to be included in employee handbooks. As such, we are providing the following information as an addendum to the District's existing employee handbooks.

Employee Rights and Responsibilities under the Family and Medical Leave Act

Family and medical leaves shall be allowed under the terms and conditions of the Family and Medical Leave Act of 1993, as amended (FMLA).

Basic Leave Entitlement. FMLA provides up to 12 weeks of unpaid, job-protected leave to eligible employees for the following reasons:

- For incapacity due to pregnancy, prenatal medical care of child birth;
- To care for your child after birth, or placement for adoption or foster care;
- To care for your spouse, son or daughter, or parent who has a serious health condition; or
- For a serious health condition that makes you unable to perform you job.

The "leave year" for purposes of the FMLA is a "rolling" 12-month period, measured backward from the date of any FMLA leave usage.

Military Leave Entitlement. Eligible employees with a spouse, son, daughter, or parent on active duty or call to active duty status in the National Guard or Reserves in support of a contingency operation may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered service member during a 12-month period. A covered service member is a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty on active duty that may render the service member medically unfit to perform his or her duties for which the service member is undergoing medical treatment, recuperation, or therapy; or is in outpatient status; or is on the temporary disability retired list.

Benefits and Protections. During FMLA leave, your health coverage under a "group health plan" will be maintained on the same terms as if you had continued to work. Upon return from FMLA leave, most employees must be restored to their original or an equivalent position with equivalent pay, benefits, and other employment terms.

Your use of FMLA leave will not result in the loss of any employment benefit that accrued prior to the start of your FMLA leave.

Eligibility Requirements. You are eligible if you have been employed with Papillion-La Vista School District for at least one year, for 1,250 hours over the previous 12 months, and if there are at least 50 employees of Papillion-La Vista School District within 75 miles of your work location.

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

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

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

Substitution of Paid Leave for Unpaid Leave. You may choose or Papillion-La Vista School District may require use of accrued paid leave while taking FMLA leave. In order to use paid leave for FMLA leave, you must comply with the District's normal paid leave policies.

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

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

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

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

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

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

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

For additional information you may refer to FMLA posters on employee bulletin boards or contact the U.S. Wage and Hour Division at: 1-866-4US-Wage (1-866-487-9243) TTY: 1-877-889-5627 www.wagehour.dol.gov

To submit a request for use of FMLA, or to make arrangements for payment of benefits while on an FMLA leave, contact Mimi Goings at 537-6267 or e-mail at mgoings@paplv.esu3.org

Procedures

Any staff member who needs to take an extended leave for medical or personal reasons must schedule a meeting with the Director of Human Resources prior to the commencement of the leave unless the leave is of an emergency nature and such a meeting could not be scheduled. The absences that most often fall into the “scheduled” category are maternity and scheduled surgeries.

The intent of the meeting will be to explain to the employee the workings of accumulated leave, the FMLA, and long term disability if applicable. By scheduling this meeting, consistent information can be provided to employees about the benefits package and ramifications (if any) upon their salary should the leave take them beyond their accumulated leave balance. Additionally, the need for a return to work document from their physician if the leave is medically related will be discussed.

When requesting the leave, staff will be asked to submit a FMLA request that includes the approximate time needed and the effective date (or approximate) of the planned leave.

Accumulated Leave for Personal Business

Personal leave is available for special circumstances (a few examples are., wedding of immediate family member, death of a friend, court summons or legal arrangements, emergencies, or business, etc.), that cannot be scheduled outside the regular duty day. Teachers shall apply for Personal Leave by submitting a request in writing to the building administrator. The administrator shall acknowledge and submit the application to the Assistant Superintendent of Human Resources for his/her approval. The number of Personal Leave requests granted will not exceed 4% of the teaching staff on any given contract day. Paid leave of absence shall be granted for personal leave and deducted from accumulated leave on the following basis:

- Teachers with 0-10 years of service to the district may apply for 2 personal days per year.
- Teachers with 11-20 years of service to the district may apply for 3 personal days per year.
- Teachers with 21 or more years of service to the district may apply for 4 personal days per year.

Bereavement Leave

Paid bereavement leave of up to three consecutive days will be granted for the purpose of attending the funeral of a member of the employee's immediate family. For the purpose of this paragraph, a member of the immediate family shall mean: grandfather, grandmother, nephew, niece, aunt, uncle, grandparent-in-law of the employee. Up to five days of bereavement leave will be granted for the funeral of a parent, brother, sister, grandchild, mother-in-law, father-in-law, spouse, children, or a permanent resident in the employee's home. The Board adheres to the current practice of reviewing bereavement leave requests and notification by the employee to the employee's Supervisor.

Jury Duty / Subpoena Leave

Employees may be excused if called for jury duty leave, election duty, or in the event they are subpoenaed to appear in court. They have the option of drawing regular daily pay or jury duty pay. If regular pay is the option, jury duty pay less mileage reimbursed must be signed over to the district. In cases where a subpoena is non-employment related, use of the unused Personal Leave may be required. Pay may be docked if the employee has no accumulated leave from which to draw Personal Leave.

Military Leave

The district will make accommodations for employees serving in the National Guard or any of the Armed Services Reserves for regular duty or active duty in accordance with all state and federal laws. An attempt will be made to accommodate basic training for employees who join the National Guard or Reserves. However, such leave will generally be without pay.

Extended Leave of Absences

An employee who is not able to continue his/her duties due to personal or family reasons may submit a written letter requesting a leave of absence. If the leave is granted the leave will be without pay or benefits. If such a leave is granted, the employee may return to the district in a comparable position for which he or she is certified or qualified. The district may deny a leave of absence if it will cause an undue hardship on the district or a particular building. All seniority and accumulated sick leave will be maintained for the employee by the district. By negotiated agreement, a staff member on extended leave must notify the Assistant Superintendent of Human Resources, by February 1st of their intent to return the following year.

Sabbatical Leave

An employee may be granted a sabbatical leave without pay or benefits. If such a leave is granted, the employee may return to the district in a comparable position for which he or she is certified or qualified if one is available. The district may deny a sabbatical leave if it will cause an undue hardship on the district or a particular building. Request for sabbatical leave must be made by March 1 prior to the school year the leave is requested. All seniority and accumulated sick leave will be maintained for the employee.

Association Leave

The Papillion-La Vista Education Association is granted 40 days leave per year for its members. The association will pay the cost of any required substitute teacher.

Business Leave

Employees are encouraged to attend meetings or conferences directly related to their area of responsibility. The district provides funds to support professional growth activities through the building or department budgets. Employees should apply for professional leave for any workshop or meeting which is outside the metro area or where there will be a request for reimbursement other than mileage. Application forms are available on the intranet and in the buildings and must be approved by the Assistant Superintendent of Human Resources. Out-of-state professional leave must be approved by the Board of Education. Out-of-state leave which is not submitted in time for Board of Education approval may be denied.

Student Travel

All trips that occur through agencies (such as EFS) and that occur during the summer months are not district trips and therefore will not need to be approved by the Board, unless specifically sanctioned by the District and for which any and all monies are collected through the District.

Out of state trips to places such as Topeka, Des Moines or Kansas city that are sponsored by the district staff, are for our kids, are taken during the year or while the staff member is on duty (The District pays salary or professional leave is recognized) require approved from the Board of Education before the trip is taken. A form for non-metro out of state travel with students must be submitted to the Human Resources Department with sufficient time allowed for Board approval prior to the date of travel. The form requesting out of state travel with students can be found on the intranet.

Policies and Procedures

Hours

Work hours vary with department and position. Generally, a full-time certified employee is expected to work 8 hours and is provided an unpaid duty-free lunch period of 30 minutes. The work hours will be established by the district to best meet the demands of each job. Some employees will occasionally be asked to attend meetings before or after their normal working hours.

Punctuality and reliability are keys in making the schools function properly. Illnesses and unavoidable delays should be reported to a supervisor as soon as possible.

Substitutes

An illness requiring a substitute should be reported via the substitute system caller. The system caller phone number is 597-8967.

Job Description

Job descriptions are the district's way of letting employees know what is expected of them. It is not, however, comprehensive nor is it intended to be limiting. Employees are part of a total team. By approaching their work with an eye toward exceeding expectations, not only will they grow professionally, but they will help the team provide our students the best education possible. Job descriptions should be reviewed at the beginning of employment and may be consulted again at each job evaluation. If anything on the description is unclear, clarification should be sought.

Professional Growth

Professional growth period refers to a six-year period during which tenured teachers are required by law to give evidence of professional growth. The Assistant Superintendent of Human Resources Office will approve professional growth plans as outlined and will maintain a record of completed professional growth activities.

For details of acceptable professional growth activities and the growth points they earn, please contact the Human Resources Office.

Acting as a Consultant

Employees may serve as consultant to outside organizations under professional leave (full pay) under the following provisions:

- Reimbursement for travel, meals and lodging is made by the requesting agency.
- If a stipend is received above expenses, the district shall be reimbursed either the amount of the stipend or the employee's per diem pay, whichever is less. Accrued vacation time must be used for consulting by 12-month employees.

Outside Employment

Additional employment is allowed, but should not interfere with school district duties. Employees will not be excused from their regularly assigned schedule and duties to attend to duties for another job.

Smoke and Tobacco Free Environment

Because of health concerns and the desire to set a good example for students, use of tobacco in any form has been banned from all school buildings, grounds and school-owned vehicles.

Drug Free Environment

Employees are asked to read and sign our drug free policy upon employment. The use, possession, or selling of any controlled substance or alcohol by any school employee while on duty will not be tolerated. Reporting to work under the influence of drugs or alcohol is also strictly prohibited. Should such incident occur, action will be taken up to and including termination. Any employee charged with or convicted of a drug related offense will be subject to an investigation and potential disciplinary measures. An employee who is concerned that he or she may have a drug or alcohol problem is encouraged to seek confidential counseling from the Employee Assistance Program (see Benefits).

Notification of Change of Address or Phone Number

The district must keep accurate employee information. Therefore, the Human Resources Office should be contacted regarding change of name, address or phone number. This information is for district use only and is not made available to the public.

Notification of Arrest, Criminal Charges or Child Abuse Complaints

All employees are required to report to the Human Resources department any arrest, filing of charges, and disposition of charges if they are involved in any of the following misdemeanors or felonies:

- A. Related to drugs or alcohol or;
- B. Related to child or domestic abuse, neglect or welfare or;
- C. The maximum penalty for the crime charged could equal or exceed six months incarceration or;
- D. Job responsibilities are impacted or;

- E. An employee's commercial drivers license is impacted or;
- F. A penalty of incarceration is imposed or;
- G. Arrest or criminal activity occurs while employee is on duty, or at a school attendance facility, on school property, at a school-supervised activity or school-sponsored function, or in a school owned or utilized vehicle.

Employees must notify Human Resources by the next working day after their arrest for felony or misdemeanor criminal charges, and the employee shall provide updates to Human Resources of the filing and disposition of criminal charges pending against them.

Grievances

In every work place differences sometimes arise. It is expected that every employee will approach minor differences with an attitude of cooperation and compromise.

If a situation arises that violates the negotiated agreement for a given position, it should be reported, in writing, to a supervisor to begin the grievance process. If the supervisor is part of the grievance and the employee is uncomfortable reporting to him/her, a grievance may be submitted to the Assistant Superintendent of Human Resources.

Harassment

It is the policy of this school district to provide a learning and working environment free from discriminatory insult, intimidation, sexual harassment and other forms of harassment. Harassment may be overt or subtle, but whatever form it takes, (verbal, nonverbal or physical), harassment is insulting and demeaning to the recipient and cannot be tolerated in the school environment.

Staff members are expected to conduct themselves as good citizens at all times. Examples of poor citizenship shall include, but not be limited to teasing, taunting, name-calling and all other forms of verbal or written cruelty based on any real or perceived physical or personal characteristic. The use of abusive, profane or obscene language or gestures is prohibited.

Retaliation is strictly prohibited and shall be grounds for discipline. There will be no retaliation by the District or its personnel against any person who, in good faith, reports, files a complaint or otherwise participates in an investigation or inquiry of sexual harassment. The initiation of a complaint in good faith about behavior that may violate the District's policy shall not result in any adverse action.

Informal Grievance: Personnel who believe that they have been a victim of harassment, sexual harassment or retaliation may informally attempt to resolve the matter by meeting with their building principal or supervisor or with the Assistant Superintendent of Human Resources. The building principal, supervisor, or the Assistant Superintendent of Human Resources will promptly conduct an investigation. The investigation may be conducted by District officials or by a third party designated by the District. Upon completion of the investigation, the District will take appropriate action based on the results of the investigation including informing the complainant of the proposed resolution. Unless impracticable under the circumstances, the proposed resolution will be discussed with the complainant within ten (10) days of the date that the complainant reported the harassment.

If the complainant is dissatisfied with the proposed resolution, the complainant may file a **formal grievance** under District Rule. Forms for filing a formal complaint are available from the building secretary, by contacting Human Resources, or by accessing the district website under Staff Information, Handbooks and Forms.

Any person, who feels their rights to a working environment free of all types of harassment have been jeopardized, should report such incidents to the building principal or the district's Assistant Superintendent for Human Resources. They can be reached either in the individual building or at the Central Administration Office, 420 South Washington Street, Papillion, or by

calling 537-6206. Offenders will be subject to disciplinary procedures as found in the employee handbook. (ADOPTED 06-12-00)

Sexual Harassment

The District will provide a school environment free from sexual harassment.

The Equal Employment Opportunity Commission (EEOC) has adopted written guidelines stating that any sexual harassment tolerated by employers constitutes a violation of Title VII of the Civil Right Act of 1964. The EEOC guidelines state:

“Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when (1) submission to such conduct is made either explicitly and implicitly a term or condition of an individual’s employment, (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or (3) such conduct has the purpose or effect of substantially interfering with an individual’s work performance or creating an intimidating, hostile, or offensive working environment.”

Any employee of the school district who engages in sexual harassment will be subject to appropriate discipline, up to and including termination.

An aggrieved person should directly inform the person engaging in sexually harassing conduct or communication that such conduct or communication is offensive and must stop. If the aggrieved person does not wish to communicate directly with the person whose conduct or communication is offensive or if direct communication with the offending person has been ineffective, the aggrieved person should report the conduct or communication to a supervisor, principal, superintendent of schools or board of education member with who he or she feels comfortable in reporting the issue. The Assistant Superintendent for Human Resources will be assigned to investigate any complaints regarding sexual harassment, except that any complaint regarding the Assistant Superintendent for Human Resources will be investigated by the Superintendent.

Regardless of the means selected for resolving the problem, the initiation of a complaint of sexual harassment will not cause any reflection on the complainant nor will it affect his or her employment, compensation or work assignments.

(ADOPTED 09-09-91) (REVISED 03-14-94) (REVISED 10-09-95) (REVISED 06-12-00)

Reporting an Accident

If an employee is involved in an accident at work, immediately or as soon as possible within 24 hours, they must complete an Employee Accident Form and report the accident to the immediate supervisor. This form is available from the building secretary or the District Business Office. The supervisor will then complete an Accident Analysis Form. Both forms must be sent to the Business Services Office.

Employee Safety Procedure

Philosophical Statement The Papillion-La Vista Public School District recognizes that in order for employees to reach the district goal of providing “a student-centered environment which is safe, supportive, and nurturing” the employees should be free from verbal or physical intimidation and assault in all aspects of their school related duties.

Definitions For the purpose of administering this policy, the following definitions will apply:

A verbal threat of physical violence or property damage made against any employee by a hostile party (i. e. student, parent/guardian, employee, or intruder) will be considered a **verbal assault**.

Any physical contact initiated by a hostile party (i. e. student, parent/guardian, employee, or intruder) attempting to intimidate or injure an employee will constitute a **physical assault**.

Any threats to commit a crime of violence with the intent to terrorize another person or any threat made in reckless disregard of the risk of causing such terror will be considered a **terroristic threat**.

Any willful and malicious harassment by a hostile party against an employee with the intent to terrify, threaten, or intimidate and which serves no legitimate purpose will constitute a **stalking threat**.

Employee Procedures

Preventive Measure

1. If an employee feels that a parent conference is likely to be confrontational, he or she should ask for a counselor and/or administrator to be present during the conference.

Reactive Measures

2. If the employee feels reasonably certain he/she is not facing physical danger, then he/she should request that the hostile party immediately report to the school office to meet with a building administrator or supervisor. In the event that the hostile party refuses to report to the office, the employee will go to the office immediately and report the incident to the building administrator.
3. If the employee feels he/she is in a volatile situation that could result in physical violence, the employee should remove himself/herself from the situation and report to the office OR call the office via the intercom and request **IMMEDIATE OFFICE ASSISTANCE**.
4. If no building administrator is present, the employee should attempt to call or direct the office secretary to call central office for assistance. **All employees always have the right to call 911 for immediate personal assistance from police or to call for medical assistance.**
5. The employee will fill out a complete incident report and give it to the principal within 24 hours unless physical or emotional conditions prevent the employee from doing so. The employee may request reimbursement for personal property damaged or destroyed during the assault. The extent of reimbursement in such incidents will be dependent any settlement's agreed to by the District's insurance carrier.

Administrative Procedures

Once an employee has reported a verbal or physical assault, a building administrator will do the following:

1. Attempt to defuse a hostile or potentially violent situation when confronting the hostile party who agreed to report to the office.
2. Seek out the hostile party in the event that the employee has reported to the office alone. The hostile party will be requested to report to the office or directed to leave school property.

3. Report immediately to the room or area of any employee calling for **IMMEDIATE OFFICE ASSISTANCE** via the intercom. In the event that no administrator is in the building or one cannot be located, the office secretary will contact two other employees (from a list of designated staff) via the intercom and request that they report to a room or area to **OFFER IMMEDIATE ASSISTANCE**. The employees sent to offer assistance will request that the hostile party report to the office and escort the employee requesting assistance to a safe location, if necessary.
4. After ascertaining the physical and emotional condition of the employee involved and attending to his or her needs, building administrators will report all verbal and physical assaults to the police for immediate attention.
5. An administrator or employee may pursue a legal restriction against the hostile party in order to protect the employee or safeguard the school environment.
6. A student issuing a verbal threat to any employee may face in or out of school suspension or a recommendation for expulsion or reassignment.
7. A student involved in a physical assault on any employee will face out of school suspension or a recommendation for expulsion or reassignment.

* Nothing in the design of these procedures prohibits or prevents a staff member from filing a report with law enforcement officials in the event of an assault or threat. In the event that an individual staff member files a report, the staff member is expected to inform the building administrator.

District Procedure

The Papillion-La Vista School District will require all building administrators to document all verbal and physical assaults on employees and supply the office of the superintendent of schools with a summary of incidents. An annual summary will be prepared documenting incidents which occur. Upon request, the office of the superintendent will provide the summary figures with a building by building breakdown to the PLEA president.

Building projects will take safety and supervision into account during the design phase.

Mandatory Training

The district requires that all employees receive training regarding Universal Precautions, Child Abuse/Neglect Policies, and Sexual Harassment Policies. This training is presented annually at the beginning of the school year for all new employees. Employees hired throughout the year or employees that cannot attend this presentation receive this training via the District Website PowerPoint. Building principals or supervisors will be expected to ensure new employees have viewed the training information and that required, completed form is sent to Human Resources.

Evaluations

Every district employee receives a written evaluation yearly. To gain a clear understanding of your job expectations and your performance, you and your supervisor will discuss your evaluation together and each of you will sign it. The evaluation then becomes part of your permanent personnel file. (Please refer to your Teacher Evaluation Cycle Handbook)

Employee Personnel File

State law requires all materials concerning an employee be kept in a confidential file. This file is kept at the district's Human Resources Office. No material relating to a job performance will be placed in the file until the employee has knowledge of and received a copy of the documents. A requested signature merely indicates knowledge of, not agreement with, the document. A reply to any document about performance may be written and submitted by the employee, and it will be added to his/her file.

Any letter or records of phone calls made anonymously will not be put into an employees' file without their knowledge. Employees may see the contents of their files by making an appointment with the Administrative Secretary of Human Resources.

Guidelines for using electronic social networking sites

Social networking has grown in popularity among Papillion-La Vista School District students and staff members of all ages. Sites like Facebook and MySpace, and others, provide great opportunities for family, friends and co-workers to stay connected. The positive benefits of using these social networking sites come with the personal and professional obligation to use them in an appropriate manner. When used appropriately, social networking sites are a great tool for professional development, sharing of educational resources, as well as for social interaction. Please observe the following guideline for Papillion-La Vista employees before you post information or pictures to a social networking site.

1. Before you post think: what perception of me and my school district will this create if the posting is seen by the students and parents of the district? What would your colleagues, principal or superintendent think if they saw your post? How would the posting look in the Omaha World Herald, Papillion Times or La Vista Sun newspaper or website? Is this something I would want my parents, grandparents or children to see?
2. Before using social networking with students consult your principal, the technology facilitator and technology department for guidance.
3. Do not accept students enrolled in Papillion-La Vista School District as friends on personal social networking sites. When setting up a personal site be very careful about allowing "friends of friends" to view your site or identifying yourself as a Papillion-La Vista employee on a personal site. You can inadvertently open your personal life to unintended viewers and consequence.
4. When in doubt consult district guidance from you principal and the technology department.

Employee Access Center

Employees of the district can review their data from Human Resources and Payroll on line via the website at www.paplv.org by clicking on FOR STAFF then Employee Access Center. The information includes such things as salary, benefits, payroll check history, deductions, leave, certifications and degrees (certified staff only). This is "READ ONLY" access.

Each employee will have a user ID and password. The user ID is your employee number (given to you by HR) and the password is the employee's social security number without the dashes. The first time an employee logs on the system will bring up a message asking the user to change the password from the social security number.

Please email questions to:

lgintz@paplv.esu3.org : regarding passwords, screen navigation, logon, etc.

tstaub@paplv.esu3.org : regarding salary, leave, deductions, and benefits.

lhrebik@paplv.esu3.org : regarding certificates, employee number.

Resignation

If an employee should decide to leave his/her position, a letter of resignation is required. An exit interview should be provided by the supervisor and sent to the Human Resources Office. Employees resigning at the end of their contract period, may elect to receive their final pay in one lump sum or have it remitted in three equal installments. The Board of Education approves all resignations. Resignations received after June 1st could be denied if the Board of Education feels a suitable replacement cannot be found.

Termination

All terminations of employment shall comply with state law. All terminations must be ratified by the Board of Education to become official.

Disciplinary Procedures

The key to a successful working relationship between employer and employee is good communication. If a problem arises with a job performance or behavior, it is important for the employee to have a clear understanding of the district's concerns. The following guidelines have been set by the district. With cooperation, these procedures can stop small problems from becoming big ones.

The following disciplinary actions will be considered whenever an infraction of employer-employee relations occurs. Infractions may be related to policies, rules, regulations or procedures which are administrative in nature, or the infraction may be related to job performances. These actions are not intended to be a hierarchy, but rather options. It is understood that this guideline for disciplinary action in no way negates the grievance clause of the contract between the school and the Service Union or the Papillion-La Vista Education Association. The supervisor will select the most appropriate action.

Verbal Counseling

A conversation which would include but not be limited to reminding the employee of rules, regulations, procedures, job description as well as complimentary remarks of good performance. Verbal counseling may be documented in a conference report.

Conference Report

A set meeting with the employee and his/her supervisor to discuss inadequate performance, a rule violation or inappropriate behavior. This conference will provide a thorough discussion of behavior or inadequate performance and actions that need to be taken to improve that behavior or performance. This conference may include the Assistant Superintendent of Human Resources. A written summary, signed by the employee, is placed in the employee's personnel file. The employee's signature does not indicate agreement, rather the signature verifies the employee has knowledge of its existence and placement in the employee's personnel file.

Written Reprimand

An action by an employee of a more serious nature will trigger a written reprimand. It gives the employee notice that his/her actions have placed his/her continued employment with the district in jeopardy.

Probationary Status

An action which will be used primarily for poor work performance: An employee may be placed on probationary status at any time for failing to perform job responsibilities adequately. Probation provides employees specific guidance assistance and timeline to work on his/her performance. An evaluation will occur at the end of this period to determine the status of the employee.

Suspension With Pay

This action will generally be used when an employee has been charged with a crime or when a serious accusation is made against the employee. The employee may be suspended with pay while an investigation is conducted.

Suspension Without Pay

This action may be taken for two reasons: less serious disciplinary actions have not resulted in improved performance or an infraction of a very serious nature.

Termination of Employment

This action may be used when the nature of the infraction warrants it or when the employee's records show previous deficiencies have not been corrected. Employee will be given written notice of the effective date of termination.

Selection Procedures

The Papillion-La Vista School District is an equal opportunity employer. The district's goal is to select the most competent personnel available. Naturally, different positions require different levels of experience, education and skills. Certain positions require a license or certificate.

Job openings are posted the district website. Some openings are also listed in the classified section of the local newspaper and on building bulletin boards. Anyone qualified is welcome to apply online for a position. Internal staff members shall submit a Transfer Request to their supervisor and apply for the position online using the Internal Application Process. The Transfer Request form provides notification to your current supervisor that you are interested in a specific position. The online internal application provides the hiring supervisor with selection information.

Background Checks

Once identified to fill a position, all potential employees will have a background criminal and child abuse check completed. A satisfactory background check is required to finalize the hiring process.

Assignment of Staff

The Human Resources Office assigns all staff. Top priority is given to the needs of the district. Many factors play a part analysis of needs. Staff requests are given consideration. Generally, assignments are made based on areas of greatest need. Assignments within buildings or departments are the responsibility of the building/program administrator.

Internal Transfers

A detailed procedure regarding in district transfers is available. Contact Human Resources Office or the Building Principal for more information. The Transfer Request Form is available for print under FOR STAFF at www.paplv.org
An online Internal Application for an existing vacancy increases the likelihood of a transfer.

Purchases

The District will keep basic supplies on hand at your school or at the District warehouse. For basic supplies contact your building secretary and she will obtain the supplies you need. However, there may be times when a purchase needs to be made from a vendor. A requisition form should be filled out, available from the school secretary or a supervisor. It must be filled out completely, including vendor, address, item, quantity and price. It must be approved by your supervisor prior to ordering. The requisition should be turned in to the building secretary for input into the District purchase order system. After approval by your supervisor purchase orders are generated and mailed daily by the accounts payable department located at the Central Office. If the item is needed immediately, a requisition, complete with a requisition number, can be obtained from the building secretary. The requisition approved and signed by your supervisor, can then be taken to a local vendor for purchase of goods. At this time not all local vendors accept requisition forms from the District. Discuss with your secretary the best method to make a purchase from a local vendor.

If the vendor does accept our requisition a receipt from the vendor should be turned in along with the completed and signed requisition into the building secretary. The building secretary will send the receipt and signed requisition to accounts payable for payment to the vendor.

There may be occasions, such as registration to attend a pre-approved seminar, when a fee will need to be paid prior to the Board of Education meeting. In those cases, a purchase order is still the preferred method of payment, submitted with the appropriate forms. Any out of state travel must be approved by the Board before payments will be made.

Administrators are responsible for establishing procedures in their buildings and department to insure that these procedures are followed.

Contagious Diseases and Health Conditions

Policies and procedures for maintaining confidentiality concerning staff and student health conditions, HIV and other contagious diseases are available for employees' review. Awareness of these policies and procedures is important because inappropriate handling of information concerning these issues can cause serious difficulties for the district and severe disciplinary action for employees. All employees are expected to know and use universal precautions outlined in the student section of the handbook.

District Policies Regarding Students

Discipline

Most district employees come in contact with students during the course of the day. Corporal punishment (striking, spanking, shaking or touching a student in any aggressive way with the employee's body or an object) is not allowed in accordance with state law. However, appropriate force may be used in self-defense or in the defense of others.

Any disciplinary action involving students should be consistent with the rules established by the building and district and reported to a building administrator.

Universal Precautions

In general, a student's or employee's illness or injury will be dealt with by the school nurse or health paraprofessional. Because the need to help a sick or injured child may exist, training is required for all school employees. Due to the threat of infectious diseases, the following precautions must be followed for everyone's health and safety.

- Gloves should be worn when contact with any blood or bodily fluids is anticipated and should therefore be carried during playground duty, school activities, sports and field

trips. They should also be worn for touching mucous membranes or broken skin (abrasions, etc.). Gloves should be changed after contact with each student. Hands should be washed immediately after removal of gloves.

- Disposable paper supplies and bandages should be used in the treatment and clean-up of any blood or bodily fluid.
- Disposable emergency mouth-to-mouth resuscitation masks should be used for such emergencies.
- Employees who have an open lesion, wound, dermatitis, etc., should cover them with a dressing that will prevent contamination from other sources.
- Clean-up of blood and bodily fluids are dealt with primarily by the custodial staff. However, again, precautions must be taken by all employees.
- Gloves must be worn for clean-up and disposal.
- Contain blood or bodily fluids with paper towels and use them to wipe up. Then place them in an individual plastic bag for disposal.
- Vomit must be covered with vomit absorbent first. (This is available from the custodians.) Follow the directions, then place the material in an individual plastic bag for disposal.
- Anything non-disposable (dust pans, brooms, etc.) must be sanitized. Cover them with a plastic bag until this can be done correctly.
- All plastic bags containing disposed material must be tied and disposed of in a lined trash receptacle.
- Soiled clothing should be removed immediately and placed in a plastic bag for laundering in hot water and detergent for 25 minutes. If cooler water is used, appropriate solutions must be used to inactivate the microorganisms.
- Both the injured party and the first-aid responder must wash their hands or any exposed areas of the body immediately at the finish of clean-up and disposal.

Should first aid to a fellow employee or visiting adult be required, the same precautions should be applied.

Suspected Child Abuse/Neglect

5606

All staff members in the Papillion-La Vista School District will adhere to the following procedures as directed by the School Board Policy #5606 and applicable laws of the State of Nebraska.

- A. When an employee has reasonable cause to believe that a child has been subjected to abuse or neglect.

Abuse or neglect shall mean knowingly, intentionally, or negligently causing or permitting a minor child to be:

1. Placed in a situation that endangers his or her life or physical or mental health;
2. Cruelly confined or cruelly punished;
3. Deprived of necessary food, clothing, shelter or care;
4. Left unattended in a motor vehicle if such a minor is six years or younger;
5. Sexually abused; or
6. Sexually exploited by allowing, encouraging or forcing such person to solicit for or engage in prostitution, debauchery, public indecency, or obscene or pornographic photography, films or depictions.

That employee will immediately call the Sarpy County Communication Center (593-2310). This information may be firsthand or hearsay. The Communication Center will contact the appropriate agency to complete the investigation.

- B. A written report, using district forms provided for this purpose, must be then sent immediately to the investigating law enforcement agency with a copy sent to the school social worker assigned to the specific building, a copy given to the building principal and/or immediate supervisor, and a copy sent to Child Protective Services.
- C. It is not the responsibility of the staff member or school district to investigate the incident. If the incident should result in court action, the employee should be prepared to testify as to his/her first hand information regarding the suspected abuse or neglect. Anecdotal records can be very helpful in this situation. "First hand" information usually is what he/she observed or what the child said to him/her without any interpretation of what was said or seen. According to NE REV STAT 28-716 the reporting person shall be immune from any civil or criminal liability, except maliciously false statements.
- D. When appropriate and needed, the school social worker may facilitate communication and services for students in the District. The building principal will, monthly, file a written summary to the school social worker reviewing the status of any reports made on the suspected child abuse/neglect that month.
- E. All board policies and state laws concerning confidentiality and privacy will be rigidly followed by all staff members.
- F. If an employee willfully neglects to report in the prescribed manner a suspected case of child abuse or neglect it may be considered just cause for immediate termination.

Student Confidentiality

Any student records, including reports of illness, abuse or neglect are **strictly confidential**. Student privacy will be rigidly protected by all employees of the district. Failure to do so will result in disciplinary action, up to and including termination.

Crisis Assistance

In case of a crisis situation (the sudden death of a student or staff member, the arrest of a trusted student or staff member, a hostage situation, etc.) the District Crisis Assistance Team will work directly with each school and will supply guidelines in dealing with the situation. The Team will help decide what information is to be provided to students, staff, and community how they will be informed. All crisis information will remain confidential unless decided otherwise by the Crisis Assistance Team.

Summary

This handbook is a general guide to the operations of the school district. More information and specific details on matters covered here are provided in negotiated agreements, Board of Education policies and department brochures. Questions that are not addressed in this handbook may be answered by contacting a supervisor, the Human Resources Office or another appropriate office. All employees are wished the best as they work with their colleagues to provide quality education for the students of Papillion-La Vista.