



Employee Handbook and Procedures Manual

Welcome to School Administrative Unit #93 (SAU), the administrative unit providing educational services for students in the Monadnock Regional School District (MRSD), which serves the towns of Fitzwilliam, Gilsum, Richmond, Roxbury, Swanzey and Troy. This manual is provided as a guide to current policies, procedures, and terms of employment. It is not a contractual agreement and is subject to change.

Civility Statement

School Administrative Unit #93 (SAU #93)/Monadnock Regional School District (MRSD) promotes an environment of mutual respect, civility, and orderly conduct among employees, parents, and the public. We encourage positive communication and seek to maintain a safe, harassment-free workplace.

If a person believes the provisions of this civility statement have been violated he/she should notify their immediate supervisor or the Superintendent of Schools.

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A Brief History of the SAU and District

This information has been taken from archives and interviews of past superintendents, administrative assistants, and board members. Special thanks to Roger Sundstrom, Ken Hewitt, Bill Wheeler, Richard McCarthy, Austin Frain, Stella Godleski (SAU #25: 1930-1967) and Dorothy Urquhart (SAU #38 1958-1980).

Timeline

- 1960: Supervisory Union #38: Chesterfield, Fitzwilliam, Harrisville, Marlborough, Nelson, Roxbury, Sullivan, Troy, and Westmoreland
Supervisory Union #25: Hinsdale, Winchester, Richmond, & Swanzey
- 1962: Chesterfield and Westmoreland joined Supervisory Union #29
Swanzey and Richmond joined Supervisory Union #38
Fitzwilliam, Sullivan, Roxbury, Swanzey, Richmond, Troy, Gilsum and Surry form the Monadnock Regional School District under Supervisory Union #38
- 1967: Hinsdale and Winchester join Supervisory Union #38
Supervisory Union #38: Fitzwilliam, Sullivan, Roxbury, Swanzey, Richmond, Troy, Gilsum, Surry, Hinsdale and Winchester
- 2008: Surry leaves School Administrative Unit #38/Monadnock Regional School District
- 2011: Hinsdale and Winchester leave School Administrative Unit #38
School Administrative Unit #93 is formed as a single-district SAU (Monadnock Regional School District): Gilsum, Richmond, Swanzey, Troy, Fitzwilliam, Roxbury and Sullivan
- 2013: Sullivan leaves School Administrative Unit #93/Monadnock Regional School District

Past Superintendents

- 1960-1961: Mr. Bowbly, Superintendent of Schools
- 1962–1964: Mr. Paul Clark, Superintendent of Schools
Ken Hewitt; Assistant Superintendent
- 1964–1985: Mr. Austin Frain, Superintendent of Schools
Ken Hewitt, Assistant Superintendent
Richard McCarthy, Assistant Superintendent
- 1985- 1988: Mr. Roger Sundstrom, Superintendent of Schools
Ken Hewitt, Assistant Superintendent
Richard McCarthy, Assistant Superintendent
- 1988–1998: Dr. William Wheeler, Superintendent of Schools
Ken Hewitt, Assistant Superintendent (1988-1993)
Kathy Holt, Assistant Superintendent (1993-1998)
Richard McCarthy, Assistant Superintendent (1988-1997)
Margaret Sullivan, Assistant Superintendent (1997-1998)
- 1998–1999: Dr. Elaine Brigman, Superintendent of Schools
Margaret Sullivan, Assistant Superintendent
- 1999–2005: Mr. Curtis J. Cardine, Interim Superintendent of Schools
Dr. Kenneth R. Dassau, Assistant Superintendent
Margaret Sullivan, Assistant Superintendent
- 2005-2010: Dr. Kenneth R. Dassau, Superintendent of Schools
Margaret Sullivan, Assistant Superintendent (2005-2007)
Dr. David Hodgdon, Assistant Superintendent (2006-2010)
Dr. David Crisafulli, Assistant Superintendent (2007-2010)

2010-2012: Dr. David G. Hodgdon, Superintendent of Schools
Karen Craig, Assistant Superintendent
Dr. David Crisafulli Assistant Superintendent (2010-2011)
2012-2015: Dr. Leo P. Corriveau, Superintendent of Schools
Karen Craig, Assistant Superintendent
2015-Present: Lisa A. Witte, Superintendent of Schools

Administrative Offices

600 Old Homestead Highway
Swanzey, NH 03446-2310
Phone: (603) 352-6955 * Fax (603) 358-6708

Hours of Operation
8:00 a.m. – 4:00 p.m.

Please visit our website for forms and other information at www.mrsd.org.

Our Schools

MONADNOCK REGIONAL
MIDDLE-HIGH SCHOOL
580 Old Homestead Highway
Swanzey, NH 03446-2308
Phone: 352-6575 *Fax: 357-6520

GILSUM STEAM ACADEMY
P.O. Box 38, 640 Route 10
Gilsum, NH 03448-0038
Phone: 352-2226 *Fax: 352-2901

MT. CAESAR ELEMENTARY SCHOOL
585 Old Homestead Highway
Swanzey, NH 03446-2309
Phone: 352-4797 * Fax: 352-1713

DR. GEORGE B. EMERSON
ELEMENTARY SCHOOL
27 Rhododendron Road
Fitzwilliam, NH 03447-3054
Phone: 585-6611 * Fax: 585-9287

CUTLER ELEMENTARY SCHOOL
31 South Winchester Street
Swanzey, NH 03446-3213
Phone: 352-3383 * Fax: 352-0815

TROY ELEMENTARY SCHOOL
44 School Street
Troy, NH 03465-2130
Phone: 242-7741 * Fax 242-9710

Monadnock Regional School Board and Superintendent of Schools

SAU #93 is a single district SAU comprised of the Monadnock Regional School District (MRSD). The Board of SAU #93 is composed of the membership of the MRSD Board, which includes 13 members. Every member town has a proportionate share of the SAU/MRSD vote. Board members must reside within the boundaries of one of the towns within the SAU/MRSD, with the number of members from each town and the weight of each vote assigned to a member subject to the latest U.S. Census figures.

SAU/MRSD Board meetings are held at locations within the Monadnock Regional School District and are open to the public. Except for emergencies, written notice and posting of each meeting is required in accordance with RSA 91-A:2. Meeting notices and agendas will be posted in at least two places within each member town and on the District's webpage at www.mrsd.org.

School Board Roles and Responsibilities

Board Member Authority (Excerpt – Policy BBAA)

All powers of the School Board lie in its action as a corporate body. Individual board members may not exercise authority over District affairs. An individual board member, including the Chairperson, has power only when the Board by vote has delegated authority to him or her.

Overview

Generally speaking, the essential roles and responsibilities of the School Board include:

- Hiring of the Superintendent
- Acting upon the Superintendent's nominations for professional staff
- Approving salaries of all personnel
- Adopting a budget for District/SAU
- Adopting policies affecting the District/SAU

Superintendent Role and Responsibilities

Duties of the Superintendent (Excerpt – Policy CB-R)

The superintendent shall serve as the executive officer of the local school district or districts within the school administrative unit.

Overview

Generally speaking, the essential roles and responsibilities of the Superintendent include:

- Planning and administering the activities of the District subject to statutory and District requirements, rules and policies.
- Ensuring all District schools are staffed by certified educators, qualified professionals, and persons providing support services.
- Developing and implementing procedures to achieve educational objectives within the District.
- Assigning duties for the efficient management of the District.

Employment and Hiring

The School Board will strive to include as many stakeholders as possible when embarking on a search for a new Superintendent of Schools. Current School Board members, community members-at-large, district administrators, other district employees, parents, and students are all appropriate representatives to consider when forming the search committee.

Similarly, for all other vacancies, the Superintendent of Schools will ensure that search committees are as inclusive as possible, as appropriate for the type and scope of each position.

Equal Opportunity Employment (Policy GBA)

The District will recruit and consider candidates without regard to age, race, color, religion, country of origin, marital status, and sex. When there are opportunities for promotions and qualifications are equal, consideration will be given first to employees.

The District will employ individuals who meet the physical and mental requirements, and who have the education, training, and experience established as necessary for the performance of the job without regard to age, race, religion, country of origin, sex (except where sex is a bona fide occupational requirement), sexual preference and handicapping conditions, except for reasons related to ability to perform the requirements of the job.

Policies and Procedures

Notification

All employees are responsible for reviewing all District policies, which can be accessed on the website at www.mrsd.org. The policies listed below are provided here for emphasis and/or in accordance with policy, state, or federal notification requirements.

Nondiscrimination (Policy AC)

The District shall not discriminate in its education programs, activities or employment practices on the basis of race, color, national origin, age, sex, sexual orientation, religion or handicap under the provisions of Title VI of the Civil Rights Act of 1964, the Age Discrimination Act of 1967, and Title IX of the Education Amendment of 1972, and Section 504 of the Rehabilitation Act of 1973. Any person having inquiries concerning the District's compliance with the regulations implementing these laws may contact the Superintendent of Schools.

Employee Rights and Responsibilities (Excerpt – Policy GBE)

Essential to the success of ongoing school operations and the instructional program are the following specific responsibilities, which shall be required of all personnel:

1. Faithfulness and promptness in attendance at work.
2. Support and enforcement of policies of the Board and regulations of the School administration in regard to students.
3. Diligence in submitting required reports promptly at the times specified.
4. Care and protection of school property.
5. Concern and attention toward their own and the Board's legal responsibility for the safety and welfare of students, including the need to ensure that students are under supervision at all times.

All School employees shall set examples that are an important part of the educational process. Their manner, dress, courtesy, and attitudes establish models that affect the development of young people. The Board expects its staff members to set exemplary standards, as well as provide exemplary instruction.

Employee Protection (Policy GBG)

The School Board will indemnify and hold harmless District employees against claims that may be entered against them as a result of carrying out their assigned responsibilities, as provided under RSA 31:105 and 31:106. To protect the District's financial resources, as well, the Board will provide for liability coverage for all personnel through policies structured to maintain the statutory immunities as provided in RSA 31:507: B; professional liability insurance as needed, workers' compensation, and unemployment compensation coverages.

All employees of the Board are covered by workers' compensation insurance paid for and provided by the Board. This insurance coverage is provided for employees in accordance with the provisions of the insurance carrier.

All employees of the Board are covered by unemployment compensation insurance paid for and provided by the Board. This insurance coverage is provided for all employees regardless of assignment, length of assignment, and/or hours worked per day. Benefits afforded are for wage loss due to temporary unemployment through no fault of the individual, for those who meet eligibility requirements as provided for in state law. District employees with reasonable assurance of employment after a regularly scheduled vacation break are ineligible for benefits during such breaks.

Background Investigation and Criminal Records Check (Excerpt – Policy GBCD)

The Superintendent, or his/her designee, shall conduct a thorough investigation into the past employment history, and other applicable backgrounds of any person considered for employment with the District. This investigation shall be completed prior to making an offer of employment.

The Superintendent shall develop a background investigation protocol for use in completing a background investigation and shall keep a written record of all background investigations which have been done.

As part of the application process, each applicant for a position shall be asked whether he/she has ever been convicted of any crime and whether there are any criminal charges pending against him/her at the time of application. The falsification or omission of any information on a job application or in a job interview, including, but not limited to, information concerning criminal convictions or pending criminal charges, shall be grounds for disqualification from consideration for employment or immediate discharge from employment.

Each person considered for employment by the Board whose duties require regular contact with pupils must submit to a State and FBI Criminal Records Check.

Persons regularly in contact with students means a person or persons who, in the performance of his/her duties, (1) comes in direct contact with pupils on a daily basis for any period of time, (2) meets regularly, e.g., once or twice a week, with students, including, but not limited to, an art, music, or physical education teacher, (3) a substitute teacher who comes in direct contact with pupils on a limited basis, or (4) any other persons whom the Superintendent believes, by virtue of their duties and contact with students, should appropriately undergo a Criminal Records Check.

The Superintendent is responsible for establishing all necessary internal procedures relative to the initiation and completion of the State and FBI Criminal Records Check.

Sexual Harassment and Sexual Violence (Excerpt - Policy GBAA)

Sexual harassment is a form of sex discrimination which violates Section 703 of Title VII of the Civil Rights Act of 1964, as amended, 42 U.S.C. §2000e, et seq., and Title IX. Sexual violence is a physical act of aggression that includes a sexual act or sexual purpose.

It is the policy of the District to maintain a learning and working environment that is free from sexual harassment and sexual violence. The District prohibits any form of sexual harassment and sexual violence.

It shall be a violation of this policy for any student or employee to harass a student or an employee through conduct or communication of a sexual nature as defined by this policy.

It shall be a violation of this policy for any student or employee to be sexually violent to a student or employee.

The District will act to investigate all complaints, either formal or informal, verbal or written, of sexual harassment or sexual violence and to discipline any student or employee who sexually harasses or is sexually violent to a student or employee of the District.

Tobacco Free Schools (Excerpt – Policy GBED)

No employee shall use any tobacco product on school premises.

Initial responsibility for enforcement of this prohibition shall rest with building Principals, or their designees. The Principal may report violations to the local police department. In accordance with state law, the police department shall be responsible for all proceedings and applicable fines and penalties.

The Principal will develop and implement the appropriate means of notifying employees of the possible disciplinary consequences of violating this policy. Any employee(s) who violate this policy are subject to disciplinary action which may include warning, suspension or dismissal. In addition, fines or other penalties may result from enforcement of these prohibitions by other law enforcement officials.

In accord with the NH TITLE X PUBLIC HEALTH, CHAPTER 126-K, YOUTH ACCESS TO AND USE OF TOBACCO PRODUCTS, the definition of tobacco products for this policy shall agree with the definitions in section 126-K:2, which reads:

1. "Liquid nicotine" means any liquid product composed either in whole or in part of pure nicotine and propylene glycol and manufactured for use with e-cigarettes.
2. "Tobacco product" means any product containing tobacco including, but not limited to, cigarettes, smoking tobacco, cigars, chewing tobacco, snuff, pipe tobacco, smokeless tobacco, and smokeless cigarettes.

“School premises” shall include the school and surrounding school property, including, without limitation, parking areas, athletic fields, and playgrounds; school busses or other vehicle furnished by the District or its agents for transportation to or from school or a school-related activity; school bus stops; and/or those premises and surroundings being used for a school-related activity. For purposes of this procedure and without intending to interfere with the rights and duties of the police and/or private property owners, school premises shall also be deemed to include streets and exterior property in the school neighborhood during the course of travel to and from school or a school-related activity.

Employee Complaints and Grievances (Policy GBK-R)

A complaint is an assertion by an employee that there has been a violation, misinterpretation, or inequitable application of District policies, regulations and procedures, existing laws, or other actions that adversely and directly affect the employee personally and/or his/her work.

It is the intent of this procedure that employee complaints will be identified and corrected at the earliest possible time, and at the lowest level of supervision.

Complaint processing should be viewed as a positive and constructive effort which seeks to establish the facts upon which the complaint is based and come to a fair conclusion. Employees will not be discriminated against nor will reprisal be attempted against an employee because he/she filed a complaint.

Procedures

Complaints will be processed according to the step-by-step procedures outlined below:

1. Working Site Level (Step 1)
 - a) A complaint will be presented orally and informally to the immediate supervisor. If the complaint is not promptly resolved, it will be reduced to writing, using the Employee Complaint Form, and submitted to the immediate supervisor.
 - b) Within five (5) workdays of receiving the complaint, the immediate supervisor will render a decision, in writing, using the Complaint Response Form, to the complainant and the person or persons originally involved in the complaint.
2. Site Level (Step 2)
 - a) Within five (5) workdays after receiving the decision at Step 1, the complainant may appeal the decision, in writing, to the appropriate Principal.
 - b) The Principal will, within 10 workdays of receipt of the appeal, investigate and render a decision, in writing, to the complainant, the immediate supervisor and to the person or persons originally involved in the complaint.
3. District Level (Step 3)

- a) Within five (5) workdays after receiving the decision at Step 2, the complainant may appeal the decision, in writing, to the Superintendent, or official designee.
- b) The Superintendent, or official designee, will, within 10 workdays of receipt of the appeal, investigate and render a decision, in writing, to the complainant, the Principal, or immediate supervisor, and to the person or persons originally involved in the complaint. Such decisions will be final.

Staff Ethics (Policy GBEA)

An employee speaking or writing as a citizen should be free from institutional censorship or discipline, but his/her special position in the community carries special obligations. The employee must remember that the public may judge the profession and institution by his/her utterances. Hence the employee should, at all times, be accurate, exercise appropriate restraint, show respect for the opinion of others, and make every effort to indicate that he/she is not a school spokesperson.

Conflict of Interest

Employees will not engage in, or have a financial interest in, any activity that raises a reasonable question of conflict of interest with their duties and responsibilities as employees. This includes, but is not limited to:

Employees will not engage in or have a financial interest in, any activity that raises a reasonable question of conflict of interest with their duties and responsibilities as employees. This includes, but is not limited to:

1. Employees will not participate for financial remuneration in outside activities wherein their position on the staff is used to sell goods or services pupils or their parents.
2. Employees who have patented or copyrighted any device, publication or other items will not receive royalties for use of such item in the District.
3. Employees will not engage in any type of work where the source of information concerning customer, client, or employer originates from information obtained through the District.
4. School employees will not solicit or sell for personal gain any educational materials or equipment in the attendance areas served by the School to which they are assigned. Nor will any employees make available lists of names of students or parents to anyone for sales purposes.

Educator's Code of Ethics (Policy GBEB)

Professional Ethical Conduct, Practices and Performance

1. The educator shall not intentionally, knowingly, or recklessly engage in deceptive practices regarding official policies of the school district, educational institution, educator preparation program, the NH State Board of Education and its certification process.
2. The educator shall not knowingly misappropriate, divert, or use monies, personnel, property, or equipment committed to his or her charge for personal gain or advantage.
3. The educator shall not submit fraudulent requests for reimbursement, expenses, or pay.
4. The educator shall not use institutional or professional privileges for personal or partisan advantage.
5. The educator shall neither accept nor offer gratuities, gifts, or favors that impair professional judgment or to obtain special advantage. This standard shall not restrict the acceptance of gifts or tokens offered and accepted openly from students, parents of students, or other persons or organization in recognition or appreciation of service.
6. The educator shall not falsify records, or direct or coerce others to do so.
7. The educator shall comply with state regulations, written local school board policies, and other state and federal laws.
8. The educator shall apply for, accept, offer, or assign a position or a responsibility on the basis of professional qualifications.
9. The educator shall not make threats of violence against school district employees, school board members, students, or parents of students.

10. The educator shall be of good moral character and be worthy to instruct or supervise the youth of this state.
11. The educator shall not intentionally or knowingly misrepresent his or her employment history, criminal history, and/or disciplinary record when applying for subsequent employment.
12. The educator shall refrain from the illegal use or distribution of controlled substances and/or abuse of prescription drugs and toxic inhalants.
13. The educator shall not consume alcoholic beverages on school property or during school activities when students are present.

Ethical Conduct Toward Professional Colleagues

1. The educator shall not reveal confidential health or personal information concerning colleagues unless disclosure serves lawful professional purposes or required by law.
2. The educator shall not harm others by knowingly making false statements about a colleague or the school system.
3. The educator shall adhere to written local school board policies and state and federal laws regarding the hiring, evaluation, and dismissal of personnel.
4. The educator shall not interfere with a colleagues exercise of political, professional, or citizenship rights and responsibilities.
5. The educator shall not discriminate against or coerce a colleague on the basis of race, color, religion, national origin, age, gender, disability, family status, or sexual orientation.
6. The educator shall not use coercive means or promise of special treatment in order to influence professional decisions or colleagues.
7. The educator shall not retaliate against any individual who has filed a complaint or who provides information for a disciplinary investigation or proceeding.

Ethical Conduct Toward Students

1. The educator shall not reveal confidential information concerning students unless disclosure serves lawful professional purposes or is required by law.
2. The educator shall not intentionally, knowingly, or recklessly treat a student or minor in a manner that adversely affects or endangers the learning, physical health, mental health, or safety of the student or minor.
3. The educator shall not intentionally, knowingly, or recklessly misrepresent facts regarding a student.
4. The educator shall not exclude a student from participation in a program, deny benefits to a student, or grant an advantage to a student on the basis of race, color, gender, disability, national origin, religion, family status, or sexual orientation.
5. The educator shall not intentionally, knowingly, or recklessly engage in physical mistreatment, neglect, or abuse of a student or minor.
6. The educator shall not solicit or engage in sexual conduct or a romantic relationship with a student or minor.
7. The educator shall not furnish alcohol or illegal/unauthorized drugs to any person under 21 years of age unless the educator is a parent or guardian of that child or knowingly allow any person under 21 years of age unless the educator is a parent or guardian of that child to consume alcohol or illegal/unauthorized drugs in the presence of the educator.
8. The educator shall maintain appropriate professional educator-student relationships and boundaries based on a reasonably prudent educator standard.
9. The educator shall refrain from inappropriate communication with a student or minor, including, but not limited to, electronic communication such as cell phone, text messaging, email, instant messaging, blogging, or other social network communication. Factors that may be considered in assessing whether the communication includes, but are not limited to:
 - a. The nature, purpose, timing, and amount of the communication;
 - b. The subject matter of the communication;

- c. Whether the communication was made openly or the educator attempted to conceal the communication;
- d. Whether the communication could be reasonably interpreted as soliciting sexual contact or a romantic relationship;
- e. Whether the communication was sexually explicit; and
- f. Whether the communication involved discussion(s) of the physical or sexual attractiveness or the sexual history, activities, preferences, or fantasies of either the educator or student.

Reporting Child Abuse (Excerpt - Policy JLF)

All school employees having reason to suspect that a child has been abused or neglected shall report to DCYF the same as required by law.

An oral report shall be made immediately by telephone and followed within 48 hours by a report in writing, if so requested, by DCYF Central Intake. Such report shall, if known, contain the name and address of the child suspected of being neglected or abused and the person responsible for the child's welfare, the specific information indicating neglect or the nature and extent of the child's injuries (including any evidence of previous injuries), the identity of the person or persons suspected of being responsible for such neglect or abuse, and any other information that might be helpful in establishing neglect or abuse or that may be required by the Division of Children Youth and Family Services.

Protection of and Access to Student Records – FERPA (Excerpt - Policy JRA)

It is the responsibility of all school district employees to safeguard the health and educational records of all students (past and present).

1. Employees are responsible for locking file cabinets, desks, and offices where paper copies of student records are stored.
2. Employees with access to software applications that contain student records must log out of the application when it is not in use.
3. Employees responsible for transporting student records (either by paper, tablet, or laptop computer) shall keep those records on their person at all times or shall secure the information in an acceptable manner, e.g. locked in their vehicle or home.
4. Employees who are viewing/editing student records should be aware of their surroundings and ensure that student information cannot be gleaned by observation, e.g. someone looking over their shoulder at a computer screen.

Employee Use of Social Networking Websites (Excerpt - Policy GBEBD)

The School Board strongly discourages school district staff from socializing “personally” with students through social networking websites (e.g. Facebook, Twitter, blogs, etc.). However, it is recognized that social networking tools may engage staff and students, this may be done only through a transparent, accessible and professional manner. If engagement is required, staff will create a “page” that establishes a professional distance between staff and students versus a direct personal connection being made (i.e. “friending” between staff and student’s personal accounts).

All school district employees, faculty, and staff who participate in social networking websites, shall not post any school district data, documents, photographs or other district-owned or created information on any website. Further, the posting of any private or confidential school district material on such websites is strictly prohibited.

School district employees are prohibited from engaging in any conduct on social networking websites that violates the law, school board policies, or other standards of conduct. Employees who violate this policy may

face discipline and/or termination, in line with other school board policies and/or collective bargaining agreements, if applicable.

Federal Family and Medical Leave Act (FMLA) – (Excerpt - Policy GCCGC)

SAU #93 complies with the Federal Family and Medical Leave Act (FMLA) of 1993 and all applicable state laws related to family and medical leave. This means that, in cases when the law grants you more leave than our leave policies provide, the District will give you the leave required by law.

Under FMLA, a covered employer must provide eligible employees with a maximum of twelve weeks of leave. The leave may be unpaid, but it must be combined with accrued paid leave (such as vacation or sick leave).

While an employee is absent from work on FMLA leave, the employee shall not engage in alternative employment.

Purpose

The purpose of FMLA is to provide a means for families to balance both work and medical or personal needs without sacrificing their job security. An employee may request FMLA for any of the following:

- To prepare for the birth of a child
- To care for a newborn child
- For adoption or foster care placement of a child
- To care for a spouse, son, daughter, or parent with a serious health condition. A “serious health condition” is defined as an illness, injury, impairment, or condition that involves:
 - Hospital care
 - Absence from work, plus continuing treatment
 - Pregnancy
 - Treatment for a chronic condition
 - Permanent long-term supervision
 - Multiple treatments
- To take care of the employees own serious health condition
- To transition employees or spouses who are called to active duty

Eligibility

To be eligible for FMLA:

- The employee must have been employed with the company for 12 months. An employee’s 12 months of employment need not be consecutive, however, breaks in service of seven years or more are not counted toward an employee’s years of service unless the break was based on an employee’s military obligations or written agreement.
- The employee must have worked at least 1250 hours during the 12 months prior to the start of FMLA leave. For purposes of determining eligibility, “hours of service” mean hours that the employee has actually worked. This does not include vacations, holiday, sick days, or other situations where an employee was away from work (whether paid or unpaid).

For purposes of this policy the “twelve (12) month period” described in the FMLA will be measured forward from the date the employee’s first FMLA leave begins. Accordingly, you are entitled to twelve weeks of leave during the year beginning on the first day you take FMLA leave. The next twelve (12) month period would begin on the first day on which you take FMLA leave after the completion of any previous twelve (12) month period.

In instances of leave for birth, adoption, foster children when both parents of the child are employed by the SAU the total FMLA leave available to both parents will be a combined total of twelve (12) weeks, in accordance with federal law.

In the case of leave for the birth, foster placement, or adoption of a child, or the serious health condition of the spouse, dependent child or a parent, an eligible employee must substitute any accrued vacation leave, personal leave and/or “family” leave for any part of the unpaid leave provided for under the FMLA. In the case of the employee’s own serious health condition, an eligible employee must substitute any accrued vacation leave, personal leave and/or sick leave for any part of the unpaid leave provided for under the FMLA. The substitution of paid leave time for unpaid leave time does not extend the twelve (12) week leave period. Your family/medical leave will run concurrently with other types of leave.

Notice

Where your need for FMLA leave is foreseeable, you must provide notice of your need for leave to SAU #93 not less than thirty (30) days before the leave is scheduled to begin. If your need for FMLA is not foreseeable (for example where a birth or placement of a child or a need for medical treatment requires leave to begin in less than thirty (30) days), you must provide notices as soon as practicable.

If your need for leave is foreseeable based on planned medical treatment, you should make a reasonable effort to schedule the treatment so as not to disrupt unduly the operations of SAU #93, subject to the approval of your health care provider.

Documentation

SAU #93 requires that you provide a medical certification of your ability to resume work after a FMLA leave for your own serious health condition that extends beyond ten (10) consecutive working days.

If you take leave for more than two (2) weeks, SAU #93 requires that you report to your immediate supervisor at least every two weeks on your status and intent to return to work.

Return to Work

When an employee returns from leave granted by the FMLA, he or she is entitled to be restored to his or her former job, or to an equivalent job, with equivalent pay, benefits, and other terms of employment. Taking leave may not result in the loss of any benefit to which an employee was entitled before taking leave, and may not be counted against an employee under a “no-fault” attendance policy.

If you have questions about the FMLA or would like to review the statute itself, please contact SAU #93 or visit the US Department of Labor website at www.unitedstatesdepartmentoflabor.com.

Expense Reimbursements (Policy DKC)

District personnel and officials who incur expenses in carrying out their authorized duties may be reimbursed by the District upon submission of a properly filled out and approved voucher and such supporting receipts as required.

When official travel by personally owned vehicle has been authorized, mileage payment shall be made at the rate currently approved by the Board, and in accordance with Board policy.

All travel outside New Hampshire must have the prior written approval of the Superintendent's office.

General Reimbursement Procedures

All expenditures for which reimbursement is claimed must be evidenced by a receipt specific to that expenditure (credit card slips by themselves are not sufficient). Expense reports, with accompanying receipts,

must be turned in to the Business Office within forty-five (45) days of returning from the trip. Any expenses incurred for more than one employee, whether paid by cash or credit card should be documented as to identify of the person(s) whose expenses were paid. SAU #93 will not pay for any additional travel expenses of a spouse, children or any other persons that accompanies a reimbursed employee on a trip.

Reimbursement Procedure - Mileage

The mileage reimbursement plan for SAU #93 is the Accountable Plan. Mileage reimbursements made under this plan are not taxable to the employee. Amounts paid under this plan are not wages. Mileage reimbursements made under this plan will be at the IRS-allowed reimbursement rate in effect as of the date of travel. Subject to annual appropriation in the budget, reimbursements are limited to \$3,600 per employee per fiscal year unless a special exception is approved in advance by the Superintendent of Schools, or in the case of the Superintendent, approved in advance by the SAU Board.

To receive a mileage reimbursement under this plan, an employee must submit to his or her supervisor a Mileage Reimbursement Request Form: Accountable Plan for approval, with the following information:

1. An itemization of the dates, places and distances traveled.
2. An explanation of the business purpose of the expenditure for each of the items listed.
3. A calculation of the reimbursement amount requested.

Reimbursement requests may be submitted either monthly or bimonthly. They are not to be held until year-end. Final reimbursement requests for each fiscal year must be submitted no later than close of business on June 30th of each year.

Reimbursement Procedure – Business Travel

Meals: Detailed receipts are required for each meal reimbursed. Maximum allowable reimbursements shall be equal to the rate set by the IRS. The amount submitted for reimbursement should always be the actual cost of the meal or the maximum allowed – whichever is lower. Conference attendees who have their meals purchased as part of a conference plan will not be reimbursed for meals purchased in lieu of those purchased under the plan. Alcoholic beverages are never eligible for reimbursement.

Advanced Arrival: If a conference/meeting is scheduled at a location greater than ninety (90) miles from the employee's school or office, meal and hotel accommodations may be reimbursed for the costs related to the day before the event with the prior approval of the staff member's supervisor.

Hotels: SAU #93 will pay the single room rate in any specific hotel or property that is being used by a conference/meeting sponsor to house attendees. Otherwise, payment will be made for a reasonable priced room given the market conditions. SAU #93 will not reimburse for in-room movies, cleaning charges, personal telephone calls, health club fees and refreshments outside the normal meal allowances.

Non-Business Events: SAU #93 will not reimburse the cost of side tours and other special events not directly related to the purpose of the conference.

Transportation: Airfare transportation should always be "coach" or "economy" seating and be purchased in the most cost-efficient fashion available for a particular trip at that time. Airline travel should always be purchased with prior approval from the employees' supervisor. Transportation from the airport to the hotel or conference, if not provided as a hotel amenity, is reimbursable.

Large conferences often provide shuttle bus services between the hotel and the conference site and this service should be used when provided. Otherwise, taxi or other public transportation costs will be paid between the

hotel and conference facility, business meetings, conferences arranged events and meals. Transportation to/from other venues for non-business purposes is not reimbursable.

AESOP, Veritime, and Time Reporting

The District utilizes two programs for time reporting – AESOP and Veritime. AESOP also functions as an automated substitute calling system.

Non-exempt (hourly) employees are expected to clock in and out using the Veritime system. Hours entered into the system individual employees are considered the official record of hours worked. It is each employee's individual responsibility to follow proper procedure for recording hours. This includes, but is not limited to:

- Clocking in prior to the start of the work day
- Ensuring that the clock in time is not more than 7 minutes prior to the scheduled start of the work day
- Clocking out and back in as appropriate for lunch and breaks
- Clocking out at the end of the work day
- Ensuring that the clock out time is not more than 7 minutes past the scheduled end of the work day
- Properly record any notes or comments relative to reported hours

All employees are expected to utilize the AESOP system for requesting and/or recording the use of leave time. This is especially critical for those employees whose position require obtaining a substitute in their absence.

General Employment Terms and Conditions

All Employees Affiliated with a Collective Bargaining Unit

The District has three Collective Bargaining Units, with Agreements that address general employment terms and conditions for employees whose positions fall within these agreements.

[Monadnock District Educational Association \(MDEA\)](#)

Teachers, School Nurses, Guidance Counselors, and Social Workers

[Monadnock Educational Support Staff Association \(MESSA\)](#)

Administrative Assistants, Custodians, Maintenance, and Paraprofessionals

[Specialists of the Monadnock District](#)

School Psychologists, Occupational Therapists and Assistants, Speech Language Pathologists and Assistants

Non-Exempt (Hourly) Employees Unaffiliated with a Collective Bargaining Unit

Standard Work Week

The standard work week is forty (40) hours per week. The standard work day for an SAU non-exempt employee is eight (8) hours per day. An unpaid half-hour is scheduled for a meal period during each employee's day. A minimum of a thirty-minute meal period must be taken after five consecutive hours worked.

Overtime

For hours worked beyond forty (40) hours in a work week, non-exempt employees will be paid at 1.5 x their regular rate of pay. Leave time will not be counted in overtime calculations. Overtime hours must be approved in advance by an employee's supervisor.

Probationary Period

Newly hired employees shall serve a probationary period of ninety (90) days during which time an employee may be dismissed or discharged without explanation. Probationary employees will receive an evaluation written by their supervisor and approved by the Superintendent before the 90 day probationary period ends.

All Employees Unaffiliated with a Collective Bargaining Unit

Evaluations

Employees will be evaluated at least annually the immediate supervisor.

Corrective Action

The District adheres to the principles of progressive discipline. Lesser forms of discipline may be omitted in cases of serious misconduct. Certain offenses (including but not limited to theft) will be cause for immediate termination of employment.

Voluntary Separation

A written statement of resignation must be submitted to the immediate supervisor.

Leave Time

Time-off benefits are subject to the prior approval of the employees' immediate supervisor. In the case of an emergency, notification to the supervisor must be given as soon as reasonably possible. For new hires, these benefits will be prorated from July 1st. (e.g. – If an employee is hired in February, then they would be allowed 5/12 of the number of benefit days, which is 5/12 of five (5) vacation days = two (2) days).

To request leave time, a leave request should be submitted using the AESOP System and approved in advance by the employee's immediate supervisor prior to the requested leave time. In the event of an emergency, an employee must notify his/her immediate supervisor in a timely manner.

Holidays

New Year's Day
Martin Luther King Day
Presidents' Day
Memorial Day
Independence Day
Labor Day
Veterans' Day
Wednesday prior to Thanksgiving Day
Thanksgiving Day
Friday after Thanksgiving Day
Day before Christmas
Christmas Day
New Year's Eve

The Superintendent is authorized to make adjustments for holidays caused by changes in the school calendar from year to year or because of emergencies by substituting days for paid holidays as listed above.

If a holiday falls on a Sunday, then Monday will be the paid holiday. If a holiday falls on Saturday, then Friday will be the paid holiday, providing that school is not in session on the Friday or Monday. In the event that school is in session, the employee will have the option of taking the holiday at a later date (floating) subject to the approval of the immediate supervisor.

Vacation Days

Year round non-exempt (hourly) employees are granted paid vacation time based upon continuous years of service.

Year 1:	Ten (10) vacation days
Year 2:	Eleven (11) vacation days
Year 3:	Twelve (12) vacation days
Year 4:	Thirteen (13) vacation days
Year 5:	Fifteen (15) vacation days
Year 6:	Sixteen (16) vacation days
Year 7:	Seventeen (17) vacation days
Year 8:	Eighteen (18) vacation days
Year 9:	Nineteen (19) vacation days
Year 10:	Twenty (20) vacation days
Year 11:	Twenty-One (21) vacation days
Year 12:	Twenty-Two (22) vacation days
Year 13:	Twenty-Three (23) vacation days
Year 14:	Twenty-Four (24) vacation days
Year 15:	Twenty-Five (25) vacation days

Year-round exempt (salaried) employees are granted twenty-five (25) vacation days.

For the purpose of computation, the vacation year starts on July 1 with the start of the fiscal year and will be earned by the month. No more than five (5) vacation days can be carried into the next fiscal year. Unused

accrued vacation time will be paid upon voluntary separation of employment with the SAU. Vacation days may be allowed to accumulate up to a total of thirty (30) days.

Flex Time

Occasional flex time is subject to the prior approval of the employee's immediate supervisor.

Wellness Days

Each employee is entitled to twelve (12) wellness days per year. Wellness days will be paid out at the end of each fiscal year at scale. Upon a change of employment position, the employee will be paid out at previous pay rate. Wellness leave may be used for the employee's own illness or injury or that of a spouse, civil union partner, child or parent.

Personal Days

Each employee is entitled to four (4) personal days. Personal days do not accumulate from year to year.

Bereavement Days

Each employee is entitled to up to three (3) days of bereavement per occurrence for a death in the immediate family. Immediate family shall be interpreted to mean spouse, civil union partner, child, mother, father, brother, sister, grandparents and grandchildren of the employee as well as the same relatives of the employee's spouse. Each employee is entitled to up to one (1) day of bereavement per year for the death outside of the immediate family or for a close personal friend.

Insurance Benefits

Insurance benefits will become effective the first day of the month following the employee's date of hire. To qualify for Insurance and other benefits the employee must work a minimum of 35 hours per week. COBRA (continuation of health and dental benefits) is offered to separating employees in accordance with State and Federal regulations.

Health Insurance

A single, two-person, or family plan is available. The SAU will contribute 82% of the identified 'Driver' plan for all employees.

A full-time regular employee who retires and receives benefits from the N.H. Retirement System is eligible to remain on the SAU group health insurance plan (at their own expense) in accordance with the state law.

Dental Insurance

A single, two-person, or family plan is available. The SAU will contribute 90% each year towards the premium for non-exempt employees and 100% for exempt employees.

Life Insurance

Life Insurance is fully paid by the SAU in the amount of \$50,000 for non-exempt employees and \$150,000 for exempt employees.

Long Term Disability Insurance (LTD)

The SAU will pay the full amount of the cost of LTD. The benefit provided for both exempt and non-exempt employees is 70% of monthly pay to a maximum of \$3,500 per month. LTD starts after a ninety (90) day waiting period.

Short Term Disability Insurance (STD)

The SAU will pay the full amount of the cost of STD. The benefit provided for both exempt and non-exempt employees is 70% of monthly pay. STD takes effect on the eighth day of employment.

Retirement

All employees working over thirty-five (35) hours per week are required to participate in the New Hampshire Retirement System. The employee and employer contributions are set by the State of New Hampshire.

All employees are eligible to participate in a 403(b) deferred compensation plan offered through the SAU.

Tuition Reimbursement and Professional Development

Subject to availability and at the discretion of the Superintendent and/or the immediate supervisor.

Certification Reimbursement

Employees who hold a required credential or certificate are eligible for reimbursement of renewal costs.