



### **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](http://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](http://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 AC)***

The School District is an Equal Opportunity Employer. The District ensures equal employment opportunities without regard to age, color, creed, disability, gender identity, marital status, national origin, pregnancy, race, religion, sex, or sexual orientation. 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 as specified in the pertinent job description(s).

Discrimination against and harassment of school employees because of age, sex, race, creed, religion, color, marital status, familial status, physical or mental disability, genetic information, national origin, ancestry, sexual orientation, or gender identity are prohibited. Additionally, the District will not discriminate against any employee who is a victim of domestic violence, harassment, sexual assault, or stalking.

# Policies and Procedures

## ***Notification***

All employees are responsible for reviewing all District policies, which can be accessed on the website at [www.mrsd.org](http://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)***

Under New Hampshire law and Board policy, no person shall be excluded from, denied the benefits of, or subjected to discrimination in the District's public schools because of their age, sex, gender identity, sexual orientation, race, color, marital status, familial status, disability, religion or national origin. Discrimination, including harassment, against any student in the District's education programs, on the basis of any of the above classes, or a student's creed, is prohibited. Finally, there shall be no denial to any person of the benefits of educational programs or activities, on the basis of any of the above classes, or economic status.

Harassment of students other than on the basis of any of the classes or categories listed above is prohibited under Board policy JICK Pupil Safety and Violence Prevention.

The District's Anti-Discrimination Plan includes guidelines, protocols and procedures intended to prevent, assess the presence of, intervene in, and respond to incidents of discrimination. The District's Anti-Discrimination Plan can be viewed [HERE](#).

## ***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.

## ***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 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. This insurance coverage is provided for employees in accordance with the provisions of the insurance carrier. 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.

### ***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. All employees of the District are expected to maintain high standards in their conduct both on and off duty. District employees are responsible for providing leadership in the school and community. This responsibility requires the employee to maintain standards of exemplary conduct. To these ends, the Board adopts the following statements of standards.

District employees will:

- Make every attempt, at all times, to 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.
- Make the wellbeing of students the fundamental value of all decision-making and actions.
- Maintain just, courteous, and proper relationships with students, parents, staff members, and others.
- Fulfill their job responsibilities with honesty and integrity.
- Direct any criticism of other staff members toward improving the District. Such constructive criticism is to be made directly to the building administrator.
- Obey all local, state, and national laws.
- Implement the School Board's policies, administrative rules and regulations.
- 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



- Not make available lists of names of students or parents to any entity for any purpose that is not school-sponsored.
- Avoid using position for personal gain through political, social, religious, economic, or other influence.
- Not engage in any type of work where the source of information concerning customer, client, or employer originates from information obtained through the District
- Maintain the standards and seek to improve the effectiveness of the profession through research and continuing professional development.
- Honor all contracts until fulfillment or release.
- Maintain all privacy and confidentiality standards as required by law.
- Exhibit professional conduct both on and off duty.
- Employees are put on notice that this list is not intended to be exhaustive or complete. Employees who fail to abide by the terms of this policy may be non-renewed and/or face discipline up to and including termination. Any action taken regarding an employee's employment with the District will be consistent with all rules, laws, and collective bargaining agreements, if applicable.
- To avoid nepotism in the supervision of personnel, the Board directs that no employee be assigned in any position where the employee would be responsible to a relative

***Educator/Staff Code of Ethics (Policy GBEB)***

All employees have the responsibility to make themselves familiar with, and abide by, the laws of the State of New Hampshire as they affect their work, all policies and decisions of the Board, and the administrative regulations and directives designed to implement them.

All employees shall be expected to carry out their assigned duties, support and enforce Board policies and administrative regulations, submit required reports, protect District property, oversight of students and contribute to the education and development of the District's students.

Employees are advised that failure to abide by this and other school board policies can lead to disciplinary action, up to and including dismissal, and can result in non-renewal. Any action taken regarding an employee's employment with the District will be consistent with all rules, laws, and collective bargaining agreements, if applicable.

The Board incorporates by reference, and adopts as independent standards of conduct relative to employment in the District, the provisions of the New Hampshire Code of Conduct for New Hampshire Educators (Ed 510.01-510.05) (the "NH Code of Conduct"), as the same may be amended by the State from time to time. The District reserves the right to take employment action against any employee based upon the District's interpretation of the provisions of the NH Code of Conduct and the District's independent assessment of whether an employee has violated said provisions. The District's interpretation, assessment and/or action thereon, are independent of any interpretation by the New Hampshire Department of Education ("DOE") with respect to those standards and irrespective of any investigation by or action taken by the DOE relative to a District employee's conduct.

<https://www.education.nh.gov/news/2018/documents/code-of-ethics-code-of-conduct.pdf>

***Employee Complaints and Grievances (Policy GBK)***

It is the Board's desire that procedures for settling differences provide for prompt and equitable resolution at the lowest possible administrative level and that each employee be assured an opportunity for orderly presentation and review of complaints without fear of reprisal. The Board encourages the resolution of employee concerns prior to entering the concern communication procedure, which is defined below.

A "concern" or "complaint" is defined as an alleged material violation of Board policies or administrative procedures that apply to all employees.

The process designated for the resolution of "grievances" is established in the collective bargaining agreement, if applicable.

Nothing in this policy shall be construed to imply in any manner the establishment of personal rights not explicitly established by statute or Board policy. Neither shall anything in this policy be construed to establish any condition prerequisite relative to non-renewal of contracts, transfer, assignment, dismissal or any other employment decision relating to school personnel.

All employment decisions related to staff concerns or complaints remain within the sole and continuing discretion of the administration and/or School Board, as appropriate, subject only to the conditions and limitations prescribed by law.

In order to promote efficiency in the administration of schools and to avoid misunderstandings and misinterpretations, all personnel must observe a chain of command when bringing staff concerns or complaints to the administration's attention.

In order to promote such efficiency, the following guidelines should be followed:

1. All personnel employed by the District shall be responsible to the Board through the Superintendent. No dispute or other personnel issues shall be brought to the Board without first having gone to the Superintendent for determination. No personnel issues will be brought to the Board unless the affected employee has a right to a hearing before the Board, as established by law or collective bargaining agreement.
2. No dispute or other personnel issues shall be brought to the Superintendent without first having been presented to the building Principal for determination.
3. Building personnel working under the immediate direction and/or supervision of someone other than the building Principal will inform their immediate superior of any dispute or personnel issue s/he intends to bring to the principal.

It is the Board's policy not to involve itself in personnel complaints or disputes until the matter has properly followed these guidelines.

Unless the affected employee has a right to hearing before the Board, administrative decisions shall be final. An employee's failure to adhere to such decision or directive may be considered insubordination and may lead to adverse employment action.

#### ***Harassment and Sexual Harassment of School Employees (Policy ACAB)***

Harassment of school employees because of sex, gender identity, sexual orientation, race, creed, color, ancestry or national origin, marital status, familial status, physical or mental disability, religion, or genetic information are prohibited. Such conduct is a violation of Board policy and may constitute illegal discrimination under state and federal laws.

Any employee who engages in harassment or sexual harassment shall be subject to disciplinary action, up to and including discharge.

Harassment includes, but is not limited to, verbal abuse, threats, physical assault and/or battery based on race, color, sex, sexual orientation, gender identity, religion, ancestry or national origin, age, genetic information or disability.

Sexual harassment is addressed under federal and state laws and regulations. The scope and definitions of sexual harassment under these laws differ, as described below.

Under the federal Title IX regulations, sexual harassment includes the following conduct on the basis of sex which takes place within the context of the school unit's education programs and activities:

- “Quid pro quo” sexual harassment by a school employee: Conditioning a school aid, benefit or service (such as a promotion or favorable evaluation) on an individual's participation in unwelcome sexual conduct;
- “Hostile environment” sexual harassment: Unwelcome conduct based on sex that a reasonable person would determine is so severe, pervasive and objectively offensive that it effectively denies an individual's equal access to the school unit's education programs and activities; or
- Sexual assault, dating violence, domestic violence and stalking as these terms are defined in federal laws.

Under another federal law, Title VII, and under New Hampshire law/regulations, sexual harassment is defined differently. The New Hampshire Commission for Human Rights law states that “[u]nwelcome sexual advances, requests for sexual favors, and other verbal, non-verbal or physical conduct of a sexual nature constitutes sexual harassment when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
- Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.”

Any employee who believes they have been harassed or sexually harassed is encouraged to make a report to the Human Rights Officer/Title IX Coordinator. The Human Rights Officer/Title IX Coordinator is also available to answer questions and provide assistance to any individual who is unsure whether harassment or sexual harassment has occurred.

All reports and complaints regarding harassment or sexual harassment of employees shall be addressed through the Employee & Third-Party Unlawful Discrimination/ Harassment and Title IX Sexual Harassment Complaint Procedures (ACAB-R).

***Employee Use of Social Networking Websites (Excerpt - Policy GBEF)***

The District respects the right of employees to use personal social media and networking sites. The District understands that social media can be a fun and rewarding way to share your life and opinions with family, friends, co-workers, and the world. However, use of social media also presents certain risks and carries with it certain responsibilities. All employees are reminded that they are professionals who serve as role models for students and should, therefore, refrain from any communication, electronic or otherwise, which undermines their effectiveness as employees of an educational enterprise.

Employees must maintain appropriate boundaries between students and themselves even when they are off-duty. Employees are expected to behave honorably in both real and virtual (online) spaces. Employee online behavior should reflect the same standards of honesty, respect and consideration that you use face-to-face. Employees should exercise care in setting appropriate boundaries between their personal and public online behavior, understanding that anything posted online is never truly private.

The District strongly encourages all employees to carefully review the privacy settings on any social media and networking sites they use and exercise care and good judgment when posting content and information. Information posted online is routinely reviewed by potential employers and may impact future employment opportunities.

When using a personal social media site, employees are strongly discouraged from 'friending' or otherwise engaging with current students on any social media applications that are not school-affiliated (excluding immediate family members). Teachers, coaches, and other leaders who wish to create websites for student support, such as a listing of athletic events or classroom support materials or library information, must have those sites approved by the administration. These pages are subject to all MRSD policies. Additionally, employees must abide by the social media site's terms and conditions.

Employees should adhere to the following guidelines, which are consistent with the District's workplace standards relative to harassment, student relationships, conduct, professional communication, and confidentiality. Engaging in the following problematic conduct may be considered immoral or illegal and/or constitute misconduct, or demonstrate lack of appropriate boundaries:

1. Communicating in a manner that would violate any of the School's policies, including policies concerning bullying, discrimination or harassment.
2. Personal posts or comments that would reasonably be viewed as malicious, obscene, threatening, or intimidating.
3. Failing to uphold the MRSD's value of respect for the individual by using the Internet, email, instant message, text message, or other electronic means to disparage or ridicule students, parents, or staff in a manner that is disruptive to the operation of the school or is defamatory.
4. Communicating with students via e-mail, instant message, text message, or other electronic means in an overly casual, unprofessional, inappropriate, or offensive manner. (Policy Cross-Reference GBEB)
5. Creating, possessing, managing, or having a website that contains immoral pictures, video, or text, or other information or links to such information.
6. Disclosing any confidential information of the School or confidential information obtained during the course of his/her employment, about any individuals or organizations, including students and/or their families.
7. Posting or creating a link from a personal blog, website or other social networking site to a School website or social media site without identifying yourself as an employee.
8. Representing yourself as a spokesperson for your School or the District, or failing to correct such a misconception. If MRSD is the subject of the content you are creating, be clear and open about the fact that you are an employee and make it clear that your views do not represent those of a school, MRSD, fellow employees, administrators, students, or parents, or other people working behalf of MRSD.

If the District believes that an employee's activity on a personal social networking site, blog, or personal website may violate the School's policies, the School may request that the employee cease such activity. In addition, employees who violate this policy may face discipline and/or dismissal, in accordance with other District policies and/or collective bargaining agreements. For example, off-duty conduct involving electronic communication that is immoral may lead to discipline or dismissal.

***Tobacco Free Schools (Excerpt – Policy GBED)***

State law prohibits the use of any tobacco product, E-cigarette, or liquid nicotine in any facility or upon any grounds maintained by the District. Students and minors are further prohibited from possessing such items in or upon any facility, school vehicle, or grounds owned or maintained by the District.

"Tobacco product(s)" means any product containing tobacco including, but not limited to, cigarettes, smoking tobacco, cigars, chewing tobacco, snuff, pipe tobacco, smokeless tobacco, and smokeless cigarettes, as well as any other product or item included in RSA 126-K:2, XI.

"Device" means any product composed of a mouthpiece, a heating element, a battery, and electronic circuits designed or used to deliver any aerosolized or vaporized substance including, but not limited to, nicotine or

cannabis. Device may include, but is not limited to, hookah, e-cigarette, e-cigar, e-pipe, vape pen, e-hookah, as well as any other object or item defined in RSA 126-K:2, II-a.

"E-cigarette" means any electronic smoking device composed of a mouthpiece, a heating element, a battery, and electronic circuits that may or may not contain nicotine or e-liquid. This term shall include such devices whether they are manufactured as e-cigarettes, e-cigars, or e-pipes, or under any other product name as well as any other product or item included in RSA 126-K:2, II-b.

"E-liquid" means any liquid, oil, or wax product containing, but not limited to, nicotine or cannabis intended for use in devices used for inhalation as well as any other substance included or defined in RSA 126-K:2, II-c.

"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, as well as any other product or item included in RSA 126-K:2, III-a.

"Facility" is any place which is supported by public funds and which is used for the instruction of students enrolled in preschool programs and in all grades maintained by the District. This definition shall include all administrative buildings and offices and areas within facilities supportive of instruction and subject to educational administration, including, but not limited to, lounge areas, passageways, rest rooms, laboratories, classrooms, study areas, cafeterias, gymnasiums, maintenance rooms, and storage areas.

No employee shall use any tobacco product, device, E-cigarette, E-liquid, or liquid nicotine, in any facility, in any school vehicle or anywhere on school grounds maintained by the District.

Initial responsibility for enforcement of this prohibition shall rest with building principals, or their designees. Any employee(s) who violate(s) this policy is subject to disciplinary action which may include warning, suspension or dismissal. Violations may also be referred to appropriate law enforcement and/or other appropriate agencies for criminal or other proceedings as provided under state law.

***Reporting Child Abuse (Excerpt - Policy JLF)***

Under New Hampshire law (RSA 169-C:29), every person who has "reason to suspect" that a child has been abused or neglected is required to report that suspicion to DCYF (Division of Children, Youth and Families of the New Hampshire Department of Health and Human Services) or directly to the police. Under RSA 169-C:30, the initial report "shall be made immediately via telephone or otherwise."

The requirement to report is not dependent on whether there is proof of the abuse or neglect, nor is it dependent upon whether the information suggests the abuse or neglect is continuing or happened in the past. Any doubt regarding whether to report should be resolved in favor of reporting. Failure to report may be subject to criminal prosecution, while a report made in good faith is entitled to both civil and criminal immunity. Additionally, a "credential holder", as defined in New Hampshire Department of Education Rule 501.02(h), who fails to report suspected abuse or neglect risk having action taken by the New Hampshire Department of Education against his/her credential.

To report child abuse or neglect to DCYF, call 24/7 (800) 894-5533 (in-state) or (603) 271-6562. In cases of current emergency or imminent danger, call 911.

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

It is the policy of the School Board that all school district personnel will follow the procedures outlined herein as they pertain to the maintenance of student records. Furthermore, it is the policy of the School Board that all school district personnel will follow the provisions of the Family Educational Rights Privacy Act (FERPA) and its corresponding regulations.

For the purposes of this policy and in accordance with FERPA, the term "educational record" is defined as all records, files, documents and other material containing information directly related to a student; and maintained by the school district; or by such other agents as may be acting for the school district. Such records include, but are not limited to, completed forms, printed documents, handwriting, videotape, audiotape, electronic or computer files, film, print, microfilm and/or microfiche.

"Personally identifiable information" is defined as data or information which makes the individual who is the subject of a record known, including a student's name; the student's or student's family's address; the name of the student's parent or other family members; a personal identifier such as a student's Social Security number; the student's date of birth, place of birth, or mother's maiden name. "Personally identifiable information" also includes other information that, alone or in combination, is linked or linkable to a specific student, that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with a reasonable certainty or other information requested by a person who the District reasonably believes knows the identity of the student to whom the education record relates.

#### ***Federal Family and Medical Leave Act (FMLA) – (Excerpt - Policy GCCBC)***

Consistent with the Federal Family and Medical Leave Act of 1993, the School District recognizes that eligible employees have access to unpaid family and medical leave for up to twelve (12) weeks during any twelve (12) month period. The intent of this policy is to summarize the Act as it applies to eligible employees of the School District. An employee should consult the regulations which implement the Act for more specific definitions and criteria for use. It is not the intent of this Policy to provide additional, or different, provisions than those specified in the Act and its implementing regulations.

To be eligible for family or medical leave, an employee must have been employed for at least twelve (12) months, have worked at least 900 hours during the prior twelve months, and be employed at a worksite where at least 50 employees are employed by the District within a 75-mile radius of that worksite.

Family leave shall be provided when a son or daughter is born to the employee or when one is placed with the employee for adoption or foster care. Medical leave shall be provided for the serious health condition of the employee, in order for the employee to take care of a spouse, child, or parent who has a serious health condition rendering him/her unable to perform the functions of his/her job.

An employee may elect, or the District may require, an employee to use accrued paid vacation, personal, or family leave for purposes of family leave. An employee may elect, or the District may require, an employee to use accrued vacation, personal, or medical/sick leave for purposes of medical leave.

The employee shall notify the District of his/her request for leave, if foreseeable, at least thirty (30) days prior to the date when the leave is to begin. If such leave is not foreseeable, then the employee shall give such notice as is practical. The District may require a certification from a health care provider if medical leave is requested. When an employee returns following a leave, he/she must be returned to the same or equivalent position of employment. The Superintendent, or his/her designee, may reassign a teacher consistent with the teacher's agreement, to a different grade level, building, or another assignment, consistent with the employee's certification.

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](http://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. 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.

### ***Frontline Time and Attendance Reporting Procedures***

The District utilizes Frontline for time reporting. Frontline 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 Frontline 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.

If you come into the building but do not clock in (either reporting to work or returning from lunch), you must clock in late and enter the reason for the late entry in the comment area along with the actual time you arrived. In all cases, errors in clocking in/out must be rectified (as described above) prior to the next clock in/out.

At all times, you must clock in and out from a computer or kiosk inside of a District building. **Clocking in from a mobile device, either from an application or a web browser, is prohibited.** While there is a process in place for instances where an employee may forget to clock in or out, those instances must be far and few between. Please be advised that employees who demonstrate a pattern of behavior that requires more than the occasional correction may be subject to progressive disciplinary action.



# General Employment Terms and Conditions

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## **SECTION 1: For 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. Please select the appropriate link to view the terms and conditions associated with your Collective Bargaining Unit.

[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

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## **SECTION II: For Hourly (Non-Exempt) 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.

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## **SECTION III: For All Employees Unaffiliated with a Collective Bargaining Unit**

### ***Hourly (Non-Exempt) and Salaried (Exempt)***

### ***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 Veritime 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  
Christmas Eve  
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. 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 mother, father, brother, sister, spouse, children, grandparent, grandchild, and significant others of employee and 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 30 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.

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