



**SNOHOMISH
SCHOOL
DISTRICT**

EMPLOYEE HANDBOOK

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Our People, Our Strength

Our strength comes from the people who work in the Snohomish School District. People with different backgrounds, different experiences and different ways of accomplishing things add to our strength and diversity.

The Board of Directors

The Board of Directors of the district is composed of five district citizens elected by district voters for 4-year terms.

One of the board's duties is to approve all new permanent employees before their employment is considered official.

School Board regular meetings are generally held at 6:00pm on the first, second and fourth Wednesdays of each month. All meetings take place at the Resource and Service Center at 1601 Avenue D in Snohomish

and are open to the public. By state law, only meetings posted as an Executive Session are closed to the public. Additional information regarding School Board meetings can be obtained by calling the Superintendent's Office at 360-563-7280 or visiting the district website under School Board.



Our current School Board members are:

Jay Hagen, President

jay.hagen@sno.wednet.edu

Shaunna Ballas, Vice President

Shaunna.ballas@sno.wednet.edu

Dr. Sara Fagerlie, Board Member

sara.fagerlie@sno.wednet.edu

Josh Seek, Board Member

josh.seek@sno.wednet.edu

Brandy Hekker, Board Member

brandy.hekker@sno.wednet.edu

Dr. Kent Kultgen, Secretary to the Board

kent.kultgen@sno.wednet.edu

Nondiscrimination Statement

The Snohomish School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employees have been designated to handle questions and complaints of alleged discrimination: Civil Rights Coordinator, Title IX Coordinator and ADA – Darryl Pernat, 360-563-7285, darryl.pernat@sno.wednet.edu; Section 504 Coordinator and Harassment, Intimidation and Bullying – Shawn Stevenson, 360-563-7314, shawn.stevenson@sno.wednet.edu; 1601 Avenue D, Snohomish, WA 98290.

Important Phone Numbers

District numbers:

Superintendent's Office	360-563-7280	Kent Kultgen, Ph.D., Superintendent Kim Radek, Executive Assistant Susan Bjorling, Executive Assistant
Academic Services	360-563-7314	Shawn Stevenson, Executive Director Jami Cross, Administrative Assistant
Athletic Offices	360-563-4210	Kevin Judkins, GPHS Athletics Director Mark Perry, SHS Athletics Director
Business Services	360-563-7240 360-563-7244	Tom Laufmann, Executive Director Shannon Smythe, Acctg & Budget Director
Capital Projects & Operations	360-563-7230	Ralph Rohwer, Chief of Operations
Career & Tech Ed Offices	360-563-7317	Debora Koenig, CTE Director
Custodial Services	360-563-3545	David Wells, Custodial Supervisor Inez Garcia, Custodial Admin Asst
Human Resource Services	360-563-7233	Darryl Pernat, Executive Director Heidi Ganske, Director Tami Morse, Executive Assistant
Maintenance Services	360-563-3532	Dave Sage, Maintenance Director Heidi Chaffee, Maintenance Admin Asst
Payroll & Benefits	360-563-7235	Kelli Songstad, Payroll & Benefits Director
Public Relations	360-563-7263	Kristen Foley, Communications Director
Special Education Services	360-563-7308	Becky Brockman, Interim Executive Director Jamie Boyd, Director Meg Crossman, Administrative Assistant
Teaching & Learning Services	360-563-7257	Miriam Mickelson, Executive Director Cheryl Mendenhall, Admin Assistant
Technology	360-563-7272	Eran Gourarie, Executive Director Edson Rodriguez, Supervisor Shannon Curran, Admin Assistant
Transportation	360-563-3525	Veronica Schmidt, Supervisor Jay Smith, Assistant Supervisor Theresa Stotko-Moran, Admin Assist

Elementary:

Cascade View Elementary 2401 Park Avenue	360-563-7000	Kert Lenseigne, Principal
Cathcart Elementary 8201 188th Street SE	360-563-7075	Mike Anderson, Principal
Central Primary Center 221 Union Avenue	360-563-4600	Heidi Rothgeb, Principal
Emerson Intermediate Center 1103 Pine Street	360-563-7150	Craig Church, Principal
Dutch Hill Elementary 8231 131st Street SE	360-563-4450	Jack Tobin, Principal
Little Cedars Elementary 7408 144 th PI SE	360-563-2900	Lew Dickert, Principal Sam Hanson, Assistant Principal
Machias Elementary 231 147th Avenue SE	360-563-4825	Shawn Ryan, Principal
Riverview Elementary 7322 64th Street SE	360-563-4375	Tammy Jones, Principal
Seattle Hill Elementary 12711 51st Avenue	360-563-4675	Paula Nelson, Principal Ryan Painter, Assistant Principal
Totem Falls Elementary 14211 Snohomish Cascade Dr	360-563-4754	Hawk Cramer, Principal
ECEAP (housed at Central Primary)	360-563-4641	Britta Grass, Supervisor

Secondary:

Centennial Middle School 3000 South Machias Road	360-563-4525	Josh Rosenhach, Principal Jerry Christiansen, Assistant Principal Kia duNann, Assistant Principal
Valley View Middle School 14308 Broadway Avenue SE	360-563-4225	Monica Bauer, Principal Brian Burdon, Assistant Principal Brenda Weyhrauch, Assistant Principal
Glacier Peak High School 7401-144 th Place SE	360-563-7500	Jeff Larson, Principal James Carter, Assistant Principal Lance Peters, Assistant Principal Joyce Scott, Assistant Principal
Snohomish High School 1316 5th Street	360-563-4000	Eric Cahan, Principal John Loy, Assistant Principal Anne Tompkins, Assistant Principal Steve VerHoeven, Assistant Principal
AIM High School 525 13th Street	360-563-3401	June Shirey, Director

Who To Call

Contact **Human Services Department at ext. 7233** for Information and Questions regarding:

- Contracts
- Salary schedule
- Expiration date of required certificate
- Scheduled work days and non-work days
- Change of address or phone number
- Resignation or retirement
- Leave requests and procedures
- Classified payroll authorization
- Work calendars
- First Aid/CPR certifications

Contact **Payroll Department at ext. 7235** for Information and Questions regarding:

- Assistance to understand your pay warrant
- Direct deposit
- Leave balances (Sick Leave and Vacation Leave)
- Monthly payroll deductions
- Tax sheltered annuities – 403B
- Number of deductions you are claiming on your W-4
- W2 (Year End)
- FMLA Leave
- Request for shared leave
- Workmen compensation claims
- Time sheets
- Retirement enrollment and benefit forms
- All verifications of employment

Contact **Special Services** for Information and Questions regarding:

- Alternative Programs at ext. 3400
- ELL Program at ext. 7313
- Child Find (age: birth-21) at ext. 7310
- Health Services at ext. 7308
- Skykomish Valley Indian Education at ext. 7308

Contact **Academic Services** for Information and Questions regarding:

- Home/Hospital Instruction at ext. 7314
- BECCA Bill (Truancy) at ext. 7313
- McKinney-Vento Homeless Assistance at ext. 7314
- Section 504 Plans at ext. 7314
- Free and Reduced Lunch Applications at ext. 7314
- Partners for Success Mentoring Program at ext. 7314

For other questions regarding:

- Retirement – for general questions call Department of Retirement
- Union Dues – contact your appropriate union representative

Collective Bargaining Groups



The majority of employees of the Snohomish School District fall within 2 collective bargaining groups:

Snohomish Education Association

(SEA, part of Washington Education Association)

This association represents all non-supervisory certificated employees such as teachers, school nurses, counselors, psychologists, and other certificated specialists. The SEA Representatives bargain with respect to wages, hours and terms and conditions of employment with the District Superintendent and the School Board. All new non-supervisory certificated employees will be contacted for membership. There will be a monthly payroll deduction for union dues.

Justin Fox-Bailey, President
Phone 360-568-4343
FAX 360-568-8816

Snohomish Education Association
723 Avenue D, Suite J
Snohomish, WA 98290

Public School Employees of Snohomish School District

(PSE, part of Public School Employees of Washington State)

This bargaining unit consists of all classified employees in the general job classifications: office personnel, instructional assistants, custodial, maintenance, non-certificated school nurses, and transportation. The PSE Representatives bargain with respect to wages, hours and terms and conditions of employment with the District Superintendent and the School Board. All new classified employees will be contacted for membership. There will be a monthly payroll deduction for local membership dues as well as state membership dues

Jami Cross, Local President
Phone 360-563-6597

Public School Employees of Washington
PO Box 798
Auburn, WA 98071-0798

Tim Busch, Field Representative
Phone 877-320-6597

Other non-union employees of Snohomish School District

These associations negotiate in respect to vacation, holidays, salary, leaves and staff development. They are represented by:

Snohomish Principals Association
Eric Cahan

Classified Supervisors Association
Jay Smith

Fingerprint Requirements

In June of 1992 a Washington State law was passed that requires any person hired by a school district who has regularly scheduled unsupervised access to children to be fingerprinted for a State and National background check. Since all school district employees have the potential to have access to children, all new employees must be fingerprinted. An employee may be exempt from this requirement only if they have been fingerprinted for a school district within the last two years.

The background check requires fingerprints to be submitted to the Washington State Patrol Identification and Criminal History Section. The card will be used by the WSP and will be forwarded on to the Federal Bureau of Investigation.

Instructions for the process will be made available along with fingerprint cards at the time an employee is hired. **Failure to be fingerprinted will result in dismissal.** Results from background checks will be kept confidential. Any action taken against the employment who has had a background check which shows reason for dismissal will be kept within the guidelines of the law. Policy 5005

Form 1588 Sexual Misconduct Disclosure

The Legislature has determined that additional safeguards are necessary in the hiring of school district employees to ensure the safety of Washington's school children. All new employees are required to sign a release authorizing former employers to disclose all information related to any acts of sexual misconduct committed by the employee as defined by the state board of education. Sexual misconduct definitions are found in WAC 180-87-080.

Mandatory Trainings

The Snohomish School District has several mandatory trainings such as Health Emergencies Overview, Bullying Recognition & Response, HIB, Sexual Harassment, and General Safety.

The district utilizes the SafeSchools on-line program as a tool for many mandatory trainings. Trainings may be covered in your building/site staff meeting and/or through SafeSchools. All new-hires are given mandatory training on district policies.

During your initial meeting with Human Resource Services, you'll be informed of which trainings will be required of you.

Harassment, Intimidation, Bullying (HIB)

The District is committed to a safe and civil educational environment for all students, employees, volunteers and patrons free from harassment, intimidation or bullying. "Harassment, intimidation or bullying" means any intentional electronic, written, verbal, or physical act, including but not limited to one shown to be motivated by any characteristic in RCW 9A.36.080(3) (race, color, religion, ancestry, national origin, gender, sexual orientation including gender expression or identity, mental or physical disability) or other distinguishing characteristics such as but not limited to physical appearance, clothing or other apparel, socioeconomic status or weight.

Any staff member or volunteer who has witnessed, or has reliable information that a student has been subjected to, harassment, intimidation, or bullying, whether electronically, written, verbal or physical, should report such incident to an appropriate school official. No school employee, student, or volunteer may engage in reprisal, retaliation, or false accusation against a victim, witness, or one with reliable information about an act of harassment, intimidation, or bullying. Depending upon the frequency and severity of the conduct, intervention, counseling, correction, discipline and/or referral to law enforcement will be used to remediate the impact on the victim and the climate and change the behavior of the perpetrator. This includes appropriate intervention, restoration of a positive climate, and support for victims and others impacted by the violation.

If you believe you've been bullied, contact your principal or supervisor. Obtain a copy of the district's anti-bullying policy (3207) and procedure (3207P) located on the district's website.

The district compliance officer is Shawn Stevenson, Executive Director of Academic Services, and can be reached at (360) 563-7314.

Discrimination

The Snohomish School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employees have been designated to handle questions and complaints of alleged discrimination: Civil Rights Coordinator, Title IX Coordinator and ADA – Darryl Pernat, 360-563-7285, darryl.pernat@sno.wednet.edu; Section 504 Coordinator and Harassment, Intimidation and Bullying – Shawn Stevenson, 360-563-7314, shawn.stevenson@sno.wednet.edu; 1601 Avenue D, Snohomish, WA 98290.

You can report discrimination and discriminatory harassment to the district's Civil Rights Coordinator, listed above. You also have the right to file a complaint (see below). For a copy of your district's nondiscrimination policy and procedure, contact your school or district office or view it online at <https://www.sno.wednet.edu/Page/2578>.

Sexual Harassment

Staff are protected against sexual harassment by anyone in any school program or activity, including on the school campus, on the school bus, or off-campus during a school-sponsored activity.

Sexual harassment is unwelcome behavior or communication that is sexual in nature when:

- A student or employee is led to believe that he or she must submit to unwelcome sexual conduct or communications in order to gain something in return, such as a grade, a promotion, a place on a sports team, or any educational or employment decision, or
- The conduct substantially interferes with a student's educational performance, or creates an intimidating or hostile educational or employment environment.

Examples of Sexual Harassment:

- Pressuring a person for sexual favors
- Unwelcome touching of a sexual nature
- Writing graffiti of a sexual nature

- Distributing sexually explicit texts, e-mails, or pictures
- Making sexual jokes, rumors, or suggestive remarks
- Physical violence, including rape and sexual assault

Before filing a complaint, you can discuss your concerns with your supervisor or with the school district's Title IX Officer or Civil Rights Coordinator listed below. This is often the fastest way to revolve your concerns. For a copy of your district's sexual harassment policy and procedure, contact your school or district office, posted in your staff room, or view it online at <https://www.sno.wednet.edu/Page/2576>.

If you believe that you have experienced unlawful discrimination, discriminatory harassment, or sexual harassment at work, you can report sexual harassment to your supervisor or to the district's Title IX Officer, Darryl Pernat, 360-563-7285, darryl.pernat@sno.wednet.edu. You also have the right to file a complaint (see Policy 5011 and Procedure 5011P). For a copy of your district's sexual harassment policy and procedure, contact your school or district office, or view it online at Our District/Policies and Procedures.

Complaint Options

If you believe that you have experienced unlawful discrimination, discriminatory harassment, or sexual harassment at school, you have the right to file a complaint.

Complaint:

Any staff member may file an informal or formal complaint. Reports may be made to any staff member, although a staff member other than the building principal or compliance officer will immediately report the complaint to the building principal or any individual designated above.

Filing of Complaint:

When filing a formal complaint, all formal complaints will be in writing and set forth the specific acts, conditions or circumstances alleged to have occurred to constitute sexual harassment. The compliance officer may draft the complaint based on the report of the complainant, for the complainant to review and sign. A complaint may be written in any manner or by using the district's "Discrimination Inquiry Form" 5010F in Board policy.

The compliance officer will receive and investigate all formal, written complaints of sexual harassment and/or other information in the compliance officer's possession that the officer believes requires further investigation. When the investigation is completed, the compliance officer will compile a full written report of the complaint and the results of the investigation and respond in writing to the complainant and the accused within thirty (30) calendar days. Corrective measures deemed necessary will be instituted as quickly as possible, but in no event more than thirty (30) days after the written response.

Appeal Process:

If a complaint remains aggrieved as a result of the action or inaction of the Superintendent or designee in resolving a complaint, the complainant may file a written notice of appeal with the secretary of the Board by the tenth (10) calendar day following the date upon which the complainant received the Superintendent's or designee's response. The Board will schedule a hearing to commence by the twentieth (20) calendar day following the filing of the written notice of appeal. The Board will render a written decision by the tenth (10) calendar day following termination of the hearing and will provide a copy to the complainant. The response of the Board will include notice of the complainant's right to appeal to the Office of the Superintendent of Public Instruction (OSPI) and will identify where and to whom the appeal must be filed.

Employee Safety

The district is dedicated to providing a safe and healthful work environment for all district personnel. It is our goal to reduce the frequency and severity of accidental injuries by providing our employees with safety information and appropriate safety training as a means of protecting employee welfare. All employees will be provided training during the employees' safety orientation or transfer to a new site.

On-going safety and health education programs will be provided for all employees in an effort to increase awareness of accident causation factors and to promote acceptance of safety and health regulations by presenting accident prevention as a positive, desirable, and integral part of all activities.

The **employer** is responsible to provide a safe and healthy workplace free from recognized hazards. Establish, supervise, and enforce safety rules. Provide the required safety training to all employees. Ensure that personal protective equipment is worn when tasks dictate.

The **employee** is required to know and comply with all safety rules and procedures. Immediately report all accidents to your supervisor. Identify and report all potential hazards and play an active role in creating a safe and healthy workplace. Take personal responsibility for working safely and use common sense while performing your job.

The Safety Bulletin Board is used to communicate safety-related information to employees. Find out where the Safety Bulletin Board is located at your site. **Nothing we do is worth getting injured!**

First Aid CPR Certifications

Frontline employees are required to have current First Aid and CPR certifications. The district will provide approximately fourteen classes each school year that frontline employees can pre-register for. You may also acquire current certifications on your own. For additional information, please call 360-563-7355. Policy 5120

The following staff members are considered "frontline" employees:

- Athletic Trainers
- Coaches
- Custodians
- Main Office Secretaries with clinic responsibilities
- Maintenance
- Mechanics
- Nurses
- Occupational Therapists
- Para-Educators with day care responsibilities
- Para-Educators who work with DD
- Para-Educators with health room responsibilities
- Para-Educators who work in Pre-School
- Para-Educators with playground responsibilities
- Physical Therapists
- Principals
- School Bus Drivers
- Security Monitors
- Supervisors
- Teachers of Career & Tech Education
- Teachers of Developmentally Delayed
- Teachers of Health & Fitness
- Teachers of Pre-School
- Teachers of Physical Education
- Teachers of Science
- Teachers of Visually Impaired
- others deemed appropriate by the superintendent

Employee Absences

For preplanned absences, the employee must have prior approval from their supervisor. Sick leave and preplanned absences (with approval) must be posted by the staff member through Frontline.

Bereavement: The Executive Director of Human Resource Services approval is required for any Bereavement leave that exceeds collective bargaining language. A detailed explanation must accompany any request that exceeds bargaining language.

Unpaid Leave: The Executive Director of Human Resource Services approval is required for any unpaid leave request. A detailed explanation must accompany all unpaid leave requests. The district's criteria for unpaid leave requests are for once in a lifetime events – things that cannot be scheduled outside of the school year and are out of your control. These requests are granted on a case by case basis. Prior permission to take unpaid leave request must be granted before assuming that it will be granted.

Please see your CBA for additional information regarding bereavement and unpaid leave.

Substitutes

Certificated and Classified Building Staff

The Frontline Aesop system allows our district and staff to report absences, notify and dispatch substitutes, and monitor information from any location at any time through the internet. Each staff member has the ability to list their “favorite five” substitutes, which are given priority over the general pool. Guest teachers and classified substitutes are able to view open assignments and be more prepared for those they do accept.

All certificated and classified building staff will be provided with their Frontline log in information as well as instructions on how to use the system. *Staff members are required to enter their own absences into Aesop and must make every effort to enter sick leave absences in a timely manner and prior to one hour before their building's report time.*

General Reminders

- Substitute Desk 360-563-7247
- For any same-day illness,
 - You must enter your absence into Frontline no later than 5:45am for secondary and 6:30am for elementary.
 - If reporting of an absence after the above time, you must also report the absence to the building/department administrative assistant.
- If you work with a specific student and you input your absence into Frontline, do not enter your student's name in the comment/lesson plan area.
- With a **verbal confirmation** from your sub, you may pre-arrange your absence with them and automatically assign them to your absence by selecting their name in the requested drop down list.

Payroll Information

Cut-Off dates: In order to insure proper payment, all payroll items must be turned in at the building level by the 1st of the month.

Pay Dates: Pay dates fall on the last business day of the month.

Direct Deposit: Direct deposit is available to all employees of Snohomish School District. Take advantage of direct deposit by completing the form provided by payroll or through Employee Access. This can be started at any time and is a two-month process.

Questions/Concerns: The Payroll Department is available M-F, 8:00am to 5:00pm at 360-563-7235 or at payroll.department@sno.wednet.edu.

Director	Kelli Songstad ext. kelli.songstad@sno.wednet.edu	ext. 7235
Certificated Staff Leaves & Workers Comp	Kelly Anderson kelly.anderson@sno.wednet.edu	ext. 7236
Certificated Staff Payroll, Direct Deposits, W-4	Kim Smith kim.smith@sno.wednet.edu	ext.7336
Classified Staff Payroll & General Info	Kris Cook kris.cook@sno.wednet.edu	ext. 7241
Classified Staff Leaves & Workers Comp	Dawn Persha dawn.persha@sno.wednet.edu	ext. 7237
Benefits and Retirement	Susan Smith susan.smith@sno.wednet.edu	ext. 7267

Weather Related Late Start/School Closure Days

In the case of school late start, each employee needs to assess safety related issues such as road conditions, traffic, and weather then plan their travel accordingly. Given the weather related challenges, some/occasional late arrivals are inevitable. Staff may be asked to cover duties of staff arriving late if necessary.

In the case of school closure, employees whose work days are tied to student days are not expected to report. This work day will become a “make up day” at the end of the school year in June. Employees in this category include teachers, certificated specialists, and 180-Day classified staff (i.e. para-educators, bus drivers, main office secretaries).

All 204-Day and 260-Day employees whose work days are not tied to student days are expected to report to work on school closure days. Every effort should be made to report to work as close to your

normally scheduled work time as safety permits. Employees in this category include cabinet, all certificated administrators, classified supervisors, non-represented classified staff, all building and RSC administrative assistants, technicians, maintenance, mechanics, and custodians.

If there is a delayed start, the following schedule changes will apply:

- No a.m. or p.m. kindergarten, pre-school, or ECEAP
- No out-of-district or special education transportation
- No morning skills center
- No elementary band
- No secondary zero hour classes

If school has been closed for the day, no after-school meetings or practices will be held. All evening meetings/functions scheduled to take place in District facilities will also be canceled.



Holidays

The District observes the following holidays and shall not operate on the following days:

- New Year's Eve
- New Year's Day
- Martin Luther King Jr. Day
- President's Day
- Memorial Day
- Independence Day
- Labor Day
- Veterans' Day
- Thanksgiving Day
- day after Thanksgiving
- business day before Christmas
- Christmas Day
- business day after Christmas

Vacation - PSE

Employees who are members of the PSE bargaining group have collective bargaining language which governs the accrual and distribution of vacation pay. The following holds true for most categories of employees:

- Employees that work only during the course of the normal school calendar (180+ days) will receive vacation pay out rather than time off work. This vacation will be prorated, paid out with normal monthly pay and will be spread over 12 months or even installments.

- Employees that work 260 days per year will receive vacation time off with pay. Accrued vacation will be paid off at employment termination in accordance to state guidelines. See the PSE agreement for vacation accrual schedule.
- Employees shall obtain prior approval by their immediate supervisor before using accrued vacation time.

Sick Leave & Personal Leave

Employees are front-loaded 12 days of sick leave per fiscal year. Sick and personal leave will be prorated if the employee starts after the beginning of the school year. Each employee's sick leave shall accumulate to the legal limit and may be cashed out upon leaving the district in accordance with state guidelines. Accrued sick leave can transfer at resignation to any Washington State Public School within the state guidelines. A sick leave sharing program is available in accordance with law. Personal leave is governed by collective bargaining agreements.

Tobacco & Drug Free Schools & Workplace

The Snohomish School District has an obligation to staff, students and citizens to take reasonable steps to provide a safe workplace and to provide safety and high-quality performance for the students who the staff serve.

In accordance with district policies and RCW 28A.210.310, smoking or any other use of tobacco products is prohibited on school district property. This includes all tobacco/nicotine products and nicotine delivery devices. Snohomish School District is a tobacco free workplace.

"Workplace" is defined as any district building or property, any district-owned vehicle, and locations off district property when an employee is performing duties. This may be during a school sponsored or district-approved activities, events, or functions such as field trips and athletic events.

Reporting to work or a workplace when an employee's performance appears to be adversely affected by, or an employee appears to be under the influence of any of the following: alcohol, prescription drugs, illegal and/or controlled substances including marijuana (cannabis) or anabolic steroids. Policy 5201

Staff Immunizations

In order to safeguard the school community from the spread of certain vaccine-preventable diseases and in recognition that prevention is a means of combating the spread of disease, the Snohomish School District strongly urges that staff members provide evidence of immunity against certain vaccine-preventable diseases. The following immunizations are recommended for staff: Measles, mumps, rubella (MMR), varicella (chickenpox), hepatitis B, diphtheria, tetanus, and pertussis (Tdap and Td); and influenza (flu). Staff members born before 1957 need not provide evidence of immunity to measles; these individuals are considered naturally immune.

In the event of an outbreak of a vaccine-preventable disease in school, the Snohomish County Health Department has the authority to exclude staff members who have not proven immunity. Example: In the instance of an MMR outbreak, without proof of immunity, the staff member could be prohibited from their workplace.

Please see Policy 6512 and return Form 6512 with proof of immunity to Human Resource Services. The proof of immunity forms are logged in the system and are kept in a locked confidential cabinet.

Child Abuse, Neglect and Prevention

Because child abuse, neglect, and exploitation are violations of children's human rights and an obstacle to their educational development, the School Board requests that staff be alert for any evidence of such abuse, neglect, or exploitation.

Staff are legally required to report all suspected cases of child abuse and neglect. A staff member who has knowledge of or reasonable cause to believe that a student has been a victim of physical abuse or sexual misconduct should report such abuse or misconduct to their school administrator.

District administration and legal authorities have the responsibility for investigating each case and taking the appropriate action. Policy 3421

Electronic Resources and Internet Safety

Expectations for student and staff behavior online are no different from face-to-face interactions. Individuals with District network user accounts are responsible for all activity conducted on or through the District network via their user account. The District restricts the use of District network resources to authorized users, and equipment.

Users of the District network must first agree to the appropriate Acceptable Use Agreement. The user's acceptance of the electronic version of the Agreement signifies acknowledgement and agreement to abide by the Acceptable Use Agreement. Users may be required to agree to Agreement more than once a year. Policy 2022

Labor & Industries

Snohomish School District employees are covered through the Puget Sound Workers' Compensation Trust. Employees that are injured on the job are expected to complete SIF.2 report which will notify the District Office of their work-related accident. If medical attention is needed, a Physician Initiated Report must be completed by the physician in order for medical bills to be paid. If employees miss time away from work, they can use any accrued sick leave that they have on record. The Department of Labor and Industries will compensate a percentage of employees' time-loss starting after 3 days of absence.

Each employee pays a small portion of the cost for State Labor and Industry Insurance. The School District pays a higher portion in order to insure all employees.

All in-district accident reports are confidentially reviewed by the Snohomish School District in order to avoid any possible future employee accidents.

Fair Labor Standards Act



What is the FLSA?

The Fair Labor Standards Act establishes minimum wages, overtime pay, record keeping and child labor standards for full time and part-time workers. The FLSA went into effect for public employers as of April 15, 1986.

Who is Exempt or Non-Exempt under the FLSA?

All certificated employees are exempt from the overtime provisions of the FLSA. All classified employees who routinely perform supervisory and management responsibilities are exempt from the overtime provisions of the FLSA. These exempt employees may or may not have bargaining unit representation.

All other classified employees, salaried or hourly, are non-exempt and are, therefore, covered by the provisions of the Fair Labor Standards Act. The non-exempt employees may or may not have bargaining unit representation.

The FLSA 1985 Amendments provide that the term "employee" excludes "any individual who volunteers to perform services for a Public Agency". However, if employees perform the same type of volunteer services as they are normally employed to perform, then the work cannot be classified as volunteer service.

What are some implications of FLSA?

A. What hours constitute work?

In general, "hours worked" for non-exempt employees include: (1) all time that an employee is required to be on duty, (2) all time that an employee is required to be on the employer's premises or at a prescribed work place for the employer and (3) all time during which the non-exempt employee performs before or after regular work hours or away from the premises (work taken home), if the employer knows or has a reason to believe that the work is being performed. It also includes all meal and rest periods if the non-exempt employee is required to stay at their work area to perform any task(s) or if during their meal/rest period, they are asked questions pertaining to work or interrupted for work related reasons. In other words, if the work is allowed, even though it is not authorized, it must be compensated under the FLSA.

B. What compensations are required?

All non-exempt classified employees must be paid for all work permitted and must be paid at regular time, overtime, or compensatory time. If a non-exempt employee's total hours actually worked (leave time and holiday time excluded) exceeds forty (40) hours in any established work week, the District is required to compensate through overtime pay or compensatory (comp) time, as outlined below:

1. Overtime Pay

Overtime provisions under the Fair Labor Standards Act are in effect when a non-exempt classified employee works more than forty (40) hours per week during an established work week or as specified in collective bargaining agreements. Non-exempt classified employees must be paid no less than time and one-half (1 ½) for all overtime hours worked.

2. Compensatory Time

The FLSA 1985 Amendments provide that non-exempt employees of a public agency may, under certain conditions, receive comp time in lieu of overtime pay. Any comp time

must be given at a rate of not less than one and one-half (1 ½) hours for each hour of employment for which overtime compensation is required. The employee has the privilege of requesting compensatory time, but it cannot be required or mandated by a supervisor.

Non-exempt classified employees of the District may not accrue more than 240 hours of compensatory time before being paid overtime for additional overtime hours. An employee who has accrued compensatory time and who has requested to use compensatory time must be permitted to do so within the month after making the request if the use of the compensatory time does not unduly disrupt the public agency's operation. Payment of accrued compensatory time needs to be at the employee's regular rate of pay at the time the employee accrued the time.

Child Labor Provisions:

The FLSA child labor provisions are designed to protect the educational opportunities of minors and prohibit their employment in jobs and under conditions detrimental to their health and wellbeing. The provisions include restrictions on hours of work of minors under the age of 16.

Equal Pay Provisions:

The equal pay provisions of FLSA prohibit wage differentials based on sex, between men and women employed in the same establishment, on jobs that require equal skill, effort, and responsibility and which are performed under similar working conditions.

Family and Medical Leave Act (FMLA)



The Snohomish School District recognizes that employees may, on occasion, need extended leave in order to care for themselves or for an immediate family member.

Therefore, the District shall provide for family and medical leave for all eligible employees pursuant to the Family and Medical Leave Act of 1993 (FMLA)

A. Eligibility

Eligible employees are those staff members who have worked for the District for 12 months and who have completed at least 1,250 work hours during the course of the year prior to which the leave is to commence. (PSE members who work four (4) hours or more per day are eligible for twelve (12) weeks of leave with paid benefits for qualifying events.)

B. Kinds of FMLA

Each eligible employee is entitled to up to twelve (12) weeks of unpaid leave for the following reasons:

1. To care for the employee's child after birth, or placement for adoption or foster care.
2. To care for the employee's spouse, son, daughter or parent who has a serious health condition; or
3. To care for the employee's own serious health condition that makes the employee unable to perform the employee's job.

FMLA leave must be taken consecutively unless intermittent or reduced leave is medically necessary. Written certification by a health care provider is required. All leave requests require a thirty (30) day advance notice when leave is "foreseeable," or advance notice as soon as practical. If applicable,

unused sick leave, vacation or other applicable paid leave must be used first during the FMLA leave period.

C. Benefits during FMLA Leave

Basic health benefits (medical, dental, and vision if applicable) as well as Group Life, Accidental Death or Dismemberment and Long Term Disability insurance will continue to be provided by the Snohomish School District. These benefits are for the duration of such leave under the same conditions that would have been provided if the employee had continued in employment. That is, the District will pay the same portion of the premium it did while the employee was working. The employee must also pay his/her portion of the premium during such leave. All voluntary benefits, if any, will also have to be paid by the employee. If the employee fails to make timely payments of his/her portion of the premium or all of the voluntary benefits, the District will cease to maintain basic health coverage or cancel the voluntary benefits.

If the employee fails to return from FMLA leave, the employee is required to refund premiums to the District paid for maintenance of health plan coverage during the leave period. However, if the employee does not return due to continuation, recurrence, or onset of a serious condition beyond his/her control (i.e., seriously ill family or disability) FMLA exempts during the leave period. If the later situation occurs, the District may require the employee to furnish medical certification from a health care provider to support the employee's claim.

D. Return from FMLA Leave

Upon an employee's return from authorized family and medical leave, the eligible employee will be restored to the same position or another position with equivalent pay, benefits, and other terms and conditions of employment provided:

1. The eligible employee provides the required notice of intent to return to work on the established ending date with an approved "fitness for duty" report if the leave is for personal medical reasons;
2. The eligible employee's position has not been eliminated due to restructuring or reduction in force; or
3. The eligible employee has not been voluntarily transferred to protect his/her employment status when intermittent or a reduced work schedule is requested and approved or is medically necessary.

E. FMLA Leave for Spouses

FMLA limits the leave that may be taken by spouses who work for the same employer to a combined total of 12 weeks during any 12-month period if the leave is taken for birth or placement for adoption or foster care, or the care of a seriously ill parent. This limitation applies even if the spouses work at different work sites or in different divisions for the same employer. This limitation does not apply, however, to leave taken by either spouse to care for the other who is seriously ill and unable to work, or a child who is seriously ill.

Your collective bargaining agreement contains additional information.

Board Policies

You may access board policies on the district website under [Our District / Policies & Procedures](#).

Electronic Resources & Internet Safety	Policy 2022
Prohibition of Harassment, Intimidation and Bullying	Policy 3207
Child Abuse and Neglect Prevention	Policy 3421
Pre-Employment	Policy 5005
Nondiscrimination & Affirmative Action	Policy 5010
Sexual Harassment	Policy 5011
Staff Immunizations – Exposure Control Plan	Policy 6512
Maintaining Professional Staff and Student Boundaries	Policy 5225
Drug-Free Schools & Workplace	Policy 5201
Alcohol and Controlled Substances Program	Policy 5259
Use of Tobacco on School Property	Policy 5336

