



**SNOHOMISH
SCHOOL
DISTRICT**

**EMPLOYEE
HANDBOOK
2016-2017**

TABLE OF CONTENTS

OUR MISSION STATEMENT	3
THE BOARD OF DIRECTORS	4
IMPORTANT PHONE NUMBERS	5
WHO TO CALL	7
COLLECTIVE BARGAINING GROUPS	8
FINGERPRINT REQUIREMENTS	9
FIRST AID CPR CERTIFICATIONS	9
SEXUAL MISCONDUCT DISCLOSURE	10
HARASSMENT, INTIMIDATION, BULLYING	10
MANDATORY TRAININGS	10
EMPLOYEE SAFETY	11
EMPLOYEE ABSENCES	11
SUBSTITUTES	12
PAYROLL INFORMATION	13
WEATHER RELATED CLOSURES	14
HOLIDAYS	15
VACATION – PSE STAFF	15
SICK LEAVE & PERSONAL LEAVE	15
LABOR AND INDUSTRIES	16
INSURANCE BENEFITS	16
FAIR LABOR STANDARDS ACT	17
FAMILY AND MEDICAL LEAVE ACT	19
C.O.B.R.A.	21
BOARD POLICIES	22



Our Mission Statement

The Snohomish School District, in its commitment to excellence, places the success of each student at the center of all decisions and actions. Partnerships and strong academic programs ensure competent, responsible, lifelong learners.

About our Community

The Snohomish School District, which is the 19th largest district in Washington State, serves approximately 10,000 students in grades K through 12. We are a district committed to exploring and applying ways to assure that each student is successful. We involve parents and employees in decision and gather community input. Our community is known for coming together to support education and our students.

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.

We have a well-trained, professional staff comprised of certificated and classified personnel. The Snohomish School District has an outstanding staff of full and part-time employees. This includes about 600 certificated staff and about 460 classified staff. Our teachers have an average of 15 years' experience, and 70% have at least a Master's degree.

Our district has so much to offer that we have received the Best of KOMO Communities Award - Best Place to Work in Snohomish.

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.

The current members are:

Jay Hagen, President	Phone E-Mail	360-668-4635 jayhagen@aol.com
Leah Hughes-Anderson, Vice President	Phone E-Mail	425-377-1210 an.de@verizon.net
Shaunna Ballas, Member	Phone E-Mail	425-334-1533 SBallas.home
David Johnston, Member	Phone E-Mail	360-568-0228 David.johnston@sno.wednet.edu
Josh Seek, Member	Phone E-Mail	425-377-2466 josh.seek@sno.wednet.edu
Dr. Kent Kultgen, Secretary to the Board	Phone FAX E-Mail	360-563-7280 360-563-7279 kent.kultgen@sno.wednet.edu

Important Phone Numbers

District numbers:

Superintendent's Office	360-563-7280	Kent Kultgen, Ph.D., Superintendent Kim Radek, Executive Assistant Scott Peacock, Assistant Superintendent Susan Bjorling, Executive Assistant
Athletic Offices	360-563-4210	Mark Albertine, GPHS Athletics Director Mark Perry, SHS Athletics Director
Business Services	360-563-7240 360-563-7244	Tom Laufmann, Executive Director Shannon Smythe, Accounting & Budget Mgr
Capital Projects & Operations	360-563-7230	Ralph Rohwer, Chief of Operations
Career & Tech Ed Offices	360-563-7317	Debora Koenig, CTE Director
Custodial & Maintenance Services	360-563-3532	Gordy Brockman, Maintenance Director Kraig Rosencrantz, Custodial Supervisor Heidi Chaffee, Administrative Assistant
Human Services	360-563-7233	Darryl Pernat, Executive Director Heidi Ganske, Director Tami Morse, Executive Assistant Isaac Swartz, Certificated Analyst Lori Hartz, Administrative Assistant
Payroll & Benefits	360-563-7235	Jessica Ajeto, Payroll & Benefits Director
Public Relations	360-563-7263	Kristen Foley, Communications Director
Special Services	360-563-7308	Becky Brockman, Executive Director Jamie Boyd, Director Meg Crossman, Administrative Assistant
Teaching & Learning Services	360-563-7257	Miriam Mickelson, Executive Director Linda Lundeberg, 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
Other Helpful Phone Numbers	360-563-7300 360-563-7373	District Office Switchboard District Office Main Fax

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 Jennifer Lawler, Assistant 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 Jennifer Lawler, Assistant 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	Tammy Reppert, Supervisor

Secondary:

Centennial Middle School 3000 South Machias Road	360-563-4525	Dave Sage, Principal Monica Bauer, Assistant Principal Amanda Cote, Assistant Principal
Valley View Middle School 14308 Broadway Avenue SE	360-563-4225	Nancy Rhoades, Principal Brian Burdon, Assistant Principal Scott Summers, Assistant Principal
Glacier Peak High School 7401-144 th Place SE	360-563-7500	Jim Dean, Principal James Carter, Assistant Principal Shannon Hasiak, Assistant Principal Lance Peters, Assistant Principal
Snohomish High School 1316 5th Street	360-563-4000	Eric Cahan, Principal Greg Barker, 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)
- Employee benefits and dependent coverage
- 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
- 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
120 Avenue A, Suite C
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
Paula Nelson
Phone 360-563-4675

Classified Supervisors Association
Kraig Rosencrantz
Phone 360-563-3532

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 Fingerprint Process

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. This clearance will normally take 4-6 weeks.

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.

New employees will be responsible for fees to obtain fingerprint clearance. There is a local fee to have fingerprints printed, and there is also a WSP required processing fee.

Ref: RCW 28A.400, RCW 28A410.090
RCW 43.43.830 through 43.43.838, 10.97.030, 10.97.050
RCW 28A.400.320, RCW 28A.400340
RCW 28A.645, RCW 28A.405

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.

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

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.

Harassment, Intimidation, Bullying

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 Darryl Pernat, Executive Director of Human Services, and can be reached at (360) 563-7285.

Mandatory Trainings

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

The district utilizes the SafeSchools on-line program as a tool for 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 Services, you'll be informed of which trainings will be required of you.

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!**

Employee Absences

For preplanned absences, the employee must have prior approval from their immediate supervisor.

Sick leave and preplanned absences (with approval) must be posted by the staff member through the Aesop system.

Special Services itinerant staff members (OT/PT, SLP, SLP Assistants, Nurses, Psychologists, COTAs) must call Special Services at extension 7308 to notify them of any absence.

Bereavement: The Executive Director of Human 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 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.

Substitutes

Certificated and Classified Building Staff

The 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 Aesop 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

- The 24-Hour Substitute Emergency Voicemail Line 360-563-7248.
 - For emergencies, staff who are unable to enter their absence online may call this line up until 7:30am. Reporting of an absence after this time must also be reported to the building/department administrative assistant.
- For any same-day illness,
 - You must enter your absence into Aesop no later than 5:45am for secondary and 6:30am for elementary
 - Please also notify the building/department administrative assistant
- If you work with a specific student and you input your absence into Aesop, 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. Benefit changes must be received in payroll by the 10th of each 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. Complete the form provided by payroll in order to take advantage of direct deposit. This can be started any time and is a two month process.

Changes to Insurance:

After the annual open enrollment period has ended on September 30th, addition of family members to your health insurance may only take place after a qualified event (i.e. marriage, new baby, loss of existing medical coverage). **Any changes must be sent to Payroll within 60 days of qualifying event.** Notification of a change must be received by the payroll department by the 10th of each month.

Questions/Concerns:

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

Director:	Jessica Ajeto	ext. 7235
	jessica.ajeto@sno.wednet.edu	
Benefits/Leaves of Absence Certificated Staff:	Kelly Anderson	ext. 7236
	kelly.anderson@sno.wednet.edu	
Retirement and Workers Comp:	Ann Carter	ext. 7241
	ann.carter@sno.wednet.edu	
PSE Staff and General Information:	Dawn Persha	ext. 7237
	dawn.persha@sno.wednet.edu	
SEA Staff; COBRA Direct Deposits & W-4:	Kim Smith	ext. 7336
	kim.smith@sno.wednet.edu	
Benefits/Leaves of Absence Classified Staff:	Susan Smith	ext. 7267
	susan.smith@sno.wednet.edu	

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 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 leave sharing program is available in accordance with law. Personal leave is governed by collective bargaining agreements.

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.

Insurance Benefits

Medical, Dental, Vision, Life and Disability

All certificated employees with at least .5 FTE or classified employees working more than 20 hours per week will be offered medical, dental, vision, life and disability insurance for themselves and their family. **Any changes to benefits can be made during open enrollment September 1-30 of each year or in any month within 60 days of a qualifying event, if an employee's status or family changes.** Tax sheltered annuities can also be added at any time.

Certificated

All certificated employees .5 FTE or greater have dental coverage for themselves and their family, a \$10,000 group term life insurance policy, and long term disability coverage. Additionally, they have the option of selecting medical coverage from any of the plans offered by the district. This does not imply that all costs for medical premiums are paid by the district. The percentage of FTE determines what portion of the premium the district pays.

Classified

All classified employees working 20 hours or more per week have dental and vision coverage for themselves and their family, a \$50,000 group term life insurance policy, and long term disability coverage. Additionally, they have the option of selecting medical coverage from any of the plans offered by the district. This does not imply that all costs for medical premiums are paid by the district. The number of hours worked per day determines what portion of the premium the district pays.



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.

Legal Reference: RCW 49.78-Family Medical Leave Act of 1993

NOTE: Your collective bargaining agreement contains additional information regarding leaves.

C.O.B.R.A. Consolidated Omnibus Budget Reconciliation Act

On April 7, 1986 a new federal law was enacted (Public Law 99-272, Title X) which requires most state and local governments, who sponsor group health coverage to offer employees and families the opportunity for a temporary extension of health coverage (called "continuation coverage") at group rates in certain instances where coverage under the plan would otherwise end. This notice is intended to inform you, in a summary fashion, of your rights and obligations under the continuation coverage provision of the law.



If you are an employee of the Snohomish School District and are covered by a group medical, dental, or vision plan, you have the right to choose this continuation coverage if you lose your group health coverage because of a reduction in your hours of employment or the termination of your employment (for reasons other than gross misconduct on your part).

If you are the spouse of an employee covered by a group medical, dental, or vision plan, you have the right to choose continuation coverage for yourself if you lose group health coverage under any or all of these plans or any of the following reasons:

1. The death of your spouse;
2. A termination of your spouse's employment (for reasons other than gross misconduct) or reduction in your spouse's hours of employment;
3. Divorce or legal separation from your spouse; or
4. Your spouse becomes entitled to Medicare.

In the case of a dependent child covered by an existing plan, you may be eligible under the above circumstances as well or if you cease to be a "dependent child" under the terms of the contracts with the insurance carriers.

Under the law, the employee or a family member has the responsibility to inform the Snohomish School District's Employee Benefits/Payroll Department within 30 days of the above circumstances. Please contact the Employee Benefits/Payroll Department for additional specifics on C.O.B.R.A.

Board Policies

You may access board policies on the district website under Our District then Policies & Procedures.

Electronic Information System (Networks)	Policy 2314
Prohibition of Harassment, Intimidation and Bullying	Policy 3207
Child Abuse and Neglect Prevention	Policy 3421
Recruitment, Selection & Assignment: Nondiscrimination	Policy 5010
Affirmative Action	Policy 5011
Infectious Disease Control	Policy 5130
Maintaining Professional Staff and Student Boundaries	Policy 5225
Reporting Governmental Action	Policy 5241
Drug-Free Schools, Community & Workplace	Policy 5258
Alcohol and Controlled Substances Program	Policy 5259
Use of Tobacco on School Property	Policy 5336
Transport of Students	Policy 8121
Sexual Harassment	Policy 8700

