



P.O. Box 1109
1 West Yellowstone
Whitehall, Montana 59759
406-287-3455
406-287-3843 FAX

Whitehall School District 4, 47 & 2

CLASSIFIED STAFF HANDBOOK OF OPERATION & PROCEDURES 2010-2011

DEFINITION - Classified Personnel

The term, classified personnel, is defined for the purposes of these policies as those employees of the school district whose position of employment does not require professional certification or license under the provisions of Montana School Law.

In addition to Job Description categories, classified personnel will be categorized as follows:

1. Full-Time:
40 hours per week, 52 weeks per year.
2. Seasonal Full-Time:
40 hours per week, at least 9 but less than 12 months.
3. Permanent Part-Time:
Less than 40 hours per week but normally 20 hours or more, and works more than 6 months in any 12 month period.
4. Probationary:
Any of the above categories in their first year of employment by the school district. Employees may be retained in this category at the discretion of the superintendent.
5. Temporary:
Employed in any basis but duration of employment is indefinite. Any employee in this category will remain in the probationary category as long as they are classified Temporary.

FINGERPRINTS AND CRIMINAL BACKGROUND INVESTIGATIONS

It is the policy of the Board that any finalist recommended for hire to a paid or volunteer position with the District involving regular unsupervised access to students in schools, as determined by the Superintendent, shall submit to a name-based and fingerprint criminal background investigation conducted by the appropriate law enforcement agency prior to consideration of the recommendation for employment or appointment by the Board. The results of the name-based check shall be presented to the Board concurrent with the recommendation for employment or appointment. Any subsequent offer of employment or appointment shall be contingent upon results of the fingerprint criminal background check, which must be acceptable to the Board in its sole discretion.

The following applicants for employment, as a condition for employment, shall be required as a condition of any offer of employment to authorize, in writing, a name-based and fingerprint criminal background investigation to determine if he or she has been convicted of certain criminal or drug offenses:

- * a certified teacher seeking full- or part-time employment within the District;
- * an educational support personnel employee seeking full- or part-time employment within the District;
- * an employee of a person or firm holding a contract with the District if the employee is assigned to the District;
- * a volunteer assigned within the District who has REGULAR unsupervised access to students.

Any requirement of an applicant to submit to a fingerprint background check shall be in compliance with the Volunteers for Children Act of 1998 and applicable federal regulations. If an applicant has any prior record of arrest or conviction by any local, state, or federal law enforcement agency for an offense other than a minor traffic violation, the Superintendent, who shall decide whether the applicant shall be declared eligible for appointment or employment, must review the facts. Arrests resolved without conviction shall not be considered in the hiring process unless the charges are pending.

AFFIRMATION ACTION POLICY

It shall be the policy of the Whitehall School District to select employees as needed on the basis of merit, training, and experience. There shall be no discrimination against any employee or applicant because of race, creed, color, national origin, sex, marital status or handicap.

The specific purposes of this Affirmative Action Policy are to:

1. Ensure equal opportunity in all personnel policies, practices, and collective bargaining agreements.
2. Increase the utilization of racial and ethnic minorities and woman at all levels of employment where under utilization presently exists.
3. Design and implement continuing internal assessment, reporting and modification procedures for the evaluation of the effectiveness of the plan.
4. Develop employee-training programs designed to assist employees in complying with the provisions of the policy.
5. Establish procedures with the grievance process for prompt processing of individual or group discrimination charges.
6. Provide for the publication and dissemination, internally and externally, of the Affirmation Action Policy and insure its availability to interested citizen groups.

After approval of this policy by the Board of Trustee's, ultimate responsibility for the implementation of this plan shall remain with the Superintendent of Schools.

EQUAL EMPLOYMENT OPPORTUNITY AND NONDISCRIMINATION

The Whitehall Public School District is committed to equality of employment opportunity. The District shall provide equal employment opportunity for all applicants and staff in recruitment, hiring, retention, assignment, transfer, and training.

Such equal employment opportunity shall be provided without discrimination with respect to sex, race, color, religion, national origin, age, physical or mental handicap, political belief, marital or parental status. Furthermore, the District is committed to taking whatever remedial action is necessary to eliminate existing discrimination and its effects.

The existence of a bona fide occupational qualification may permit certain employment decisions to include consideration of a person's sex, age, handicapping condition or marital status. The District may make reasonable accommodations to the known limitations of an otherwise qualified applicant or employee with a handicapping condition. While the District will not make pre-employment inquiry as to whether an applicant has such a condition, nor as to the nature or severity of such a condition, it may inquire into an applicant's ability to perform job-related functions.

Inquiries regarding discrimination should be directed to the Whitehall School's Superintendent. Specific written complaints should be directed to the Superintendent to be processed according to the District's grievance procedure. External recourse is available through the Montana Human Rights Commission or the Equal Employment Opportunity Commission.

The District will notify all employees annually of this policy and the designated compliance officer.

SEXUAL HARASSMENT/INTIMIDATION

The Whitehall Public School District is committed to a positive and productive working and learning environment free of discrimination. Discrimination adversely affects morale and interferes with employee and student ability to work and learn. The District prohibits sexual harassment or intimidation of its employees or students, whether committed by a co-worker, supervisor, subordinate, contractor, volunteer or student, and finds such behavior just cause for disciplinary action. Whereas sexual harassment substantially compromises the attainment of educational excellence, the District will not tolerate such behavior between members of the same or opposite sex.

Furthermore, the District prohibits retaliation against any employee or student because he or she has made a report of alleged sexual harassment, or against any employee or student who testified, assisted, or participated in the investigation of a report. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or adverse pressure. Retaliation is itself a violation of federal and state regulations prohibiting discrimination and will lead to disciplinary action against the offender.

This policy applies to individuals attending any school-sponsored events, regardless of location.

DEFINITIONS:

Sexual harassment is generally defined as unwelcome sexual advances, requests for favors and other verbal, physical and/or visual contact of a sexual nature when:

- * submission is made either explicitly or implicitly a term or condition of an individual's employment or education;
- * submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education;
- or
- * that conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or education, or of creating an intimidating, hostile or offensive employment or educational environment.

An "intimidating, hostile or offensive employment or educational environment" means an environment in which:

- * unwelcome sexually-oriented jokes, innuendoes, obscenities, pictures/posters or any action with sexual connotations makes a student or employee feel uncomfortable, or

* any aggressive, harassing behavior in the workplace or school that affects working or learning, whether or not sexual in connotation, is directed toward an individual based on their sex.

Examples of sexual harassment or intimidation:

- * sexual advances which are unwanted (this may include situations which began as reciprocal attractions, but later ceased to be reciprocal).
- * sexual gestures, verbal abuse, sexually oriented jokes, innuendo or obscenities.
- * displaying of sexually suggestive objects, pictures, cartoons, or posters.
- * sexually suggestive letters, notes or invitations.
- * employment or educational benefits affected in exchange for sexual favors.
- * physical conduct such as assault, attempted rape, impeding or blocking movement, or unwelcome touching.
- * hazing, or daring to perform in unsafe work or learning practices, particularly directed toward students or employees in nontraditional settings.

[For a copy of the Districts total policy on sexual harassment/intimidation, see the Board of Trustee Policy Manual.]

GRIEVANCE POLICY AND PROCEDURE

I. POLICY

It is the policy of the Whitehall Public School District to provide learning and working environment free from discrimination. To that end, the District requests students, parents, and staff to assist the Superintendent and the Board of Trustees in identifying barriers to a discrimination-free learning and working environment in our schools. The following Grievance Procedure is provided as an avenue for the fair and expeditious processing of complaints toward the elimination of elements that pollute the learning and working environment with unlawful discrimination.

II. DEFINITIONS

A. Grievance: A complaint alleging a violation of any policy, procedure, or practice which would be prohibited by Title IX, Section 504 and other federal and state civil rights laws, rules and regulations.

B. Title IX: of the Education Amendments of 1972, the 1975 Implementing Regulations, and any memoranda, directives, guidelines, or subsequent legislation that may be issued.

C. Section 504: The Rehabilitation Act of 1973.

D. Federal and State Civil Rights Laws, Rules and Regulations: 1964 Civil Rights Act, Title VI, Title VII as amended, Title IX, Age Discrimination Act of 1967 and 1975 as amended, Equal Pay Act of 1963, Section 504, the Constitution of Montana, The Montana Human Rights Act, The Montana Code of Governmental Fair Practices, and implementing federal and state rules and regulations.

E. Grievant(s): A student, parent, guardian or employee, of the Whitehall Public Schools who submits a grievance.

- F. Whitehall Public Schools: 1 School Way, Whitehall, Mt. 59759.
- G. Title IX or Title IX/Section 504 Coordinator: The employee designated to coordinate the Districts efforts to comply with equity regulations and facilitate processing of complaints (hereafter Coordinator).
- H. Day: a working day; the calculation of days in grievance processing shall exclude Saturdays, Sundays and school holidays. (20-1-305 MCA)
- I. Ridgeway Settlement Agreement: Settlement Agreement on equity in high school interscholastic athletics in 1984 (hereafter Ridgeway).

III. BASIC PROCEDURAL RIGHTS: applicable to all levels of the grievance process.

A. The Title IX coordinator shall receive complaints, actively and independently investigate the merit of complaints, and assist the parties in resolution of complaints. Any party at any level of this procedure may use the coordinator as a resource.

B. Relevant records shall be available in accordance with the Montana Constitution, Article II, Section 10, Right to Privacy and Guidelines for Student Records, Appendix E, Montana School Accreditation Standards and Procedures Manual March 1989.

C. This procedure does not deny the right of the grievant to file formal complaints with other state and federal agencies (Montana Human Rights Commission or the US Dept. of Education Office of Civil Rights) or seek private counsel for complaints alleging discrimination.

D. In most instances parents or legal guardians should be part of the hearing and resolution process. In investigations of sexual harassment, it is recommended that a friend, parent or advisor for support accompany the grievant during any part of the process.

E. Intimidation, harassment or retaliation against any person filing a grievance or any person participating in the investigation or resolution of a grievance is a violation of law and constitutes the basis for filing a separate grievance.

F. All records pursuant to the grievance shall be maintained by the District separate and apart from student records for a period of not less than five (5) years. (20-1-212 MCA)

G. If a grievance is taken to the Board of Trustees for a formal contested case hearing, parties shall have the right to representation, to present witnesses and evidence, and to question opposing witnesses.

H. It is the policy of this District to process all grievances in a fair, expeditious and confidential manner.

IV. PROCESS

Level 1: Principal or Immediate Supervisor (Informal and optional--may be bypassed by grievant)

An informal meeting can solve many problems with the parties and the principal or coordinator. An individual with a complaint is encouraged to first discuss it with the teacher, counselor, or building administrator involved with the objective of resolving the matter promptly and informally. Employees with a complaint are encouraged to first discuss it with their principal or immediate supervisor with the same objective. An exception is that complaints of sexual harassment should

be discussed with the first line supervisor or administrator that is not involved in the alleged harassment.

Level 2: Title IX/Section 504 Coordinator

If the complaint or issue is not resolved at Level 1, the grievant may file a written grievance stating: 1) the nature of the grievance; 2) the remedy requested, and 3) be signed and dated by the grievant. The Level 2 written grievance must be filed with the Coordinator within fifteen (15) days of the event or incident, or from the date the grievant could reasonably become aware of such occurrence.

The Coordinator has authority to investigate all written grievances. If possible, the Coordinator will resolve the grievance. If the parties cannot agree on resolution, the Coordinator will prepare a written report of the investigation, which shall include the following:

1. A clear statement of the allegations of the grievance and remedy sought by the grievant.
2. A statement of the facts as contended by each of the parties.
3. A statement of the facts found by the Coordinator and identification of evidence to support each fact.
4. A list of all witnesses interviewed and documents reviewed during the investigation.
5. A narrative describing attempts to resolve the grievance.
6. The Coordinators conclusion as to whether the allegations in the grievance are meritorious.
7. If the Coordinator believes the grievance is valid, the Coordinator will recommend appropriate action by the Superintendent.

If the Superintendent agrees with the recommendation of the Coordinator, the recommendations will be implemented.

The Coordinator will complete the investigation and file the report with the Superintendent within thirty (30) days after receipt of the written grievance. The Coordinator will send a copy of the report to the grievant. The Superintendent may appoint an outside investigator once a written grievance is filed.

Level 3: The Board of Trustees

If the Superintendent rejects the recommendations of the Coordinator, and/or either party is not satisfied with the recommendations from Level 2, either party may make a written appeal within ten (10) days of receiving the report of the Coordinator to the Board of Trustees for a full contested case hearing under the rules of Montana Administrative Procedures Act. On receipt of the written appeal, the matter shall be placed on the agenda of the Board of Trustees for consideration not later than their next regularly scheduled meeting for which agendas have not previously been distributed. (The Trustees meet on the first Wednesday of each month and agendas are distributed on the Friday prior to each meeting.) A decision shall be made and reported in writing to all parties within seven (7) days of the conclusion of the Trustee meeting in which the issue is an agenda item. The decision of the Board of Trustees will be final, unless the case falls within the parameters of Ridgeway. (See Level 4 below)

Level 4: County Superintendent

If the case falls within the parameters of Ridgeway, the decision of the Board of Trustees may be appealed to the County Superintendent by filing a written appeal within thirty (30) days after the final decision of the Board pursuant to the Rules of School Controversy (10.6.103 et seq. ARM; see also Ridgeway). (Administrative Rules of Montana stipulate that the County Superintendent has ninety (90) days after receipt of notice of appeal to provide each party with a final order. 10.6.119 et seq. ARM;).

Other Options for Grievant

At any time during this process, a grievant may file a complaint with the Montana Human Rights Commission or with the U.S. Department of Education, Office of Civil Rights (Denver, Colorado).

CLASSIFIED EMPLOYMENT AND ASSIGNMENT

Each classified employee hired on or after August 13, 2001 shall be employed under annual contracts of a specified term within the meaning of section 39-2-912, MCA. Such employees shall have no expectation of continued employment from year to year, and contracts of employment may be renewed or nonrenewed during the summer of each year at the District's sole option.

The District reserves the right to change employment conditions affecting the employee's duties, assignment, supervisor or grade.

The Board shall determine the salary and wages for classified personnel.

PROMOTION & TRANSFER

Promotion: Whenever possible, promotions will be made within the school district's classified personnel to fill vacancies on the classified staff. The following qualifications shall be considered for promotion to higher classifications:

1. Skill in human relations
2. Education and training
3. Experience
4. Personal Attributes
5. Ability to work with students, teachers, community and be socially effective
6. Intelligence and maturity
7. Leadership abilities, acceptance by others and willingness to accept others
8. Willingness to serve

Applications for promotion shall be submitted to the Superintendent.

Transfer: Classified employee requests for transfer of job assignment may be made by submitting a request in writing to the superintendent. Such requests will be evaluated on the basis of the promotion criteria and the determination of what job assignment for the employee will best serve the needs of the district.

The superintendent may transfer a classified employee within the district when it is determined to be in the best interest of the school district.

When an employee is assigned the duties and responsibilities of a higher or lower classification, an appropriate change may be made in his/her salary.

REDUCTION IN FORCE

In situations where the Board finds it necessary to relieve classified personnel from duties because of lack of work or funds, or under conditions when continuation of such work is inefficient or nonproductive, the board will use the following criteria:

1. Needs and requirements of the district:
 - a. Qualifications and experience to perform the duties of the specific position that will be retained.
 - b. General qualifications and experience beneficial to future achievement of the districts goals and objectives.
 - c. Skill to perform specific related tasks required by the position that will be retained.
2. Seniority; date of hiring within a particular job classification.
3. Evaluations.
4. Recommendation of immediate supervisor.

RESIGNATION

When a classified employee terminates employment with the school district, he/she shall confer with their work supervisor and submit a written resignation to the superintendent.

When an employee quits their position with the district they will be paid in full for any salary owed, accumulated sick and vacation leave during the next scheduled pay period. If the district dismisses an employee, they shall be paid as quickly as possible. (In either case, pay cannot be forwarded until the employee has turned into the supervisor all school district equipment, keys, materials, and any other items or documents that are rightfully the property of the school district.)

ALCOHOL AND ILLICIT DRUGS

The possession, use, or distribution of illicit drugs and alcohol on school premises or as a part of any of the schools activities, by the District employees, will be prohibited.

Violation of this policy will result in disciplinary sanctions extending from a written reprimand up to and including termination and referral for prosecution. (A disciplinary sanction may include the completion of an appropriate rehabilitation program.)

This policy is mandatory for all employees of School Districts 4, 47, 2.

TOBACCO PRODUCTS ON SCHOOL PROPERTY

State law prohibits use of tobacco products in school buildings or on school property during school hours.

CONDITIONS FOR TERMINATION OF EMPLOYMENT

The permanency of school district employment for classified personnel is discretionary with the Board of Trustees. Such discretion is delegated to the superintendent under the provisions of this policy.

Disciplinary action, including dismissal, shall be initiated by the superintendent against any employee in classified service for the following or other pertinent causes (These listed causes are meant to be examples and are not inclusive):

1. Immoral or improper conduct with students, other employees or in general.
2. Physical or mental health conditions which result in an unfitness to associate with students.
3. Conviction of sex offenses or other criminal acts.
4. Theft or dishonesty
5. Use or possession of drugs or alcohol or under the influence of such while on duty.
6. Insubordination: refusal to obey the policies of the Board of Trustees, work rules, or orders of the superintendent or other school officials.
7. Unsatisfactory or incompetent job performance.
8. Frequent and unauthorized absences or tardiness.
9. Illegal, improper, unauthorized, or personal use of school equipment, supplies, or facilities.

The superintendent depending upon the seriousness of the offense may implement a policy of progressive discipline at any level.

SUSPENSION, DISMISSAL, AND NON-RENEWAL

The Superintendent may suspend any district employee(s). Any such suspension(s) must conform to standard due process rights of the employee(s) and said employee(s) may request, within five (5) days of initial date of suspension, a hearing before the Board of Trustees. Dismissal and non-renewal of certified and classified employees of the district will be carried out in compliance with Federal and State statutes and any existing labor agreements. Any non-probationary employee is entitled to a hearing before the Board of Trustees if such hearing is requested within the timeliness established by statute.

ENFORCEMENT OF BOARD POLICY

In the event of willful disregard of Board policy and/or administrative directive the Superintendent may place a written reprimand enumerating the events in the personnel file of the offender. A copy of such reprimand shall be provided to the employee.

PURCHASING PROCEDURES

Under law, the Board has sole authority and responsibility for all purchasing within the District, however, the mechanical functions of procurement will be delegated to the administration.

Any obligation of district funds without utilization of a purchase order shall become the financial responsibility of the person having obligated the monies.

Employees are to fill out requisitions; principals review these and transmit to the Superintendent for final approval and signature in advance of purchase.

The principal must initial and the Superintendent must sign all approved purchase orders prior to purchase.

USE OF SCHOOL PROPERTY

Employees should understand that public school property couldn't be loaned for personal use without the approval of the administration.

School shop facilities are to be used strictly for school purposes and cannot be used by school personnel or students for their own private use.

TRAVEL AND REIMBURSEMENT

Any District personnel requesting travel out of the District and/or reimbursement must be approved along with estimated costs to the District, if any, by the building Principal and Superintendent prior to traveling. All necessary forms for travel and reimbursement are available in each school office. Appropriate receipts must accompany all requests for reimbursement on return from travel or reimbursement cannot be granted. All out of State travel requires prior approval by the Board of Trustees.

Reimbursement will be made at rates authorized by the State for State employees or officials.

Employees or students on approved trips may use the total of all meals per day any way that is appropriate if they are en route by 7 a.m. and return after 6 p.m. the same day. *Receipts must be submitted.* This policy applies to student activity funds as well as district accounts. (Reservations made through the administration for student groups, may exceed the stipulated room rate.)

GRIEVANCES

Classified employees are encouraged to discuss any problems or grievances with their immediate supervisor. If a satisfactory solution cannot be reached at this level, the grievance should be discussed with the superintendent. If a satisfactory solution is not reached at this level, the grievance should be discussed with the Classified/Maintenance Committee of the Board, who may refer the matter to the Board of Trustees.

The decision of the Board of Trustees will be final.

SUPERVISION

General supervision of classified personnel shall be the duty of the Superintendent. Work supervision may be delegated to appropriate supervisors (see job descriptions).

EVALUATION

Classified personnel shall be evaluated once each year. Evaluations shall be completed by the immediate supervisors on forms supplied by the school districts. All evaluations are to be discussed with and signed by the employee.

Completed evaluations are to be submitted to the Superintendents office by May 1 of each year for all classified employees.

SALARY SCHEDULE

The Board of Trustees will adopt salary schedules for classified personnel. Copies are on file in the Superintendents office.

ABSENCES

Employees who find they are unable to be present to discharge their assigned duties should notify their supervisor before 7:00 a.m. or the night before, if possible.

Those finding they need to be absent for part of the day should so notify their supervisor as soon as possible to allow time to get a substitute in place.

WORK SCHEDULES

Clerical - Secretary classified personnel on full-time or seasonal full-time basis will work 40 hours per week between the hours 8:00 a.m. and 5:00 p.m. Monday through Friday.

Maintenance - Custodial classified personnel employed on a full-time basis will work 40 hours per week.

The following work schedules are for days that students are in classes (PI days).

Maintenance/Custodial position		Head Maintenance
7:00 A.M.	work begins	8:00 A.M.
9-9:15	break	10-10:15
9:15-11:00	work period	10:15-12:00
11-11:30	LUNCH	12:00-12:30 p.m.
11:30-1:30 P.M.	work period	12:30-2:30 P.M.
1:30-1:45	break	2:30-2:45
1:45-3:30	work period	2:45-4:30

Custodial Positions

Work begins	3:30 p.m.
Break	5:00 p.m. - 5:15 p.m.
Work period	5:15 p.m. - 7:00 p.m.
LUNCH BREAK	7:00 p.m. - 7:30 p.m.
Work period	7:30 p.m. - 9:30 p.m.
Break	9:30 p.m. - 9:45 p.m.
Work period	9:45 p.m. - 12:00 p.m.

Summer work schedule (and days when students are not in classes) for maintenance and custodial personnel will be as defined above in maintenance/custodial position.

The Superintendent may alter work schedules. Alterations must be in writing and on file in the Superintendents office.

Work schedules of 10 hours per day and 4 days per week shall have two break periods each day for 19 minutes in length.

Lunch break is mandatory and shall be taken at the stipulated time. Break times may not be skipped with the intent of shortening the total workday.

Their immediate supervisor with the approval of the Superintendent will schedule part-time employees.

LEAVE REQUESTS

Classified employees will request approval of vacation leaves and leaves without pay at least one week prior to the intended date the leave is to begin. The request for such leave will be made on the form provided by the district. The supervisor will consider approval on the basis of the current status of the employee's workload and the workload that will

develop during the employee's absence. If the supervisor approves the leave request, it will be forwarded to the superintendent. The superintendent will consider the leave request for approval on the basis of workloads, accumulated vacation time, and the leave policy of the school district. When the leave request is denied, the employee will be so informed.

LEAVE WITHOUT PAY

Leave without pay is to be discouraged and can be denied by the Superintendent. Leave without pay will not be granted when vacation leave is available.

VACATION LEAVE

Classified employees are entitled to vacation leave with pay after they have been continuously employed for six (6) months. Vacation leave is earned from the first day of employment.

Vacation leave will be earned as follows: one and one-quarter (1 1/4) vacation days for each month of service. After ten (10) years of continuous employment the vacation leave credits will be one and one half (1 1/2) days leave for each month of service. After fifteen (15) years of continuous service vacation credits will be earned at the rate of one and three-quarters (1 3/4) days for each month of service. After twenty (20) years of service vacation credits will be earned at the rate of two (2) working days for each month of service.

Seasonal full-time and permanent part-time employees shall earn a pro-rated amount of vacation time.

Annual vacation leave may be accumulated up to twice the annual earned vacation time.

The district suggests that employees take vacation leave at a time other than the 180 days when students are in school.

All vacation leave must be approved as per the leave request portion of these policies.

SICK LEAVE

Sick leave refers to leave with pay caused by a classified employee's illness or injury. Employees are not entitled to be paid sick leave until they have been continuously employed 90 days.

Full-time, seasonal full-time, and permanent part-time employees will earn sick leave credits at the rate of .046 hours of sick leave per hour of service. Temporary employees do not earn sick leave unless they work the required 90 days.

Sick leave may be accumulated from year to year. Such accumulation is unlimited. Upon termination of employment with the Whitehall School District, the employee is entitled to a lump-sum payment equal to one-fourth (1/4) of the pay attributed to the accumulated sick leave.

Abuse of sick leave is cause for dismissal and forfeiture of the lump-sum payment.

BEREAVEMENT LEAVE

A maximum of three (3) days of accumulated sick leave may be used per year because of death in the immediate family, or at the discretion of the Superintendent.

Immediate family shall be defined as father, mother, father-in-law, mother-in-law, brother, sister, son, daughter, spouse, brother-in-law, sister-in-law, grandfather, grandmother, grandchildren, son-in-laws, and daughter-in-laws.

MATERNITY LEAVE

Maternity leave will be granted in accordance with applicable state and federal law.

JURY DUTY

Classified personnel may be paid for absence caused by appearance in court in response to a duly served subpoena or required jury duty, except in cases where the employee is a litigant in the case. Any payment from the court will be subtracted from the employee's regular rate of pay for the time involved in court.

HOLIDAYS

The following days, when they occur on a regular classified employee's workday, will be paid holidays for all classified employees except those classified as Temporary.

1. July 4th
2. Labor Day
3. Thanksgiving Day
4. Friday after Thanksgiving
5. Christmas Eve Day
6. Christmas Day
7. New Year's Day
8. Memorial Day

If these holidays fall on a Saturday or Sunday, the preceding Friday or following Monday **is a** holiday.

CHILDREN

Children are not to be brought to work during working hours.

PAYDAY

Payday shall be on the 15th of each month. Should the 15th fall on a weekend or Holiday, payday shall be the last working day preceding the 15th.

OVERTIME

Overtime work shall be authorized for emergencies only. When recurring off-hour situations prevail, the Superintendent or Supervisor shall re-adjust work schedules so that the work to be performed can be accomplished during a regular 40-hour workweek.

All employees must receive approval from the Superintendent or Principal prior to working overtime. Those authorized for overtime shall be compensated at one and one-half (1 1/2) times the regular rate of pay for the work in excess of the standard forty (40) hour week.

Compensation time may be granted in lieu of overtime salary, however it must be taken during the week it is earned and it must be pre-approved by the employee's supervisor.

TIME SHEETS

Time sheets are to be filled out accurately, initialed by your supervisor and turned in to the District Clerk on the payroll cut-off dates. A calendar with the payroll cut-off dates circled is available from the District Clerk and is posted in each school's main office.

INSURANCE

Full-time and Seasonal Full-time classified employees are eligible for health insurance benefits as determined by the Board.

RETIREMENT PLANS

The Social Security System and either Public Employee's Retirement System or Teachers Retirement System covers classified employees. (See appropriate materials from these organizations for more specific information.)

MAINTENANCE COMMITTEE OF THE BOARD

Each year the chairperson of the Board of Trustees will appoint a three (3) person committee to study and make recommendations to the full Board on matters pertaining to classified employee and custodial/maintenance issues of the School District.

I. Definition

A. The position shall be directly responsible to the Board of Trustees, under the daily supervision of the Superintendent, to serve as Clerk of the Board of Trustees, relieving him of clerical and other administrative details, perform other administrative details, perform highly complex and responsible clerical work related to district budget and accounting.

II. Examples of Duties:

A. Prepares agenda for special and regular meetings of the Board of Trustees as well as other meetings set up by the Superintendent and mails it to persons concerned.

B. Attends school board meetings to take non-verbatim stenographic notes of business transacted.

1. Transcribes them into official reports or minutes for preview by the Superintendent.

2. Mails them to Board members and/or others as directed.

3. Maintain Board of Trustee and Superintendent's minute books.

C. Maintains accurate records of all District fiscal transactions and accounts.

D. Conducts initial interviews in person or by telephone with students, teachers, parents, and other persons who have important fiscal business with the school district.

1. Answers questions

2. Arranges appointments with the Superintendent as required.

3. Refers to appropriate staff member.

4. Attaches pertinent records or information from the files.

5. Refers to and comments on the applicable sections, paragraphs of various school laws, policies, rules and regulations including Montana Education and Government Codes.

E. Composes correspondence on own initiative on matters not requiring personal responses by the Superintendent.

F. Takes and transcribes dictation including materials of a confidential nature as directed by the Board of Trustees or Superintendent.

G. Composes or compiles reports, memoranda and other documents as directed which sometimes requires using independent judgment in the gathering and collating of information from various sources.

H. Maintains confidential files and records as directed by the Board of Trustees or Superintendent.

I. Does other work as required and assigned by the Board of Trustees.

III. Supervision From:

A. Superintendent

IV. Supervision Over:

A. Clerk=s Assistant

V. Desirable Qualifications:

A. Knowledge of:

1. The functions and basic clerical operations of an administrative office.

2. Modern office methods and practices including filing systems, receptionist telephone techniques and letter and report writing.

3. Correct English usage, spelling, grammar, and punctuation.

4. Methods and techniques in compiling, preparing, and presenting statistical reports.

5. Business mathematics.

6. Accounting procedures.

B. Ability to:

1. Perform responsible clerical and secretarial work with accuracy, speed and a minimum of supervision.
2. Learn, interpret and apply school district policies, laws, rules, and regulations, and to apply them with good judgment in a variety of procedural matters without immediate supervision.
3. Learn quickly the policies and procedures of the Superintendent.
4. Take responsibility using independent initiative and good judgment in exercising the scope of authority granted.
5. Type at a speed of 60 wpm from clean, legible copy.
6. Take stenographic notes of meetings and conferences at 100 wpm and transcribe accurately and efficiently from a dictating machine.
7. Compose correspondence, memoranda, bulletins, and reports independently.
8. Meet the public tactfully and courteously and to answer questions personally and by telephone.
9. Establish and maintain cooperative and effective working relationships with students, parents, teachers, and other staff members.
10. Deal effectively with a wide variety of personalities and situations requiring diplomacy, friendliness, poise and firmness.
11. Operate standard office equipment including duplicating machines and computers.
12. Understand and carry out complex oral and written instructions.

VI. Desirable Experiences:

A. Six years experience of broad, varied and increasingly responsible experience in clerical, stenographic and other secretarial work, preferably including school experience, including position requiring contact with the public, use of the telephone, judgment in following directions and making decisions in the absence of the supervisor. (Experience requirement may be substituted by college education, which must include secretarial training, on a year-for-year basis for a maximum of four years.)

VII. Desirable Education:

A. Equivalent to completion of high school plus two years additional training specifically in secretarial skills. (Educational requirements above the high school level may be substituted by experience on a year-for-year basis.)

JOB DESCRIPTION - CLERK'S ASSISTANT ▯

4-17-2

Primary Function: To perform a wide variety of responsible bookkeeping, secretarial, and general clerical duties in assisting the District Superintendent and Clerk, as well as to perform other work as required or directed.

Directly Responsible to: District Clerk

Assigned Responsibilities / Examples of Duties:

1. Collect, receipt in and maintain an accurate accounting of any monies for the student accounts of the district;
 2. Pay bills associated with the student activity accounts;
 3. Maintain purchase order list and properly file all purchase orders;
 4. Match invoices to appropriate purchase orders;
 5. Assist in work up of monthly bills of the district;
 6. Consider and treat as confidential and private all personal or other confidential school information encountered during daily job-related activities;
 7. Carry out additional work as required and assigned;
- [Above listed items shall serve as examples and not limitations of duties.]

Qualifications:

1. A working knowledge of:
 - a. The functions and basic clerical operations of an administrative office;
 - b. Modern office methods and practices, including filing systems, computer knowledge and applications, telephone techniques as well as letter/report writing;
 - c. Correct English Usage including: spelling, grammar and punctuation;
 - d. Accounting/bookkeeping procedures.
2. An ability to:
 - a. Perform responsible clerical and secretarial work with accuracy, speed and a minimum of supervision;
 - b. Type correctly at a speed of 50 wpm from clear legible copy;
 - c. Accurately and efficiently maintain financial records;
 - d. Establish and maintain cooperative and effective working relationships with students, parents, teachers and other staff members as well as the general public.
3. Education / Experience:
 - a. High school graduate or equivalent, with additional training or experience in bookkeeping skills;
 - b. Two years of broad, varied and increasingly responsible experience in clerical, accounting and other secretarial work. This should include positions requiring contact with the public, use of telephones, using good judgment in following directions as well as in making decisions in the absence of a supervisor. (Experience requirements may be substituted by higher education, which includes secretarial/accounting training.)

Primary Function: To perform a wide variety of responsible secretarial, receptionist and general clerical duties in order to relieve the Principals of as much detail as possible, as well as to perform other work as required or directed.

Directly Responsible to: Building Principal

Assigned Responsibilities / Examples of Duties:

1. Conduct initial interviews (in-person or by telephone) with parents, students, teachers and others who may have business with the Principal;
2. Consider and treat as confidential and private all personal or other confidential school information encountered during daily job-related activities;
3. Properly compose, edit and prepare bulletins, letters, correspondence or any such related work as required or as directed by the Principal;
4. Compile and issue school documents as required;
5. Collect, receipt in and maintain accounting of any monies for the student accounts and/or hot lunch program;
6. Collect and record daily attendance data;
7. Carry out additional work as required and assigned; above listed items shall serve as examples and not limitations of duties.

Qualifications:

1. A working knowledge of:
 - a. The functions and basic clerical operations of an administrative office;
 - b. Modern office methods and practices, including filing systems, receptionist duties, computer knowledge and applications, telephone techniques as well as letter and report writing;
 - c. Correct English Usage including: spelling, grammar and punctuation.
2. An ability to:
 - a. Perform responsible clerical and secretarial work with accuracy, speed and a minimum of supervision;
 - b. Type correctly at a speed of 50 wpm from clear legible copy;
 - c. Prepare and send necessary correspondences;
 - d. Establish and maintain cooperative and effective working relationships with students, parents, teachers and other staff members as well as the general public.
3. Education / Experience:
 - a. High school graduate or equivalent, preferably with some additional training in secretarial skills;
 - b. Two years of broad, varied and increasingly responsible experience in clerical, stenographic and other secretarial work. This should include positions requiring contact with the public, use of telephones, using good judgment in following directions as well as in making decisions in the absence of a supervisor. (Experience requirements may be substituted by higher education, which includes secretarial training.)

QUALIFICATIONS: Minimum of High School Diploma and an affinity for working with children. Must be able to meet minimum qualifications set for paraprofessionals listed in the No Child Left Behind Act (NCLB).

REPORTS TO: Principal/Assigned Teacher

JOB GOAL: To assist in leading students toward the fulfillment of their potential for intellectual, emotional, and psychological growth and maturation.

GENERAL GUIDELINES:

- A. Teacher assistants will work on an hourly basis.
- B. Hours worked will be determined by the respective principal but shall not exceed 30 hours per week without approval from the superintendent.
- C. Teacher assistants are classified as Permanent Part-Time employees by state classification.
- D. Teacher assistants are "at will employees" of the School District.

PERFORMANCE RESPONSIBILITIES:

1. Assist with individual student drill, skill improvement and record keeping.
2. Assists with student supervision, including referrals for discipline, this includes but is not limited to the school and playground rules as outlined in the appropriate student handbook.
3. Assists in establishing a supportive and sympathetic relationship with students without fostering or encouraging intense emotional involvement.
4. Assists in preparing classroom/library materials.
5. Serves as a resource person for the classroom teacher and/or the principal in matters regarding student referrals for counseling or additional instruction.
6. Reports any playground/school equipment that becomes broken or is viewed as unsafe.
7. Assists students to develop proper dining habits.
8. Assists in taking care of minor injuries and reports immediately any serious injury to the teacher on duty or the principal. Assists in completing the necessary accident report forms.
9. Other duties as assigned by the responsible teacher or principal.

TERM OF EMPLOYMENT: As per District Policy.

EVALUATION: Performance will be evaluated annually in accordance with the District policy on evaluation of classified personnel.

Qualifications:

1. Knowledge of methods, materials and equipment of cleaning and construction.
2. Knowledge of heating and ventilation systems, lighting, electrical and plumbing systems, and general building and equipment repair and maintenance.
3. Ability to carry out strenuous indoors and outdoors tasks with minimal supervision.
4. Work well with other people and students.
5. High school graduate or equivalent.
6. Possess a valid boiler license.

Report to: District Superintendent

Job Goal: To provide students and staff with a safe, attractive, efficient and appropriate environment in which to learn, play, and work.

PERFORMANCE RESPONSIBILITIES:

1. Maintains and repairs School District buildings, grounds, structures and equipment.
2. Insures that all heating, ventilation, lighting, electrical and plumbing systems are maintained and operating in an efficient and appropriate manner.
3. Prepares playing fields and facilities for events and maintain such in an attractive safe condition.
4. Maintains all District buildings and equipment in a safe, attractive and efficient state.
5. Estimates and initiates action for supplies, materials and equipment needed by custodial and maintenance personnel of the District.
6. Provides custodial staff with needed supplies and equipment in each building.
7. Maintains a shop supply and tool inventory.
8. Plans and carries out summer and extended vacation period maintenance, construction, and remodeling projects as approved by the Superintendent.
9. Assists with cleaning and other duties as assigned.
10. Is not to work more than 40 hours in any one week unless he/she has written permission from the Superintendent.

TERMS OF EMPLOYMENT: As per District Policy.

EVALUATION: Performance will be evaluated annually in accordance with the Boards Policy on evaluation on classified personnel.

Qualifications:

1. Knowledge of methods and materials of cleaning, light construction, maintenance and repair and use of hand tools and other maintenance equipment.
2. Ability to carry out indoor and outdoors task of a strenuous nature with minimal supervision.
3. Work well with other people and students.
4. High school graduate or equivalent.

Report to: Superintendent, Building Principals, and Head Maintenance person

Job Goal: To provide students and staff with a safe, attractive and clean environment in which to learn, play, work.

PERFORMANCE RESPONSIBILITIES:

1. Works with the Head Maintenance person, as necessary, in completing the upkeep, maintenance and repair of School District buildings, grounds, sidewalks, structures and equipment.
2. Assists in keeping buildings, grounds, and sidewalks neat and clean at all times.
3. Sweeps, shovels, plows, and sands walks and steps as appropriate to maintain safe walking corridors for students and staff.
4. Keeps grounds free from rubbish and safe for students.
5. Keeps playground equipment and areas in a good state of repair and safe for children.
6. Assists the Head Maintenance person in preparing playing fields for events and maintaining playing field facilities in a neat, attractive and safe condition.
7. Cleans the Varsity Gym/Lobby after all athletic contests and the locker rooms after all football games.
8. Assists with building cleaning as required.
9. Cleans lunchroom areas as assigned.
10. Performs other related duties as assigned.
11. Is not to work more than 40 hours in any one week unless he/she has written permission from the Superintendent.

TERM OF EMPLOYMENT: As per District Policy.

EVALUATION: Performance will be evaluated annually in accordance with the Boards Policy on evaluation of classified personnel.

Qualifications:

1. Knowledge of proper procedures for maintaining a clean and healthy physical environment for staff and students.
2. Demonstrated aptitude for successful fulfillment of assigned performance responsibilities.
3. Ability to work well with other people and with students.
4. Withstand and accomplish a strenuous workload.
5. High school graduate or equivalent.

Report to: Superintendent and Building Principal

Job Goal: To provide students and staff with a safe, healthy, attractive, and clean environment in which to learn and work.

PERFORMANCE RESPONSIBILITIES:

1. Sweeps, dusts, scrubs and mops floors.
2. Refinishes, seals, waxes, polishes floors of various types.
3. Dusts and or washes walls, woodwork, light fixtures, windows, blinds, black boards, furniture and other school equipment.
4. Vacuums classroom and hallway carpet and area rugs.
5. Dust and polish office furniture.
6. Collects waste paper and rubbish as required, empties and cleans waste receptacles.
7. Properly handles, cleans and stores district equipment and materials used in performing duties.
8. Makes security check on all windows and doors before leaving shift.
9. Reports needed repairs.
10. Participates in summer maintenance and cleaning activities.
11. Completes other tasks as required and/or assigned.

TERM OF EMPLOYMENT: As per District Policy.

EVALUATION: Performance will be evaluated annually in accordance with the Boards policy on evaluation of classified personnel.

DESCRIPTION – TECHNOLOGY COORDINATOR

Classifications:

Any combination equivalent to: a high school diploma supplemented by vocational or college-level course work in computer science, computer technology, or related field and two years progressively responsible computer experience, including experience in maintaining computer operations and systems administration.

Knowledge of computer applications, operations, and equipment.

1. Knowledge of copyright laws, privacy laws, and District policies related to network/computer access.
2. Knowledge of requirements and procedures for determining the configuration of microcomputer equipment and system-level and commercially packaged software.
3. Knowledge of methods, tools, and procedures used in installation, repair, and maintenance of computers and equipment.
4. Troubleshoot, investigate, and correct computer malfunctions or concerns and perform routine hardware and software technical support.
5. Work effectively with strict time lines, numerous contacts, and the necessity of accuracy.
6. Establish and maintain cooperative and effective working relationships with others.
7. Communicate effectively orally and in writing to nontechnical staff.
8. Train and provide direction to others.
9. Work effectively, both independently and as a member of a team.
10. Read, interpret, apply, and explain rules, regulations, policies, and procedures.
11. Valid Montana driver's license

Report to: Superintendent

Goal: To provide students and staff with a functional computer system and computer network that they can use to learn and work. To provide demonstration and explanation of a variety of computer hardware and software operations.

PERFORMANCE RESPONSIBILITIES:

1. Assists in distribution, installation, and operation of the District's computer systems.
2. Reports major software and system malfunctions to superintendent or principal for purpose of maintaining efficient operation of network.
3. Confers with users regarding system operational malfunctions and determines corrective actions or steps to maintain functional computer network.
4. Travels to various sites to provide training, troubleshoot equipment problems, and install new equipment.
5. Develops user guides and other user assistance items.
6. Installs, tests, troubleshoots, and maintains computer hardware and software;

Qualifications:

1. Knowledge of proper procedures for operation of kitchen equipment, or ability to learn these tasks.
2. Able to establish and maintain effective work relationships with other employees, students and the general public.
3. Able to follow instructions, general and oral.
4. Withstand and accomplish a strenuous workload.
5. High school graduate or equivalent.

Report to: Head Cook

Job Goal: To assist in providing students and staff with meals that contributes to their good health and well being in a clean and healthy environment.

PERFORMANCE RESPONSIBILITIES:

1. Assists with the setting up of food on the cafeteria line. Opens cans, apportion contents, makes and serves beverages and foods.
2. Prepares vegetables and other items for cooking and salads.
3. Cleans and stores lunch tables and chairs. Helps in cleaning of cooking, preparation, serving, storage and eating areas of the cafeteria.
4. Washes dishes, utensils, pots and pans and operates dishwashing machine.
5. Refills supplies as needed.
6. Assists in receiving, retrieving and storing supplies as necessary.
7. Performs related duties as required.

TERM OF EMPLOYMENT: As per District Policy.

EVALUATION: Performance will be evaluated annually in accordance with the Boards policy on evaluation of classified personnel.

Whitehall School District 4-47-2

EVALUATION FOR CLASSIFIED EMPLOYEES

Name _____ Position _____
 School _____ Experience _____ Rating period _____

I. Check appropriate column: SA = Satisfactory;
 NI = Needs Improvement SA NI

Quality: KNOWLEDGE OF WORK		
COMPLETES WORK IN TIME ALLOWED		
TAKES CARE OF EQUIPMENT		
Work Habits: RESOURCEFULNESS & INITIATIVE		
ACCEPTS JOB RESPONSIBILITIES		

COMPLIES WITH POLICIES, RULES & REGULATIONS		
FOLLOWS INSTRUCTIONS OF SUPERVISOR		
ATTENDANCE		
Personal Qualities: NEAT & CLEAN IN APPEARANCE		
MAINTAINS PROPER RELATIONSHIPS		
GOOD HEALTH		
DEMONSTRATES WILLINGNESS TO GROW		

OVERALL WORK PERFORMANCE:

II. STRONGEST ASSETS:

III. AREAS IN WHICH IMPROVEMENT IS NEEDED: [comments necessary if "Needs Improvement" column is checked. Outline specific area(s) of deficiency and develop specific action plan for remediation of deficiencies. Use the back of this sheet or separate attached sheet.]

IV. IS THE NEED FOR IMPROVEMENT OF SUFFICIENT MAGNITUDE TO EFFECT CONTINUATION OF PRESENT ASSIGNMENT? YES _____ NO _____

V. SUPERVISOR=S COMMENTS:

Employee's Signature: _____ Date _____
 Evaluator's Signature: _____ Date _____

ANNUAL ASBESTOS NOTIFICATION TO PARENTS, STUDENTS, AND EMPLOYEES OF THE WHITEHALL SCHOOL DISTRICT # 4-47-2

(Pursuant to the AHERA Rule, 40 C.F.R. §§ 763.84(c), 763.93(g) (4))

Asbestos is a naturally occurring mineral, which has, until about 1980, been commonly used in building materials. Asbestos will not burn, is an excellent insulator, has great strength, is resistant to chemicals, and absorbs sound. Examples of asbestos-containing building materials (ACBM) are vinyl floor tile, spray-on acoustical ceiling material, and pipe insulation. As ACBM deteriorate over time, or are disturbed by maintenance, renovation, or demolition activities, asbestos fibers may be released into the air. Inhalation of these airborne, microscopic fibers has been proven to cause such deadly

diseases as lung cancer, mesothelioma (cancer of the lining of the lungs), and asbestosis (scarring of lung tissues). Uncontrolled asbestos contamination in buildings has been, and remains, a significant environmental and public health issue. In 1986, Congress enacted the *Asbestos Hazard Emergency Response Act (AHERA)* to require public and private, secondary and elementary schools to identify ACM in their school buildings and take appropriate actions to control the release of asbestos fibers. In 1987, the US Environmental Protection Agency finalized a regulatory program, which enforces the AHERA mandate. These regulations are incorporated within the AHERA Rule (40 C.F.R. Part 763, Subpart E).

In compliance with AHERA Rule, the Whitehall School District had its school buildings inspected by an asbestos inspector, accredited by the State of Montana. During that inspection, areas of suspect ACM were identified. The type, condition, and locations of these ACM were noted. Samples were taken of some or the entire suspect ACM. Suspect ACM not sampled and analyzed were assumed to contain asbestos. Confirmed and/or assumed ACM currently remain in certain locations in our elementary school building. These materials, and their locations: vinyl floor tile in the elementary classrooms, and pipe insulation in the elementary service tunnel.

Upon confirmation of the presence of ACM, an asbestos management planner, accredited by the State of Montana, developed Asbestos Management Plans for each of the school buildings in the School District. *The Asbestos Management Plans include a description of the measures currently being taken to ensure that the ACM remaining in our school building is maintained in a condition that will not pose a threat to the health of our students and employees.* The Plans describe past response actions taken to abate ACM, as well as response actions planned for the future. These response actions include covering vinyl floor tile with flooring material and carpet in the elementary classrooms and covering or removing asbestos insulation around heating pipes in the tunnel. Information is provided on the periodical monitoring of the condition of ACM remaining in our school buildings through triennial reinsertions, conducted by accredited asbestos inspectors, and through semiannual surveillance, conducted by trained school maintenance staff. Finally, the asbestos awareness-training program for maintenance and custodial personnel is discussed.

A copy/copies of the Asbestos Management Plans are available for your review in the School District administrative office during regular office hours. Mr. Patrick Audet is the designated Asbestos Program Coordinator for the School District. Please direct all inquiries regarding the Asbestos Management Plans to him at telephone (406) 287-3455.

BLOODBORNE PATHOGEN EXPOSURE CONTROL PLAN

Whitehall School District 4,47 & 2

This plan is established in accordance with the requirements of the Montana Safety Act and adopted rules and standards dealing with occupational exposure to bloodborne pathogens (50-71-101 MCA and 24.30.102 Part 1910.1030.ARM) to prevent the spread of bloodborne pathogens and other potentially infectious materials in the workplace. The District has developed a written exposure control plan designed to protect employees from possible infection caused by bloodborne pathogens including, but not limited to Human Immunodeficiency Virus (HIV) and Hepatitis B Virus (HBV).

EXPOSURE DETERMINATION

The Montana Safety Act requires employers to perform an exposure determination concerning which

employees may incur occupational exposure to blood or other potentially infectious materials. The exposure determination is made without regard to the use of personal protective equipment (i.e., employees are considered to be exposed even if they wear personal protective equipment).

1. All employees in the following job classifications have occupational exposure: School Nurse, Athletic Trainer.
2. Employees in the following job classifications have potential for occupational exposure: Elementary School Secretary, PE teachers, Head Custodians, Head Coaches that are also employed as teachers, and Playground Aides. When individuals in this job classification perform the following tasks, a potential for occupational exposure exist. Providing personal or hygienic care to a student, providing first aid or handling potentially infectious materials.
3. All collateral employees such as teachers, therapists, and cooks may occasionally be exposed to blood or other potentially infectious materials.

COMPLIANCE METHODS

Universal Precautions

Universal precautions will be observed by all school district personnel in order to prevent contact with blood or other potentially infectious materials. According to the concept of universal precautions, all blood and other potentially infectious material is to be treated as if it were infectious.

Work Place Controls

1. 5.555 Hand-washing: Employees are to wash their hands and any other skin surface involved with soap and water, and flush mucous membranes with water immediately or as soon as possible following contact of the body areas with blood or any potentially infectious material. If no water is available, use waterless antiseptic hand cleansers until you can wash with soap and water. Employees are to wash their hands immediately after the removal of gloves or other protective equipment.
2. Needles: Contaminated needles and other contaminated sharps will not be broken, bent, or recapped. Sharps will be disposed of in labeled sharps containers, which are found in the nurse's office, the high school office and the janitor's rooms.
3. Work Area Restrictions: In areas where there is a reasonable likelihood of exposure to blood or other potentially infectious materials, employees are not to eat, drink, apply cosmetics or lip balm, smoke or handle contact lenses.
4. Housekeeping: After a spill of blood or other contaminated material, the affected area will be cleaned and decontaminated. Decontamination will be accomplished utilizing a 1:10 household bleach solution or other EPA recommended germicide. Any broken glassware will not be picked up directly with the hands. Use a broom and dustpan and dispose in a biohazard sharps container.
5. Personal Protective Equipment (PPE): The use of personal protective equipment is mandatory when exposure to blood or other potentially infectious materials is anticipated. All PPE will be provided without cost to employees. Gloves shall be worn where it is anticipated that employees will have contact with blood or other potentially infectious materials or body fluids, non-intact skin, and mucous membranes. Mini Spill Kits are available from the nurse and will be replaced as needed. Gloves shall be worn once and then discarded. When providing mouth-to-mouth ventilation, use of a Micro Shield disposable mask is recommended. One will be located in the nurses' office and the high school office. If a mask is not available, a piece of gauze can be used to cover the mouth.
6. Regulated Waste: All full sharps containers shall be returned to the nurse for proper disposal through the County Health Department. All clothing or supplies contaminated with body fluids should be placed in a doubled plastic bag and tied for disposal or to be sent home with the student involved in the incident.

HEPATITIS B VACCINE:

Pre-exposure Hepatitis B vaccine will be offered through the District to all District employees who have been identified as having the potential for occupational exposure to blood or other

potentially infectious materials. This will be at no charge to the employee. The superintendent, with consultation from the nurse, is responsible for assuring the vaccine is offered and/or waivers are signed.

District employees identified as having the potential for occupational exposure that decline the Hepatitis B vaccine will be required to sign a Declination Waiver for the Hepatitis B vaccine. Employees who initially decline the vaccine but who later wish to have it, may then have the vaccine provided at no cost if they are in a position that has been identified by the District as having a potential for occupational exposure to blood or other potentially infectious material.

POST- EXPOSURE EVALUATION AND FOLLOW-UP

Minimize Exposure

In the event of an exposure, the employee is to immediately wash contaminated skin surface with soap and water, and flush contaminated mucous membranes with water.

Exposure Incident Report

The employee who had the exposure is to report such incident to the principal and the school nurse within 24 hours of the exposure. The nurse will work to ascertain the source individual's identity, arrange for testing of the source individual and communicate with the physician evaluating the employee. An Exposure Incident Report (attachment) will be completed by the employee, as well as a Workers' Compensation First Report of Injury. The report is to be given by the employee to the evaluating physician and a copy will be maintained in the employee's file in the clerk's office.

POST EXPOSURE MEDICAL EVALUATION

Following the reporting of an exposure, the exposed employee will immediately receive a confidential medical evaluation and medical follow-up by a licensed physician at no cost to the employee. The evaluation must include the following:

1. Documentation of the route of exposure and the circumstances under which the exposure incident occurred must be completed.
2. The source individual should be identified, if feasible. The source individual's blood shall be tested once consent is obtained, unless the source individual is known to be infected with HBV or HIV. The testing results will be made available to the exposed employee according to State law. A State safety representative will be contacted for help in learning current state and local laws that pertain to above procedures.

The exposed employee will be offered blood testing at no cost to them. Appropriate post-exposure prophylaxis will be offered to the employee. A copy of the physician's written opinion will be provided to the employee within 15 days of the completion of the evaluation. The district will be responsible for maintaining records of post exposure incidents, evaluation and follow-up.

TRAINING

Required in-service education on bloodborne pathogens will be provided to all employees annually and to new employees within 90 days of hiring, or as the need arises on an individual basis. This will be provided at no cost to the employee. It will include, as a minimum, a general explanation of the epidemiology and symptoms of bloodborne disease, an explanation of the modes of transmission, an explanation of the employer's exposure control plan, and any new information on the bloodborne pathogen program. Training records of the date and name of participant will be maintained for at least 3 years.

EMPLOYEE OCCUPATIONAL EXPOSURE INCIDENT FORM

Name: _____ Social Security # _____ Building _____

Job Classification: _____

Date of Incident: _____ Date Reported _____ Reported
to _____

Type of Exposure Incident: _____

How did the exposure incident occur? _____

List protective devices used at time of exposure:

Description of employee's duties as related to occupational exposure:

Dates of Hepatitis B Vaccination: _____

Signature of person preparing report _____

Employee signature _____

Source individual's blood drawn: _____ Yes _____ No

Date _____

If no state reason: _____

Employee's blood drawn: _____ Yes _____ No _____ Date _____

If no state reason: _____

Signature: _____ Date: _____

Note: Maintain this record for duration of employment plus 30 years.

WHITEHALL SCHOOL DISTRICT # 4-47-2 ACKNOWLEDGMENT OF RECEIPT AND REVIEW
OF THE CLASSIFIED EMPLOYEE HANDBOOK

I have read and the information set forth in the Classified Employee Handbook.

I have been given the opportunity to ask for clarification and ask questions regarding the programs and procedures. I understand I can ask the administration for more information.

My signature below reflects that I have received a written copy of the Classified Employee Handbook.

Employee Signature

Date

**THIS FORM MUST BE SIGNED AND RETURNED BY THE EMPLOYEE TO THE OFFICE
WITHIN 10 DAYS AFTER THE FIRST DAY OF EMPLOYMENT**