

Moscow School District 281

SECTION IV

(4000)

PERSONNEL

APPROVED: APRIL 2001

*Entire Policy Reviewed & Revisions Approved
Completed: February 19, 2020*

MOSCOW SCHOOL DISTRICT BOARD POLICY
SECTION IV - PERSONNEL

CERTIFIED EMPLOYEES

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CERTIFIED EMPLOYEES

RECRUITMENT, SELECTION, AND ASSIGNMENT

(Policy Range: 4000 – 4049)
(Revisions Approved 4/17/19)

4000.00 Recruitment, Selection, and Assignment of Professional, Certified Personnel.

4000.10 Basic Policy. Procedures and policies for recruitment, selection, and assignment of professional, certified personnel will be in compliance with pertinent Idaho Code (IC) and State Department of Education (SDE) directives.

4000.20 Recruitment and Selection.

- A. The District strives to hire only the best qualified staff obtainable with resources available. Further, the District provides equal employment opportunity to all persons per Board Policy 1120.00.
- B. The responsibility for recruitment and selection of teachers will be the direct responsibility of the Superintendent with advice from administrative staff.
- C. The children of staff members (not including substitute employees) who live outside of the district boundaries will be allowed to enroll as in-district students. School placement for these students will be determined by the superintendent or designee.
- D. The Superintendent or designee shall select teachers and administrators, and, as appropriate, trustees and patrons to serve on screening, interview, and selection committees.
- E. The Superintendent, based on the recommendation of the interview or selection committee and approval of the program or building administrator, will recommend all professional, certified personnel to the Board for final approval.

4000.30 Assignment, Reassignment. Assignment and reassignment of professional, certified personnel will be based on the best interest of students, the responsibilities of the District to operate its approved programs and as outlined in the Negotiation Agreement.

4000.40 Transfer. All District certificated employees with appropriate qualifications and whose certified personnel files are complete and up to date, are encouraged to seek alternative assignments for which they are qualified throughout their careers in the District per the Negotiation Agreement.

4010.00 Teacher Defined. “Teacher” means any person employed in a teaching, instructional, supervisory, educational administrative or educational and scientific capacity in the District per Idaho Code 33-1001 (32).

4020.00 Certificates. To qualify for employment, each teacher or administrator must have, and maintain, a valid Idaho teaching/administrative certificate on file in the Human Resources Office. The Board shall withhold the salary of any teacher who occupies a certificated position who does not hold a teaching certificate valid in the State of Idaho per Idaho Code 33-513 (1).

4025.00 Leadership Premiums. The Board shall have in place a plan and criteria for providing leadership premium compensation to reward teachers and pupil service staff for serving in a leadership capacity in their schools per Idaho Code 33-1004J.

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(4000-2)**

Leadership priorities will be based upon one or more of the criteria identified by a committee consisting of teachers, administrators, and other District stakeholders and approved by the Board. The decision as to whom and how many instructional and pupil service employees who receive leadership premiums shall not be subject to collective bargaining and shall not become part of the Negotiation Agreement.

4025.10 Leadership Criteria. The Board shall award leadership premiums of a minimum of \$900 to certificated instructional and pupil service employees, regardless of such employee's full or part-time status, in recognition of the additional time they will spend fulfilling one or more of the identified leadership roles.

The Board may grant multiple leadership premiums to those performing multiple duties, but no employee shall receive leadership premiums that exceed 25% of the employee's minimum salary as designated on the career ladder.

These premiums shall be valid only for the fiscal year for which the awards are made. Duties related to student activities and athletics shall not be eligible for leadership premiums.

4030.00 Contracts – Professional, Certified Personnel. The District shall employ professional, certified personnel on written contract in a form approved by the State Superintendent of Public Instruction, conditioned upon a valid certificate being held by such professional, certified personnel at the time of entering upon the duties hereunder. Should the Board fail to enter into a written contract for the employment of any such person, the State Superintendent of Public Instruction shall withhold ensuing apportionments until such written contract be entered into. When the Board has delivered a proposed contract for the next ensuing year to any such person, such person shall have a period of time to be determined by the Board in its discretion, but in no event less than ten (10) days from the date the contract is delivered, in which to sign the contract and return it to the Human Resources Office. If the Board does not determine the period of time, the default period of time will be twenty-one (21) days. Delivery of a contract may be made only in person or by certified mail, return receipt requested. When delivery is made in person, delivery of the contract must be acknowledged by a signed receipt. When delivery is made by certified mail, delivery must be acknowledged by the return of the certified mail receipt from the person to whom the contract was sent. Should the person willfully refuse to acknowledge receipt of the contract, or the contract is not signed and returned to the Human Resources Office in the designated period of time, the Board may declare the position vacant. [Idaho Codes 33-513 (1); 33-514; 33-514A; 33-515]

4030.10 Issuance of Annual Contracts. There shall be three (3) categories of annual contracts available to the District under which to employ certificated personnel.

- A. A Category 1 contract is a limited one-year contract for certificated personnel hired after August 1.
- B. A Category 2 contract is for certificated personnel in the first and second years of continuous employment within the school district.
- C. A Category 3 contract is for certificated personnel in the third year of continuous employment by the school district.

4030.20 Issuance of Renewable Contracts. Upon being offered a contract for a fourth full consecutive year of employment as a certificated teacher, certificated personnel may

automatically renew their employment with the District, for the next school year, by timely returning their contract.

The District shall have the option to grant renewable contract status when it hires a certificated employee who has been on a renewable contract with another Idaho school district or who has out-of-state experience which would otherwise qualify the certificated employee for renewable contract status in Idaho. Alternatively, the District can place the certificated employee on a Category 3 contract.

4030.30 Probation and Notice of Intent Not to Renew Contract.

- A. Before the Board can determine not to renew for reasons of an unsatisfactory report of the performance of any certificated person whose contract would otherwise be automatically renewed, such person shall be entitled to a reasonable period of probation. This period of probation shall be preceded by a written notice from the Board, or its designee, with reasons for such probationary period and with provisions for adequate supervision and evaluation of the person's performance during the probationary period. Such a period of probation shall not affect the person's renewable contract status. Consideration of probationary status for certificated personnel is defined within the meaning of Idaho Code 74-206 and may be held in executive session. If the consideration and decision results in probationary status, the individual on probation shall not be named in the minutes of the meeting. A record of the decision shall be placed in the teacher's personnel file.
- B. If the Board takes action to immediately discharge or discharge upon termination of the current contract a certificated person whose contract would otherwise be automatically renewed, the action of the Board shall be consistent with the procedures specified in Idaho Code 33-513 (5).
- C. If the Board determines to change the length of the term stated in the current contract or reduce the salary of a certificated person whose contract is to be automatically renewed, nothing herein shall require due process proceedings or a probationary period. If the Board, for reasons of a Reduction in Force (RIF), decides to not renew a renewable contract, nothing herein shall require a probationary period per Idaho Code 33-515.

4030.40 Suspension and Discharge of Professional, Certificated Personnel During the Contract

Term. The Board shall have the following powers and duties: to suspend, grant leave of absence, place on probation or discharge certificated professional personnel for a material violation of any lawful rules or regulations of the Board or of the State Board of Education, or for any conduct which could constitute grounds for revocation of a teaching certificate. [Idaho Code 33-513 (5)] Any certificated professional employee, except the Superintendent, may be discharged during a contract term. (*See Procedures Section*)

4030.50 Issuance of Supplemental Contracts.

The Board may enter into supplemental contracts with certificated employees to provide extra-duty assignments. These assignments are not a part of the regular teaching duties of the certificated employee. Any such contract shall be considered separate and apart from a Category 1, 2, 3, or renewable contract and shall not have any property right attached.

4040.00 Administrator Intra-District Transfer. When a certified administrative vacancy occurs, qualified professional, certified personnel from within the District who make application will be advanced directly to the interview stage.

RIGHTS AND RESPONSIBILITIES OF PROFESSIONAL CERTIFIED PERSONNEL

(Policy Range: 4050 – 4099)
(Revisions Approved 6/25/19)

4050.00 Certificated Personnel Evaluation– Basic Policy. The District shall maintain a periodic program of certificated personnel evaluation consisting of both formal and informal observations, conferences, and reports. The purposes for certificated personnel evaluations are to optimize the school experience for our students and to provide communication that leads to professional growth and development for the individual certificated employee. The evaluation process also pertains to determination of probation, reduction in force and consideration for separation or termination. Each certificated employee shall have one administrative evaluator, designated by the Superintendent, who shall be responsible for conducting formal evaluations. The individuals assigned this responsibility shall have received training in conducting evaluations based on the statewide framework for evaluations within the immediate previous five (5) years of conducting any evaluations. Consulting opinions and observations may be used in the evaluation form. All formal evaluations shall be written, reviewed with the certificated employee and maintained as a part of the certificated employee’s personnel file. At a minimum, two (2), thirty (30) minute observations need to be conducted prior to the formal written evaluation. The first observation must be conducted prior to January 1 of each school year. Evaluations shall be completed a minimum of once each year and the written part regarding performance in accordance with the model approved by the Board shall be completed by June 1 of each year. In exceptional situations where certified personnel are unavailable for two documented classroom observations, such as long-term illness, late year hire, etc., one documented classroom observation is acceptable.

Formal evaluations will be conducted utilizing two sections. The first section consists of the results of two or more observations and a review of the employee’s professional portfolio. The four Domains of the Charlotte Danielson’s Framework for Teaching Model will be used to measure the observations and portfolios of teachers. Evaluations shall be differentiated for certificated non-instructional employees and pupil personnel certificated holders in a way that aligns with the Charlotte Danielson Framework for Teaching Second Edition to the extent possible and aligned to the pupil service staff’s applicable national standards. The Idaho Principal Evaluation Framework will be used for the building administration. This portion of the evaluation will make up sixty-seven (67%) of the evaluation. Ratings within each evaluation will be identified as Unsatisfactory, Basic, Proficient, or Distinguished.

Certified Staff members who are in their first year in the district, qualify for “Residential” placement on the Career Ladder, or have an Unsatisfactory in any of the four Domains are required to be evaluated on all four Domains. Certified staff that qualify for the “Professional” placement rung or higher on the Career Ladder may be evaluated in three of the four Domains. Domains two and three are required. The third Domain (1 or 4) will be identified by the evaluator and the evaluation must indicate how this aligns with the individualized professional learning plan. The three Domains will be weighted equally for this section.

The second section will be based on objective measures of student growth. This section will make up the remaining thirty-three percent (33%) of the evaluation. The objective measure of student growth will be measured using the Idaho State Standardized Assessment Tool, or other approved standardized assessment, and minimally one assessment agreed upon by the person being evaluated and the person conducting the evaluation. The person being evaluated must

meet the established benchmark in at least one objective measure of student growth to be considered proficient (*Revised 2/23/23*)

4050.10 Certificated Personnel Evaluation Plan. A Certificated Personnel Evaluation Plan listing all evaluation criteria, standards of satisfactory performance, and other relevant information shall be published and distributed to all certificated personnel. It shall be the responsibility of the immediate supervisor to review the Certificated Personnel Evaluation Plan with the certificated employee prior to conducting the employee's first formal evaluation.

4050.20 Appeal of Evaluation Results.

Within seven days from the date of the evaluation meeting with their supervisor, the employee may file a written rebuttal/appeal of any portion of the evaluation. The written rebuttal/appeal shall state the specific content of the evaluation with which the employee disagrees, a statement of the reason(s) for disagreement, and the amendment to the evaluation requested.

If a written rebuttal/appeal is received by the supervisor within seven (7) days, the supervisor may conduct additional meetings or investigative activities necessary to address the rebuttal/appeal. Subsequent to these activities, and within a period of ten (10) working days, the supervisor may provide the employee with a written response either amending the evaluation or stating the reason(s) why the supervisor will not be amending the evaluation as requested.

If the supervisor chooses to amend the evaluation, then the amended copy of the evaluation will be provided to and signed by the employee. The original amended evaluation will be forwarded, in a sealed envelope, marked Personnel-Evaluation, to the Superintendent, or designee, for review. The supervisor will also retain a copy of the completed form.

If the supervisor chooses not to amend the evaluation, then the evaluation along with the written rebuttal/appeal, and the supervisor's response, if any, will be forwarded, in a sealed envelope, marked Personnel-Evaluation, to the Superintendent, or designee, for review. The supervisor will also retain a copy of the completed evaluation including any rebuttal/appeal and responses.

4050.30 Evaluation Process Review. District supervisors of certificated personnel will monitor the on-going evaluation process regarding its purpose, methodology and results, and may receive information from the Board, administrators and those affected regarding personnel evaluation effectiveness for possible change or improvement. As directed by the Board, an *ad hoc* committee, including parents, teachers, administrators, and board members will be formed to study and recommend changes in evaluation policy, process and evaluation criteria no less than once a year.

4050.40 Personnel Files. Personnel files shall be kept in accordance with Idaho Code 33-518. The District maintains a complete personnel record for every employee. Much of the information contained in a personnel file is confidential and access to such files should be limited to the Superintendent or designee, principal, supervisor, the employee, the employee's designee or representative and school districts requesting information based upon Idaho Code 33-1210.

A. No personnel records shall be kept on employees in any place other than in designated

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personnel files in the Human Resource office and in their base school evaluator's office as a working file. The evaluator's working file shall be deleted as of July 1 of each year unless the information is placed in the personnel file after notifying the employee.

- B. Material regarding an employee, which affects his/her evaluation or his/her continued employment that is presented to the administration by any parent, student, or other person shall be called to the employee's attention within ten (10) working days of receipt of material, or in the case of information gathered as part of the evaluation process, presented to the employee at the post conference of the employee and their evaluating supervisor. Such employee shall have the right to attach a response to the original material.
- C. Employees shall be entitled to review any documentation being utilized in disciplinary proceedings.

4050.50 Employee Records. The Board shall provide for the establishment and maintenance of a personnel file for each employee of the District. Each personnel file shall contain any and all material relevant to the evaluation of the employee. The employee shall be provided timely notice of all materials placed in the personnel file and shall be afforded the opportunity to attach a rebuttal to any such materials. Personnel files are declared to be confidential and exempt from public access under any provision of Idaho Code 33- 518 and 74-106, provided that each employee or designated representative shall be given access to his/her own personnel file upon request and shall be provided copies of material contained therein, with the exception of recommendation letters, in a timely manner upon request.

- A. Under Idaho Code 33-518 and 74-106, the Board exempts from disclosure all personnel records of a current or former public official (district official, or employee, whether elected, appointed, or hired) other than the public official's public service or employment history, classification, pay grade and step, longevity, gross salary and salary history, status, workplace and employing agency.
- B. All other personnel information relating to a public employee or applicant, including, but not limited to, information regarding sex, race, marital status, birth date, home address and telephone number, applications, testing and scoring materials, grievances, correspondence and performance evaluation, shall not be disclosed to the public without the employee's or applicant's written consent. A public official or authorized representative may inspect and copy his or her personnel records, except for material used to screen and test for employment. The District will gain written consent from employee candidates to receive performance histories from any previous educational employer as part of the application process of the District per Idaho Code 33-1210. An employee may request in writing an amendment of any record pertaining to that employee per Idaho Code 74-113.

4055.00 Code of Ethics. Teachers and administrators are expected to conform to the *Code of Ethics for Idaho Professional Educators*. Reemployment is contingent upon such conformity. In particular, attention is directed to the accepted provision that the certified staff member refrains from making disparaging remarks about the student, the student's home, or fellow staff members, and avoids destructive or vindictive public statements that undermine the public trust in professional colleagues. The certified staff member discloses through proper channels, without fear or favor, misconduct of any type, which is clearly detrimental to the profession and protects the ranks of the profession from those deficient in morals, standards, or ability.

4056.00 Tutoring of Students by Certified Personnel. (Approved 11/13/23) A staff member is not permitted to provide tutoring for pay to any student who attends or is registered in any of the staff member's

own classes with the exception of music students with permission of the Board.

The principal shall provide safeguards to assure that equal protection and equal opportunities are provided for each student in every music department where a teacher may be involved in tutoring or private lessons.

- 4060.00 In Loco Parentis. Staff and other employees are expected to conform to school policy in all phases of their work for the school district. Staff members are required to maintain an atmosphere conducive to a good learning situation including maintenance of order and discipline. Unless otherwise provided in Board Policy, any teacher employed by the District shall have the right to direct how and when each pupil shall attend to his appropriate duties per Idaho Code 33-1224.
- 4061.00 Freedom from Abuse and Harm. Certificated employees of the District shall be free from abuse by parents or other adults per Idaho Code 33-1222 and 18-916.
The Board authorizes the Superintendent and designees, at their discretion per Idaho Code 33-512 (11):
- A. to prohibit entrance to each school building or school grounds,
 - B. to prohibit loitering in school buildings or on school grounds, and
 - C. to provide for the removal from each school building or school grounds of any individual or individuals who disrupt the educational process or whose presence is detrimental to the morals, health, safety, academic learning or discipline of students or who loiter in school buildings or on school grounds.
- 4061.01 Threatening Violence on School Grounds. See Policy 5051.01 and Idaho Code 18- 3302I.
- 4065.00 Workday/Work Week of Teachers. The workday/workweek shall be established by the Board of Trustees per the Negotiation Agreement.
- 4068.00 Work Year of Teachers. The work year shall be established by the Board and shall meet the mandate for the required number of minutes of instruction per Idaho Code 33-512.
- 4070.00 Moves Due to School Reconfiguration. In meeting the District's responsibility to best serve students and provide educationally appropriate facilities, school and/or district reconfiguration may become necessary. The District will develop procedures that provide for efficient planning, organization, and execution of such involuntary moves due to school reconfiguration. In the event of any future school reconfiguration, the Board will implement a plan in line with the Negotiation Agreement.
- 4075.00 Release of Students. Teachers are not to release a student to anyone until first consulting with the principal or designee. Teachers and principals have the responsibility and custody of all children enrolled in the school. The parent or legal guardian must give authorization in order for a child to be released during school hours. Never release a child to a stranger until the parent or legal guardian has been contacted. [See Board Policy 5153.00]
- 4085.00 Private Life. The private life of an employee shall not be a concern of the Board, provided that such activities are not detrimental to the employee's job performance or a violation of the Code of Ethics for Idaho Professional Educators.
- 4090.00 Drug-Free Workplace – Basic Policy. The District shall maintain a drug-free workplace by

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taking action against any employee who is engaged in the unlawful manufacture, distribution, dispersing, possession, or use of a controlled substance or alcohol in the workplace. As a condition of employment with the District, employees shall comply with this policy. [See *Drug Free Workplace Policy Certification* in the Forms Section]

4090.10 Procedure and Disciplinary Action. Employees are to notify their immediate supervisor of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) calendar days after such conviction. The District will investigate and take remedial action within thirty (30) days whenever there is a reason to believe that the unlawful manufacture, distribution, dispersing, possession, or use of an illegal substance is present. Employees in violation of the basic policy are subject to disciplinary action, up to and including dismissal. Retention of an offending employee is contingent upon satisfactory participation, at employee expense, in a drug or alcohol abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health, law enforcement, or other appropriate agency.

4090.20 Employee Notification. All employees will receive a published statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance or alcohol is prohibited in the workplace. Such notification will require an employee's signature and will be placed in each employee's personnel file, verifying notification. [See *Drug Free Workplace Policy Certification* in the Forms Section]

4092.00 Tobacco-Free Workplace. The District maintains tobacco-free buildings and grounds. Use of tobacco is not allowed in any buildings or on any school property, buses, vans, or vehicles that are owned, leased, or controlled by the District. Nor will employees be allowed to use tobacco while on duty. Limitations or prohibitions on tobacco use are applicable to all hours.

For the purposes of this policy, tobacco use shall be defined as the use of cigarettes, cigars, pipes, smokeless tobacco in any form, and other smoking products, specifically including electronic cigarettes, electronic nicotine delivery systems, or vaporizer smoking devices.

4095.00 Networks Acceptable Use Policy and Internet Safety Policy. Reference Policy 6081.00; 6081.20; 6081.20.01

4097.00 District-Issued Communication Devices & Equipment. Communication devices issued by the District may include cellular telephones, walkie-talkies, personal digital assistants (PDA's), laptop computers with and without wireless access capabilities, citizens band radios, either installed in vehicles or hand-held and pagers/beepers.

Employees in receipt of District-issued equipment shall be held responsible for the safekeeping of the equipment and exercise reasonable efforts to see that the equipment is not lost, stolen, or damaged. Reckless or irresponsible use of district equipment resulting in loss or damage may result in the employee having to reimburse the District for any associated costs of replacement or repair.

Any such devices issued shall be with the expectation that they are to be used, primarily, for district-related business purposes and are not intended for personal use except in emergencies involving employee health or safety.

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District-issued equipment shall be used in a manner that does not disrupt instruction and should not be used during school-sponsored programs, meetings, in-services, or other events where there exists a reasonable expectation of quiet attentiveness unless there is a reason of personal health or safety involved.

Procedures shall be developed to track and manage district property checked out to employees. Any district-issued equipment is to be returned to the District immediately upon request.

HARASSMENT
(Updated 11/18/2020)

(Policy Range: 4125 – 4130)

4125.00 Harassment. Harassment by students to other students, by employees to students, by employees to other employees, or by students to employees whether verbal, graphic/digital, gender-related, sexual, or physical is unacceptable and will not be tolerated.

4125.10 Basic Policy. This policy applies to all members of the Moscow School District community, including employees, students, board members and other members of the public including guests, visitors, volunteers, and invitees. The Board requires the reporting of every incidence of harassment, regardless of who the offender may be. Accordingly, the District prohibits retaliation against individuals who report allegations of harassment of any kind, file a formal complaint, or participate in a grievance process.

A. The District is committed to providing a workplace and educational environment, as well as other benefits, programs, and activities, that are free from any type of harassment, including but not limited to, sex and gender-based harassment, discrimination, and retaliation.

B. District employees, the Board, and students are:

1. Prohibited from harassing other employees, Board members, students, or visitors of the district,
2. Required to report to his/her supervisor, building administrator, the superintendent, or the Title IX Coordinator, harassment of any type, of which he or she becomes aware, and
3. Required to take immediate action to discipline and/or report students who engage in conduct which may be reasonably considered to constitute harassment of any type of another student.

C. Each administrator shall be responsible for promoting understanding and acceptance of, and assuring compliance with, state and federal laws and board policy and administrative procedures governing harassment of any type.

D. This policy applies to all conduct on the District's premises and conduct off the District's premises that impacts an employee's work environment or a student's educational environment.

E. As deemed appropriate, the District will provide training to employees regarding harassment and will take reasonable steps to take remedial action to stop the harassment and prevent its recurrence.

F. Students, employees, or other members of the District community who believe they have been subjected to sex or gender-based harassment, discrimination, or retaliation should report the incident to the Title IX Coordinator, who will provide information about supportive measures and the applicable grievance process(es).

4125.20 Definition of Harassment.

A. Harassment is defined as "a course of conduct directed at a specific person that causes substantial emotional distress in such a person and serves no legitimate purpose. [U.S. Code Title 18 Subsection 1514 (c) (1) (A-B)]

B. Sexual harassment is a form of misconduct that includes unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct of a sexual nature when:

1. Submission to such conduct is made either explicitly or implicitly a term of

- condition of an individual's employment or participation in the educational process;
- 2. Submission to or rejection of such conduct by an individual is used as a basis for employment or educational decisions affecting the individuals, or
- 3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or education, or creating an intimidating, hostile, or offensive work or learning environment.

C. Examples of harassment include, but are not limited to, the following:

- 1. Conduct which annoys, threatens, intimidates, alarms, or puts a person in fear of their safety. Harassment is unwanted, unwelcomed, and uninvited behavior that demeans, threatens or offends the victim and results in a hostile environment for the victim. Harassing behavior may include, but is not limited to, epithets, derogatory comments or slurs and lewd propositions, assault, impeding or blocking movement and visual insults, such as derogatory jokes, posters or cartoons, and/or unwelcome behavior or communications directed at an individual because of his or her gender, race, color, creed, and/or sexual orientation.

4126.00 Reporting a Complaint. Individuals who believe they are being harassed should firmly and promptly notify the offender that his or her behavior is unwelcome. Notice or formal complaints of a sexual or gender-based harassment, discrimination, and/or retaliation may be made internally to the District's Title IX coordinator. Such notice can be made at any time, including during non-business hours, using the telephone number, email address, or by mail to the Title IX Coordinator. The Title IX Coordinator is appointed annually and contact information will be listed on the District's website. Alternately, external inquiries can be made to the U.S. Department of Education, Office for Civil Rights, Region 10, using the following contact information: Seattle Office, Office for Civil Rights, U.S. Department of Education, 915 Second Avenue #3310, Seattle WA 98174-1099 or OCR.Seattle@ed.gov or 1-800-877-8339. When direct communication with the alleged harasser is not feasible or effective, the following steps should be followed when reporting a harassment complaint.

- A. The individual may choose to report the complaint to his or her supervisor, building principal, or Title IX Coordinator. If the complaint is successfully resolved in an informal manner, a confidential report will be made to the Superintendent about the complaint and resolution so that the District may determine if any pattern of harassment by any particular individual exists. If the supervisor is unable to resolve the complaint, the complaint will be referred to the Superintendent or Title IX Coordinator.
- B. If the individual chooses not to report the complaint to his or her supervisor, the individual may report the incident directly to the Superintendent or Title IX Coordinator. If the complaint in any manner involves the Superintendent, the individual should report the complaint to the Title IX Coordinator for the District. The Title IX Coordinator will be designated annually by Board action. (See Policy 1120.02)
- C. While not required to do so, a student may choose to report a complaint to any teacher or counselor. If the student chooses not to report the complaint to a teacher or counselor, the student should report the incident, or have his/her parent make a report to the building principal. If the complaint involves a building administrator, the student should report the complaint to the Superintendent or Title IX Coordinator.
- D. Students should understand that in reporting the complaint, any such communication may not be considered privileged information, and the person to whom the communication is made may have a duty to report the incident either to his/her superiors, the Title IX Coordinator, or to other authorities, including the Idaho State Department of Health and Welfare or a proper law enforcement agency.
- E. An employee, at any time, may file a sexual discrimination or harassment claim with the

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District's Title IX Coordinator or the U.S. Department of Education, Office for Civil Rights, Region 10,

- F. An accurate record of objectionable behavior or misconduct is needed to resolve a complaint of harassment. Oral reports of harassment are to be reduced to writing by the person making or receiving the complaint. The complaint should be signed by the employee, Board member, or student. The District encourages employees, Board members, or students who believe they have been subjected to harassment of any type, including but not limited to sexual harassment, to report the incident promptly so that a rapid response and appropriate action may be taken. However, because of the sensitivity of these matters, no time frame is required for reporting harassment and the late reporting of such harassment will not in and of itself preclude the District from taking action. [*See Reporting Form – Appendix F*]

4127.00 Protection Against Retaliation. The District will not retaliate in any way against an individual who makes a report of harassment of any type, including but not limited to sexual harassment, in good faith, nor will it permit any district employee or student to do so. Any person found to have retaliated against another individual for reporting an incident of harassment of any type, including but not limited to sexual harassment, in good faith, may be subject to the same disciplinary action provided for harassment offenders. Individuals who are not complainants but who assist individuals who believe they have been subjected to harassment of any type, including but not limited to sexual harassment, or who assist or participate in a harassment investigation are also protected from retaliation.

4128.00 Investigation of a Harassment Complaint. (*See Appendix F*)

- A. Any allegation of harassment of any type, including but not limited to sexual harassment, will be promptly investigated in a confidential manner so as to protect the privacy of all individuals involved.
- B. Confidentiality will be maintained throughout the investigatory process to the extent practical and appropriate under the circumstances.
- C. Complaints will be investigated by the Superintendent, the District's Title IX Coordinator, or other designees.
- D. Upon completion of the investigation of a harassment complaint, the investigator will communicate his/her findings to the Superintendent. If the complaint in any manner involves the Superintendent, the investigator's findings will be submitted directly to the District's Title IX Coordinator.
- E. If there is insufficient evidence to support the allegations, no record will be made of the allegation in the accused employee's personnel file. If the findings of the investigation determine that harassment has occurred, the Board will be informed of the findings in executive session.

4129.00 Disciplinary Actions. If the investigation finds that an employee has harassed another employee or a student, disciplinary action may include probation, suspension, and/or dismissal from employment.

COMMUNICATIONS

(Policy Range: 4150 – 4199)
(Revisions Approved 9/25/19)

- 4150.00 Requests and Reports. All school employees and organizations will present requests and reports to the Board through the Superintendent's office.
- 4160.00 Communications with Parents. Teachers should make parents feel welcome in the classroom. When possible, a personal interview is preferred to written communication. Communications of an official character sent from the school to the parents or guardian must be referred to and approved by the principal before they are sent home. Communications and notices of a personal nature that may cause embarrassment either to the parents or to the children if read by persons other than the ones concerned should be sent to parents or guardians in sealed envelopes.
- 4165.00 Inner-District Relationship Compact. The Moscow School District seeks to promote and provide the most effective educational atmosphere possible for students and all stakeholders. Effective communication and an underlying feeling of trust and respect serve to further that endeavor through the Inner-District Relationship Compact as outlined in Appendix G.
- 4170.00 Committees.
- A. No teacher shall be required to serve on more than two (2) committees as authorized by any District administrator.
 - B. The District leadership shall select its representative(s) for district-wide committees. The MEA shall select its representative(s) for district-wide committees and the designated person(s) shall be formally identified.
 - C. Upon establishment of a committee, members should be given a clear statement of the committee responsibilities, including annual objectives, timelines, and due dates for reports.
 - D. Committee meetings may be held on a fixed schedule or flexible schedule. If a flexible schedule is used, prior notification to committee members must occur in a timely manner so members have a reasonable opportunity to attend.
 - E. Final committee minutes, reports and recommendations will not be altered by individual members. Final minutes, reports and recommendations will include voting record including abstentions, and record of members present and absent.
 - F. Members of committees who disagree with a committee's action or decision are encouraged to write a minority report to be included with the committee's report.
 - G. The Board will review and revise the MSD Committee Booklet as necessary.

SALARIES AND RELATED MATTERS FOR PROFESSIONAL, CERTIFIED PERSONNEL

(Policy Range: 4200 – 4249)
(Revisions Approved 8/21/19)

4200.00 Salary Information.

- A. Each teacher must have and maintain during the entire school year a valid Idaho teaching certificate with the appropriate endorsement and proof of highly qualified status in the area of assignment, on file in the Human Resources office.
- B. All certified staff are paid on a twelve (12) month basis, or as stated in the terms of the contract. Payday is the 25th day of each month. If the 25th falls on a weekend, payday will be the Friday before the weekend. If the 25th falls on a state, federal, or school holiday/break, payday will be on the last workday prior to the holiday/break. The District does not offer the option of paying salaries only over the school year. In cases where teachers are hired for one semester, a first semester teacher's salary will be divided into five (5) equal payments and paid September through January. A second semester teacher's salary will be divided into seven (7) equal payments and paid February through August.
- C. **Salary Placement.**
 - 1. Experience credit for prior service in state public K-12 schools or state accredited private K-12 schools will be accepted on a year for year basis. A minimum half-year of service on a full-time teaching contract will count as a full year.
 - 2. Only credits earned after initial certification and degree by certification will be accepted for initial placement on the salary schedule.
 - 3. Documentation of additional professional preparation, if sufficient to advance the teacher's preparation status, shall be submitted to the Superintendent or his/her designee per the Negotiation Agreement
 - 4. The District will reimburse certificated employees for up to three (3) semester credits per the Negotiation Agreement.
- D. A certificated person employed for a period longer than the regular school year (190) days shall be paid one/one hundred-ninetieth (1/190) of his/her regular salary for each additional day worked per the Negotiation Agreement.
- E. In the event a teacher is not properly placed on the salary schedule, this error shall be corrected for the current contract and any future contracts.
- F. After initial placement, teachers will advance on the salary schedule for longevity regardless of the percentage FTE if the teacher completes at least a half-year of service.

4210.00 Recertification Requirements. Documentation of additional credits for recertification of a valid Idaho certificate shall be submitted to the Superintendent or his/her designee by certified employees no later than the first workday of the new school year. This documentation must be in the form of an official transcript, or a district approved in-service credit verification form. It is the employee's responsibility to submit the application for renewal along with any fees to the State Department of Education so that a renewed credential may be listed.

4220.00 Activities and Additional Assignments. In addition to the base pay, teachers may earn compensation for extracurricular activity assignments. The assignment is subject to revision at any time to meet current situations. Compensation for extracurricular activity assignments will be paid according to the extracurricular activities' payment schedule. These are outlined on a supplemental contract issued by the Board and signed by the certificated employee. Salary calculation, in-district experience, and season defined will be per the Negotiation Agreement. (Procedures: *Extracurricular Activity Payment Schedule.*)

4230.00 Reporting New Employees. The Idaho Legislature has established an automated state directory of new hires to be administered by the Idaho Department of Labor (hereinafter "Department"). The State directory of new hires provides a means for employers to assist in the State's efforts to prevent fraud in the welfare, worker's compensation, and unemployment insurance programs: to locate individuals to establish paternity; to locate absent parents who owe child support; and to collect support from those parents by reporting information concerning newly hired and rehired employees directly to a centralized state database.

The District will report the hire or rehire of an individual by submitting to the Department a copy of the employee's completed and signed the United States Internal Revenue Service form W-4 (employee's withholding allowance certificate). Before submitting the W-4 form, the District will ensure that the W-4 form contains the following information:

- A. The employee's name, address, and social security number,
- B. The District's name, address, and federal tax identification number,
- C. The District's Idaho unemployment insurance account number, which must be designated at the bottom of the form, and
- D. The employee's date of hire or rehire must be designated at the bottom of the form.

The District will report the hiring or rehiring of any individual to the Department within twenty (20) calendar days of the date the employee actually commences employment for wages or remuneration. The report will be deemed submitted on the postmarked date or, if faxed or electronically submitted, on the date received by the Department. A copy of the report will be retained by the District, and the copy will set forth the date on which the report was mailed, faxed, or electronically transmitted.

Should the District choose to file its report electronically, the District will comply with the Department's regulations of such transmissions. Electronically transmitted reports will be filed by two monthly transmissions, if necessary, not less than twelve (12) days apart and not more than sixteen (16) days apart.

The District is not liable to the employee for the disclosure or subsequent use of the information by the Department or other agencies to which the Department transmits the information. [Idaho Code 72-1601 *et seq.*]

4240.00 National Board Certification Payment. Teachers who have received National Board Certification and who qualify to receive additional salary stipends shall be paid the additional stipend in accordance with established District payroll procedures and Idaho Code 33-1004E (2).

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LEAVES AND ABSENCES FOR PROFESSIONAL, CERTIFIED PERSONNEL

(Policy Range: 4250 – 4299)
(Revisions Approved 10/16/19)

- 4250.00 Employee Absence Policy. Teachers are expected to notify the principal in all instances at the earliest time practical when they are to be absent for sickness or for any other reason.
- 4250.10 Sick Leave. Defined per the Negotiation Agreement.
- 4250.15 Accumulated Sick Leave Portability. A new employee may transfer to the District all documented sick leave accumulated in another Idaho K-12 public school or PERSI institution, provided the employee is hired by the District during the school year immediately following the year of the previous employment termination. [Idaho Code 33-1217, 33-1218]
- 4250.20 Personal Leave. Certificated employees are granted personal leave and the use of such leave per the Negotiation Agreement.
- 4250.25 Administrator's Personal Leave. (Updated 1/24/24) Administrators shall be allowed four (4) days personal leave to be used for personal business at no loss in pay. Each administrator shall be allowed to accumulate up to seven (7) days of personal leave in any one school year at no loss in pay. Advance notice shall be made to the Superintendent at least twenty-four (24) hours in advance of such leave. One day of personal leave may be used when advance notice is not possible because of a situation suddenly precipitated and which preplanning could not remove the need for the leave. Personal leave shall not be granted to extend holidays or vacations, except with the approval of the Superintendent.
- 4250.30 Extended Leave. The Negotiation Agreement defines extended leave and the use of it.
- 4250.40 Professional Leave. Professional leave days with pay are defined per the Negotiation Agreement. (See Sections 4300.00 and 4310.00 for related policies pertaining to professional improvement.)
- 4250.50 Bereavement Leave. Leave with full pay for as long as five (5) days shall be allowed during the current academic year for death in the immediate family as defined in the Negotiation Agreement.
- 4250.60 Sabbatical Leave. The Negotiation Agreement defines the use of Sabbatical Leave.
- 4250.70 Court Duty. Defined in the Negotiation Agreement.
- 4250.75 Civic Responsibility Leave. The District supports the rights of individuals to run for and serve in public office, however; limited financial resources and the manner in which schools receive staffing allocations are prohibitive to granting this request if a situation were created which resulted in two individuals receiving pay for one position. The Board supports teachers serving in public office as long as qualified and suitable long-term substitutes can be employed.
- 4250.80 Family Medical Leave. The District, in compliance with the Family Medical Leave Act of

1993 (FMLA), will grant eligible employees up to a total of twelve (12) weeks of unpaid, job-protected leave. The twelve (12) month period of FMLA leave will be measured from the date the employee first takes FMLA leave.

- A. Employees are eligible for FMLA leave if they have worked for the District for a total of twelve (12) months and worked at least 1,250 hours during the previous twelve (12) months.
- B. FMLA leave will be granted for the following reasons:
 - 1. for the birth and care of the newborn child(ren) of the employee;
 - 2. for placement with the employee of a son or daughter for adoption or foster care;
 - 3. to care for an immediate family member (spouse, child, or parent) with a serious health condition; or
 - 4. to take medical leave when the employee is unable to work because of a serious health condition; or
 - 5. to address certain qualifying emergencies in support of a spouse, son, daughter, or parent on active military duty.

FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered service member who has a serious injury or illness incurred in the line of active duty.

FMLA regulations allow spouses employed by the District to be jointly entitled to a combined total of twelve (12) weeks of family leave for the birth and care of the newborn child(ren), for placement of a child for adoption or foster care, and to care for a parent who has a serious health condition. Leave for birth and care, or placement for adoption or foster care must conclude within twelve (12) months of the birth or placement.

It is the belief of the Moscow School District Board of Trustees that each individual employee shall be considered as single individuals and be granted FMLA leave as such.

Under some circumstances, employees may take FMLA leave intermittently which means taking leave in blocks of time, or by reducing their normal weekly or daily work schedule.

The employee must use available accrued sick and vacation leave to cover some or all of the FMLA leave.

- C. Serious Health Condition . “Serious health condition” means an illness, injury, impairment, or physical or mental condition that involves:
 - 1. any period of incapacity or treatment connected with inpatient care in a hospital, hospice, or residential medical care facility and any period of incapacity or subsequent treatment in connection with such inpatient care; or
 - 2. any period of incapacity requiring absence of more than three consecutive days from work or other regular daily activities that involves continuing treatment by a health care provider; or
 - 3. continuing treatment by a health care provider for a chronic or long-term health condition that is incurable or is so serious that, if not treated, would likely result in a period of incapacity for more than three days; or
 - 4. pregnancy or prenatal care – a visit to the health care provider is not necessary for each absence; or
 - 5. a chronic serious health condition that continues over an extended period of time requiring periodic visits to a health care provider and may involve occasional

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- episodes of incapacity. A visit to a health care provider is not necessary for each absence; or
6. a permanent condition for which treatment may not be effective (e.g., Alzheimer's, severe stroke, terminal cancer). Only supervision by a health care provider is required, rather than active treatment; or
 7. any absences to receive multiple treatments for restorative surgery or for a condition that would likely result in a period of incapacity of more than three days if not treated.
- D. Maintaining Health Benefits. The District will maintain group health insurance coverage for an employee on FMLA leave. If applicable, arrangements will be made for the employee to pay their share of the health insurance premiums while on leave. The District may recover premiums it paid to maintain health insurance coverage for an employee who fails to return to work from FMLA leave.
- E. Job Restoration. Upon returning from FMLA leave, the employee shall be restored to his/her original or an equivalent job for which the employee is qualified with equivalent pay, benefits, and other terms and conditions of employment.
- F. Notice and Certification.
1. Employees seeking to use FMLA leave are required to provide 30-day advanced notice of the need to take FMLA leave when the need is foreseeable and such notice is practicable.
 2. Medical certification supporting the need for leave due to serious health conditions affecting the employee or an immediate family member may be requested by the District. The District may also request a second or third medical opinion (at District expense) and periodic recertification along with periodic reports during FMLA leave regarding the employee's status and intent to return to work. Employees on FLMA leave are to report periodically during the leave period on their status and intention to return to work. A person on FMLA leave is to inform their immediate supervisor if their medical condition changes or if they are unable to return to work when anticipated.
 3. Employees returning from medical leave caused by their own illness may be required to obtain medical certification from a health care provider that they are able to resume work.

4260.00 Elementary Job Share Leave. Voluntary elementary job sharing will be permitted per the Negotiation Agreement.

PROFESSIONAL IMPROVEMENT

(Policy Range: 4300 – 4349)
(Revisions Approved 9/25/19)

- 4300.00 Basic Policy. The District encourages professional, certified staff members to improve themselves professionally in the areas of curriculum, instruction, and assessment for the purpose of enhancing student achievement.
- 4300.01 Employee Travel. Certified staff are provided with the opportunity for travel per the Negotiation Agreement. MEA – IEA – NEA travel expenses are not reimbursable.
- 4300.02 Required Travel.
- A. Employees who are required to travel for school-sponsored activities or building to building each day as a condition of their employment shall be entitled to reimbursement per the Negotiation Agreement.
 - B. Reimbursement shall be at the state approved rate, limited to those positions requiring transportation as a condition of employment. Eligible employees will be notified of the availability of the travel reimbursement and applicable forms.
- 4300.03 Committee Appointment. Teachers who have been appointed to federal or state education commissions, committees, and agencies, who are not otherwise compensated by virtue of the appointment, shall be compensated for travel per the Negotiation Agreement.
- 4310.00 Visitations. If recommended by the building principal or supervisor, time shall be provided for professional, certified staff members to visit other classrooms or schools for the purpose of observing outstanding instructional practices. There shall be no salary deductions for authorized visitations.
- 4320.00 Professional, Certified Employees, and College or University Credits. Full-time professional, certified employees of the District will be permitted to attend academic courses or in-service classes after the instructional day, but prior to the end of the contract day, with the written approval of their building principal.
- 4330.00 In-service Credit. The District will allow certified employees to apply for in-service credit for professional activities based on guidelines in the *Professional Development Program and Procedural Handbook*. [See Appendix E]
- 4340.00 Individual Professional Growth Plan. All certified staff must have an approved Individual Professional Growth Plan on file.

WORKERS' COMPENSATION

(Policy Range: 4350 – 4399)
(Revisions Approved 10/16/19)

4350.00 Workers' Compensation. All employees within the District are covered by Workers' Compensation Insurance for bodily injury, disease, or death caused by accident arising out of and in the course of their employment. The District is required by law to carry this insurance with the State Insurance Fund. Notice of injury shall be reported to the immediate supervisor and the Business Office the day of the accident and again following a visit to a doctor if required. The Business Office will furnish forms for workers' compensation to be prepared and submitted to the State Insurance Fund.

A. In the event of a disability incurred on the job and covered by workers' compensation, the employee shall be given the choice of either (1) entering a period of leave of absence without pay and receiving workers' compensation to which entitled; or (2) utilizing a portion of accrued sick leave to supplement workers' compensation benefits to maintain his or her regular salary insofar as the combined total of workers' compensation benefits to maintain his or her regular salary leave benefits does not exceed 100% of the salary to which he/she would otherwise be entitled.

1. Prior to requesting the use of sick leave to augment workers' compensation payments, the employee shall first furnish the District with proof in the form of a statement from a licensed physician that his/her injury or illness will not permit him/her to perform his/her regularly assigned duties. Should the District require a second opinion concerning the employee's condition, this shall be furnished at the District's expense.
2. Doctor's statements confirming continuing disability throughout the disability leave shall be furnished at the employee's expense at intervals specified by the Superintendent.

Documentation listing all payments received from Workers' Compensation during each pay period shall be furnished by the employee prior to any District warrant being drafted in his/her favor for that pay period. Use of sick leave to augment workers' compensation payments shall terminate when an employee either: a) returns to work; b) is no longer disabled in the opinion of a licensed physician; or c) terminates employment with the District.

ADJUSTMENT OF A GRIEVANCE

(Policy Range: 4400 – 4449)
(Revisions Approved 10/16/19)

4400.00 Grievance Procedure.

- A. Most personal and professional problems which arise during the day to day operation of our schools can be solved by an informal conference between teachers or between a teacher and principal.

A teacher with a grievance shall first seek resolution of the problem through a conference with the principal or immediate supervisor.

- B. Definition and Time Limits are defined in the Negotiation Agreement.

SUBSTITUTE TEACHERS

(Policy Range: 4450 – 4499)
(Revisions Approved 8/21/19)

- 4450.00 Substitute Teachers. Substitute teachers shall be required to assume all of the normal duties of the regular teacher. While it is preferred that a substitute holds a valid teacher's certificate, an expired teacher's certificate, or a bachelor's degree or higher will be accepted.
- A. Substitute teachers will be paid at the current rate, as approved by the Board.
 - B. Substitute teachers will be paid for not less than one-half day.
 - C. The substitute teacher's workday will be determined by the building administrator.
 - D. A long-term substitute is

A person who has taught in excess of ten (10) consecutive days as a replacement for the same teacher and whose continued services in that position will include the development of lesson plans as well as other responsibilities for the continuation of the instructional program. Any long-term substitute must hold the certificate and endorsement for the grade level and subject area for which they are substituting. The building administrator shall notify the Superintendent of the need for a long-term substitute.

The consecutive day rule may be adjusted by the Superintendent if recommended by the principal because the break-in service was beyond the substitute's control (i.e., illness, family emergency) or required by the school.

RETENTION AND REDUCTION OF CERTIFICATED PERSONNEL

(Policy Range: 4550 – 4599)
(Revisions Approved 2/19/2020)

- 4550.00 Basic Policy. The provisions of this policy apply only to a district-wide reduction of staff. [Idaho Code 33-514, 33-515, 33-522, 33-522A] Reduction in certificated staff shall occur when it is the decision of the Board that one or more of the following has occurred:
- A. A substantial reduction in funds which will be available to the District for maintenance and operation and such reduction cannot be avoided by the exercise of the Board's taxing powers, but not including levy elections which require voter approval for additional funds.
 - B. A substantial reduction in total pupil enrollment.
 - C. The discontinuance by the Board of a particular type of teaching service, class, or course of study, provided that such discontinuance is not for discriminatory reasons.
 - D. A significant reduction or elimination of categorical funds for specific programs offered by the District.
- 4555.00 Determination of Vacant Positions When Reducing Certificated Personnel. Vacant positions are defined per the Negotiation Agreement.
- 4560.00 Transfer of Staff When Reducing Certificated Personnel. When one or more positions in a particular category is cut, due to a reduction of certificated personnel arising from causes given in Section 4550.00, the Idaho Professional Education Credentials of all personnel members' certification within that category are to be reviewed for retention in that category, transfer to a position for which they are certified, or possible reduction. Additional criteria are outlined in the Negotiation Agreement.
- 4565.00 Leave of Absence When Reducing Certificated Personnel. Certificated employees, other than those being terminated for staff reduction, with at least one (1) year of experience shall be invited to apply for a one (1) year leave of absence without pay prior to termination of any certified employee. Approved leaves of absence will be governed by Board Policy.
- 4570.00 Certificates and Endorsements. To ensure that the certificated employees recommended for retention will be qualified to implement the educational program determined by the Board, all certificated employees must possess valid Idaho certificates, endorsements, and highly qualified status as may be required for the position(s) under consideration.
- 4575.00 Selection. Certificated employees shall be considered for retention in available positions within the categories for which they qualify through compliance with state and federal education requirements. In the event that there are more qualified employees than available positions, the criteria established in the Negotiation Agreement will be followed.
- 4575.10 Advanced Notice. The Human Resources Office shall provide advanced notice to all teachers who may be released under the possible Reduction in Force, based upon the number of teachers who may be released, in full or in part, as well as the school programs, teacher positions, or categories of positions that may be affected. Procedures are outlined in the Negotiation Agreement.
- 4580.00 Implementation Dates. If the Board of Trustees determines that a Reduction in Force in fact will be implemented, the Superintendent will submit a list of certificated employees

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recommended for release through the use of the above process. Certificated employees on Category 2, 3, or renewable contract status must be notified in writing by July 1 that they are not being recommended for retention in accordance with the provisions of this policy. All releases shall be carried out in conformance with the applicable provisions of Idaho Code and all affected teachers will be promptly notified, in writing, following formal action of the Board of Trustees.

4585.00 Employment Pool. All certificated employees who are not recommended for retention shall be terminated from employment and placed in an employment pool for possible re-employment. The District will, at the time of termination, provide the certificated employee with written notice of rights and responsibilities under this section per the Negotiation Agreement.

4590.00 Reappointment. Should any certificated employee who is terminated under Policy 4550.00 be re-appointed from the re-employment pool, the period of absence shall be treated as a leave of absence and shall not be considered as a break in the continuity of service within the District per the Negotiation Agreement.

RETIREMENT

(Policy Range: 4600 – 4649)
(Revisions Approved 10/16/19)

- 4600.00 Retirement System Membership. Membership in the Public Employee Retirement System of Idaho (PERSI) is mandatory for all employees working 20 or more hours per week for a five (5) month period or longer.
- 4610.00 Retiree Health Insurance. When employees retire, they will have an opportunity to choose what health insurance plan they would like to continue in retirement. The cost of the plan will be the responsibility of the retiree. Plan selection is based on the employment status upon retirement, either full-time or part-time, to determine the eligibility for Plan 1, 2, 3, or 4. Plan 2 is reserved for part-time employment only. Retirees are entitled to the same open enrollment benefits as current employees. (Added 12/15/21)

PROFESSIONAL NEGOTIATIONS

(Policy Range: 4650 – 4699)
(Revisions Approved 10/16/19)

- 4650.00 Basic Policy. The Board shall enter into a Negotiation Agreement with the professional, certified teachers of the District through a local education organization duly chosen and selected by a majority of professional employees as their representative organization for negotiations.
- 4651.00 Procedures. Negotiation procedures shall be governed by Idaho Code, Sections 33-1271, 33-1272, 33-1273, 33-1274, and 33-1275, and may be clarified through a mutually acceptable district Negotiation Agreement.

CLASSIFIED EMPLOYEES

(Policy Range: 4900 – 4904)
(Revisions Approved 5/15/19)

4900.00 Basic Policy. Classified employees are those employed by the Moscow School District who are not required to hold a teaching certificate as a qualification for employment and are hired as support personnel.

All classified employees are at-will employees which means that their employment with the district may be terminated by either the District or by the employee, at any time, with or without cause or advance notice. No district employee, supervisor, or administrator has the authority to alter a classified employee's at-will status or to enter into agreements for the continued employment of a classified employee. A classified employee should not construe any oral statement made to the employee as continuing his/her employment for any period of time.

Exceptions are noted where possible or may be set forth in individual job descriptions, employee handbooks, or manuals as approved and adopted by the Board of Trustees. Nothing in board policy, job descriptions, or employee handbooks is to be construed as a contract for automatically continuing employment.

Classified employees are an essential part of the district's education system and critical to the smooth and safe functioning of the district's schools. The relationship of classified and certified employees should be that of a team, cooperating to provide the best possible learning environment for the district's students.

4901.00 Definition of Terms.

- A. The workweek begins at 12:01 AM on Sunday and ends at 12 midnight on Saturday.
- B. Work Year
 - 1. The school year is based on the actual number of student school days. Normally 180 days minus teacher in-service and parent/teacher conference days.
 - 2. Twelve (12) months is based on a 12-month period from July 1 to June 30, 260 days/year including paid holidays.
- C. A full-time employee is any employee whose usually scheduled workweek is forty (40) hours.
- D. A part-time employee is any employee whose usually scheduled workweek is less than forty (40) hours.
- E. A temporary employee is an employee hired to a position that may be recurring in nature but has intermittent work periods of limited duration.
- F. An exempt employee is a classified employee who is ineligible for overtime pay because he/she is salaried and serves in an administrative/supervisory position.
- G. A non-exempt employee is a classified employee who performs hourly work or piecework and is eligible for overtime pay.
- H. Overtime work is time worked in excess of forty (40) hours in a workweek
- I. Compensatory time is approved time off from duty provided in lieu of overtime hours worked.
- J. Additional work hours are those hours worked in addition to regularly scheduled hours and not more than forty (40) hours per week. They are paid in the month earned and are not included in benefits determination. They are irregular in nature and not consistent from week to week or from work year to work year.

RECRUITMENT, SELECTION AND ASSIGNMENT OF CLASSIFIED PERSONNEL

(Policy Range: 4905 – 4914)
(Revisions Approved 5/15/19)

- 4905.00 Recruitment, Selection, and Assignment of Classified Personnel. The Moscow School District strives to hire only the best-qualified staff obtainable with resources available. Procedures and policies for recruitment, selection, and assignment of classified staff will be in compliance with Idaho Code. Reassignment and transfer of classified staff will be based on the best interests of the District. Further, the Moscow School District provides equal employment opportunities to all persons per Board Policy 1120.00.
- 4906.00 Recruitment and Selection. The responsibility for recruitment and selection of classified staff will be the direct responsibility of the Superintendent with advice from the administrator or supervisor of the department. Such determinations will be based upon qualifications for any state licensure requirements and the ability to perform the responsibilities of the position.
- A. The Superintendent may call upon staff, trustees, patrons, and administrators in the selection of staff.
 - B. The children of staff members (not including substitute employees) who live outside of the district boundaries will be allowed to enroll as in-district students. School placement for these students will be determined by the superintendent or designee.
 - C. The Superintendent will recommend all classified staff to the Board for final approval of hiring.
 - D. In accordance with Idaho Code 33-130, criminal history checks will be conducted on all new employees.
 - E. See *Procedures Section* for implementation of bus driver hiring.
- 4907.00 Reassignment. The Superintendent is authorized to reassign classified staff.
- 4908.00 Transfers. If any classified employee is interested in transferring to another vacant classified position for which he/she is qualified, he/she should make that interest known on the appropriate HR form to his/her supervisor and to the Human Resource Specialist.
- A. The Human Resource Specialist shall post notice(s) of vacancies in all the District buildings. All District staff receive vacancy notices via their district email account, even during the summer months.
 - B. Classified employees who wish to transfer must submit their request form to the Human Resource Specialist within five (5) consecutive workdays of that posting.
 - C. All such transfer requests shall be advanced to the interview stage.
 - D. The supervisor will notify the applicants by telephone or in person of the outcome of the interviews.
- 4909.00 Employment/Supervision of Family Members. It is the District's intent to prevent potential conflicts of interest, whether perceived or otherwise, based on family or domestic relationships. All applicants will be considered on the same basis regardless of any family or domestic relationship; however, no employee will be assigned or hired to a position where a relative will directly supervise the employee.
- A. In the event that two employees become involved in a family or domestic relationship, every effort will be made to reasonably accommodate a transfer before reassignment.
 - B. Relatives are defined to include spouse, significant other, child, brother, sister, parent, grandparent, grandchild, aunt, uncle, cousin, or corresponding in-law or step relative.

SALARIES AND RELATED MATTERS

(Policy Range: 4915 – 4929)
(Revisions Approved 8/21/19)

4915.00 Classified Salary Information. All classified employees must complete an I-9 and provide employment eligibility verification per Department of Homeland Security requirements prior to the first day of employment. All employees must complete fingerprinting for their criminal history check as directed by Idaho Code 33-130. After five (5) days the new employee who has not completed the requirements of the I-9, W-4, or fingerprinting, actions will be taken, which may include termination. (Updated & Approved 10/16/19)

The Fair Labor Standards Act (FLSA) establishes minimum wage, overtime pay, and equal pay standards for employees covered by the act and sets record-keeping requirements for the District. The FLSA further distinguishes between “exempt” and “non-exempt” employees. (See Board Policy Section 4901.00)

4916.00 Workday of Employees.

- A. The workday of employees is set by the building administrator or supervisor for each position. Although the length of the workday is usually consistent for every employee in a particular position, the building administrator or supervisor may determine the work-schedule and hours per day.
- B. The work year varies depending on whether the employee is hired as a school year employee or a 12-month employee. (See Board Policy Section 4901.00)
- C. Full-time classified employees are entitled to a minimum of a 30-minute, duty-free lunch period without pay, and one fifteen-minute break for each four hours worked.
- D. Changes to the workday or hours of a classified employee must be approved by the building administrator or supervisor and must not interfere with the employee’s job performance, or cause undue burden on the program, or other employees’ schedules.

4917.00 Classified Employees. (Updated 1/24/24) There are two categories of classified employees, exempt and non-exempt.

- A. Exempt employees are paid on a salary basis, which is paid in twelve (12) equal payments.
- B. Non-exempt employees are paid on an hourly basis. Those who qualify for benefits are paid on the computed scheduled hours worked, divided into twelve (12) equal payments. Additional time and overtime are paid each month based upon the non-exempt employee’s timecard.
- C. Non-exempt and exempt employees will be placed on the appropriate salary schedule by using the following steps:
 - 1. Placed in the pay grade that corresponds with the job description.
 - 2. After six (6) months from the date of hire, movement from Step 1 to Step 2, or Step 2 to Step 3 on the classified salary schedule will require a proficient or distinguished evaluation.
 - 3. Step increases will take effect at the beginning of the next work year.
 - 4. Non-exempt employees who qualify for benefits will receive longevity increases of 2.5% after the completion of each five (5) years of service with the district. The increase will take effect with the pay period following the anniversary date of the employee.

4918.00 Overtime Pay. A nonexempt employee will be paid at the rate of one and one-half (1½) times his/her regular hourly rate for time worked on holidays and any hours worked in excess

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of forty (40) hours in a workweek. Overtime shall be allowed only under emergency conditions. Prior approval must be obtained from the appropriate supervisor(s) for any overtime. Overtime must be worked on the District's premises, or a workplace prescribed by the District. Sick leave, holidays, and vacation during the week are not considered hours worked and do not qualify for compensation for overtime purposes.

4919.00 Compensatory Time. With the approval of the supervisor and employee, compensatory time may be given in lieu of overtime pay. Compensatory time given for hours worked over forty (40) during a workweek will be granted at the rate of one and one-half (1½) times the number of hours. Compensatory time used to make up for lost time, most commonly due to emergency situations, will be granted on an hour for an hour basis. The tracking of compensatory time shall be the responsibility of the supervisor and periodically audited at the discretion of the Business Manager. Compensatory time must be used within sixty (60) calendar days of being earned with no carryover beyond the current school year. A maximum of twenty (20) hours may be accumulated.

4920.00 Deductions from Paycheck.

- A. Mandatory. The District is required by law to make certain deductions from the employee's paycheck each time a paycheck is prepared. Among these deductions are federal, state, and local income taxes and Social Security contributions. These deductions will be itemized on the check stub. The amount of the deductions may depend on the employee's earnings and on the information furnished on his/her W-4 form regarding the number of dependents/exemptions claimed. A new W-4 form must be completed and submitted to the District Payroll Department for any change in name, address, marital status, or number of exemptions, to ensure proper credit for tax purposes.
- B. Other Deductions. It may be possible for the employee to authorize the District to take additional deductions from his/her paycheck, such as savings deposits, pre-tax deductions, payroll savings plans, etc. Contact the Payroll Department at the District Office for details and the necessary authorization forms.
- C. Wage Assignments (Garnishments). Situations may arise where the District may be obligated to execute any court-ordered wage assignment or garnishment against the employee's wages. However, whenever court-ordered deductions are to be taken from the employee's paycheck, he/she will be notified.
- D. Child Support Withholding Fee. The District will collect and retain \$5.00 per collection in addition to the withholding order amount, to reimburse administrative costs, when ordered to withhold child support from the employee's paycheck.
- E. Payroll Garnishment Fee. When ordered by the court to take a garnishment from the employee's paycheck, the District will collect and retain \$10.00 per paycheck, in addition to the garnishment amount, in order to reimburse district administrative costs.

4921.00 Payday. Payday is the 25th day of each month. If the 25th falls on a weekend, payday will be the Friday before the weekend. If the 25th falls on a state, federal, or school holiday/break, payday will be on the last workday prior to the holiday/break.

4922.00 Cafeteria Plan Benefits. The District participates in an IRS approved Section 125 Cafeteria Plan. The employee is responsible for enrolling in the Section 125 Cafeteria Plan and adhering to all requirements of the plan. Only full and part-time employees who qualify for benefits may participate in the plan. Under the Plan, eligible payroll deductions will be tax deferred. Those eligible deductions to/for:

- A. Premiums for health care insurance and insurance premiums related to health care.

- B. Medical reimbursement plan.
- C. Childcare reimbursement plan.

4923.00 District Contribution to Health Care Premiums. The District contributes to each eligible employee a given amount per month to help defray the cost of health care premiums.

To be eligible for receipt of this district contribution, a classified employee must qualify for benefits by working a minimum of 20 hours per week for a continuous period of five (5) months or more. Employees meeting this requirement but working less than full time receive a prorated contribution based on their regular hours worked per day or full-time equivalent (FTE). For purposes of determining benefits for bus drivers, to and from school routes, special needs bus routes, school activity trips, and fueling hours will be considered regular hours. Contracted bus trips, summer routes, and other irregular hours will be considered additional hours. The amount of funding for the district contribution will be prorated according to the schedule below.

FRINGE BENEFIT FUNDING

Classified Employee FTE	Percent of Fringe Benefit Allowance
1.0	100%
.9 - .999	90%
.8 - .899	80%
.7 - .799	70%
.6 - .699	60%
.5 - .599	50%
0.0 -.499	0%

Employees who receive, on a monthly basis, an amount sufficient to pay the premiums for the single coverage for medical insurance will be required to participate in Plan 1, 3 or 4. The District has established a Plan 2 for part-time employees who receive a district contribution less than the premium for single coverage under Plan 1, 3, or 4. Such employees are required to take Plan 2 but may elect to participate in Plan 1, 3, or 4 by paying the additional premium.

Any amount of the district contribution that is not used for the employee's premium may be used for dependent coverage or other Section 125 Plan qualified premiums. The employee may elect to use the remainder of the contribution as additional pay which then becomes taxable income.

Employees covered by Medicare and participating in a Medicare supplement insurance program will receive their district contribution as gross taxable income.

4924.00 COBRA. (Consolidated Omnibus Budget Reconciliation Act) According to federal regulations and under certain conditions, the employee and/or dependents may continue medical and life insurance coverage by paying the plan premium after eligibility ends. The conditions known as "qualifying events" are as follows:

- A. Employee
 - 1. Termination of employment.
 - 2. Reduction of regular working hours to less than full-time.
- B. Dependent
 - 1. The employee dies.

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2. Marriage between employee and covered spouse is dissolved.
3. Employee becomes eligible for Medicare.
4. A child ceases to qualify as a dependent.

The length of time an employee or dependent qualifies for COBRA varies so the employee should check with the Payroll/Benefits Specialist for current timelines and conditions.

4925.00 Reporting New Employees. See Board Policy Section 4230.00.

RIGHTS AND RESPONSIBILITIES OF CLASSIFIED EMPLOYEES

(Policy Range: 4930 – 4944)
(Revisions Approved 6/25/19)

4930.00 Employee Evaluation. (Updated 1/24/24)

All personnel will be evaluated at least once each year. Evaluations must be completed no later than March 31st and be in the Human Resources Office no later than the Monday following that date.

- A. The approved evaluation form shall be used. (See Appendix D) The original is to be sent to the Human Resources Office and becomes part of the employee's personnel file.
- B. The supervisor and employee will sign the evaluation form. The employee's signature on the evaluation form indicates that the employee has read the evaluation and discussed it with the supervisor. It does not necessarily mean that he/she is in agreement with it. The supervisor and employee will each receive a copy of the completed form.
- C. Employees have access to all post-employment materials in their personnel files. The District reserves the right of one (1) working day to make the file available.

4932.00 Resignations.

- A. The District requests that employees provide at least two (2) weeks' notice of resignation.
- B. All resignations shall be in writing including the last day of work and addressed to the immediate supervisor.
- C. Any nine-month employee who is given reasonable assurance of returning to employment with the District after an idle period, and who will not be available for re-employment, is requested to notify his/her immediate supervisor of this as soon as possible.

4934.00 Conduct. Each employee is expected to act in a mature and responsible way at all times. Employees are required to maintain an atmosphere conducive to a good learning environment. Employees are expected to conform to school policy, rules and regulations in all phases of their work for the District. Willful violation of any federal, state, or district policy, insubordination, dishonesty, or other negligence that may endanger the safety of another, may be cause for immediate dismissal.

4935.00 Disciplinary Action, Demotion, Suspension, or Termination. Violations of any of the rules of conduct will constitute just cause for some type of corrective action, ranging from a verbal warning to termination. The severity of the action will depend on the seriousness and frequency of the infraction, the circumstances involved, and any noted documentation of similar incidence.

Personnel may be suspended with or without pay or dismissed for disciplinary reasons as determined by their immediate supervisor, building principal, and district policy. Such action shall be in writing setting forth the reason(s) for the suspension/dismissal and informing the employee of his/her right to file a grievance with the supervisor following Idaho Code 33-517.

A classified employee is an at-will employee, which means that his/her employment with the District may be terminated by either the District or the employee, at any time, with or without cause or advance notice.

4936.00 Safety and Security. The District operates in compliance with the Occupational Safety and Health Act (OSHA) of 1970, to provide safe working conditions and to teach safe working

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methods that protect all employees from injury. Full compliance of all classified employees is necessary to comply with these regulations.

4937.00 Drug Free Workplace Basic Policy. The District is committed to providing a safe and productive work environment and to employing a work force free from the use of illegal drugs and the abuse of alcohol. Illegal drugs and the abuse of alcohol negatively affect an employee's job performance, attendance, morale, and quality of work.

- A. All employees will receive a published statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance or alcohol is prohibited in the workplace. Such notification will require employee signature and will be placed in each employee's personnel file, verifying notification. (See *Drug Free Workplace Policy Certification* in the Forms Section)
- B. Employees are required to report to work on time and in appropriate mental and physical condition for work. Any employee who uses drugs or alcohol off duty and reports to work under the influence of drugs/alcohol, smelling of alcohol or in possession of drugs/alcohol may be disciplined up to and including immediate termination. The decision as to the nature and severity of the discipline imposed is at the sole discretion of the District.
- C. Employees must advise their supervisors, prior to coming to work, if they are taking drugs prescribed by a doctor that will adversely affect their ability to safely perform the essential functions of their job.
- D. The unlawful manufacture, distribution, dispensation, possession or use of a controlled substance, or being under the influence of a controlled substance on the premises of the district or while conducting district business while off of district property is absolutely prohibited and will result in immediate termination.
- E. The District has the right to inspect or search any personal property on the district's premises. Any drugs that are found may be confiscated and turned over to the proper law enforcement agency.
- F. Employees are to notify their immediate supervisor of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) calendar days after such conviction. The District will investigate and take remedial action whenever there is reason to believe that the unlawful manufacture, distribution, dispensing, possession or use of an illegal substance is present. Employees in violation of the basic policy or who are convicted under any criminal drug statute for a violation not occurring in the workplace are subject to disciplinary action, up to and including dismissal. Retention of an offending employee is contingent upon satisfactory participation, at employee expense, in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health, law enforcement, or other appropriate agency.
- G. District employees whose job duties include the use of a district owned vehicle or the use of a personal vehicle for travel upon district premises or for travel on district business while off of district property must inform their supervisor of any criminal convictions for Driving Under the Influence of Alcohol or any other such similarly related charge within five (5) days of the date of conviction.
- H. As an owner and operator of commercial vehicles, the District has an obligation to its drivers, and the driving public at large, to see that its commercial vehicle drivers are free from the harmful effects of drug or alcohol impairment. As part of this responsibility, the District will implement a Substance Abuse Procedure, together with a testing component, to ensure that its drivers are drug- and alcohol-free. The Substance Abuse Procedure shall be available in the Transportation Office and Administration Offices and shall be reviewed periodically by the Board of Trustees. All district employees with assigned vehicles will be included in the drug- and alcohol-free testing program.

- I. The District prohibits any smoking, of any nature, kind or sort, on district property including district vehicles, in compliance with Idaho Code 39-55.
- J. District employees whose job duties include the use of a district owned vehicle or the use of a personal vehicle for travel upon district premises or for travel on district business while off of district property must immediately inform their supervisor if their driver's license is suspended for any reason.

4938.00 Networks Acceptable Use Policy and Internet Safety Policy. Reference Board Policies 6080.00, 6081.00, 6081.10.01, 6081.10.02, 6081.10.03, 6081.10.04, 6081.10.05, 6081.20, 6081.20.01.

4939.00 Property Control.

- A. District Property. Employees of the District have no ownership rights to any district equipment. Damages, as permitted by law, will be sought from individuals who abuse school property. The Superintendent or designee shall submit the case to the appropriate law enforcement agency when the charges warrant such action.
- B. Personal Property on District Premises. The District does not assume liability for lost, stolen, or damaged personal property, including any losses or damages of automobiles in the district's parking lots. Unless specifically authorized by a board adopted written policy, the District is not responsible for personal property that employees may bring to use on district premises.

4939.10 District-Issued Communication Devices & Equipment. Communication devices issued by the District may include, for example, cellular telephones, walkie-talkies, personal digital assistants (PDA's), laptop computers with and without wireless access capabilities, citizens band radios, either installed in vehicles or hand-held, and pagers/beepers.

Employees in receipt of district-issued equipment shall be held responsible for the safekeeping of the equipment and exercise reasonable efforts to see that the equipment is not lost, stolen, or damaged. Reckless or irresponsible use of district equipment resulting in loss or damage may result in the employee having to reimburse the District for any associated costs of replacement or repair.

Any such devices issued shall be with the expectation that they are to be used, primarily, for district-related business purposes and are not intended for personal use except in emergencies involving employee health or safety.

District-issued equipment shall be used in a manner that does not disrupt instruction and should not be used during school-sponsored programs, meetings, in-services, or other events where there exists a reasonable expectation of quiet attentiveness unless there is a reason of personal health or safety involved.

Procedures shall be developed to track and manage district property checked out to employees. Any district-issued equipment is to be returned to the District immediately upon request. [See *Use of District Property Contract* in the Forms Section]

4940.00 Harassment Policy. See Board Policy Section IV: Harassment – Policy Range 4125-4130 and *Appendix F*.

4940.01 Threatening Violence on School Grounds. See Policy 5051.01. [Idaho Code 18-3302I]

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- 4941.00 Media Releases. All correspondence with the media regarding matters that pertain to the Moscow School District shall be directed to the Superintendent or designee. A principal has the authority to speak on behalf of his/her respective school. Confidentiality and respect for students, employees, and district matters must be maintained at all times.
- 4942.00 Private Life. The private life of employees shall not be a concern of the Board. No employee shall engage in employment outside of the school district that interferes with his/her job performance.
- 4943.00 Response to Employment Inquiries Regarding Personnel.
- A. By Other Than Immediate Supervisor: In response to inquiries by persons regarding prior employment of employees, the Trustees, administrative staff, and other employees of the District shall limit their responses to verification that the said employee was in fact employed by the District and the periods of such employment. The person responding to such an inquiry shall further inform the person making such inquiries that it is not district policy to release any other information concerning the employee.
 - B. By Immediate Supervisor: Any Trustee of the District, the Superintendent, a supervisor, principal, or a professional certified personnel who had direct supervision over said employee during his/her employment with the District may respond to the inquiry with additional information solely within the discretion of the person responding. The information contained in such a response must not be in violation of other district policies, prior commitments of the District, the statutes of the State of Idaho, federal laws, or the constitutional right of the subject classified employee.

LEAVES AND ABSENCES

(Policy Range: 4945 – 4959)

(Revisions Approved 9/25/19)

4945.00 Employee Absence Policy. Employees are expected to notify their supervisors in all instances at the earliest time practical when they are to be absent for sickness or emergency. Absences other than sickness or emergency shall be arranged as set forth in sections dealing with specific types of leave. Absence following or preceding a vacation period must be fully explained and substantiated before sick leave will be allowed. (Classified employees must be eligible for and participating in PERSI to be covered in this section of Board Policy.)

4945.10 Sick Leave.

- A. Each employee is entitled to and shall earn sick leave credits from the first full pay period of employment. For calculating sick leave credits, two thousand eighty hours (2,080) hours (52 weeks x 40 hours) shall equal one (1) year. Fourteen (14) prorated sick leave days shall be credited at the beginning of the employment period for those classified employees working twenty (20) hours or more per week. Employees shall be entitled to sick leave with full pay of one (1) day, as projected for the employment year for each month of service in which they work a majority portion of that month. Each employee's portion of unused sick leave shall accumulate from year to year without limit. [Idaho Code 33-1216]
- B. An employee may not accrue sick leave credits during a continuous leave of absence without pay, which exceeds fifteen (15) calendar days.
- C. Absence from employment because of illness shall not be chargeable against unused vacation leave credits unless approved by the employee, except after forty (40) days of continuous coverage by the Sick Leave Bank where unused vacation leave credits will be used prior to the 41st day of coverage from the Bank. (See Appendix C – Sick Leave Bank.)
- D. Classified employees working 20 or more hours per week will be allowed two (2) hours off for irregular or occasional doctor appointments (once each pay period). If an employee misses more than two (2) hours of work for a doctor appointment, the entire time off work will be charged to sick leave, personal leave or vacation leave. The two (2) hours provided for irregular or occasional doctor appointments may not be combined with any other type of leave.
- E. Part-time employees are entitled to prorated leave benefits if they have a regularly scheduled work assignment, and normally work in excess of twenty (20) hours each week and are not seasonal, emergency, or casual workers whose period of employment is less than five (5) consecutive months.
- F. Should the employee desire to use any or all the sick leave that is credited to his/her account during the period of leave of absence, the number of days to be charged against sick leave shall be specified in a letter requesting leave. All days during the leave not covered by accumulated sick leave shall be considered leave without pay.
- G. The Superintendent may at any time require a doctor's certificate for proof of illness. Abuse of sick leave by an employee may be cause for dismissal.
- H. Participation in the District Sick Leave Bank (*Appendix C*) is the option of each employee as outlined in the "Operational Guidelines" for operation of the Bank and approved by the Board of Trustees. References to "contract" and "contract year" for certified personnel will be defined as "terms of employment" for classified personnel.
- I. A new employee may transfer to the District all accumulated sick leave accumulated in another Idaho K-12 public school or PERSI institution, provided the employee is hired by the District during the school year immediately following the year of the previous

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employment termination. [Idaho Code 33-1217, 33-1218]

- 4945.20 Workers' Compensation. In the event of a disability incurred on the job and covered by Workers' Compensation, the employee shall be given the choice of either 1) entering a period of leave of absence without pay and receiving Workers' Compensation to which entitled; or 2) utilizing a portion of accrued sick leave to supplement Workers' Compensation benefits to maintain his/her regular salary insofar as the combined total of Workers' Compensation benefits to maintain his/her regular salary leave benefits does not exceed 100% of the salary to which he/she would otherwise be entitled.
- A. Prior to requesting the use of sick leave to augment Worker' Compensation payments, the employee shall first furnish the Superintendent with proof in the form of a statement from a licensed physician (medical doctor) that his/her injury or illness will not permit him/her to perform his/her regularly assigned duties. Should the Superintendent require a second opinion concerning the employee's condition, this shall be furnished at the District's expense.
 - B. Doctor's statements confirming continuing disability throughout the disability leave shall be furnished at the employee's expense at intervals specified by the Superintendent.
 - C. Documentation listing all payments received from Workers' Compensation during each pay period shall be furnished by the employee prior to any district warrant being drafted in his/her favor for that pay period. Uses of sick leave to augment Workers' Compensation payments shall terminate when an employee either: 1) returns to work; 2) is no longer disabled in the opinion of a licensed physician; or 3) terminates employment with the district.
- 4945.30 Family Illness or Injury. In the event of serious illness or injury among immediate family members the employee may use his/her sick leave allowance in the same way as for personal illness or injury. (Immediate family is defined as any of the following: spouse, significant other, children, parents, brothers, sisters, grandparents, grandchildren, mother-in-law, father-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, aunt, uncle, niece, and nephew.) The Superintendent may, at any time, require a doctor's certificate of proof of illness. (See also Board Policy 4950.00, Family Medical Leave Act)
- 4945.40 Personal Leave. Each employee shall be allowed three (3) days personal leave to be used for personal business at no loss in pay. Salaried classified-exempt 12-month employees will be allowed four (4) days of personal leave each year. Each employee shall be allowed to accumulate up to six (6) days of personal leave in any one year. Salaried classified-exempt employees shall be allowed to accumulate up to seven (7) days of personal leave in any one year. Notice shall be made to the supervisor at least twenty-four (24) hours in advance of such leave unless an emergency exists. Personal leave shall not be granted to extend holidays or vacation, except with the approval of the supervisor. The maximum number of employees taking personal leave on any given day shall be limited to 10% of the number of both certified and classified employees in each building.
- 4945.50 Emergency Leave. Each employee shall be allowed one (1) day, non-cumulative, emergency leave per year. Emergency leave is to be granted only for situations of an unforeseen nature beyond the control of the employee. Advance notice should be given whenever possible.
- 4945.60 Bereavement Leave. Leave with full pay for as long as five (5) days annually shall be allowed for death in the immediate family. (Immediate family is defined as any of the following: spouse, significant other, children, parents, brothers, sisters, grandparents, grandchildren, mother-in-

law, father-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, aunt, uncle, niece, nephew.) Personal leave and/or sick leave may be used if the annual five days of bereavement leave have been exhausted. One day with full pay shall be allowed for death of a person other than the immediate family.

4945.70 Court Duty. Any school employee who is summoned for jury duty must appear or show cause for his/her failure to comply with the summons. Employees are not to be penalized financially while on jury duty. While serving on jury duty, employees will receive full pay from the District in addition to any pay that they receive for jury duty. This does not apply to required court appearances or subpoenas unrelated to school district business.

4945.80 Re-employment after Active Military Service.

- A. General. The Moscow School District, consistent with the requirements of the Veterans Reemployment Rights Act 38 U.S.C. 2021, et seq. and the District's desire to support this country's military effort and the employees of the District who serve in its armed forces hereby declares the following as policy of the District.
- B. Rights to Re-employment. Employees of the District who are called or volunteer for active duty in the armed forces of the United States and who meet the conditions set forth herein shall whenever reasonably possible be reinstated and re-employed at their former positions which they held at the time of entering active military duty, at like seniority, status, and pay.
- C. Conditions.
 - 1. The employee must have left employment for the purpose of going on active duty.
 - 2. The employee at the time of leaving employment was not a "temporary" employee of the District.
 - 3. The employee's term of active duty was not more than four (4) years unless the employee was required to continue involuntarily (in which case reemployment rights continue regardless of length of term of active service) or where the intended term was less than four (4) years, but the employee was required to remain on active duty for the convenience of the federal government, in which case the term of active duty may be up to five (5) years.
 - 4. Reemployment is applied for by the employee within ninety (90) days of discharge or release from active duty. However, if the employee is hospitalized at the time of discharge, the employee may apply for reemployment within ninety (90) days after release from the hospital.
 - 5. The employee must have been discharged or released from active duty under "honorable conditions."
 - 6. The employee at the time of requested employment is not physically or mentally able to perform the former duties, the said employee will be re-employed by the District at some other position for which said employee is qualified, if available.
- B. Non Re-Employment. An employee returning from active service need not be re-employed if said employee fails to meet the above conditions or if circumstances have changed so as to make it impossible or unreasonable to do so.

4946.00 Annual Vacation Leave. *(Revised & Approved 11/20/19)*

- A. Each full-time or part-time employee who qualifies for PERSI, who is employed for a twelve (12) month work year, shall earn annual vacation leave credits from the first full pay period of employment. For calculating annual vacation leave credits, two thousand eighty (2,080) hours (52 weeks at 40 hours) shall equal one (1) year. Proportionate annual vacation leave credits shall be earned and credited at the end of each pay period. Annual vacation

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leave credits shall be earned in accordance with the following schedule below:

1. From the first full year of employment through the end of the sixth (6th) year of employment, annual vacation leave will be granted at the rate of ten (10) working days per year (.83 days per month).
 2. After the sixth (6th) year (beginning at year seven) of employment through the twelfth (12th) year of employment, annual vacation leave will be granted at the rate of fifteen (15) working days per year (1.25 days per month).
 3. After twelve (12) years (beginning at year thirteen) of employment, annual vacation leave is granted at the rate of twenty (20) working days per year (1.67 days per month).
- B. The dates when an employee's annual vacation leave shall be granted shall be determined by agreement between each employee and his/her supervisor in the best interest of the District as well as the best interest of each employee.
- C. Annual vacation leave may be accumulated to a total not to exceed two (2) times the maximum number of days earned annually as of the last day of the fiscal year. (*Updated 7/22/20*)
- D. An employee who terminates his/her employment with the District shall be entitled to cash compensation for earned, unused annual vacation leave.

4947.00 Observed Holidays. (*Revised & Approved 11/13/23*)

- A. School term employees will be paid for the following holidays observed by the District: Labor Day, Thanksgiving Day, Christmas Day, New Year's Day, President's Day, and Memorial Day.
- B. Twelve-month work year employees will be paid for the following holidays observed by the District: Independence Day, Labor Day, Thanksgiving Day, day after Thanksgiving, Christmas Eve, Christmas Day, New Year's Day, Martin Luther King, Jr./Idaho Human Rights Day, President's Day and Memorial Day.
- C. If a holiday falls on Saturday, the paid holiday is observed the preceding Friday, if a holiday falls on Sunday, the paid holiday is observed the following Monday.
- D. When a holiday falls on a Tuesday, the Monday before the holiday is also observed as a paid holiday. If the holiday falls on a Thursday, the Friday after the holiday is also observed as a paid holiday.

4948.00 Leave of Absence.

- A. An employee shall request, in writing, leave for any reason other than those specified in Sections 4945–4959. This leave is not intended to allow employees to seek other short-term employment opportunities. The request must indicate dates of leave and date of return. The request shall be submitted to the immediate supervisor. The supervisor may approve leave of absences of up to fifteen (15) days and will forward a *Personnel/Payroll Authorization Request*, PM-6, to the Human Resource Specialist. Requests for a leave of absence greater than fifteen (15) days must be for professional development and will only be considered for employees after two (2) years of continuous employment with the District. Approval by the supervisor, the Superintendent, and the Board of Trustees must be obtained for a leave requested for over a fifteen (15) day period.
- B. Time taken for reasons other than those specified in this policy will be deducted from the employee's salary at his/her rate of pay.
- C. Vacation, sick, and personal leave shall not accrue during a leave of absence without pay, the duration of which exceeds fifteen (15) days.
- D. If the leave was granted for medical reasons, an employee shall be allowed to return to work following such a leave of absence provided:
1. The employee presents a written release from the attending physician indicating the employee is able to resume work, which may be requested by the Superintendent.

2. That it is in the best interest of the Moscow School District as determined by the Board of Trustees, in cooperation with the Superintendent.

4949.00 Emergency Closure. Twelve-month non-exempt and exempt classified employees and building administrators will report to work in the event of an emergency closure of the schools. If it is not possible for an employee to be at his/her workstation, the following options are available to be worked out with the supervisor to cover the lost time:

- A. Use of personal leave day(s).
- B. Use of an emergency leave day (one day per year).
- C. Use of a vacation day(s). *(Revised 8/26/20)*
- D. Make-up of closure days not worked on a compensatory hour for hour basis.
- E. Deduction of a day of salary for each day not worked.
- F. Use of a combination of the above if school is closed for more than one day. *(Revised & Approved 11/20/19)*

4950.00 Family Medical Leave. See Policy 4250.80.

4951.00 Retirement. Membership in the Public Employee Retirement System of Idaho (PERSI) is mandatory for all employees who are eligible for membership. The rule of eligibility is normal work assignment of twenty (20) or more hours per week for a five-month period. Normal means half or more of the week during the term of employment. Eligibility for and participation in PERSI is the factor used to establish eligibility for and participation in other benefits such as sick leave, personal leave, holiday pay, and sick leave bank benefits.

4952.00 Retiree Health Insurance. When employees retire, they will have an opportunity to choose what health insurance plan they would like to continue in retirement. The cost of the plan will be the responsibility of the retiree. Plan selection is based on the employment status upon retirement, either full-time or part-time, to determine the eligibility for Plan 1, 2, 3, or 4. Plan 2 is reserved for part-time employment only. Retirees are entitled to the same open enrollment benefits as current employees. *(Added 12/15/21)*

DISTRICT TRAVEL

(Policy Range: 4960 – 4964)
(Revisions Approved 11/20/19)

4960.00 District Travel. Costs associated with official travel within or outside of the District shall be reimbursable. Employees who are provided district vehicles shall use the provided vehicle.

4960.10 Reimbursement.

- A. Employees who are required to travel out of the district as a condition of their employment and are not provided with district vehicles shall be allowed reimbursement at the current State approved per mile rate.
- B. Coach fare rate will be allowed when traveling by bus, plane, or train.
- C. Lodging is reimbursable with prior approval of the employee's supervisor.
- D. Meal costs are reimbursable, not to exceed the set per diem allowance on the district's current *Travel Expense Reimbursement* form.
- E. Employees returning from district-related travel must submit approved forms to the Business Office for reimbursement. Original receipts will be required for lodging and travel.
- F. All classified school employees who are required to travel to more than one duty station per day as a condition of their employment, and are not provided with district vehicles, shall be allowed to claim reimbursement for mileage incurred in the line of their responsibilities from the first building to other required destinations during the work day.
- G. Reimbursement shall be at the current State approved per mile rate, limited to those positions requiring transportation as a condition of employment.
- H. The Superintendent may authorize exceptions to this policy when additional intra- district travel is deemed necessary and desirable. Claims shall be submitted monthly.

ADJUSTMENT OF A GRIEVANCE

(Policy Range: 4965 – 4969)
(Revisions Approved 10/16/19)

- 4965.00 Basic Policy. Moscow School District 281 believes all staff members are an integral part to the overall mission of the District in improving student achievement. The District will strive to provide a work environment where each employee has the opportunity to be successful in their duties as assigned. All staff members must be treated, as well as act, in a professional manner that has been established by District policy and procedures, and as a standard professional practice. The Board of Trustees has been given powers and duties by Idaho Code 33-517 to provide the following rights to the classified employees of the District:
- A. Hiring and evaluation procedures for classified employees shall be in writing and shall be available for any classified employee's review at any time. Job descriptions for all classified employees shall be written and be made available to employees of the District or other people seeking employment.
 - B. To provide a grievance procedure for classified employees of the District which meets the minimum standards of Idaho Code 33-517. (See Procedures: Grievance Procedures, Classified Employees)
- 4965.10 Definition. A grievance shall be defined as a violation of current written district policy, current written school procedures, current written board approved employee handbook, condition or conditions that jeopardize the health or safety of the employee or another, or tasks assigned outside of the employee's essential job functions and for which the employee has no specialized training. For the purposes of this section, "current" means as of the date of the incident giving rise to the grievance.

A classified employee may file a grievance about matters related to his/her employment, however, neither the rate of salary or wage of the employee nor the decision to terminate an employee for cause during the initial one hundred eighty (180) days (six months) of employment shall be a proper subject for consideration under the grievance procedure. (See Form: Statement of Grievance, Classified Employees)

PROCEDURES

SECTION IV BOARD POLICY: PERSONNEL

**Suspension or Discharge of Professional, Certificated Personnel During the Contract Year
(Board Policy 4030.40 – 4/17/19)**

- A. The Superintendent or any other duly authorized administrative office of the District may recommend the discharge of any certificated employee by filing with the Board written notice specifying the alleged reasons for discharge.
- B. Upon receipt of such notice the Board acting through their duly authorized administrative official, shall give the affected employee written notice of the allegations and the recommendation of discharge, along with written notice of a hearing before the Board prior to any determination by the Board of the truth of the allegations.
- C. The hearing shall be scheduled to take place not less than six (6) days or more than twenty-one (21) days after receipt of the notice by the employee. The date provided for the hearing may be changed by mutual consent.
- D. The hearing shall be public unless the employee requests in writing that it be in executive session.
- E. All testimony at the hearing shall be given under oath or affirmation. Any member of the Board, or the clerk of the board, may administer oaths to witnesses or affirmations by witnesses.
- F. The employee may be represented by legal counsel and/or by a representative of a local or state teachers' association.
- G. The Chair of the Board or the designee of the Chair shall conduct the hearing.
- H. The Board shall cause an electronic record of the hearing to be made or shall employ a competent reporter to take stenographic or stenotype notes of all the testimony at the hearing. A transcript of the hearing shall be provided at cost by the Board upon request of the employee.
- I. At the hearing the Superintendent or other duly authorized administrative officer shall present evidence to substantiate the allegations contained in such notice.
- J. The employee may produce evidence to refute the allegations. Any witness presented by the Superintendent or by the employee shall be subject to cross-examination. The Board may also examine witnesses and be represented by counsel.
- K. The affected employee may file written briefs and arguments with the Board within three (3) days after the close of the hearing or such other time as may be agreed on by the affected employee and the Board.
- L. Within fifteen (15) days following the close of the hearing, the Board shall determine and, acting through its duly authorized administrative official, shall notify the employee in writing whether the evidence presented at the hearing established the truth of the allegations and whether the employee is to be retained, immediately discharged, or discharged upon termination of the current contract.

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- M. If the employee appeals the decision of the Board to the District Court, the District Court may affirm the Board's decision or set it aside and remand the matter to the Board upon the following grounds, and shall not set the same aside for any other grounds: that the findings of fact are not based on any substantial, competent evidence, that the Board has acted without jurisdiction or in excess of its authority, that the findings by the Board as a matter of law do not support the decision. The determination of the Board shall be affirmed unless the employee's substantial rights, as that term is used in IC 67-5279, are violated.

- N. The Board has the authority to grant any employee's request for a leave of absence. The Board may also delegate this authority to the District Superintendent or any other individual so designated by the Board. If the Board delegates this authority to the District Superintendent or any other individual, the Board shall ratify or nullify the action of placing an employee on a period of suspension, or involuntary leave of absence at the next regularly scheduled board meeting or at a special board meeting should the next regularly scheduled board meeting not be within a period of twenty-one (21) days from the date of such action. [IC 33-513 (5) (a-n)]

- O. Should an employee of the District be in a position where there is a court order preventing the employee from being in the presence of minors or students, the District may place such an employee on a period of unpaid leave of absence or probation due to the employee's inability to perform the essential functions of their position. [Idaho Code, 33-513 (7) (a)].

**SECTION IV - PERSONNEL
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The following administrative procedures execute Board Policy 4220.00, Activities and Additional Assignments.

EXTRACURRICULAR ACTIVITIES PAYMENT SCHEDULE

Extracurricular Activities	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July	Aug
Head/Asst Trainer <i>Benefitted Head/Asst Trainer</i>	X	X	X	X	X	X	X	X	X	X	X	X
HS Cheerleader Advisor JV Cheerleader Coach <i>Benefitted Certified Staff</i>	X	X	X	X	X	X	X					
MS Cheerleader Advisor MS Cheerleader Advisor Asst <i>Benefitted Certified Staff</i>	X	X	X	X	X	X						
Fall - HS Varsity/JV/C/9th Cross Country, Football Golf, Boys/Girls Soccer Swim, Volleyball <i>Benefitted Certified Staff</i>	X	X	X									
Fall - MS 6th/7th/8th Cross Country, Football Volleyball <i>Benefitted Certified Staff</i>	X	X	X	X	X	X	X	X	X	X	X	X
Winter - HS Varsity/JV/C/9th Boys/Girls Basketball Wrestling <i>Benefitted Certified Staff</i>				X	X	X						
Winter - MS 6th/7th/8th Boys Basketball <i>Benefitted Certified Staff</i>			X	X	X	X	X	X	X	X	X	X
Winter - MS 6th/7th/8th Girls Basketball Wrestling <i>Benefitted Certified Staff</i>					X	X	X	X	X	X	X	X
Spring - HS Varsity/JV/C/9th Baseball, Softball, Tennis, Track <i>Benefitted Certified Staff</i>							X	X	X	X	X	X
Spring - MS 6th/7th/8th Track <i>Benefitted Certified Staff</i>								X	X	X	X	X
Academic/Non-athletic Activities HS/MS compensated positions <i>Benefitted Certified Staff</i>	X	X	X	X	X	X	X	X	X	X	X	X
Academic - Elementary Elem Choir, Elem Orchestra <i>Benefitted Certified Staff</i>	X	X	X	X	X	X	X	X	X	X	X	X
6th Grade Science Camp <i>Benefitted Certified Staff</i>									X	X	X	X

Note:

- Benefitted certified staff who hold extracurricular positions are paid from the first paid month for the season through August.
- Non-benefitted certified staff who hold extracurricular positions are paid during the season.
- Non-certified staff who hold extracurricular positions are paid during the season.

**SECTION IV - PERSONNEL
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The following administrative procedures execute Board Policy Range 4400 – 4449, Grievance Procedures for Certified Personnel: (10/16/19)

Procedures.

Step 1:

1. Within thirty (30) working days of the time an incident arises, or knowledge thereof exists, the employee will present the potential grievance to his/her principal, immediate supervisor, or the administrator whose decision caused the alleged incident.
2. Within three (3) working days after the presentation of the grievance, the supervisor shall give an answer orally to the employee. The appropriate administrator shall record the date of the answer.

Step 2:

1. If the incident is not resolved in step one, the grievant within fifteen (15) working days of the presentation of the grievance may submit to his immediate supervisor in writing a “Statement of Grievance” on the form provided in Board Policy Section IV. Copies of the “Statement of Grievance” shall be sent to the Superintendent and/or his designee and the President of the Association.
2. A statement of grievance shall name the employee involved; shall state the facts giving rise to the grievance; shall identify by appropriate reference all the provisions of this Agreement, due process rights or just cause, or established policy or practice of the Board of Trustees alleged to have been violated; shall state the contention of the employee with respect to these provisions; and shall indicate the specific relief requested.
3. Within five (5) working days after the supervisor receives the “Statement of Grievance” a meeting shall be held which shall include the employee, a representative of the Association at the employee’s discretion and the supervisor.
4. Within five (5) working days after the meeting, the supervisor shall communicate an answer in writing to the grievant. Copies shall be submitted to the Superintendent or designee and the President of the Association.

Step 3:

1. If the grievance is not resolved in Step 2, the grievant, and/or the Association may, within ten
2. (10) working days of receipt of principal’s, or appropriate administrator’s answer, appeal the decision to the Superintendent. A copy of the appeal shall be given to the principal, or the appropriate administrator and the Association at the same time.
3. Within fifteen (15) working days after the Superintendent receives the “Statement of Grievance,” a meeting shall be held which shall include the employee, a representative of the Association at the employee’s discretion the supervisor, and the Superintendent.
4. If the grievance is due to a specific Board action, then the employee, supervisor, or the Superintendent, wishing to seek impartial input, may request mediation. The mediator shall be selected and compensated in the same method as used for mediation of Article 1.11. Within five (5) working days after the request is made, the representatives of the two/three parties shall jointly schedule a mediation meeting. Participants shall include the employee, his or her representatives, district representatives, and the mediator. Neither party may present any material or allegation that was not presented in Step 2. Cost of the mediator shall be split equally between the Association and the board. Within five (5) working days after the meeting, the mediator shall communicate his/her recommendation in writing to the grievant, the Association, the supervisor, the Superintendent, and the Board of Trustees.
5. The Superintendent or his/her designated representative shall give the grievant and/or the

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Association an answer in writing no later than ten (10) working days after the meeting in step 2 or 3. If further investigation is needed, additional time may be allowed by mutual agreement of the Superintendent and the grievant.

Step 4:

1. If the grievance is not resolved in Step 3, the grievant, and/or the Association may, within ten (10) working days of receipt of the Superintendent's written answer, appeal the decision to the Board of Trustees. A copy of the appeal shall be given in writing to the Superintendent, Board of Trustees, and the Association.
2. Within ten (10) working days after receipt of the grievance, the Board shall hold a hearing on the grievance at a regular or special meeting. At the request of the employee(s) and agreement of all affected parties, the Board of Trustees may hold an open meeting to discuss the grievance. Participants shall include the employee, supervisor, Superintendent and their respective representatives.
3. Neither party may present any material, allegation or remedy that was not presented in Step 3.

Appearance and Representation.

1. Hearings held under this procedure shall be conducted at a time and place that will afford a fair and reasonable opportunity for all persons, including witnesses, entitled to be present to attend. Such hearings shall be conducted during non-school hours unless there is a mutual agreement for other arrangements.
2. The Board and the grievant are responsible for the payment of their own representatives and witnesses involved in any grievance meeting.
3. If the grievance arises from an action of the Superintendent, the employee may present such grievance to the Superintendent as provided for in Step 1. If the grievance is not resolved through the provisions of Step 1, the employee may present the grievance as follows: follow Step 2 numbers, 1 and 2; omit Step 2, numbers 3 and 4; omit Step 3, numbers 1 and 2; follow Step 3 numbers 3 and 4. If the grievance is not resolved, follow Step 4 as written.

Time Limits

1. Time limits provided in this Agreement may be extended by mutual agreement signed by the parties.
2. Failure at any step of this procedure to communicate the decision on a grievance within the specified time limit shall permit the grievant to lodge an appeal at the next step.
3. Failure to advance a grievance within the times scheduled will remove the grievance from further consideration.

Certified Employee's Legal Rights

1. Nothing contained herein shall deny to any employee his/her rights under State or Federal Constitutions and laws.
2. Upon reasonable request and considering time constraints, the Board and Association agree to furnish the other party all available information necessary in processing a grievance.
3. No reprisals of any kind shall be taken by the Board or the administration against any employee because of the employee's participation in this grievance procedure.
4. All documents, communications, and records dealing with the processing of a grievance shall be filed separately from the personnel files of the participants.

***SECTION IV - PERSONNEL
PROCEDURES***

The following administrative procedures execute Board Policy Range 4450 – 4499, Substitute Teacher Procedures for Certified Personnel: (8/21/19)

Section 4450.00 - Substitute Teachers

1. A long-term substitute will be paid a daily rate based upon the current teacher contract (Negotiation Agreement) salary schedule for a beginning teacher with a bachelor's degree and no teaching experience. A long-term substitute will not be put on the current salary schedule until the long-term substitute has taught ten (10) days at the regular district substitute pay rate.
2. In order for the long-term substitute to be placed on the beginning teacher base contract (Negotiation Agreement) salary, the building principal must forward to the Superintendent a Long-term Substitute Authorization Request (PM-11) form containing the appropriate information, a copy of the long-term substitute's current certificate and the date on which the status of the long-term substitute became effective.
3. Long-term substitutes are not eligible for benefits unless they qualify by working a minimum of twenty (20) hours per week for a continuous period of five (5) months or more. If this occurs, the long-term substitute will be eligible for PERSI benefits but no other benefits including group health insurance or paid leave.

**MOSCOW SCHOOL DISTRICT 281
SICK LEAVE BANK
PROCEDURAL GUIDELINES**

Certified Policy 4250.10 / Classified Policy 4945.10

1. A certified employee must use all but two (2) days of his/her accumulated sick leave before days from the Sick Leave Bank (hereafter referred to as “Bank”) can be awarded.
2. A classified employee must use all but two (2) days of his/her accumulated sick leave and all vacation days before days from the Bank can be awarded.
3. The maximum number of days that can be granted to an eligible employee per request is thirty (30) days. Additional requests may be submitted as needed.
4. The maximum number of days that can be granted in any one fiscal year will be the remaining number of days an employee is scheduled to work under his/her current contract or until the employee becomes eligible for disability benefits, whichever is smaller.
5. Any employee requesting additional days, beyond the first thirty (30), from the Bank must apply for disability benefits when eligible. No days from the Bank will be granted to the employee for any days for which the employee receives disability benefits. If a disability is covered by Workers Compensation Insurance, the employee is not eligible to use the Bank. In no case will the granting of sick leave days from the Bank cause an employee to receive more than his/her salary for the year.
6. Upon exhaustion of one year of the employee’s annual workdays, no additional days may be granted. No additional days may be requested for the same illness for one subsequent calendar year.
7. The maximum number of days for requests granted from the Bank in any fiscal year will be 750. The Committee may request additional days due to unexpected extenuating circumstances subject to Moscow Education Association (MEA) Executive Board and Moscow School District (MSD) Board of Trustees approval.
8. Changes to these guidelines will be recommended by the Committee for approval by the MEA Executive Board and MSD Board of Trustees

**SECTION IV - PERSONNEL
PROCEDURES**

The following grievance procedure for Classified Employees of the District meets the minimum standards of paragraphs (a) through (j) of Idaho Code 33-517: (10/16/19)

1. A grievance shall be defined as a written allegation of unfair treatment or a violation of school district policy. A classified employee of the District may file a grievance about any matter related to his/her employment, provided that neither the rate of salary or wage of the employee nor the decision to terminate an employee for cause during the initial one hundred eighty (180) days (six months) of employment shall be a proper subject for consideration under the grievance procedure provided in this section. [A sample form entitled "Statement of Grievance" is included in the Forms Section of this policy section.]
2. If a classified employee files a grievance, the employee shall submit the grievance in writing to his/her immediate supervisor within six (6) working days of the incident giving rise to the grievance. The grievance shall state the nature of the grievance and the remedy sought. Within six (6) working days of receipt of the grievance, the immediate supervisor shall provide a written response to the employee.
3. If the classified employee is not satisfied with the response of the immediate supervisor or if there is no response within the timelines, the employee may appeal the grievance to the Superintendent of the District or the Superintendent's designee within five (5) working days of the receipt of the response as set out in subsection B. 2 of this section or within five (5) working days from the date the supervisor last had to respond if the classified employee received no written response. Within six (6) working days of an appeal, the Superintendent or his/her designee shall communicate with the classified employee in an effort to resolve the appeal. Within five (5) working days of the communication, the Superintendent or his/her designee shall provide a written response to the classified employee.
4. If the classified employee is not satisfied with the response of the Superintendent or his/her designee, or if there is no response by the Superintendent or his/her designee, within the time frame provided in subsection B. 3. of this section, the classified employee may request a review of the grievance by a hearing panel within five (5) working days from receipt of the response provided in subsection B. 3. of this section if the employee received a written response, or five (5) working days from the date the Superintendent last had to respond if the classified employee received no written response. Within ten (10) working days of receipt of an appeal, the Board of Trustees shall convene a panel consisting of three (3) persons; one (1) designated by the Board of Trustees, one (1) designated by the employee, and one (1) agreed upon by the two (2) appointed members for the purpose of reviewing the appeal. Within five (5) working days following completion of the review, the panel shall submit its decision in writing to the classified employee, the Superintendent, and the Board of Trustees.
5. The panel's decision shall be the final and conclusive resolution of the grievance unless the Board of Trustees overturns a panel's decision by resolution at the Board of Trustees' next regularly scheduled public meeting or unless within forty-two (42) calendar days of the filing of the Board's decision, either party may appeal to the district court of Latah County. Upon appeal of a decision of the Board of Trustees, the district court may affirm or set aside and remand the matter to the Board of Trustees upon the following grounds, and shall not set the same aside on any other grounds:
 - (a) That the findings of fact are not based on any substantial, competent evidence;
 - (b) That the Board of Trustees has acted without jurisdiction or in excess of its powers;
 - (c) That the findings by the Board of Trustees as a matter of law do not support the decision.

***SECTION IV - PERSONNEL
PROCEDURES***

6. A classified employee filing a grievance pursuant to this section shall be entitled to a representative of the employee's choice at each step of the grievance procedure provided in this section. The supervisor, Superintendent, or the Superintendent's designee shall be entitled to a representative at each step of the grievance procedure.
7. The time lines of the grievance procedure established in this section may be waived or modified by mutual agreement.
8. Utilization of the grievance procedure established pursuant to this section shall not constitute a waiver of any right of appeal available pursuant to law or regulation.
9. Neither the Board nor any member of the administration shall take reprisals affecting the employment status of any party in interest.
10. A classified employee of the District shall be required to review and sign any entries made to his/her personnel file. At reasonable times and places, in the presence of an appropriate district official, a classified employee may inspect documents contained in his/her official personnel file.

**SECTION IV - PERSONNEL
PROCEDURES**

The following administrative procedure for the hiring of Bus Drivers executes Board Policy 4906.00 D.

Bus Driver Hiring:

1. Bus drivers are initially employed by Moscow School District as substitute drivers using the district's regular hiring practices and must be available for the entire term of the district schools.
2. Substitute drivers move to regular route drivers based on the seniority system. Date of hire and date of completed training are the seniority benchmarks.
3. Seniority is maintained by the length of time a driver is employed on a continuing basis. Drivers must substitute at least once per week, if called, to maintain his/her seniority.
4. A driver who has had a regular route may retain his/her seniority as long as he/she substitutes at least once a week.
5. A driver whose driving experience is interrupted by military service will retain his/her seniority provided he/she resumes driving for the district within 30 days of discharge from the military.
6. Drivers wishing to retain her/his job for the following year shall contact the Transportation Supervisor at least six weeks before the start of school. Re-employment will be determined by the Transportation Supervisor.
7. Drivers shall make themselves familiar with the Transportation Department's Responsibilities and Operations Manual.

FORMS

BOARD POLICY SECTION IV: PERSONNEL

**SECTION IV - PERSONNEL
FORMS**

**MOSCOW SCHOOL DISTRICT NO. 281
MOSCOW, IDAHO**

REQUEST FOR TRANSFER, REVISED, OR ADDITIONAL ASSIGNMENT

Name _____ Date _____

Home Phone Number _____

School _____ School Phone Number _____

Present Position _____

Assignment Requested _____

Affect Change would have on Current Assignment _____

Comments Relating to Your Desire for this Change:

Employees seeking changes are advised to create an application file and include current transcripts and references from their personnel files and add any materials which they feel may enhance their request, in addition to any comments written above.

Applicant Signature _____ Date _____

Principal/Supervisor Signature _____ Date _____

Superintendent (initials) _____

This request was received in the Human Resources Office on _____
(Date)

The following form executes Certified Personnel Board Policy Range 4090 on Drug Free Workplace:

(This form would be on District letterhead)

This policy complies with the requirements of P.L. 100-690 Title V, Section 1515

4090.00 Drug Free Workplace – Basic Policy. The District shall maintain a drug free workplace by taking action against any employee who is engaged in the unlawful manufacture, distribution, dispersing, possession or use of a controlled substance or alcohol in the workplace. As a condition of employment with the District, employees shall comply with this policy.

4090.10 Procedure and Disciplinary Action. Employees are to notify their immediate supervisor of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) calendar days after such conviction. The District will investigate and take remedial action within thirty (30) days whenever there is a reason to believe that the unlawful manufacture, distribution, dispersing, possession or use of an illegal substance is present. Employees in violation of the basic policy are subject to disciplinary action, up to and including dismissal. Retention of an offending employee is contingent upon satisfactory participation, at employee expense, in a drug or alcohol abuse assistance or rehabilitation program approved for such purposes by a federal, state or local health, law enforcement or other appropriate agency.

4090.20 Employee Notification. All employees will receive a published statement notifying employees that the unlawful manufacture, distribution, dispersing, possession or use of a controlled substance or alcohol is prohibited in the workplace. Such notification will require employee signature and will be placed in each employee’s personnel file, verifying notification.

Approved 8/29/90
Revised 6/25/19

DRUG FREE WORKPLACE POLICY CERTIFICATION

I hereby certify that I have read the above copy of the Moscow School District’s Drug Fee Workplace Policy and understand the terms of the policy.

Printed Name and Date

Employee’s Signature

Assignment and School

**SECTION IV - PERSONNEL
FORMS**

Policy 4400.00 – Certified Personnel

STATEMENT OF GRIEVANCE

Aggrieved Person _____ Date of Formal Presentation _____

Home Address of Aggrieved Person _____ Phone _____

School _____ Immediate Supervisor _____

Years in School System _____ Subject Area and/or Grade _____

Association Representative _____

Provision(s) Violated

How Violated

When Violated

RELIEF SOUGHT:

Signature of Aggrieved

DISTRIBUTION OF FORM

Immediate Supervisor
Superintendent
M.E.A. President

(10/16/19)

The following form executes Board Policies 4097.00 and 4939.10:

Moscow School District 281

USE OF DISTRICT PROPERTY CONTRACT

My signature on this form represents that I have read the following contract and agree to abide by the restrictions imposed. I have removed Moscow School District 281 property from the District under the following conditions:

1. I assume total financial responsibility for all repairs and/or the replacement of items from damage or loss that may occur to District property in my possession.
2. I understand the District will be held harmless for any damage, injury, or loss that may occur as a result of me, an employee, using District items or equipment.
3. I understand that use of District equipment that has been removed from District property is limited to District employees.
4. I agree that removing and returning District items must be done with my supervisor's approval. Unless noted, the item is considered to be in good condition upon checkout.

The following items have been checked out to: (Please Print)

Name _____ Telephone _____

Address _____ City _____

Item	Description of Item	Serial Number	Return Date Due

Employee Signature: _____ Date _____

Form Distribution:

Original to be held by building principal/supervisor;

Copy to be filed with District business office.

**SECTION IV – PERSONNEL
FORMS**

**MOSCOW SCHOOL DISTRICT 281
SICK LEAVE BANK APPLICATION FORM**

Name _____ Date _____

Position _____ Building _____ Telephone _____

Contact Person and Number _____

Is this your first application this fiscal year? *The maximum days per request is thirty (30)*

YES _____ Number of Days Requested _____

NO _____ Number of Days Requested _____ (a new statement must be filled out below or attached to this application.)

APPLICANT’S STATEMENT:

I understand that if the Physician, Osteopath, Chiropractor, or Practitioner (hereafter referred to as “Licensed Health Care Provider) deems it necessary, I may apply for additional days. I also realize that if I am released by my Licensed Health Care Provider earlier than expected, all unused Sick Leave Days are automatically remitted back to the Sick Leave Bank. I authorize the Sick Leave Bank committee to confer with my Licensed Health Care Provider in regard to the number of days for my recuperation and to review any documents from my Licensed Health Care Provider that I have submitted as part of this application.

Applicant’s Signature _____

THIS DOCUMENT MUST CONTAIN THE SIGNATURE OF THE APPLICANT

LICENSED HEALTH CARE PROVIDER STATEMENT:

Nature of illness or accident and treatment that prevents the employee from performing their work duties:	

Estimated date that patient may return to work _____	Estimated number of days needed for recovery _____
Date _____	Printed Name _____ Signature _____
Telephone _____	Address _____
<i>Street</i>	<i>City</i> <i>State</i> <i>Zip</i>

COMMITTEE USE ONLY

Request Granted:	Sick Leave Bank Days Granted (max.30):
Request Denied:	Reason:
Signature of Sick Leave Bank Committee Chair:	

PAYROLL USE ONLY

Date:	Last Date Physically at Work:
Number of Days Requested:	Sick Leave Days Available:
Number of Days Awarded:	If Classified , Vacation Days Available:
Number of Days Returned to Sick Leave Bank:	Expected Date of Return to Work:

Copies to: _____ Sick Leave Bank Committee _____ Payroll Office _____ Employee

Updated 5/9/2022

The following form executes Classified Personnel Board Policy 4937.00 on Drug Free Workplace:
(This form would be on District Letterhead)

This policy complies with the requirements of P.L. 100-690 Title V, Section 1515

- 4937.00 Drug Free Workplace Basic Policy: The District is committed to providing a safe and productive work environment and to employing a work force free from the use of illegal drugs and the abuse of alcohol. Illegal drugs and the abuse of alcohol negatively affects an employee’s job performance, attendance, morale, and quality of work.
- A. All employees will receive a published statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance or alcohol is prohibited in the workplace. Such notification will require employee signature and will be placed in each employee’s personnel file, verifying notification. (See “Drug Free Workplace Policy Certification” in the Forms Section.)
 - B. Employees are required to report to work on time and in appropriate mental and physical condition for work. Any employee who uses drugs or alcohol off duty and reports to work under the influence of drugs/ alcohol, smelling of alcohol or in possession of drugs/alcohol may be disciplined up to and including immediate termination. The decision as to the nature and severity of the discipline imposed is at the sole discretion of the District.
 - C. Employees must advise their supervisors, prior to coming to work, if they are taking drugs prescribed by a doctor that will adversely affect their ability to safely perform the essential functions of their job.
 - D. The unlawful manufacture, distribution, dispensation, possession or use of a controlled substance, or being under the influence of a controlled substance on the premises of the District or while conducting District business while off of District property is absolutely prohibited and will result in immediate termination.
 - E. The District has the right to inspect or search any personal property on the District’s premises. Any drugs that are found may be confiscated and turned over to the proper law enforcement agency.
 - F. Employees are to notify their immediate supervisor of any criminal drug statue conviction for a violation occurring in the workplace no later than five (5) calendar days after such conviction. The District will investigate and take remedial action whenever there is reason to believe that the unlawful manufacture, distribution, dispersing, possession or use of an illegal substance is present. Employees in violation of the basic policy or who are convicted under any criminal drug statute for a violation not occurring in the workplace are subject to disciplinary action, up to and including dismissal. Retention of an offending employee is contingent upon satisfactory participation, at employee expense, in a drug abuse assistance or rehabilitation program approved for such purposes by federal, state, or local health, law enforcement, or other appropriate agency.
 - G. District employees whose job duties include the use of a District owned vehicle or the use of a personal vehicle for travel upon District premises or for travel on District business while off of District property must inform their supervisor of any criminal convictions for Driving Under the Influence of Alcohol or any other such similarly related charge within five (5) days of the date of conviction.
 - H. As an owner of commercial vehicles, Moscow School District No. 281 has an obligation to its drivers, and the driving public at large, to see that its commercial vehicle drivers are free from the harmful effects of drug or alcohol impairment. As part of this responsibility, the District will implement a Substance Abuse Procedure, together with a testing component, to ensure that its drivers are drug- and alcohol-free. The Substance Abuse Procedure shall be available in the Transportation office and Administration Offices and shall be reviewed periodically by the Trustees. All District employees with assigned vehicles will be included in the drug- and alcohol-free testing program.
 - I. The District prohibits any smoking, of any nature, kind or sort, on District property including district vehicles, in compliance with Idaho Code 39-55.
 - J. District employees whose job duties include the use of a District owned vehicle or the use of a personal vehicle for travel upon District premises or for travel on District business while off of District property must immediately inform their supervisor if their driver’s license is suspended for any reason.

(DRUG FREE WORKPLACE POLICY CERTIFICATION PRINTED ON REVERSE)

*SECTION IV – PERSONNEL
FORMS*

DRUG FREE WORKPLACE CERTIFICATION

I hereby certify that I have read the above copy of the Moscow School District’s Drug Free Workplace Policy and understand the terms of the policy.

Printed Name and Date

Employee’s Signature

Assignment and Building

(6/25/19)

Policy 4965.00 – Classified Employees

STATEMENT OF GRIEVANCE

Aggrieved Person _____ Date of Formal Presentation _____

Home Address of Aggrieved Person _____ Phone _____

School or Building _____ Work Assignment _____

Immediate Supervisor _____ Years in School System _____

Nature of Grievance

How Violated

When Violated

RELIEF SOUGHT:

Signature of Aggrieved

DISTRIBUTION OF FORM

Immediate Supervisor
Superintendent

APPENDICES

BOARD POLICY SECTION IV: PERSONNEL

APPENDIX A

Moscow School District 281

Policy 4050.00

CERTIFIED EMPLOYEES

TEACHER EVALUATION & OBSERVATION PLAN

Moscow School District Evaluation in Perspective

The purpose of a performance evaluation for any category of employee is to document strengths and weaknesses and to pinpoint areas for improved performance. For professional employees, evaluation is, primarily, a way to document growth in the profession. Although professional growth is of primary importance, evaluation may also be used to document performance problems and deficiencies.

The Moscow School District is committed to the notion of self-evaluation and self-reflection as a way to ensure professional growth. Self-reflection combined with the fair and objective observation and feedback of a supervisor is the best way to assist professional teachers in advancing in the profession.

The availability of the Moscow School District Teacher Mentor Program and Professional Development opportunities, coupled with the evaluation process, provides the infrastructure necessary for sustained professional growth.

Teacher Evaluation Plan Review – At the beginning of each year, the building administrator will meet with all teachers to review the evaluation plan and timelines. The Teacher Evaluation Plan listing all evaluation criteria, standards of satisfactory performance, and other relevant information shall be published and distributed to all teachers prior to conducting the teacher’s first formal appraisal.

Goal Setting – As part of the post-observation conference the teacher and administrator will develop goals for the coming year based on the Professional Development Plan, self-reflection documents, observations, and other relevant information.

Idaho Professional Learning Plan – The purpose of the plan is to provide a structured, supportive, and a collaborative environment to promote professional learning for the teacher that will enhance student learning. The plan is updated annually and should focus on teacher and/or administrator areas for growth in a domain or multiple domains.

Pre-Observation Conference (prior to observation) – The reliability and usefulness of classroom observation is directly related to the amount and type of information supervisors have before the observation. The conference should include description of students in the classroom, goals for the lesson, why are these goals suitable for this group of students, how do the goals support the district’s curriculum, state standards, etc., plans for engagement of students in the content, anticipation of difficulties, instructional materials used, assessment plans.

Self-Reflection/Portfolio documents– A structured reflection would include taking the time to pause and systematically consider the immense amount of work each teacher completes as “big-picture” continues through its cycle each year. The four domains contain many items that are evidence based and would be collected and placed in a self-reflection/portfolio. Some of those artifact items could include planning documents, teaching artifacts, parent and colleague communications, logs of professional development activities, samples of student work, etc.

Observations – The formal observation will be a minimum of thirty minutes and the teacher will be notified at least 24 hours prior to the observation. The observation should be scheduled at or before the Pre-Observation Conference. The first formal observation must occur prior to January 1, and the second must occur prior to May 1.

Post-Observation Conference – Following the final formal observation, the building administrator will conduct a post-observation conference within five to ten working days unless both parties agree to

SECTION IV – PERSONNEL
(APPENDIX A, Page 2)

extend the time from observation to post-conference. The Evaluation Cover Sheet should be finalized and signed during the post-observation conference. The deadline for this stage of the cycle is May 1. The purpose for the post-observation conference is to review the lesson, reinforce strengths, identify areas for improvement, offer specific feedback, review the Professional Growth plan and Self-Reflective/Portfolio documentation in order to develop goals to continue the cycle.

Evaluation Cover Sheet – The cover sheet summarizes the performance in the four or five domains and is completed by the administrator and placed at the top of the completed domain 104 checklists. The evaluator and teacher will sign at the bottom of each form during the post-observation conference and the administrator will submit the entire packet to the Human Resources Office. The cover sheet includes each domain with a location for a marking of “Satisfactory” and/or “Unsatisfactory” and a space for administrator comments. Unsatisfactory marking in a domain will result in an overall unsatisfactory rating. Idaho Code requires every school district to report overall performance as “Satisfactory” or “Unsatisfactory” in aggregate form. There shall be a minimum of one written evaluation in each of the annual contract years of employment, which shall be completed no later than May 1 of each year. The evaluation shall include a minimum of two documented observations, one of which shall be completed prior to January 1. The requirement to provide at least one written evaluation does not exclude additional evaluations that may be performed. (Idaho Code 33-514)

Performance Levels - The Idaho State Department of Education rules state that each district must identify descriptors of performance levels for each domain. In recognition of research into mastery, proficient performance in a domain is meeting 80% of the components. The following information provides more specific details:

Distinguished - The “*Distinguished*” level is reserved for truly outstanding teaching that meets very demanding criteria; there will be relatively few ratings at this level. Specific evidence and/or detailed observation is necessary to receive this level.

Proficient - The “*Proficient*” level describes solid, expected professional performance; teachers should feel good about scoring at this level. Evidence and/or observation in each component area is expected. In recognition of research into mastery, proficient performance in a domain is meeting 80% of the components. (Idaho State Department of Education)

Basic - “*Basic*” indicates that performance has deficiencies. A general lack of evidence and/or documentation of observations that are deficient are necessary to check this category. More than 20% “Needs Improvement” in a domain will result in a rating of “unsatisfactory”.

Unsatisfactory - Performance at the “*Unsatisfactory*” level is clearly unacceptable and must be improved. A rating of “Unsatisfactory” will be marked for the overall domain.

Five Domains

The evaluation model includes five over-arching “domains”. Each of the domains includes multiple rubrics to measure demonstration or evidence of techniques and procedures for assessing all aspects of teaching. Measurements within the domains include, but are not limited to skill, understanding, student engagement, self-assessment and reflection, communication, and professional development. The identified domains are:

Domain I – Planning and Preparation

Domain II – Learning Environment

Domain III – Instruction and Use of Assessment

Domain IV – Professional Responsibilities

Domain V – Student Achievement

MOSCOW SCHOOL DISTRICT #281 TEACHER EVALUATION COVER SHEET
_____ SCHOOL YEAR

Evaluator Deadline – May 1

Teacher's Legal Name _____ School/Location _____ Grade/Subject Area _____
Observation Dates for this Evaluation _____ (1 st Observation done no later than January 1)
Check Appropriate Boxes Below <input type="checkbox"/> Annual Contract: Category _____ OR <input type="checkbox"/> Continuing Contract <input type="checkbox"/> Professional Development Plan in place and reviewed (deadline 3 rd Friday in September)
PURSANT TO ID CODE 33-514, THE OVERALL PERFORMANCE OF THIS TEACHER FOR THIS EVALUATION PERIOD <input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory (Must be marked if any unsatisfactory is checked below.) **Plan of Improvement is required**
Domain I: Planning and Preparation <input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory** (3 or more components rated as Basic or any components rated Unsatisfactory) 1a: Demonstrating Knowledge of Content and Pedagogy <input type="checkbox"/> Unsatisfactory <input type="checkbox"/> Basic <input type="checkbox"/> Proficient <input type="checkbox"/> Distinguished Administrator Comments: 1b: Demonstrating Knowledge of Students <input type="checkbox"/> Unsatisfactory <input type="checkbox"/> Basic <input type="checkbox"/> Proficient <input type="checkbox"/> Distinguished Administrator Comments: 1c: Setting Instructional Outcomes <input type="checkbox"/> Unsatisfactory <input type="checkbox"/> Basic <input type="checkbox"/> Proficient <input type="checkbox"/> Distinguished Administrator Comments: 1d: Demonstrating Knowledge of Resources <input type="checkbox"/> Unsatisfactory <input type="checkbox"/> Basic <input type="checkbox"/> Proficient <input type="checkbox"/> Distinguished Administrator Comments: 1e: Designing Coherent Instruction <input type="checkbox"/> Unsatisfactory <input type="checkbox"/> Basic <input type="checkbox"/> Proficient <input type="checkbox"/> Distinguished Administrator Comments: 1f: Designing Student Assessments <input type="checkbox"/> Unsatisfactory <input type="checkbox"/> Basic <input type="checkbox"/> Proficient <input type="checkbox"/> Distinguished Administrator Comments:

SECTION IV – PERSONNEL
(APPENDIX A, Page 4)

Domain II: Learning Environment

Satisfactory Unsatisfactory** (3 or more components rated as Basic or any components rated Unsatisfactory)

2a: Creating an Environment of Respect and Rapport

Unsatisfactory Basic Proficient Distinguished

Administrator Comments: _____

2b: Establishing a Culture of Learning

Unsatisfactory Basic Proficient Distinguished

Administrator Comments: _____

2c: Managing Classroom Procedures

Unsatisfactory Basic Proficient Distinguished

Administrator Comments: _____

2d: Managing Student Behavior

Unsatisfactory Basic Proficient Distinguished

Administrator Comments: _____

2e: Organizing Physical Space

Unsatisfactory Basic Proficient Distinguished

Administrator Comments: _____

Domain III: Instruction and Use of Assessment

Satisfactory Unsatisfactory** (3 or more components rated as Basic or any components rated Unsatisfactory)

3a: Communicating with Students

Unsatisfactory Basic Proficient Distinguished

Administrator Comments: _____

3b: Using Questioning and Discussion Techniques

Unsatisfactory Basic Proficient Distinguished

Administrator Comments: _____

3c: Engaging Students in Learning

Unsatisfactory Basic Proficient Distinguished

Administrator Comments: _____

3d: Using Assessment in Instruction

Unsatisfactory Basic Proficient Distinguished

Administrator Comments: _____

3e: Demonstrating Flexibility and Responsiveness

Unsatisfactory Basic Proficient Distinguished

Administrator Comments: _____

Domain IV: Professional Responsibilities

Satisfactory Unsatisfactory** (3 or more components rated as Basic or any components rated Unsatisfactory)

4a: Reflecting on Teaching

Unsatisfactory Basic Proficient Distinguished

Administrator Comments: _____

4b: Maintaining Accurate Records

Unsatisfactory Basic Proficient Distinguished

Administrator Comments: _____

4c: Communicating with Families

Unsatisfactory Basic Proficient Distinguished

Administrator Comments: _____

4d: Participating in a Professional Community

Unsatisfactory Basic Proficient Distinguished

Administrator Comments: _____

4e: Growing and Developing Professionally

Unsatisfactory Basic Proficient Distinguished

Administrator Comments: _____

4f: Showing Professionalism

Unsatisfactory Basic Proficient Distinguished

Administrator Comments: _____

Domain V: Student Achievement

Satisfactory Unsatisfactory** (2 or more measures rated Unsatisfactory)

Measure #1 - ISAT

Satisfactory Unsatisfactory

Measure # 2

Satisfactory Unsatisfactory

Measure #3

Satisfactory Unsatisfactory

Administrator Comments: _____

Evaluator Name (please print) _____

Evaluator Signature _____

Date: _____

Teacher Signature _____

Date: _____

Teacher Comments: Attached To Follow* None

*Comments/rebuttal may be provided by the teacher for attachment to the evaluation.

APPENDIX B

Moscow School District 281

Policy 4055.00

CODE OF ETHICS for IDAHO PROFESSIONAL EDUCATORS

Idaho State Department of Education Professional Standards Commission

CODE OF ETHICS for Idaho Professional Educators

Complete document can be found at this link:

<https://www.sde.idaho.gov/cert-psc/shared/ethics/Code-of-Ethics-for-Professional-Educators.pdf>

The *Code of Ethics for Idaho Professional Educators* is designed to remind everyone that educators serve the schools and the community, by providing opportunity to all students, regardless of their socio-economic status.

Preamble

Believing in the worth and dignity of each human being, the professional educator recognizes the supreme importance of pursuing truth, striving toward excellence, nurturing democratic citizenship and safeguarding the freedom to learn and to teach while guaranteeing equal educational opportunity for all. The professional educator accepts the responsibility to practice the profession according to the highest ethical principles.

The *Code of Ethics for Idaho Professional Educators* symbolizes the commitment of all Idaho educators and provides principles by which to judge conduct.

Aspirations and Commitments

The professional educator aspires to stimulate the spirit of inquiry in students and to provide opportunities in the school setting that will help them acquire viable knowledge, skills and understanding that will meet their needs now and in the future.

The professional educator provides an environment that is safe to the cognitive, physical and psychological well-being of students and provides opportunities for each student to move toward the realization of his/her goals and potential as an effective citizen.

The professional educator, recognizing that students need role models, will act, speak and teach in such a manner as to exemplify nondiscriminatory behavior and encourage respect for other cultures and beliefs.

The professional educator is committed to the public good and will help preserve and promote the principles of democracy. He will provide input to the local school board to assist in the board's mission of developing and implementing sound educational policy, while promoting a climate in which the exercise of professional judgment is encouraged.

The professional educator believes the quality of services rendered by the education professional directly influences the nation and its citizens. He strives, therefore, to establish and maintain the highest set of professional principles of behavior, to improve educational practice, and to achieve conditions that attract highly qualified persons to the profession.

The professional educator regards the employment agreement as a pledge to be executed in a manner consistent with the highest ideals of professional service. He believes that sound professional personal relationships with colleagues, governing boards, and community members are built upon integrity, dignity, and mutual respect. The professional educator encourages the practice of the profession only by qualified persons.

PRINCIPLES I-X

PRINCIPLE I – Professional Conduct. A professional educator abides by all federal, state, and local laws and statutes. Unethical conduct may include the conviction of any felony or misdemeanor offense as set forth in Section 33-1208, Idaho Code.

PRINCIPLE II – Educator/Student Relationship. A professional educator maintains a professional relationship with all students, both inside and outside the physical and virtual classroom. Unethical conduct includes, but is not limited to:

- a. Committing any act of child abuse, including physical or emotional abuse;
- b. Committing any act of cruelty to children or any act of child endangerment;
- c. Committing or soliciting any sexual act from any minor or any student regardless of age;
- d. Committing any act of harassment as defined by district policy;
- e. Soliciting, encouraging, or consummating a romantic or inappropriate relationship (whether written, verbal, virtual, or physical) with a student, regardless of age;
- f. Using inappropriate language including, but not limited to, swearing and improper sexual comments (e.g., sexual innuendoes or sexual idiomatic phrases);
- g. Taking or possessing images (digital, photographic, or video) of students of a harassing, confidential, or sexual nature;
- h. Inappropriate contact with any minor or any student regardless of age using electronic media;
- i. Furnishing alcohol or illegal or unauthorized drugs to any student or allowing or encouraging a student to consume alcohol or unauthorized drugs except in a medical emergency;
- j. Conduct that is detrimental to the health and welfare of students; and,
- k. Deliberately falsifying information presented to students.

PRINCIPLE III – Alcohol and Drug Use or Possession. A professional educator refrains from the abuse of alcohol or drugs during the course of professional practice. Unethical conduct includes but is not limited to:

- a. Being on school premises or at any school-sponsored activity, home or away, involving students while possessing, using, or consuming illegal or unauthorized drugs;
- b. Being on school premises or at any school-sponsored activity, home or away, involving students while possessing, using, or consuming alcohol;
- c. Inappropriate or illegal use of prescription medications on school premises or at any school-sponsored events, home or away;
- d. Inappropriate or illegal use of drugs or alcohol that impairs the individual's ability to function; and,
- e. Possession of an illegal drug as defined in Chapter 27, Idaho Code, Uniform Controlled Substances.

PRINCIPLE IV – Professional Integrity. A professional educator exemplifies honesty and integrity in the course of professional practice. Unethical conduct includes but is not limited to:

- a. Fraudulently altering or preparing materials for licensure or employment;
- b. Falsifying or deliberately misrepresenting professional qualifications, degrees, academic awards, and related employment history when applying for employment or licensure;
- c. Failure to notify the state at the time of application for licensure of past revocations or suspensions of a certificate or license from another state;
- d. Failure to notify the state at the time of application for licensure of past criminal convictions of any crime violating the statutes or rules governing teacher certification;

- e. Falsifying, deliberately misrepresenting, or deliberately omitting information regarding the evaluation of students or personnel, including improper administration of any standardized tests (changing test answers, copying or teaching identified test items, unauthorized reading of the test to students, etc.);
- f. Falsifying, deliberately misrepresenting, or deliberately omitting reasons for absences or leaves;
- g. Falsifying, deliberately misrepresenting, or deliberately omitting information submitted in the course of an official inquiry or investigation;
- h. Falsifying, deliberately misrepresenting, or deliberately omitting material information on an official evaluation of colleagues; and,
- i. Failure to notify the state of any criminal conviction of a crime violating the statutes and/or rules governing teacher certification.

PRINCIPAL V – Funds and Property. A professional educator entrusted with public funds and property honors that trust with a high level of honesty, accuracy, and responsibility. Unethical conduct includes but is not limited to:

- a. Misuse, or unauthorized use, of public or school-related funds or property;
- b. Failure to account for funds collected from students, parents, or patrons;
- c. Submission of fraudulent requests for reimbursement of expenses or for pay;
- d. Co-mingling of public or school-related funds in personal bank account(s);
- e. Use of school property for private financial gain;
- f. Use of school computers to deliberately view or print pornography; and,
- g. Deliberate use of poor budgeting or accounting practices.

PRINCIPAL VI - Compensation. A professional educator maintains integrity with students, colleagues, parents, patrons, or business personnel when accepting gifts, gratuities, favors, and additional compensation. Unethical conduct includes but is not limited to:

- a. Unauthorized solicitation of students or parents of students to purchase equipment, supplies, or services from the educator who will directly benefit;
- b. Acceptance of gifts from vendors or potential vendors for personal use or gain where there may be the appearance of a conflict of interest;
- c. Tutoring students assigned to the educator for remuneration unless approved by the local board of education;
- d. Soliciting, accepting, or receiving a financial benefit greater than fifty (\$50.00) dollars as defined in Section 18-1359(b), Idaho Code; and,
- e. Keeping for oneself donations, whether money or items, that were solicited or accepted for the benefit of a student, class, classroom, or school.

PRINCIPLE VII - Confidentiality. A professional educator complies with state and federal laws and local school board policies relating to the confidentiality of student and employee records unless disclosure is required or permitted by law. Unethical conduct includes but is not limited to:

- a. Sharing of confidential information concerning student academic and disciplinary records, personal confidences, health and medical information, family status or income, and assessment or testing results with inappropriate individuals or entities; and
- b. Sharing of confidential information about colleagues obtained through employment practices with inappropriate individuals or entities.

PRINCIPAL VIII – Breach of Contract or Abandonment of Employment. A professional educator fulfills all terms and obligations detailed in the contract with the local board of education or education agency for the duration of the contract. Unethical conduct includes but is not limited to:

- a. Abandoning any contract for professional services without the prior written release from the

SECTION IV – PERSONNEL
(APPENDIX B, Page 4)

- contract by the employing school district or agency;
- b. Willfully refusing to perform the services required by a contract; and,
- c. Abandonment of classroom or failure to provide appropriate supervision of students at school or school-sponsored activities to ensure the safety and well-being of students.

PRINCIPLE IX – Duty to Report. A professional educator reports breaches of *the Code of Ethics for Idaho Professional Educators* and submits reports as required by Idaho Code. Unethical conduct includes but is not limited to:

- a. Failure to comply with Section 33-1208A, Idaho Code, (reporting requirements and immunity);
- b. Failure to comply with Section 16-1605, Idaho Code, (reporting of child abuse, abandonment or neglect);
- c. Failure to comply with Section 33-512B, Idaho Code, (suicidal tendencies and duty to warn); and,
- d. Having knowledge of a violation of the *Code of Ethics for Idaho Professional Educators* and failing to report the violation to an appropriate education official.

PRINCIPLE X - Professionalism. A professional educator ensures just and equitable treatment for all members of the profession in the exercise of academic freedom, professional rights and responsibilities while following generally recognized professional principles. Unethical conduct includes but is not limited to:

- a. Any conduct that seriously impairs the Certificate holder’s ability to teach or perform his/her professional duties;
- b. Committing any act of harassment toward a colleague;
- c. Failure to cooperate with the Professional Standards Commission in inquiries, investigations, or hearings;
- d. Using institutional privileges for the promotion of political candidates or for political activities, except for local, state or national education association elections;
- e. Deliberately falsifying information presented to students;
- f. Willfully interfering with the free participation of colleagues in professional associations; and
- g. Taking inappropriate pictures (digital, photographic or video) of colleagues of a harassing, confidential, or sexual nature.

(1-2-2020)

APPENDIX C

Moscow School District 281

Certified Policy 4250.10
Classified Policy 4945.10

SICK LEAVE BANK

OPERATIONAL GUIDELINES

SICK LEAVE BANK

OPERATIONAL GUIDELINES

1. Application for a grant from the Sick Leave Bank (hereafter referred to as “Bank”) is to be made in writing on the appropriate application form and should be submitted as soon as possible. You must be a member of the Bank to apply for a grant. The application should be sent to:

Sick Leave Bank Committee
c/o Payroll/Benefits Specialist
Moscow School District No. 281
650 N. Cleveland, Moscow, ID 83843-3659

2. If the applicant is incapacitated to such an extent that he/she cannot personally apply for a grant, the applicant’s immediate supervisor or the applicant’s representative may apply on behalf of the applicant.
3. The Sick Leave Bank Committee (hereafter referred to as “Committee”) will respond to each application for a grant in writing and, in the event the application is denied, will state the reason(s) for such denial.
4. The Committee may require proof of incapacitation due to illness or accident. In this event, a signed statement attesting to his/her incapacitation from a licensed physician, osteopath, chiropractor, or practitioner (hereafter referred to as “Licensed Health Care Provider”) shall be furnished to the Committee by the applicant.
5. Committee members will be emailed notification by the chair regarding the outcome of submitted requests.
6. Continuing employees shall remain members of the Bank, unless such employee withdraws by written notice within twenty (20) days of receiving the annual report being sent.
7. The annual report is sent the first week in October in any given fiscal year.

SICK LEAVE BANK

1. The Sick Leave Bank (hereafter referred to as “Bank”) will be considered a type of payroll protection insurance for the purpose of alleviating the hardship caused by absence from work necessitated by an extended or recurring illness or accident, or to care for an immediate family member because of an unexpected serious illness or accident, beyond the employee’s total number of accumulated sick leave hours. Each benefitted employee of the District may participate in the Bank.
2. To participate, new employees shall contribute a membership premium of two (2) days of sick leave within sixty (60) days of employment. Sick leave days contributed as a membership premium will be deducted from their sick leave balance and cannot be refunded. Continuing employees who are not currently Bank members, and employees who were once Bank members and severed their membership, are also required to contribute two (2) days of sick leave and must apply by completing the “New Membership Application” form during the enrollment period of October 1st -October 31st of the current fiscal year. The “New Membership Application” form can be found on MSDNet/General District Info/Employee Info and submitted to the Payroll and Benefits Specialist at the District Office.
3. Definitions:
 - A. Benefitted Employee: An employee who meets the minimum criteria for hours of work per week to be eligible for the Idaho Public Employee Retirement System.
 - B. Fiscal Year: July 1 to June 30, annually.
 - C. Contract Year: The year beginning with the date written in the employee’s individual contract and ending with the last day of work as noted in the contract and provided for by the school calendar.
 - D. Benefit Payments: Payment of sick leave days awarded from the Bank.
4. Upon retirement, an employee may grant his/her remaining sick leave days to the Bank.
5. The District will provide funding for Benefit Payments.
6. The Committee shall consist of two (2) members selected by the Moscow Education Association (MEA), one (1) classified employee, the District Business Manager, and one (1) Moscow School District (MSD) Board Trustee. Volunteers for the classified employee member shall be solicited, and then the member chosen by the District Business Manager after conferring with the Committee Chair. Members of the Committee are appointed for a two-year term. The Committee shall select a chair annually.
7. The purpose of the Committee shall be to annually review the following:
 - A. Ensuring that the Operational Guidelines are impartial and aligned to the purpose of the Bank.
 - B. Maintaining solvency of the Bank balance.
 - i. Minimum balance of 1000 days; maximum balance of 1250 days.
 - ii. Participants shall contribute a premium of two (2) sick leave days within sixty (60) days of employment.
 - iii. Notifying membership fifteen (15) continuous calendar days prior to any additional assessment needed during any calendar year. This additional assessment is typically one-half (1/2) day and may not exceed two (2) days per member.
 - C. Eligibility Criteria.

- D. Required application documentation.
 - E. Application procedures.
 - F. Maximum days allowed per request.
 - G. Procedures for unused days.
 - H. Termination of membership – reasons, and procedures.
 - I. Developing an annual statement with a summary of the previous year, including donations, allocations, and balance. This statement shall be distributed to all employees, the Board of Trustees, and the MEA Executive Board the first week of October of each school year.
 - J. After review, the Committee will recommend any necessary changes to the MSD Board of Trustees and the MEA Executive Board for approval. Upon approval, these Operational Guidelines will be updated in the corresponding MSD Board Policy and the Negotiation Agreement.
8. The Committee shall review the Procedural Guidelines as needed.

APPENDIX D

Moscow School District 281

Policy 4930.00

CLASSIFIED EMPLOYEES

EMPLOYEE PERFORMANCE EVALUATION

MOSCOW SCHOOL DISTRICT #281

Evaluation Period _____

EMPLOYEE PERFORMANCE EVALUATION

Type of Evaluation _____

Employee	Location	Classification Title
Major Job Responsibilities Emp. Init. _____ (Domains developed from JRJD. Must be completed at beginning of evaluation period.)	Performance Evaluation of Each Major Job Responsibilities	
(Use Additional Sheets if Necessary)	(Use Additional Sheets if Necessary)	
Other Factors: (Please Specify)		
OVERALL EVALUATION: <input type="checkbox"/> Outstanding <input type="checkbox"/> Very Good <input type="checkbox"/> Good <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Not Acceptable		
Comments: (Use additional sheets if necessary)		
This evaluation has been discussed with me. In signing, I do not necessarily agree with the conclusion of the evaluation. I also understand that I am an at-will employee.	Immediate Supervisor Input	Date
	Employee's Signature	Date
Employee's Comments (included before sent to reviewer)	Title	
	Evaluator (Administrator)	
	Title	
<input type="checkbox"/> Agree <input type="checkbox"/> Disagree		

CLASSIFIED EVALUATION

THE PURPOSE OF THE EVALUATION is to assist management in developing better employees thus enhancing program and support services through periodic evaluation and recording of the employee's performance on the basis of consistent and uniform standards. Its objective is to make management and the employee more aware of how well the employee is performing; noting strong points as well as those that are weak, giving recognition for good work, and providing a guide for improvement. It shall be used in accordance with Moscow School District Board of Trustees policies and procedures. The evaluation should assist the supervisor in analyzing work assignments as well as the employee's performance. It provides an opportunity to convert daily performance into an objective history of work performance, followed by open-minded discussion of the performance with the employee.

PROCEDURE:

Administrative Information

- a) Evaluation Period - The actual span of time the evaluation period covers.
- b) Type of Evaluation - Identify the specific reason for the evaluation.

THE EVALUATION OF PERFORMANCE:

- I. List the Major Job Responsibilities of the Position. These are descriptions of the major functions of the position.
- II. When evaluating the Employee's Performance of the major job responsibilities, briefly describe it in narrative form. The narrative should include the achievements and accomplishments, or lack thereof, of the person performing those responsibilities. State them as objectively as possible.
- III. Other Factors - Use this space to identify additional factors such as absenteeism or tardiness that influence overall performances on the job. It should also be used for such items as special projects or performance factors that are not normally an ongoing part of the job.
- IV. Overall Evaluation - Indicate with an "x" the overall evaluation of the performance of the employee over the evaluation period. The overall evaluation should be consistent with, and representative of, the combined evaluations of the various performance factors.
- V. Comments - Use this space to add any comments that are of relevance to the employee's evaluation of performance or that serve to support and clarify the performance evaluation.
- VI. Employee Conference - When you have completed the evaluation, arrange for a private discussion of the evaluation with the employee. If the employee has a VALID AND REASONABLE disagreement with any of the performance evaluations, they may be changed accordingly. Then the employee and evaluator should sign and date the Employee Performance Evaluation and send it to the reviewer for his/her review and signature.
- VII. Employee Comments - May be used by the employee to comment on any aspect of his/her performance as it relates to the evaluation. If utilized, this section should be completed BEFORE it goes to the Reviewer.
- VIII. Final Distribution of the completed form: one copy to the employee's personnel file in the Human Resources Office, one copy to the immediate supervisor, and one copy to employee.

DEFINITIONS (OVERALL EVALUATION)

- Outstanding is actual performance well beyond that required for the position. It is exceptional and different from the ordinary, definitely superior or extraordinary.
- Very Good represents performance which is better than that expected of a fully competent employee. It is superior to that which is expected but is not of such achievement or rare nature as to warrant "outstanding."
- Good is the performance expected of a fully competent employee and is defined as when performance falls within a broad band of performance ranging from just above "needs improvement" to just below "very good."
- Needs Improvement is performance that is less than that expected of a fully competent employee. It means improvement is necessary. An evaluation of this type should be thoroughly discussed with the employee.
- Not Acceptable performance is definitely inferior to the standards for the position. It should be used when an employee clearly fails to perform one or more duties critical to the job and the overall impact of the employee's performance is such that removal will be considered unless there is prompt, substantial improvement.

APPENDIX E

Moscow School District 281

Policy 4300.00 – 4340.00

CERTIFIED EMPLOYEES

**PROFESSIONAL DEVELOPMENT PROGRAM
and
PROCEDURAL HANDBOOK**

*Adopted - February 26, 2002
Revised/Updated – Spring 2022*

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Moscow School District #281

PROFESSIONAL DEVELOPMENT: MISSION AND POLICIES

Mission

The District is dedicated to the continuous professional development of certificated instructional staff members. The District creates an environment that encourages teacher, building, and district-level activities designed to support professional growth in the areas of curriculum, instruction, assessment, technology, and program evaluation. In support of the District’s Strategic Plan, the Professional Development Program seeks to unite staff in a joint effort to continually provide an excellent education for our students.

Section IV: Personnel: Board Policies Relating to Professional Development

- 4300.00
- 4310.00
- 4320.00
- 4330.00
- 4340.00
- 4200.00, Item C, #3.

Complete verbiage for each of the policies listed above can be found on the district's website at https://msd281.org/board_of_trustees/board_policy/section_iv_-_personnel/certified_employees.

Specifically, Section 4200-4249 (Salaries and Related Matters for Professional, Certified Personnel and Section 4300-4349 (Professional Improvement).

Moscow School District #281

PROFESSIONAL DEVELOPMENT: OVERVIEW

Purpose of Professional Development

- The purpose of professional development is to prepare and support educators in helping all students achieve high levels of academic achievement, learning, and development.
- Professional development should examine the needs of the district, schools, and individual staff members. Professional development is designed to systematically close the gap between the district’s expectations for all students and existing achievement levels.

High Quality Professional Development:

- Views teachers as central to student learning and recognizes the importance of all other members of the school community;
- Respects, nurtures, and challenges the intellectual and leadership capacity of teachers, principals, and others in the school community;
- Reflects best research and practice in teaching, learning, and leadership;
- Enables teachers to strengthen expertise in subject content, teaching strategies, assessments, uses of technologies, and other essential elements in teaching to high standards;
- Promotes continuous inquiry and improvement imbedded in the daily life of schools;
- Is planned collaboratively by those who will participate in and facilitate that development;
- Requires substantial time and other resources;
- Is driven by a coherent long-term plan; and
- Is evaluated on its impact of teacher effectiveness on student learning.

Role of the District Professional Development Committee:

1. Under the oversight of the District Leadership Committee, the Professional Development Committee plans, organizes, and/or arranges professional development opportunities that support the District’s Continuous Improvement Plan, School Improvement Plans, goals of the District Curriculum and Assessment Committee, recommendations of Subject-Area Committees, teachers’ professional goals as identified in *Individual Professional Growth Plans*, and/or Idaho Department of Education accreditation requirements. Areas of high priority to improve student achievement include, but are not limited to, use of district, state, and federal funds to provide opportunities for:
 - Collaboration to ensure alignment of the district’s curriculum to the Idaho State Board of Education’s *Content Standards*.
 - Enhancement of instructional strategies to support effective implementation of the state content standards.
 - Encouragement of teachers to maintain a current knowledge base in instructional content areas.
 - Teaching core programs with fidelity.
 - Implementation of the Response to Intervention model of tiered instruction.
 - Selection and/or development of effective formative and summative assessments and progress monitoring instruments in alignment with the state content standards.
 - Enhancement of the use of technology to support effective implementation of the state content standards.
 - Enhancement of staff awareness of legal issues and instructional modifications and adaptations relating to special education students.
2. Provide opportunities at the district, building, and classroom levels for staff to engage in professional development for the purpose of improving student achievement based on the Continuous Improvement Plan.

3. Request feedback relating to effectiveness of completed professional development activities.
4. Encourage administrators to dedicate a portion of school budgets, staff meeting time and available in-service time to priority areas.
5. Evaluate applications for use of professional development funds, dispersing available grant funds as appropriate.
6. Stay current with federal and state funding regulations and update funding guidelines.
7. Review applications for in-service credit, following guidelines in the District's *Professional Development Program and Procedural Handbook*.
8. Provide information on MSDNet to enable teachers to have access to policies, procedures, forms, and important dates related to professional development.

Moscow School District #281

PROFESSIONAL DEVELOPMENT PROGRAM

Purpose

The Moscow School District encourages staff to obtain credits by attending workshops, conferences, and in-services. In-district credits earned count toward recertification only. University credits earned count toward recertification *and* movement on the salary schedule. The Moscow School District reimburses staff members for the tuition cost of up to three (3) university credits per year, per the Negotiated Agreement.

The Moscow School District encourages the professional learning of all staff members by:

- Allocating professional development days in the school year calendar;
- Providing frequent professional trainings to staff on scheduled Professional Development days;
- Providing additional trainings throughout the year to specific groups of staff members as based upon need (i.e. bringing in consultants to work with specific staff members);
- Providing opportunities for staff to attend trainings outside of the district throughout the year;
- Notifying the staff of such above noted workshops occurring elsewhere;
- Reviewing requests for Professional Development Funds to make it financially feasible to attend workshops and conferences that would otherwise be costly;
- Providing the “Individual or Collaborative Study/Project” opportunity to staff when possible. Such projects should align with team and/or building-level and/or district level professional growth efforts that support the MSD Continuous Improvement Plan, School Improvement Plans, recommendations of Subject-Area Committees, and/or professional growth goals as outlined in *MSD Professional Growth Plans*. With a current *MSD Professional Growth Plan* on file with the district, teachers interested in pursuing this possibility during professional development days are asked to complete and submit either an *MSD Application for Alternate In-District Professional Development* or *MSD Application for Alternate Out-of-District Professional Development* by the deadlines noted on the applications.

By utilizing the above opportunities, the MSD staff is able to customize their learning opportunities that extend beyond college and university course offerings.

All staff applying for in-service credit must:

1. Have a **current** *Idaho Professional Learning Plan* on file with the district.
2. Make application for credit to the Chair of the Professional Development Committee using the *Verification of Completion of Equivalent In-service Training* form.

Moscow School District #281

PROFESSIONAL DEVELOPMENT IN-SERVICE CREDIT ACTIVITIES

A *Verification of Completion of Equivalent In-service Training* form and an *Idaho Professional Learning Plan* must accompany all activities pursued for in-service credit. Fifteen (15) documented clock hours equal one (1) in-service credit.

1) Presenting a Program at an Educational Conference or Workshop

Any teacher or other certificated staff member who presents a program at an educational conference or workshop at the local, state, or national level may earn **two (2) points per hour of presentation**, plus one (1) point per each hour of preparation.

2) Publication of a Professional Article

Staff is encouraged to contribute professional articles to state and national refereed publications. All articles in which the Moscow School District No. 281 or any of its separate departments are mentioned or for which credits will be sought should first be cleared through the Principal and Curriculum Director.

3) College/University Professional Development Courses

- General Objective: To enable educators to expand their knowledge on topics that will contribute to their professional growth and help them to enrich their instructional program.
- Description of Activities: The educator may earn in-service credit by taking short courses offered by universities, community colleges, or other institutions authorized to offer college credit.
- Evaluation: At the conclusion of the course, the participant must submit evidence of satisfactory completion of the course, if applicable, and/or the number of hours attended. This evidence may be a certificate or a statement from the instructor and institution from which the course was taken.

4) Conference or Workshop Attendance

- General Objective: To enable educators to expand their knowledge on topics that will contribute to their professional growth and help them to enrich their instructional program.
- Description of Activities: Any educator who attends a local, state, regional, national or international educational conference or workshop which supports the general objective listed above, may earn in-service credit.
- Evaluation: At the conclusion of the conference or workshop, the participant must submit evidence of attendance, and the number of hours attended. This evidence may be a certificate or a statement from the instructor or conference/workshop coordinator.

5) Independent or Collaborative Study or Project

- To apply for an independent or collaborative study or project, the educator will complete an application form. Upon approval of the request by the Principal and the Curriculum Director, the educator may complete the independent or collaborative study or project. A written summary of accomplishments must be turned in following the project and is required in order to earn in-district credit. One point per documented hour of work will be awarded. The following components serve as guidelines for generating a plan:
 - Title
 - Objectives
 - Description of study, project, or workshop.
 - Rationale of how and why this study, project, or workshop, will benefit students
 - Steps required for attainment of objectives
 - Evaluation procedure to evaluate effectiveness in terms of the objectives set
 - Application form is available on MSDNet (<http://10.1.2.119>)

Moscow School District #281

PROFESSIONAL DEVELOPMENT IN-SERVICE CREDIT GUIDELINES

In keeping with Idaho recertification requirements and Board Policy, the District will offer in-service credit to certificated instructional staff under the following guidelines:

1. In-service credit shall be educationally related to the requestor's *Idaho Professional Learning Plan*.
2. To obtain in-service credit, the applicant must:
 - Submit a completed *Verification of Completion of Equivalent In-service Training* form to the Chair of the Professional Development Committee. Sufficient documentation of accomplishments and/or attendance, as well as signatures of the applicant and building principal must be submitted.
 - Upon approval, the original *Verification of Completion of Equivalent In-service Training* form will be returned to the applicant with the signatures of the Professional Development Chair and the Superintendent or designee. The State *may* request the original from the applicant as part of the recertification process.
 - A copy of the completed *Verification of Completion of Equivalent In-service Training* form will be filed in the individual's personnel file in the Human Resource Office.
3. The *Verification of Completion of Equivalent In-service Training* form may be submitted when a total of fifteen (15) clock hours have been earned.
4. Each in-service credit shall be comparable to not less than fifteen (15) clock hours of professional activity. Hours reflecting professional development in more than one topic area may be combined to total fifteen (15) clock hours. When a staff member has earned a combined fifteen (15) hours, all documentation should be turned in with the *Combining Clock Hours for In-Service Credit Form* (available on MSDNet). **Partial credit is not applicable.**
5. A maximum of three (3) in-service credits may be used toward renewal of an individual's Idaho certificate. (Currently six (6) credits are required every five (5) years for recertification.)
6. Credit activity may be retroactive for two (2) years if adequate documentation is present.
7. It is the responsibility of each principal to make certain that all certificated personnel know how to access an electronic copy of this plan, including those personnel who are hired after the school year begins.
8. If a request for in-service credit is denied, the applicant will be sent a *Request to Resubmit Verification of Completion of Equivalent In-service Training*.

VERIFICATION OF COMPLETION OF EQUIVALENT IN-SERVICE TRAINING

Moscow School District # 281

Idaho State Department of Education
Office of Teacher Certification
P.O. Box 83720
Boise, ID 83720-0027

Any in-service credit **must** receive written approval from the Superintendent or designee and the Professional Development Chair of the employing school district, whose responsibility it is to determine if the activity is in compliance with the District's Professional Development Plan. This original verification form **must** be saved by the applicant and should accompany the application for recertification, or it may be filed with the state upon the completion of the professional development activity.

NOTE: 15 clock hours = 1 in-service credit. A maximum of three (3) in-service credits may be applied toward recertification if approved by the Chair of the Professional Development Committee. Partial credit is **not** applicable. No credits will be approved that do not follow *Professional Development In-service Credit Guidelines*. An *Idaho Professional Learning Plan* must be on file with the district.

Full Name: _____ **S.S. No.** _____
Last First Initial

Home Address: _____
Street/P.O. Box City State Zip

Title and Description of In-service (Attach relevant documentation):

School District or Agency Conducting In-service _____

In-service Contact Person _____ **Phone:** _____

Date(s) of Participation (Month, Day(s), Year): _____

Clock Hours Earned: _____ **Number of In-service credits requested:** _____

This individual has successfully completed the Professional Development Activity described herein and is entitled to equivalency credit.

Applicant _____ Date _____

Building Administrator _____ Date _____

Professional Development Chair _____ Date _____

Superintendent _____ Date _____

Date Considered _____

Credits Approved _____

Original & Copy to: _____ Applicant

Credits Denied _____

Copy to: _____ Human Resources

APPLICATION FOR COMBINING CLOCK HOURS FOR IN-SERVICE CREDIT

Moscow School District #281

Idaho State Department of Education
Office of Teacher Certification
P.O. Box 83720
Boise, ID 83720-0027

When combining clock hours from more than one in-service activity to earn credit, you need to submit your *Verification of Completion of Equivalent In-Service Training* forms along with this cover sheet to the Chair of the Professional Development Committee. When combining clock hours, you must have a minimum of 15 in order to receive credit. ***Partial credit is not awarded.***

If you have already submitted a *Verification of Completion of Equivalent In-Service Training* form for less than 15 hours, please note the district does not file it (even if it is signed) until you have a minimum of 15 hours. ***You will need to resubmit these forms along with this sheet.***

When you submit your *Verification of Completion of Equivalent In-Service Training* forms to the state, mail this signed cover sheet attached to the top of them.

Full Name: _____
Last First Initial

Please see the attached documents which add up to a total of _____ clock hours.

I am requesting a total of _____ in-service credits (15 hours = 1 credit)

Applicant Date

Building Administrator Date

Professional Development Chair Date

Superintendent Date

Date Considered _____

Credits Approved _____

Credits Denied _____

Original & Copy to: _____ Applicant

Copy to: _____ Human Resources

Moscow School District #281

PROFESSIONAL DEVELOPMENT CREDIT APPEAL PROCESS

If an individual's proposal for in-service credit(s) has been rejected or denied by the Chair of the Professional Development Committee, the individual will receive a *Request to Resubmit Verification of Completion of Equivalent In-service Training*. If the individual resubmits and the resubmission is not approved, the requestor may appeal the decision.

- Step 1: The applicant will receive a *Request to Resubmit the Verification of Completion of Equivalent In-service Training* to the Chair of the Professional Development Committee. If the request is denied again, the applicant may appeal to the Professional Development Committee.
- Step 2: If an individual appeals to the Professional Development Committee, documentation must be provided to support the appeal. The Chair of the Professional Development Committee will provide the committee members with a copy of the documentation at the next scheduled meeting. The committee will review the applicant's appeal, reach a decision, and inform the applicant in writing.
- Step 3: If the applicant is not satisfied with the decision of the Professional Development Committee, all items described above may be submitted to the Superintendent for review. The Superintendent will make a recommendation to the Board of Trustees.
- Step 4: The final decision to deny or grant approval for in-service credit rests with the Board of Trustees.

Moscow School District #281

Request to Resubmit Verification of Completion of Equivalent In-service Training

TO: _____

FROM: Professional Development Committee Chair

RE: Request for In-service Credit

It has been determined that your request be denied for the following reasons(s):

Please revise and resubmit your application to the chair of the Professional Development Committee. If you wish your request to stand as is, you may appeal.

Professional Development Chairperson

Date

Superintendent

Date

Original: _____ Human Resource Specialist
Copy to: _____ Applicant
 _____ Superintendent

Moscow School District #281

*“A strong emphasis is placed on training staff in areas of most need.
Feedback from learning and teaching focuses extensive and ongoing professional development.
The support is also aligned with the school or district vision and objectives.”*
--Focused Professional Development, one of the Nine Characteristics of High-Performing Schools.

Application for Alternate In-District or Out-of-District Professional Development

Applicant must have a current “Idaho Professional Learning Plan” on file in the Human Resource Office.

The Moscow School District provides *Professional Development Days* in all certificated contracts and in the school year calendar to support the professional learning and instructional effectiveness of our certificated staff with the goal of increasing student learning. Professional Development opportunities also serve to build a culture of instructional consistency, collaboration, and communication among staff.

The district plans extensively and commits a great deal of resources to provide quality trainings for our staff on these contract days. It is the district’s expectation that certificated staff will be in attendance at trainings that pertain directly to their employment position.

This application is provided for those instances when the professional development opportunities clearly do not pertain to the staff member’s position and therefore an alternative opportunity would be more beneficial. The only requests that will be approved are those that are submitted on time, have the approval of the principal **and** the final approval of the Professional Development Committee chair, **and** include the rationale for:

- A. How the district or school-provided training does not apply to your specific job description; **and**
- B. How your alternate proposed group/independent study/alternate workshop would be more relevant to your particular position.

If you believe that an upcoming training does not pertain to you, please complete and submit this request by the dates noted below for consideration. Requests that are not submitted by the due date will not be approved.

<u>Professional Development Day</u>	<u>Deadline for Application Submission</u>
August	Last Day of Previous Year’s Annual Contract
October Day 1	Last August Teacher Workday
October Day 2	Last August Teacher Workday
October Day 3 (6-12)	Last August Teacher Workday
January (K-5)	First Friday of December

Please note that while all requests will be considered, they are not approved until **all signatures are recorded on the form, after which the requestor will receive a copy. **

MSD Application for Alternate In-District Professional Development

Requestor's Name: _____ Building: _____

Grade Level/Department/Content Area: _____

Name of Person(s) Presenting the Training: _____

Name of Virtual/Online Training: _____

Date on which this study/project/workshop will occur.

- August
- October Day 1
- October Day 2
- October Day 3 (6-12)
- January (K-5)

Deadline for Application to be Submitted.

- Last Day of Previous Year's Annual Contract
- Last August Teacher Workday
- Last August Teacher Workday
- Last August Teacher Workday
- First Friday of December

1. Explanation of how the district/school provided training does **not** apply to your specific job description.
2. Explanation of how your alternate proposed group/independent study/alternate workshop would apply better to your particular position.
3. Explanation of your learning objectives. What will attendees know and be able to do upon completion of the training?
4. Explanation of what materials are needed. If materials (i.e., books, DVDs, supplies, etc.) need to be purchased, please visit with your building principal.
5. Provide any additional information you feel is essential to share.

Upon completion of your study or project, send a written summary of accomplishments to your building principal and the Chair of the Professional Development Committee. Describe the extent to which the objectives were met, and if appropriate, please also list future goals you would like to address.

Teacher's Signature: _____ Date: _____

**Principal's Signature: _____ Date: _____

**Chair of PDC Signature: _____ Date: _____

MSD Application for Alternate Out-of-District Professional Development

Requestor's Name: _____ Building: _____

Choose one:

- Out-of-District PD
 Other Please Explain: _____

Date on which this study/project/workshop will occur.

- August
 October Day 1
 October Day 2
 October Day 3 (6-12)
 January (K-5)

Deadline for Application to be Submitted.

- Last Day of Previous Year's Annual Contract
Last August Teacher Workday
Last August Teacher Workday
Last August Teacher Workday
First Friday of December

1. Participants (if collaborative study): _____
2. Explanation of how the district/school provided training does **not** apply to your specific job description.
3. Explanation of how your alternate proposed group/independent study/alternate workshop would apply better to your particular position.
4. Explanation of your learning objectives. What will attendees know and be able to do upon completion of the training?
5. Explanation of what materials are needed. If materials (e.g., books, DVDs, supplies, etc.) need to be purchased, please visit with your building principal.
6. Provide any additional information you feel is essential to share.

Upon completion of your study or project, send a written summary of accomplishments to your building principal and the Chair of the Professional Development Committee. Describe the extent to which the objectives were met, and if appropriate, please also list future goals you would like to address.

Teacher's Signature: _____ Date: _____

**Principal's Signature: _____ Date: _____

**Chair of PDC Signature: _____ Date: _____

Revised May 2022

Moscow School District #281

Idaho Professional Learning Plan Guidelines

*“There is strong teamwork among teachers across all grades and with other staff.
Everybody is involved and connect to each other...to identify problems and work on solutions.”*
--High Levels of Collaboration & Communication, Nine Characteristics of High-Performing Schools.

It is the Moscow School District’s goal to recruit and support high quality staff members devoted to nurturing student learning and increasing student achievement. The *Idaho Professional Learning Plan* is part of the district’s Evaluation Model. It is designed to encourage pedagogical growth in four domains: Planning & Preparation; The Learning Environment; Instruction & Assessment; and Professional Responsibilities.

The *Idaho Professional Learning Plan* must be completed by each certificated staff member. Goals should focus on the pursuit of professional Learning within one or more of the four domains. Staff members are highly encouraged to align their goals with school and/or district efforts and professional growth efforts already in place (i.e., pursuing graduate degree).

An approved *Idaho Professional Learning Plan* must be on file with the district as part of the Moscow School District’s Evaluation Model. It is a pre-requisite for a teacher or administrator to apply for in-service credit, professional development funding, and to apply for an individual or collaborative study or project.

Moscow School District #281

Guidelines for Requesting Professional Development Funds

1. The requestor must have a current *Idaho Professional Learning Plan* on file and the request should be aligned with the goals identified in the plan.
2. Local conference requests (within the state of Idaho or within 100 miles of Moscow) will be considered first. Funding for regional or national conferences will be prioritized in the following manner:
 - Extent to which the request aligns with the individual’s *Professional Growth Plan*.
 - Review of previous granting of professional development funds to the requestor.
 - Determination of whether the requestor is receiving an award or honor or is holding an office directly related to his/her *Idaho Professional Learning Plan*.
 - Determination of whether the requestor has a specific plan to share information gained with colleagues.
3. Requests must be submitted to the Chair of the Professional Development Committee *prior to* the workshop date and *prior to* the next scheduled funding deadline.
4. The Professional Development Committee will review requests four times a year. Requests for funds must be submitted by the first Wednesday of the following months to be considered for funding:
 - **September**
 - **January**
 - **March**
 - **May**
 - a. The request must be **completed in full using the current** *Request for Professional Development Funds* form available on MSDNet.
 - b. Applications for funds that are not approved due to lack of available funding will be kept and reviewed at the next funding date, providing the conference or workshop is still pending.
 - c. Costs for substitutes shall be expended from the building budget.
5. If funds are granted, travel expense reimbursement forms and receipts must be submitted within 30 days of completion of travel.

Allowance Chart

Requesting meal allowance does not require a receipt.

1. Meals

- a) In order to receive the full day meal allowance, departure must be made earlier than 7:00 a.m. and return time must be later than 6:30 p.m.

b) Full day meal allowance

- i) In-State per diem - \$30.00 max
- ii) Out-of-State per diem - \$46.00 max

c) Partial day meal allowance

	<u>In-State</u>	<u>Out-of-State</u>
i) Breakfast	\$ 7.50	\$ 11.50
ii) Lunch	\$10.50	\$ 16.10
iii) Dinner	\$16.50	\$ 25.30

Mileage Chart

Requesting mileage allowance does not require a receipt.

From: Moscow (these are one way)

IDAHO

To: Boise	300	Rupert	460
Bonnors Ferry	162	St. Anthony	525
Burley	459	Salmon	365
Caldwell	305	Sandpoint	130
Coeur d’Alene	90	Stanley	450
Emmett	294	Sun Valley	470
Grangeville	100	Twin Falls	400
Hailey	450	Wallace	125
Idaho Falls	500		
Jerome	420	<u>OTHER</u>	
Lewiston	30	Missoula	250
McCall	200	Portland	330
Mountain Home	345	Salt Lake City	643
Nampa	315	Seattle	300
Orofino	70	Spokane	90
Pocatello	535		
Rexberg	525		

Moscow School District #281
Request for Professional Development Funds
(Form is available on MSDNet)

- A current *Idaho Professional Learning Plan* must be on file prior to submission.
- Your building principal's signature is required.*
- Provide your principal with a copy of your request.
- Submit completed form to the PDC chair prior to the workshop/conference **and** prior to the funding deadline.
- Your request will be considered at the next scheduled PDC meeting.
- Please note that if a request is approved, funding may be less than requested.
- **Attach** a copy of the conference registration form.
- Complete the Professional Development Activity Evaluation form and submit it to the chair of the PDC (Curriculum Director) **within 30 days** following the conference.

Name _____ School _____ Teaching Assignment _____ Date _____

Conference Name _____

Conference Date: _____ Location: _____

Travel Departure Date: _____ Travel Return Date: _____

Meals included in the conference: _____

Have you received funding in the past two years? Yes - Local Yes - Regional/National No

Estimated Costs:

Transportation:

Air \$ _____

Auto (round trip miles x. current rate) \$ _____

Registration (Attach registration form):

Early (date due _____) \$ _____

Regular (date due _____) \$ _____

Lodging Costs: \$ _____

Meal Costs for meals not included in the conference: \$ _____

(see chart on back for meal per diem)

Other Costs (please attach detailed description): \$ _____

TOTAL AMOUNT REQUESTED FROM PDC \$ _____

Principal's Signature* _____

_____ Date

*Principal Signature indicates approval of this request AND agreement to cover any substitute costs.

Provide a **BRIEF** explanation of the following - benefit of conference attendance to:

- ❖ Self (relating to *Idaho Professional Plan*):
- ❖ Moscow School District Continuous Improvement Plan/Strategic Plan:
- ❖ School Improvement Plan if your school has one (see building principal):
- ❖ When and to whom will you share your newly acquired learning?

Mileage Chart

FROM: Moscow

TO	One Way	Round Trip
Boise	300	600
Bonnars Ferry	162	324
Burley	459	918
Caldwell	305	610
Clarkston	36	72
Coeur d’Alene	90	180
Colfax	25	50
Colfax to Spokane	61	122
Emmett	294	588
Grangeville	100	200
Hailey	450	900
Idaho Falls	500	1000
Jerome	420	840
Kamiah	77	154
Kellogg	122	244
Lapwai	43	86
Lewiston	30	60
McCall	200	400
Meridian	296	592
Missoula	250	500
Mountain Home	345	690
Nampa	315	630
Nine Mile Falls (Lakeside HS)	101	202
Orofino	70	140
Pocatello	535	1070
Portland	330	660
Post Falls	100	200
Potlatch	18	36
Pullman	10	20
Rathdrum	98	196
Rexburg	525	1050
Rupert	460	920
Salmon	365	730
Salt Lake City	643	1286
Sandpoint	130	260
Seattle	300	600
Spokane	90	180
St. Anthony	525	1050
Stanley	450	900
Sun Valley	470	940
Twin Falls	400	800
Wallace	125	250
Weiser	253	506
Worley	60	120

Allowance Chart

1. Meal Costs

In order to receive the full day meal allowance, departure must be made earlier than 7:00 AM and returning later than 6:30 pm.

a) Full day meal allowance

- i) In-State per diem - \$30.00 max.
- ii) Out-of-State per diem - \$46.00 max.

b) Partial day meal allowance

	<u>In-State</u>	<u>Out-of-State</u>
i) Breakfast	\$7.50	\$11.50
ii) Lunch	\$10.50	\$16.10
iii) Dinner	\$16.50	\$25.30

2. Mileage reimbursement per mile is .585.

INSTRUCTIONS

1. Use this form only when claiming EXPENSES incurred. With the exception of meals, you must include back-up receipts to verify your expenses.
2. Meal cost claims do not require a receipt; use the chart about.
3. Obtain supervisor’s or program manager’s approval before submitting to the Business Office.

Moscow School District #281
PROFESSIONAL DEVELOPMENT ACTIVITY: EVALUATION

- Name: _____ School: _____
- Teaching Assignment: _____
- Title of workshop/in-service/training, location, and brief description:
 - Title: _____
 - Location: _____
 - Brief Description: _____
- Date(s) of Attendance: _____
- Please respond to the following questions using the following scale:
5-Strongly agree 4-Agree 3-Neutral 2-Disagree 1-Strongly disagree
 - _____ The activity was purposeful and worthwhile.
 - _____ My participation in this professional development activity will positively impact student achievement and/or behavior.
 - _____ I recommend that other teachers receive the same training.
 - Other comments: _____
- How are you planning to share, or how have you already shared the information you acquired with colleagues? (Please attach any handouts you shared.)
 - _____ Workshop
 - _____ Grade level or department meeting.
 - _____ Staff meeting
 - _____ Other (please briefly describe):
- How will you measure a positive impact on student achievement/behavior?
- Approximately how many students will benefit From the training you received?
- Additional Comments:

APPENDIX F

Moscow School District 281

**Certified Policy 4125.00-4130.00
Classified Policy 4940.00**

RECORD OF HARASSMENT/BULLYING COMPLAINT and CONDUCTING A HARASSMENT/BULLYING INVESTIGATION

Moscow School District 281 Conducting a Harassment/Bullying Investigation

*This form is provided solely for assistance in the interview process.
It is not intended to provide legal advice or to be all-inclusive.*

I. Of First Concern.

- Begin the investigation as soon as possible.
 - Date written/oral complaint of harassment/bullying was received: _____
 - Date investigation began: _____
 - Complaint received from: _____
 - Complaint received by: _____
 - Name of alleged victim: _____
 - Name of alleged harasser/bully: _____
 - Names of possible witnesses: _____
- Review applicable Board Policies, regulations, and practices.
- Set forth applicable timelines for conducting the investigation and issuing a report.

- The investigator should be in a position of authority so that serious consideration will be given to the investigation report.
- Conduct all interviews in a private setting/room.

II. Interview the Alleged Victim.

- If the alleged victim wishes, allow a support person of his/her choice to be present during the interview.
- It may be appropriate, given the age of the child, or other circumstances, to interview parents, guardians, teachers, or other adults who can provide information regarding the alleged incident and its effect on the student.
- Explain the investigation process. Indicate that confidentiality will be maintained to the extent possible. Inform the alleged victim that:

SECTION IV – PERSONNEL
(APPENDIX E, Page 2)

- The alleged harasser/bully and any witnesses will also be interviewed;
- A written report will be prepared;
- The final determination regarding what action, if any, will be taken as specified in District Policy.

- Ask the alleged victim:
 - Who was involved?
 - What happened?
 - Where did it happen?
 - When did it happen?
 - Why do you think it happened?
 - Have the same/similar incidents occurred previously?
 - How many times has it happened?
 - What did you do when it happened?
 - Did you tell anyone about what happened? If yes, who?
 - Did anyone see or hear what happened?
 - Did the alleged victim provoke the alleged harasser/bully?
 - Was there a prior relationship between the parties?

- Determine how the harassment/bullying incident has affected the alleged victim by asking the following questions:
 - Why did the remarks/actions upset you?
 - What did you do in response to the remarks/actions?
 - Did the remarks/actions cause you to change the way you normally act?
 - Have you missed any school or school events because of the remarks/actions?
 - Has your schoolwork been affected?
 - Have you made any changes to your participation at school or school events?

- Ask the alleged victim what he/she thinks should be done.
- What can be done to help you feel better/safer?
Note: Try to determine if the alleged victim is telling the truth. Remember that the alleged victim may be scared, nervous, hurt, or embarrassed.
- Note the student’s body language.
- Does the student sound believable, or does his/her story sound made-up?
- Does the student have reason to lie?
- Does the student seem reluctant or refuse to relate specifics?
- Ask the alleged victim to immediately tell someone in authority if the alleged harasser/bully or anyone else confronts him/her regarding the investigation.
- Ask the alleged victim to write and sign a statement setting forth his/her version of the facts.
- Instruct the alleged victim to keep everything regarding the interview confidential.
- Inform the alleged victim of any outside agency that can assist if the complaint is not resolved to the student’s satisfaction.
- Keep notes of the interview process.

III. Interview the Alleged Harasser/Bully.

- If the alleged harasser/bully wishes, allow a support person of his/her choice to be present during the interview.
- Explain the allegations of harassment/bullying have been made against the individual and that the purpose of the interview is to investigate the complaint. Tell the alleged harasser/bully that:
 - The school takes all allegations of harassment/bullying seriously, and that harassment/bullying is not tolerated.
 - Each complaint of harassment/bullying is fully investigated.
 - The interview will give the student a chance to tell his/her side of the story.
 - No decision has yet been made as to the truth of the allegations.
- Explain the investigation process. Indicate that confidentiality will be maintained to the extent possible. Inform the alleged harasser/bully:

SECTION IV – PERSONNEL
(APPENDIX E, Page 4)

- The alleged victim and any witnesses will also be interviewed;
- A written report will be prepared;
- The final determination regarding what action, if any, will be taken as specified in District Policy.

- Identify the victim and provide the alleged harasser/bully an opportunity to set forth whether he/she has had recent interactions with the alleged victim.
- As the alleged harasser/bully the same questions asked of the alleged victim regarding the incident(s).
- Determine if the alleged harasser/bully has any witnesses to back-up his/her statements.
- If the alleged harasser/bully denies that the incident occurred, ask if he/she has had any contact with the alleged victim.
- Ask the alleged harasser/bully knows why the allegations would have been made against him/her.
- Ask the alleged harasser/bully to write and sign a statement setting forth his/her version.
- Instruct the alleged harasser/bully to keep everything regarding the interview confidential.
- Keep notes of the interview process.

Note: At this point, the investigator may now have enough information to determine those areas of agreement between the alleged victim’s and the alleged harasser/bully’s versions of the incident. If necessary, additional questions can be asked.

Note: If the investigator has reason to believe that a child under the age of 18 years has been abused, abandoned, or neglected, the investigator must cause a report to be made to law enforcement or Health & Welfare within 24 hours.

IV. Interview the Witnesses.

- If possible, do not reveal the identity of the alleged victim or the alleged harasser/bully to the witness at the beginning of the interview but tell him/her the reason for the interview.
- Ask broad, general questions, not leading questions.
- If the witness does not offer information, ask if he/she saw or heard anything that the witness may feel was harassment/bullying.
- Ask the witness for all information regarding the incident(s) he/she may have.

- Distinguish between firsthand and secondhand (hearsay) knowledge.
- Ask each witness to write and sign a statement setting forth his/her version of the facts.
- Instruct the witness to keep everything regarding the interview confidential.
- Inform the witness that retaliation against the alleged victim or any witnesses is prohibited.
- Keep notes of the interview process.

V. Evaluating the Facts/Making a Decision.

- Make the written report thorough, objective, and chronological.
 - Include when and how the investigator first learned of the harassment/bullying incident.
 - Provide a summary of the complaint and attach all written and signed statements.
 - List all Board, District, and school policies, and all other pertinent school documents received.
 - Give an overview of each relevant interview.
 - When possible, distinguish personal knowledge from hearsay.
 - Set forth determination and interview information that supports or negates the allegation of harassment.
 - State a conclusion as to whether or not an incident of harassment/bullying occurred.
 - Recommend corrective action, making sure that any disciplinary action recommended is supported by the findings.
 - After a decision has been reached, follow-up with both the alleged victim and the alleged harasser/bully.
 - If disciplinary action will be taken against the harasser/bully, document the action taken, and the due process provided to the student.
 - Notify the victim of the outcome of the investigation. If disciplinary action is taken against the harasser/bully, that is confidential information and cannot be revealed to the victim without prior written consent.
 - Monitor the situation to be reasonably sure the harassment/bullying does not resume or continue, and that retaliation does not occur.

SECTION IV – PERSONNEL
(APPENDIX E, Page 6)

VI. Possible Corrective Actions to be Taken. *(The following list of possible corrective actions is intended to provide suggestions; other corrective action may be appropriate.)*

- Separate the victim and the harasser/bully. Make sure the victim is not penalized for reporting.
- Oral or written warnings.
- Counseling.
- Suspension.
- Transfer.
- Expulsion.

APPENDIX G

Moscow School District 281

Certified Policy 4165.00

INNER-DISTRICT RELATIONSHIP COMPACT

Inner-District Relationship Compact

We believe that this compact will ensure a collegial atmosphere, foster positive relations with the community and provide a healthy learning environment which will survive different interests, endure changes in leadership and extend beyond legal and contractual requirements. This Relationship Compact will guide all interactions within our school community.

We agree to the following guiding principles:

- Treat each other with courtesy, respect, and dignity.
- Honor promises and commitments whether written or verbal.
- Maintain trustworthiness and honesty in our dealings with one another.
- Communicate important concerns and happenings in a timely manner.
- Work together to solve problems and to encourage common understanding for all stakeholders.
- Acknowledge concerns and work toward positive resolutions.
- Seek or provide clarification when an issue or request isn't clear.
- Understand that, when problems occur, there are appropriate dispute resolution processes in place which must be honored.

We agree that in relationships, a high degree of trust is essential. We will focus on building our trustworthiness as a means of developing and maintaining professional relationships.

We will seek common understanding at all times, in order to avoid reliance on the use of power and coercive tactics. We value multiple perspectives and points of view.

We believe this Relationship Compact will facilitate transparent communications. We will operate in an honest and open manner, disseminate accurate information, solicit input from all stakeholders, and use joint communication statements on key issues.