

# STAFF HANDBOOK

**2021-2022**

Dana Felderman, Superintendent

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[www.lakepreston.k12.sd.us](http://www.lakepreston.k12.sd.us)

Lake Preston School District 38-3



**IT'S A GREAT DAY TO BE A DIVER!**

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### **DISCLAIMER**

Lake Preston School District 38-3 has identified employment provisions and School Board policies which generate numerous inquiries. The following summary has been prepared for easy reference as a convenience you. However, this summary is not an amendment nor modification to current employment provisions and/or adopted policies and procedures. The Lake Preston School District specifically reserves the right to repeal, modify, or amend any of these policies with or without notice.

### **NON-DISCRIMINATION**

The Lake Preston School District 38-3 provides equal opportunity in its employment regulations, educational and activity programs. It is the policy of the District not to discriminate on the basis of sex, race, color, national origin, creed, religion, marital status, status in regard to public assistance, age, or disability.

Inquiries regarding compliance in relation to **Title IX and Section 504** may be directed to Dana Felderman, (605-847-4455) 300 1<sup>st</sup> Street NE Lake Preston, SD 57249. Additional inquiries may be directed to the Regional Director, Department of Education, Office of Civil Rights, 1961 Stout Street, Denver, Colorado 80294.

### **SCHOOL BOARD POLICIES AND PROCEDURES**

The School District maintains a policy book of official policies and procedures adopted by the School Board relating to the operation of the School District. The District and LPEA also maintain a negotiated agreement. Copies of the manual and agreement are maintained in the Business Office and on the Lake Preston School District portal. Throughout this handbook, you may find reference to policies which are in the School Board Policies and Procedures Manual or Negotiated Agreement. Please familiarize yourself with the policies referred to in this employees' handbook for which you wish further information.

### **SUPERVISION**

The School District's organizational chart provides that the Superintendent has general supervision over classified personnel. Direct supervision of School District personnel is delegated to the staff member's immediate supervisor.

### **EVALUATION**

It is School District policy that all employees receive regular performance evaluations a minimum of once per year. It is the responsibility of an employee's supervisor to perform the evaluation in a format prescribed by the school district.

### **APPLICATION**

This handbook shall apply to all employees. In the event of a conflict between these policies and state or federal law, the terms and conditions of that law shall prevail.

### TIME SHEETS

In accordance with federal wage and hour regulations, each classified employee shall record daily work time worked. Each employee shall accurately record AM arrival, PM departure time and noon breaks by recording such times in the monthly timesheet. Leave is also recorded in timesheet. The employee shall also provide the Business Office with the appropriate leave documentation when requested.

### PAYMENT OF SALARY

Wages are paid monthly via the use of electronic transfer directly into an account specified by the employee. Payment is made once monthly on the 20<sup>th</sup> of each month. If the 20<sup>th</sup> falls on a weekend or bank observed holiday, then the payment will occur on the preceding day. Salaried employees are paid a regular monthly wage. Employees on an hourly rate are paid for four and five-week work periods, or may elect to have their payment averaged. Each time sheet shall be verified by the employee for accuracy of the data recorded and verified by the immediate supervisor. The verified information indicating the time worked must be available to the Business Office by noon on the Monday following the pay period cutoff.

### PAYROLL DEDUCTIONS

Classified employees may elect to have various deductions made from their monthly paycheck such as: tax sheltered annuities, insurance coverage's, Flex 125 contributions, AFLAC, and other school endorsed deductions.

### TAX SHELTERED ANNUITIES

The School Board has authorized participation by any interested employee in tax sheltered annuity programs. Under this plan the Board agrees to reduce an employee's salary by the amount the employee has requested to be withheld on District payroll deduction forms. The District requires that such annuity deductions are in agreement with the annuity deduction limits established by federal guidelines. Contributions are made monthly by payroll deductions.

### PAID HOLIDAYS

The District recognizes eight holidays for classified staff: July 4, Labor Day, Thanksgiving, Christmas, New Year's Day, Good Friday, Memorial Day, and a Floater Holiday (*to be used in conjunction with a non-scheduled school day if not used for Veteran's Day.*) Compensation for the recognized holiday will be given if the employee is scheduled to work the day the holiday falls on. The following classifications are not eligible for paid holidays: bus drivers, substitutes, and miscellaneous part-time positions.

### PERSONAL LEAVE

Classified employees receive and accumulate personal leave as per their individual contract agreement. The following classifications are not eligible for personal leave: bus drivers and miscellaneous temporary and part-time positions.

### SICK LEAVE

Classified employees receive and accumulate sick leave as per their individual contract or negotiated agreement. Sick leave is for personal illness of the employee and/or the illness of a family member. Family is defined as spouse, child, parent, parent-in-law or sibling. One day maybe used on the day of the birth of a grandchild. Five days per year of family illness may be used for a grandchild that is hospitalized for a medical reason other than birth. Sick leave cannot be used for other absences. Accrued sick leave is not eligible for payment upon termination of contract.

An employee who is absent from work due to illness or disability shall notify his/her immediate Supervisor before scheduled to work, or as soon as possible. If an emergency situation exists, indicate the nature of the situation and the expected length of absence. If an employee is absent without proper notification, he/she will be considered to have voluntarily resigned his/her position. After three (3) consecutive sick days, medical doctor approval may be necessary prior to an employee's return to work. **However, the supervisor may request a physician's approval at any time.** Any employee found to have abused his/her sick leave privileges may be subject to disciplinary action. At any time, the School District reserves the right to request evidence in the form of a doctor's statement confirming the illness and the advisability of the employee returning to work.

## **PARENT and ADOPTION LEAVE**

Classified employees are entitled to leave consistent with the provisions of the Federal Family Medical Leave Act due to the birth of a child or the adoption of a preschool or school age child. Contingent on the employee having sufficient accumulated sick leave, a maximum of 30 continuous days will be considered paid leave. However, in the calculation of the said 30 days, Saturdays and Sundays will be excluded; all other days, specifically including days when school may not be in session, shall be counted toward the 30 continuous day limit. The continuous day count will commence on the first day of the birth or placement of a child in the employee's care. If both parents are employed by the district, each employee will be allowed 30 days per contractual year commencing upon the birth of a child or 5 days per contractual year commencing upon the adoption of a child.

## **FAMILY AND MEDICAL LEAVE ACT**

The District participates in the Federal Family and Medical Leave Act of 1993 (FMLA) in which employers are required to provide up to twelve (12) weeks of unpaid, job-protected leave to eligible employees for certain family and medical reasons. Employees are eligible if they have worked for the District for at least one year and for a minimum of 1,250 hours over the previous twelve (12) months. The FMLA leave year will commence on the date of the first incident requiring leave and roll for twelve months after that date.

The FMLA covers absences for the following reasons: Birth of a child or placement of a child with you for adoption or foster care; a serious health condition that makes you unable to perform the essential functions of your job; or a serious health condition affecting your spouse, child or parent for which you are needed to provide care.

Employees must provide thirty (30) days advance notice when the use of FMLA is foreseeable. Additional information and requirements related to the FMLA may be obtained by contacting the Business Office.

## **BEREAVEMENT LEAVE**

Full time employees are allowed up to five (5) days bereavement leave for below listed family members and one (1) day per contract year for friends. Leave is deducted from accrued sick leave if not specified otherwise in employment contract. For the purpose of this language, the definition of family members includes the following: parent, stepparent, child, stepchild, wife, husband, brother, sister, parent-in-law, sister-in-law, brother-in-law, daughter-in-law, son-in-law, grandchild, grandparents or any member of the employee's household. Time/days taken to attend visitations or to assist grieving close friends or relatives not covered by the above definition of family will be considered personal leave.

## **SICK LEAVE BANK**

Certified teachers have a sick leave bank where teachers may contribute one sick leave day per contract year to be a part of the sick leave bank as per negotiated agreement. This applies to certified contracted teachers only.

## **EMERGENCY LEAVE**

Emergency leave may be granted by the Superintendent following consultation with the Board or Personnel Committee of the Board when special circumstances exist. Such leaves are ordinarily without compensation.

## **VACATIONS**

Employees receive annual paid leave as per their specific contract. Vacation is earned annually through continuous employment (July 1 through June 30) with the District. A daily rate of pay deduction may occur if an employee chooses to leave the District and has used more vacation days than they have earned. Unused vacation leave may accumulate as per contract and employees resigning their position with the District will need to request payment of leave. Employees are required to schedule the use of vacation time with their immediate supervisor.

## **FLEXTIME**

When possible, a regular full-time employee who works more hours than the normally scheduled workday may arrange to take flextime. In addition, the Supervisor may, at his/her discretion, rearrange an employee's schedule to eliminate any overtime liability for the workweek. All such hours that skew from the normally scheduled workday must be approved by the Supervisor. To maintain the budget, the Supervisor may utilize flextime for those employees who are scheduled to work on the weekends. Flextime must be used during the same 40-hour workweek and cannot accumulate and will not carry over into the next workweek.

### **OVERTIME**

Nonexempt employees may be required to work overtime when determined necessary by the Superintendent. Overtime is defined as time that is worked in excess of the standard forty (40) hour workweek, but does not include hours paid but not worked such as holidays, annual leave time, sick leave, personal leave, etc. All overtime must be authorized by the employee's Supervisor prior to the working of such hours except in an emergency. Overtime is to be authorized only if the work cannot be otherwise done during the normal working hours. Insofar as possible, the opportunity to work overtime shall be distributed as equally as practical among employees in the department. Accrual of overtime without prior authorization may result in disciplinary action. Overtime compensation for all nonexempt employees shall be at the rate of one and one-half (1 ½) times the employee's regular hourly rate. All overtime must be documented on timesheets when it is worked and paid as overtime. LPSD does not recognize overtime for exempt employees. The District work week is Saturday through Friday for the purpose of any compensation time or overtime calculations.

### **JURY DUTY**

Employees who are called for jury duty and serve in that capacity shall not be financially penalized. Employees shall be granted jury duty leave with pay. Money earned while serving on jury duty shall be remitted to the District. If money earned while serving jury duty is not remitted to the District, then employee will need to use personal leave or leave without pay.

### **MILITARY LEAVE**

Any full time classified employee who enlists or is conscripted into the defense forces of the United States for service or training shall be granted military leave. Following the military service, reinstatement to a position of comparable status will be allowed if the applicant remains qualified to hold the position. The application for reinstatement shall be made within sixty (60) days after discharge or separation from military service. These benefits shall extend to any regular employee enlisted in the National Guard and/or Reserve Armed Forces. Two weeks leave shall be granted to National Guard and/or Reserved Armed Forces employees for the purpose of annual training. These employees shall have one of the following options regarding salary payments:

1. Receive District employment salary and forfeit military pay for the period of absence.
2. Receive regular military pay for period of absence and forfeit District employment salary for said period.
3. Request the use of unused personal leave and/or vacation time, if available, for the military leave.

### **WEATHER RELATED HOURS OF DUTY**

When school is called off due to adverse weather conditions, staff members covered under this handbook are affected differently:

No School:

\*Full-time hourly employees may report to work as a regular work day. If road conditions prohibit them from being at work, they may elect to take a day of vacation or a day without compensation after consultation with their immediate supervisor.

\*School year only hourly employees will not report to work and will not be compensated for the day. Typically, the work/school day will be made up later in the year.

Late start or early dismissal:

\*Full-time employees may report to work at their regular time and work through their regular hours. If road conditions are such that the employee feels the need to come to work late or leave work early, the employee may elect to take vacation time or leave without compensation after consultation with his/her supervisor.

\*School year only hourly employees will be compensated for the actual time worked. Time worked in addition to the shortened school day must be agreed upon by the immediate supervisor.

### **WORK BREAKS**

Classified employees who work prior to and after the normal daily noon hour are required to take a minimum thirty (30) minute unpaid lunch break unless special circumstances need to be considered. Such breaks shall be recorded on the daily time sheet. Exceptions to this policy are staff members whose work assignments are limited to supervising students during the noon lunch period. Employees whose daily work assignment exceeds six hours may take a 15-minute work break in the morning and a 15-minute work break in the afternoon. Said time, if taken, is not to be recorded on the daily time sheet. 6

### **WORKERS' COMPENSATION INSURANCE**

Employees who are injured while performing their duties must immediately report the injury to his/her immediate supervisor. Employees are asked to seek medical attention immediately if circumstances warrant. The injured employee must report to the Business Manager and complete a First Report of Injury form as soon as possible but no later than three (3) days following the injury. The completed form must be forwarded to the insurance carrier even if medical attention was not needed. Failing to report the injury and complete the form may jeopardize your Workers' Compensation benefits.

Do not file a claim against the District's health insurance carrier if injured while on duty. Work related injuries are covered by Workers' Compensation and therefore ineligible for group health insurance coverage.

Employees injured while on duty have the opportunity to utilize any or all accumulated sick leave to the extent that total salary payments and Workers' Compensation payments do not exceed regular salary payments. The portion of your salary paid by Workers' Compensation may be used to reduce the amount of sick leave used. Employees will be required to provide sufficient certification or signed medical release to return to work.

### **GROUP HEALTH INSURANCE**

Classified employees who are scheduled to work a minimum of 6.5 hours per day for 175 days, or are scheduled to work a minimum of 1,150 hours annually, are eligible to participate in the District's group insurance program. Eligible employees indicating a desire to participate in the District's group insurance program must, at a minimum, participate at a single coverage level in the insured areas of group health and dental. Employees who are eligible, but choose not to take advantage of the insurance program, must sign a waiver stating their decision not to participate. Eligible employees who waive insurance coverage are advised that they will not be able to participate in the District's group insurance plan during the plan year (July to August) unless they experience a qualifying event and they notify the District within 30 days of said qualifying event of their desire to participate. Qualifying events and their definitions are outlined in the Summary Plan Document of the group insurance plan.

Annually, prior to May 15, employees who qualify for coverage and who have previously declined coverage may elect to participate in the District's group insurance program during LPSD's open enrollment period. If coverage is elected, coverage will begin on the anniversary date of the plan —July 1. The District does not guarantee acceptance in the group insurance program following the employee's thirty (30) day enrollment period.

Employees participating in the District's group insurance plan must have a family status change in order to switch from single to family coverage during the plan year. Flex 125 participation must be taken into consideration when switching from family to single. Employees desiring to change plans being offered by the District may do so annually during the open enrollment period, by providing the Business Office with written notification of the desired change by May 15.

The School District contributes towards the cost of the monthly insurance premium of the employee's insurance. The balance of the premium cost is paid by the employee through a monthly payroll deduction. The employee's portion of the monthly cost of the elected coverage will be deducted on a pre-tax basis unless the employee provides the Business Office with a statement indicating a denial of this pre-tax benefit.

### **DENTAL INSURANCE**

The District offers dental coverage through Delta Dental of South Dakota. LPSD pays for a full single premium to all full time employees, but the employee may elect to cover their spouse or dependents at an additional premium deducted on a pre-tax basis through a monthly payroll deduction.

### **LIFE INSURANCE**

The District offers each employee a \$10,000.00 life insurance policy paid for by the district. The employee may elect to add supplemental life insurance including spouse and dependent coverage. The full cost of supplemental insurance is covered by the employee.

## **FLEX125**

**INSURANCE PREMIUMS:** Insured employees who have group insurance premiums under this plan paid by a payroll deduction, may do so on a "pre-tax" basis. Under this benefit, group insurance premiums are exempt from Federal Income, Social Security and Medicare Taxes. The employee's portion of the monthly cost of the elected coverage will be deducted on a pre-tax basis unless the employee provides the Business Office with a statement indicating the denial of this pre-tax benefit. Having group insurance premiums exempt from certain federal taxes under the Flex 125 provision limits the employee from dropping the group coverage midyear unless there is a family status change.

**MEDICAL CARE REIMBURSEMENT:** Insured employees may elect to divert a specified portion per year (September 1 to August 31) from their salary for deposit in a Medical Care Reimbursement Account. These monies are exempt from Federal Income, Social Security and Medicare Taxes and may be used to pay for health care costs not covered by the insurance program. Examples – deductible amounts, co-pays, eye glasses, etc. Maximum amount of annual deductions cannot exceed \$2,600.

**DEPENDENT CARE REIMBURSEMENT:** Employees with eligible dependents may divert a specified portion per year (September 1 to August 31) from their salary to a Dependent Care Reimbursement Account. Maximum amount of annual deductions cannot exceed \$5,000.

Contact the Business Manager for details on the Medical Care and Dependent Care Reimbursement Accounts. Enrollment in one or both plans must be made annually by August 31<sup>st</sup> and except for specified reasons, cannot be changed in the next twelve (12) month period. Employees are encouraged to review the Flexible Benefit Plan as it relates to the forfeiture of funds that have been deducted under these provisions that are not expended nor claimed by the appropriate date.

## **WELLNESS**

The Lake Preston School District encourages all staff to maintain a healthy lifestyle. The school district offers use of the weight room, equipment, and gymnasiums before or after school when not in use by student athletes to all LPSD employees.

## **SOUTH DAKOTA RETIREMENT SYSTEM**

State statute mandates that classified employees who are employed for twenty (20) or more hours per week for a period of six (6) months are required to participate in the South Dakota Retirement System. In addition to providing retirement benefits based on years of service and final average salary, provisions are included relating to disability and death benefits.

A deduction of six percent (6%) of an employee's gross salary is made from each salary payment. Said contribution is exempt from Federal Income Tax. The deduction is matched by the District. A representative of the South Dakota Retirement System makes periodic visits to the District to meet with employees regarding the program. Contact the Business Manager for assistance with questions about the program.

## **RETIREMENT POLICY**

The employee shall notify the Superintendent in writing of his/her intentions to retire no later than March 1<sup>st</sup> of the year in which such retirement shall occur. If Business Manager notified by March 1<sup>st</sup>, the salaried staff may opt to be paid their final pay in May or June to allow retirement benefits to begin earlier. Such retirement for hourly staff must occur at the end of the contract term and may not commence during the term.

Employees who are eligible for the retirement benefit under the terms and conditions outlined in the negotiated agreement may continue to participate in the District's group health insurance program until they reach an age in which they are eligible for Medicare Insurance coverage. Employees who elect continued participation in the District's group health insurance program shall pay one-hundred percent (100%) of the premium cost. The monthly premium of the retiree shall be paid to the Business Office by the 15<sup>th</sup> of the month. Life insurance coverage is not available to retired individuals.

Employees who maintained dependent coverage at the time of early retirement may continue with such coverage. Employees may not change from single to dependent coverage at any time after retirement has been applied for, granted or instituted.

### **EMPLOYEE ASSISTANCE PROGRAM**

The School District recognizes that a wide range of personal problems not directly associated with one's job can have an effect on an employee's job performance. The School Board also recognizes that while it is concerned about the health and well-being of its employees, it has no desire to interfere in their private lives. The Board is concerned with an employee's personal problems only when job performance is adversely affected. Therefore, the School District provides an employee service which will assist in dealing with problems of a personal nature. Please refer to the School Board Policies and Procedures Manual.

### **SEXUAL HARASSMENT**

It is the policy of Lake Preston School District 38-3, that sexual harassment is unacceptable and shall not be tolerated and no member of the School District community may sexually harass another. Any employee or student will be subject to disciplinary action for violation of board policy.

The staff, administrators, and students of the School District are responsible for maintaining a working and learning environment free from sexual harassment. It is the obligation of each employee to become fully informed of the provisions of this policy and to assure individual compliance.

### **ABUSE/NEGLECT OUTSIDE OF LAKE PRESTON SCHOOL DISTRICT**

Lake Preston School District staff will report any suspected abuse/neglect of any children within the community(s) served by the Lake Preston School District. Reporting procedures will be in keeping with South Dakota law.

### **EMPLOYEE BACKGROUND CHECK**

Each offer of employment made by the Lake Preston School District is subject to the provisions of SDCL 13-10-12 relating to criminal background investigations. The final applicant for employment will submit to a complete photo and fingerprint identification process as provided by the Division of Criminal Investigation and the Federal Bureau of Investigation.

### **COMMUNICABLE DISEASE POLICY**

The School Board recognizes that to the extent possible all students and employees of the School District should be permitted to participate in a normal work setting. The Board recognizes its responsibility to provide a healthy environment for students and employees.

Classified staff members are encouraged and urged to review the School Board Policy for details regarding the Communicable Disease Policy and the manner in which various communicable diseases will be handled in the workplace.

### **GRIEVANCE PROCEDURE**

A "grievance" is a complaint by an employee based upon an alleged violation, misinterpretation or inequitable application of any existing policies, roles or regulations of the School District as they apply to conditions of employment. The absence of or disagreement with non-existing policy, roles or regulations is not a "grievance" and may be subject to annual negotiation. Please refer to the full grievance policy as written in the Negotiated Agreement.

### **SEPARATION FROM EMPLOYMENT**

Employees deciding to leave the employment of the District shall give a two-week/ten (10) working day notice to their immediate supervisor. The superintendent may ask that said employee leave employment immediately after notice is given. Employees who voluntarily separate from employment during an annual employment period shall forfeit any accrued vacation.

Classified Employees who resign their position with the District during the summer months following the receipt of a Contract or Letter of Intent for the subsequent school year may be subject to the repayment of benefits paid. As a matter of convenience and benefit for the Employee, the School District may choose to pay the Employee's single health insurance premium of June, July and August if the Employee has indicated his or her intent to return to work for the School District during the next school year and if the School District has issued a Letter of Intent or Contract to the Employee. In the event that premiums have been paid in this way, and if Employee does not return for employment at the beginning of the school year, Employee shall repay to the School District the total amount of insurance premiums paid on the Employee's behalf for June, July and August.

### **SUSPENSION**

Employees may be suspended without pay by a committee made up of the Superintendent, Business Manager and Principal subject to approval of the Board in cases involving incompetence or flagrant violations of rules and regulations. A suspended employee may file a written request for a hearing before the Administrative Committee within ten (10) days of the suspension. The suspension becomes a dismissal at the expiration of the ten (10) days if no appeal is filed. Employees whose employment is terminated for the above reasons forfeit all accrued rights and privileges, including sick leave, vacation leave, etc.

### **OUTSIDE EMPLOYMENT**

It is the policy of the Lake Preston School District that employees may work at outside jobs whenever not scheduled. Exempt employees may accept outside employment provided the outside employment does not constitute a conflict of interest with the business interests of LPSD. The Superintendent should be notified if there is a question of conflict of interest.

LPSD asks these employees to remember that, despite any outside employment, their position with the District is their primary responsibility. LPSD reminds employees that working extended hours might adversely affect their health, endurance, and productivity. All employees holding outside employment must inform their Supervisor of the nature of the work and the hours when they work. If an employee's Supervisor determines that the outside employment interferes with the employee's performance or creates an actual or apparent conflict of interest, the employee may be asked to terminate the outside employment.

LPSD does not consider outside employment to be an excuse for poor job performance, tardiness, or absenteeism. If outside employment leads to these problems, disciplinary action may occur, up to and including termination.

### **SMOKING POLICY**

LPSD will abide by the applicable state laws as it pertains to smoking on public property. There is no smoking allowed anywhere on school grounds.

### **CONFLICT OF INTEREST**

Employees will not use privileged information obtained through work at Lake Preston School District for business dealings or for other means of personal gain. Any employee involved in the selection of new employees will not participate in the selection process should a family member apply for a position. Employees should not supervise immediate family members who are also employed by the district.

All employees must avoid activities or relationships that conflict with LPSD's interests or adversely affect LPSD's reputation. The types of activities and relationships employees must avoid include but are not limited to:

- A. Accepting or soliciting a gift, favor, or service that is intended to, or might appear to, influence the employee's decision-making or professional conduct;
- B. Accepting, agreeing to accept, or soliciting money or other tangible or intangible benefit in exchange for the employee's favorable decisions or actions in the performance of his or her job;
- C. Accepting employment or compensation or engaging in any business or professional activity that might require disclosure of LPSD's confidential information;
- D. Accepting employment or compensation that could reasonably be expected to impair the individual's independent judgment in the performance of official duties.

Employees must disclose actual or potential conflicts to the Superintendent or Business Manager as soon as they become aware of them. Failure to make required disclosures or resolve conflicts of interest satisfactorily can result in discipline up to and including termination of employment.

### **CONFIDENTIALITY**

It is the policy of LPSD to ensure all employees maintain confidentiality regarding all business and client information. Furthermore, LPSD has the responsibility to ensure the privacy of people supported and as such will act according to the following: all information generated about people supported will be treated as confidential and will not be shared beyond the Lake Preston School District's employees who need to know, and parent/guardian, without proper authorization.

### **STAFF DEVELOPMENT**

Employees may be requested to participate in staff development activities. Administration may plan and schedule in-service staff development meetings for all staff members within specified classifications. Other staff development activities may take place when the immediate supervisor deems such a need exists or opportunities are available which will improve the job performance of the employee.

### **SCHOOL NUTRITION SERVICE**

Federal regulations prohibit serving meals without charge to employees not directly involved in both the preparation and serving of meals with the exception of staff members whose salaries are paid from funds directly derived from the food service operation. Staff members are welcome to purchase the noon meal if it is convenient to do so rather than carry a lunch or go home during the noon break. Lunch Account Deductions can be made directly through a monthly payroll deduction.

### **PURCHASING**

Employees wishing to purchase items in the name of the School District shall present their request to their supervisor who will approve or disapprove the request. If approved, the request will be presented to the Business Office for processing. Only items which have been ordered in accordance with the above purchasing policy and for which billing has been made will be considered for presentation to the School Board for payment.

### **ADULT ACTIVITY TICKETS**

District employees receive an adult activity ticket admitting the employee (and spouse, if applicable) to school events as an added benefit to the employee.

### **TICKET TAKING**

District employees are asked to work as ticket takers at home sporting events. Compensation and other details are as listed in the negotiated agreement. The duty assignments shall be made in the office of the Athletic Director.

### **DRIVING POLICY**

All employees who operate LPSD's vehicles must have a valid driver's license. Employees are encouraged to maintain a safe driving record. A safe driving record is determined by reviewing driving history for frequency of moving violations and DUI (Driving Under the Influence) convictions. Failure to demonstrate the ability to drive safely constitutes an unsafe driving record and may result in loss of the benefit to drive a LPSD vehicle. If driving a LPSD vehicle is an integral function of employment, an unsafe driving record may be grounds for termination of employment. To verify driving records, a random check of drivers' license records will be done by LPSD's insurance carrier. A check of drivers' license records may also be done at the request of the Superintendent.

### **TRANSPORTATION OF STUDENTS**

LPSD employees transporting individuals in a yellow school bus (that holds more than 14 passengers) are required to obtain a bus driver's license (Commercial Driver's License) and follow the applicable state laws as they pertain to driving bus. Before any employee can transport a student or other people supported in a LPSD vehicle, they must be listed on the district's insurance by showing a valid driver's license. Occasionally, employees may be asked to transport students or other people supported in employee- owned vehicles. Any employee has the right to refuse to transport students or other people supported in his/her vehicle. Employees may be required to provide proof of insurance.

### **DAMAGE OF EMPLOYEE PROPERTY**

LPSD is not responsible for employee property, which may be damaged or stolen at work. Employees are encouraged to leave valuables at home. Employees who allow students or other people supported use of or access to any personal property will be responsible for any damage expenses. Employees are encouraged to lock their vehicles while at work.

**Lake Preston School District**  
**Transportation Pay Chart**

Vehicle	Driver Pay
<b>Bus (19, 17, 11, 09, 06)</b>	Requires CDL license
<i>LP Route</i>	\$28.15 per route
<i>LP Activity</i>	\$13.50 per hour
<i>ALP Hourly Wage</i>	\$15.85 per hour
<i>ALP Coop Practice</i>	\$47.55 per trip (if coach)
<i>ALP Coop Activity</i>	\$47.55 per trip (if coach)
<b>Mini-Bus (21, 20)</b>	Does not require CDL license
<i>Route</i>	\$25.00 per route
<i>Activity/Practice</i>	\$20.00 per trip
<b>Sub/Van/Car</b>	
<i>Activity</i>	None
<i>Practice</i>	None
<b>Protocol</b>	
- Coaches/Advisors will be paid for the route/drive time only and not during idle or coaching time.	

**Lake Preston School District**  
**Subbing Pay Chart**

Type of Substitute	Pay
<b>In-House Sub</b>	
<i>Class Period</i>	\$15.00 per period
<b>Daily Substitute</b>	
<i>Daily</i>	\$12.50 per hour
<b>Long-Term Substitute</b>	
<i>After 14 consecutive days</i>	\$14.50 per hour without teaching certificate/10+ years exp.
<i>After 14 consecutive days</i>	\$20.00 per hour with current certificate or 10+ years exp.
<b>Protocol</b>	
<ul style="list-style-type: none"> <li>- If staff member has in-house sub as part of daily schedule, they would not qualify to submit voucher for covering class period sub duties.</li> <li>- Business manager will request vouchers to be turned in by monthly email (if deadline is missed, the voucher will not be honored)</li> <li>- If staff member has 2+ prep periods and one of them is lost, no voucher may be submitted.</li> <li>- All periods covered by in-house sub will be paid \$15 regardless of teaching content or not.</li> <li>- If personal and sick leave is used, the specials teacher will not make up the class, the classroom teacher will get paid \$15 to cover lost period if sub has not been hired to cover leave.</li> <li>- Specials teachers and classroom teachers will work together to make-up lost specials time if prep/schedule allows.</li> <li>- After communicating with Tersia, teachers are responsible for finding in-house coverage if sub is not hired. Final plan is sent to Tersia for documentation.</li> </ul>	

**Lake Preston School District**  
**Kid's First Pay Chart**

Type of Substitute	Pay
<b>Worker (Teacher/Para)</b>	
<i>Hour</i>	\$15.00 per hour
<b>Worker/Tutor (Student)</b>	
<i>Hour</i>	\$12.00 per hour
<b>Protocol</b>	

**Lake Preston School District**  
**Athletic Workers & Officials Pay Chart**

Sport	Officials Pay	# of Officials	Mileage
<b>Football</b>			
High School	\$125 as dictated by SDHSAA	5 *Certified	1 Person Mileage
Junior Varsity	\$40	3	3 Person Mileage
Junior High	\$25	3	None
Varsity Scoreboard	\$20	1	None
Varsity Clock	\$20	1	None
Varsity Announcer	\$20	1	None
Varsity Chain Gang	\$20	4	None
JH/JV Chain Gang	\$15	3	None
JH/JV Scoreboard/Clock	\$15	1	None
<b>Volleyball</b>			
High School	\$90 for JV/Varsity	2 *Certified	1 Person Mileage
Tourney	\$200 each official	4	No Mileage
JV/V Line Judge	\$20 per match	2	None
JV/V Official Book	\$20 per match	1	None
JV/V Scoreboard	\$20 per match	1	None
JV/V Announcer	\$10 per night	1	None
Libero Tracker	\$20 per match	1	None
MS Scoreboard	\$10 per night	1	None
MS Official Book	\$10 per night	1	None
MS Official	\$10 per night	2	None
MS Line Judge	\$10 per night	2	None
<b>Basketball</b>			
High School	\$100 for JV/Varsity	3 *Certified	1 Person Mileage
High School	\$110 for Varsity DH	3 *Certified	1 Person Mileage
Junior Varsity	\$30	2	2 person Mileage
JH/MS	\$25	2	None
Official Book	\$20 per game	1	None
Clock	\$20 per game	1	None
Shot Clock	\$20 per game	1	None
<b>Comp. Cheer</b>			
Varsity	\$100	3 *Certified	3 Person Mileage
<b>Ticket Takers</b>			
JV/V	\$20.00	2	None
MS/C/JV/V	\$30.00	2	None
Doubleheader	\$40.00	2	None
<b>Athletic Admission</b>			
Season Pass	Adult \$40.00	Student = Free	
Admission -JV/V	Adult \$5.00	Student \$3.00	
Admission - DH	Adult \$6.00	Student \$4.00	
<b>State Rates (7/1/19):</b>			
Mileage	\$0.42 per mile		
Breakfast	\$6.00		
Lunch	\$14.00		
Supper	\$20.00		
Hotel (in-state)	\$75.00		
Hotel (out-of-state)	\$175.00		

**ACKNOWLEDGMENT OF RECEIPT OF EMPLOYEE HANDBOOK**

This Staff Handbook contains important information about the Lake Preston School District, and I understand that I should consult the Business Manager regarding any questions not answered in the handbook. I have entered into my employment relationship with the Lake Preston School voluntarily. I understand and agree that no person other than the Lake Preston Board of Education may enter into an employment agreement.

Since the information, policies, and benefits described herein are subject to change at any time, I acknowledge that revisions to the handbook may occur. All such changes will generally be communicated through official notices, and I understand that revised information may supersede, modify, or eliminate existing policies. Only the Lake Preston Board of Education has the ability to adopt any revisions to the policies in this handbook.

Furthermore, I understand that this handbook is neither a contract of employment nor a legally binding agreement. I have had an opportunity to read the handbook, and I understand that I may ask the Business Manager any questions I might have concerning the handbook. I accept the terms of the handbook. I also understand that it is my responsibility to comply with the policies contained in this handbook, and any revisions made to it. I further agree that if I remain with the Lake Preston School District following any modifications to the handbook, I thereby accept and agree to such changes.

I have received a copy of the Lake Preston School District's Staff Handbook on the date listed below. I understand that I am expected to read the entire handbook. I understand that this form will be retained in my personnel file.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Employee's Name (Print)

\_\_\_\_\_  
Date