

**WAGE AND HOUR LAWS**

**DEAB**

SUMMER HOURS –  
TWELVE MONTH  
EMPLOYEES

During the summer all 12-month employees will work a 4 day week, Monday-Thursday, with Fridays off. A work day during the summer is considered a 10 hour day, or 40 hours a week. Employees are required to complete 40 hours each week.

The start and end date for Summer hours will be set by the Superintendent and observed by all 12-month employees.

Only full days may be taken off during Summer hours, no half-days.

5/4/2017

WORK DAYS

An 8:30 am – 3:30 pm schedule will apply to all employees on established calendar Work Days.

1/15/2016

**LEAVES AND ABSENCES**

**DEC**

**EXTRACURRICULAR  
ABSENCE**

Employees will utilize comp time or leave time to attend extracurricular activities (e.i. senior picture day, field trips) if his/her participation in activities are outside their normal scope of duties on a day to day basis.

**LOCAL LEAVE**

Ten month employees shall earn five paid local leave days per school year. Eleven month employees shall earn six paid local days per school year. Twelve month employees shall earn seven paid local leave days per school year.

Local leave shall accumulate to a maximum of 20 leave days.

*8/15/2016*

**SICK LEAVE POOL**

A sick leave pool may be established from voluntary donations by district staff to assist a fellow employee or their family suffering from catastrophic illness or disability and whose leave is exhausted. The definition of "family is the same definition of family that is used for the Family and Medical Leave Act – FMLA, and local policy DEC. It may not be used to extend leave due to maternity or childbirth without complications.

The maximum number of days that may be pooled to help any one employee is forty.

Request for the establishment of the pool shall be made by submitting a Request for Sick Leave Pool Days form to the Superintendent. Pooling may be requested after an employee has exhausted his or her state, local, personal, and emergency leave. Leave from the pool must be used last, after all leave has been used. Upon receiving a request, the Superintendent shall call for a meeting of the Leave Pool Committee, which shall consist of three members - one teacher from each campus. The superintendent shall act as an ex-officio member and shall advise the committee.

The pool ceases to exist when the voluntary contributions of local leave made by fellow employees has been exhausted.

If there are days left in the pool that are not needed and are not used by the staff member, the days will be returned to the contributor in proportion to the number of days given. Days will be returned in a minimum of half-day increments. Sick leave pool days do not roll over and end with the school year.

A staff member may not contribute more than two days to the pool. Employees may donate from their state and/or local days only.

**Definition of Catastrophic Illness or Disability:**

This is considered to be a life threatening crisis caused by accident or disease requiring hospitalization and/or therapy which prevents the employee from coming to work and performing his/her job. The definition is broad, and the decision of whether requests meet this criteria shall be final after the committee meets and makes its determination.

*REVISED 6/25/18*

**TWO-FOR-TWO**

During the summer break, classroom teachers under contract may earn two equivalent workdays of personal leave per year by completing 2 full days of workshops or training related to your academic teaching assignment and recommended and approved by the Campus Principal and Superintendent.

All workshop or training expenses (i.e., registration/enrollment, meals, lodging, & transportation) will be the responsibility of the classroom teacher, unless required by the Campus Principal and/or Superintendent.

Pre-approval of 2 for 2 days is required by both campus administrator and the superintendent.

Submit documentation or verification of attendance following the training/workshop.

*REVISED 6/12/2018*

**COMPENSATION AND BENEFITS****DEE****TRAVEL****Prior Approval Required:**

All travel must be approved by campus Principal or Supervisor first, and then the Superintendent, seven business days in advance of any scheduled trip.

Athletic teams, Band, and Cheerleaders are required to submit trip/vehicle requests at the beginning of each season. Teachers are responsible for collecting permission slips and emergency medical release forms on all students for field trips.

**Vehicle Request:**

When requesting multiple vehicles for an activity, submit one vehicle request form per vehicle. If you will be going back and forth several days in a row (not staying overnight) you will need to submit a separate vehicle request for each day. If staying overnight, submit only one request.

District vehicles must be utilized first. Any valet parking fees, whether in a district or personal vehicle, will be paid by the employee. Drivers of district-owned vehicles are prohibited from smoking while inside the vehicle.

Any employee that drives a district vehicle must have a copy of their valid driver's license on file in the central office. Vehicle keys can be checked out by the assigned or designated driver at the Bus Barn.

If needed for district vehicle use, a gas card can be checked out at the central office. Employees are asked to return gas cards and all receipts within 24 hours of their trip to our central office Accounts Receivable Clerk or placed in the return slot located on the outside receiving room door (facing Ann Street) at the central office.

Employees who choose to use their personal vehicle do so at their own expense. The only exception is if the Fleet Manager verifies that a district vehicle is not available.

**Meals and Lodging:**

One receipt per meal will be accepted for each day out during the event. Meal allowance for travel is \$46.00 per day. Lodging allowance is \$85.00 per night.

**Documentation and Reimbursement:**

Itemized receipts are required for all meals and lodging. Credit or debit card "total only" receipts are not acceptable.

Prior approval from the superintendent or business manager is required for any variation of reimbursement fees. All receipts must be submitted for reimbursement within 30 days of the event.

Travel expenses incurred by the district due to the fault of the employee, except for extenuating/emergency circumstances, such as late registration, or no-show for hotel and/or workshop/trainings, etc. are not considered to be reasonable or necessary; therefore, all such expenses shall be paid or reimbursed by the employee.

*Revised 7/2017*

**USE OF COPY MACHINES**

No copies will be made by individuals for personal gain. If an employee and/or person needs copies for a civic organization, church, etc., and the amount needed is over 50 copies, they will need to check with the building principal. For 50 copies and over the organization may be charged a rate of 2 cents per copy. See *Section G - Community*

**EMPLOYEE RIGHTS AND PRIVILEGES**

**DGA**

**NON-SCHOOL SALES**

Employees and/or people who want to sell on-site must be pre-approved by the superintendent and then by the campus administrator. Orders may be taken over the Internet or by posting a sign-up sheet in the campus teachers' lounge. Deliveries may be made on-site as long as it does not take away from instructional time or programs. *See also FJ (LOCAL), Section G Community*

**EMPLOYEE STANDARDS OF CONDUCT****DH****CELL PHONES**

Cell phones should not be used by employees during work or class time. They may be used during break/lunch or conference time.

5/3/2016

**DRESS AND GROOMING**

The dress and grooming of district employees shall be clean, neat, in a manner appropriate for their assignments, as determined by campus or central administration. Unless otherwise specified, the guidelines below apply to all employees.

Employees are expected to adhere to the following guidelines:

- 1) All district employees shall wear and display name badges.
- 2) Hair shall be clean, neatly trimmed, and well groomed. No extreme haircuts will be allowed. Highlighting and color changes are permitted as long as they are considered to be natural hair colors.
- 3) Beards, mustaches and facial hair will be allowed if they are neatly trimmed.
- 4) Tattoos are allowed unless deemed inappropriate by the campus administration. Inappropriate tattoos will include those containing: nudity; references to tobacco, alcohol or controlled substances, including related symbols, phrases, slogans, or advertising; negative messages; and vulgar, offensive or obscene language. If deemed inappropriate, the tattoos must be covered during all school functions.
- 5) Footwear shall exclude slippers, slides, and shower shoes.
- 6) Dresses and all outer garments shall fit properly and be of an acceptable length – falling no higher than 3” above the knee.
- 7) Halter tops, tank tops, see-through garments, or clothing with revealing, provocative necklines, bare backs, bare midriffs, bare shoulders, or spaghetti straps shall not be permitted. In addition clothing containing the following is prohibited: nudity; references to tobacco, alcohol or controlled substances, including related symbols, phrases, slogans, or advertising; negative messages; and vulgar, offensive or obscene language.
- 8) No undergarments shall show during the course of completing normal job duties to include bending, squatting, reaching or the like.
- 9) No hats or caps shall be worn by classroom teachers and support staff in the building except when deemed appropriate by administration.
- 10) Leggings, jeggings or tights are permitted if covered by a dress, skirt, or top garment– falling no higher than 5” above the knee.

11) Jewelry shall not be worn in a visibly pierced area other than the ear. Men are not permitted to wear earrings. No gauges are allowed at all.

12) Jeans are permitted; no holes exposing skin will be allowed.

13) Attire for teacher workdays may be designated by administration.

14) The administration has the authority to determine any inappropriate dress or grooming of faculty and staff.

*11/01/2016*

Uniforms:

Maintenance personnel and custodians are required to wear uniforms provided by the district.



**PERFORMANCE APPRAISAL****DN****PERFORMANCE  
APPRAISAL EVALUATIONS****Paraprofessional and Auxiliary Staff:**

All employees will participate in the evaluation process with their assigned supervisor at least annually. Written evaluations will be completed on forms approved by the district. Reports, correspondence, and memoranda can also be used to document performance information. All employees will receive a copy of their written evaluation, participate in a performance conference with their supervisor, and have the opportunity to respond to the evaluation.

**Professional / Teachers:**

District teachers shall be appraised annually, except teachers who are eligible for less frequent evaluations in accordance with law and the following local criteria. Eligible teachers shall:

1. Be on an educator term contract
2. Be SBEC certified
3. Not be on a District permit
4. Be employed by the District for at least three years;
5. Not be new to the teaching assignment; and
6. Not be new to the campus

Eligible teachers shall be appraised every third year. In the years that PDAS is not scheduled for an eligible teacher, an annual review process developed by the District- or campus-level decision-making committee shall consist of a summative conference. The summative conference shall include a written document to be presented to the teacher, signed by the teacher and supervisor, and maintained in the personnel file.

**PDAS Observation Calendar:**

August	Teacher PDAS Training
September	Teacher Self Report Section 1 due
September - May	Walk throughs
September - Dec	Formative appraisals completed
February	Teacher Self Reports Sec II & III
April	Summative appraisals completed
April	All PDAS forms to Central Office
May	Last day to notify of non-renewal

PDAS write up information must be returned to the teacher within 10 working days. Documentation from walk-throughs or other sources that will be used in the appraisal process must

be given to the teacher within 10 working days from the time the administrator has knowledge of the information.