

Certified Employee Handbook

REVISED 4/2021



Mission

The Mission of USD 267 is to prepare all students to be college and career ready for the 21st century

Welcome to Renwick USD 267

This handbook provides answers to most of the questions you may have about Renwick USD 267's benefit programs, as well as the company policies and procedures we abide by – our responsibilities to you and your responsibilities to Renwick USD 267. If anything is unclear, please discuss the matter with your supervisor. You are responsible for reading and understanding the Employee Handbook, and your performance evaluations will reflect your adherence to Renwick USD 267 policies. In addition to clarifying responsibilities, we hope this Employee Handbook also gives you an indication of Renwick USD 267's interest in the welfare of all who work here.

From time to time, the information included in our Employee Handbook may change. Every effort will be made to keep you informed through suitable lines of communication, including postings on the district web site, school bulletin boards and/or notices sent directly to you. The handbook posted on the district web site shall be considered the most current version.

Compensation and personal satisfaction gained from doing a job well are only some of the reasons most people work. Most likely, many other factors count among your reasons for working – pleasant relationships and working conditions, career development and promotion opportunities, and health benefits are just a few. Renwick USD 267 is committed to doing its part to assure you of a satisfying work experience.

No one will be denied opportunities or benefits on the basis of age, sex, color, race, creed, national origin, religious persuasion, marital status, or disability that does not prohibit performance of essential job functions; nor will anyone receive special treatment for those reasons.

Notice

The policies in this handbook, the Renwick Professional Agreement, and Board of Education policy, are to be considered as guidelines for certified employees only. This handbook and its contents are not, and should not, be construed to constitute a contract between the covered certified employees and the Renwick Board of Education. Renwick USD 267, at its option, may change, delete, suspend or discontinue any part or parts of the policies in this handbook at any time without prior notice. Any such action shall apply to existing as well as future employees. Employees may not accrue eligibility for monetary benefits that they have not earned through actual time spent at work. Employees shall not accrue eligibility for any benefits, rights, or privileges beyond the last day worked. No one other than the Board of Education of Renwick USD 267 may alter or modify any of the policies in the handbook. No statement or promise, verbal or written, by a supervisor or department head may be interpreted as a change in policy nor will it constitute an agreement or commitment with an employee.

Should any provision in this employee handbook be found to be unenforceable and invalid, such finding does not invalidate the entire employee handbook, but only the subject provision.

This handbook will be adopted annually.

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Personnel Administration

The task of handling personnel records and the related personnel administration functions at Renwick USD 267 has been assigned to the business office in the District Office (D/O). Questions regarding insurance, wages, and interpretation of policies may be directed to the business office.

Your Personnel File

Keeping your personnel file up-to-date can be important to you with regard to pay, deductions, benefits and other matters. If you have a change in any of the following items, **please be sure to notify your supervisor and the business office** as soon as possible:

1. Legal name
2. Home address
3. Home telephone number
4. Cell phone number
5. Person to call in case of emergency
6. Number of dependents
7. Marital status
8. Change of beneficiary
9. Driving record or status of driver's license, if you operate any Renwick vehicles
10. Exemptions on your W-4 (federal) and K-4 (state) tax form
11. Email address
12. Change in bank information for direct deposit

Coverage or benefits that you and your family may receive under Renwick USD 267's benefits package could be negatively affected if the information in your personnel file is incorrect. The district shall not be responsible for such negative effect if and when you fail to maintain accurate up-to-date personal information in your personnel file.

Since Renwick USD 267 refers to your personnel file when we need to make decisions in connection with promotions, transfers, layoffs and recalls, it's to your benefit to be sure your personnel file includes information about completion of educational or training courses, outside civic activities, and areas of interest and skills that may not be part of your current position here.

You may view and/or obtain a copy of the information in your personnel file by contacting the business office.

Employment Policies

Anniversary Date

For all non-administrative certified employees hired at the beginning of the school year the anniversary date is August 31st of that year. For all non-administrative certified employees hired during the school year the anniversary date is the first day you report to work.

“At Will” Employment

All classified employees and non-contractual administrative positions with Renwick USD 267 are “**at will**”. This means your employment can be terminated with or without cause, and with or without notice, at any time, at the option of either Renwick USD 267 or yourself, except as otherwise provided by law.

Background Checks

Renwick USD 267 reserves the right to perform background checks on all new hires. The employee is required to sign a waiver prior to the background check being performed. Failure to sign the waiver could result in rescission of the District’s offer as could an unsatisfactory background review.

Bonding Requirement

Under certain circumstances, Renwick USD 267 may require that you be bonded. It is your responsibility to assure that you are bondable. Renwick USD 267 will pay the cost of bonding. Should you fail to maintain these qualifications, you will be subject to transfer to another position, if available, or dismissal.

Confidential Information

Our patrons entrust Renwick USD 267 with important information. The nature of this relationship requires maintenance of confidentiality. In safeguarding the information received, Renwick USD 267 earns the respect and further trust of our patrons.

Your employment with Renwick USD 267 assumes an obligation to maintain confidentiality, even after you leave our employ.

Any violation of confidentiality seriously injures Renwick USD 267’s reputation and effectiveness. Even casual remarks can be misinterpreted and repeated, so develop the personal discipline necessary to maintain confidentiality.

Information learned at school should be handled in a confidential manner and be discussed only with the appropriate school personnel. Violations of this rule, which

violate the privacy rights of specific individuals, could result in disciplinary action being taken against the employee, including termination.

Conflict of Interest

District employees are prohibited from engaging in any activity that may be a conflict of interest and/or detracts from the effective performance of their duties. No employee will attempt, during the school day or on school property, to sell or endeavor to influence any student or school employee to buy any product, article, instrument, service or other items which would directly or indirectly benefit the school employee. This includes emails whether originated or forwarded by the employee. No school employee will enter into a contract for financial gain with the district other than a contract for employment unless the contract is awarded on the basis of competitive bidding. If an employee is unsure whether an activity constitutes a conflict of interest he or she should discuss the situation with their supervisor or building administrator.

Any district employee shall report alleged violations of the conflict of interest policy to the superintendent. The superintendent shall make an initial investigation to determine whether the policy has been violated. Upon evidence of a violation, the superintendent shall report to the board for a board determination. If a district employee has been found to have violated the conflict of interest policy, the board may warn the employee, in writing, to cease and desist from all such activities, suspend, or possibly dismiss.

Dismissal

A two week notice is anticipated upon notice of resignation or release by the district. Notice should not be anticipated for involuntary dismissal for lack of performance or misconduct.

Driver's License & Driving Record

Employees whose work requires operation of a motor vehicle must present and maintain a valid driver's license and a driving record acceptable to our insurer. You will be asked to submit a copy of your driving record to Renwick USD 267 each year. Any changes in your driving record must be reported to the business office immediately. Failure to do so may result in disciplinary action, up to and including dismissal.

Equal Employment Opportunity

Renwick USD 267 will provide equal employment opportunity without regard to race, sex, age, disability, religion, national origin, marital status, or status as a veteran.

The policy applies to all areas of employment, including recruitment, hiring, training and development, promotion, transfer, termination, layoff, compensation benefits, and all

other conditions and privileges of employment in accordance with applicable federal, state, and local laws.

It is the policy of Renwick USD 267 to comply with all the relevant and applicable provisions of the Americans with Disabilities Act (ADA). Renwick USD 267 will not discriminate against any qualified employee or job applicant with respect to any terms, privileges, or conditions of employment because of a person's physical or mental disability. Renwick USD 267 also will make reasonable accommodation wherever possible and necessary for all employees or applicants with disabilities, provided that the individual is otherwise qualified to safely perform the duties essential and assignments connected with the job and provided that any accommodations made do not require significant difficulty or expense.

Equal employment opportunity notices are posted on appropriate employee bulletin boards as required by law. The notices summarize the rights of employees to equal opportunity in employment and lists the names and addresses of the various government agencies that may be contacted in the event that any person believes he or she has been discriminated against.

Management is primarily responsible for seeing that Renwick USD 267's equal employment opportunity policies are implemented, but all members of the staff share in the responsibility for assuring that by their personal actions the policies are effective and apply uniformly to everyone.

Any employees, including supervisors, involved in discriminatory practices will be subject to discipline, up to and including dismissal.

Discrimination against any individual on the basis of race, color, national origin, sex, disability, age, or religion in the admission or access to, or treatment or employment in, the district's programs and activities is prohibited. The Superintendent of Schools, 600 West Rush, P.O. Box 68, Andale, Kansas 67001 has been designated to coordinate compliance with nondiscrimination requirements contained in Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990.

Complaints of discrimination should be addressed to an employee's supervisor or to the compliance coordinator. Complaints against the superintendent should be addressed to the Board of Education.

Complaints of discrimination will be resolved using the district's discrimination complaint procedure, as outlined in Board Policy KN.

Hazing/Intimidation/Bullying/Menacing

Renwick USD 267 is committed to providing a positive and productive learning and working environment. Hazing, intimidation, menacing or bullying by students, staff or third parties is strictly prohibited and shall not be tolerated in the district.

Students whose behavior is found to be in violation of this policy will be subject to discipline, up to and including expulsion. Staff whose behavior is found to be in violation of this policy will be subject to discipline, up to and including dismissal. Third parties whose behavior is found to be in violation of this policy shall be subject to appropriate sanctions as determined and imposed by the superintendent or Board of Education.

Individuals may also be referred to law enforcement officials.

Health Examinations

All employees of Renwick USD 267 shall submit, at the employee's expense at the time of their employment, a Certificate of Health (TB skin test) on a form provided by the district and signed by a person licensed to practice medicine and surgery under the laws of any state. If at any time there is a reasonable cause to believe that any employee of the district is suffering from an illness detrimental to the health of the students of the district, the board may require the employee to file a new certificate of health.

The board may require any staff member to take a physical examination to verify fitness to fulfill their work assignment or in case of frequent or prolonged questionable absences. If it is determined the employee cannot complete his/her duties, the board reserves the right to require the employee to step down from his/her position, in accordance with the contract laws of the State of Kansas. Any required physical examination will be paid by the board, who will select a doctor of its choice.

Job Descriptions

Renwick USD 267 maintains a job description for each position. The job description will be updated when duties or responsibilities are significantly changed. A job description can be obtained from the employee's supervisor or the business office.

Keys/Fobs/ID Badges

Building principals will be responsible for issuing door keys/fobs/ID badges and maintaining an accurate up-to-date list in the school office of all people who have been issued keys/fobs/ID badges. Building principals are responsible for retrieving all keys/fobs/ID badges provided to any employee under their authority when the employee is no longer employed by the district or is assigned to another building.

Staff members shall not loan keys/fobs/ID badges to students or other people. A complete inventory of all keys/fobs/ID badges shall be made at least once each year. Any loss of keys/fobs/ID badges shall be reported immediately to the principal so that measures may be taken to protect district property.

Loyalty Oath

As required by current law, all employees must have a signed loyalty oath on file in the district office before beginning employment.

Nepotism

The board discourages the employment of anyone who is the father, mother, brother, sister, spouse, son, daughter, son-in-law, daughter-in-law of any member of the board or certified employee (See Board Policy GAGA).

This provision shall not apply to any person who has been regularly employed by the board prior to the adoption of this policy or to any person who has been regularly employed by the board prior to the election or appointment of a new board member to whom the person is related.

The superintendent shall make reasonable efforts to determine whether a candidate for employment in the district is related to a board member or an employee. If a candidate is related, the superintendent will make this fact known to the board.

Outside Employment

What you do on your free time is your own business. However, if you are employed by Renwick USD 267 in a full-time position, Renwick USD 267 will expect that your position here is your primary employment. Any outside activity must not interfere with your ability to properly perform your job duties at Renwick USD 267. If you are thinking of taking on a second job, it would be wise to notify your supervisor immediately. He or she will thoroughly discuss this opportunity with you to make sure that it will not interfere with your job at Renwick USD 267 nor pose a conflict of interest.

Proof of U.S. Citizenship and/or Right to Work

Federal regulations require that 1) before becoming employed, all applicants must complete and sign Federal Form I-9, Employment Eligibility Verification Form; and 2) all applicants who are hired need to present documents of identity and eligibility to work in the U. S.

Renwick USD 267 shall maintain a file on all of the district's employees hired after November 6, 1986, proving that each employee has verified their identity, employment status, U. S. citizenship, or legal alien status. An Authorized Representative for Renwick USD 267 must review and verify the Employee's documents. Acceptable documents that establish both identity and Employment Authorization can include but are not limited to one of the following: US Passport or US Passport Card, Permanent Resident Card, Foreign Passport that contains a temporary I-551 Stamp, etc.

Additional documents that can be presented can include but are not limited to two of the following (one from each list):

List 1: Driver's License or ID Card issued by a State, ID Card issued by Federal, State or Local Government Agencies, School ID Card with photograph, Voters Registration Card, etc.

List 2: Social Security Account Number Card, Certification of Birth Abroad (Form FS-545), Certification of Report of Birth (Form DS-1350), Original or Certified Copy of Birth Certificate, etc.

Security Checks

Renwick USD 267 may exercise its right to inspect all packages and parcels entering and leaving our premises.

Sexual Harassment

Sexual harassment will not be tolerated in the school district. Sexual harassment of employees or students of the district by board members, administrators, certificated and support personnel, students, vendors, and any others having business or other contact with the school district is strictly prohibited.

Sexual harassment shall include, but not be limited to telling of sexually suggestive jokes and stories, display of sexually suggestive objects or pictures, unwelcome sexual advances, unwelcome touching, requests for sexual favors, and other verbal or physical conduct of a sexual nature when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

No district employee shall sexually harass, be sexually harassed, or fail to investigate or refer a complaint of sexual harassment for investigation. Complaints of sexual harassment by employees will be promptly investigated and resolved. Initiation of a complaint of sexual harassment will not adversely affect the job security or status of an employee, nor will it affect his or her compensation or work assignment. Violation of this policy shall result in disciplinary action, which may include but not be limited to verbal warnings, letters of reprimand, mandatory harassment training, transfers, suspension with or without pay, and dismissal.

Employees who believe that they have been subjected to sexual harassment should discuss the problem with their immediate supervisor. If an employee's immediate supervisor is the alleged harasser, the employee should discuss the problem with the building principal and/or the superintendent.

Employees who do not believe that the matter is appropriately resolved through this meeting may file a written complaint under the district's discrimination complaint procedure (Board Policy KN). Confidentiality shall be maintained throughout the complaint procedure.

Student Privacy Rights

District employees may have ongoing opportunities to access confidential information or records that are required to be kept confidential. Much of the student information processed by district employees is confidential, and state and federal law limits its release, for example, driver record and vehicle registration information, confidential student records, criminal history background check information, information obtained pursuant to Social and Rehabilitation Services (SRS) intervention, social security number information, and professional misconduct background checks.

Employees are prohibited from divulging information contained in the student records and files of the district, except to other, authorized employers who may need such information for an educational purpose in connection with their duties and to authorize persons or agencies only in accordance with law, district policies, and administrative rules.

If an employee is approached to provide information inappropriately, the employee must refuse to release the requested information unless authorized by his/her supervisor or otherwise be required to release the information under law or court order. In all cases, the employee's supervisor shall immediately be informed of any requests.

Any employee who inappropriately releases information, or uses confidential information obtained in the course of his/her employment with the district will be disciplined in accordance with board policies, the negotiated agreement, and district procedures. Disciplinary action may include penalties, up to, and including dismissal.

Wage & Salary Policies

All Renwick USD 267 employees' wages will be paid through the district's payroll system and appropriate payroll taxes will be withheld. No employee may be paid directly out of petty cash or any other such fund for work performed. The only exception to this policy is where a contract relationship exists with a bona fide contractor.

Deductions from Paycheck (Mandatory)

Renwick USD 267 is required by law to make certain deductions from your paycheck each time one is prepared. Among these are your federal, state and local income taxes and your contribution to social security as required by law. These deductions will be itemized on your check stub. The amount of the deductions may depend on your earnings and on the information you furnish on your W-4 (Federal) and K-4 (State) form regarding the number of dependents/exemptions you claim. Any change in name, address, telephone number, marital status or number of exemptions must be reported to the business office immediately, to ensure proper credit for tax purposes. The W-2 form you receive each year indicates precisely how much of your earnings were deducted for these purposes.

Any other mandatory deductions to be made from your paycheck, such as court-ordered attachments, will be explained whenever Renwick USD 267 is ordered to make such deductions.

Note: See "Wage Assignments (Garnishments)" later on in this section for further information.

Pay Period

Cut-off Date 1st Friday of every month (unless designated by the district office)

Cards to D/O Monday following 1st Friday

Pay Date 20th of every month, unless the 20th falls on a Saturday, Sunday or holiday, the pay date will be on the Friday before.

The cut-off date of the 1st Friday of every month is for all payroll information, including all time cards, leave cards, extra duty and activity pay, teacher for teacher and substitute cards, drivers ed., and any other payroll related information. Supervisors are responsible for turning in the above information and approving the electronic timekeeping by the following Monday.

Any information received late in the district office will not be paid until the following month's payroll.

Direct Deposit

Renwick USD 267 requires that all employees utilize direct deposit for payroll purposes. Each employee will complete a form authorizing the district to deposit his/her net pay directly to the bank account of their choosing. Pay can be deposited into a checking or savings account and into more than one bank. Paystubs will be emailed on the day of payroll to either a work email address or an email account of the employee's choosing.

It is very important to notify the business office of any change in bank or account numbers prior to the 1st Friday of the month. Payroll will not process correctly if the employee fails to notify the business office that the account originally designated for direct deposit is closed.

Time Cards/Electronic Timekeeping/Records

By law, we are obligated to keep accurate records of the time worked by employees. This is done by paper time cards/electronic timekeeping. All paper time cards/electronic timekeeping must be approved by the supervisor.

Your paper time card/electronic timekeeping is the only way the payroll department knows how many hours you worked and how much to pay you. Your paper time card/electronic timekeeping indicates when you arrived and when you departed. You are to report time in and out for lunch and for brief absences like a doctor's or dentist's appointment. All employees are required to keep the office advised of their departures from and returns to the premises during the workday by filling out a paper absentee card or electronic leave request.

You are responsible for your paper time card/electronic timekeeping. Remember to record your daily time. When using a paper time card daily time should be rounded up or down to the nearest quarter (.25) hour. Payment of employee wages will be based on actual hours worked. Bus drivers are guaranteed 2 hours per a.m., p.m. and mid-day routes (in the case of an early release due to inclement weather, teacher in-service etc.).

No one may record hours worked on another's card. Tampering with another's time card is cause for disciplinary action, including possible dismissal, of both employees. Do not alter another person's record, or influence anyone else to alter your record for you. In the event of an error in recording your time, please report the matter to your supervisor immediately.

Wage Assignments (Garnishments)

We hope you will manage your financial affairs so that we will not be obligated to execute any court-ordered wage assignment or garnishment against your wages. However, whenever court-ordered deductions are to be taken from your paycheck, you will be notified.

According to the Federal Wage Garnishment Act, three (3) or more garnishments may be cause for dismissal.

Evaluation Reviews

Evaluation Reviews

Certified employees contracted under the Professional Negotiated Agreement should refer to Article 6 from the Professional Negotiated Agreement.

Other Policies

Communications

Successful working conditions and relationships depend upon successful communication. Not only do you need to stay aware of changes in procedures, policies and general information, you also need to communicate your ideas, suggestions, personal goals or problems as they affect your work.

In addition to the exchanges of information and expressions of ideas and attitudes which occur daily, make certain you are aware of and utilize all Renwick USD 267 methods of communication, including this Employee Handbook, bulletin boards, discussions with your supervisor, memoranda, staff meetings, newsletters, training sessions, district website, emails, etc.

You will receive other information booklets, such as your insurance booklets, from time to time. You may take these booklets home so that your family may know more about your job and your benefits.

In addition, you may receive letters and/or emails from Renwick USD 267. There is no regular schedule for distribution of this information. The function of each letter and/or email is to provide you and your family with interesting news and helpful information that will keep you up-to-date on the events here at Renwick USD 267.

Concerns/Complaints

Personnel having a concern should follow the procedure below to resolve conflict or concern:

- Level I:* Meet with immediate supervisor.
- Level II:* Meet with building principal.
- Level III:* Meet with superintendent of schools.
- Level IV:* Meet with board of education.

School personnel should not supersede this conflict-resolving procedure unless otherwise stated in another policy, contract or statute. If no solution is found at a step, the supervisor or administrator should refer the issue to the next step. Personnel who are refused the next step should contact the superintendent. The complaint or concern should be in writing at Level II and Level III.

Certified employees contracted under the Professional Negotiated Agreement should refer to Article 7 from the Professional Negotiated Agreement.

Benefit Continuation Privileges

At your exit interview or upon dismissal, you will learn how you can continue your insurance coverage and any other benefits you currently enjoy as an eligible employee.

Dress Code/Personal Appearance

A neat, tasteful appearance contributes to the positive impression you make on our patrons. You are expected to be suitably attired and groomed during working hours or when representing Renwick USD 267. A good clean appearance bolsters your own poise and self-confidence and greatly enhances our district image.

Exit Interviews

In instances where an employee voluntarily leaves our employ, Renwick USD 267 administration would like to discuss your reasons for leaving and any other impressions that you may have about Renwick USD 267. If you decide to leave, you will be asked to complete an Exit Interview Survey. On the Exit Interview Survey, you can express yourself freely. It is hoped that this Exit Interview Survey will help us part as friends, as well as provide insights into possible improvements we can make. All information will be kept strictly confidential and will in no way affect any reference information that Renwick USD 267 administration will provide another employer about you. Your district email account will be discontinued after your last payroll check. Only the superintendent can grant an exception to this policy.

Expense Reimbursement

You must have your supervisor's written authorization (requisition/purchase order, etc.) prior to incurring an expense on behalf of Renwick USD 267. To be reimbursed for all authorized expenses, you must submit an expense report/voucher accompanied by receipts and approved by your supervisor. The Travel and Business Expense Guide is on file in the District office.

If a district vehicle is not available and you are asked to conduct district business using your personal vehicle, you will be reimbursed at the rate approved by the board for mileage reimbursement.

Faculty/Staff Meetings

Certified employees contracted under the Professional Negotiated Agreement should refer to Article 10 from the Professional Negotiated Agreement.

From time to time, your supervisor will schedule faculty meetings before, during, or after work. It's to your advantage to be at these meetings. They give you and your fellow workers a chance to receive information on Renwick USD 267 events, to review problems and possible solutions, and to make suggestions about your department or your job.

If your attendance at department meetings is mandatory, you will be informed in writing. Your attendance at the August District in-service is mandatory.

Personal Property

The district does not provide insurance on employees' personal property and, therefore, does not assume any liability. If an employee's personal property is broken, damaged or stolen while the employee is on the job, repair or replacement is the employee's responsibility.

Safety Rules

Safety is everyone's responsibility. Safety is to be given primary importance in every aspect of planning and performing all Renwick USD 267 activities. We want to protect you against industrial injury and illness, as well as minimize the potential loss of production.

Please report all injuries (no matter how slight) to your supervisor immediately, as well as anything that needs repair or is a safety hazard. Below are some general safety rules. Your supervisor or department head may post other safety procedures in your department or work area.

- ☆ Avoid overloading electrical outlets with too many appliances or machines.
- ☆ Use flammable items, such as cleaning fluids, with caution.
- ☆ Ask for assistance when lifting heavy objects or moving heavy furniture.
- ☆ Smoking is not allowed inside any Renwick USD 267 building or school vehicle. However, employees may smoke on district property in areas outside the district buildings as designated by the building principal or superintendent.
- ☆ Wear or use appropriate safety equipment as required in your work.
- ☆ Start work on any machine only after safety procedures and requirements have been explained (and you understand them).
- ☆ Keep your work area clean and orderly, and the aisles clear.
- ☆ Stack materials only to safe heights.
- ☆ Watch out for the safety of fellow employees.

Security

Maintaining the security of Renwick USD 267 buildings and vehicles is every employee's responsibility. Develop habits that insure security as a matter of course. For example:

- ☆ Always keep cash properly secured. If you are aware that cash is insecurely stored, immediately inform the person responsible.
- ☆ Know the location of all alarms and fire extinguishers, and familiarize yourself with the proper procedure for using them, should the need arise.
- ☆ When you leave Renwick USD 267's premises make sure that all entrances are properly locked and secured.

Tobacco Products/Electronic Cigarettes

Renwick USD 267 discourages its employees from smoking. Smoking is regarded as a poor health habit that can detract from performance and is often offensive to coworkers. While we cannot regulate employee conduct off the job or outside of work hours, we feel it is our responsibility to provide a workplace free of exposure to hazardous substances. The use of tobacco products in any form and/or electronic cigarettes is prohibited in any school building owned or operated by the district and in school vehicles. All employees are expected to abide by this policy while at work.

Substance Abuse

Renwick USD 267 has a vital interest in maintaining safe, healthful, and efficient working conditions for its employees. Being under the influence of a drug or alcohol on the job may pose serious safety and health risks not only to the user, but to all those who work with the user, as well as our students. The unlawful possession, use, or distribution of illicit drugs and alcohol by school employees on school premises or as a part of any school activity is prohibited. This policy is required by the 1989 amendments to the Drug Free Schools and Communities Act, P.L. 102-226, 103 St. 1928.

Telephone Calls

District telephones are for school business. Use of phones, including cell phones, for personal business should be avoided except in case of an emergency. Excessive use of phones (whether for a call or text) for personal reasons may result in disciplinary action, including possible dismissal.

Violations of Policies

You are expected to abide by the policies and procedures in this handbook. Failure to do so will lead to appropriate disciplinary action, up to and including dismissal.