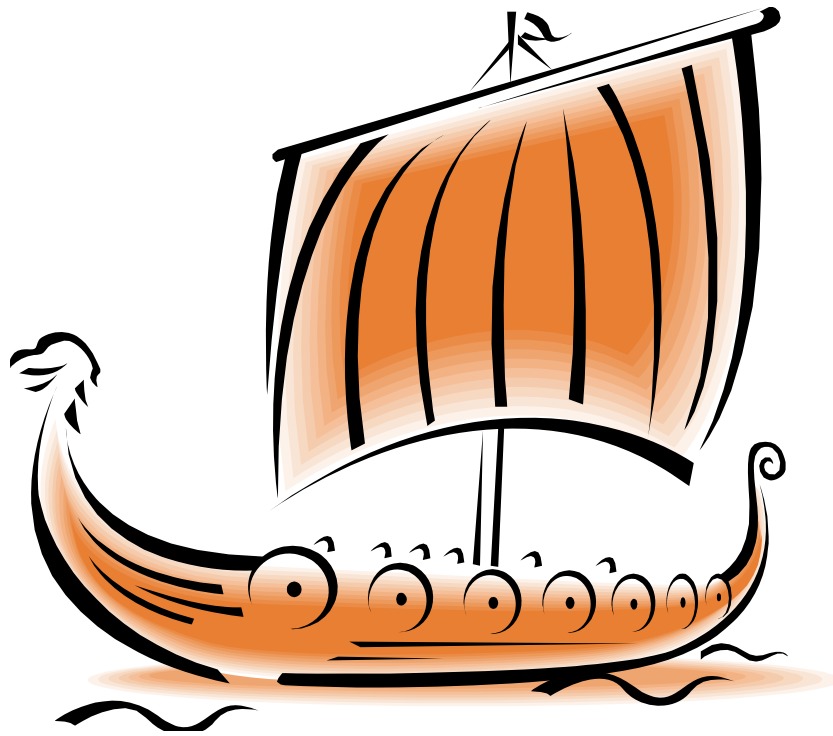


MSAD#8 VINALHAVEN SCHOOL



**STAFF HANDBOOK
2015 – 2016**

Affirmative Action

MSAD#8 is committed to maintaining a workplace and learning environment that is free from illegal discrimination and harassment.

In accordance with applicable Federal and/or State laws and regulations, MSAD#8 prohibits discrimination against and harassment of employees, candidates for employment, students and others with rights to admission or access to school programs, activities or premises on the basis of race, color, gender, sexual orientation, religion, ancestry or national origin, or disability. For the purpose of this policy, "sexual orientation" means a person's actual or perceived heterosexuality, bisexuality, homosexuality, or gender identity or expression.

Further, in compliance with Federal law, MSAD#8 prohibits discrimination against school unit employees and candidates for employment on the basis of age or genetic information.

The Board delegates Superintendent the responsibility for implementing this policy. The MSAD#8 Affirmative Action Plan will include designation of an Affirmative Action Officer who will be responsible for ensuring compliance with all Federal and State requirements related to nondiscrimination. An Employee Affirmative Action Officer and a Student Affirmative Action Officer will be appointed by the Superintendent and will be persons with direct access to the Superintendent.

The Affirmative Action Officers shall be responsible for ensuring that notice of compliance with Federal and State civil rights laws is provided to all applicants for employment, employees, students, parents and others, as appropriate.

At-will Employment

Just as all employees have a right to leave their employment at any time after giving appropriate notice, for any reason or for no reason at all, the school also has the right to end the employment of any employee at any time for any reason or for no reason at all. If an employee who has been terminated believes that their termination is in violation of any state or federal law or regulation, they may file a complaint with the Maine Human Right's Commission.

Drug Free Workplace

The MSAD#8 Board of Directors recognizes that alcoholism and drug dependency are treatable diseases. Left untreated, they may result in serious personal and family problems. At the same time, the Board is also seriously concerned about the effects of alcohol and drug dependency upon an employee's job performance and ability to serve as a role model for our students.

The Board believes strongly that all employees and students should be able to work and learn in an environment free from alcohol and drug abuse. Accordingly, the Board expects all employees to report for work and to perform their duties in a manner which does not jeopardize the health, safety and well-being of co-workers and students.

Any employee who suspects that he/she may have an alcohol or drug dependency problem is strongly encouraged to contact his/her supervisor to seek voluntary diagnosis and treatment.

The employee will be provided confidential referral services to an outside agency upon request and assisted in determining the extent to which insurance coverage to help pay for such services is available. All voluntary referrals shall be kept confidential.

Smoking

MSAD#8 prohibits smoking in all schools and on all school property in compliance with 22 MRSA, §1580-A, known as the "Workplace Smoking Act of 1985". Any employee found smoking on school grounds or in any school building at any time shall be subject to disciplinary action, up to and including dismissal.

Employee Classification

To aid in the determination of applicability of the Federal Fair Labor Standards Act (FLSA), each position and/or title within the School shall be categorized as either exempt or non-exempt. Exempt or Non-exempt refers to the applicability to the position of the overtime provisions in the FLSA.

Non-Exempt: The minimum wage and overtime provisions of the law apply to non-exempt employees. Such employees are usually paid on an hourly basis and are required to record their hours. Non-exempt employees are ordinarily paid overtime at the rate of time and one-half their regular rate of pay for all hours worked beyond forty hours in a work week.

Exempt: Employees who, due to their training and the nature of their duties, are not covered by the minimum wage and overtime provisions of the law. Such individuals are paid on a salaried basis and are not eligible for overtime. Executives, professional employees, and certain employees in administrative and supervisory positions are typically exempt.

Employee Status

Employee status shall be determined for the purposes of allocating vacation and sick leave as well as eligibility for insurance benefits. The categories are Full-Time, Part Time and Temporary. Status shall be based on a positions scheduled hours per the employees Wage and Benefit Agreement.

- **Full Time** – 1350 hours annually or more. This includes work years of 180/7.5 and above.
- **Part Time** – less than 1350 hours annually
- **Temporary** – including but not limited to substitutes in all positions including long term teaching substitutes & summer employment

Job Descriptions

There shall be job descriptions for each position. These job descriptions shall set forth the following information:

- Job title/qualifications
- Responsible to and evaluated by
- Duties & Responsibilities

Personnel Records

Directory Information: As required by law, a record of directory information for each employee shall be open to inspection and copying by any person. Directory information shall contain:

- Name of employee;
- Date(s) of employment by the school unit;
- Regular and extra-curricular duties, courses, subjects taught, and any other responsibilities since the start of employment by the school unit;
- Post-secondary education institution(s) attended;
- Major and minor field(s) of study as required by those institutions; and
- Degrees received and dates degrees were awarded

Confidential Information: As required by law, all information (except Directory Information) about an employee, applicant for employment or an employee/applicant's immediate family shall be kept confidential if it relates to the following:

- All information, working papers, and examinations used in the evaluation or selection of applicants for employment;
- Medical information of any kind, including information pertaining to diagnosis or treatment of mental or emotional disorders;
- Performance evaluations, personal references and other reports and evaluations reflecting on the quality or adequacy of the employee's work or general character compiled and maintained for employment purposes;
- Credit information;
- The personal history, general character or conduct of the employee or any member of the employee's immediate family;
- Complaints, charges of misconduct, replies thereto and memoranda and other materials pertaining to disciplinary action;
- Social Security number;

- Any teacher action plan and support system documents and reports maintained for certification purposes; and
- Criminal history record information;
- Personal contact information, including home address, home telephone number, home facsimile number, home e-mail address, personal cellular telephone number and personal pager number.

Wage & Benefit/Salary Notification Agreements

All employees shall receive a Wage & Benefit/Salary Notification Agreement annually. These documents will detail the following:

- position title, work location, supervisor
- rate of pay, scheduled hours of work, work year & status, # of paydays
- number of paid days for holiday, vacation, & sick leave - including accrued time available
- tax status-including current exemptions & allowances,
- life insurance benefit – employer & employee share,
- health insurance benefit – employer & employee share,
- dental insurance benefit – employer & employee share,
- direct deposit information,

Attendance

Staff must contact the School Secretary to report an unplanned absence so that proper coverage, if necessary, can be arranged. Staff should contact the School Secretary on the day of the absence no later than 6:30 AM or the evening before the absence. Non-instructional staff should contact a substitute who is approved to cover for them, then this information should be relayed to the School Secretary.

All planned absences (appointments that could not be scheduled during non-working hours, vacation time) require a Leave Request form as soon as possible but no less than three (3) days in advance. Jury duty, Bereavement leave and Family Medical Leave (FMLA) must also be requested as far in advance as possible. Leave Request forms may be found on the school website.

Payroll - Time Cards

MSAD#8 is required to keep records of hours worked by and paid to its hourly employees. All hourly employees are required to document and certify their hours worked and submitted for pay. To ensure accurate and timely paychecks, it is important that employees remember to record their hours daily and submit their time cards promptly. Time sheets are due on the Monday following the end of the pay period, prior to the next Friday payday. Time sheets should be totaled and signed by the employee prior to submission to the Business Office for payroll processing. A annual notice of pay periods and check dates is available from the Business Office.

Overtime

The Employees direct supervisor must approve all overtime in advance. Because of the nature of our work and our schedule requirements, employees may be expected to work overtime at certain periods. Whenever possible, advance notice of overtime needs will be given to affected employees.

Non-exempt employees will be paid one and one half their straight time pay rate for all hours worked in excess of 40 hours in any one work week.

As a general rule, occasional overtime work in excess of 40 hours may be compensated by compensatory time off if mutually convenient to the employee and the supervisor. Compensating time off must be taken within the same pay cycle or upon prior approval of the Superintendent.

Earnings and Deductions

Each week you will receive a detailed paystub listing your earnings and deductions for the pay period and for the year to date. It is important that you familiarize yourself with this information and verify it periodically. The earnings and deductions on your Wage and Benefit Agreement should match the ones on your paystub. Any discrepancies should be brought to the attention of the business office immediately for resolution.

Mandatory deductions subtracted from gross pay include:

- Federal & State Income Taxes
- Social Security (FICA) **OR** Maine State Retirement
- Medicare
- Levies/Garnishments ordered by a court of law – these may include student loans, tax payments, or child/spousal support
- Overdue balances with MSAD#8

Voluntary Deductions may include:

- Employee share of premiums for health, dental & life insurance
- Organizational dues
- 403b/IRA contributions
- School Lunch payments
- Charitable donations

MSAD#8 will make changes in deductions as necessary and permissible, in accordance with contracts and premium schedules. All employee changes to deductions must be made in writing and additional paperwork may be required. Requests for changes will be processed as soon as possible, biweekly or monthly, as dictated by the schedule for that deduction.

Federal & State Income Tax Withholding & Reporting

Income tax withholding is governed by the employee's submission of a W-4 & a W-4ME at the time of employment. Changes may be made at any time with the submission of a new W-4/W-4ME. W-2's will be issued, in accordance with Federal law, before January 31st of the following year. Copies of W-2's can be received upon request from the Business Office.

Maine State Retirement (MPERS)/Social Security/Medicare

Employees serving in positions that are eligible for participation in Maine State Retirement will have 7.65% of their salary deducted for contribution to the MPERS. The district contributes a matching percentage as required by law.

Employees not eligible for participation in the Maine State Retirement System are covered under the Federal Insurance Contributions Act (FICA). MSAD#8 pays 6.2% of the employees' eligible wages as required by federal law. The employee pays a matching amount through payroll deductions as prescribed by law.

All employees contribute 1.45% of their eligible gross wages to Medicare as required by law. MSAD#8 contributes a matching percentage on their behalf as required by law.

Voluntary Deductions

All personal voluntary deductions must come from one of the categories listed above and must be submitted to the Business Office in writing. Notification must include the reason for the deduction, the payee of the deduction, the total amount to be deducted and the amount of each payment.

Employee Purchases – Lunch, or other fees

Employees who purchase lunch or incur fees to MSAD#8 are expected to pay at the time of purchase, maintain a credit balance with the cafeteria, or incur a charge balance of no more than \$50 for no more than 1 pay period.

Employees will be charged, through payroll deductions for any balances owed to MSAD#8 as of the last day of school before Christmas break and as of the last day of school in June. Balances will be scheduled so that the outstanding balance will be paid in full within 30 days. Employees not receiving summer paychecks are expected to pay all outstanding balances as of the last day of school. Outstanding balances at the start of the next school year will result in a refusal of credit privileges until the outstanding balances are paid in full.

Collection & Deposit of School Funds

All money collected during the course of the school day for whatever purpose or reason is to be deposited in the Principals Office by the close of the school day. The Principals Office will issue a receipt for such funds and deposit them in the appropriate account or hold the funds in the school safe, whichever is most appropriate. Under no circumstance is a staff member to keep in his/her possession money collected during the school day. If money is maintained by the staff member during the school day, it should be kept on his/her person or locked in a secure area. Staff members who collect funds for Student Activities events must turn in the event funds immediately following the event to the Principals Office.

Professional Development:

Tuition reimbursement, training programs, certification courses and conferences are provided for employees as a benefit of employment. Individual professional development benefits are variable based on your position & job responsibilities.

If a course is required as part of a job related course of study, approved by the Supt for the employee, employees are eligible for tuition reimbursement for up to two university courses per school year. Employees are eligible for non-degree university courses and/or attendance at relevant conferences upon prior approval by the Superintendent. MSAD#8 does not pay for or reimburse any university fees other than course specific fees such as lab fees, or materials fees specifically approved by the Supt.

All requests for course reimbursement and conferences should be submitted, if possible, during the budget development process when requested by the Business office. Course requests should be submitted, on a Course Request Form, to the Principal for approval prior to course registration. Upon approval by the Principal and Superintendent the Business Office will complete course registration and/or travel arrangements. Tuition reimbursement is subject to completion of the course with a grade of C (2.0) or better.

Prepayment of tuition or may be requested and will be approved by the Superintendent on a case by case basis. Prepayment is also subject to attainment of a passing grade of C (2.0) or better. If the employee does not attain a sufficient course grade reimbursement of course costs will be arranged by the Business Office through mandatory payroll deduction and will be completed within one semester.

Expense Reimbursement

Expense reimbursement is available for expenses incurred by employees during the course of conducting school business or for attending training requested or required by MSAD#8.

- Mileage - Employees required to drive their personal automobile for school purposes shall be reimbursed at a mileage rate equivalent to the current IRS standard.
- Ferry tickets, turnpike tolls and parking fees shall be reimbursed upon submission of receipts.
- Meals/Lodging - Employees shall be entitled to reimbursement for meals in a reasonable amount and for reasonable expenses for lodging, provided those expenses are directly related to the performance of duties as a school employee.

Any requests for reimbursement must be:

- Submitted in writing indicating the event attended and the person being reimbursed
- Be accompanied by a receipt indicating the amount being requested for reimbursement
- Only include expenses for the employee(s) attending the training
- Alcoholic beverages & Sales Tax will not be reimbursed

Holidays

Paid holidays will be granted to all full and part time employees based on their scheduled work week. Paid holiday hours are based on the employees regularly scheduled hours for that day. School year employees will be compensated for holidays that occur during the school year only, inclusive of vacation periods.

The School recognizes the following 12 annual holidays:

New Year's Day	Independence Day (year round employees only)
Martin Luther King Jr.	Labor Day
Presidents' Day	Columbus Day
Patriots' Day	Thanksgiving Day
Memorial Day	Day after Thanksgiving
Veterans' Day	Christmas Day

Holiday pay for employees required to work on a holiday will be computed at an employee's regular hourly rate of pay x 1.5 not including overtime. Employees who are scheduled to work on a designated holiday may be able to take another day off which must be scheduled through the employee's supervisor. When a holiday falls on a Saturday or Sunday the district will follow the federal observance of the holiday.

Sick Leave

The School provides paid sick leave in the event of illness and injury. Employees whose positions equal 1 FTE shall be entitled to one working day (7.5 hours) of sick leave per month. Employees receive sick leave from July 1st. The sick leave year is from July 1st to June 30th.

All other employees will receive prorated sick days based on their % FTE/1 FTE (1 FTE = 2080 hours annually). For example:

- 1) An employee whose regularly scheduled hours are 20 hours a week, 52 weeks a year, works 1040 hours annually or .5 FTE. This employee would receive .5 or the full time benefit of 12 sick days or 6 sick days (45 hours) annually.
- 2) An employee who works 37.5 hours a week, 36 weeks a year, works 1350 hours annually. This employee would receive .65 of the full time benefit of 12 sick days or 7.8 sick days (58.5 hours) annually.

An employee may use sick leave when:

- 1) the employee is unable to perform any of the duties of this position due to a non-work related personal illness or disabling injury.
- 2) a personal medical or dental appointment(s) which cannot be scheduled during non-working hours.

- 3) a medical or dental appointment or emergency medical situation for children, parents or spouse.

Sick leave taken or requested for less than a full day, must be in one hour minimum blocks.

All requests for sick time must be submitted to the School Secretary on a Leave Request form and approved by the employees immediate supervisor and/or the Superintendent

When an absence exceeds three working days, a medical note, signed by a physician, shall be submitted when requested by the Principal or the Superintendent.

When the medical leave is extended by a note from the doctor beyond seven days, the employee shall be automatically placed on Family Medical Leave (FMLA).

Non-contract employees may carry over sick leave balances in to the next year up to a maximum sick leave balance of 30 days.

Health Insurance

All Full Time Employees (defined as annual hours of 1350 or greater) are eligible for employee health benefits through the school's health care insurance provider. The school will pay for 90% of the annual premium for a single person MEA Choice Plus plan. Employees may elect greater coverage at their own expense.

Employee premiums will be deducted from the employee's paycheck in either 20 or 26 pays depending on the employees work year.

Staff members who are employed at the time these policies are adopted may elect these benefits or continue to receive the health insurance benefits granted them upon hiring (including cash or time off in-lieu of health insurance benefits) for the duration of their employment by the Vinalhaven School.

Dental Insurance

All Full Time Employees are eligible to for dental insurance through the school's dental insurance provider. The school will pay \$250 toward the cost of a single subscriber plan. Employees may elect greater coverage at their own expense.

Employee premiums will be deducted from the employee's paycheck in either 20 or 26 pays depending on the employees work year.

Group Life & Accidental Death & Dismemberment Insurance

All Employees are eligible for Group Life insurance through the MePERS Group Life Insurance plan and/or MSMA Group Life & ADD Insurance plan offered by the school. All premiums are paid by the employee. Additional coverage restrictions may apply.

Employee premiums will be deducted from the employee's paycheck in either 20 or 26 pays depending on the employees work year.

Family and Medical Leave Act (FMLA)

The School may grant a family and medical leave of absence when circumstances make such a leave necessary. Employees with twelve months of service and one thousand two hundred fifty hours in the previous year are eligible for twelve weeks of unpaid, job protected leave during a twelve month period. For purposes of this policy, the twelve month leave period is measured backward from the date the employees uses any FMLA leave.

FMLA leave may be requested for the following reasons:

- 1) to care for a new born child, a newly adopted child, or a child placed with an employee for foster care
- 2) to care for a child, parent or spouse who has a serious health condition
- 3) for an employee's own serious health condition

Employees must give thirty days' notice of the leave to the Superintendent. MSAD#8 requires that the employee submit a written request for the leave, detailing the reason, start date, and return date and provide medical certification of their serious condition or that of a family member, in a timely manner. In the event of an emergency situation such as sudden illness or accident, the employee shall make every effort to ensure that the Superintendent is notified verbally. In these cases, required documentation must be received as soon as reasonably possible, but not later than seven days from the verbal notification.

All leaves are unpaid. However, employees must use their earned sick and compensatory time before taking the unpaid leave. Vacation time can also be used by employees. During their leave the employee will retain their health benefit coverage. Employees are expected to pay their normal benefit contributions to the Business Office at the start of each month to ensure continuation of benefits.

In addition, family and medical leave will not result in loss of any previously accrued seniority or employee benefits. Upon completion of the leave, employees will return to the same position or a similar position as the one held prior to their leave. Eligible employees who are out on Workers' Compensation for more than seven days will automatically be placed on FMLA.

Workers' Compensation

Upon employment employees are covered immediately by MSAD#8's Workers' Compensation plan. This is provided at no cost to the employee and covers the medical bills and lost wages that the employee may suffer as a result of a work related injury or illness. Wage replacement is governed by current State law and may continue until an employee is released for either modified-duty or full-duty or the insurance of MSAD#8 otherwise concludes, in accordance with the law, that benefits should be discontinued or reduced. Employees are required to pay (monthly) in advance for the cost of any benefits that continue to be provided. Failure to pay will result in forfeiture of the benefit(s).

If the employee is injured at work, no matter how minor, the employee must immediately report the incident to the Superintendent's Office.

Reporting:

All injuries sustained in the course of employment shall be immediately reported to the Superintendent's Office. The employee must immediately complete a First Report of Occupational Injury or Illness.

Treatment:

Pursuant to State law, MSAD#8 requires that treatment of an occupational injury or illness be provided by the health care provider of MSAD#8's choice within the first ten days of an injury. The appointment for an evaluation and treatment may be made by the supervisor or the Superintendent or their designee. If the injury is serious, the employee should go immediately to the nearest hospital emergency room for treatment. An employee may choose to go to their own physician, but must understand that MSAD#8 through its workers' compensation plan may not make payment for these visits unless the employee has successfully petitioned to change health care providers.

Vacation Time

MSAD#8 provides paid vacation time to employees to provide time for staff to gain rest and relaxation and to allow for the conduct of personal business. The amount of paid vacation benefit an employee earns is related to the length of employment and the percentage of FTE of their position.

Employees whose positions equal 1 FTE shall be receive vacation time per the schedule below. One vacation day equals one regularly scheduled work day. Employees whose hours are less than 1 FTE will receive prorated vacation days based on their % FTE/1 FTE (1 FTE = 2080 hours annually).

Employees whose employment is covered by a collective bargaining agreement are not eligible for vacation time.

Employees receive paid vacation from July 1st. The vacation year is from July 1st to June 30th

Vacation pay is based on the employee's regular rate of pay at the time vacation is taken.

Years of Continuous Service	Eligible Vacation Time
After one (1) year	One Week (5 days)
After three (3) years	Two weeks (10 days)
After five (5) years	Three weeks (15 days)
After twelve (12) years	Four weeks (20 days)

Employees who work on a school-year schedule may not use vacation days during regularly scheduled school days. Use of vacation time by school year staff during regularly scheduled school time will be allowed for personal business, unable to be scheduled during non-working hours, only upon approval by the Superintendent.

All requests for vacation time must be submitted to the School Secretary on a Leave Request Form and approved by the employees immediate supervisor and/or the Superintendent

A maximum of 5 days unused vacation time may be carried-over into the next year.

Bereavement Leave

Up to five (5) working days with pay shall be allowed in the event of the death of a spouse, parent, sibling or child.

Up to three (3) working days with pay shall be allowed in the event of the death of a grandparent, parent-in-law or person living within the household of the employee.

The Superintendent may make special consideration when an exceptional or unusual circumstance exists.

Jury Duty

Employees must notify the School as soon as possible when called to serve on jury duty. The School shall pay the employee the difference between the employee's regular pay and the jurors pay upon presentation of the official statement of jury pay received.

Military Leave

If an employee is a member of the U.S. National Guard or U.S. Military Reserves and is involuntarily called to duty or is required to attend summer training camp, the employee may take up to 10 calendar days of unpaid military leave for such training. For any such period, the School will pay the employee the difference between service pay and the employee's regular compensation.

In the event that an eligible employee, who is a member of a National Guard or Military Reserve unit, is called to active duty by reason of any national, State or local emergency, MSAD#8 will pay the employee's regular wages for the first week of such duty. If the active duty is for a period more than ten calendar days, the employee shall be granted a military leave of absence without pay under the provisions of the School's personal leave plan. Re-employment at the School shall be in accordance with provisions of the Uniformed Service Employment and Reemployment Act of 1994, as amended, and all other applicable Federal and State statutes.

SCHOOL SAFETY POLICIES

Employee Computer & Internet Use (Policy GCSA-R)

MSAD#8's computers, networks and Internet access are provided to support the educational mission of the school and to enhance the curriculum and learning opportunities for students and school staff. This policy and the accompanying rules also apply to computers issued directly to staff, whether in use at school or off school premises.

Employees are allowed to use privately-owned computers at school with prior authorization only, provided that they comply with this policy and the accompanying rules (GCSA-R).

1. Personal Use of School Computers

School unit computers, network and Internet services are provided for purposes related to school programs and operations, and performance of their job responsibilities. Incidental personal use of school computers is permitted as long as such use: 1) does not interfere with the employee's job responsibilities and performance; 2) does not interfere with system operations or other system users; and 3) does not violate this policy and the accompanying rules, or any other Board policy, procedure or school rules. "Incidental personal use" is defined as use by an individual employee for occasional personal communications which do not interfere or conflict with his/her job responsibilities.

2. Policy and Rules are Mandatory

Compliance with the school unit's policies and rules concerning computer use is mandatory. An employee who violates this policy and/or any rules governing use of the school unit's computers shall be subject to disciplinary action, up to and including termination. Illegal use of the school unit's computers, network or other technology will also result in referral to law enforcement.

3. No Right to Privacy

MSAD#8's computers remain under the control, custody and supervision of the school unit at all times. The school unit reserves the right to monitor all computer and Internet activity by employees. Employees have no expectation of privacy in their use of school computers, network and Internet services.

4. Notification of Policy and Rules

Employees shall be informed of this policy and the accompanying rules through handbooks, the school website, and/or other means selected by the Superintendent. It should be understood that it is the employee's responsibility to read and understand these policies and rules annually.

5. Implementation and Rules

The Superintendent or his/her designee is responsible for implementing this policy and the accompanying rules. Additional administrative procedures or school rules governing the day-to-day management and operations of the school unit's computer system may be implemented, consistent with Board policies and rules. The Superintendent may delegate specific responsibilities to the Technology Director and others as he/she deems appropriate.

RULES:

Each employee is responsible for his/her actions and activities involving school unit computers, networks, Internet services and other technology, and for his/her computer files, passwords and accounts. These rules provide general guidance concerning the use of the school unit's computers and examples of prohibited uses. The rules do not attempt to describe every possible allowed or prohibited activity by employees. Employees who have questions about whether a particular activity or use is prohibited are encouraged to contact a building administrator or the Technology Director.

A. Access to School Computers and Acceptable Use

The level of employee access to school unit computers, network and Internet services is based upon specific job requirements and needs. Unauthorized access to secure areas of the school unit's computers and networks is strictly prohibited.

All Board policies, school rules and expectations for professional conduct and communications with others including other staff, students and parents apply when employees are using the school unit's computers, network and Internet services, whether in use at school or off school premises.

B. Prohibited Uses

Examples of unacceptable uses which are expressly prohibited include, but are not limited to, the following:

1. Any use that is illegal or which violates Policy GCSA and/or other Board policies, procedures or school rules, including harassing, discriminatory or threatening communications and behavior; violations of copyright laws or software licenses, etc. The school unit assumes no responsibility for illegal activities of employees while using school computing devices or our network infrastructure.
2. Any attempt to access unauthorized web sites, or any attempt to disable or circumvent the school unit's filtering/blocking technology.
3. Any use involving materials that are obscene, pornographic, sexually explicit or sexually suggestive, harmful to minors, or intended to appeal to prurient interests.
4. Any communications with students or minors for non-school-related and/or non-educational purposes.
5. Any use for private financial gain, commercial, advertising or solicitation purposes.
6. Any use as a forum for communicating with other school users or outside parties to solicit, proselytize, advocate or communicate the views of an individual or non-school sponsored organization; to solicit membership in or support of any non-school sponsored organization; or to raise funds for any non-school sponsored purpose, whether profit or not-for-profit. Employees who are uncertain as to whether particular activities are acceptable should seek further guidance from The Superintendent or other appropriate administrator.

7. Any communication that represents an employee's personal views as those of the school unit or that could be misinterpreted as such.
8. Sending mass e-mails (SPAM) to school users or outside parties for any purpose without the permission of the Superintendent.
9. Any malicious use, damage or disruption of the school unit's computers, network, Internet services or other technology; any breach of security features; any failure to report a security breach; or misuse of computer passwords or accounts (the employee's or those of other users).
10. Any attempt to delete, erase or otherwise conceal any information stored on a school computer that violates these rules or other Board policies or school rules, or refusing to return computer equipment issued to the employee upon request.
11. Employees should take special care to maintaining a professional and ethical digital footprint, and not engage in posting inappropriate photographs or discriminatory or defamatory content on the Internet. Staff must not use, access, create, or distribute objectionable material such as jokes, stories or other material that is based on slurs or stereotypes race, gender, ethnicity, nationality, religion or sexual orientation when using district computing devices.

C. Disclosure of Confidential Information

Employees are expected to use appropriate judgment and caution in communications concerning students and staff to ensure that personally identifiable information remains confidential.

E-mail and other Internet communications mechanisms (including web sites, blogs and social networking sites) should not be considered secure or private. Communications with students or minors via e-mail or other digital means must be for school related educational purposes only. Private use of social networking or other sites with students or other minors is strongly discouraged.

D. Employee/Volunteer Responsibility to Supervise Student Computer Use

Employees and volunteers who use school computers with students for instructional purposes have a duty of care to supervise such use and to enforce the school unit's policies and rules concerning student computer use. When, in the course of their duties, employees or volunteers become aware of a student violation, they are expected to stop the activity and inform the building administrator.

E. Compensation for Losses, Costs and/or Damages

The employee is responsible for compensating the school unit for any losses, costs or damages incurred by the school unit for violations of Board policies and school rules while the employee is using school unit computers, including the cost of investigating such violations. The school unit assumes no responsibility for any unauthorized charges or costs incurred by an employee while using school unit computers.

Isolated accidental damages to the school computing hardware will be repaired or replaced by the school district. If damage is deemed not accidental or if there is a history of repeated

damage by the employee, the district may request compensation for repairs from those parties responsible. Any damage or theft to school property must be reported immediately to The Superintendent and/or the Computer Systems Manager.

F. Additional Rules for Use of Privately-Owned Computers by Employee

1. An employee who wishes to use a privately-owned computing device in school must complete an Employee Request to Use Privately-Owned Computer form. The form must be signed by the employee, the school principal or supervisor and the Technology Director. There must be a legitimate work-related basis for any request.
2. The Technology Director will determine whether an employee's privately-owned computer meets the school unit's network requirements.
3. Requests may be denied if it is determined that there is not a suitable work-related reason for the request and/or if the demands on the school unit's network or staff would be unreasonable.
4. The employee is responsible for proper care of his/her privately-owned computer, including any costs of repair, replacement or any modifications needed to use the computer at school.
5. The school unit is not responsible for damage, loss or theft of any privately-owned computer.
6. Employees are required to comply with all Board policies, administrative procedures and school rules while using privately-owned computers at school.
7. Employees have no expectation of privacy in their use of a privately-owned computer while it is being used at school. The contents of the computer may be searched in accordance with applicable laws and policies.
8. The school unit may confiscate any privately-owned computer brought to school and used by an employee in school without authorization as required by these rules.

Drug Free Workplace

The MSAD#8 Board of Directors recognizes that alcoholism and drug dependency are treatable diseases. Left untreated, they may result in serious personal and family problems. At the same time, the Board is also seriously concerned about the effects of alcohol and drug dependency upon an employee's job performance and ability to serve as a role model for our students.

The Board believes strongly that all employees and students should be able to work and learn in an environment free from alcohol and drug abuse. Accordingly, the Board expects all employees to report for work and to perform their duties in a manner which does not jeopardize the health, safety and well-being of co-workers and students.

Any employee who suspects that he/she may have an alcohol or drug dependency problem is strongly encouraged to contact his/her supervisor to seek voluntary diagnosis and treatment. The employee will be provided confidential referral services to an outside agency upon request and assisted in determining the extent to which insurance coverage to help pay for such services is available. All voluntary referrals shall be kept confidential.

Prohibited Conduct

No employee shall distribute, dispense, possess, use or be under the influence of any alcoholic beverage, malt beverage or fortified wine or other intoxicating liquor. Nor shall an employee unlawfully manufacture, distribute, dispense, possess, use or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, anabolic steroid or any other controlled substance (as defined in schedules I through V of section 202 of the federal Controlled Substance Act [21 USC § 812]; by regulation at 21 CFR, § 1300.11 through 1300.15; and in 17-A MRSA, § 1101). This applies-before, during and after school hours, at school or in any other school system location, defined as follows:

"School system location" means in any school building or on any school premises; in any school-owned vehicle or in any other school-approved vehicle used to transport students to and from school or school activities; off school property at any school-sponsored or school-approved activity, event or function, such as a field trip or athletic event, where students are under the jurisdiction of the school unit; or during any period of time such employee is supervising students on behalf of the school system or otherwise engaged in school unit business.

Any illegal use, possession, furnishing, selling or provision of assistance in obtaining alcoholic beverages or scheduled drugs not covered by the preceding paragraph is also prohibited.

In addition, employees (including coaches) are prohibited from selling, distributing or promoting any performance-enhancing substances included on the banned substances list prepared by the Maine Department of Health and Human Services Office of Substance Abuse.

Appropriate disciplinary action shall be taken against any employee who violates this policy, up to and including dismissal. Referrals for assistance or treatment do not preclude disciplinary action being taken for violations of this policy.

As provided in the Drug-Free Workplace Act of 1988, any employee is required to notify the school unit of a criminal or civil conviction for a drug violation occurring in the workplace no later than five calendar days after such conviction. In turn, the Director, within 10 calendar days of learning of such a conviction, is to give written notification to the U.S. Department of Education and to any other federal agency from which the unit receives grant funds.

Communication

Upon adoption, a copy of this policy is to be given or mailed to all current employees and to new employees at the time of their employment and is to be posted in appropriate locations throughout the school system.

Harassment and Sexual Harassment of School Employees

Harassment of school employees because of race, color, sex, sexual orientation, religion, ancestry, national origin, age, or disability is prohibited. Such conduct is a violation of Board policy and may constitute illegal discrimination under state and federal laws. Harassment includes but is not limited to verbal abuse, threats, physical assault and/or battery based on race, color, sex, sexual orientation, religion, ancestry, national origin, age, or disability. Under the Maine Civil Rights Act, violence or threats of violence against a person or their property based on their sexual orientation are also illegal. Unwelcome sexual advances, suggestive or lewd remarks, requests for sexual favors, and other verbal and physical conduct of a sexual nature constitute sexual harassment when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an employee's work environment or employee benefits;
- Submission or rejection of such conduct by an employee is used as the basis for decisions on employment benefits; and/or
- Such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment.

Any employee who engages in harassment or sexual harassment will be subject to disciplinary action, up to and including discharge. All complaints of harassment will be investigated in accordance with the School Employee Discrimination and Harassment Complaint Procedure.

Annually, each employee shall receive a copy of this policy and Employee Discrimination and Harassment Complaint Procedure. This may be accomplished by including the policy/procedure with employee paychecks or by using other appropriate means to ensure that

each employee receives a copy. All newly hired employees shall be provided training about sexual harassment in accordance with Maine Law.

The Superintendent and/or Business Manager will investigate complaints of harassment in accordance with the Employee Discrimination and Harassment Complaint Procedure. However, employees are hereby notified that they also have the right to report incidents of discrimination or harassment to the Maine Human Rights Commission, 51 State House Station, Augusta, ME 04333 (telephone: 207-624-6050) and/or to the federal Office for Civil Rights, Regional Director, U.S. Department of Education, S.W. McCormack POCH Room 222, Boston, MA 02109-4557 (telephone: 617-223-9622).

The school's Affirmative Action Officers are: Pat Paquet at (207) 863-4664 or Kathy Warren at (207) 863-4664

Hazing

Maine statute defines injurious hazing as “any action or situation, including harassing behavior that recklessly or intentionally endangers the mental or physical health of any school personnel or a student enrolled in a public school.”

It is the policy of the Board that injurious hazing activities of any type, either on or off school property, by any student, staff member, group or organization affiliated with this school unit, are inconsistent with the educational process and shall be prohibited at all times.

No administrator, faculty member, or other employee of the school unit shall encourage, permit, condone, or tolerate injurious hazing activities. No student, including leaders of student organizations, shall plan, encourage, or engage in injurious hazing activities.

Persons not associated with this school unit who fail to abide by this policy may be subject to ejection from school property and/or other measures as may be available under the law.

Administrators, faculty members, students, and all other employees who fail to abide by this policy; may be subject to disciplinary action which may include suspension, expulsion, or other appropriate measures. In the case of an organization affiliated with this school unit which authorizes hazing, penalties may include rescission of permission for that organization to operate on school property or to receive any other benefit of affiliation with the school unit.

These penalties shall be in addition to any civil or criminal penalties to which the violator or organization may be subject.

The Superintendent shall assume responsibility for administering this policy. In the event that an individual or organization disagrees with an action - or lack of action - on the part of the Superintendent as he/she carries out the provisions of this policy, that individual or

organization may appeal to the Board. The ruling of the Board, with respect to the provisions of this policy, shall be final.

A copy of this policy shall be included in all school, parent, and employee handbooks or otherwise distributed to all school employees and students.

Blood Borne Pathogens

The Superintendent/designee shall comply with Federal Occupational Safety and Health Administration (OSHA) Standards (Title 29, Part 1910.1030) to prevent the spread of blood borne pathogens and other potentially infectious materials in the workplace. The Director/designee has developed a written Exposure Control Plan designed to protect employees from the possible infection caused by contact with blood borne pathogens as a result of performing job duties.

As part of the Exposure Control Plan, the Superintendent/designee shall determine which employees could reasonably be expected to have exposure to blood borne pathogens and other potentially infectious materials contaminated with blood as a result of performance of job duties. All current employees may have occupational exposure and shall participate in in-service education during their work hours and be offered hepatitis B vaccine at no cost.

Employee Awareness: The plan will be accessible to employees by annual training and copies of the plan are available either through the main office or on the school website.

Chemical Hazards

MSAD#8 is committed to providing a safe environment for students and employees. It is the policy of MSAD #8 to follow safe practices in regard to the storage and handling of hazardous chemicals in its schools. The school unit will comply with all applicable Maine and federal laws and regulations concerning hazardous chemicals.

The Superintendent will be responsible for developing a Chemical Hygiene Plan that includes procedures relevant to the identification, purchase, storage, inventory, handling, and disposal of hazardous chemicals, maintenance of material safety data sheets (MSDS), and for ensuring that employees are provided required training and information concerning hazardous chemicals used in the schools. The Superintendent may delegate responsibilities associated with Plan development to school system staff, as appropriate.

The Superintendent will appoint a Chemical Hygiene Officer (CHO) for the school unit. The Chemical Hygiene Officer will have the primary responsibility for implementing the school unit's Chemical Hygiene Plan.

The Facilities Manager is currently the school CHO. His responsibilities include:

- Providing copies of the MSDS sheets for all chemicals in the building as well as a table of contents in the front of the MSDS booklet containing a comprehensive list of all chemicals.
- Monitoring chemical handling and storage procedures.
- Coordinate with others for disposal of unwanted chemicals.

School system employees are responsible for:

- Participating in training programs provided by the school system and others.
- Maintaining an awareness of health and safety procedures.
- Awareness of location and use of MSDS.
- Using and modeling good personal chemical hygiene habits.
- Reporting accidents, injuries, unsafe practices, and unsafe conditions.
- Providing safety training for all students participating in school work areas.
- Consulting the CHO prior to bringing any chemical on site.
- Completing an annual Chemical Inventory for their work area.

Students must adhere to safety procedures and good chemical hygiene habits. They should report accidents and maintain an awareness of health and safety procedures at all times.

The school system will develop and implement chemical training for all employees that includes:

- Awareness and location of written Chemical Hygiene Plan.
- Elements of OSHA's Hazard Communication Program.
- Appropriate safety measures and safe work practices.
- Training at new employee orientation, new assignments, and annually.

A copy of the Chemical Hygiene Plan may be obtained in the Business office.

Hazard Communication Plan

Background

This written hazard communication program not only meets OSHA requirements, but also ensures that our employees are effectively informed concerning potential and existing chemical hazards. Hazard Communication is one important aspect of an effective safety and health program.

Occupational Safety and Health Program, which includes:

- Management commitment and active support.
- Engineering controls for safety and health hazards.
- Enforcement of safety rules and programs.
- Recognition, evaluation, and control of occupational safety and health hazards.
- Medical surveillance.
- Assigned safety and health responsibility and accountability.

Purpose

The purpose of this Hazard Communication Program is to inform our employees of all potential or existing chemical hazards.

Approach

The method used to inform employees include:

- Container labeling and other forms of warning.
- Material Safety Data Sheets (MSDS's).
- Employee education and training.

Application

This hazard communication program applies to:

- Known occupational safety and health hazards.
- Chemicals known to be present in the workplace in such a manner that employees may be exposed under normal conditions of use or in a foreseeable emergency.

Determining Chemical Hazards:

Supervisors and/or instructors are responsible for identifying chemical hazards in their workplace from material safety data sheets provided by chemical manufacturers and distributors.

Material Safety Data Sheets (MSDS's)

MSDS's are prepared and distributed by manufacturers and distributors of hazardous materials. All chemical manufacturer and distributors must obtain or develop a MSDS for each hazardous material they produce or import. A hazardous material is one that is either a physical hazard (i.e., flammable, oxidizer, etc.) or a health hazard (i.e., causes acute or chronic health effects).

The employee's work location maintains the MSDS for all hazardous materials used or handled in workplace. Each MSDS is reviewed to ensure it is complete and that there are not obvious errors. Old MSDS data sheets are replaced with new ones that accompany shipments of materials.

MSDS's are in English and contain the following information:

- The identity of the chemical.
- The physical and chemical characteristics.
- The physical and health hazards.
- Primary routes of entry.
- Exposure limits.
- Precautions for safe handling.
- Controls to limit exposure.
- Emergency and first aid procedures.
- Name of manufacturer or distributor.

MSDS Availability

The supervisor/instructor maintains copies of all MSDS's for each hazardous material in the workplace and makes them readily accessible during each work shift. Employees or students may review the MSDS's for the materials they work with at any time, while they are in their work area. They also may request a copy of any MSDS if they wish. Copies of MSDS's may be obtained by contacting the Maintenance Director of the school system, the National Institute for Occupational Safety and Health (NIOSH), and OSHA/Maine Department of Labor.

Material Inventory

Attached is a list of the hazardous chemical(s) used or stored at this location. These chemicals are referenced to their appropriate MSDS submissions.

Employees wishing to see this list should contact their supervisor.

Labels and Other Forms of Warnings

Chemical manufacturers, importers, and distributors provide labels, tags, or other markings for containers of hazardous chemicals. This identification includes the following information:

- Identity of the hazardous chemical.
- Appropriate hazard warnings.
- Name and address of the chemical manufacturer, distributor, or other responsible parties.

29 CFR 1910.1200 requires that containers of hazardous materials in the workplace are labeled, tagged or marked with the identity of the hazardous chemical and appropriate hazard warning. Occasionally, signs, placards, process sheets, batch tickets, operating procedures, or similar accessible written materials are used, instead of affixing labels to individual containers.

Portable containers of hazardous chemicals do not have to be labeled if they contain chemicals transferred from labeled containers, which are intended only for the immediate use of the employee who performs the transfer.

All labels on incoming containers must not be defaced in any way. Missing or defaced labels must be immediately reported to the Director of Maintenance so appropriate labels can be reapplied immediately.

Employee Information, Education, and Training

Any information, education, and training program is provided by the immediate supervisor to make sure employees know about hazardous chemicals in the workplace and the appropriate control measures to reduce exposure to them. This program is coordinated by the Director of Maintenance.

New employees receive appropriate safety and health information, education, and training during their initial assignment. This training includes information about hazardous materials and processes in the workplace through the use of printed materials and classroom instruction.

New employee safety and health training program begins upon hire by the personnel department and continues with on-site training by the new employee's department supervision. The specific information in the safety and health training includes:

- General chemical hazards.
- Hazards associated with non-routine tasks.
- Recognition, evaluation, and control of hazardous chemicals.
- Chemical labeling.
- Hazards associated with unlabelled piping and processing systems. MSDS's.
- Access to information on hazardous chemicals.
- Compliance with safety and health rules and regulations.
- Requirements of Federal Hazard Communication Regulations.
- Specific hazards present in the work areas.
- The location and availability of the written Hazard Communication Program and all supporting information.
- The measures employees can take to protect themselves from hazards, including pertinent work practices, company emergency procedures, and personal protective equipment.

All employees are informed by supervision concerning the written Hazard Communication Program and an explanation of the company's labeling system, MSDS's and how appropriate hazard information may be obtained by employees.

Retraining

It is necessary for work area supervision to provide additional employee training concerning workplace hazards when:

- New materials or processes are introduced into the workplace.
- Process or equipment changes are made that could cause new or increased employee exposure.
- Procedures or work practices are introduced, or changed, which could cause changes in the employees' exposure.
- Employees are transferred from one work area to another where different hazards are present.

A permanent record of all employee training is maintained in the employee's personnel folder.

Non-routine Tasks

The supervisor of an employee performing a non-routine task, such as cleaning process equipment, is responsible for properly training the employee concerning the potential hazards associated with the task. The employee also shares in this responsibility by making sure that his/her immediate supervisor knows that the non-routine task will be performed.

Contractors

All contractors working on school property are notified by school administrative personnel of hazardous materials to which the contractor's employees will be exposed to while working on school property. Also, proper controls will be established to ensure that the school's operations do not expose the contractor's employees to safety and health hazards. Copies of MSDS's for all materials the contractor's employees may be exposed to will be provided to the contractor by the supervisor of the area involved. Also, the contractor will inform the school administrative personnel of any hazardous chemicals brought onto the job site and have MSDS readily available, if requested.

Program Availability

The School Hazard Communication Program is available upon request to:

- Employees.
- Students
- Governmental Representatives.
- Insurance Representatives.

Integrated Pest Management Notification

Pest Control

Pesticides pose risks and Mid-Coast School of Technology uses an alternative approach to merely applying pesticides. Control of insects, rodents, and weeds at our school focus on making the school buildings and grounds an unfavorable place for pests to live and breed. Through maintenance and cleaning, we will reduce or eliminate available food and water sources and hiding places for pests. We will also routinely monitor the school area to detect pest problems and prevent the pests from becoming established. Some techniques we will use include pest monitoring, sanitation, pest exclusion, proper food storage, pest removal and—as a last resort—pesticides. This holistic approach is often called Integrated Pest Management.

Pesticide Use

Sometimes pesticide use may be necessary to control a pest problem. When that happens, the school will use the lowest risk products available. If higher risk pesticides must be used, notices will be posted at application sites and parents, guardians and staff have a right to know.

Your Right to Know

Parents, legal guardians, and school staff will be notified of specific pesticide applications made at the school. Notification will be given at least five days before planned pesticide applications during the regular school year. In addition, for pesticides applied anytime during the year, notices will also be posted in the school and on school grounds two working days before until 48 hours after the application. Notification need not be given for pesticide applications recognized by law to pose little or no risk of exposure to children or staff.

The school also keeps records of prior pesticide applications and information about the pesticides used. You may review these records, a copy of the school's IPM Policy and the Pesticides in Schools regulation (CMR 01-026 Chapter 27) by contacting our IPM Coordinator, Alan Koenig at (207) 863-4664.

For further information about pests, pesticides and your right to know, call the Board of Pesticides Control at (207) 287-2731 or visit the Maine School IPM website at www.thinkfirstspraylast.org/schoolipm.

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