



“We Expect Success”

2021-2022 Employee Handbook

Granite Falls School District
205 N Alder Ave
Granite Falls, WA 98252
Phone (360) 283-4309 Fax (360) 691-4459
www.gfalls.wednet.edu

Granite Falls School District #332 is an equal opportunity employer and does not discriminate against otherwise qualified applicants on the basis of race, color, creed, religion, ancestry, age, gender, sexual orientation, gender identity, marital status, national origin, disability, genetic information or veteran status. Inquiries regarding compliance procedures may be directed to the District's Title IX/RCW 28A.640 officer, Section 504 coordinator, and/or Affirmative Action officer. Persons who may need some accommodation in the hiring process should contact the Human Resources Office at (360) 283.4309.

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Message from Superintendent

Dear Granite Falls School District Staff,

Welcome to the 2021-22 school year. I hope you have had time this summer to "sharpen the saw" and are ready for the return of students to our campuses.

If you are new to the district, congratulations! I am pleased your employment has brought you to the Granite Falls School District. If you are a veteran of two years or 42 years, welcome back!

I have learned in my short time here that Granite Falls comes together to celebrate the successes and draws closer in support when impacted by trials. In both scenarios, our tagline is quite appropriate, "We Expect Success!"

This handbook is one tool designed to give us guidance in such success and excellence. Take a few moments to review this staff resource.

Here's to a great 2021-22 school year!

Dr. M

Dr. Josh Middleton, Superintendent

Welcome

Granite Falls School District prides itself on providing our staff with the tools necessary to give our students a complete education, from the nutrition they need, clean facilities, and safe transportation; to well-rounded academic, artistic, and athletic programs. We are committed to staff success thereby creating an environment of student focused learning.

The purpose of this Employee Guide, whether you are new to Granite Falls or a veteran staff member, is to provide you with the information you need to get started and to use as a resource throughout the school year. As with anything new, there seems to be a laundry list of things to do; however, our intent is to make this process smooth and seamless; as well as answer any questions you may have. If your position is benefits eligible, you will receive information regarding benefits after the initial orientation. We are always available to assist you with any concerns, no matter how small, and have included a list of support staff phone numbers for your reference.

Again, welcome to the 2021-22 school year!

Warm Regards,

Jennifer Harmon
Director, Human Resources

PURPOSE OF HANDBOOK

The purpose of this handbook is to provide information and guidance that will help employees in understanding what can be expected from the district and what the district expects from employees. This handbook has been developed to provide policies, procedures and rules required to ensure a quality education for our students and a safe working environment for our employees. The employee handbook describes the professional expectations and necessary conditions for our very important work together – the teaching and learning of our students.

This handbook is neither a contract nor a substitute for the official district board policy manual. Nor is it intended to alter the at-will status of non-contracted employees in any way. Rather, it is a guide to, and a brief explanation of district policies and procedures related to employment. These policies and procedures can change at any time; these changes shall supersede any handbook provisions that are not compatible with the change. For more information, employees may refer to the board policies that are associated with handbook topics, confer with their supervisor, or call the appropriate district office department. Copies of School Board Policies and Procedures are available on the GFSD website at [GFSD Board Policies](#)

It is important that each employee is aware of the policies and procedures related to his/her position. The information in this Handbook is subject to change and changes in district policies may supersede, modify, or eliminate the information summarized in this Handbook. Staff input regarding the content of this manual is appreciated and updates will be made as needed.

Our primary business is the education of our youth, and everything we do should be directed toward providing students with the best possible learning environment.

ABOUT GRANITE FALLS

Granite Falls is a city in Snohomish County, Washington, United States. It is located between the Pilchuck and Stillaguamish rivers in the western foothills of the Cascade Range, northeast of Lake Stevens and Marysville. The city is named for a waterfall north of downtown on the Stillaguamish River, also accessible via the Mountain Loop Highway.

Granite Falls is also the southern entrance to the Mountain Loop Highway, a scenic highway that continues into the Cascades to Darrington. Granite Falls is located approximately 17 miles (27 km) east of Everett, the county seat, and 45 miles (72 km) northeast of Seattle.

The city limits are defined to the north by the Stillaguamish River, to the east by Iron Mountain, to the south by the Pilchuck River, and to the west by 174th Avenue Northeast. According to the United States Census Bureau, the city has a total area of 2.20 square miles (5.70 km²), of which, 2.18 square miles (5.65 km²) is land and 0.02 square miles (0.05 km²) is water.

It is situated where the South Fork of the Stillaguamish River leaves its narrow mountain valley, which includes the namesake Granite Falls. The falls has a 540-foot (160 m) fishway and a 280-foot (85 m) tunnel that were built in 1954, at the time the longest fish tunnel in the world. The area where the city was founded was called the "portage" by native tribes in the area, who used the flat area between the two rivers to portage their canoes when traveling. Iron Mountain, which sits at 1,240 feet (380 m) above sea level, lies east of downtown.

The site of Granite Falls was originally a portage for local Coast Salish tribes prior to the arrival of American settlers. The settlement was founded in 1883 and prospered after the discovery of gold and silver in the Monte Cristo mines located east of Granite Falls on the Everett and Monte Cristo Railway. Granite Falls was platted in 1891 and incorporated as a fourth-class town on November 8, 1903.

OUR District

The city has five public schools that are operated by the [Granite Falls School District](#), which also serves unincorporated communities to the northwest and near the Mountain Loop Highway. The school district had an enrollment of over 2,100 students in 2018 and employed 107 teachers and 80 other staff members. Granite Falls has two [elementary schools](#) (Mountain Way and Monte Cristo), Granite Falls Middle School, Granite Falls High School, and Crossroads High School, an [alternative school](#) program.

The first [schoolhouse](#) in Granite Falls opened in 1893 and was replaced by a new building at the site in 1910. A larger building opened in 1938 for Granite Falls High School, which later moved to a nearby building in 1964 and opened at its new campus in January 2008. The high school's athletic teams, nicknamed the Tigers, compete in the Emerald Sound Conference; a 1,700-seat athletic stadium opened at the new high school campus in 2018, replacing the Hi-Jewel Stadium at the former high school, which had been converted into a middle school.

MISSION STATEMENT

Granite Falls School District is committed to the individual development of each student.

OUR VISION

Our students begin school ready to learn within a system of support and emerge as resilient and engaged citizens fully prepared to pursue life's opportunities.

DISTRICT GOALS

POWERFUL TEACHING & LEARNING. (1) Provide differentiated instruction with a rigorous, aligned curriculum that drives student engagement and achievement;(2) Hire and retain exemplary staff, supported by an innovative and collaborative framework;(3) Empower parents by encouraging participation;(4) Create pathways —via partnerships, mentoring and district resources— for our students to excel in post-secondary pursuits; and (5) Embrace technology as an engine for student growth, instructional integration and operational efficiency.

SCHOOL CLIMATE. Foster a consistent, district-wide culture which encourages and celebrates student success at all levels, enabling a climate of mutual respect, inspired learning, character and life-skills development. Initiate positive behavior supports via targeted staff training, role modeling, counseling and family partnerships.

EARLY LEARNING. Establish a firm and equitable foundation for learning by promoting kindergarten-readiness and successful K-3 transitions for all students.

GROWTH MANAGEMENT. Undertake a strategic, collaborative and timely growth-planning process that clearly defines the district's challenges and opportunities.

STEWARDSHIP. Promote trust by projecting fiscal stability through the prudent, responsive and optimal use of district resources, in a manner that is both transparent and understandable.

BOARD OF DIRECTORS

The Board of Directors of the district is composed of five district citizens elected to represent them (1 of the 5 districts) and to ensure representation from across the service area. Members of the public may also be appointed to a director position when (or if) a board member vacates the position in the middle of their term. Board members are elected for a four-year-term, whereas appointed board members serve the balance of the term.

The Board Members primary function is to (1) interpret and set policies, (2) delegate administrative duties, and (3) make continuous appraisal of the educational progress. The Board is responsible for selecting and evaluating the Superintendent, exercising the legislative powers conferred by the Legislature in overseeing school functions, assisting in the public needs and progress of the education system, considering facility plans/projects, adopting the annual budget, and adopting the District Strategic Plan which embodies the District's mission, vision, and goals. One of the Board's duties is to approve all new permanent employees before their employment is considered official.

The Board generally holds meetings at 6:00 pm on the second and fourth Wednesdays of each month in the Granite Falls School District board room. The full meeting schedule, agendas, meeting packets, and minutes can be found on the district website at Board Meetings & Minutes

Business meetings are open to the public except in certain circumstances when the Board is allowed to meet in private. The law permits holding closed Executive Sessions or meetings for discussion of personnel, confidential student matters, collective bargaining, real estate, and legal issues.

DISTRICT 1 REP	Jennifer Adams jadams@gfalls.wednet.edu
DISTRICT 2 REP	Robert Butler rbutler@gfalls.wednet.edu
DISTRICT 3 REP	Karley Kincaid kkincaid@gfalls.wednet.edu
DISTRICT 4 REP	Tina Veatch tveatch@gfalls.wednet.edu
DISTRICT 5 REP	Carl Cary ccary@gfalls.wednet.edu

DISTRICT ADMINISTRATION

MAIN 360.691.7717 FAX 360.691.4459
Office Hours: 7:00 am - 4:00 pm

SUPERINTENDENT

EXECUTIVE ASS'T, COMMUNICATIONS/PUBLIC RELATIONS

ASS'T SUPT/CURRICULUM DIRECTOR, TEACHING & LEARNING

DIRECTOR OF BUSINESS AND OPERATIONS

DIRECTOR OF STUDENT EDUCATION, EQUITY & CIVIL RIGHTS

DIRECTOR OF HUMAN RESOURCES

HUMAN RESOURCES MANAGER

PAYROLL AND BENEFITS

CTE DIRECTOR

FACILITIES SUPERVISOR

TECHNOLOGY SUPERVISOR

CHILD NUTRITION SUPERVISOR

ACCOUNTS PAYABLE

Dr. Josh Middleton

Melanie Freeman

Dr. Karin Manns

Marshall Kruse

Beth Mills

Jennifer Harmon

Cris Bosket

Angela Erickson

Kevin Davis

Deon Freeman

Daniel Scollard

Lynn Tipping

Mayra Ontiveros

Granite Falls Schools

GRANITE FALLS HIGH SCHOOL

1401 100th St. NE; Granite Falls, WA 98252
Phone: 360.691.7713 FAX: 360.283.4414
Principal: **John Kniseley**
Assistant Principal/AD: **Michael Mainor**
Office Contact: **Jamie Perrigoue**
Grades: 9-12
School Day: 7:30 am - 2:06 pm
Office Hours: 7:00 am - 3:30 pm

GRANITE FALLS CROSSROADS HIGH SCHOOL

205 N. Alder Ave; Granite Falls, WA 98252
Phone: 360.283.4407 FAX: 360.283.4307
Principal: **Bridgette McVay**
Office Contact: **Cheryl Berg**
Grades: 10-12
School Day: 8:10 am - 1:50 pm
Office Hours: 7:00 am - 3:30 pm

GRANITE FALLS MIDDLE SCHOOL

405 N. Alder Ave; Granite Falls, WA 98252
Phone: 360.691.7710 FAX: 360.283.4415
Principal: **Dave Bianchini**
Office Contact: **Jennifer Haverfield**
Grades: 6-8
School Day: 7:35 am - 2:11 pm
Office Hours: 7:00 am - 3:30 pm

MOUNTAIN WAY ELEMENTARY SCHOOL

702 N. Granite Ave.; Granite Falls, WA 98252
Phone: 360.691.7719 FAX: 360.283.4416
Principal: **Dawn Weddle**
Assistant Principal: **Patti Skurki**
Office Contact: **Suzanne Parish**
Grades: K-2
School Day: 8:45 am - 3:21pm
Office Hours: 8:00 am - 4:00 pm

MONTE CRISTO ELEMENTARY SCHOOL

1201 100th St. NE; Granite Falls, WA 98252
Phone: 360.691.7718 FAX: 360.283.4417
Principal: **Paige Nguyen**
Assistant Principal: **Joelle Wright**
Office Contact: **Alayna Gill**
Grades: 3-5 with Multi-age Grade 6
School Day: 8:35 am - 3:11 pm
Office Hours: 7:30 am - 3:45 pm

One Hour Early Release:

MWE: 2:21 pm

MCE: 2:11 pm

GFMS: 1:11 pm

GFHS: 1:06 pm

CRHS: 12:55 pm

Half Day Early Release:

MWE: 12:03 pm

MCE: 11:53 am

Middle School dismissal: 10:53 am

High School dismissal: 10:48 am

BARGAINING GROUPS

For those employees represented by a bargaining unit, work activities are subject to a collective bargaining agreement between the district and an employee organization. Administration establishes the work guidelines for those employees not represented by a bargaining unit. Employees attain a copy of the appropriate negotiated agreement located on the District website. These documents should be reviewed carefully.

Group	Representative	Email
CLASSIFIED REP PUBLIC SCHOOLS EMPLOYEES (PSE)	Wendy Beach	granitefallspse1110@gmail.com
CERTIFIED REP Granite Falls Education Association (GFEA)	Julie Dickson	gfeapres@gmail.com

WHAT ARE BARGAINING GROUPS?

Bargaining groups are labor organizations representing various groups within the workforce. Granite Falls School District has two bargaining groups, Granite Falls Education Association and Public School Employees Association. The associations represent the interests of the certificated and classified membership in matters of salary, working conditions, benefits, and retirement.

AM I A MEMBER OF A BARGAINING GROUP?

You are eligible to become a member by electing to join, but you are not automatically enrolled upon hire. If you chose not to join when hired, but later would like to join your represented group's union, please contact your building representative.

WHO DO I CONTACT FROM MY GROUP?

ROLE	GFEA	PSE
President	Julie Dickson, Monte Cristo	Wendy Beach, Library Technician, GFMS
Vice President	Jeremy Rose, Crossroads	Kathy Silveira, Administrative Assist, DO
Treasurer	Katie Leppanen, GFHS	Porscha Lachapelle, ASB Secretary GFHS
Secretary	Katelyn Wiens, MW	Nichole Fulmer, Food Service
Membership	n/a	Ragen Bristol, Paraprofessional
Crossroads High Building Rep	Jesse Nelson	Lori Hanson, Registrar
Granite Falls High Building Rep	Tanya Everson and Lonnie Hall	Porscha Lachapelle, ASB Office Professional
Granite Falls Middle School Building Rep	Jon Thompson	Wendy Beach, Library Technician
Monte Cristo Building Rep	Della Cooper and Mike Schireman	April Johnson, Paraprofessional
Mountain Way Building Rep	Meghan Galvin and Della Cooper	Wendy Beach, Library Technician, Interim

HOW DO I GET A COPY OF MY GROUP'S CONTRACT?

Copies of Collective Bargaining Agreements are located on the Granite Falls School District website under the tab Human Resources. The Collective Bargaining Agreements, as well as Salary Schedules are available for you to review or download from the website references above.

EMPLOYEE RELATIONS**NON-DISCRIMINATION**

The district shall provide equal employment opportunity and treatment for all applicants and staff in recruitment, hiring, retention, assignment, transfer, promotion, and training. Such equal employment opportunity shall be provided without discrimination with respect to race, creed, color, religion, national origin, age, honorably-discharged veteran or military status, sex, sexual orientation including gender expression or identity, marital status, or the presence of any sensory, mental, or physical disability or the use of a trained guide dog or service animal by a person with a disability. Please refer to Board Policy 5010 and/or the Affirmation Action Plan. For information regarding translation services or transitional bilingual education programs, contact the Department of Special Education, Equity and Civil Rights at (360) 283.4312.

BACKGROUND CHECK AND FINGERPRINT REQUIREMENTS

In June of 1992 a Washington State law was passed that requires any person hired by a school district who has regularly scheduled unsupervised access to children to be fingerprinted for a State and National background check. Since all school district employees have the potential to have access to children, all new employees must be fingerprinted. An employee may be exempt from this requirement only if they have been fingerprinted for a Washington State school district within the last two years and those prints are accessible from OSPI. A Washington State Patrol check will also be conducted.

EXPECTATIONS

The District expects its employees to produce quality work, maintain confidentiality, work efficiently, and exhibit a professional and courteous attitude toward other employees, parents, and students. The District expects employees to comply with all applicable Board policies, work rules, job descriptions, terms of this Handbook, legal obligations, and State of Washington Code of Professional Conduct Chapter 181-87 WAC. Violations of district policies may result in disciplinary action as defined in the appropriate Collective Bargaining Agreement or with Policy 5281.

INTEGRITY & HONESTY

Integrity and honesty are core values in the District. Employees shall not create any intentional inaccuracies verbally or on official District documents such as time sheets, job applications, student records, etc.

WORKING CONDITIONS/PRACTICES

Granite Falls Schools attempts to provide an adequate workplace for its employees. Limited resources of taxpayers' dollars and considerable oversight by Federal and State laws, rules and regulations minimizes the options available for this purpose.

We serve the public. Our image and credibility are constantly under a microscope by those who would question our productivity, our professionalism, and our use of the responsibility as gatekeeper of the public trust. Our ability to maintain a professional and productive atmosphere is directly impacted by the work environment we establish and display to anyone visiting or passing through our workplace. Excessive and/or constant non-work-related activities, along with perceived on-going unproductive work time, creates negative impressions of our true levels of commitment and responsibility. As such, excessive and/or constant non-work-related activities are perceived as ongoing unproductive work could lead to disciplinary action or dismissal.

Workstations and surrounding areas should provide functionality, professionalism, pride, and personalization within

good taste.

EMAIL

Communication between colleagues and families is commonly done through email. Please use the following link to guide you in writing professional emails in the work place. <https://www.inc.com/business-insider/email-etiquette-rules.html>

APPEARANCE AND ATTIRE

Although freedom of expression applies to both students and staff, employees of the Granite Falls School District are expected to present themselves in a manner that is appropriate for a school and/or a workplace setting and does not disrupt the workplace or learning process or present health or safety risks. Recognizing that all employees reflect the standards of the District, and that presenting a professional manner is part of the employees' responsibility employees shall be expected to:

- Arrive to work clean, neat, and well groomed.
- Should be prepared for inclement weather.
- Always wear appropriate PPE as required.

Your choice of clothing should be both clean and comfortable and appropriate for the assignment. If you have doubts about your attire, it is probably best not to wear it.

GENERAL HIRING PRACTICES

Granite Falls School District seeks to hire the most qualified personnel consistent with budget and staffing requirements and in compliance with School Board policy on equal employment opportunity and unrepresented groups recruitment. All applicants, internal and external must complete a District application in Frontline to be considered for employment.

Online application

1. Vacancies are posted per the collective bargain agreements; GFEA Section 4.10 and PSE, Section 10.9. Current staff may apply for a open positions via Frontline for the desired vacancy. If there are no internal applicants, vacancies are made available for all applicants on the external posting site.
2. If an internal candidate applies for the position, vacancies are filled according to the CBA of the bargaining group, GFEA section 4.10 and PSE section 10.7.
3. Vacancies for external applicants are advertised on the district employment page, Facebook, Twitter, and state and national associations.
4. The top one or two applicants will be recommended to the Human Resources Director and the final candidate will be recommended to the Board of Directors for final hire approval.

JOB SELECTION EXPECTATIONS

Applications, resumes, cover letters, and letters of reference will be reviewed to for required certification; demonstrated related knowledge, skills, and abilities; and ability to communicate effectively. As candidates progress through the selection process they may be asked to perform additional written exercises, complete panel interviews, and perform a sample lesson related to the subject area. Policy 5005 and 5005P.

JOB DUTIES AND RESPONSIBILITIES

Job duties will be outlined on the appropriate job description. Employees may be asked by their immediate supervisor to conduct work duties that may not be listed on their written job description. No employee is allowed to change or adjust their work duties without authorization from their immediate supervisor.

EVALUATIONS

Evaluation of an employee's job performance is a continuous process that focuses on improvement. Performance evaluation is based on an employee's assigned job duties and other job-related criteria. All employees will participate in the evaluation process with their assigned supervisor annually.

Written evaluations will be completed under State or CBA guidelines. Reports, correspondence, and memoranda also can be used to document and support performance information. All employees will receive a copy of their written evaluation, participate in a performance conference with their supervisor, and have the opportunity to respond to the evaluation. The district complies with all collective bargaining requirements regarding evaluations. Board Policy 5240

PERSONNEL FILES

The District shall organize, compile and maintain personnel records and files for each staff member of the District. A certificated or classified staff member shall be permitted, during normal District Office business hours, to review the contents of his/her personnel file in the presence of an authorized staff member per applicable collective bargaining agreement. Please contact Human Resources to schedule an appointment to review your personnel file.

NAME CHANGES IN PERSONNEL RECORDS

If you have a name change, you must submit a copy of the updated Social Security card to Human Resources. Name changes cannot be processed without a current Social Security card. Please make sure submissions are timely to ensure correspondence is current and any reports are accurate, for example; a W2, retirement and insurance statements.

EMPLOYEE ID BADGES

All employees are required to wear a Granite Falls School District ID badge at all times. Any adult without an ID badge or visitor sticker should be escorted to the office. A badge will be provided to you at the point of hire. Badges are an important part of providing a secure environment for staff and our students.

ADMINISTERING MEDICINE TO STUDENTS

In compliance with Policy 3416 and 3416P, only designated persons trained by the District Nurse, shall distribute any medication to students. Students should be sent to the school health room in the office for authorized personnel to distribute or administer any medications. Unauthorized distribution or administration of medicines to students can have serious legal consequences.

LESSON PLANS

To ensure proper planning and continuity of instruction, each teacher shall prepare lesson plans for daily instruction. To facilitate effective instruction, and in preparation for possible substitute teachers, lesson plans must be prepared sufficiently in advance of class presentation.

MASKS

The Department of Health and OSPI have required cloth face coverings must be worn by every employee during the COVID pandemic. Employees are expected to follow state guidance as it relates to this requirement. unless their exposure dictates a higher level of protection under L&I safety and health rules and guidance. A cloth face covering is fabric that covers your nose and mouth. Masks It can be: a sewn mask with ties or straps that go around the head or behind the ears; several layers of fabric tied around a person's head; made from a variety of material like cotton, fleece, or linen; factory- made or home-made. In the event an employee has a documented medical reason to not wear a mask, a face-shield with a drape will be provided as a reasonable accommodation.

PHYSICAL DISTANCING

Maintaining a minimum 3-foot separation is required between all employees, students, and others to the maximum

extent feasible. Some events during the school day may require a 6-foot separation when feasible.

PERSONAL CELL PHONE USE

Cell phones should be off or silenced, and should not be used while in the classroom, on the playground, or while involved in the supervision or instruction of students. If you have an emergency situation, please let the office know before using your cell phone during these times. Personal long-distance phone calls are not to be made using district phones. In order to protect the privacy of students, taking of photos or videos using your personal cell phone is prohibited.

COMMUNICATION/TECHNOLOGY USE

The Granite Falls School District provides access to many kinds of technology, including a computer network with Internet access. Students, staff, and community members are restricted to activities that promote the instructional mission of the school district. At all times the users of technology are expected to act in a responsible, ethical, and legal manner in compliance with school district policy and state and federal law.

Individual users will be held accountable for their behavior and communication through the school district’s computer network. Users must realize the District’s Internet, social media and email services are public and not private in nature. The district reserves the right to monitor and access users’ Internet and email activities. School employees must sign an agreement to access the Internet and e-mail. Misuse of the technology may result in disciplinary action, revocation of the user’s account, or legal action as appropriate.

Only Granite Falls School District email may be used for communication of Granite Falls School District business. Under the Public Records Act (RCW 42.17), all records and communication (including email, voicemail, Facebook posts, photos, calendars, audio/video recording, databases, text messages and paper documents) created or maintained for Granite Falls School District are subject to public disclosure. Policy 2022 & 2022P.

FIRST AID CPR CERTIFICATIONS

Certain classifications are required by the District to have current First Aid and CPR certification as defined in their job description. It is the employee’s responsibility to keep their certification card, track their certification expiration date, and remain current at all times. The District will provide CPR and First Aid training as needed. To the extent this is not possible, employees may use an outside source for certification, please submit for reimbursement to Accounts Receivable. A copy of a valid First Aid/CPR card must be submitted to Human Resources.

MANDATORY TRAININGS (VECTOR SOLUTIONS, FORMERLY SAFESCHOOLS)

The Granite Falls School District requires all employees and substitutes to complete mandatory courses on an annual basis in the effort to keep our staff, students and school environment safe and conducive to learning. Additionally, the ongoing training keeps the District in compliance with state and/or federal laws. The District utilizes a variety of modes for training; for most employees it will be through Vector Solutions. Mandatory training is not optional and must be completed by the deadline given.

All new hires are assigned mandatory training using: <https://gfalls-wa.safeschools.com/login>. During your initial meeting with Human Resources Department, you will be informed of the trainings required for your position.

Additional trainings may be covered in your building/site staff meeting or through Vector Solutions.

FACILITY AND EQUIPMENT USE FOR PERSONAL GAIN

An employee will not perform any duties related to an outside job during regular working hours or for professional employees during the additional time that the responsibilities of the District’s position require; nor will an employee use any District facilities, equipment or materials in performing outside work.

OWNERSHIP OF WORK

All work completed by employees as part of their employment will be considered property of the district. The District will own any and all rights to such work including any and all derivative works, unless there is a written agreement to the contrary.

INTELLECTUAL PROPERTY-WORK MADE FOR HIRE

Occasionally an employee has questions regarding the use of materials to be included in books or other commercial materials. Such materials created by the employee may include lesson plans, staff development presentations or tests/test items. Any work prepared by an employee within the scope of his/her employment is owned by the District. Under federal copyright laws, this is called "work made for hire". An employee with questions regarding ownership or copyrights on materials prepared within the scope of his/her employment should consult with his/her principal or supervisor.

All work completed by students as part of the regular instructional program is owned by the student as soon as it is created unless such work is created while the student is acting as an employee of the school system or unless such work has been paid for under a written agreement with the school system. If under an agreement with the district, the work will be considered the property of the District. Staff members must obtain a student's permission prior to distributing his/her work to parties outside the school.

PERSONAL PROPERTY

The district shall not assume responsibility for the maintenance, repair or replacement of any privately-owned property brought to a school or district function unless the use or presence of such property has been specifically requested in writing by the administration. The District is not liable for vandalism, theft or any damage to cars parked on school property.

DISTRICT PROPERTY

The District may supply an employee with equipment or supplies to assist the employee in performing his/her job duties. All employees are expected to show reasonable care for any equipment issued and to take precautions for theft. Employees cannot take District property for personal use or gain. Any equipment, unused supplies, or keys issued must be returned prior to the employee's last day of employment, including, but not limited to: laptops, employee identification badges and the key card for building entry.

DISTRICT VEHICLES

Employee's job duties or assignment may require them to operate a District owned vehicle. Drivers, other than School Bus Drivers, required to operate vehicles with students must first complete the appropriate Vector Solutions van safety course. At no time shall a vehicle, other than a school bus, with a capacity greater than 8 passengers be used to transport students by a district employee or parent. District owned vehicles shall be used for official district business only. Any citation for violation of motor vehicle laws shall be the sole responsibility of the operator. If involved in any accident, the operator shall notify the proper law enforcement agency immediately and file an incident/accident report within twenty-four (24) hours. The driver and all passengers shall wear seat belts at all times. Drivers are expected to report to their supervisor or designee any damage, deficiencies or safety concerns. Use of tobacco products is not allowed in District owned vehicles at any time. Policy 6630 & 6630P

GIFTS AND BUSINESS TRANSACTIONS

Financial and business transactions of the District shall be carried out in conformity with the law and consistent with sound and ethical business practices. Purchasing decisions shall be made on the basis of price, quality and service and shall not be influenced by friendships or other personal relationships.

District employees shall not accept a gift valued at more than what is reasonable and appropriate to the situation, or a

favor from vendors or prospective vendors or other firms or individuals who have had or hope to have transactions with the District. All gifts become district property and shall be accepted without obligation relative to use and/or disposal.

INVESTIGATIONS

Expectation of Cooperation: In the event of a District investigation or inquiry, every District employee has an affirmative duty to provide to his/her principal, supervisor(s) or any other official assigned to investigate all relevant and factual information about matters. Employees failing to volunteer such information shall receive a directive from an administrator to provide a statement.

Administrative Leave

The District may place an employee on administrative leave, paid or unpaid, during an investigation into alleged misconduct by the employee.

DISCIPLINE/TERMINATION

The level of discipline imposed will take into consideration the seriousness of the infraction as well as the employee's performance record.

When appropriate, discipline should be corrective in nature. At the employer's sole discretion, various types of employee discipline may be imposed which include, but are not limited to, suspension, with or without pay, demotion or termination.

Employees are entitled to union representation at meetings where disciplinary measures are being proposed. The Employer may repeat disciplinary action. Fundamental fairness is necessary when an employee is being disciplined or terminated. Employees are expected to work in a competent and conscientious manner which reflects favorably upon the employee and the School District. Policy 5281 and 5281P. PSE CBA Section 11.1. GFEA CBA Section 4.3.

Frontline Absence Management (FAM)

The Frontline Absence Management (FAM) system allows staff members to report absences, notify and dispatch substitutes, and monitor information from any location at any time through the internet.

All Granite Fall School District employees will use Frontline for entering their absences, requesting leave and requesting a substitute. All absences, regardless if a substitute is needed, must be entered in FAM. Pre-approval is needed when taking personal leave, vacation, emergency leave, and jury duty, unless otherwise stated in collective bargaining agreement.

Employees who are unable to report to work shall report their absence using the current electronic system (Frontline Absence Management (FAM)) and/or follow their individual building protocol for absence reporting prior to the start of the school day. Any time spent not working during an employee's scheduled day must be accounted for in FAM or recorded using the appropriate reasons. The District will monitor attendance and absence patterns. Theft of time and/or improper modification of time worked records will be investigated and will result in disciplinary action. Failure to notify the District of an absence and failure to report to work on such day could result in disciplinary action. Failure to return to work the day following the expiration of an authorized leave of absence may result in termination of employment.

ATTENDANCE, LEAVE, ABSENCES, & TARDINESS

TARDINESS

All employees are expected to arrive on time for work and are not to depart prior to their regularly scheduled

quitting time. Any early departure from regular scheduled work hours will require prior permission from the employee's supervisor. Lateness (10 minutes or more) requires notification to the supervisor. Uncontrollable situations that may warrant consideration are at the sole discretion of the immediate supervisor.

ATTENDANCE

Regular attendance is an essential function of employment in the district. The District expects employees to make every effort to be present and prepared for work. Employees are expected to adhere to their assigned schedule. For the schools and departments to operate effectively, employees are expected to perform all assigned duties and work all scheduled hours during each designated workday, unless the employee has received approved leave. Breaks and meal periods may only be taken during times designated by the employee's principal or supervisor or specified in collective bargaining agreement. Any deviation from assigned hours must have prior written approval from the employee's principal or supervisor, classroom educators are not authorized to approve alternate work schedules.

ABSENCES-PRE-ARRANGED GREATER THAN ONE DAY

For a preplanned absence which is greater than one school day, the employee must complete and submit a leave request in Frontline Absence Management for approval prior to the planned absence.

The Superintendent's approval is required for any unpaid leave or Bereavement leave that exceeds collective bargaining language. A detailed explanation must accompany any unpaid leave request.

LEAVE- SICK & PERSONAL

Employees are front-loaded leave at the start of each school year by September 30th. Leave will be prorated if the employee starts after the beginning of the school year. Accrued sick leave can transfer at resignation to any Washington State Public School within the state guidelines. A leave sharing program is available in accordance with law. Refer to collective bargaining agreement for leave accruals.

Absences resulting in unpaid days will be considered excessive absences and may result in disciplinary action.

GFEA CBA Section 6.1, PSE CBA Section 9.

Weather Related Late Start/School Closure Days

LATE START

In the case of school late start, each employee needs to assess safety related issues such as road conditions, traffic, and weather then plan their travel accordingly. Given the weather-related challenges, some/occasional late arrivals are inevitable. Staff may be asked to cover duties of staff arriving late if necessary. On late start days:

- **Certificated staff** are expected to report to work at their usual time if it can be done safely. If unable to report on time for safety reasons, contact your building administrator/supervisor. Employees who are not able to report to work because of inclement weather may use emergency leave, which draws from the employee's sick leave.
- **Classified staff** (with the exception of Bus Drivers) are expected to report at their usual time. If unable to report for safety reasons, contact your supervisor. Employees who are not able to report to work because of inclement weather may use emergency leave, which draws from the employee's sick leave.

If there is a delayed start, the following schedule changes will apply: No out-of-district transportation

SCHOOL CANCELLED

In the case of school closure, employees whose workdays are tied to student days are not expected to report. This workday will become a "make up day" at the end of the school year in June. Employees in this category include teachers, certificated specialists, and 180-Day classified staff (i.e. para-educators, food service, bus drivers, building secretaries).

All 260-Day employees are expected to report to work on school closure days. Every effort should be made to report to work as close to your normally scheduled work time as safety permits. Employees unable to report to work due to inclement weather may use emergency (sick) leave.

[GFSD Emergency Information](#) and the local news stations are the best sources for accurate and up-to-the-minute information. Staff will receive a ROBO call and/or email message at around 5:00 or 6:00 a.m. for closures and delays to their primary phone number and district email address.

Most importantly, please be safe!

Holidays

The District observes the following holidays:

- New Year's Day
- Martin Luther King Day
- Presidents' Day
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Veterans Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Eve
- Christmas Day
- Day after Christmas

Important Dates

The below dates were negotiated as a part of the Collective Bargaining Agreement.

FIRST DAY OF SCHOOL: September 1st

WINTER BREAK: At least 10 weekdays, ending after New Year's Day. If New Year's Day falls or is observed on a

MID-WINTER BREAK: President's Day and preceding Friday.

SPRING BREAK: One week in late March or early April.

SNOW MAKE-UP DAYS: Snow days will be made up at the end of the school year.

CONFERENCES: Conferences will be set by District-GFEA.

[District Calendar](#)

PAYROLL INFORMATION

FAIR LABOR STANDARDS ACT

The Granite Falls School District will comply fully with the Fair Labor Standards Act, its regulations, and relevant court decisions. This district will inform employees of the Act through proper posting of information as disseminated by the U.S. Department of Labor. The district will cooperate with all state agencies and maintain compliance.

Reference: Fair Labor Standards Act

The district complies with all collective bargaining agreements requirements concerning pay. All employees must be paid for all work permitted and must be paid at regular time, or overtime as it pertains. The district does not condone overtime without prior written approval of the employee's direct supervisor. If an employee's total hours actually

worked (leave time and holiday time excluded) exceeds forty (40) hours in any established work week, the District is required to compensate as outlined below or as defined in the collective bargaining agreement and in accordance with State and Federal Laws:

COMPENSATORY TIME/OVERTIME

All overtime must be approved by the supervisor in advance and must be reflected on the timesheet. Only a building administrator, department supervisor or director may approve overtime, classroom educators ARE NOT authorized to approve overtime. Employees that routinely disobey receiving prior approval for working overtime and intentionally or unintentionally accrue unauthorized overtime, may be subject to disciplinary action.

District employees that belong to collective bargaining agreement are eligible to accrue compensatory "Comp" time-off. Building administrator, department supervisor or director have the authority to authorize comp time for an employee in advance of the work.

CONSEQUENCES OF UNAUTHORIZED OVERTIME

Employees who fail to obtain approval prior to working hours that extend beyond their normal workday or workweek will be subject to disciplinary action.

OVERTIME PAY

Overtime provisions under the Fair Labor Standards Act are in effect when a non-exempt classified employee works more than forty (40) hours per week during an established workweek or as specified in collective bargaining agreements. Non-exempt classified employees must be paid no less than time and one-half (1 ½) for all overtime hours worked.

EMPLOYEE ACCESS (SKYWARD)

Employees have electronic access, through Skyward-Employee Access, to their information such as payroll, time off/leave balance, check history, W2 information, etc. Contact Human Resources, to gain access or to confirm your login and/or password.

PAYROLL DEADLINES

Cut-Off Dates: To ensure timely payment, all payroll items (extra pay items, etc.) must be turned in to Payroll no later than the 5th of each month. Benefit changes must be received in the payroll office by the 10th of each month.

PAY DATES

Employees are paid one once a month on the last business day of the month.

DIRECT DEPOSIT

Payroll direct deposit is the process by which your paycheck is electronically deposited to your checking or savings account. With direct deposit, funds become available in your bank account on payday. All employees are required to participate in direct deposit and must provide a voided personal check/deposit slip or an Authorization for Direct Deposit for account verification. Your pay stub will be accessible for viewing and printing from Employee Access in Skyward. If you plan to close the account set for your direct deposit, it is imperative to stop direct deposit before you close your account. Please contact Angela Erickson (360) 283.4308 or aerickson@gfalls.wednet.edu to make changes. Changes must be made by the 10th of each month.

What is Balanced Pay?

Granite Falls School District operates on a balanced-pay method. What that means, is the total number of days you will work in the current fiscal year, multiplied by both the number of hours in your contracted time and your hourly or contracted rate is calculated and then divided into equal payments through August.

For example: A newly hired para educator will begin working 4.5 hours daily for Granite Falls School on the first day of school. The number of paid days in the contract year is 190 and the hourly rate is \$13.50. The employee can expect to receive a gross amount of \$961.88 every month from September—August.

$$4.5 \text{ hrs} \times 190 \text{ days} \times \$13.50/\text{hr} = \$11,542.50 \div 12 = \$961.88$$

Employees who are hired midyear will be paid using the same method. For example, if the above employee was hired on October 4th the number of paid days will be adjusted to reflect the actual number of days they will work, but their monthly pay will still be balanced:

$$4.5 \text{ hrs} \times 169 \text{ days} \times \$13.50/\text{hr} = \$10,266.75 \div 11 = \$933.34$$

This method of pay is used for all classifications of Granite Falls School District Employees.

EMPLOYEE BENEFITS

The medical, dental, vision, long term disability and AD&D are available to employees through SEBB who are anticipated to work at least 630 hours per school year (September 1—August 31); or, employees will become eligible after working 630 hours in the current school year. Eligibility for SEBB is based on WAC 182-31-040. SEBB = School Employees Benefit Board operated by WA Health Care Authority (HCA).

Eligible employees will be provided instructions for enrolling online through SEBB My Account. Benefits begin the first of the month, following your date of hire. Special rules apply for new employees who begin work on or after September 1, but no later than the first day of school. For those employees only, eligibility and coverage begin on the first day. Enrollment selections must be made within 31 days of hire to avoid defaulting into plans. All plans include out of pocket and premium cost for employees. Annual Open Enrollment occurs in October/November each year with a January 1 effective date. Plans/rates renew each year on January 1.

If you have any questions about the above, please contact a Payroll and Benefits Manager: Angela Erickson at (360) 283.4308 or aerickson@gfalls.wednet.edu.

CHANGES TO INSURANCE

After the annual open enrollment period has ended on September 28th, the addition of family members to your health insurance may only take place after a change of family status (i.e. marriage, new baby, loss of existing medical coverage). Any changes must be sent to Payroll within 30 days of qualifying event. A notification of a change to insurance coverage must be received by the Payroll department by the 10th of each month.

Questions/Concerns: Angela Erickson, Payroll/Benefits Coordinator at 360.283.4308 or aerickson@gfalls.wednet.edu

RETIREMENT PROGRAMS (DRS)

Employees are eligible for retirement contributions upon working 3.5 or more hours per day/17.5 per week. The [Washington State Department of Retirement](#) manages the two retirement plan options for eligible staff; Teachers Retirement System and School Employees Retirement System. Each retirement system has two plans and contribution elections dependent on the plan selected. Enrollment must be completed within 90 days of hire/eligibility. For employees, who become eligible, they will be contacted by HR to complete their plan selection and enrollment.

If you wish to save for retirement over and above what you put into your DRS plan, there are two options through pre-tax payroll deduction: Deferred Compensation Plan (DCP), a 457 plan through DRS; or tax-sheltered annuity (TSA), or a 403(b) plan through certain approved vendors. You can start, stop and change contributions to these

plans at any time. Some 403(b) vendors may have a Roth plan available (contributions are not pre-tax, but the plan has other tax benefits at the time of retirement). If you have any questions about retirement plans, please contact your payroll person.

Family and Medical Leave Act (FMLA)

The Granite Falls School District recognizes that employees may, on occasion, need extended leave to care for themselves or for an immediate family member. Therefore, the District shall provide family and medical leave for all eligible employees pursuant to the Family and Medical Leave Act of 1993 (FMLA).

Family and Medical Leave Act (FMLA)—General Provisions

The following is a summary of the [Family and Medical Leave Act](#). Specific information that the district has adopted to implement the FMLA follows this general notice.

Leave Entitlements. Eligible employees who work for a covered employer can take up to 12 weeks of unpaid, job-protected leave in a 12-month period for the following reasons:

- The birth of a child and to care for the newborn child within one year of birth;
The placement with the employee of a child for adoption or foster care and to care for the newly placed child within one year of placement;
- To care for the employee's spouse, child or parent who has a serious health condition;
- A serious health condition that makes the employee unable to perform the essential functions of his or her job;
Any qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent is a covered military member on "covered active duty;" OR
Twenty-six workweeks of leave during a single 12-month period to care for a covered servicemember with a serious injury or illness if the eligible employee is the servicemember's spouse, son daughter, parent or next of kin (military caregiver leave).

Benefits and Protections. During FML, the employer must maintain the employee's health coverage under any "group health plan" on the same terms as if the employee had continued to work. Upon return from FML, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms.

Use of FML cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave.

Eligibility Requirements. Employees are eligible if they have worked for a covered employer for at least one year, for 1,250 hours over the previous 12 months, and if at least 50 employees are employed by the employer within 75 miles.

Definition of Serious Health Condition. A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job or prevents the qualified family member from participating in school or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than 3 consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

Use of Leave. An employee does not need to use this leave entitlement in one block. Leave can be taken

intermittently or on a reduced leave schedule when medically necessary. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the employer's operations. Leave due to qualifying exigencies may also be taken on an intermittent basis.

Substitution of Paid Leave for Unpaid Leave. Employees may choose or employers may require use of accrued paid leave while taking FML. To use paid leave for FML, employees must comply with the district's normal paid leave policies.

Employee Responsibilities. Employees must provide 30 days advance notice of the need to take FML when the need is foreseeable. When 30 days of notice is not possible, the employee must provide notice as soon as practicable and generally must comply with an employer's normal calling procedures.

Employees must provide sufficient information for the employer to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave.

Employees also must inform the employer if the requested leave is for a reason for which FML was previously taken or certified. Employees also may be required to provide a certification and periodic recertification supporting the need for leave.

Employer Responsibilities. Covered employers must inform employees requesting leave whether they are eligible under the FMLA. If they are eligible, the notice must specify any additional information required as well as the employees' rights and responsibilities. If they are not eligible, the employer must provide a reason for the ineligibility.

Covered employers must inform employees if leave will be designated as FML and the amount of leave counted against the employee's leave entitlement. If the employer determines that the leave is not FML, the employer must notify the employee.

Unlawful Acts by Employers. The FMLA makes it unlawful for any employer to: interfere with, restrain, or deny the exercise of any right protected under the FMLA; discharge or discriminate against any person for opposing any practice made unlawful by the FMLA or for involvement in any proceeding under or relating to the FMLA.

Enforcement. An employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against an employer.

The FMLA does not affect any Federal or State law prohibiting discrimination or supersede any state or local law or collective bargaining agreement which provides greater family or medical leave rights.

Local Family and Medical Leave Provisions

Eligible employees can take up to 12 weeks of unpaid leave in a rolling 12-month period measured backward from the date an employee uses FML.

Use of Paid Leave. FML runs concurrently with accrued sick and personal leave, temporary disability leave, compensatory time, assault leave, and absences due to a work-related illness or injury. The district will designate the leave as FML, if applicable, and notify the employee that accumulated leave will run concurrently.

Combined Leave for Spouses. A husband and wife who are both employed by the district are limited to a combined total of 12 weeks of FML to care for a parent with a serious health condition; or for the birth, adoption, or

foster placement of a child. Military caregiver leave for spouses is limited to a combined total of 26 weeks.

Intermittent Leave. When medically necessary or in the case of a qualifying exigency, an employee may take leave intermittently or on a reduced schedule. The district does not permit the use of intermittent or reduced-schedule leave for the care of a newborn child or for adoption or placement of a child with the employee.

Request for FML. When the need for FML is foreseeable, employees must provide 30-day advance notice to the district. When the need for leave is not foreseeable, employees must contact the Payroll Department as soon as possible. Employees may be required to provide the following:

Medical certification from a qualified health care provider supporting the need for leave due to a serious health condition affecting the employee or an immediate family member

- Second or third medical opinions and periodic recertification of the need for leave
- Periodic reports during the leave regarding the employee’s status and intent to return to work
- Medical certification from a qualified health care provider at the conclusion of leave of an employee’s ability to return to work
- Certification of the need for family military leave

Employees requiring family and medical leave should contact Human Resources, for details on eligibility, requirements, and limitations.

Certification & Licensure

Certificated employees are expected maintain current certification required for their current assignment and are responsible for meeting the requirements for re-certification in a timely manner. If a valid current teaching license for their teaching position cannot be validated by the district on OSPI E-Certification system before the first day of school requiring student contact, the teacher may be released from employment by the School Board. Each employee who is required to be licensed must provide the District with a copy of the current license to be maintained in their personnel file.

For questions regarding certification issues contact:

[OSPI Certification Office](#) 360-725-6400

SALARY PLACEMENT

Salary placement is in accordance with [WAC 392-121-280](#) and OSPI’s rules applicable to the submission of the S-275 report.

Salary advancement adjustments are made in September on the following guidelines:

- Official transcripts, grade reports or clock hour documentation are earned by September 15th and due in Human Resources no later than close of business October 1st to advance on the salary schedule for the current year.
- Payments for salary advancement will retro back to the first contracted day of the current school year.

CERTIFICATED EXPERIENCE EARNED OUTSIDE OF GRANITE FALLS SCHOOL DISTRICT

- For certificated experience that is earned outside of Granite Falls School District to be considered for salary placement, previous employers must complete and submit a **Verification of Professional Employment** form and send to Human Resources.
- It is the employee’s responsibility to submit the **Verification of Professional Employment** form to their previous educational employers to complete and send to Granite Falls School District Human Resources department.

Paraeducator Fundamental Course of Study and Expectations

All paraeducators will complete a four day (28 hours) Fundamental Course of Study (FCS) as mandated by state law. Once this training is met, paraeducators are then required to complete an additional 70 hours of professional development, within three years, to meet the General Paraeducator Certificate. The FCS provides training that aligns with the Washington State Paraeducator Standards of Practice. These standards of practice form the foundational expectations of paraeducators within the Granite Falls School District. These expectations include:

- Supporting instructional opportunities;
- Demonstrating professionalism and ethical practices;
- Supporting a positive and safe learning environment;
- Communicating effectively and participating in the team process; and
- Demonstrating cultural competency that aligns with standards developed by the PESB.

Policy and Procedures for All Substitutes

In addition to the policies and procedures expected of all employees, substitutes are expected to adhere to the following General Substitute Expectations:

- **Confidentiality is crucial.** As you go from one school to another, be aware of confidentiality issues. Student record information may not be discussed with other students or anyone outside the District and should not be shared between buildings.
- Check in at the main office when you arrive and sign the Substitute Sign-In Report. Please make sure to have your sub badge or request a guest badge.
- Please **arrive early** to review the provided sub information and familiarize yourself with the school. The building secretary should let you know if there is a planned schedule change for the day, an emergency drill, or a special assembly. **They will be your first point of contact for any questions that arise regarding your sub assignment.**
- If you need to leave the building at any time during the day, notify the office prior to leaving and upon your return.
- Use appropriate language and professional behavior at all times. Avoid engaging in or encouraging discussions of inappropriate or non-school related topics.
- Refrain from the use of cell phones for making or receiving calls or texting while students are present.
- Before you leave, make sure to check out with the office building secretary (return the keys, laptop, and/or any other information provided). Feel free to leave your contact information for future assignments.
- If you cannot fulfill a previously accepted job assignment, you are responsible for canceling the assignment as soon as possible by calling the school to be removed from the assignment.

ADDITIONAL SUBSTITUTE TEACHER EXPECTATIONS

- Maintain daily attendance records.
- Follow the lesson plans provided by the teacher or any other materials provided by school personnel.
- Leave the room in order and prepare for the next day's assignment for the teacher.
- Write a note to the teacher before you go. Tell them how day went, if the lesson plans were successful, and include any positive or negative student behaviors.
- Close the blinds/windows and lock the door.

SUBSTITUTE ADDITIONAL INFORMATION

Classified Substitutes are paid the actual number of hours worked. If you are asked to work extra, please make sure to log into Absence Management and view your past jobs, to ensure the extra time is added to that day's assignment.

Certificated Substitutes are paid by the half or full day. Substitutes are expected to work the full shift for the assignment regardless of the employee time off. If the teacher returns early and dismisses you, please check with the office for additional assignments. Teacher Prep Periods - If you have been assigned a full or half day shift but have a teacher prep period, the school may ask you to help in another classroom or area during that prep time. This is not time in which you are able to leave the school campus.

CERTIFICATED LONG TERM ASSIGNMENTS

Upon the 20th consecutive day in a single assignment, certificated substitutes are eligible for upgraded pay at their corresponding rate based on education and experience. This placement will be effective on the 21st day of the assignment and end on the last day of the assignment. Once that assignment has ended, the substitute will return to the regular sub rate of pay. If a substitute is in a long-term assignment that is less than 1.0 FTE and substitutes additional time above the FTE, they will be paid the certificated sub rate and not their experience rate.

CONDITIONS FOR CONTINUING EMPLOYMENT

In order to continue employment at the end of each school year substitutes will be issued a Letter of Reasonable Assurance with a list of requirements to complete. These requirements have a due date listed and must be completed prior to that date to remain in an active sub status. Failure to complete these requirements will result in being removed from the substitute list.

EDUCATION AND CERTIFICATES

If your level of education changes at any time, you are responsible for providing a copy of your Official Transcripts with the degree conferred and date conferred to Human Resources. Additionally, if you add any endorsements or obtain a National Board Certification, you will need to provide a copy of your certificate to Human Resources as well. Certificated substitutes holding only a "Substitute Teacher" Certificate may not, according to Washington State Certification guidelines, be considered for assignments that are expected to exceed thirty (180) consecutive days.

CERTIFICATED SUB WAGES Half day = \$82.50 Full day = \$165.00

CLASSIFIED SUB WAGES Step zero of classification substitute

Granite Falls School District is on a monthly payroll schedule and as such substitutes are paid the month after the work is completed (i.e. a substitute will be paid in October for work completed in September).

ABSENCE MANAGEMENT FOR SUBSTITUTES

Absence Management is a web browser and telephone-based system that manages employee absences and substitute job assignments. You can search for and accept available jobs, change personal settings, update your calendar, and personalize your available call times by logging into Absence Management. Please remember to keep your contact information (email address, home address and phone number) current. If you are not available to substitute on specific days, please block yourself out on your non-work calendar; otherwise, Absence Management will assume you are available to work and may call you during the morning calling period. If Absence Management calls to offer you an assignment, it will request your Access number and PIN.

Absence Management's telephone system calling periods are morning calls are 5:00am – 1:00pm and evening calls are 1:01pm - 10:00pm.

Only assignments for the same day are called during the morning calling period. Please consider these jobs carefully - accept them when possible as often they are critical fill positions! The evening calling period offers all positions for the next day as well as for the next several days.

CONFIRMATION NUMBERS

In Absence Management, when an employee or admin assistant assigns a job to a substitute the sub should receive an email notification that requires either an acceptance or rejection of the job. These notifications are very important and must be confirmed before the job is assigned to you. Please make note of the confirmation number as that is the guarantee the job has been assigned correctly.

VACANCY ASSIGNMENTS

A vacancy is used to request a substitute when no specific employee is absent. For example, vacancies may be created for testing help, a posted position that hasn't been filled yet, or a floater sub is utilized across a school for various positions. Each vacancy assignment should have a brief explanation as to the specifics of the job, as well as the duration of the assignment. If you have specific questions about an available vacancy assignment, please call the school directly.

GENERAL INFORMATION

LABOR & INDUSTRIES

Granite Falls School District employees are covered for work related injuries through the Washington State Department of Labor and Industries. Employees injured on the job are expected to immediately complete and submit an accident report to their principal/supervisor then forward the report to Payroll for processing. If medical attention is needed, a *Physician Initiated Report* must be completed by the physician in order for medical bills to be paid. If employees miss time away from work, they can use any accrued sick leave that they have on record. The Department of Labor and Industries will compensate a percentage of employees' time-loss starting after 3 days of absence.

Each employee pays a small portion of the cost for State Labor and Industry Insurance. The District pays a higher portion in order to insure all employees.

ACCIDENT/INCIDENT REPORTS

All accidents/incidents occurring on District property, school buses or during the course of school sponsored activities, including field trips and other away events, are to be reported to the building principal or supervisor immediately. Reports should cover property damage as well as personal injury.

A completed accident report form must be submitted within twenty-four (24) hours or the next scheduled District workday. Forms are available in the school office.

INJURED AT WORK? HERE'S WHAT YOU NEED TO DO:

If you are injured at work, inform your supervisor immediately and complete an Employee Accident Report. If no medical attention is needed, stop here.

If you are seeking medical attention:

- Inform your supervisor.
- Let your medical provider know you were injured at work and you will need an Activity Prescription Form to return to work. GFSD participates in the Washington State Labor and Industries plan.
-

Please note: You are able to see any physician of your choice for your initial visit. However, if you require additional medical care, your attending physician must be enrolled in the L&I medical provider network. You can check your provider's network status at www.FindADoc.LnI.wa.gov.

What to do after each medical provider visit:

- Call Human Resources at 360.283.4309, to report your return to work status.
- Fax your return to work status note to 360.691.4459 within 24 hours (fax 509-789-3780).

- Report your return to work status to the Granite Falls School District, specifically Jill Therrien the Leaves Specialist, within 24 hours.
- Provide the Granite Falls School District Human Resources with a copy of your work status note.

CHILD ABUSE REPORTING

- a. Except as provided under Washington Statute any of the following persons who has reasonable cause to suspect that a child, seen by the person in the course of professional duties, has been abused or neglected or who has reason to believe that a child, seen by the person in the course of professional duties, has been threatened with abuse or neglect, and that abuse or neglect of the child will occur, shall report within 48 hours as provided for below: school nurse, social worker, professional counselor, school teacher, school administrator, school counselor, child care worker in a child care center, or residential care center for children and youth a child care provider, an alcohol or other drug abuse counselor, a physical therapist, a physical therapist assistant, an occupational therapist, a dietitian, a speech-language pathologist, an audiologist, an emergency medical technician, a first responder and a police or law enforcement officer, including a police liaison officer. *RCW 26.44.030*
- b. All staff will immediately inform, by telephone or personally, the applicable District administrative personnel.
- c. Employees who are not mandatory reporters as set forth in paragraph A, above, and who in connection with their job responsibilities have reasonable cause to suspect that a child has been abused or neglected or who have reason to believe that a child has been threatened with abuse or neglect and that abuse or neglect of the child will occur shall notify their principal or supervisor or other administrative personnel of such alleged abuse.

CONFIDENTIALITY

Student information, employees obtain as the result of their employment with the District, is confidential and protected by the Family Educational Rights and Privacy Act (FERPA) unless such information has been designated as student directory data as set forth in Board policy. The law and respect for our students require that student issues are only discussed with employees and parents who need to know the information. In addition to student information, confidentiality is expected in other areas, including employee or District business information. Any requests for District records shall be referred to the appropriate administrator.

CONFLICT OF INTEREST

Employees are asked to avoid outside activity that may compete or be in conflict with the best interests of the District. Employees must disclose to their principal or supervisor information of any transaction that may be considered a conflict of interest as soon as they know the facts. No employee may use his or her position to obtain financial gain or anything of substantial value for the private benefit of himself or herself or his or her immediate family, or for an organization with which he or she is associated.

COPYRIGHT

A variety of machines and equipment for reproducing materials to assist staff in carrying out their educational assignments are available to staff in both the school and home setting. Infringement on copyrighted material, whether prose, poetry, graphic images, music audiotapes, video or computer programmed materials, is a serious offense against federal law, a violation of Board policy and contrary to ethical standards required of staff. All reproduction of copyrighted material shall be conducted strictly in accordance with applicable provisions of law. Unless otherwise allowed as "fair use" under federal law, permission must be acquired from the copyright owner prior to reproduction of material in any form.

Employees are further advised that copyright provisions apply to all forms of digital media.

Questions regarding copyright shall be directed to your principal or supervisor.

DRUG-FREE SCHOOLS, COMMUNITY AND WORKPLACE

The District seeks to provide a safe drug-free workplace for all its employees.

"Workplace" is defined to mean the site for the performance of work done, which includes work done in connection with a federal grant. That includes any school building or any school premises; any school- owned vehicle or any other school-approved vehicle used to transport students to and from school or school activities; off school property during 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 district which could also include work on a federal grant. For these purposes, the following behaviors will not be tolerated:

- a. Reporting to work under the influence of alcohol, illegal and/or controlled substances, including cannabis and anabolic steroids.
- b. The unlawful use, sale, possession or distribution of alcohol. The use, sale, possession or distribution of illegal chemical substances (including the use, possession, sale, distribution or transmission of anabolic steroids, cannabis) or opiates in any amount or in any manner on district property at any time. Any staff member convicted of a felony attributable to the use, possession, or sale of illegal chemical substances or opiates or cannabis will be subject to disciplinary action, including immediate termination.
- c. Using district property or the staff member's position within the district to make or traffic illegal chemical substances, opiates, cannabis, or anabolic steroids.
- d. Using, possessing or transmitting illegal or controlled chemical substances, cannabis and opiates in a manner which is detrimental to the interest of the district. Any staff member who is taking prescribed or over-the-counter medications will be responsible for consulting the prescribing physician and/or pharmacist to ascertain whether the medication may interfere with the safe performance of his/her job. If the use of a medication could compromise the safety of the staff member, other staff members, students or the public, it is the staff member's responsibility to use appropriate personnel procedures (e.g., use leave, request change of duty, or notify his/her supervisor of potential side effects) to avoid unsafe workplace practices. If a staff member notifies his/her supervisor that the use of medication could compromise the safe performance of his/her job, the supervisor, in conjunction with the district Payroll/Benefits Coordinator, then will determine whether the staff member can remain at work and whether any work restrictions will be necessary.

As a condition of employment, each employee shall notify his or her supervisor of a conviction under any criminal drug statute violation occurring in the workplace as defined above. Such notification shall be provided no later than 5 days after such conviction. The district shall inform the federal government within ten days of such conviction, regardless of the source of the information.

Each employee shall be notified of the district's policy and procedures regarding employee drug activity at work. Any staff member who violates any aspect of this policy will be subject to disciplinary action, which may include immediate discharge.

EMPLOYEE SAFETY

The district is dedicated to providing a safe and healthful work environment for all district personnel. It is our goal to reduce the frequency and severity of accidental injuries by providing our employees with safety information and appropriate safety training as a means of protecting employee welfare. All employees will be provided training during the employees' safety orientation or transfer to a new site.

On-going safety and health education programs will be provided for all employees in an effort to increase awareness of accident causation factors and to promote acceptance of safety and health regulations by presenting accident prevention as a positive, desirable, and integral part of all activities.

The employer is responsible to provide a safe and healthy workplace free from recognized hazards.

- Establish, supervise, and enforce safety rules.
- Provide the required safety training to all employees.
- Ensure that personal protective equipment is worn when tasks dictate.

The employee is required to know and comply with all safety rules and procedures. Immediately report all accidents to your supervisor.

FIRE SAFETY

Fire safety is an essential element of having a safe working environment. Employees should know the following:

1. Location of fire alarms;
2. Location of fire extinguishers;
3. Evacuation routes; and
4. Whom to notify in case of fire

Employees need to take precautions to prevent fires from occurring. In the event of a fire, the most important task is to sound the alarm and clear the building. Employees should not risk their safety in fighting fires.

All employees shall adhere to District safety rules and regulations and shall report unsafe conditions or practices to the appropriate supervisor.

HARASSMENT, INTIMIDATION, BULLYING (HIB)

The District is committed to a safe and civil educational environment for all students, employees, volunteers and patrons free from harassment, intimidation or bullying. "Harassment, intimidation or bullying" means any intentional electronic, written, verbal, or physical act, including but not limited to one shown to be motivated by any characteristic in RCW 9A.36.080(3) (race, color, religion, ancestry, national origin, gender, sexual orientation including gender expression or identity, mental or physical disability) or other distinguishing characteristics such as but not limited to physical appearance, clothing or other apparel, socioeconomic status or weight.

Any staff member or volunteer who has witnessed or has reliable information that a student has been subjected to, harassment, intimidation, or bullying, whether electronically, written, verbal or physical, should report such incident to an appropriate school official. The [SafeSchools Alert](#) tip reporting system is one method to report HIB. No school employee, student, or volunteer may engage in reprisal, retaliation, or false accusation against a victim, witness, or one with reliable information about an act of harassment, intimidation, or bullying. Depending upon the frequency and severity of the conduct, intervention, counseling, correction, discipline and/or referral to law enforcement will be used to remediate the impact on the victim and the climate and change the behavior of the perpetrator. This includes appropriate intervention, restoration of a positive climate, and support for victims and others impacted by the violation. If you believe you've been bullied, contact your principal or supervisor.

PERSONNEL – STUDENT RELATIONS - MAINTAINING PROFESSIONAL STAFF/STUDENT BOUNDARIES

All District personnel will recognize and respect the rights of students, as established by local, state, and federal law. Employees shall, at all times, maintain a professional relationship and exhibit a professional demeanor in their interactions with students. Further, employees shall refrain from engaging in any actions or conduct of a sexual nature (verbal or physical) directed toward a student, including, but not limited to, sexual advances, activities involving sexual innuendo, or requests for sexual favors or sexually explicit language or conversation. The interactions and relationships between staff members and students should be based upon mutual respect and trust, an understanding of the appropriate boundaries between adults and students in and outside of the educational setting, and consistency with the educational mission of the schools. Employees shall not form inappropriate social or romantic relationships with students, regardless of whether or not the student is 18 years old. Employees shall not use profane or obscene language or gestures in the workplace. While the District supports the use of technology to

communicate for educational purposes, district employees are prohibited from inappropriate online socializing or from engaging in any conduct on social networking Web sites that violates the law, district policies or other generally recognized professional standards. Board Policy 5253.

SEXUAL MISCONDUCT DISCLOSURE

The Legislature has determined that additional safeguards are necessary in the hiring of school district employees to ensure the safety of Washington's school children. All new employees are required to sign a release authorizing former employers to disclose all information related to any acts of sexual misconduct committed by the employee as defined by the State Board of Education. Sexual misconduct definitions are found in [WAC 181-87-080](#).

TOBACCO-FREE WORKPLACE

In order to protect students from exposure to the addictive substance of nicotine, the use of tobacco and nicotine substances are prohibited on school district property. This shall include all district buildings, grounds, and district-owned vehicles. Tobacco includes, but is not limited to cigarettes, cigars, snuff, smoking tobacco, smokeless tobacco, nicotine, nicotine delivery devices, chemicals or devices that produce the same flavor or physical effect of nicotine substances; and any other tobacco innovation. Board Policy 4215

TEAMWORK

Providing a quality education for students and a quality work experience for employees involves teamwork among all employees in the District. Teamwork is demonstrated by showing respect, cooperation and leadership at all times. Serving as an effective team member is a key component in accomplishing the District's mission and our commitment to providing a safe and inclusive environment for all of our staff, students and families.

VOLUNTEERS

The district recognizes the valuable contribution made to the total school program through the volunteer assistance of parents/guardian and other citizens. The voluntary help of our community should be requested by staff through administrative channels. The school will conduct a Washington State Patrol criminal background check on all persons volunteering in the district. Additionally, volunteers that potentially will be working with students without a staff members direct supervision will be required to clear a fingerprint background check. This includes all volunteer coaches. Do not leave children alone with a volunteer who has not been cleared through a fingerprint background check. Volunteers are expected to work under the supervision of staff.

Questions should be directed to Human Resources. Board Policy 5630

WEAPONS PROHIBITION

Firearms and dangerous weapons are prohibited in our facilities. "Gun-Free Zone" signs are posted at all campuses to support this policy. Licensed police officers who are serving in their official capacities are the only persons excepted from this prohibition. Firearms and dangerous weapons have the definitions set forth in the following statutory provisions: [RCW 9.41](#) Board Policy 4210

WORKSPACES, INCLUDING DESKS, LOCKERS, ETC.

Employees shall have no expectation of privacy with respect to any item or document (including email and electronic records) stored in or on District-owned property, which includes, but is not limited to, desks, filing cabinets, mailboxes, lockers, tables, shelves, and other storage spaces in or out of the classroom.

CIVILITY IN THE WORKPLACE

Our District believes a safe, civil environment of mutual respect and orderly conduct contributes to a quality educational environment. Conversely, uncivil conduct like other forms of disruptive behavior may interfere with an employee's ability to accomplish their work and a school's ability to educate its students. Therefore, district employees (including volunteers and substitutes) are expected to exercise reasonable, good judgment in handling

interpersonal disputes and are expected to exercise respect, courtesy, and concern for the dignity of others. An employee may be subject to disciplinary action for failing to behave with respect and courtesy in the workplace. More information about Policy 5275: Civility in the Workplace may be found in the policy section online.

NEW HIRE CHECKLIST

(Check off as you submit/complete the following tasks)

Employment/Benefit Paperwork

- Provided Official Transcripts to Human Resources
- Completed and submitted W-4
- Completed I-9 with Granite Falls Recruitment Specialist
- Completed and submitted Benefits Elections Forms
- Completed any online enrollments for benefits
- Completed and submitted Retirement Selection forms

Employment Training Videos

- Complete online Safe Schools Training Videos
- Print completion certification and turn into building

Building Security

- Request Proximity Card for External door access
- Review instructions on how to swipe and enter a building with a proximity card on my Granite Falls

ACKNOWLEDGMENT AND RECEIPT

I have received and reviewed my copy of the Employee Handbook.

The employee handbook describes important information about Granite Falls School District, and I understand that I should consult with Human Resources regarding any questions not answered in the handbook.

This handbook and the policies and procedures contained herein supersede any and all prior practices, oral or written representations, or statements regarding the terms and conditions of your employment with Granite Falls School District. By distributing this handbook, the Granite Falls School District expressly revokes any and all previous policies and procedures which are inconsistent with those contained herein.

By signing below, I acknowledge that this handbook is neither a contract of employment nor a legal document. Furthermore, I understand that revised information may supersede, modify, or eliminate existing policies. I have received the handbook, and I understand that it is my responsibility to read and comply with the policies of the Granite Falls School District. I also understand that failure to comply may result in disciplinary action.

Employee's Signature

Employee's Name (Print)

Date