



ADDISON NORTHWEST SCHOOL DISTRICT

Employee Handbook

2018 - 19

Teachers, Support Staff, Central Office Staff, Administrators

11 Main Street, Suite B100, Vergennes, VT 05491

877-3332

www.anwsd.org

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About This Handbook

- A. **Employees Covered:** This *Handbook* is provided as a reference document for the Addison Northwest School District's (ANWSD) teachers, support staff, supervisors and administrative employees.
- B. **Disclaimer:** The contents of this *Handbook* are presented as a matter of information only. The plans, policies and procedures described are not conditions of employment. ANWSD reserves the rights to modify, revoke, suspend, terminate, or change any or all such plans, policies, or procedures, in whole or in part, at any time with or without notice. The language which appears in this Handbook is not intended to create, nor is it to be construed to constitute, a contract between the ANWSD and any one or all of its employees or a guaranty of continued employment.

In case of a direct conflict between this *Handbook*, rules, regulations or policies of the Board and any specific provisions of an individual contract or collective bargaining agreement, the individual contract or collective bargaining agreement shall control.

This *Employee Handbook* is not a contract. It is intended to provide employees with information regarding procedures, ethics, expectations and standards of the ANWSD; however, this *Handbook* should not be considered all inclusive. Board Policies are on the ANWSD website at www.anwsd.org. It is important that each employee is aware of the policies and procedures related to his/her position.

ANWSD VISION STATEMENT

We envision a kind, collaborative, and creative community for all that nurtures a diverse and accessible learning environment. Students will flourish as critical thinkers and productive citizens, cultivating resilience in an ever changing world.

ANWSD SAFE SCHOOLS STATEMENT

"The Superintendent and Directors of the Addison Northwest School District wish to reassure the members of our educational community in these uncertain times. We remain committed to maintaining safe and welcoming schools regardless of race, gender, disability, national origin, documentation, religion, sexual orientation, political orientation, or family income. In addition to compliance with federal law, it is also our moral and ethical duty to protect and to provide an equitable education to all of the students who pass through the doors of our schools."

Addison Northwest School District

Central Office Staff Directory

Name	Responsibilities
<p>Sheila Soule Superintendent of Schools</p> <p>ssoule@anwsd.org 877-3332 ext 101</p>	<p>The Superintendent of Schools is the Chief Executive Officer of the School District. The main job responsibilities include:</p> <ul style="list-style-type: none"> • Acts with personal/professional integrity • Is knowledgeable about educating children • Is responsive to the values of the community, staff, board and students • Is skilled in delegation and communication • Is prudent in the management of school funds and facilities • Is skilled with personnel management and evaluation • Provides evidence of work underway to achieve the vision and goals of the system
<p>Kathy Alexander School Nutrition Director ANWSD/MAUSD Cooperative</p> <p>kalexander@anwsd.org kathy.alexander@mausd.org 802-233-4439 (cell) 802-453-7002</p>	<ul style="list-style-type: none"> • Oversees all school nutrition sites (menu development, meal pattern and federal regulation compliance) • Claim submission for NSLP/NSBP, CACFP, and FFVP • Free & Reduced Application approval and verification • Supports school nutrition employees • Oversees and manages program finances (including procurement, purchasing, accounts payable, and inventory management) • Plans and administers school nutrition training for all staff • Other responsibilities as required by demands of the program
<p>Carol Andersen Accounts Payable & Receivable</p> <p>candersen@anwsd.org 877-3332 ext 111</p>	<ul style="list-style-type: none"> • Accounts Payable/Accounts Receivable all schools • Deposits • Reconciliations • Scholarships
<p>Sue "Ze" Anderson-Brown Director of Human Resources</p> <p>ZABrown@anwsd.org 877-3332 ext 109</p>	<ul style="list-style-type: none"> • Employee Benefits and Wellness • Employee Engagement, Diversity, and Inclusion • Employee Discrimination, Harassment and Bullying • Employee Record Retention • FLSA: Employment Classification & Job Descriptions • Leaves: Family and Medical Leaves and Leaves of Absence, • Reasonable Accommodation • Retirement & Deferred Compensation 403 (b) and 457 Plan • Risk Management: Workplace Safety and Worker Compensation • Separation of Employment and COBRA • Substitute Program • Volunteer Cultivation Program
<p>Elizabeth Atkins Business Manager</p> <p>eatkins@anwsd.org 877-3332 ext 102</p>	<ul style="list-style-type: none"> • Work with Administration and School Boards to develop budgets • Complete all Financial State Reporting requirements including Grants and Statistical Information • Oversight of all financial operations within ANWSD including Payroll, Accounts Payable, and Accounts Receivable • Oversight of Maintenance Director for ANWSD including assistance with Bid Projects and Insurance Claims • Oversight of Food Service Cooperative for ANWSD

<p>Kimberly Audette Director of Learning kaudette@anwsd.org 877-3332 ext 106</p>	<ul style="list-style-type: none"> • Comprehensive, district-wide assessment system for K-12 (development, oversight, and implementation guidance) • Consolidated Federal Grant oversight • Learning Outcomes development • On-site professional development opportunities • Reading and Math Intervention programs for EST students • Content coaching • New teacher mentoring • Data analysis and SIS training • Supervision and Evaluation of the above mentioned staff with principal, as well as ELL programming
<p>April Vaughan Fiscal Analyst avaughan@anwsd.org 877-3332 ext 110</p>	<ul style="list-style-type: none"> • Setting up and maintaining employee demographics in accounting software • Setting up and maintaining employee positions for proper financial reporting and budgeting in accounting software • Bi-weekly, district-wide payroll processing • Payroll related questions • Quarterly Federal & State Reporting • Year-end W-2 s • Municipal & Teacher Retirement management & reporting • Works with Business Manager on developing and maintaining the budget • Accounting Software Liaison • Approval of Requisitions & conversion to Purchase Orders • Monitoring activity within Student Activities
<p>Peggy Connor Administrative Assistant to Director of Learning & Director of Technology pconnor@anwsd.org 877-3332 ext 105</p>	<ul style="list-style-type: none"> • Assist Director of Learning and Director of Technology • Collaborate grant-funded projects and activities with Administration • Prepare assessment software for administration • Organize assessment data reports
<p>Linda Douville Administrative Assistant to Director of Student Support Services ldouville@anwsd.org 877-3332 ext 114</p>	<ul style="list-style-type: none"> • Administrative support to the Director of Student Support Services • Preparing Accounts Payable and Billable of ANWSD Special Education and Preschool • Tracking Medicaid logs incoming/outgoing. • Verification of Medicaid eligibility • Maintaining student records/data for Instructional Support Services and Early Education • Managing the Web-based IEP system, Goalview • Maintaining student records and data • Transportation coordinator
<p>Scott Grant Technology Engineer sgrant@anwsd.org 877-3332 ext 112</p>	<ul style="list-style-type: none"> • Technology Integration • Networking and Desktop/Chromebook Support and repair • GMail/Google Docs Administration • Web Admin • PowerSchool Administrator • Network Security • Primary support for ACS, FCS, VUES and Central Office
<p>Kara Griswold Director of Student Support Services & Early Childhood</p>	<p>Oversight of special educators, speech and language pathologist, school psychologist, OTA, and Para-Educators staff as well as program oversight of students receiving special education services.</p>

<p>kgriswold@anwsd.org 877-3332 ext 113</p>	<p>Responsibilities include:</p> <ul style="list-style-type: none"> • Oversight of IDEA-B funds • Oversight of EEE and Preschool (including the roll out of ACT 166) • Implements procedures that keep the SD in compliance with all state and federal regulations pertaining to special education. • Conducts regular staff meetings • Monitor use of resources, materials, and finance • Collaborates with principals, Superintendent and Curriculum Director to provide/coordinate professional development of special education staff • Oversight of Medicaid funding, transportation of special education students • Homeless liaison • Coordinates 264 schedule • Serves as liaison for all CSAC contracted services • Represent ANWSD interests in LIT and IFS
<p>Martha Kenfield Assistant to Business Manager mkenfield@anwsd.org 877-3332 ext 108</p>	<ul style="list-style-type: none"> • General Ledger Account Reconciliation • Requisitions & Purchasing • Bank Reconciliations • Admin Support to Business Manager
<p>Dianne Marcotte Substitute Services Coordinator Subs@ANWSD.org Cell Phone: 802-343-5851</p>	<ul style="list-style-type: none"> • Responsible for recruiting, training and creating substitute packets • Calling/arranging for substitutes in all schools
<p>Glory Martin Executive Assistant to the Superintendent gmartin@anwsd.org 877-3332 ext 103</p>	<p>The primary responsibility is to assist the Superintendent as necessary. Other responsibilities include:</p> <ul style="list-style-type: none"> • Superintendent's calendar • Track professional development • School Board related questions; School Board webpages • Recording secretary at Board of Directors meetings • Post/warn meeting notices • Coordinate executive office and board communications • Maintain positive public relations • Employee Newsletter • General Central Office inquiries
<p>Bob Owens Director of Technology bowens@anwsd.org 877-3332 ext 104</p>	<ul style="list-style-type: none"> • PowerSchool/Alpine Achievement/PowerTeacher Gradebook/Parent Portal • Setup Assessments for scoring in PS • Setup Assessments for importing in Alpine Achievement • Gmail/Google Docs • Protocol for suspending accounts of former employees • Websites • Callback Database • Emergency Notification system • Desktop/Chromebook Support • Protocol for ownership of equipment paid for using PD funds • ADS Profund Accounting Software • IT purchasing

<p>Lynne Rapoport Health & Wellness Coordinator</p> <p>lrapoport@anwsd.org 877-3332 ext 107</p>	<ul style="list-style-type: none"> • Plans, oversees and carries out prevention activities with students and colleagues • Works with student groups active in health/ wellness /social identity areas • Ensures effective district-wide implementation of the Whole School, Whole Community, Whole Child model and the District’s Wellness Policy • Designs, implements and provides technical assistance to schools around programs and initiatives to promote the health and well-being of students and staff
<p>Ken Sullivan Director of Buildings, Grounds & Safety</p> <p>ksullivan@anwsd.org Cell: 989-9620</p>	<ul style="list-style-type: none"> • Coordinates, supervises, directs, and participates in the performance of all custodial and maintenance activities in the District • Prepares annual capital budget, make recommendations whether or not a long-term investment is in the District’s best interest, and prioritize the needs for multiple locations • Responsible for maintaining the District’s building and grounds by keeping these resources in top condition to make certain full and productive use.

General Information

ANWSD Expectations

The ANWSD 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 ANWSD expects employees to comply with all applicable Board policies, work rules, job descriptions, terms of this *Handbook* and legal obligations.

Confidentiality

Employees that are privy to pupil information as the result of their employment with the ANWSD should maintain that said information as confidential and protected by law unless such information has been designated as pupil 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 ANWSD business information. Any requests for ANWSD records shall be referred to the appropriate administrator.

Discrimination Against Individuals with Disabilities

The Federal Americans with Disabilities Act (ADA) and state law prohibit discrimination against qualified individuals with disabilities in job application procedures, hiring, firing, advancement, compensation, fringe benefits, job training and other terms, conditions and privileges of employment. The ADA does not alter the District's right to hire the best-qualified applicant, but it does prohibit discrimination against a qualified applicant or employee because of his or her disability, or because of a perceived disability. As a matter of policy, the District prohibits discrimination of any kind against people with disabilities.

Disabled Defined

An applicant or employee is considered disabled if he or she (1) actually has a physical or mental impairment that substantially limits one or more major life activities, (2) has a record or history of such an impairment or (3) is regarded or perceived (correctly or incorrectly) as having such impairment.

A qualified employee or applicant with a disability is an individual who satisfies the skill, experience, education, and other job-related requirements of the position held or desired, and who, with or without reasonable accommodation, can perform the essential functions of that position.

Reasonable Accommodation

A reasonable accommodation is any change in the work environment (or in the way things are usually done) to help a person with a disability apply for a job, perform the duties of a job, or enjoy the benefits and privileges of employment.

Qualified applicants or employees who are disabled should request reasonable accommodation from the District/school in order to allow them to apply for a particular job, perform an essential function of the position, or enjoy the benefits and privileges of employment. If you have a disability and you wish such reasonable accommodation, contact Human Resources. We will ask for information from your health care provider(s) regarding the nature of your disability and nature of your limitations or take other steps necessary to help us determine whether you have a qualifying disability, and if so, the viable options for reasonable accommodation. Reasonable accommodation may take many forms and it will vary from one employee to another. Please note that according to the ADA, we do not have to provide the exact accommodation you want, and if more than one accommodation works, we may choose which one to provide. There may be some instances where there is no reasonable accommodation that would enable you to perform the essential functions of your job.

Equal Opportunity Employer

The District is an equal opportunity employer. We will extend equal opportunity to all individuals without regard to race, religion, color, sex (including pregnancy), national origin, disability, age, genetic information, marital status, sexual orientation, ancestry, gender identity, place of birth, HIV status, or any other status protected under applicable federal, state or local law. The policy applies to all terms and conditions of employment, including but not limited to, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, benefits, compensation, and training. Our policy reflects and affirms our commitment to the principles of fair employment and the elimination of all discriminatory practices.

If you believe that an employment decision has been made that does not conform with management's commitment to equal opportunity, you should promptly bring the matter to the attention of Human Resources. Your complaint will be thoroughly investigated. There will be no retaliation against any employee who files a complaint in good faith, even if the result of the investigation produces insufficient evidence to support the complaint.

On The Job

Accident/Incident Reports

All accident/incidents occurring on ANWSD 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/immediate supervisor immediately. Reports should cover property damage as well as personal injury. A completed accident report form must be submitted to the building principal immediately (within twenty-four (24) hours), as appropriate. In the event of a work-related accident or injury, please see the Worker's Compensation section in this *Handbook* on page 19.

Attendance

It is important for employees to be prompt and avoid unnecessary absences. Frequent absenteeism or tardiness may result in disciplinary action up to and including discharge.

You are expected to report to work when scheduled. Whenever you know in advance that you are going to be absent, you should notify your immediate supervisor or the designated administrator. If your absence is unexpected, you should attempt to reach the Substitute Coordinator. ("Call Out Hours" for Sunday from 5:00 - 6:15 p.m. or Monday 5:00 - 6:15 a.m.; Tuesday - Friday school days either 5:00 - 6:15 a.m. and 5:00 - 6:15 p.m.)

For further information regarding your leave benefits consult the Human Resources Director.

"Exempt" and "Non-Exempt" Employees

Exempt Employees: Salaried employees earning at least \$455 per week who hold an administrative, professional, or executive position. Exempt employees are not subject to the overtime pay provisions of the federal Fair Labor Standards Act (FLSA). Job titles do not determine exempt status. In order to be exempt, an employee's specific job duties and salary must meet requirements established by the U.S. Department of Labor. The responsibility for determination of exempt status rests with the District.

Non-Exempt Employees: Employees who are not administrative, professional, or executive employees (as defined by the U.S. Department of Labor) and who are entitled to earn overtime under the FLSA overtime provisions. They are generally paid hourly. The responsibility for determination of non-exempt status rests with the District.

Personnel Files

Addison Northwest School District maintains a personnel file on all employees. These files are the property of the Addison Northwest School District. However, employees may have access to their file for review and may request copies of items from their file. Personnel files may not be removed from the Superintendent's Office. Access to your personnel file is not immediate and may vary depending on the workload at the time of the request. Request to view your file should be made in writing to Human Resources.

Safety and Reporting Work Related Accidents

We provide a clean, hazard-free, healthy, safe environment in which to work and make every effort to comply with all relevant federal, state and local occupational health and safety laws, including the Federal Occupational Safety and Health Act. As an employee, you have a duty to comply with the safety rules of ANWSD, and you are expected to take an active part in maintaining this hazard-free environment. You should observe all posted safety rules, adhere to all safety instructions provided by your supervisor and use safety equipment where required. Your workspace should be kept neat, clean and orderly. You are required to report any accidents or injuries.

If an accident occurs on the job (no matter how slight), notify your supervisor. You must complete a **First Report of Injury form** and submit it to the Front Office/Human Resources as soon as you are able, but in any case, within 48 hours. If immediate medical assistance is required and you cannot reach your supervisor, call 911. Unsafe conditions or employee conduct which jeopardizes your safety or the safety of others should be reported immediately to your supervisor or other management personnel. Such reports will be investigated and appropriate action will be taken, including disciplinary action, where appropriate.

Benefits With ANWSD

Following are some of the benefits Addison Northwest School District provides for eligible full and part time employees each year. Unless stated otherwise herein, benefits for part time employees are pro-rated, based on full time equivalence (FTE). Seasonal full and part time employees are eligible for those benefits required by law (i.e., unemployment, workers compensation) unless otherwise contractually agreed to in writing between the employee and the Addison Northwest School District.

Complete descriptions of the employee benefit plans detailed in this section may be obtained from Human Resources.

COBRA Continuation Rights

A Federal law commonly referred to as COBRA requires the District to give employees, spouses, and dependent children the right to continue group health benefits for limited periods of time under certain circumstances, such as voluntary or some types of involuntary job loss, reduction in hours worked, death, divorce, and other life events. Employees ordinarily may continue their health coverage for up to 18 months when their employment is terminated.

Dental

The Board shall provide dental insurance to eligible employees. The insurance carrier(s), program(s), and coverages will be selected and determined by the Board. Eligibility for, and payment toward coverage for individual employment groups are set forth in the applicable part of the Master Agreements covering such employees.

Employee Savings Account

Is available to help employees save earnings throughout the school year to cover costs over the summer when employees may or may not be working.

The School District will be the custodian of this account for the benefit of the employees. All employees' savings will be commingled into one account. The account will be non-interest bearing, therefore NO interest earnings will accrue. The account will be insured to FDIC limits. Employees may enroll annually, at any time throughout the year before June 1st on a form provided by the District and available online.

An employee must enroll annually. It is the employee's responsibility to complete all necessary enrollment and disbursement paperwork. The District will not be responsible for reminding employees to enroll OR distributing a form for enrollment. The forms are available on the ANWSD website.

Health

In accordance with the regulations of the insurance carrier and the Affordable Care Act, the Board shall provide health insurance to eligible employees through the Vermont Education Health Initiative. The insurance carrier(s), program(s), and coverages will be selected and determined by the Board. Eligibility for, and payment toward coverage for individual employment groups are set forth in the applicable part of the Master Agreements covering such employees.

Employees must notify Human Resources of a qualifying event such as a divorce or dependents who are no longer eligible to remain on their group health plan within 30 days of the event. Failure to provide such notice may result in additional charges to the employee or loss of coverage.

Leaves of Absences

Medical Leave is to be used for time lost due to sickness or accident other than in connection with their employment. Said days are cumulative to a maximum of ninety (90) days. Medical leave will be granted to attend to illnesses which occur within the employee's immediate family or household.

Personal Leave will be granted for personal reasons, or for conducting personal business that cannot be taken care of outside the regular school hours. Personal leave may not be used to extend a vacation or at the beginning or end of the school year, unless approved by the Superintendent in extenuating circumstances. Employees will not be required to provide reasons for using said leave, but advance notice is required.

Unpaid Leave - Staff who qualify for unpaid leave (i.e. FMLA) are those who will be out of work for an extended period of time for extenuating circumstances. Staff that exhausts their personal and medical leave will not be able to use leave without pay as recourse.

Family Medical Leave Act (FMLA) - *Family and Medical Leave* - The District follows all requirements of the Federal Family and Medical Leave Act (FMLA) and the Vermont Parental and Family Leave Act (VVPFLA). FMLA and VVPFLA generally grant qualifying employees up to 12 workweeks of unpaid leave for any qualifying circumstances or condition. Intermittent leave may be granted in the event of a medical necessity. Human Resources will guide you in completing appropriate forms for the leave.

Where the protections offered under the FMLA differ from those offered under the VVPFLA, the provisions with the greatest benefit to employees shall prevail.

- **FMLA**

Eligibility

To qualify for FMLA leave, employees must have at least 12 months of service and have worked at least 1,250 hours in the 12 months immediately preceding the leave.

Family and Medical Leave

The FMLA allows eligible employees to take up to 12 weeks of unpaid leave in a 12-month period for the serious health condition of the employee or a family member, for the birth or adoption of the employee's child, or for the placement of a foster child into the employee's care. Employees requesting leave will be asked for medical certification of the need for the leave. Human Resources will maintain confidentiality regarding any private health information that is shared.

Military Caregiver Leave

The FMLA also allows an eligible employee who is the spouse, son, daughter, parent or next of kin of a member of the Armed Forces or of certain recent veterans with a serious illness or injury, up to 26 weeks of unpaid leave within a twelve-month period to care

for the injured or ill service member or veteran. A “serious illness or injury” is generally an injury or illness incurred by the covered service member in the line of duty on active duty (or that existed before the beginning of the member’s active duty and was aggravated by service in line of duty on active duty) that may render the service member medically unfit to perform the duties of the member’s office, grade, rank, or rating.

An employee may not take more than a combined 26 weeks of FMLA leave in a single 12-month period. For example, if you take six weeks of FMLA leave for your own Change of Name or illness or that of a family member, you may take no more than 20 weeks to care for an ill or injured service member. Where the necessity for military caregiver leave is foreseeable, you must give the District at least 30 days' notice before the commencement of the leave.

Qualifying (Military) Exigency Leave

The FMLA provides for up to 12 weeks of unpaid leave within a 12-month period when an eligible employee’s spouse, son, daughter, or parent is on (or has been notified of an impending call to) covered active duty in the Armed Forces. "Covered active duty" for members of a regular component of the Armed Forces means duty during deployment of the member with the Armed Forces to a foreign country. "Covered active duty" for members of the U.S. National Guard and Reserves means duty during deployment of the member with the Armed Forces to a foreign country under a call or order to active duty in a contingency operation.

- **VPFLA**

Eligibility

To qualify for VPFLA leave, employees must have 12 months of continuous service and have worked for an average of at least 30 hours per week.

Parental Leave

The VPFLA allows an eligible employee to take leave during their pregnancy and following the birth of their child or within a year following the adoption of a child 16 years of age or younger.

Family Leave

The VPFLA allows an eligible employee to take leave for their own serious illness or the serious illness of their child, stepchild or ward (if the child lives with them), foster child, parent, spouse, or parent of the employee’s spouse.

Under Vermont law, the term “spouse” includes civil union partners, the term “parent-in-law” includes the parents of a civil union partner, and the term “stepchild” includes the child of a civil union partner.

Short Term Family Leave

In addition to the 12 weeks of parental and family leave, the VPFLA allows qualified employees to take up to 4 hours in a 30-day period (not to exceed 24 hours in 12 months) to participate in your child's school activities, to accompany family members to routine medical appointments, or to tend to family medical emergencies.

Notice Requirements

To take FMLA/VPFLA Leave, you must provide us with appropriate notice. If you know in advance that you will need FMLA/VPFLA leave, you must notify your supervisor or Human Resources at least 30 days in advance. If you learn of your need for leave less than 30 days in advance, you must give notice as soon as you can (generally either the day you learn of the need or the next work day). When the need FMLA/VPFLA leave comes up unexpectedly (for example, if a family member is injured in an accident), you must inform your supervisor or Central Office as soon as you can.

In the case of planned medical treatment, in addition to providing not less than 30 days' notice, the employee shall make a reasonable effort to schedule the treatment so as not to disrupt operations.

Payment While on FMLA/VPFLA

FMLA and VPFLA leave is unpaid. You may, however, use accrued leave days while you are on leave due to your serious health condition or the serious health condition of a family member. You may use accrued leave days while you are on leave for a reason other than illness. Utilization of accrued paid leave shall not extend the amount of leave provided.

Continuation of Benefits While on FMLA/VPFLA

During the 12-week FMLA and/or VPFLA leave, the District must maintain the employee's health coverage under a "group health plan" on the same terms as if the employee had continued to work. Employees are required to make arrangements to continue to pay their share of premiums while on leave. Failure to make such premium payments may result in cancellation of coverage.

In the event an employee elects not to return to work upon completion of FMLA and/or VPFL leave, he/she may be required to repay the cost of any payments made to maintain insurance coverage. This repayment obligation will not apply when the employee does not return to work because of the continuation, recurrence or onset of the employee's own serious health condition or other circumstances beyond the employee's control.

Extension of Leave

An employee who requires an extension of leave beyond the provisions of the FMLA/VPFLA due to the continuation, recurrence or onset of his/her own serious health condition, or of the serious health condition of the employee's spouse, child, ward,

foster child, or parent, or Military leave must submit a request for an extension, in writing, to the employee's supervisor. This written request should be made as soon as the employee realizes that he/she will be unable to return at the expiration of the leave period.

An employee may request an extended leave of absence for up to one calendar year due to the serious illness of the employee. Said leave shall begin upon the first day of designated disability and shall continue for the duration of the approved period, up to one calendar year. If an extension of leave is approved, the employee may maintain health insurance by paying the full cost of the premium.

Unpaid Short-Term Family Leave In addition to parental or family leave, employees who have worked for the Addison Northwest School District for one full year and an average of 30 hours or more per week are entitled to “short term family leave” of a period not to exceed four hours in a 30-day period, or 24 hours in a 12-month period. This leave must be taken in two-hour blocks of time or greater and may be taken for the employee’s child, ward, spouse, parents, or parents-in-law. This leave may be taken for any of the following purposes:

- For certain preschool or school activities,
- Routine medical or dental appointments or other professional services related to their well-being.
- To respond to a medical emergency involving these individuals.

To take this leave, the employee should give as much notice as possible of the need for short term family leave, except in the case of emergencies which could have a significant adverse effect on the family member of the employee. Whenever possible, employees are expected to arrange for applicable appointments during non-work time.

In lieu of unpaid leave, the employee may use paid leave to cover the absence, or at the discretion of Addison Northwest School District may be permitted to make up the missed time within the next pay period.

Military Service Leave Employees serving in the uniformed services, including the Army, Navy, Marine Corps, Air Force, Coast Guard, and Public Health Service commissioned corps, as well as the reserve components of each of these services, may take unpaid military leave, as needed, to enable them to fulfill their obligations as service members. Employees may use accrued vacation or personal leave for this purpose.

An Associate called to active duty must present the military orders to his Supervisor or Manager immediately upon receipt. If the leave does not exceed five years and an honorable discharge is received, the Associate may apply for re-employment in accordance with the Uniformed Services Employment and Re-employment Rights Act of 1994 (USERRA). During the leave, health and retirement benefits are protected in accordance with the USERRA.

Recognized Holidays (Support Staff, Administrators) We observe the following paid holidays per year:

School Year Employees

New Year's Day
Martin Luther King Day
Memorial Day
Labor Day
Thanksgiving Day
Day after Thanksgiving
Christmas Day
Day after Christmas

Year-Round Employees

New Year's Day
Martin Luther King Day
President's Day
Memorial Day
Independence Day
Bennington Battle Day
Labor Day
Veterans' Day
Thanksgiving Day
Day after Thanksgiving
Christmas Day
Day after Christmas

Note: If school is in session on any of the year-round employee holidays, the employee may take the paid day **AFTER** the date of occurrence as mutually agreed between the employee and supervisor.

Worker's Compensation Leave Time missed from work due to a work-related illness or injury will run concurrently with FMLA and VPFLA and will therefore count as FMLA and VPFLA leave as well as Worker's Compensation leave.

Life Insurance

The Board will pay the full cost of a group Term Life Insurance policy on all full and part time staff and administrators. The face value of this policy shall be set by the Board and by the Bargaining Unit Agreement.

Long Term Disability

Each full and part time support staff and administrator who meets the eligibility requirements of the insurance carrier is eligible for coverage under a long-term group disability insurance plan. Such plan shall provide 66 2/3% of salary with a 90 calendar day elimination or waiting period.

Open Enrollment

Open Enrollment allows employees to add or change their benefits coverage. Applications for health and dental may be submitted during this period. Changes may not be made until the next Open Enrollment period except in the case of a qualifying event such as; marriage, divorce, birth or adoption of a child, death or involuntary loss of coverage. You must notify Human Resources in writing within 30 days of a qualifying event to make any changes to your benefit.

Section 125 (Flexible Spending Account)

All employees are able to participate in a Flexible Spending Account (FSA). An FSA allows you to set aside money for eligible expenses on a pre-tax basis. There are two types of FSA's available: a healthcare account and a dependent care account.

Supplemental Life Insurance

Employees are eligible to purchase supplemental life insurance for themselves and their dependents at group rates. Supplemental life insurance is a voluntary benefit and is employee-specific.

VT Municipal Retirement and State of VT Teachers' Retirement

The Board shall provide services to all eligible employees.

Workers Compensation

The current Workers Compensation Insurance for the schools of the ANWSD is a managed care type of coverage. This means that the insurance carrier must be notified **before** you seek any necessary medical care. Contact your school secretary or Human Resources for assistance. Please remember to report any on-the-job accident or fall, even if you don't think you are injured and don't require medical care at the time. This will protect you in the event that medical problems arise at a later date that is attributable to the incident.

Other Information

Job Opportunities

All vacancies will be posted in a designated location used solely for job postings and via email in all schools in the ANWSD and the Central Office. Such notices shall be posted one week in advance of any external advertisement and/or interviewing, and shall indicate the date of posting. ANWSD uses SchoolSpring.com to post all professional positions. Building principals will use the District's hiring protocol and process.

Mentoring Program Participation

All new teachers (including teachers new to the profession, experienced teachers new to the ANWSD and existing teachers with a new assignment) shall be expected to participate in our Mentoring Program, as part of your professional responsibilities. This includes first year and second year teachers. If unsure of what this entails, contact Susan Oliveira at soliveira@anwsd.org or Sarah Thompson at sthompson@anwsd.org.

Payroll Information

Changes that Need to be Known – It is important that employees notify the ANWSD Office of any change of address, legal name changes or status of benefits and/or withholdings (i.e. single to married; family to two person, etc.) A new W4 must be completed along with a copy of the new Social Security card.

Column Changes – The Board will recognize when a teacher provides official documentation of successfully completed coursework or evidence of an advanced degree/certificate. Payroll adjustments for column changes will be made two (2) times per year:

- 1) The first paycheck of the new school year
- 2) The second payroll in January

Direct Deposit –ANWSD provides employees with direct deposit and are encouraged to have their paychecks directly deposited into their savings or checking account each pay period. The use of direct deposit saves the employee both time and money by eliminating the need for the employee to travel to the bank each pay day. It also ensures that the check will not get stolen or lost, and it ensures timely deposit of funds. All employees are expected to take advantage of direct deposit. To take advantage of direct deposit, employees must complete a Direct Deposit Authorization Form that can be found on our website.

Lump Sum – Teachers may receive their remaining paychecks by the last pay period in June, provided they give written notice to this effect on or before March 1st annually.

Payroll Cycle – Pay days are every other Thursday.

Rates of Pay/Salary Scale – Please refer to the appropriate Master Agreement for salary and step scale.

Professional Growth

Professional development activities (courses, workshops, conferences) must be job related and must have final prior approval in advance by the Superintendent. All proposed professional development activities must be aligned with the employees' professional development goals and interests, and with organizational needs. Employees will receive professional development leave time during their regular work hours for approved purposes.

The costs associated with any professional development activity without prior written approval may be the responsibility of the individual employee.

Payment of costs associated with professional development activities shall be limited to the following: undergraduate or graduate level courses, educational conferences, workshops, or meetings.

Professional development activity forms are available on the www.anwsd.org website. Forms must be completed, all required documentation attached, and approval signature from the building principal

before submission to the Superintendent. **ALL REGISTRATIONS ARE TO BE PROCESSED THROUGH THE ANWSD OFFICE WITH AN APPROVED PURCHASE ORDER.**

Upon completion of the professional development activity, a copy of completion/grade report or a certificate of attendance must be submitted to the ANWSD Office for filing.

School Closing Information

In the event of school closing, students and staff will be notified through our phone alert system and through radio and television stations who are members of the Vermont Association of Broadcasters. All school closings will be posted on the ANWSD Facebook page and website. Staff is encouraged to make sure we have your most current contact information so that you may receive the notifications. For more complete information on school closings, please refer to the anwsd.org website and click on "Inclement Weather & School Closing Information."

Substitutes / Volunteers / Contracted Services

It is the policy of the ANWSD and its member school boards, to select for employment only persons of good character who have the skills and other qualifications necessary to fulfill job requirements, while complying with the provisions of state law regarding the recruitment, selection and employment of school district employees and contractors.

Persons subject to criminal record checks include all those recommended for full-time, part-time or temporary employment in the ANWSD, including student teachers, and those contractors and employees of contractors (unless otherwise exempt from such checks by law) who may have unsupervised contact with students.

A list of qualified and approved substitutes will be prepared annually by the ANWSD Office for all schools.

Contracted Services requires a signed contract, acceptable criminal records check, proof of liability insurance, and IRS Form W-9 **prior** to the commencement of the service.

Travel Expenses/Reimbursement

The ANWSD shall reimburse employees an amount equal to the Internal Revenue Service (IRS) business travel rate per mile to each employee required by the ANWSD to drive his or her personal vehicle during the course of performing duties for the District. Forms to be used to report mileage are available on the ANWSD website. All other travel expenses incurred will require all **original receipts** for expenses paid (hotel, meals, travel, etc.) attached to the Expense Form and must have prior approval by the building principal.

Vehicle Idling

In order to protect our students and employees from unnecessary gas fumes and emissions, employees are expected to practice “no idling” while parked or waiting to pick up passengers. This means that vehicle engines are expected to remain off unless necessary to ensure the safety of our employees and students.

Policies (all Board approved policies can be found on the anwsd.org website)

PREVENTION OF EMPLOYEE HARASSMENT

(POLICY B5)

Harassment is a form of unlawful discrimination as well as disrespectful behavior which will not be tolerated in the Addison Northwest School District. Unwelcome sexual advances, requests for sexual favors, and other verbal, written or physical conduct constituting harassment as defined herein and by state and federal law violate this policy. Retaliation against any person raising good faith allegations of unlawful harassment or against any witness cooperating in an investigation pursuant to this policy is prohibited.

Definitions

1. **Employee:** For purposes of this policy, any person employed by and subject to the direct supervision of the District.
2. **Unlawful Harassment:** Verbal, written or physical conduct based on an employee’s race, religion, color, national origin, marital status, sex (including pregnancy), sexual orientation, gender identity, age, political affiliation, ancestry, place of birth, genetic information or disability which has the purpose or effect of substantially interfering with an employee’s work or creating an intimidating, hostile or offensive environment.
3. **Sexual Harassment:** Is a form of sex discrimination and means unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:
 - o Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; or
 - o Submission to or rejection of such conduct by an individual is used as a component of the basis for employment decisions affecting such individual; or
 - o Such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.
4. **Retaliation:** Retaliation is adverse action taken against a person for making a complaint of unlawful harassment or for participating in or cooperating with an investigation.

Examples

Unlawful harassment can include any unwelcome verbal, written or physical conduct which offends,

denigrates, or belittles an employee because of the employee's race, religion, color, national origin, marital status, sex (including pregnancy), sexual orientation, gender identity, age, ancestry, place of birth, genetic information or disability. Such conduct includes, but is not limited to: unsolicited derogatory remarks, jokes, demeaning comments or behavior, slurs, mimicking, name calling, graffiti, innuendo, gestures, physical contact, stalking, threatening, bullying, extorting or the display or circulation of written materials or pictures.

Sexual Harassment

Sexual harassment may include, but is not limited to, unwelcome touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, pressure for sexual activity whether written, verbal or through physical gestures, display or sending of pornographic pictures or objects, obscene graffiti, and spreading rumors related to a person's alleged sexual activities.

Racial and Color Harassment

Racial or color harassment can include unwelcome verbal, written or physical conduct directed at the characteristics of a person's race or color such as nicknames emphasizing stereotypes, racial slurs, comments on manner of speaking, and negative references to racial customs.

Religious or Creed Harassment

Harassment on the basis of religion or creed includes unwelcome verbal, written or physical conduct directed at the characteristics of a person's religion or creed such as derogatory comments regarding surnames, religious tradition, or religious clothing, or religious slurs or graffiti.

National Origin and Place of Birth Harassment

Harassment on the basis of national origin includes unwelcome verbal, written or physical conduct directed at the characteristics of a person's national origin such as negative comments regarding surnames, manner of speaking, customs, language or ethnic slurs.

Age Harassment

Age harassment includes unwelcome verbal, written or physical conduct directed at someone (an applicant or employee) age 40 or older, such as offensive remarks about a person's ability to perform certain tasks because of his or her age.

Marital Status Harassment

Harassment on the basis of marital status includes unwelcome verbal, written or physical conduct directed at the characteristics of a person's marital status, such as comments regarding pregnancy or being an unwed mother or father.

Gender Identity Harassment

Harassment on the basis of gender identity includes unwelcome verbal, written or physical conduct directed at an individual's actual or perceived gender identity, or gender related characteristics intrinsically related to an individual's gender or gender identity, regardless of the individual's assigned sex at birth.

Sexual Orientation Harassment

Harassment on the basis of sexual orientation includes unwelcome verbal, written or physical conduct directed at the characteristics of a person's sexual orientation such as negative name calling and imitating mannerisms.

Disability Harassment

Harassment on the basis of a person's disabling mental or physical condition includes any unwelcome verbal, written or physical conduct directed at the characteristics of a person's disabling condition such as imitating manner of speech or movement, or interference with necessary equipment.

Genetic Information Harassment

Genetic information harassment can include, for example, making offensive or derogatory remarks about an applicant or employee's genetic information, or about the genetic information of a relative of the applicant or employee. Genetic information includes information about an individual's genetic tests and the genetic tests of an individual's family members, as well as information about family medical history.

Harassment includes, but is not limited to, examples cited in this policy.

HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT COMPLIANCE

(HIPAA)

(POLICY B6)

The Addison Northwest School District shall comply with the requirements of the Health Insurance Portability and Accountability Act of 1996 (HIPAA) with regard to any employee benefit or group health plan provided by the District that is subject to the requirements of the Act. The Superintendent or his/her designee shall develop and implement procedures necessary to ensure continuing compliance with the requirements of HIPAA.

ALCOHOL AND DRUG-FREE WORKPLACE

(POLICY B3)

It is the policy of the Addison Northwest School District to maintain a workplace free of alcohol and drugs. No employee, volunteer or work study studentⁱ will unlawfully manufacture, distribute, dispense, possess or use alcohol or any drug on or in the workplace. Nor shall any employee, volunteer or work study student be in the workplace while under the influence of illegal drugs or alcohol. If there are reasonable grounds to believe that an employee, volunteer or work study student is under the influence

of illegal drugs or alcohol while on or in the workplace, the person will be immediately removed from the performance of his or her duties.

Definitions

Drug means any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana or any other controlled substance as defined by state or federal statute or regulation.

Workplace means the site for the performance of work for the School District, including any school building or any school premises and any school-owned vehicle or any other school-approved vehicle used to transport students to and from school or school activities. It also includes 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 District.

Employee means all persons directly or indirectly compensated by the School District for providing services to the District and all employees of independent contractors who provide services to the District.

Volunteer is an individual not employed by the School District who works on an occasional or regular basis in an educational setting to assist the staff. A volunteer works without compensation or economic benefits. Community mentors who interact with students may be considered a volunteer.

Work Study Student means a student who receives compensation for work performed at the school as part of a college work experience program. For purposes of this policy, an intern, working without pay, and/or working towards a teaching credential, will be considered as a work study student.

Employee Responsibilities

As a condition of employment, each employee will notify the Superintendent in writing of his/her conviction of any criminal drug statute for a violation occurring on or in the workplace as defined above. The employee must notify the Superintendent no later than five (5) days after such conviction. Entry of a *nolo contendere* plea shall constitute a conviction for purposes of this policy, as will any judicial finding of guilt or imposition of sentence. Within ten (10) days of notification from an employee, or receipt of actual notice of an alcohol or drug conviction, the Superintendent will notify any federal or state officers or agencies legally entitled to such notification.

An employee, volunteer or work study student who violates the terms of this policy may be asked to satisfactorily complete an alcohol or drug abuse assistance or rehabilitation program approved by the Superintendent. In addition, an employee who violates the terms of this policy will be subject to disciplinary action.

ELECTRONIC COMMUNICATIONS USE AND RETENTION

(POLICY F22)

The Addison Northwest School District intends to comply with state and federal requirements regarding the retention, storage and destruction of electronic information and records. The Superintendent or his/her designee shall be responsible for developing and implementing administrative procedures concerning the retention, storage, and destruction of electronic information.

Use of E-Mail and Electronic Communications

The School Board and administration will not use email as a substitute for discussion at board meetings, or for any business properly conducted at board meetings subject to the Vermont Open Meeting Law.

E-mail messages produced or acquired by school officials, Board Members and employees in the course of School District business are subject to disclosure under the Vermont Access to Public Records law whether or not the messages originate from, or are stored on, personal or School District computer systems. The School District may monitor the use of its computer systems regardless of whether individuals have been assigned passwords for system security. Password systems utilized by the School District are for the purpose of providing system security from unauthorized users, not to provide privacy to individual system users. The system's security aspects, message delete function and personal passwords may be bypassed for monitoring purposes. This provision applies to any and all uses of the School District's computer systems, including any incidental personal use permitted in accordance with Board policy or administrative regulations regarding computer use by employees or School Board Members.

Any retained messages may be retrieved as part of routine monitoring, an employee investigation or a formal discovery process as part of litigation. E-mail messages may be retained at different locations within the computer network and are subject to retrieval at any retention location.

Retention of Electronically Stored Information

Record retention protocols that apply to paper records also apply to electronically stored information, including e-mail communications. The content and function of an electronic record, including an e-mail communication, shall determine the retention period for that record. The School District will comply with any record retention requirements established by the Vermont State Archives and Records Administration that apply to school districts.

In addition to the retention protocols established by the Superintendent and used by School District officials and employees, all school officials and employees have a duty to preserve all records and electronic information, including records and electronic information that might otherwise be deleted or destroyed, that relate to any matter that is currently in litigation or may be anticipated to involve future litigation.

List of Contacts

Addison Northwest School District
11 Main Street, Suite B 100
Vergennes, VT 05491
877-3332 (phone) 877-3628 (fax)

Addison Central School
121 VT Rte 17 W
Addison, VT 05491
759-2131 (phone) 759-2631 (fax)

Ferrisburgh Central School
56 Little Chicago Road
Ferrisburgh, VT 05456
877-3463 (phone) 877-6377 (fax)

Vergennes Union Elementary School
43 East Street
Vergennes, VT 05491
877-3761 (phone) 877-1115 (fax)

Vergennes Union High School
50 Monkton Road
Vergennes, VT 05491
877-2938 (phone) 877-2558 (fax)

Blue Cross/Blue Shield Customer Service	800-344-6690
Delta Dental	800-832-5700
DataPath Administrative Services (Section 125 & HRA)	866-207-3028 VTsupport@datapathadmin.com
Teacher/Municipal Retirement Office	800-642-3191
Educator Licensing	802-479-1052 Amy Scalabrini Amy.Scalabrini@vermont.gov
