
EMPLOYEE HANDBOOK



Vision Statement

Inspiring learners, committing to community, contributing to a dynamic world.

Mission Statement

We are seven towns, seven schools, and one district committed to partnering with families and community, to support and prepare learners who:

- Pursue academic excellence.
- Are caring, compassionate community members who support each other.
- Make positive contributions to the world and value diversity.
- Promote personal responsibility, accountability, and wellness.
- Value the collaborative process while maintaining a sense of self-advocacy.
- Celebrate creativity and innovation.
- Are flexible, resilient, and embrace individual growth.

Adopted by the HR Committee on 01/05/2021

Revised -10/26/22

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ADMINISTRATION CONTACTS

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New London Elementary (603) 526-4737:

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Example: John Smith would be jsmith@kearsarge.org

ABOUT THIS HANDBOOK

The policies outlined in this Handbook apply to all employees and should be regarded as guidelines only, which may require changing from time to time as determined by Kearsarge Regional School District/SAU #65 (hereinafter, the “District”) within its sole discretion. The District retains the right to make decisions involving employment as needed in order to conduct its work in a manner that is beneficial to the employees, students and the District. Any questions regarding any matters not covered by this handbook should be directed to your immediate supervisor or to the Human Resources Office, as they arise.

This Handbook is provided to acquaint you with the general policies, procedures, benefits and rules of conduct and other matters directly affecting your employment with the District. This Employee Handbook supersedes and replaces any and all prior handbooks and personnel plans of the District, except department level procedures not inconsistent with this Employee Handbook and policies adopted by the Kearsarge Regional School Board (“School Board”). Although efforts will be made to update this Employee Handbook to reflect current School Board policies, if a conflict arises between any portion of this Employee Handbook and a School Board policy, then the School Board policy will prevail. Additionally, many District employees are covered by collective bargaining agreements or individual employment contracts. This Employee Handbook is intended to be read together with those agreements and contracts. If there are conflicts, employees should seek guidance from the Superintendent, designee, or their union for clarification. This Employee Handbook is furthermore intended to be consistent with all applicable local, state, and federal laws and regulations. If a conflict exists between any portion of this Employee Handbook and a local, state, or federal law or regulation, then the law or regulation will prevail. Accordingly, the information presented in this Handbook may be subject to specific exceptions that will alter the application of the policies, benefits and rules outlined herein.

This Employee Handbook also summarizes the current benefit plans maintained by the District for eligible employees. If any questions arise regarding the implementation or interpretation of any benefit plan, the terms and conditions of the actual plan documents and summary plan descriptions will control rather than the summaries contained in this Handbook. The Employee Handbook (and other plan documents) are not contractual in nature and do not guarantee any continuance of benefits.

District employees who are not covered by a collective bargaining agreement or an individual employment contract are considered to be “at-will” employees. This Handbook is not, and shall not be construed as, an explicit or implied contract and does not modify any existing at-will or collective bargaining unit status of any District employee. This Handbook is not intended to create any due process protections or requirements in excess of federal or state constitutional or statutory requirements, nor does it guarantee any fixed terms and conditions of

employment or benefits. Employment at will means that employees are free to resign from their employment at any time, with or without cause or notice, and the District has similar rights and can terminate the employment relationship at any time, with or without cause or notice, except as provided by law or an applicable contract. Please understand that neither the policies contained in this Employee Handbook, nor any other written or verbal communication by any other District employee, except an explicit written agreement signed by the Superintendent or the School Board Chairman, is intended to create a contract of employment or a warranty of any of the benefits described in this Handbook.

The District reserves the right and has sole discretion, to change, revise, or eliminate any of the policies, procedures, or benefits described in this Handbook at any time.

It shall be the responsibility of each employee to acquaint himself or herself thoroughly with the provisions of the Handbook.

SCHOOL BOARD POLICIES

All Kearsarge Regional policies are adopted by the School Board, whereas procedures are set by the District. It is important that the District staff be familiar with these policies and know where to find them.

All School Board policies can be found at:

<https://www.kearsarge.org/district/school-board-abc/pages/school-board-policies>

- Personnel policies are under section: “G”
- Student policies are under section: “J”

Below is a generalized chart of policies that pertain to employment. Always refer to the district website as this list is a fraction of the policies adopted by the School Board.

Policy Identifier	Policy Name
Section A	Foundations and Basic Commitments
<u>AC</u>	Non-Discrimination, Equal Opportunity Employment and District Anti-Discrimination Plan
<u>ACAA</u>	Harassment and Sexual Harassment of Students
<u>ACAB</u>	Harassment and Sexual Harassment of Staff
<u>ACE</u>	Non-Discrimination on the Basis of Handicap/Disability
<u>ADB</u>	Drug Free Workplace & Drug Free Schools
<u>ADC</u>	Tobacco Products Ban
Section G:	Personnel
<u>GADA</u>	Employment References and Verification
<u>GBA</u>	Equal Opportunity Employment
<u>GBCB</u>	Drug Free Workplace
<u>GBCD</u>	Background Investigation Criminal Records Check
<u>GBD</u>	Board Staff Communications
<u>GBEA</u>	Staff Ethics
<u>GBEAA</u>	Appropriate Staff and Student Boundaries
<u>GBEBD/KD</u>	Social Media
<u>GBEF</u>	School District Internet Access for Staff
<u>GBGA</u>	Personnel Infected with HIV
<u>GBJ</u>	Personnel Records
<u>GBK</u>	Smoking
<u>GCC</u>	Family Medical Leave Act
<u>GCK</u>	Professional Educators Assignments & Responsibilities
<u>GCO</u>	Teacher Performance and Evaluations
<u>GCOAB</u>	Tutoring
<u>GCQB</u>	Exit Interviews
<u>GCQC</u>	Resignation of Instructional Staff
<u>GWP</u>	Workplace Privacy
<u>GWV</u>	Workplace Violence

	Resources
AC-R	Anti-Discrimination Plan
AC-R	Anti-Discrimination Posting
ACAA-R	Harassment and Sexual Harassment of Students
ACAB-R	Harassment and Sexual Harassment of Employees
GCC-R	Family Medical Leave Act Procedure
GCQB-R	Exit Interviews Procedure
GBEF-R	School District Internet Access for Staff Procedure
JLDBB-R	Suicide Prevention and Response Model Procedure
JLF-R	Procedures for Reporting Child Abuse and Neglect

OUR WORKPLACE

As you review this Handbook, you will notice terms such as “workplace” and “premises.” Accordingly, whenever our “workplace” or “premises” is discussed in this Handbook, you must understand that we are discussing not only District buildings, facilities, and properties, but also any remote job site to which you may be assigned to work and any vehicle in which you may be traveling with a supervisor and/or coworker for District related business.

CONDUCT & ETHICS

Kearsarge Regional School District administration, educators, employees, and contracted service providers accept the responsibility to work within the educational profession according to the highest ethical standards and aspire to continuously and consistently make decisions which are, first and foremost, within the best interests of students. All staff should be familiar with our Staff Ethics Policy ([GBEA](#))

Certified staff are additionally held to the ethics and conduct licensure standards of the NH Code of Administrative Rules as follows:

[Section ED 510, Code of Conduct](#)

[Section ED 511, Denial, Suspension or Revocation of Certified Personnel](#)

Details can be found at: <https://www.education.nh.gov/educators>

RETALIATION

The Kearsarge Regional School District recognizes the importance of creating a workplace culture free from retaliatory behavior. This culture is inclusive of faculty, staff, and administration, and tolerates no acts that violate this standard. As such, the District has created a Code of Ethics that includes anti-retaliation statements that support all parties in avoiding behaviors specific to retaliation.

Retaliation can occur in many forms, and is addressed by both legal protections as well as local policy and procedure. Please know, that if you feel that you are a victim of retaliatory behavior you are strongly encouraged to report this behavior to an administrator or, if the retaliation is believed to be from an administrator, to the office of Human Resources.

Retaliation is generally defined as occurring when:

An employer or employee punishes another for reporting discrimination, harassment or other misconduct. Retaliation can come in different forms, including tangible employment actions such as firing, demotion, reassignment and negative evaluations. It can also involve more subtle actions like spreading false rumors, making threats, denying benefits or changing a work schedule to create a conflict.

In addition to protecting employees from retaliation for reporting discrimination, the law applies to other protected activities such as:

- Participating in a discrimination investigation or lawsuit (serving as a witness)
- Opposing discrimination (refusing to follow orders that would result in discrimination)
- Communicating with a supervisor or manager about discrimination or harassment
- Resisting sexual advances or intervening to protect others
- Requesting accommodation for a disability or religious practice

Examples of actions that are not considered retaliation:

- Providing professionally responsible, data supported, administrative or evaluative feedback
- Requiring employees to change professional practices that conform with District goals
- Requiring professional development or growth to improve work outcomes
- Disagreeing with a viewpoint in a professional manner

ATTENDANCE

- Every employee is a valuable and contributing member of the District. Your regular attendance is important to our success and efficiency. We must be able to depend upon our employees to report to work regularly and on time.
- Every employee is expected to (1) work all scheduled hours; (2) report for work on time; and, (3) work until the end of the work period.
- All professional staff, including teachers, administrators, and other exempt personnel are required to request all time off using our electronic payroll/attendance system.
- Teachers and Para-Educators are asked to put a substitute request through the sub caller regardless of whether or not your position qualifies for coverage in your absence. This assists us with managing absences and provides us with a record of who is in our buildings each day.
- Absences, being late, and leaving early without approval, are grounds for disciplinary action, including separation from employment. If you are absent or late for work, unless otherwise provided in a collective bargaining agreement or individual contract, you must contact your direct supervisor either verbally or in writing, within one hour before to explain why you will be absent or late, how long you expect to remain absent, and to request

permission for your absence/late reporting time. Any employee who fails to call out in accordance with this procedure may be subject to discipline, up to and including discharge. If you are absent from work for more than one day, you are required to call in on each day of your absence, unless you have submitted a doctor's note indicating that you will be absent from work on specific days or have otherwise received approval to be absent for a specific time period from the District.

- Unless there are extenuating circumstances, an employee will be considered to have resigned from the District if no notification is received within three (3) consecutive working days from the beginning of the absence. Before returning to work, unless otherwise provided in a collective bargaining agreement or individual contract, an employee who is absent three (3) or more consecutive workdays due to illness or injury may be required to obtain and submit a doctor's release to work slip to Human Resources at the SAU office.

PERSONAL DRESS

- Discretion in style of dress is extremely important to the District. Employees are required to dress in attire that is safe and appropriate for their positions. Work clothing worn by employees must not be torn/dirty, must meet safety requirements, and must not contain inappropriate language, graphics or political statements. Please use judgment in your choice of work clothes and hygiene and remember to conduct yourself in a professional manner at all times that best represents you and the District. Any questions regarding appropriate dress for your department should be addressed to the Human Resources Office.

BREAKS AND MEAL PERIODS

- Employees who work five (5) or more consecutive hours shall receive an uninterrupted, duty-free lunch period of at least thirty (30) minutes. In the event that an employee is required to work during his/her lunch period or part thereof, he/she shall be paid at the appropriate hourly rate.
- Except when notified in advance by their supervisor, employees may leave the premises during their lunch period if they let their supervisor know they have left the grounds.
- Employees who are nursing mothers will be provided with reasonable break time to express breast milk for up to one (1) year after the child's birth. A private area will be provided on-site for the expression of milk, that is not a bathroom. Employees are expected to stay on-site during these breaks. Generally, these breaks are paid.

HOUSEHOLD PETS

- The District recognizes the social, emotional and therapeutic contributions of animals to the school settings. We on occasion have animals visit us as part of a District approved program, student 504 accommodation, or in support of the school's curriculum. Personal household pets, of any kind, cannot be on school property regardless of time of day or location. This prohibition is for the safety of our school community as well as for the wellbeing of the animal itself.

- If you require the presence of a service animal under the American's With Disabilities Act, please contact Human Resources to properly establish the accommodation. Please refer to the Service Animal Policy (IMG)

REMOTE WORK

- In general, the district does not offer remote work opportunities for its employees. In-person work time with our students provides the most positive results. Additionally New Hampshire legislation only supports remote work in the event of inclement weather. Please see "SNOW DAYS/REMOTE LEARNING DAYS/2 HOUR DELAYS"

PARKING FACILITIES

- The District provides designated parking for employees as a benefit of employment. However, employees who use the parking facilities do so at their own risk. The District assumes no liability to any person or employee for any damage to or by any motor vehicle owned operated by any person on District premises.

MOTOR VEHICLE VIOLATIONS

- All employees who operate District vehicles are required to notify their Administrator if they have been convicted of or plead nolo contendere to any and all motor vehicle violations within 72 hours. If the license of any employee who operates District vehicles is suspended, revoked, or otherwise restricted, the employee must notify his or her Supervisor within one working day of learning of the suspension, revocation, or restriction. No employee is authorized to operate any vehicle on the District's business while his or her license is under revocation, suspension, or in a manner that is inconsistent with his or her license restrictions. Employees who are required as a condition of employment but are unable to drive and/or who fail to comply with this policy may be subject to discipline, up to and including termination of employment.

PROPERTY

- You may be issued District property that is required for you to perform your assigned job functions. It is the expectation that any and all District issued property be used properly and in accordance with its intended purposes.

SECURITY

- It is each employee's responsibility to help ensure that proper security measures are exercised at all times. You should be familiar with emergency exits and with alarm systems and the proper steps to take upon hearing them. Any suspicious person or events should be called to the immediate attention of the Building Administrator. It is prohibited to disable safety measures, such as propping open doors, or leave external doors unattended without supervision temporarily or permanently.

COMPENSATION

EMPLOYMENT AT WILL

- Unless otherwise provided in a written contract signed by the Superintendent and/or the School Board Chairman, or unless otherwise set forth by statute or Collective Bargaining Agreement, District employees are employees at will. As at-will employees, District employees may resign from their employment at any time, for any reason. Likewise, the District may terminate the employment relationship of such employees at any time, for any reason or no reason as permitted by law. Neither the policies contained in this Handbook, nor any other written or verbal communication by a supervisor, are intended to change the at-will relationship or create a contract of employment.

EMPLOYMENT CLASSIFICATIONS

- At the time that you are hired, you are classified as a full-time, part-time, or temporary employee and are informed as to whether you are eligible to earn overtime pay in accordance with state and federal law (i.e., whether you are classified as “Exempt” – not eligible for overtime, or “Non-Exempt” - eligible for overtime). In the event your employment classification changes during your employment, you will be notified of such change in writing in advance of the effective date of the change. If you are unsure of which job classification into which your position fits, please ask Human Resources.

REPORTING OF TIME WORKED

- It is important that your time be accurately reported so that you are compensated for all of the hours that you work. Non-Exempt (hourly) employees are required to report the time worked using the District timekeeping software. No one, other than a supervisor in unusual circumstances, is authorized to complete time worked entries on your behalf, and falsification of time records could lead to disciplinary action, up to and including termination of employment. If any time entry changes are needed, you can leave a “note” within TimeClock Plus, to request the adjustment. Once the correction is made you are expected to approve the change within TimeClock Plus to indicate that you agree that the change is accurate. Your supervisor will provide you with details concerning your obligation to report all time you have worked.
- Exempt employees (teachers, administrators, etc) are required to clock in once per day. The TimeClock Plus system utilizes the daily clock-in as an attendance record, and the information is not used to track hours worked.

PAY/PAY PERIODS

- Employees are informed in writing as to their rates of pay and the pay period at the time that they are hired. Rates of pay are reviewed periodically and may be adjusted. Employees

will be notified in writing of any such adjustments before such modifications become effective. If you have any questions regarding your rate of pay, please contact Human Resources.

- Employees are paid on a bi-weekly (with the exceptions of Truant Officer and some co-curricular positions) basis on Fridays for all hours worked during the prior two calendar weeks. Please review your paycheck for errors. If you find a mistake, report it to Human Resources or Payroll immediately. Paychecks will be distributed only to you, unless you provide the District with written authorization for someone else to receive your paycheck.
- Employees may have pay directly deposited into their bank account(s) at no charge if they provide written authorization to the District.

WORK WEEK/HOURS OF WORK

- The District work week begins on Sunday at 12:00 AM (midnight) and ends on Saturday at 11:59PM. Because of the nature of our business, your work schedule may vary depending on position and department. When hired, your direct supervisor will inform you of your hours of work. The District reserves the right to modify any employee's work schedule at its discretion and in accordance with the needs of the District.

PAYROLL DEDUCTIONS

- There are two categories of payroll deductions: those required by state or federal law and those authorized by the employee. Payroll deductions required by state and federal law include federal withholding (i.e., income tax, Social Security tax, and Medicare tax) and wage garnishments as required by law (i.e., child support payments, court-ordered payments, IRS garnishments). If authorized in writing by an eligible employee, the District will also make additional deductions for health insurance and other purposes that are for your benefit. Arrangement for these voluntary deductions may be made with Human Resources. Deductions will be itemized on your check stub.
- The New Hampshire Department of Labor permits these payroll deductions and requires that we provide you with notice of other circumstances under which payroll deductions are permitted by law. A list of these deductions can be found in [RSA 275:48](#).
- The District complies with all federal and state laws regarding deductions from paychecks, including deductions from the salaries of exempt employees. In accordance with the laws, salaried exempt employees receive a predetermined salary which is not subject to reduction because of variations in the quality or quantity of work performed and is not subject to reduction for absences requested by the District or due to the operating requirements of the District. The District recognizes that under federal and state law there are only limited times when a salaried employee's salary can be subject to deductions, other than those stated above. The District expressly prohibits deductions from salaries that are inconsistent with the status of an exempt employee. Exempt employees should note that salaries are subject to modification from time to time, such as at evaluation time, when an employee's position or responsibilities change, and at other appropriate times. Exempt employees

should also note that it is permissible for an employer to apply vacation, sick, personal, and other forms of paid time off to partial or full-day absences for personal reasons, sickness, or disability, and that applying paid time off is not considered a deduction from salary.

- Please contact Human Resources or Payroll office with any questions about payroll deductions or concerns about your paycheck. Questions and concerns regarding pay and deductions will be investigated and addressed promptly. If there has been an error, such as a deduction made in error, you will receive a corrected check or a check reimbursing you for the error, whichever is more reasonable under the circumstances. Employees should feel free to communicate any questions or concerns regarding pay or deductions. The District will not tolerate retaliation against employees who have expressed concerns using this procedure.

OVERTIME – NON-EXEMPT (HOURLY) EMPLOYEES

- From time to time, it may be necessary for you to perform work in addition to your regularly schedule hours. All such additional work must be approved in advance by your supervisor. The Superintendent or the Superintendent’s designee has the authority to schedule overtime when it is deemed necessary.
- All Non-Exempt employees physically working, in person, in excess of forty (40) hours in a single workweek are entitled to be paid one and one-half (1 ½) their regular rate of pay for all hours worked over forty (40), except as otherwise permitted by law. You will be informed when you are hired, and thereafter in advance of any modification of your classification, whether you are entitled to be paid overtime compensation.
- Teachers and Administrators are generally not eligible for overtime pay. Whereas, hourly employees, such as, custodians, secretaries, interventionists, ABA tutors and para-educators are considered “Non-Exempt” employees and are entitled to be paid overtime.
- Sick days, holidays, vacation time, leaves of absences, and other forms of paid time off are not counted as time worked for purposes of calculating overtime.

REIMBURSEABLE EXPENSES

- With prior approval by your supervisor, your legitimate, work-related expenses will be reimbursed by the District. You must submit receipts and proof of payment in order to be reimbursed. Reimbursement may be in the form of petty cash or a separate check. See Accounts Payable at the Superintendents’ office with any questions as to whether and what expenses may be reimbursed.

COMPENSATION AND ANNUAL REVIEW

- Unless otherwise provided in a written contract signed by the Superintendent and/or the School Board Chairman, or unless otherwise set forth by statute or Collective Bargaining Agreement, District employees’ annual review and subsequent fiscal year compensation will be based upon several factors that include but are not limited to: performance evaluation, cost of living, and budgetary funding.

TIME AWAY FROM WORK

At your time of hire (and prior to any subsequent modifications), the District provided you with individual notification of your paid leave employment benefits, such as holiday pay, vacation leave, personal leave, emergency leave, etc. Such notification is either provided in a benefit sheet, within your letter of agreement or outlined in your Collective Bargaining Unit. Please refer to these documents to determine your eligibility for the paid leave benefits identified in this section.

To the extent you are eligible for a particular paid leave benefit, such benefits will be administered in accordance with the terms and conditions stated in this section, unless inconsistent with the express terms of an applicable collective bargaining agreement or individual contract.

If you have questions regarding your eligibility for particular leave benefits, please contact the Human Resources office.

HOLIDAYS

- Employees eligible to receive holiday pay will be paid at their straight time hourly or daily rate for their regular scheduled hours for the holidays identified on their individual benefit sheet. Holiday pay is paid on the day the holiday is observed by the District. Please contact Human Resources for further information and with any questions.

VACATION

- Vacation time is granted for eligible positions annually based on the fiscal year, to eligible employees based upon length of service and employment anniversary date. If there is a break in service, eligibility for vacation will be based on the employee's current hire date.
- No part of an employee's scheduled vacation may be converted to sick leave. If illness or injury occurs during a vacation, sick leave benefits will not begin until the employee is scheduled to return to work.
- The purpose of a vacation is to provide eligible employees with a time to rest and relax. The District will not pay employees for unused, accrued vacation time at the end of the year or upon separation from employment. If an employee has used all annually allocated vacation time at the time of termination (voluntary or involuntary), vacation time will be prorated on a monthly basis based on the amount of time remaining in the fiscal year and adjustment will be made in the final paycheck, if necessary.
- Please contact Human Resources for further information.

SNOW DAYS/ REMOTE LEARNING DAYS/2 HOUR DELAYS

- Employees generally are expected to report to work during inclement weather. However, there may be occasions on which the District will be closed or delayed due to severe inclement weather.
- The District has two types of full-day inclement weather cancellations, traditional snow days and Remote Learning Days.
- Remote Learning Days are considered work days and employees are eligible to work from home and will be paid for approved work hours. Employees are given guidance from their Building Administration as to what work is eligible to be completed on this day. Ultimately, all staff are online and available to students for the entirety of the work day, unless other work has been assigned based on your assignment.
- A traditional snow day is not a work day for all employees except for year-round staff, and this day is made up at the end of the year.
- If a two-hour delay is declared, employees are expected to report to work as soon as safely possible, but must be on site by the time the student day begins. Some positions require that you report to work at your regularly scheduled start time regardless of delay.
- All employees will be notified using a Rapid Alert System format of any delay and/or closure. You could also check our website at www.kearsarge.org, District Facebook Page or watch WMUR Channel 9 for information as to whether the District will be open for business.
- The only time remote work is available, is during the days the Superintendent, or designee, declares them for the district. Remote work is generally not available unless approved by the Superintendent.

PERSONAL/EMERGENCY LEAVE

- Personal/emergency leave is provided to eligible employees to be used for unexpected events or matters outside the scope of other available paid leaves. Eligible employees may use personal/emergency leave with approval from their supervisor.
- Personal/emergency leave may not be carried over from year to year, nor is unused personal/emergency leave paid out at the end of the year or upon separation from employment. Please contact the Human Resources for further information.

SICK LEAVE

- Sick days are accrued annually based on the fiscal year, to eligible employees on a prorated basis. Sick time must be used in full or half day increments. Eligible employees will be paid at their regular rate of pay for the number of hours the employee was scheduled to work. Sick pay may not be used to exceed the employee's regular workday.
- For eligible employees, accrual commences on the date of hire.
- Sick days are to be used for absences due to illness or injury and are applied in half day or whole day increments. If you need to use a sick day, you must contact your direct supervisor

verbally or in writing within one hour before and no later than one-half hour after starting time, for approval.

- The District may require that you provide certification from a healthcare provider regarding the necessity for taking a sick day.
- Employees who do not report to work due to illness or injury for more than one day must contact their supervisor on a daily basis relative to the need for and status of their absences, unless the employee has received approval to be absent for a specific time period in advance. Reporting of the absence to any employee other than the supervisor will not be accepted as compliance with the daily reporting requirements.
- Employees who are absent from work due to illness for three (3) or more consecutive work days may be required to obtain certification from their physicians that they are able to return to work before they will be permitted to return to work. In the absence of extenuating circumstances, employees who fail to report to work or call in to their supervisor for three (3) consecutive work days will be considered to have voluntarily resigned from their employment unless otherwise provided by an applicable Collective Bargaining Agreement.
- Unused accrued sick leave will not be paid out at the end of the year or upon separation from employment.

CHILD-REARING LEAVE

- Except as otherwise set forth in an applicable Collective Bargaining Agreement, all employees may take up to twelve weeks as an unpaid leave of absence for the period resulting from expecting or adopting a child. Employees who wish to take child-rearing leave who are also eligible for FMLA will be required to use FMLA leave concurrently with child-rearing leave under District policy. In addition, eligible employees will be required to exhaust any accrued paid time, if applicable, before taking any unpaid leave.
- At the end of an employee's approved child-rearing leave, the original job or a comparable position will be made available to him/her unless district necessity makes this impossible or unreasonable. Employees who cannot be returned to their former or a comparable position remain eligible to apply for any available position with the District.
- Employees on approved child-rearing leave may continue to participate in health insurance benefits offered through the District on the same terms as similarly situated employees who are actively at work. Employees on approved child-rearing leave that is unpaid or will become unpaid during the leave should contact the Human Resources office to make arrangements for payment of their health insurance premiums during their leaves.
- An employee on child-rearing leave who states that they will not be returning to work will be considered to have resigned as of the date of notification.

MILITARY LEAVE

- The District will provide leave related to military service as required by applicable state and federal law. For questions, please contact Human Resources.

BEREAVEMENT LEAVE

- Eligible employees are given three bereavement days per fiscal year. Eligible employees may use bereavement leave immediately following the death, or on the date of the scheduled funeral/memorial. Pay for part-time employees will be pro-rated based on the number of hours, if any, the employee regularly works on those days. Under extenuating circumstances, additional time may be granted by the Superintendent. Please contact Human Resources for further information.

JURY DUTY LEAVE

- The District considers it a civic duty to serve on a jury if summoned and will grant eligible employees paid leave in order to serve on a jury. Eligible employees will be paid in full for the days they are required to report to jury duty. Any funds that the employee is compensated to attend jury duty, minus mileage, should be paid to the district.
- In order to be eligible for pay and/or approved leave, employees must notify their supervisor within a reasonable period of time after the receipt of the selection for jury duty. All employees are expected to report to work when released from jury duty. Please contact Human Resources for further information.

PROFESSIONAL DEVELOPMENT LEAVE

At the sole discretion of the District, part-time and full-time employees may be granted leave to attend workshops, institutes, or short-term courses. All considerations and approval for professional development leave are handled on a case by case basis and will be administered in accordance with any applicable Collective Bargaining Agreement or individual contract.

GENERAL LEAVE PROVISIONS

- If you are unable to be at work due to lack of childcare, you need to request the appropriate leave time and follow that process. No staff are allowed to bring their child(ren), grandchild(ren), etc. to work in lieu of using leave time.
- No employee will receive unpaid time if appropriate leave time is available, unless otherwise determined by the Superintendent or designee.

BENEFITS

The District has established a variety of employee benefit programs designed to assist eligible employees and their eligible dependents. This section of the Handbook highlights some features of the District's current benefit programs. The District's group health and dental insurance and retirement-related programs are described more fully in summary plan

description booklets, which are available to employees upon request. In the event of any contradiction between the information appearing in this Handbook and any plan documents, the information contained in the plan documents shall govern in all areas. Please note that while each employee's individual benefit sheet contains specific benefit information, the terms of the written insurance policies are controlling.

- Information on our benefits can be found on our website:
<https://www.kearsarge.org/district/benefits-payroll>

MEDICAL AND DENTAL INSURANCE

- Unless otherwise provided in an applicable Collective Bargaining Agreement or individual contract, the District provides eligible employees with medical and dental insurance as set forth on each employee's individual benefit sheet. Details concerning the medical and dental insurance plan(s) may be obtained from Human Resources at the Superintendent's office.

OTHER BENEFITS

- Qualifying positions will be offered Life and Long Term Disability coverage.

CONTINUATION OF GROUP HEALTH INSURANCE

- The Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA) requires that most employer-sponsored group health plans offer employees and their families the opportunity to extend their health insurance coverage at group rates and at their own expense, where coverage under the plan otherwise would end due to certain qualifying reasons, such as termination of employment. Please contact the Human Resources office for more details regarding COBRA.

WORKER'S COMPENSATION

- The District provides Workers' Compensation insurance coverage for all employees at no cost to the employee. This insurance coverage protects employees from a loss of income and pays medical expenses resulting from a workplace accident or injury.
- If you are injured on the job, you may be entitled to Workers' Compensation benefits. To prevent possible disqualification from these benefits, you are required to report all work-related injuries to the building's Nurse immediately or as soon as practicable (i.e., within one work day of learning of the injury or illness), no matter how small.
- It is the District's procedure to pay our employees in whole during an approved Worker's Compensation absence. It is the employee's responsibility to turn over any and all payments made directly to them from the worker's compensation carrier to the District.
- Employees with work-related injuries may be entitled to temporary alternative duty in accordance with the New Hampshire Workers' Compensation law.

UNEMPLOYMENT INSURANCE

- The District pays into the Unemployment Compensation fund established by the State of New Hampshire. Individuals who separate from employment with the District may be eligible for Unemployment Compensation benefits through the New Hampshire Department of Employment Security pursuant to applicable laws and regulations.

SOCIAL SECURITY

- Social Security is a payroll deduction representing your contribution to the federal government's Social Security Program. The District also contributes money on your behalf to the Social Security Program.

RETIREMENT

- All qualifying District employees (teachers who are contracted for 30 or more hours per week or all other staff regularly scheduled for 35 or more hours per week) will be enrolled in the New Hampshire Retirement System as required by state statute. Eligible employees contribute to the NH Retirement System through an authorized payroll deduction. The District also contributes to the NH Retirement System on behalf of eligible employees.
- All employees regardless of position are eligible to contribute to a 403(b). A 403(b) allows an employee to privately save and invest for retirement. The district has the ability to process both pre and post taxed benefits based on the employee's preference. It is the employee's responsibility to establish the account with one of the vendors the district is approved to remit funds to (list found on our website – see benefit link above) and manage the investments and any applicable costs associated with their plan. The district simply withholds through payroll deductions and send the funds to your vendor on your behalf.

PROMOTIONS, TRANSFERS, & JOB POSTINGS

- The District strives to provide employees with the opportunity to make full use of their skills, interests, and potential. To support employee growth and development, we will make every effort to promote qualified employees from within the District, if possible, based upon the needs of the District and employee qualifications. Every effort is made to place employees in jobs that are best suited to their abilities. We may also recruit individuals from outside of the District at our sole discretion.
- Openings for vacant positions are posted electronically. Employees may obtain additional information about open positions and request consideration for any opening by contacting their building administration or the Superintendent's office, as appropriate. The Superintendent has final approval over all promotion decisions.

- Unless otherwise notified, an employee’s pay rate in a new position will be determined at the time of the transfer or promotion. The pay rate will be based upon the employee’s qualifications, experience, job performance evaluations, and other considerations appropriate to the posting being filled, including contractual obligations as provided in any applicable Collective Bargaining Agreement and the discretion of the District.

EMPLOYEE RIGHTS AND RESPONSIBILITIES

CONFIDENTIALITY

- Employees are expected to respect the confidentiality of information received during the course of employment with the District. As such, the contents of District records may not be disclosed to any person, except as permitted by law.
- No District information, including, without limitation, documents, notes, files, records, verbally-communicated information, computer files or similar materials (except in the ordinary course of performing duties on behalf of the District) may be removed from the District’s premises without permission from the Building Administrator.
- Employees unsure about the confidential nature of specific information are expected to seek clarification from the Building Administrator. Employees will be subject to appropriate disciplinary action, up to and including dismissal, for knowingly or unknowingly revealing information of a confidential nature.

STUDENT CONFIDENTIALITY

- Student information is confidential pursuant to the Family Educational Rights and Privacy Act (“FERPA”). District employees may have access to student information incident to their employment. Such information is to be used only the manner consistent with employee job duties. No employee may disseminate or divulge student information unless he or she receives written consent from the Superintendent’s office or is required to disseminate or divulge the information by law. Violation of this policy may result in disciplinary action, up to and including immediate termination.

EQUIPMENT, TELEPHONES, FACSIMILE, E-MAIL, AND INTERNET USE -

- Every employee at the time of hire is required to read and sign the KRSD Responsible Use Policy (RUP). To summarize you agreed to:
 - Acknowledge that all communication utilizing district technology is subject to district inspection and review.
 - Be responsible for the safe and secure use of the KRSD network
 - Be responsible for protecting school property

- Be responsible for your personal and private information in order to protect your identity and your accounts
 - Be responsible for your computer account, Google Ed Apps account including email and any Web 2.0 accounts created for educational use
 - Be responsible for your language
 - Be responsible for how you treat other people using technology tools
 - Be responsible for your conduct on all online sites
 - Be responsible for digital integrity while online
 - Be responsible for respecting intellectual property by complying with Copyright Laws
 - Be responsible for contributing to the internet in ways that further the educational benefits of others
- Should you have any questions in regards to acceptable use, please contact the Director of Technology.
 - The district understands the importance of social media and the role it plays within our community. It is important for staff to understand the expectations that the district has in regards to appropriate use. Please refer to School Board policy GBEBD for a full list of expectations.

COMMUNICATIONS

- Good communications are vital for efficient and effective operations. Bulletin boards are maintained within each building to bring to the attention of employees any matters relating to federal and state regulations, safety and health, and the District's policies and announcements. No notices, posters, or other material may be displayed on these boards without the approval of the Building Administrator. All employees are urged to check these boards regularly. Failure to read bulletins will not serve as an excuse for violations of posted policies.

CONFLICT OF INTEREST

- The District expects its employees to conform to the highest ethical and legal standards. Employees are required to refrain from engaging in any activities that create a conflict or the appearance of a conflict of interest. Examples of conduct and behavior that would violate this procedure include, but are not limited to, using directly or indirectly District funds, assets, or other resources for any unlawful goal or purpose.
- Employees with any questions regarding these guidelines are required to discuss them with their department head or the Superintendent prior to engaging in any activity or conduct that may violate this procedure, as violations may lead to disciplinary action, up to and including termination.

DISPUTE RESOLUTION PROCEDURE

- We encourage you to bring your questions, suggestions, and complaints to our attention. Careful consideration will be given to each of these in our continuing effort to improve operations.
- If you feel you have a work-related problem, issue, or concern, you should present the situation to your supervisor so that the problem can be settled by examination and discussion of the facts. We hope that your supervisor will be able to satisfactorily resolve most matters.
- An employee who is not satisfied with the supervisor's response is urged to go to the Department Head and again try to resolve the issue. If the matter is not resolved by the Department Head within fifteen (15) business days, the Superintendent or designee is available to hear the issue.
- We urge every employee to follow through on this process rather than be dissatisfied. Any complaint will be investigated and the findings and determination reported back to the employee.
- Bargaining unit employees should consult their applicable contractual grievance procedure in the event they wish to pursue a grievance or complaint.
- Your suggestions and comments on any subject are important to us so we encourage you to take every opportunity to discuss them with us. Your job will not be adversely affected in any way because you choose to bring these matters to our attention or utilize this procedure.

SUGGESTIONS AND IDEAS

- We are always interested in your constructive ideas and suggestions for improving our operations.
- We believe that constructive suggestions indicate initiative on the part of an employee, and we encourage employees to submit them. Please note that constructive suggestions identify an issue and offer a reasonable suggestion for improvement.
- All suggestions are taken into consideration but may not always result in a change.
- If a suggestion is not acted upon, it does not mean that the feedback isn't valuable or hasn't resulted in further conversations. All suggestions are valuable regardless of the outcome.

MANDATORY REPORTING

- This section is expressly not intended to be an exhaustive explanation of each employee's mandatory reporting obligations as required by law. Instead, this section is intended only to highlight and summarize employees' mandatory reporting obligations. All employees are independently responsible for understanding their legally imposed reporting

obligations. If a conflict exists between any portion of this section and any local, state, or federal law or regulation, then the law or regulation will prevail.

[TITLE IX: HARASSMENT AND SEXUAL HARASSMENT OF STUDENTS](#)

- Please see School Board Policy [ACAA](#)

[PUPIL SAFETY & VIOLENCE PREVENTION POLICY - School Board Policy JICK](#)

- The District is committed to providing all pupils a safe school environment in which all members of the school community are treated with respect. In compliance with RSA 193-F, the District has a policy that specifically prohibits “bullying.” By way of example, but not limitation, bullying is conduct that subjects a pupil to insults, taunts, or challenges, whether verbal, written, or physical in nature. Conduct constituting bullying, including cyberbullying, will not be tolerated and is prohibited.
- Any District employee or employee of a company under contract with a school within the District, or the District itself, who has witnessed or who has knowledge or belief that a pupil has been subjected to “bullying” shall report such incident to the building principal or his/her designee as soon as possible, but no later than the end of that school day. The principal in turn must report the incident in writing to the Superintendent or designee within 24 hours of receiving the original report.
- The District has made forms for reporting incidents of bullying and encourages the use of these forms. Use of the forms is not required, however. Such forms are available in each school main office, guidance office, online, and in the Superintendent’s office.
- The Superintendent may develop appropriate methods of discussing the meaning, substance, and application of this policy with staff and students in order to minimize the occurrence of bullying, and for staff to effectively respond to any such incidents.
- See also the District’s Pupil Safety and Violence Prevention Policy – Bullying.

[HAZING REPORTING OBLIGATION - School Board Policy JICFA](#)

Under New Hampshire law, any person who is present at, or otherwise has direct knowledge of, any student hazing is required to report the hazing to law enforcement. Hazing is defined as any act directed toward a student, or any coercion or intimidation of a student to act or participate in or submit to any act, when (1) such act is likely or would be perceived by a reasonable person as likely to cause physical or psychological injury to any person and (2) such act is a condition of initiation into, admission into, continued membership in, or association with any organization. If you make such a report, you must also inform your supervisor or the building principal of the report and the basis for the report.

- **Please note:** Under New Hampshire law, the obligation to report a hazing incident is an *individual obligation*; therefore, employees may not satisfy the obligation merely by informing their supervisor.

NEW HAMPSHIRE SAFE SCHOOL ZONES ACT

- As required by state law, any employee who witnesses any act of theft, destruction, or violence in, on, or around any District property or on any school bus, must immediately report the incident to the his or her building principal (or your supervisor). Acts of “theft, destruction, or violence” are defined to include any of the offenses set out in RSA 189:23-a, V, as well as homicides, first or second degree assaults, simple assaults, felonious or aggravated assaults, criminal mischief, unlawful possession or sale of a firearm or other dangerous weapon, arson, burglary, robbery, theft, illegal sale or possession of a controlled drug, and criminal threatening.
- The report must be in writing and include the names and addresses, if known, of (1) the person suspected of committing the act; and (2) any other witnesses to the act. In addition, the report must identify the act that the employee witnessed.
- Employees are expressly forbidden to possess any weapon on their person which by its nature, or if possessed by a student, would constitute a violation of the Safe Schools Zone Act (JICI). Employees who utilize tools which are a direct function of their employment (kitchen knives, utility knives, etc.) are an exception to this prohibition.

NEW HAMPSHIRE CHILD PROTECTION ACT - School Board Policy [JLF](#)

- As required by state law, any employee who has a reason to suspect that a child has been abused or neglected shall immediately make an oral report of his or her suspicion to the New Hampshire Department of Health and Human Services, Division of Children, Youth, and Families (“DCYF”), which shall be followed by a written report within 48 hours if requested. If you make such a report, you must also inform your supervisor or the building principal of the report and the basis for your suspicion.
- To the extent known, the report must include the name and address of the child who is suspected of being abused or neglected and the person responsible for the child’s welfare, the specific information regarding the suspected abuse or neglect, the extent of the child’s injuries, the identity of the person suspected of abusing or neglecting the child, and any other information that may be helpful to the Department of Health and Human Services. Please also see the District’s Reporting Child Abuse Policy.
- **Please note:** Under New Hampshire law, the obligation to make a report to DCYF under the Child Protection Act is an *individual obligation*; therefore, employees may not satisfy the obligation merely by informing their supervisor.

EMPLOYEE AND HEALTH

HEALTH & SAFETY PROGRAM

- The District is committed to providing a safe and healthy working environment for all of our employees. With your assistance, we can use our resources to identify and control work-related hazards. All employees are required to bring known and potential hazards and safety issues to the attention of the Director of Facilities. Failure to do so may result in an injury to you or others that could otherwise have been avoided.
- The cooperative effort of each employee, supervisor, and manager in the awareness, acceptance, participation, and preservation of a functional Health and Safety Program is essential and welcomed. Please bring any suggestions you may have to improve safety to the Joint Loss Committee.
- Violations of safety rules and/or precautions may lead to disciplinary action, up to and including termination.

THE AMERICANS WITH DISABILITIES ACT

- The District prohibits any form of discrimination in hiring as well as in all terms and conditions of employment, against individuals with physical or mental disabilities. The District will make every effort to make reasonable accommodations to insure equal opportunity in the application process, to enable employees to perform essential job functions, and to enable disabled employees to enjoy the same benefits and privileges of employment as are enjoyed by employees without disabilities.
- Please notify Human Resources if because of a disability, you require an accommodation to perform the functions of your job. You may be asked to provide medical information regarding your disability and possible accommodations, and we expect that you will engage in this interactive process in good faith so that we may determine eligibility for and identify reasonable accommodations. The District will maintain all medical information in a confidential manner in accordance with the ADA. The District may decline to provide accommodations to individuals who are not qualified individuals within the meaning of the law, and also may decline to provide accommodations that are not reasonable or that cause an undue hardship.

SEPARATION FROM EMPLOYMENT

REQUESTED NOTICE OF DECISION TO TERMINATE EMPLOYMENT

- Should you decide to resign from your employment with the District, we ask that you notify your supervisor of your decision in writing at least two weeks in advance or your planned departure date, unless otherwise contractually obligated to provide the District with more notice. Your thoughtfulness will be appreciated, and will allow the District to maintain work schedules and provide important services to the public.

RETURN OF DISTRICT PROPERTY

- All District tools, equipment, documents, or records made or compiled by you or made available to you in connection with the business of the District must be returned upon the termination of your employment or at any other time upon request. These items include but are not limited to, laptop, iPad, Chrome Book, keys, tools, etc.

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