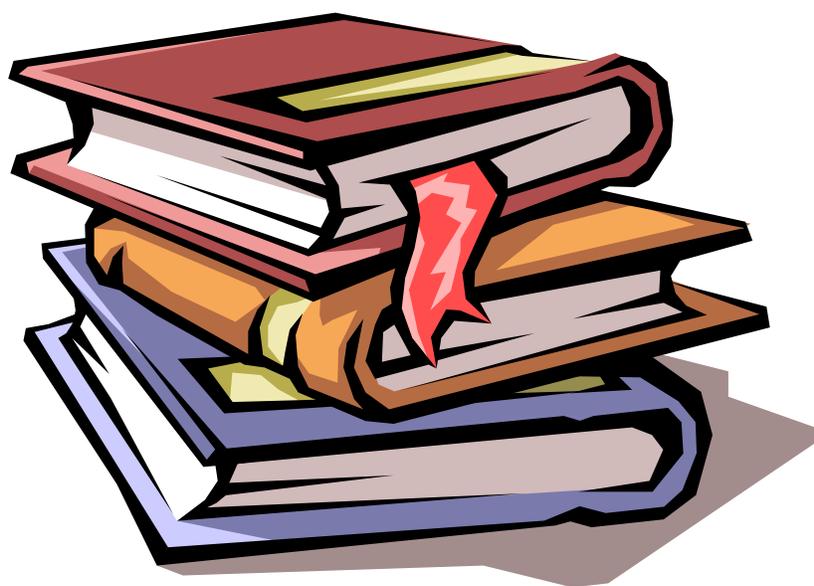


# Classified Staff



## ***Handbook***

*Milford School District*  
*July 1, 2017*

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# OVERVIEW

The Milford School District ("District") takes great pride in providing a working environment in which all employees and students are treated with fairness and respect. The key to maintaining this environment is open communication between employees and their supervisor, knowing where to find the necessary resources to do a job well, and effective human resource policies.

The District's Classified Staff Handbook is designed to be an informational resource regarding personnel-related policies and employment benefits and practices in the District and intended to assist Classified staff, supervisors and administrators in this process. This handbook is not intended to be an express or implied contract between the Milford School District and any employee.

The contents of the Handbook reflect current School Board policies and administrative practices and procedures. (For a complete copy of the District's Policy Manual, please see your Building Principal or visit the District's website.) You will receive updates to this Handbook as changes occur. Please let us know if we inadvertently missed any pertinent information or resources that reflect current practices. You are responsible for understanding what is expected of you as an employee, to become familiar with this information, and to utilize this Handbook as a reference manual.

Your work on behalf of the children in the District is greatly appreciated. If you have any questions, comments or concerns regarding the information contained in this Handbook, please contact the Human Resources at 673-2202.



## **SECTION A - GENERAL PROVISIONS & EXPECTATIONS**

### **ADMINISTRATION OF THE CLASSIFIED STAFF**

It shall be the duty of the Superintendent to administer the guidelines as described in this Handbook. This Handbook is intended to provide an overview of the District's personnel practices and does not represent all such policies as described in the District's Policy Manual.

Any provisions of this handbook, which are in the Milford Education Support Staff Association ("MESSA") or the Milford Education Personnel Association ("MEPA") contracts for positions covered by those contracts, will be superseded by those sections in those contracts.

### **CLASSIFIED STAFF ADVISORY COMMITTEE**

The Classified Staff Advisory Committee exists to help facilitate the flow of communication between locations and job functions on a district-wide level. The Classified Staff Advisory Committee is comprised of representatives from the building levels and job functions not covered by a contract, including the MESSA and MEPA contracts, as well as the Human Resources and members of Administration. This group may meet periodically as determined by the Advisory Committee for mutually agreed upon topics.

The focus of the Committee is to look at the way the District disseminates information and resources, monitor practices related to Classified staff, and discuss matters of importance to the Classified staff.

### **HANDBOOK AMENDMENTS**

The Superintendent shall submit revisions to the School Board as changes in conditions and circumstances may justify. The Classified Staff Advisory Committee may from time to time suggest changes to the Superintendent.

## **AT-WILL EMPLOYMENT**

It is hoped that employees will have a long and successful career with the District. The intent is one of job satisfaction and opportunity for individuals who perform well and conduct themselves in a manner consistent with District policies and procedures.

All employment and compensation is "at-will" and can be terminated with or without cause, and with or without notice, at any time, at the option of either the District or the employee, except as otherwise provided by law. This means that the District has not established any specific terms of employment and that either the employee or the District may initiate termination of employment at any time.

## **EQUAL EMPLOYMENT OPPORTUNITY / NON-DISCRIMINATION**

The District is committed to providing equal employment opportunities to all qualified persons in accordance with School Board policy and all Federal and State laws. For further information, please refer to the District's Policy Manual located at the Building Principal's Office and on the District's website.

## **PROOF OF US CITIZENSHIP AND/OR RIGHT TO WORK**

Federal regulations require that within three (3) business days of becoming employed, all employees must complete and sign Federal Form I-9, Employment Eligibility Verification Form, and that all applicants who are hired need to present documents of identity and eligibility to work in the United States.

## **CONDITIONS OF EMPLOYMENT**

All new employees are required to meet with the Human Resources Generalist prior to starting work to complete required new-hire paperwork.

### **a. Criminal Records Check (including fingerprinting):**

The State Legislature has, in accordance with RSA 189:13-a, mandated that all School District personnel hired after August 2, 1997 complete a criminal records check that includes fingerprinting. The employee will assume the full cost of the criminal records check.

**b. Pre-Employment Medical Examination:**

All employees are, in accordance with RSA 200:36, required to have a pre-employment medical examination by a licensed physician. A written recommendation from the examining physician shall indicate that the employee is medically capable of performing his/her designated assignment.

**PROBATIONARY PERIOD**

Each employee hired for a full-time, regular, or part-time position as defined in Section B shall be required to successfully complete a probationary period of three (3) months.

During the probationary period, employees shall be entitled to benefits, holiday leave, appropriate vacation, bereavement leave, personal leave, and sick leave pay as defined in this Handbook.

A probationary period is also in effect for employees within the system moving to a new position or for each employee transferred or promoted to another position within the District. However, employees in this category shall be entitled to maintain all benefits earned or accrued at the time of change.

The probationary period shall be utilized for closely observing the employee's performance (first three (3) months). At any time during the probationary period, an employee may be terminated without recourse when his/her performance does not prove satisfactory.

**PERSONNEL FILES**

The Superintendent shall maintain an employee's personnel file. Each employee's file may consist of an employee's job description, personal and professional written references, medical documentation as it relates to employment, related employment statements, all up-to-date reports by the immediate supervisor of that employee, and any other pertinent material.

Employees may review the contents of their personnel file by making an appointment with the Human Resources Generalist/designee at a time that is

mutually agreed upon by both. The Human Resources Generalist/designee will be present at the time the records are reviewed by the employee to help answer any questions and to ensure the preservation of the contents in the file.

## **SEXUAL HARASSMENT AND BULLYING**

Harassment and bullying are not tolerated by the District. Any individual who feels that he/she is being harassed or bullied, or has witnessed harassment or bullying, should contact the Human Resources Generalist for instructions on filing a complaint or the employee may refer to the District's Policy Manual, which is located in each Building Principal's Office and on the District website. Employees are required to review these District policies annually.

## **WORKER'S COMPENSATION**

All employees of the District are covered by worker's compensation insurance paid for and provided by the District. This insurance coverage is provided for all employees regardless of assignment, length of assignment and/or hours worked per day. Benefits afforded are for bodily injury or illness and wage loss arising from accidents or diseases suffered or contracted as a result of employment, as provided for by State law.

In the event that an employee is injured and is collecting worker's compensation insurance, the District may pay to said employee the difference between worker's compensation and that employee's regular salary, to the extent of the employee's available leave balances.

The District's current Worker's Compensation carrier is:

Primex<sup>3</sup>  
Bow Brook Place  
46 Donovan Street  
Concord, NH 03301-2624  
1-800-698-2364

## REPORTING A WORKPLACE INJURY

Employees who are injured at work need to see their school nurse to fill out the 1st Report of Injury Form in order to notify the District of a work related injury/illness.

Employees who are injured when a school nurse is not available, and need medical attention, need to go to the emergency room or physician's office. Always call 911 in a true emergency. Upon return from the ER or Doctor's office employees should see the school nurse in order to report the work related injury. If an employee goes to the ER or Doctor's office and the District has not received and filed a 1st Report of Injury Form the bills will be denied by the insurance company since there is no claim.

1. Employees who are injured at work need to go to the school nurse (or emergency room/physician's office if it is after school hours).
2. The school nurse and employee will fill out the 1st Report of Injury Form including treatment received and follow up recommendations. Both the employee and treating nurse will sign the report.
3. If the employee received treatment outside of the school during non-school hours he/she should see the nurse as soon as possible to complete the notification form.
4. The school nurse will forward the completed report to the SAU Office and send a copy to the Principal immediately.
5. The SAU Office will file the report with the Department of Labor.

## SMOKING / USE OF TOBACCO PRODUCTS

As of January 1, 1998, in accordance with RSA 126-K: 7, smoking and use of any tobacco product is not permitted on school property, including school vehicles, by anyone. Any violation of this policy will result in disciplinary action up to and including immediate termination.

## **DRUG-FREE WORKPLACE**

The District provides a drug-free workplace in accordance with the Drug-Free Workplace Act of 1988. Any violation of this policy will result in disciplinary action up to and including immediate termination. For further information, please refer to the District's Policy Manual located at the Building Principal's Office and on the District's website.

## **EMPLOYEE ASSISTANCE PROGRAM**

Short-term counseling support for employees with acute personal problems is available. Please contact the Human Resources Generalist for assistance.

## **NON-SOLICITATION STATEMENT**

To insure that all employees can work in a neutral workplace without pressures to join, contribute or support various outside organizations or causes, the District prohibits unapproved solicitation on school property, via the district's email system, at school-sponsored outings and functions, or at any time the employee is representing the District. Employees should refer to the District's Policy Manual located at the Building Principal's Office and on the District's website for additional information.

Soliciting includes selling or promoting products, raffles or services, including those for charitable organizations as well as actively promoting political, religious or philosophical goals, ideals, causes or candidates. At times, the Superintendent will authorize solicitation when the organization is deemed to offer a valuable service to the students, community or our employees.

## **INCLEMENT WEATHER**

**The conditions in this section do not apply to employees covered under the MEPA agreement. All Buildings & Grounds staff are considered essential personnel and are expected to work all regularly scheduled work days unless otherwise directed by the Director of Buildings & Grounds.**

On days when the opening of school has been delayed or an early dismissal of school due to inclement weather has been declared by the Superintendent, those

hours lost will be added to the actual hours worked on that day to enable the individual to receive his/her normal day's pay.

On days when school is not in session due to snow and/or any other emergency, the School Board expects that school buildings will remain open unless otherwise determined by the Superintendent. Classified staff normally scheduled to work 52 weeks a year are expected to be at work by no later than two hours after normal starting time and remain for the rest of their regularly scheduled hours unless otherwise directed by the Superintendent.

On those occasions when school is not in session due to inclement weather and/or emergencies, and the buildings are open, and an employee feels that driving to work is too hazardous, an employee may use an accumulated vacation day or personal day or may make up the time lost within the pay week (with the approval of his/her immediate supervisor). The use of sick time is not appropriate for this purpose.

When circumstances are such that closing the school building is the best course of action, every effort will be made to notify the staff before they leave home to come to work. When the buildings are closed under these conditions, this will be a paid day for all staff normally scheduled to work 52 weeks a year.

### **CHANGE OF NAME and/or ADDRESS**

Both the Main Office at an employee's building and the Superintendent's Office must be notified of any employee's change of name or address within 30 days of the change. All employees with a name or address change will need to complete the necessary paperwork available at the SAU Office.

## SECTION B - EMPLOYMENT PROVISIONS

### EMPLOYEE CLASSIFICATION / DEFINITIONS

The Classified staff group shall consist of all regular employees paid at an hourly rate, along with salaried support and SAU staff, excluding the Superintendent, Business Administrator and other salaried staff members covered by either the Administrators' Agreement or Milford Teachers Association Agreement.

The Fair Labor Standards Act ("FLSA") provides guidelines to determine which positions can be paid at an hourly rate or an annual salary, along with whether a position is exempt or non-exempt for overtime purposes. The FLSA stipulates that different pay rates be established for different types of jobs, and that all hourly employees keep an accurate accounting of hours worked every pay period.

Executive, professional, and administrative employees whose duties generally conform to the definitions specified in the FLSA shall be exempt from overtime pay but shall otherwise be entitled to the same rights and benefits as other staff members.

Classified employees who are exempt from overtime and hired to work year round shall be considered Classified Exempt Personnel. This group currently includes the Administrative Assistant to the Superintendent, Accountant, Human Resources Generalist, Director of Buildings and Grounds, Director of Computer Technology, and Director of Curriculum and Instruction.

<u>Employees Classifications</u>	<u>Hours/Week</u>	<u>Weeks/Year</u>
<b>Year Round</b>		
Classified Full-Time Year Round	30 hours minimum	52
Classified Full-Time Exempt Year Round	30 hours minimum	52
Classified Part-Time Year Round	Less than 30 hours	52
<b>School Year</b>		
Classified Full-Time School Year	30 hours minimum	less than 52
Classified Part-Time School Year	Less than 30 hours	less than 52

Coaches, substitutes, temporary workers, and staff receiving stipends are not considered Classified staff.

## **EMPLOYEE RE-CLASSIFICATION**

All changes in job title or rate of pay shall be documented and placed in the employee's official personnel file. Requests for changes to existing positions may be submitted by Administrators, and all requests will be reviewed and approved/disapproved by the Superintendent.

## **JOB DESCRIPTIONS**

Each classification shall have a written job description on file at the Human Resources Office, and made available to each employee upon request. When position requirements change, the Business Administrator/designee shall review the job description. All job descriptions shall be reviewed periodically. New and updated job descriptions shall be reviewed and approved by the Superintendent.

## **RESIGNATION**

All employees terminating their employment shall provide their Administrator with a written letter of resignation at least two full weeks prior to the date of termination. This letter should include the date of the last day of employment with the District. Accrued paid time off is not intended for use in lieu of working during a period of notice. The Administrator will forward this letter to the Superintendent's Office.

## **EXIT INTERVIEW**

Upon termination, employees may make an appointment with the Human Resources Generalist for an exit interview.

## **REHIRING OF EMPLOYEES**

Terminated employees who are rehired by the District will retain the number of years of work experience at the District for the purpose of calculating longevity. Unused accrued sick days will be credited (i.e. put back "on the books"), for employees who are rehired within six (6) months of his/her resignation.

Otherwise, accrued sick days will be "zeroed out" upon the employee's termination and the employee's new hire date will be used to begin sick day accrual starting from zero days accrued.

Rehired employees may be responsible for submitting to a criminal records check including fingerprinting in accordance with District policy and all applicable State laws. All rehired employees will need to meet with the Human Resources Generalist prior to returning to work.

## **OTHER EMPLOYMENT**

Employment in a second job is permitted as long as it does not adversely affect the performance of an employee and/or the interests of the District. Employees should refer to the District's Policy Manual located at the Building Principal's Office and on the District's website for additional information.

## SECTION C - CAREER & PROFESSIONAL DEVELOPMENT PROVISIONS

### **WORKSHOP DAYS**

The Superintendent will designate specific day(s) as paid professional development workshop days for Classified staff each school year. Employees will be notified of these days at the beginning of the school year. These required days are counted as designated workdays.

Members of the Classified staff may attend a District-organized professional development workshop, which is not specifically designated as a workshop day for Classified staff by the Superintendent, without pay, provided the staff member has obtained prior approval for unpaid attendance from his/her Building Principal/Director.

Members of the Classified staff may attend a workshop with pay as long as the following conditions have been met:

- The staff member has been requested or required by his/her Building Principal/Director to attend the workshop.

OR

- The staff member has requested to attend the workshop and the Building Principal has determined and approved that the workshop is appropriately related to the staff member's work assignment.

### **SCHEDULED DELAYED OPENINGS**

On scheduled delayed opening days, Classified staff should come to work at their regularly scheduled time and will be paid their normal wages for that day.

An employee's work schedule/work activities for a delayed opening day should be approved by his/her direct supervisor in advance of the delayed opening day. Should an employee not attend a scheduled delayed opening the employee will only be paid for actual hours worked.

## **TUITION REIMBURSEMENT**

The District shall reimburse full-time and part-time individuals who have completed one (1) year of service in the District up to 2/3 of the current UNH rate per credit to a maximum of six (6) credits (a maximum of twelve (12) credits for Classified Exempt Personnel) during the fiscal year.

Course work must be related to the employee's current position or a career path within the District. Employees should obtain a Request for Course Approval/Reimbursement form from their Principal's Office, and obtain the approval of the Building Principal/Director and Superintendent/designee in advance of the course registration/start date. A receipt indicating the employee has paid for the course will be required for reimbursement, along with proof of a grade of "B" or better. Employees shall request reimbursement within 60 days following completion of the course.

## **PERFORMANCE EVALUATIONS**

Each employee shall receive at least an annual evaluation. All written evaluations of an employee will be shown to the employee prior to being placed in the employee's official personnel file, and the employee shall acknowledge receipt of a copy of the evaluation in writing.

New employees shall be evaluated by their immediate supervisor at least once during the first year of employment exclusive of any evaluation(s) completed during the probationary period.

Employees within the system moving to a new position, and employees transferred or promoted to another position within the District shall be evaluated once within three (3) months after the change becomes effective.

Evaluations, whenever possible, shall be made by a supervisor prior to March 31. However, it should be noted, evaluations are ongoing and May 31 is the deadline set for final evaluation.

## **PROMOTIONS, TRANSFERS & APPOINTMENTS**

Promotions and transfers are subject to approval by the Superintendent and will be

granted only upon a written recommendation by the Administrator and only to a vacant position.

Appointment to any position is subject to approval by the Superintendent. All new, existing and re-classified personnel shall be given an offer letter, stating the employee's job title and rate of pay, a copy of which will be kept in the employee's personnel file.

## **INTERNAL CAREER OPPORTUNITIES**

The District believes in promoting employees from within and has established a job posting system to give all employees an opportunity to apply for positions in which they are interested and qualified. All job vacancies within the District are posted for a minimum of two weeks at each building's designated area and the Superintendent's Office. External job vacancies will also be posted on the District's website.

To be eligible to apply for a posted position, an employee must meet the minimum hiring specifications for the position, be capable of performing the essential functions of the job, with or without reasonable accommodation, and be in good standing in terms of his/her overall work record.

Employees interested in applying for a posted opportunity should complete a Job Bid Form and forward it to the Human Resources Office.

## **SECTION D - COMPENSATION**

### **PAY PERIODS & SALARY ADMINISTRATION**

The task of handling salary records and related payroll information at the District is a function of the Payroll department. Questions regarding distribution of paychecks, employment verification, direct deposit, payroll deductions, time card entries and interpretation of payroll practices should be directed to the Payroll Office which is located at the Superintendent's Office.

Paychecks are generally processed and distributed bi-weekly on Thursdays, with some exceptions during the school year. Checks are generally available after 9:00 a.m. in the main office of each school. Classified staff who work the school year do not receive paychecks during summer vacation.

Employees are responsible for reviewing their paycheck stubs once received to verify the accuracy of personal information and to confirm that any voluntary deductions are being taken, as appropriate. The employee should address any questions or possible errors immediately by calling the Payroll Office or Human Resources Generalist.

### **TIMESHEETS**

By law, the District is obligated to keep accurate records of the time worked by non-exempt (hourly) employees. In accordance, hourly employees must accurately track their time worked on a time sheet. The time sheet is the official record of how many hours were worked and need to be paid. The time sheet needs to be signed by the employee indicating the arrival and departure times as well as unpaid lunch/meal breaks. The supervisor/Administrator will sign his/her approval of the time sheet and forward it to the Payroll Office.

Timesheets or any other form of payment request such as substitute slips must be received by the Payroll Office by 8:00 a.m. the Monday prior to a payday in that same week.

## **DIRECT DEPOSIT**

Direct deposit is available and should be utilized by all employees for automatic deposit of compensation received by the District. Posting policies for direct deposits / funds availability depend on individual bank policies.

Initiating a direct deposit may take up to 2 pay periods. During this time, a "real" check may be generated. Please inspect your paycheck or pay stub every pay period. Direct deposit may be set up, changed, or stopped by completing the form for direct deposit authorization with the Payroll Office at least five (5) business days prior to the scheduled pay day, unless the account has been closed.

## **WORK SCHEDULES**

Daily and weekly work schedules shall be determined by the supervisor and, where required, approved by the Superintendent. In accordance with the Fair Labor Standards Act, each employee working five (5) hours or more is entitled to an unpaid  $\frac{1}{2}$  hour-meal period unless a "Request to Waive the Lunch or Eating Period" form is signed by the employee and received in the Payroll Office.

Employees shall report to work promptly at their designated starting time and leave according to a pre-determined schedule. All unplanned absences due to illness or personal emergencies should be reported by the employee to his/her direct supervisor as soon as reasonably possible, preferably prior to the start of his/her work day, and logged into the time off management system (i.e. Aesop).

Classified (non-exempt) employees are not authorized to work additional hours beyond their scheduled workweek without pre-authorization from their direct supervisor/Building Principal. Supervisors shall be responsible for arranging work schedules so that budget allotments for each position are not exceeded.

## **COMPENSATORY TIME**

An employee may request compensatory time ("comp time") in lieu of overtime pay for hours worked beyond his/her normal work schedule. Any hours worked beyond an employee's normal schedule, and the accrual of comp time for those hours worked, must be approved in advance of the work by the Building Principal/Director. Comp time shall be computed at straight time or time and one-

half, whichever is applicable. All comp time accrued and used shall be noted on the employee's timecard in the applicable pay week.

Comp time shall be taken in one (1) hour increments within thirty (30) days following its accumulation and shall be approved in advance by the Building Principal/Director. In a case where comp time usage cannot be accommodated by the Building Principal/Director within thirty (30) days of the accrual, an extension of fifteen (15) days will be granted for an employee to either use the comp time or receive pay for the unused comp time.

## **RATES OF PAY**

The Superintendent will determine hourly / annual rates of pay for all new hires.

## **ANNUAL RAISES**

Employees receiving a favorable evaluation shall be eligible for a salary increase as approved by the School Board. Annual raises occur for a fiscal period (July 1st through June 30th).

## **LONGEVITY PAY**

Years of service for longevity purposes shall be counted by fiscal year, not by date of hire. Service for longevity includes the first year of employment. Staff hired February 1<sup>st</sup> or later shall not receive longevity credit for that fiscal year.

Longevity increases are provided to hourly Classified staff hired prior to July 1, 2011 at the beginning of the fifth, tenth, fifteenth, twentieth, twenty-fifth and thirtieth years to recognize service to the District. Classified staff hired on or after July 1, 2011 and salaried Classified staff are not eligible for longevity increases.

## **OVERTIME**

Overtime work may, from time to time, be required of an employee. To the extent possible, overtime work will be distributed equitably among qualified employees. All overtime work in excess of forty (40) hours per week shall be pre-approved by the Superintendent/designee.

Time and one-half shall be paid to eligible employees for authorized time worked in excess of 40 hours in one week. Hours worked in excess of an employee's normal work schedule up to 40 hours a week will be paid at the employee's regular hourly rate. Hours paid for, but not worked, such as sick leave, personal leave, bereavement leave, holidays, and vacation shall not be counted in determining total hours worked for the purpose of computing overtime pay.

Employees classified as exempt shall not be entitled to the overtime provisions of this Handbook.

## **SECTION E - BENEFITS**

The information in this section is not all-inclusive due to the extent and scope of the benefit program. Employees are responsible for becoming familiar with the policies and procedures for the insurance plan(s) in which they are enrolled. Informational materials and enrollment forms are available at the Human Resources Office.

The District currently offers health, dental, life and AD&D, long-term disability ("LTD") insurance, supplemental life insurance, health and dependent care reimbursement accounts, sick leave, personal leave, paid holidays, bereavement time, and tuition reimbursement.

### **SECTION 125 PLAN**

The District offers a benefit program under the Milford School District Section 125 plan. Benefits are available to full-time year-round and school-year employees working a minimum of 30 normally scheduled hours per week. Annual open enrollment is normally during the month of May for a Plan Year of July 1 - June 30.

Full-time employees are eligible to enroll in the benefits plans effective the first of the month following the date of hire into a full-time position, or at any point during the year with a qualifying event. Open Enrollment changes take effect on July 1<sup>st</sup>. An employee may enroll a legalized recognized spouse and/or dependent children on his/her health and dental plans, as allowed by the benefit plans.

The District's contributions towards the health and dental benefits plans are based on the date of hire as a full-time employee in this group, as follows:

- Group 1 Employees (employees hired prior to June 30, 2005):
  - 98% of the cost of the SchoolCare CDHP-Style Yellow Health Insurance Plan (with or without Choice Fund)
  - 100% single or 50% two-person/family Delta Dental Option 3 Plan as computed by the Business Administrator.
- Group 2 Employees (employees hired between July 1, 2005 and June 30, 2012, and Classified Exempt Personnel hired on/after July 1, 2005):

- 92% of the cost of the SchoolCare CDHP-Style Yellow Health Insurance Plan (with or without Choice Fund)
  - 100% single or 50% two-person/family Delta Dental Option 3 Plan as computed by the Business Administrator.
- Group 3 Employees (employees hired on or after July 1, 2012, excluding Classified Exempt Personnel):
    - 85% of the cost of the SchoolCare CDHP-Style Yellow Health Insurance Plan (with or without Choice Fund)
    - 100% single or 50% two-person/family Delta Dental Option 3 Plan as computed by the Business Administrator.

The Business Administrator receives proposed insurance renewal rates from all insurance vendors for the following plan year. This information will be communicated to the staff on a yearly basis during open enrollment.

#### **WHEN BOTH SPOUSES ARE EMPLOYED BY THE DISTRICT**

When both spouses are employed by the District in any full-time position, including Classified, Professional or Administrative staff under any other bargaining group, health and dental benefits will be provided at one hundred percent (100%) for a two-person or family level for one spouse only.

#### **QUALIFYING EVENTS**

Employees who experience a Qualifying Event such as marriage, divorce, death of a spouse, birth or adoption of a child, child ceases to qualify as a dependent as defined by the benefit programs, an employee's decrease in work hours and/or change in job position or a spouse's change in employment or insurance status, are responsible for notifying the Human Resources Generalist as soon as possible (but at least WITHIN 30 DAYS OF THE EVENT DATE) so that the appropriate benefit-related paperwork, Flex Sheet pro-rations and payroll adjustments can be processed in a timely manner. If notice is not provided within 30 days of the qualifying event, the employee shall be responsible for any additional premium costs incurred as a result of carrying a non-qualified spouse and/or dependents on the plan(s).

## **HEALTH INSURANCE**

Health insurance coverage is a benefit available through the Section 125 plan. The current health insurance carrier is Cigna HealthCare Plan, administered by SchoolCare. There are two plan options available through SchoolCare: the CDHP-Style Yellow Plan with or without the Choice Fund. The premium rates and plans offered by the District are subject to change. Employees will be notified of any change in rates and/or health insurance carrier. As required by Federal law under the Section 125 Plan, any employee who declines health insurance coverage must provide the District proof of active coverage under another employer-sponsored plan for each year the coverage is declined in order to be eligible for any buyout provision outlined in this Handbook.

## **DENTAL INSURANCE**

Dental insurance coverage is a benefit available through the Section 125 plan. The current dental insurance carrier is Delta Dental administered by HealthTrust. Please note: Voluntary terminations of dependents and cancellations of dental policies by active eligible employees are limited to Qualifying Events and the open enrollment period for the plan per the terms of the Group Contract. The premium rates and plans offered by the District are subject to change. Employees will be notified of any change in rates and/or dental insurance carrier.

## **INSURANCE BENEFIT DEDUCTIONS & HEALTH BENEFIT BUYBACK**

The employee's portion of any health and/or dental benefit costs will be deducted from the employee's paychecks over the plan year in accordance with the District's Section 125 plan. Any failure on behalf of the employee to pay for required premiums may result in cancellation of coverage.

If an employee hired prior to July 1, 2011 in a full-time position elects to waive the health insurance and provides proof of active coverage under another employer-sponsored health insurance plan, the District offers a 40% "buyback" of what the District would have contributed to that employee's health insurance, which will be distributed in the employee's paychecks throughout the plan year. As an example, if an employee would have been eligible for a family level plan as certified by the employee, and is a Group 1 member hired prior to July 1, 2005,

that employee is eligible for 40% of the District's 98% contribution towards the family level Yellow Plan with Choice Fund.

If an employee hired on or after July 1, 2011 in a full-time position elects to waive the health insurance, and provides proof of active coverage under another employer-sponsored health insurance plan, the District offers a 20% "buyback" of what the District would have contributed to that employee's health insurance, which will be distributed in the employee's paychecks through the plan year.

The Business Office is responsible for determining the process of payroll deductions/"buybacks" for benefit selections. The current practice is as follows:

- SCHOOL YEAR STAFF: Deductions and "buybacks" will be divided among 21 pay periods starting in September.
- YEAR ROUND STAFF: Deductions and "buybacks" will be divided among 26 paychecks starting in July.

The benefit election costs for all new employees, or for employees who are newly eligible for benefits during the year, will be prorated based on the effective date of the employee's benefit eligibility. The deductions or "buybacks" will be based on remaining pay periods in the plan year.

An employee experiencing a Qualifying Event during the course of the year must notify the Human Resources Generalist immediately so that any necessary adjustments can be made to the benefit election form and payroll.

## **LIFE INSURANCE**

Basic life insurance is provided by the District for all full-time Classified staff eligible for benefits. In general, basic life insurance provides a benefit of one times an employee's annual salary, or a minimum benefit of \$10,000, to each eligible employee. This amount will be reduced upon the attainment of age 65 and reduced further upon the attainment of age 75.

Employees may purchase supplemental life insurance. Employees are responsible for 100% of the cost of any supplemental life insurance elected through post-tax deductions taken on the 21- or 26-pay period schedule applicable to the employee's position. Employees are responsible for maintaining current beneficiaries on file at the Superintendent's Office. Employees should refer to

their certificate of insurance for more detailed information. Additional information is available from the Human Resources Office upon request.

Employees who do not initially elect supplemental life insurance during their first 30 days of employment, but choose to do so during a future open enrollment period, or who elect more than one times salary during initial enrollment may be required to complete an Evidence of Insurability questionnaire provided by the plan provider. Please note that supplemental insurance is not a guaranteed issue, as it is subject to an Evidence of Insurability and underwriting process.

### **LONG-TERM DISABILITY (LTD)**

Long-term disability insurance is provided by the District for all full-time Classified staff eligible for benefits. Employees may be required to complete an Evidence of Insurability form upon initial enrollment in long-term disability. Employees should refer to their Policy Certificate for additional information. Additional information is available from the Human Resources Office upon request.

### **HEALTH CARE REIMBURSEMENT ACCOUNT**

Employees are able to set aside up to \$2,000 in a pre-tax health care reimbursement account each plan year (July 1-June 30). If the statutory limit for this account is reduced below the amount stated herein for this account, the limit will be the statutory limit. This pre-tax money is made available to the employees for reimbursement of eligible out of pocket health care expenses. An employee may only change the amount of money he/she allocates to this account during a plan year if he/she experiences a Qualifying Event/Change in Family Status and notifies the Human Resources Generalist of a requested change within 30 days of the Qualifying Event. Employees electing to set up a Health Care Reimbursement Account will have deductions taken on a pre-tax basis in accordance with the District's Section 125 plan on the 21- or 26-pay period schedule applicable to the employee's position. In a case where both the employee and a spouse work for the District, employees electing to set up a health care reimbursement account will be limited to the maximum allowed under Federal law.

Per Federal regulation, if unused, this money is not refundable once allocated to the account. Employees must submit receipts for eligible expenses incurred

during a given plan year within 90 days following the end of that plan year in order to be reimbursed. Additional information is available from the Human Resources Office upon request.

## **DEPENDENT CARE EXPENSE ACCOUNT**

Employees are able to set aside up to \$5,000 per family in a pre-tax dependent care account each plan year (July 1 to June 30). If the statutory limit for this account is reduced below the amount stated herein for this account, the limit will be the statutory limit. This pre-tax money is available to employees for reimbursement of eligible dependent care expenses. Employee reimbursement for eligible dependent care expenses is limited by the amount of money the employee has contributed (through payroll deductions) to the account at that time. An employee may only change the amount of money he/she allocates to this account during a plan year if he/she experiences a Qualifying Event/Change in Family Status and notifies the Human Resources Generalist of a requested change within 30 days of the Qualifying Event. Employees electing to set up a Dependent Care Reimbursement Account will have deductions taken on a pre-tax basis in accordance with the District's Section 125 plan on the 21- or 26-pay period schedule applicable to the employee's position. In a case where both the employee and a spouse work for the District, employees electing to set up a dependent care reimbursement account will be limited to the maximum allowed under Federal law.

Per Federal regulation, if unused, the money is not refundable once allocated to this account. Employees must submit receipts for eligible expenses incurred during a given plan year within 90 days following the end of that Plan year in order to be reimbursed. Additional information is available from the Human Resources Office upon request.

## **OPTION TO CONTINUE HEALTH/DENTAL INSURANCE UPON RETIREMENT**

Employees who are eligible for retirement based on the NH Retirement System ("NHRS") may elect to continue their health and/or dental benefits by continuously paying the full monthly cost of their insurance premium(s) as long as the Group Plan is in effect and NHRS regulations permit such continuation. Employees who are retiring should contact the Human Resources Generalist at least 60 days prior to his/her date of retirement to discuss benefit options and to complete appropriate paperwork.

## **NH RETIREMENT SYSTEM (NHRS)**

Classified employees working 35 or more hours a week on a regular basis are required by law to enroll in the NH Retirement System (NHRS). Enrollees contribute a percentage of their gross earnings on a pre-tax basis in accordance with State law. The District contributes an amount set yearly by the State Legislature. Employees who are planning to retire should contact NHRS directly prior to actual retirement for a counseling appointment.

Please note: In order to commence receiving retirement pension benefits, employees must file an application with NHRS no sooner than 90 but no less than 30 days before the date of retirement. Employees who leave the District should contact NHRS no sooner than 30 days after termination to discuss the refund or rollover of the employee's contribution.

Employees are responsible for keeping current addresses and updated beneficiary information on file with NHRS and with the Human Resources Office.

## SECTION F - LEAVE PROVISIONS

LEAVE PROVISIONS IN THIS SECTION DO NOT APPLY TO CLASSIFIED STAFF OUT ON UNPAID LEAVE.

### HOLIDAYS

Employees are entitled to receive holiday pay based on normally scheduled work hours in a day for **recognized** holidays identified each year by the Superintendent. Part-time employees will receive holiday pay for any **recognized** holiday that falls within his/her normally scheduled workweek at his/her normally scheduled work hours.

Temporary employees are not eligible for holiday pay.

A holiday occurring during an employee's paid vacation week(s) are designated as holidays and not counted as vacation day(s).

### VACATION

Employees who work year-round are eligible to accrue vacation time. School year and temporary employees are not eligible for vacation benefits. Part-time employees who are scheduled to work 52 weeks a year are eligible for pro-rated vacation time based upon their normally scheduled work hours.

The anniversary date of employment shall be used to calculate an employee's length of service. Service is defined as "completed years" in District. A school year or part-time employee changing to full-time will receive a full year's credit for each year employed on a school year or part-time basis in the determination of eligible vacation time.

Any employee may request that his/her vacation be staggered throughout the school year, however, if this does not conform to the work schedule of the department, the supervisor may request the employee to take his/her vacation at a time convenient to the work requirements of the School District. Vacation days will be used in  $\frac{1}{2}$  day minimum increments. Requests for time should be logged into the District's time off management system (i.e. Aesop) at least two weeks in advance.

Employees are encouraged to take their accrued vacation time to benefit their well-being as a person and their productivity at work.

A maximum of twenty (20) unused, accrued vacation days may be carried over from one fiscal year to the next. Classified staff not covered under a contract may exchange up to ten (10) unused vacation days each fiscal year to be deposited into one of the retirement investment vehicles offered by the District.

Supervisors/Building Principals and the Superintendent/designee must ultimately approve/deny all requested vacation time. The District's business needs must be considered when approving these vacation requests and employees should not assume that their requests will automatically be granted.

Employees will be paid for unused, accrued vacation time upon termination.

**Classified Full-Time Year-Round Hourly (non-exempt):**

- Employees with five (5) or less years (0 through 5 years) of service shall receive ten (10) days of vacation per year.
- Employees with more than five (5) years (6 through 10 years) of service shall receive fifteen (15) days of vacation per year.
- Employees with more than ten (10) years (11 through 15 years) of service shall receive twenty (20) days of vacation per year.
- Employees with more than fifteen (15) years (16 + years) of service shall receive twenty-five (25) days of vacation per year.

**Classified Full-Time Year Round Salaried; effective July 1, 2014**

**(Exempt; Non-Degreed and/or Professional Certification not required):**

- Employees with two (2) or less years (0 through 2 years) of service shall receive ten (10) days of vacation per year.
- Employees with more than two (2) but less than five (5) years (3 through 5 years) of service shall receive fifteen (15) days of vacation per year.

- Employees with more than five (5) but less than ten (10) years (6 through 10 years) of service shall receive twenty (20) days of vacation per year.
- Employees with more than ten (10) years (11+) of service shall receive twenty-five (25) days of vacation per year.

**Classified Full-Time Year Round Salaried; effective July 1, 2014  
(Exempt - Bachelor's Degree and/or Professional Certification Required):**

- Employees with two (2) or less years (0 through 2 years) of service shall receive fifteen (15) days of vacation per year.
- Employees with more than two (2) but less than five (5) years (3 through 5 years) of service shall receive twenty (20) days of vacation per year.
- Employees with more than five (5) years of service shall receive twenty-five (25) days of vacation per year.

Employees who begin employment after the start of a fiscal year (July 1<sup>st</sup>) will have their initial grant of vacation time pro-rated based on the number of months of anticipated service in the first year of employment.

## **SICK LEAVE**

Employees who have a personal or family illness or disability may use available accrued sick leave time. For purposes of this paragraph, the term "family" shall mean a mother, father, spouse, son or daughter of the employee. A doctor's certificate may be required upon an employee's return from an absence.

Part-time school year employees who are scheduled to work less than 52 weeks a year and temporary employees are not eligible for sick leave.

Full-Time School Year Employees (normally scheduled to work less than 52 weeks a year): shall receive 11 days of sick leave each year, granted at the start of the school year. If an employee in this category has an initial start date later than the beginning of the school year, the initial grant of sick leave will be pro-rated equal to the number of months remaining in the school year.

Year Round Employees (normally scheduled to work 52 weeks a year): shall receive 13 days of sick leave each year, granted at the start of the fiscal year. If an employee in this category has an initial start date later than the beginning of the fiscal year (July 1<sup>st</sup>), the initial grant of sick leave will be pro-rated equal to the number of months remaining in the fiscal year.

Accrued sick time will be used in a minimum of  $\frac{1}{2}$  workday increments. Staff members who actually use less than a  $\frac{1}{2}$  work day increment, and do not wish to be charged a whole  $\frac{1}{2}$  day of sick time, can either take the time off without pay or make arrangements with his/her supervisor, and with prior approval of the Building Principal/Director to make up the missed time within the same pay week.

Employees are responsible for following the District's procedures for reporting absences as soon as practically possible whenever he/she cannot come to work due to an illness, and to report absences in the District's time off management system (i.e. Aesop). A doctor's note may be required in order to return to work. Sick leave in excess of three (3) consecutive days shall be reported by the employee's supervisor to the Human Resources Generalist.

Unused sick leave days will be carried over from year to year to a maximum of 110 accumulated days for full-time school year and year round employees. Unused sick

leave will not be paid at the time of termination unless the employee qualifies for "payout" as noted in Section F, Unused Sick Leave.

## **SICK LEAVE BANK**

The Sick Leave Bank, "Sick Bank" was established to assist Classified Staff members in the event of long-term personal illness. Membership to the Bank is open to all Classified staff who are eligible for sick time accrual.

Staff members must donate one accrued sick day to the bank each year in order to be eligible for yearly membership. Days donated to the Bank will be deducted from the staff member's total accrued days; however, they will not be counted as a used sick leave day for calculating the benefit outlined in Section F. Unused days remain in the bank from year to year.

### The Sick Bank Committee:

The Bank will be administered by the Sick Bank Committee. The Committee is to be made up of Human Resources and four (4) members chosen at large by the staff from the Classified, MESSA and MEPA groups. Each Classified staff member will serve for a two-year staggered term.

### Process for Applications:

Applications are considered on a case-by-case basis. In order to be eligible to withdraw days from the Bank, a Classified staff member must belong to the Sick Bank. There is no guarantee that requests will be approved.

All requests for sick bank days will be handled with the strictest confidence. However, there may be cases where additional information is requested from the individual's immediate supervisor.

### Applications for Sick Days:

Application for withdrawal of sick days from the Bank is to be submitted in writing to the Committee. Applications are available at the main office of each school building. The application should include:

- a) number of days requested
- b) detailed information regarding the request
- c) medical documentation to support the application

The Sick Bank is not intended to supplement workers compensation or long-term disability benefits. The maximum number of days that will be granted from the sick bank for any one applicant will be forty-five days (45). Days from the Sick Bank are to be used only after the individual has used all of his/her accumulative leave (sick days and personal leave) as applicable.

The Committee retains the right to access and review attendance records and other information related to accrued leaves and flex benefits.

### **UNUSED SICK LEAVE**

Full-time and part-time employees working 52 weeks a year who have nine (9) or more unused sick leave days during the year (July 1 - June 30), and school year employees who have seven (7) or more unused sick leave days during the year (July 1 - June 30), and who start the fiscal year with the maximum number of sick leave days (one hundred-ten (110) days), shall be paid the sum of \$300.00 before July 31st of the following year. Days donated to the Sick Bank will be deducted from staff member's total accrued days; however, they will not be counted as a used sick leave day for calculating this benefit.

An employee hired prior to July 1, 2011, and all Classified Exempt Personnel regardless of hire date, who has fifteen (15) consecutive years of service with the District, shall be compensated for all unused accumulated sick days upon termination. Such compensation shall be equal to 40% of the employee's most recent per diem rate of pay for each day of said employee's unused accumulated sick days to a maximum of one-hundred and ten (110) days for full-time and part-time\* (\*working 52 weeks a year) employees and paid to the employee within thirty (30) days of his/her last day of employment.

An employee hired on or after July 1, 2011, who has twenty (20) consecutive years of service with the District, shall be compensated for all unused accumulated sick days upon termination. Such compensation shall be equal to 20% of the employee's most recent per diem rate of pay for each day of said employee's unused

accumulated sick days to a maximum of one-hundred and ten (110) days for full-time and part-time\* (\*working 52 weeks a year) employees and paid to the employee within thirty (30) days of his/her last day of employment.

## **PERSONAL LEAVE**

Full- and part-time year-round and full-time school year employees are eligible for personal leave.

Up to three (3) days of personal leave (non-accumulative) during a fiscal year may be granted with pay upon the recommendation of the Building Principal/Supervisor and the approval of the Superintendent. Personal leave is to be used for sound and pressing personal matters that cannot be accomplished outside the normal workday.

The amount of personal days granted to new-hires will be prorated the first year of employment based on the employee's date of hire.

Requests for the use of personal leave shall be submitted in accordance with District procedure through the District's time off management system (i.e. Aesop), at least one (1) week in advance unless an emergency occurs where one (1) week's advance notice is impossible. In cases of an unplanned personal emergency, the employee is responsible for following District procedure as soon as reasonably possible prior to the start of his/her workday.

Personal time will be used in a minimum of  $\frac{1}{2}$  workday increments. Staff members who actually wish to use less than a  $\frac{1}{2}$  work day increment, and do not wish to be charged a whole  $\frac{1}{2}$  day of personal time, can either take the time off without pay or make arrangements with his/her supervisor in advance of the absence to make up the missed time within the same pay week.

Unused personal leave shall be paid to the Classified Staff member who completes the fiscal year (July 1 to June 30) by July 31st of the following year based on  $\frac{1}{2}$  their hourly rate of pay as of June 30 of the year in which the personal days were accrued.

## **FAMILY AND MEDICAL LEAVE GUIDELINES**

The District will comply with the provisions of the Family and Medical Leave Act of 1993. All requests for such Leave will be made to the Superintendent as detailed in the District FMLA procedures.

For more information, please refer to the District's Policy Manual located at the Building Principal's Office and on the District's website.

## **OTHER LEAVES**

For information on other leaves, please refer to the District's Policy Manual located at the Building Principal's Office and on the District's website.

## **BEREAVEMENT LEAVE**

Up to three (3) days leave during the school year shall be granted with pay to any full-time or part-time employee who requests such leave for each occurrence of a death in his/her or his/her spouse's immediate family. "Immediate Family" shall mean husband, wife, son, daughter, father, mother, brother, sister, grandparent, or grandchild of the employee, or any person living in the household of the employee.

Up to one (1) day bereavement leave may be granted with advance approval by the Superintendent for the purpose of attending the funeral or memorial service of a relative other than a member of the employee's immediate family.

An employee who experiences such a loss in his/her family and wishes to take bereavement leave should follow District procedure of reporting the absence in the District's time off management system (i.e. Aesop) prior to the start of his/her workday.

Unused bereavement leave may not be carried over to succeeding years.

## **JURY DUTY**

Employees shall not lose compensation as a result of jury duty. The District will make up the difference between an employee's daily pay based on normally

scheduled hours and any amounts received as a result of serving as a juror provided that the employee presents evidence from the Court that he/she appeared for jury duty and reimbursement was received. Requests for use of Jury Duty leave must be submitted through the District's time off management system (i.e. Aesop) at least one week in advance, when possible.

## **SECTION 6 - MISCELLANEOUS EMPLOYEE BENEFITS**

The District may provide opportunities for discounts through local area vendors to employees as part of the benefits package. Information will be sent out to staff as these enhancements are implemented.

### **TAX SHELTERED INVESTMENT INSTRUMENT OPTIONS - 403(b) ACCOUNTS**

The District currently offers an automatic payroll deduction service for employees who wish to save money for retirement or other investment purposes in a 403(b) retirement plan.

Interested employees must establish an account on their own by contacting a broker or investment institution directly, from a list provided by the District. The District is not licensed to sell or give advice on 403(b) Plans. Once an account is established, the employee should submit a signed payroll authorization form to begin payroll deductions. Deductions will not be taken during the summer months for regular school year employees.

### **HAMPSHIRE HILLS MEMBERSHIPS**

A discounted rate on Hampshire Hills memberships is available to employees under conditions established by Hampshire Hills and the District. Temporary employees, coaches and substitutes are not eligible for the discount.

Interested employees should contact the Payroll Office first to pick up the appropriate form and then should go directly to Hampshire Hills to sign up with the form given to him/her by the Payroll Office. The employee may be required to pay a month's membership dues at that time. The employee will also be required to pay a sign up fee to Hampshire Hills.

Deductions for the membership will be taken directly from the employee's paycheck. Deductions are taken twice a month from paychecks and the dues are paid one month in advance (for example, February deductions are for March dues). Membership fees for summer months will be taken out of the last paycheck of the school year. If the employee's paycheck does not cover the dues, he/she will be

required to directly pay the District the amount of the dues owed for the summer months.

Terminated and retired employees are not eligible for the discount. Current membership rates are available at Hampshire Hills or at the Payroll Office.

## SECTION H - GRIEVANCE PROCEDURE

### GRIEVANCE PROCEDURE

Definition: A "grievance" is a complaint by an employee or group of employees that the employee(s) has received unfair treatment or was treated in a manner inconsistent with the Classified Staff Handbook.

Purpose: The parties acknowledge that it is more desirable for an employee and his/her immediate supervisor to resolve problems through free and informal communications. Grievances, which are not satisfactorily settled in an informal way, shall be reduced to writing and referred to the following formal grievance procedure.

The written grievance shall detail the incident(s) and/or or section(s) of the Classified Staff Handbook alleged to have been misapplied or misinterpreted. It shall also set forth names, dates, and any other related facts, which will provide a sound basis for a complete understanding of any such grievance. The written grievance should be filed with the employee's immediate supervisor.

#### Formal Procedure:

Level I: Within seven (7) calendar days of receipt of a formal grievance, the Supervisor shall meet with the aggrieved employee. Within seven (7) calendar days following such meeting, the immediate supervisor shall give his/her answer in writing. If the grievance is not settled at this Level, then it may be referred to Level II within seven (7) calendar days of the receipt of any answer given at this level.

Level II: Within seven (7) calendar days of a grievance being referred to this Level, the Building Principal/Director or District-Wide Supervisor will meet with the participants from Level I and examine the facts of the grievance. The Building Principal/Director or District-Wide Supervisor shall give his/her answer in writing within seven (7) calendar days of any such meeting. If the Building Principal/Director or District-Wide Supervisor's answer fails to resolve the grievance, then the employee may within seven (7) calendar days refer the matter to the Superintendent.

Level III: Within seven (7) calendar days of a grievance being referred to this Level, the Superintendent or his/her designee will meet with the participants from Level I and examine the facts of the grievance. The Superintendent or his/her designee shall give his/her answer in writing within seven (7) calendar days of any such meeting. If the Superintendent's or his/her designee's answer fails to resolve the grievance, then the employee may, within seven (7) calendar days, refer the matter to the School Board by submitting the request, in writing, to the Superintendent who shall forward the request to the School Board.

Level IV: Within thirty (30) calendar days of a grievance being referred to this Level, the School Board shall schedule and conduct a meeting to examine the facts of the grievance and meet with participants from Level 1. The School Board shall render its decision within fifteen (15) calendar days of the meeting.

**Milford School District**  
**Classified Staff Grievance Report Form**

Name(s) of Grievant(s):

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School Location:

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**Level I**

Statement of Grievance: Be sure to detail the incident(s) or outline the relating section(s) of the Classified Staff Handbook, as well as the names, dates, and other related facts which will provide a sound basis for a complete understanding of this grievance. Please attach separate documentation if additional space is required.

Relief sought:

Signature(s) of Grievant(s):

Date:

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Answer given by Direct Supervisor:

Signature of Direct Supervisor:

Date:

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**Level II**

Date received by Building Principal/District-Wide Supervisor:

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Answer given by Building Principal/District-Wide Supervisor:

Signature of Building Principal/District-Wide Supervisor:

Date:

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Signature of Grievant(s):

Date:

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**Level III**

Date received by Superintendent:

\_\_\_\_\_

Answer given by Superintendent:

Signature of Superintendent:

Date:

\_\_\_\_\_

Signature of Grievant(s):

Date:

\_\_\_\_\_

**Level IV**

Date received by School Board:

\_\_\_\_\_

Answer given by School Board:

Signature of School Board:

Date:

\_\_\_\_\_

Signature of Grievant(s):

Date:

\_\_\_\_\_

## **SECTION I - SAFETY & SECURITY PROVISIONS**

Every employee has a right to a safe workplace. All employees are encouraged to work safely and report unsafe conditions. Employees are required to follow the Milford School District Safety Program, which is available in the Principal's Office at each school and can also be found on the District website.

All observed safety and health violations shall be reported to the employee's direct supervisor. Please refer to the Workers Compensation section of this Handbook for procedures on reporting an injury.

Any accidents resulting in injuries to employees sustained on District property, or off District property but while conducting school business, shall be reported immediately to the school nurse. A copy of an injury report shall be sent immediately (within 24 hours) to the Superintendent's Office.

Employees will be asked to provide information required to file the appropriate paperwork with the District's Worker's Compensation carrier as well as with the Department of Labor in accordance with the law.

### **EMPLOYEE IDENTIFICATION BADGES**

All employees of the District will be issued an employee identification badge and key/access card (where applicable) upon employment. All employees are expected to wear this badge during school/work hours, when on school property and in all school buildings.

### **JOINT LOSS MANAGEMENT COMMITTEE**

An active Joint Loss Management Committee exists with representatives from each key work area in the District. Meeting minutes are posted at a central location at each building. Employees interested in attending a meeting or addressing any safety concerns can contact the representative from their key work area or can call the Business Administrator. Please see the Workers Compensation section of this handbook for additional information.