

**Brookings
School
District #5-1**

**Classified
Handbook
2019-2020**

TABLE OF CONTENTS

Statement by the Superintendent	4
Mission Statement.....	4
Brookings School District 5-1 Non-Discrimination Policy Statement	5
Staff Responsibilities (Policy GBF)	6
I. Conditions of Employment	6
A. Purpose	6
B. Recruitment and Selection of Classified Personnel	6
C. Criminal Background Check.....	7
D. Medical Provisions	7
E. Transportation Employees.....	7
II. Employment Practices	8
A. Probationary Period	8
B. Workweek	8
C. Workday.....	8
D. Overtime	8
E. Compensatory Time	8
F. Breaks.....	8
G. Timesheets	9
H. Pay Period.....	9
I. Payroll Payment Options.....	9
J. Uniform Allowance.....	9
K. Mileage Reimbursement	10
L. Promotions, Vacancies, and Terminations (not covered by a bargaining unit)	10
1. Transfers	10
2. Promotion	10
3. Termination	10
4. Job Abandonment	10
M. Classified Staff Development	10
N. Evaluation.....	10
III. Classified Staff Benefits	11
Benefit Eligibility (Policy GBGE).....	11
A. Health Insurance	11
B. Dental Insurance	12
C. Life Insurance	12
D. Vision Insurance	12
E. AFLAC.....	12
F. 403(b)/457 Plans.....	12
G. South Dakota State Retirement	12
H. Social Security	12
I. Worker's Compensation.....	13
IV. Classified Staff Leave Policies	13
A. Sick Leave	13
B. Sick Leave Bank	14
C. Family Medical Leave	14
D. Holidays.....	14
E. Vacation	15
F. Bereavement Leave	15
G. Military Leave for Training	16
H. Civic Leave.....	16
I. Unpaid Leave	16
J. Personal Leave	16
K. Jury Duty	16
L. Staff Dismissals.....	16
V. General Information	17
A. Public Relations	17
B. Visitors.....	18
C. Injury to Individuals (procedures to follow)	18

D. Emergency Situations	18
E. Loan of School Equipment.....	19
F. Disposal of Property	19
G. Chain of Command.....	19
H. Advertising	19
I. Smoking on School Grounds.....	19
J. Security	19
K. Building Meetings	20
L. District Meetings	20
VI. BOARD POLICIES.....	20
INSURANCE BENEFITS RATE SHEET.....	21&22

Statement by the Superintendent

The purpose of the employee handbook is to provide the classified employees of the Brookings School District 5-1 with information relevant to employment. Classified employees consist of but not limited to behavior technicians, secretaries, custodians, teaching assistants, child nutrition workers, and bus drivers. The term “classified personnel” shall include full-time and regular part-time classified staff.

The handbook provides a variety of information for classified employees ranging from school board policies, procedures, and regulations, to salary-related items and benefits.

It shall be the responsibility of the classified employee to be familiar with the contents of this handbook and to adhere to the rules and regulations described herein. All classified employees should be aware that this handbook is not meant to create nor should it be construed as creating a contract of employment. Therefore, all employment is at will and that as such may be terminated at any time.

Thank you for all you do to make Brookings School District a success. And remember, it is a great day to be a Bobcat!

Dr. Klint Willert
Superintendent
Brookings School District #5-1

Mission Statement

The Brookings School District prepares all learners to be confident engaged citizens empowered to impact the ever-changing and inter-connected world.

Brookings School District 5-1 Non-Discrimination Policy Statement

Applicants for admission and employment, students, parents, employees, and all unions or professional organizations holding collective bargaining or professional agreements with the Brookings School District 5-1 are hereby notified that this school does not discriminate on the basis of race, religion, gender, gender identity, sexual orientation, age, national origin, or disability in admission or access to, or treatment or employment in, its programs and activities. Any person having inquiries concerning the schools compliance with the regulations implementing Title VI, Title IX, the Americans with Disabilities Act (ADA) or Section 504 is directed to contact the following persons designated by the school to coordinate efforts to comply with the regulations regarding nondiscrimination:

Agency

Title VI, Title IX

Section 504

ADA

Contact

Wendy Otheim – Director of Special Services

Brookings School District 5-1

2130 8th ST S

Brookings, SD 57006

605-696-4700

Or you may contact:

Regional Director

Dept. of Education, Office of Civil Rights

10220 North Executive Hills Blvd, 8th Floor

Kansas City, MO 64153-1367

816-880-4200, TDD 816-891-0582, FAX 816-891-0644

Individuals with disabilities who require assistance or special arrangements to participate in a program or activity sponsored by the Brookings School District, please contact the special education director. We request that you provide a 48-hour notice so that proper arrangements may be made.

Staff Responsibilities (Policy GBF)

All employees of the Brookings School District have a responsibility to make themselves familiar with, and abide by, the laws of the state of South Dakota as they affect their work, the policies of the board of education, and the regulations designed to implement them.

All staff members will be expected to carry out their assigned responsibilities with conscientious concern. The first responsibility of all employees is to the education of the student.

Also essential to the success of ongoing school operations and the instructional program are the following specific responsibilities, which will be required of all personnel:

- Faithfulness and promptness in attendance at work.
- Support and enforcement of policies of the board and regulations of the school administration.
- Diligence in submitting required reports promptly at the times specified.
- Care and protection of school property.
- Concern and attention toward their own and the board's legal responsibility for the safety and welfare of students, including the need to ensure that students are under supervision at all times.

In their association with students, all school employees will set examples that are an important part of the educational process. Their manner, dress, courteousness, industry, and attitudes establish models that affect the development of young people. The Board expects its staff members to set exemplary models, as well as provide exemplary instruction. (See Policy GBE in Policy Manual)

I. Conditions of Employment

A. Purpose

The purpose of this classified handbook is to provide individuals, who are in a classified position as an “**at will**” employee, information they would need to carry out their assigned duties. This is not all inclusive, but contains the board and administration's expectations to assist classified personnel more effectively.

B. Recruitment and Selection of Classified Personnel

Recruitment and selection of classified personnel shall be the responsibility of the administration. The superintendent shall have the authority to delegate recruitment and selection responsibilities to supervisors. Whenever possible, the preliminary screening of candidates shall be conducted by the supervisor(s) who will be directly in charge of the person being hired as an “at will” employee.

Selection shall be based upon the merits of the candidates without regard to race, religion, gender, gender identity, sexual orientation, age, national origin, or disability. Selection shall be based upon training, experience, and skill; demonstrated competence; suitability for the position; and the possession of, or the ability to obtain, a state license if one is required for the position.

C. Criminal Background Check

All new prospective classified employees **must** have a criminal background check completed **prior to employment**, which shall be paid by the employer. Any adverse report which may appear regarding the employee which could affect the safety or well being of the students or other employees shall be grounds for possible dismissal or non-consideration for employment.

D. Medical Provisions

1. Physical

- a. Bus drivers have mandated physicals every two years which are paid in full by the school district.

The district reserves the right to request that an employee have a physical examination if a classified employee is suspected to have a health-related problem or condition that may have an impact on the health and the safety of the employee and/or others. The cost of the physical examination shall be paid by the school district. It is the responsibility of the employee to notify the District of any physical or health impairments, which could or may hinder or curtail the employee's ability to carry out the normal duties of their assignment.

E. Transportation Employees

1. Those persons employed as bus drivers operated by the district must be certified by the State of South Dakota. Drivers are required to follow all traffic rules, including speed limits and stop signs. Drivers are also expected to report all observed traffic violations.
2. The bus driver will have complete control of the bus and the students being transported for the duration of the route. Behavior of riders is expected to conform to established rules for student passengers. Any problem arising on the bus with a student will be promptly reported to the transportation director through the Bus Violation report form EEAAC-E. Any problem observed on the playground or in bus loading lines should be reported promptly to the building administrator.
3. Employment as a school bus driver may be terminated upon any of the following:
 - a. conviction and /or plea of guilty of driving under the influence of drugs or alcohol
 - b. conviction and /or plea of guilty of reckless driving
 - c. failure to operate bus in accordance with local and state laws, regulations and rules

- d. failure to report observed traffic violations regarding bus operations.

II. Employment Practices

A. Probationary Period

All new employees shall have a six (6) month probationary period; this probationary period may be extended at the discretion of the supervisor. Employees hired late in the year will have the probationary period carried over into the next work year.

B. Workweek

The normal workweek shall be forty (40) hours in a five (5) day week (Monday through Friday). Employees will be assigned duty hours, per their work agreement, by the appropriate supervisor. Any change in duty hours must be approved by the appropriate supervisor and the business manager.

C. Workday

Staff work hours per day will be assigned by their supervisor. Staff eligible for benefits will be given a work agreement stating their hours worked per day. If a staff member works more or less hours than stated on their work agreement, their pay will be adjusted accordingly.

D. Overtime

An overtime rate of time and one-half (1 1/2) will be paid to the classified employee for work beyond forty (40) hours of work per week. **All overtime must be approved in advance by the administrator/supervisor and the business office.** If an employee works unauthorized overtime, the employee shall be notified, in writing, to cease the practice. If the unauthorized overtime continues, the employee may be terminated.

E. Compensatory Time

Compensatory time, when used, should be taken in the same month in which it was earned, with the approval of the immediate supervisor.

F. Breaks

Each full-time employee is entitled to two (2) paid breaks of fifteen (15) minutes each during their regular work day. Employees employed at less than full-time, but more than four (4) continuous hours per day, will have one (1) paid break fifteen (15) minutes during the regular workday. Breaks are to be scheduled through the immediate supervisor.

All employees working five and one-half (5 1/2) or more consecutive hours per day are expected to take, minimally, a half-hour unpaid lunch break near the midpoint of their daily shift, unless this is further qualified by the needs of the specific job, to adjust up or down by thirty (30) minutes and approved by the classified employee's immediate supervisor.

G. Timesheets

All employees are to keep timesheets, either on the time clock system (or on paper if needed), which record hours worked. Those timesheets are to be checked by the employee's supervisor **at the end of each pay period.** Payroll checks may be delayed if timesheets are not turned in as directed.

H. Pay Period

Employees shall receive paychecks on the 21st day of the month. If the 21st falls on a weekend or holiday, the payday will be the last working day before the 21st.

I. Payroll Payment Options

Behavior technicians, secretaries, bus drivers, teaching assistants, child nutrition workers, custodians and others who work less than 200 days may receive his/her wage in nine (9) or twelve (12) equal monthly installments. Secretaries, bus drivers, teaching assistants, child nutrition workers, and custodians who work for more than 200 days will receive his/her wage in twelve (12) equal payments.

Employee's who are employed after the start of the school year shall receive equal payments prorated. Employee's who wish to change the method of payment for the next work year must inform the business manager in writing no later than August 1. Without such notification the method of payment shall be continuous year to year.

Classified staff working less than 4 hours per day will be paid their current months wages in the next month's payroll.

J. Uniform Allowance

1. Custodians

Each year the employer shall provide a one hundred fifty dollars (\$150) uniform allowance per custodial employee. Employees will be allowed to use this allowance to purchase work shoes providing uniforms are in acceptable condition as determined by the principal. Shirts will be purchased from a source specified by the district, but the employee may select the source from which the dark blue trousers will be obtained. When a uniform is issued to an employee who does not stay in the employment of the district for one (1) year, the cost of the uniform shall be deducted from the employee's paycheck.

2. Child Nutrition

The Director of Child Nutrition will provide uniforms to staff. This will ensure staff does not need to purchase uniforms and the uniforms purchased will be the same in each building. The district in the past has allowed to staff to utilize uniform allowance on shoes and pants in lieu of tops. This change would enable consistency throughout the department.

All claims for uniform allowance must be in the business office prior to June 1 of the year in which the claim is being requested.

K. Mileage Reimbursement

Employees required, in the regular performance of their work, to use their personal vehicle to travel between various work locations shall be paid at the established rate of reimbursement.

L. Promotions, Vacancies, and Terminations (*not covered by a bargaining unit*)

1. Transfers

Due to the needs of the district, the administration may involuntarily transfer a classified employee. When opportunities for transfer and/or promotion become available the classified employee may apply in writing for a transfer. The administration shall give due consideration to the merits of each employee presently employed and select a final candidate. If and when applicants are judged to be equal, administrative determination will be the deciding factor. The district will not be bound to promote from within the ranks, nor will the district be incumbent to show cause why a transfer/promotion from within was not followed.

2. Promotion

When a promotion from within the district is made, the classified employee promoted shall be considered on probationary status for six (6) months in the new classification. However, if the classified employee assumes the responsibilities of the new position, and is not able to meet the expectations of the new position, an effort will be made to employ the person elsewhere in the district.

3. Termination

If a classified employee desires to terminate employment, he/she is expected to give the district a **two week written** notice. Intent to terminate employment shall be given in writing to the superintendent.

4. Job Abandonment

In the event an employee does not report to work for three (3) consecutive work days without notice to his/her supervisor, the District will consider such action as a voluntary termination effective at the conclusion of the third consecutive day.

M. Classified Staff Development

A classified employee has an obligation to update the skills needed in his/her area of responsibility. This can be accomplished by reading literature, attending seminars, workshops, or meetings, at the expense of the district. All staff-development must be approved by their immediate supervisor.

N. Evaluation

All classified staff will be evaluated annually by their supervisors. The employee will be given one copy and the other copy will be filed in the employee's personnel file located in the business office.

III. Classified Staff Benefits

Benefit Eligibility (Policy GBGE)

As a part of employment in the Brookings School District, a percentage of health, life and dental insurance premium as well as SDRS contribution are available to eligible employees. By definition, the term “eligible” will have the following requirements:

1. Must have a work agreement and work 20 hours or more per week.
2. Bus activity hours and hours worked as defined under the misc. pay rates do not count towards the 20 hours per week.
3. Employees are eligible for insurance coverage on the effective date of hire, if hired on the 1st of the month. Otherwise, the effective date is the first of the month following date of hire and upon approval of the insurance carrier.

The district interprets the benefits described above as an opportunity for an employee but does not consider the benefits to have a cash value if the employee does not desire to accept the benefit.

A. Health Insurance

All employees who qualify for district employee benefit insurance programs are eligible to enroll. Continuation of enrollment is contingent upon remaining qualified as stipulated by the insurance carrier. The following district contribution is based on hours worked weekly; and if the employee and employee spouse participates in a yearly physical examination, and complete the online health assessment by October 1.

20-27 hours=37.5% of the premium

28-40 hours=75% of the premium

If an employee and/or employee spouse chooses not to participate in a yearly physical examination, and complete the online health assessment by July 1, the district contribution is based on hours worked weekly and a reduced district contribution:

20-27 hours=27.5% of the premium

28-40 hours=65% of the premium

Employees have all rights as provided by state and federal regulations, regarding health and dental insurance.

Any classified staff member, eligible to receive benefits, employed by the Brookings School District for at least fifteen (15) years in an eligible status, and who has attained the age of 55 years by June 30 of the termination year, and chooses to terminate employment, shall have the option to remain on the district's major medical health insurance policy at the group rate provided he/she is not later employed by an organization that provides health insurance coverage for its employees. This person and his/her spouse, and dependents may remain on the policy at the group rate until he/she attains the age that qualifies for Medicare benefits, unless such an option is not permitted by the school's health insurance

carrier. Application for the option to retain the insurance must be made by the date of termination.

The person terminating employment shall assume responsibility for the entire premium and administrative costs due after employment terminates, with such premiums paid to the insurance company according to a schedule specified by them. The district shall assume no liability for policy cancellation due to late payment.

B. Dental Insurance

All employees who qualify for district employee benefit insurance programs are eligible to enroll. Continuation of enrollment is contingent upon remaining qualified as stipulated by the insurance carrier. The district agrees to pay a portion of the premium as per Addendums I and II.

Employees have all rights as provided by state and federal regulations, regarding health and dental insurance.

C. Life Insurance

All employees who qualify for district employee benefit insurance programs are eligible to enroll. Continuation of enrollment is contingent upon remaining qualified as stipulated by the insurance carrier. The district agrees to pay a portion of the premium as per Addendums I and II.

Supplemental and dependent insurance is available at the expense of the employee, at a premium to be determined by the insurance carrier.

D. Vision Insurance

All employees who qualify for district employee benefit insurance programs are eligible to enroll. Continuation of enrollment is contingent upon remaining qualified as stipulated by the insurance carrier. The employee is responsible for the premium as per Addendums I and II.

E. AFLAC

Available to all employees at their expense.

F. 403(b)/457 Plans

Available to all employees at their expense.

G. South Dakota State Retirement

All classified employees in an eligible work group who work **twenty (20)** or more hours per week **are required** to participate in the state retirement plan. Classified employees become eligible for benefit payments upon retirement provided that the employee has reached the appropriate age determined by the South Dakota Retirement Criteria.

H. Social Security

These benefits are fixed by regulations and are available to each employee beginning with the first day of his/her employment.

I. Worker's Compensation

Any employee injured in the performance of his/her duties shall immediately report the injury, circumstances, and name of witnesses to the employee's supervisor and to the business manager. Any injury not reported within **twenty-four (24) hours may not be eligible** for compensation

All accidents will be documented on the official accident report form to insure that the employee receives all benefits to which he/she is entitled. Classified employees, who are injured while working for the Brookings School District and as a result, are entitled to worker's compensation, may draw benefits when reimbursable sick leave is exhausted. His/her wages shall revert to the amount of the worker's compensation payment per the statute.

IV. Classified Staff Leave Policies

The following general statements apply to the various absence policies:

1. Must have a work agreement and work 20 hours or more per week.
2. Bus activity hours and hours worked as defined under the misc. pay rates do not count towards the 20 hours per week.
3. Immediate family shall be defined as the employee's spouse, and the employee's or spouse's father, mother, brother, sister, son, daughter, grandparents, grandchildren, brother in-law, sister-in-law, nieces and nephews and any relative who lives with the employee, or any person who has been responsible for raising the employee or spouse.
4. The year shall be defined as July 1 through June 30 of each year.
5. Staff hired mid-year will have their benefits prorated accordingly.
6. Staff with leave benefits prior to the 2011-12 year will continue to earn and accumulate leave.
7. Staff will have their leave days based upon the hours per day stated on their work agreement.

A. Sick Leave

If an employee is unable to perform duties due to personal illness or disability, the employee may take sick leave with full compensation. The following positions will receive this amount of sick leave per year (in hours based upon the number of hours worked per day) in addition to prior accumulated sick leave days:

Hourly staff working 172-192 days	10 days
Hourly staff working 193-200 days	11 days
Hourly staff working 201-225 days	12 days
Hourly staff working 226-260 days	13 days

Such leave shall be available beginning with the first work day. Any unused leave may be accumulated from one year to the next without a limit on the total number of days. Absence shall be credited to such leave upon the employee

notifying the building principal or other administrator when returning following an absence for personal illness or disability.

An employee shall be permitted to use sick leave for serious illness in the immediate family. Such leave will be allowed upon a notice to the principal or other administrator.

The superintendent may require a physician's statement verifying the necessity and reason for contiguous days of absence beyond three (3) successive days.

B. Sick Leave Bank

To be eligible, each employee shall automatically contribute one (1) day of sick leave to the sick leave bank each year (unless something different is negotiated through a bargaining unit). Employees that do not want to participate in the bank must notify the business office of their intent in writing within thirty (30) days of the new year. Employees may voluntarily contribute up to five (5) days annually by notifying the business manager no later than September 15 of the current year.

Employees who have exhausted their accumulated personal sick leave due to prolonged personal illness or disability may request additional days from the sick leave bank, provided there are sufficient days in the bank.

Each employee may be granted a number of days from the sick leave bank equal to the number of sick leave days to that employee's credit on the first day of each year provided that the combination does not exceed one year.

These days are to be used for personal illnesses or disability only.

The application shall be accompanied by a physician's statement.

Bus drivers are not eligible for the sick leave bank.

C. Family Medical Leave

The Brookings School District shall abide by and comply with all applicable provisions of the Federal Family and Medical Leave Act and amendments, and provide said benefits to the classified staff. Copies of the regulations are available at the administrative office and will be distributed upon written request.

D. Holidays

Twelve (12) months employees shall be granted the following paid holidays:

Labor Day, Native American Day, Thanksgiving, Thanksgiving Friday, Christmas Day, New Year's Day, President's Day, Good Friday, Easter Monday, Memorial Day and Independence Day.

The afternoon of Christmas Eve and the afternoon of New Year's Eve (or one full day). If Christmas or New Year falls on Sunday or Monday there will be no afternoon vacation on Christmas Eve or New Year's Eve.

If any of the holidays should fall on Sunday the following Monday shall be considered the holiday; if any of the holidays should fall on a Saturday the preceding Friday shall be considered the holiday. If it is not in the district's best interest to follow this schedule, the employee shall be provided time off equivalent to their work schedule within the next ten (10) working days.

E. Vacation

Paid vacation time is authorized for employees, certified and support staff, for those individuals who are employed in 12-month positions. Employees who work less than full-time assignments are eligible to receive vacation benefits on a pro-rated basis.

Classified employees in 12 month assignments will be allowed vacation time annually according to the following schedule:

Less than 5 years service	10 days
5 through 8 years service	13 days
9 or more years service	15 days

Accrual Rate: Vacation time will accrue at the rate of:

Less than 5 years qualifying service	6.75 hours per month
5 through 8 years qualifying service	8.75 hours per month
9 or more years qualifying service	10.00 hours per month

Maximum Accrual:

Less than 5 years qualifying service	120 hours
5 through 8 years qualifying service	144 hours
9 or more years qualifying service	
Non-district level	160 hours
District level administration office	200 hours

F. Bereavement Leave

Upon notice to the principal or other supervisor, up to five (5) days of paid bereavement leave shall be allowed each employee at the time of death of any member of the immediate family.

Sick leave may not be mixed with bereavement leave to increase the number of days allowed for the death of an immediate family member, except in the case of the loss of a spouse or child.

Up to one additional day of bereavement leave per employee, per school year, shall be allowed for the death of person who does not meet the definition of immediate family.

G. Military Leave for Training

A classified employee, who is a member of a "reserve component" to include the National Guard and Air National Guard, will be granted military leave of absence upon approval by the superintendent of a formal written request. Official military orders shall be submitted with the military leave request to the superintendent prior to the leave being granted.

The classified employee will be paid by the district for a period of up to ten (10) days an amount equal to the difference between the daily military compensation and the classified employee daily rate of pay.

Additional days may be granted to the custodian upon approval of the superintendent.

Active duty – classified employees who are called to active duty in the military service qualify under the Soldiers Preference Law to be reinstated with accrued benefits.

H. Civic Leave

A classified employee may receive leave and may be excused at the discretion of the superintendent to discharge civic responsibilities in which the employee has achieved leadership. Not over two (2) days, shall be granted to any employee for this purpose in any work year; however the total number of days shall not exceed **five (5) days** for all classified employees.

I. Unpaid Leave

The Brookings School District 5-1 may provide up to three (3) days leave without pay for unforeseen circumstances, upon prior approval of the Supervisor.

J. Personal Leave

There may be personal conditions or circumstances, which may require an employee's absence for reasons other than those provided above. The employee shall receive two (2) days personal leave each contract year with full compensation. Personal leave days not used may be accumulated although no more than four (4) unused days may be carried over to the new contract year. The employee need not declare a reason for requesting personal leave.

K. Jury Duty

The regular rate of pay shall be paid to any employee called to jury duty while on such leave. Compensation received by employees for jury duty shall be reimbursed to the district less any mileage received.

L. Staff Dismissals

1. Early dismissal days

Employees are expected to work their assigned hours on early dismissal days. If the classified employee leaves early or is excused by their

immediate supervisor, the employee is to record the actual number of hours worked on his/her time sheet.

2. Inclement Weather

a. Closed Days:

On days when school is not in session due to inclement weather, classified personnel (only custodians and business office administrative secretaries) will be expected to be on duty, unless otherwise instructed by their immediate supervisor. All other classified personnel do not need to report. If the classified employee (custodians and business office administrative secretaries) does not report to work, the employee will have the choice of using:

1. vacation day
2. personal day, or
3. a day without pay

*Employees who have not been notified, but have reported to work, will be paid for a minimum of two (2) hours.

**If the superintendent declares a nonworking day, then no classified staff need report. There will be no deduction from pay or leave.

b. Delayed Start:

The employee is to report to work at regular hours, unless instructed otherwise by their supervisor. The employee is to record the actual number of hours worked on his/her time sheet.

c. Early Dismissal Days:

Employees are expected to work their assigned hours on early dismissal days. If the classified employee leaves early or is excused by their immediate supervisor, the employee is to record the actual number of hours worked on his/her time sheet.

V. General Information

A. Public Relations

1. Support staff relations to pupils and public - In general, students are the responsibility of the certified staff. Except, as noted below, support personnel should assume only moderate responsibility over students. Concern should always be for the life and safety of students and others when it is evident that conditions are threatening, classified employees should intervene.

- a. A custodian is in charge of a building during "off" hours when he/she is present when other **certified** staff are not present to supervise.

b. Any classified staff member may intervene during “off” hours when he/she is present when other **certified** staff are not present to supervise.

c. Classified staff are to report ALL incidents with students or others to their immediate administrator/supervisor as soon as possible and shall make a written report within forty-eight (48) hours.

B. Visitors

Visitors are always welcome in the Brookings School District. However, in order to insure the health, safety, and well-being of the students and staff, each person will be required to stop at the main office to indicate his/her purpose for being in the school building and must have permission to visit classrooms or students from the building principal or secretary.

C. Injury to Individuals (procedures to follow)

1. If an injury to an individual occurs, inform the school nurse, building principal, supervisor, or designated person. If the illness or the injury is not serious, send them to the nurse’s office with a responsible person and/or contact the office using the intercom and/or send another responsible person.
2. The office will contact the parents/guardian, or responsible party, if necessary, using the emergency information found in the building office.
3. Stay with the ill or injured party until relieved by the school nurse, building principal or his/her designee; or in the case of a student, the above individual(s) or his/her parent(s)/guardian.
4. NO medication is to be administered unless medical administration form is filled out and signed by parent/guardian.
5. ALL accidents, no matter how minor, will be recorded on the accident forms provided in the school building site or the administrative office.

D. Emergency Situations

When drills of any kind are taking place, and students are instructed to react to the drill, the classified staff person should participate by simulating what he/she is to do during an actual occurrence of the drill. When an emergency arises that directly affects the learning environment or the safety and welfare of the individual in the building, the following shall supersede the classified employee’s regular schedule:

1. Any classified staff member shall do all in his/her power to correct the emergency as needs dictate. If he/she is unable to correct or control the emergency, immediately report the situation to the building principal or to

the staff member's immediate supervisor or to the school nurse.

E. Loan of School Equipment

Equipment of the district shall not be loaned to any person or group. When any equipment is to be used at school or in a school building, appropriate school personnel shall operate or supervise the use. Where a cost is involved or equipment is damaged, it shall be paid by the organization using the equipment.

F. Disposal of Property

Classified staff are not to dispose of district or student supplies, equipment, clothing, etc., unless directed their supervisor or building principal.

G. Chain of Command

1. Chain of command in absence of the superintendent:
 - a. District:
Director of Business Services & Director of Curriculum & Instruction
 - b. Inclement weather:
Director of Business Service's discretion with Director of Transportation input
2. Chain of command by building:
 - a. High school: high school principal, assistant principal
 - b. Middle school: principal, assistant principal
 - c. Elementary schools: principal, counselor

H. Advertising

Agents are not allowed to solicit or otherwise interfere with employees in or about the school buildings at any time without prior authorization from the district administration office.

I. Smoking on School Grounds

Employees are not to smoke or use tobacco products on school property or in school vehicles at any time.

J. Security

Reminder to all employees---be sure workstations are locked up when you leave. Remove all temptations and causes of theft. Keep your valuable belongings out of sight and your school keys safely out of reach. It is your responsibility to see that outside doors are locked upon leaving the building. All outside access doors will be locked during the school day except those designated as entry doors.

K. Building Meetings

At least two times per year each building administrator will hold a meeting with their classified staff.

L. District Meetings

At least once a year the superintendent and business manager will hold a meeting with all classified groups.

VI. BOARD POLICIES

It is the classified employees responsibility to familiarize themselves with the board policy book with emphasis on the following policies: Child Abuse and Neglect Reporting (Policy JLF); Weapons (Policy JICI); Drug Free Workplace (Policy GBEC); Staff Complaints; Drug & Alcohol Testing Policy For Commercial Drivers (Policy EEAD) and Grievances (Policy GBM-R) and Harassment (Policy GBAA-R & JIAA-R) Board Policies can be found on the following website HERE, the building principal’s office, or by stopping at the School Administrative Office at 2130 8th Street South, Brookings-SD.

Addendum I
Classified Staff Hiring Schedule 2019-20

Position	Base Hiring Rate
Child Nutrition – Central Kitchen Manager	\$16.00
Child Nutrition – Production Kitchen Manager	\$14.90
Child Nutrition – Elementary Manager	\$13.00
Child Nutrition - Cashier	\$12.65
Child Nutrition – Cook	\$12.65
Child Nutrition - General	\$12.40
Assistant Manager	\$14.15
Child Nutrition – Driver	\$12.40
Transportation	\$16.16

* Other hiring pay rates are listed in the negotiated agreement of their group

BENEFITS RATE SHEET EFFECTIVE 5/01/2019

Monthly Deductions Addendum I

* For full-time employees working 28-40 hrs/wk.

WELLMARK INSURANCE						
Deductible January 1 to December 31						
Premiums are subject to change annually May 1st	Total Premium	12 Month Deduction		9 Month Deduction		
		Employee - 25%	District - 75%	Employee - 25%	District - 75%	
	Single	\$589.09	\$147.27	\$441.82	\$196.36	\$589.09
	Employee/Spouse	\$1,354.92	\$338.73	\$1,016.19	\$451.64	\$1,354.92
	Employee/Dependent	\$1,178.18	\$294.55	\$883.64	\$392.73	\$1,178.18
Family	\$1,767.27	\$441.82	\$1,325.45	\$589.09	\$1,767.27	

DELTA DENTAL						
Deductible May 1 to April 30						
Premiums are subject to change annually May 1st	Total Premium	12 Month Deduction		9 Month Deduction		
		Employee - 25%	District - 75%	Employee - 25%	District - 75%	
	Single	\$41.08	\$10.27	\$30.81	\$13.69	\$41.08
	Family	\$114.54	\$28.64	\$85.91	\$38.18	\$114.54

AVESIS VISION						
Deductible May 1 to April 30						
Premiums are subject to change annually May 1	Total Premium	12 Month Deduction		9 Month Deduction		
		Employee - 100%	District - 0%	Employee - 100%	District - 0%	
	Single	\$13.71	\$13.71	\$0.00	\$18.28	\$0.00
	Employee/Spouse	\$26.15	\$26.15	\$0.00	\$34.87	\$0.00
	Employee/Dependent	\$28.51	\$28.51	\$0.00	\$38.01	\$0.00
Family	\$36.77	\$36.77	\$0.00	\$49.03	\$0.00	

HARTFORD LIFE INSURANCE					
Premiums are subject to change annually May 1st					
	Total Premium	12 Month Deduction		9 Month Deduction	
		Employee - 0%	District - 100%	Employee - 0%	District - 100%
\$15,000 Life Insurance	\$1.51	\$0.00	\$1.51	\$0.00	\$2.01

CAFETERIA PLAN ENROLLMENT PRE TAX OPTIONS AVAILABLE

Plan runs from October 1 - September 30

Pre-tax Dependent Care
 Pre-tax Medical Care
 Pre-tax insurance premiums paid by employee
 Additional pre-tax insurance available through AFLAC

****If an employee or applicable spouse chooses not to participate in a yearly physical exam, and complete an on-line assessment by Oct 1st, they will pay a higher % for one full year.**

BENEFITS RATE SHEET EFFECTIVE 5/01/2019

Monthly Deductions Addendum II*

*For employees working 20-27 hrs/wk. **Please note additional requirements at bottom of rate sheet.

WELLMARK INSURANCE

Deductible January 1 to December 31

Premiums are subject to change annually May 1st	Total Premium	12 Month Deduction		9 Month Deduction	
		Employee - 62.5%	District - 37.5%	Employee - 62.5%	District - 37.5%
Single	\$589.09	\$368.18	\$220.91	\$490.91	\$294.55
Employee/Spouse	\$1,354.92	\$846.83	\$508.10	\$1,129.10	\$677.46
Employee/Dependent	\$1,178.18	\$736.36	\$441.82	\$981.82	\$589.09
Family	\$1,767.27	\$1,104.54	\$662.73	\$1,472.73	\$883.64

DELTA DENTAL

Deductible May 1 to April 30

Premiums are subject to change annually May 1st	Total Premium	12 Month Deduction		9 Month Deduction	
		Employee - 62.5%	District - 37.5%	Employee - 62.5%	District - 37.5%
Single	\$41.08	\$25.67	\$15.41	\$34.23	\$20.55
Family	\$114.54	\$71.59	\$42.95	\$95.45	\$57.27

AVESIS VISION

Deductible May 1 to April 30

Premiums are subject to change annually May 1	Total Premium	12 Month Deduction		9 Month Deduction	
		Employee - 100%	District - 0%	Employee - 100%	District - 0%
Single	\$13.71	\$13.71	\$0.00	\$18.28	\$0.00
Employee/Spouse	\$26.15	\$26.15	\$0.00	\$34.87	\$0.00
Employee/Dependent	\$28.51	\$28.51	\$0.00	\$38.01	\$0.00
Family	\$36.77	\$36.77	\$0.00	\$49.03	\$0.00

HARTFORD LIFE INSURANCE

Premiums are subject to change annually May 1st

\$10,000 Life Insurance

Total Premium	12 Month Deduction		9 Month Deduction	
	Employee - 0%	District - 100%	Employee - - 0%	District - 100%
\$1.51	\$0.00	\$1.51	\$0.00	\$2.01

CAFETERIA PLAN ENROLLMENT

Plan runs from October 1 - September 30

PRE TAX OPTIONS AVAILABLE

Pre-tax Dependent

Care

Pre-tax Medical Care

Pre-tax insurance premiums paid by employee

Additional pre-tax insurance available through AFLAC

****If an employee or applicable spouse chooses not to participate in a yearly physical exam, and complete an on-line assessment by Oct 1st, they will pay a higher % for one full year.**