



Cle Elum-Roslyn

SCHOOL DISTRICT

EMPLOYEE HANDBOOK

**4244 Bullfrog Road
Cle Elum, Washington 98922**

Phone: 509-852-4819

Fax: 509-852-4848

Website: www.cersd.org

Revised August 24, 2012

Updated November 2023

INTRODUCTION

The Cle Elum-Roslyn School District is very pleased to have you as a member of our school community. We believe that you have a great contribution to make to the district and that you will find your employment here a rewarding experience. We look forward to the opportunity to collaborate together to create a more successful district. We also want you to feel that your employment with the district will be mutually beneficial and gratifying.

The Cle Elum-Roslyn School District Employee Handbook has been prepared to assist you in understanding policies, practices, guidelines, wages and benefits which apply to employees of the school district.

The Cle Elum-Roslyn School District complies with all federal, state or local law applicable to the policies and procedures in this handbook. The Board of Directors delegates authority to the superintendent to implement the policies. The administration will adopt guidelines reflecting the spirit and intent of the policies. The Board of Directors, at all times, reserves the right to add to, delete from, alter or amend the policies.

The material is presented as a matter of information only, and the contents should not be interpreted as a contract between the Cle Elum-Roslyn School District and any of its employees. Please read this handbook carefully and keep it available for future reference. If you are uncertain about any information in this handbook, contact your immediate supervisor or the HR department.

School district policy and procedures are located under the school board tab on the main page of our website and can be accessed at: www.cersd.org

Please refer to your current bargaining agreement for specifics, any questions, and conflicts.

Important Information

If you are having problems with your email account or network account, or need to reset your password, please put in a Help Desk Ticket at <https://cersd.mojohelpdesk.com/> or contact the Technology Department at 509-649-4949.

Addresses and Hours

Cle Elum - Roslyn Elementary School	Building Hours: 7:30 – 4:00 pm
2696 SR 903, Cle Elum, WA 98922	Student Hours 8:10 am – 2:55 pm
Walter Strom Middle School	Building Hours: 7:30 – 4:00 pm
2694 SR 903, Cle Elum, WA 98922	Student Hours: 8:15 am – 3:00 pm
Cle Elum - Roslyn High School	Building Hours: 7:30 – 4:10 pm
2692 SR 903, Cle Elum, WA 98922	Student Hours: 8:15 am – 3:00 pm
Swiftwater Learning Center	Building Hours: 7:30 – 4:00 pm
4244 Bullfrog Road	Student Hours: 8:15 am – 3:00 pm
District Office	7:30 am – 4:00 pm
4244 Bullfrog Road, Cle Elum, WA 98922	

Important Department Phone Numbers

Payroll Department – Becky Roberts	509-649-4863
Human Resource Department- Sara Sahlinger	509-649-4859
Food Service – Eric Smith	509-649-4766
Maintenance Department – Mark Soderstrom	509-649-4902
Technology Department - Jimi Poindexter	509-649-4946

EMPLOYMENT GUIDELINES

Equal Employment Opportunity

The Cle Elum-Roslyn School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employee(s) have been designated to handle questions and complaints of alleged discrimination: Superintendent John Belcher belcherj@cersd.org for Title IX and Civil Rights Compliance at 4244 Bullfrog Road, Cle Elum WA, 509-649-4850 or Special Programs Director Carrieanne Selzler selzlerc@cersd.org for Section 504/ADA Compliance at 4244 Bullfrog Road, Cle Elum WA, 509-649-4807. The Cle Elum-Roslyn School District offers classes in many careers and technical education program areas under its open admissions policy. For more information about CTE course offerings and admissions criteria, contact the CTE Director in the District Office at 4244 Bullfrog Road, Cle Elum WA, 509-649-4994. Lack of English proficiency will not be a barrier to admission and participation in career and technical education programs.

You can report discrimination and discriminatory harassment to any school staff member or to the district's Civil Rights Coordinator, listed above. You also have the right to file a complaint (see below). For a copy of your district's nondiscrimination policy and procedure, contact your school or district office or view it online here: [Policy 3210](#), [Procedure 3210](#)

SEXUAL HARASSMENT

Students and staff are protected against sexual harassment by anyone in any school program or activity, including on the school campus, on the school bus, or off-campus during a school-sponsored activity.

Sexual harassment is unwelcome behavior or communication that is sexual in nature when:

- A student or employee is led to believe that he or she must submit to unwelcome sexual conduct or communications in order to gain something in return, such as a grade, a promotion, a place on a sports team, or any educational or employment decision, or
- The conduct substantially interferes with a student's educational performance, or creates an intimidating or hostile educational or employment environment.

Examples of Sexual Harassment:

- Pressuring a person for sexual favors
- Unwelcome touching of a sexual nature
- Writing graffiti of a sexual nature
- Distributing sexually explicit texts, e-mails, or pictures
- Making sexual jokes, rumors, or suggestive remarks
- Physical violence, including rape and sexual assault

You can report sexual harassment to any school staff member or to the district's Title IX Officer, who is listed above. You also have the right to file a complaint (see below). For a copy of your district's sexual harassment policy and procedure, contact your school or district office, or view it online here: [Policy 5011](#), [Procedure 5011](#), [Policy 3210](#), [Procedure 3210](#)

Harassment, Intimidation and Bullying

The Cle Elum-Roslyn School District is committed to a positive and productive educational and working environment free from harassment, intimidation or bullying (HIB). The district prohibits HIB of or by students and employees of the district. You can report (HIB) to any school staff

member or to the district's Title IX Officer, who is listed above. You also have the right to file a complaint (see below). Please refer to policies, forms and procedures 3207/3207F- complaint form/ 3207P- Harassment, Intimidation and Bullying or policy and procedure 3211/ 3211P- Gender Inclusive Schools. These can be found at our website at www.cersd.org under School Board-Board Policy & Procedures or click the "For Students" or "For Parents" tab at the top. An Incident Reporting form can be completed at any school office by contacting the building principal. The School Superintendent serves as the district Compliance Officer for the HIB policy and procedure.

COMPLAINT OPTIONS: DISCRIMINATION AND SEXUAL HARASSMENT

If you believe that you or your child have experienced unlawful discrimination, discriminatory harassment, or sexual harassment at school, you have the right to file a complaint.

Before filing a complaint, you can discuss your concerns with your child's principal or with the school district's Section 504 Coordinator, Title IX Officer, or Civil Rights Coordinator, who are listed above. This is often the fastest way to revolve your concerns.

Level One – Complaint to District

Anyone may initiate a formal complaint of sexual harassment, even if the informal complaint process is being utilized. At any level in the formal complaint process, the district will take interim measures to protect the complainant before the final outcome of the district's investigation. The following process will be followed:

Filing of Complaint

- All formal complaints will be in writing and will set forth the specific acts, conditions or circumstances alleged to have occurred and to constitute sexual harassment. The Title IX Coordinator may draft the complaint based on the report of the complainant for the complainant to review and approve. The superintendent or Title IX Coordinator may also conclude that the district needs to conduct an investigation based on information in his or her possession, regardless of the complainant's interest in filing a complaint.
- The time period for filing a complaint is one year from the date of the occurrence that is the subject matter of the complaint. However, a complaint filing deadline may not be imposed if the complainant was prevented from filing due to: 1) Specific misrepresentations by the district that it had resolved the problem forming the basis of the complaint; or 2) Withholding of information that the district was required to provide under WAC 392-190-065 or WAC 392-190-005.
- Complaints may be submitted by mail, fax, e-mail or hand-delivery to the Title IX Coordinator, Superintendent at, 4244 Bullfrog Rd. Cle Elum, WA 98922, #509-649-4851, Belcherj@cersd.org. Any district employee who receives a complaint that meets these criteria will promptly notify the Coordinator.

Investigation and Response

- The Title IX Coordinator will receive and investigate all formal, written complaints of sexual harassment or information in the coordinator's possession that they believe requires further investigation. The Coordinator will delegate his or her authority to participate in this process if such action is necessary to avoid any potential conflicts of interest. Upon receipt of a complaint, the Coordinator will provide the complainant a copy of this procedure.
- Investigations will be carried out in a manner that is adequate in scope, reliable and impartial. During the investigation process, the complainant and accused party or parties, if the complainant has identified an accused harasser(s), will have an equal opportunity to present witnesses and relevant evidence. Complainants and witnesses may have a trusted adult with them during any district-initiated investigatory activities. The school district and complainant may also agree to resolve the complaint in lieu of an investigation.
- When the investigation is completed, the Coordinator will compile a full written report of the

complaint and the results of the investigation.

Superintendent Response

- The superintendent will respond in writing to the complainant and the alleged perpetrator within thirty (30) calendar days of receipt of the complaint, unless otherwise agreed to by the complainant or if exceptional circumstances related to the complaint require an extension of the time limit. In the event an extension is needed, the district will notify the complainant in writing of the reason for the extension and the anticipated response date. At the time the district responds to the complainant, the district must send a copy of the response to the office of the superintendent of public instruction.
- The response of the superintendent or designee will include: 1) a summary of the results of the investigation; 2) a statement as to whether a preponderance of the evidence establishes that the complainant was sexually harassed ; 3) if sexual harassment is found to have occurred, the corrective measures the district deems necessary, including assurance that the district will take steps to prevent recurrence and remedy its effects on the complainant and others, if appropriate; 4) notice of the complainant's right to appeal to the school board and the necessary filing information; and 5) any corrective measures the district will take, remedies for the complainant (e.g., sources of counseling, advocacy and other support), and notice of potential sanctions for the perpetrator(s) (e.g., discipline).
- The superintendent's or designee's response will be provided in a language the complainant can understand and may require language assistance for complainants with limited English proficiency in accordance with Title VI of the Civil Rights Act of 1964. If the complaint alleges discriminatory harassment by a named party or parties, the coordinator will provide the accused party or parties with notice of the outcome of the investigation and notice of their right to appeal any discipline or corrective action imposed by the district. • Any corrective measures deemed necessary will be instituted as quickly as possible, but in no event more than thirty (30) days after the superintendent's mailing of a written response, unless the accused is appealing the imposition of discipline and the district is barred by due process considerations or a lawful order from imposing the discipline until the appeal process is concluded. Staff may also pursue complaints through the appropriate collective bargaining agreement process or anti-discrimination policy.
- The district will inform the complainant how to report any subsequent problems. Additionally, the district will conduct follow-up inquiries to see if there have been any new incidents or instances of retaliation, and to promptly respond and appropriately address continuing or new problems. Follow-up inquiries will follow a timeline agreed to by the district and complainant.

Level Two -Appeal to Board of Directors Notice of Appeal and Hearing

- If a complainant disagrees with the superintendent's or designee's written decision, the complainant may appeal the decision to the district board of directors, by filing a written notice of appeal with the secretary of the board within ten (10) calendar days following the date upon which the complainant received the response.
- The board will schedule a hearing to commence by the twentieth (20th) calendar day following the filing of the written notice of appeal, unless otherwise agreed to by the complainant and the superintendent or for good cause.
- Both parties will be allowed to present such witnesses and testimony as the board deems relevant and material.

Decision

- Unless otherwise agreed to by the complainant, the board will render a written decision within thirty (30) calendar days following the filing of the notice of appeal and provide the complainant with a copy of the decision.
- The decision will be provided in a language that the complainant can understand which may require language assistance for complainants with limited English proficiency in accordance with Title VI of the Civil Rights Act.
- The decision will include notice of the complainant's right to appeal to the Superintendent of Public Instruction and will identify where and to whom the appeal must be filed. The district will send a copy

of the appeal decision to the office of the superintendent of public instruction.

Level Three - Complaint to the Superintendent of Public Instruction

Filing of Complaint

- If a complainant disagrees with the decision of the board of directors, or if the district fails to comply with this procedure, the complainant may file a complaint with the Superintendent of Public Instruction.
- A complaint must be received by the Superintendent of Public Instruction on or before the twentieth (20) calendar day following the date upon which the complainant received written notice of the board of directors' decision, unless the Superintendent of Public Instruction grants an extension for good cause. Complaints may be submitted by mail, fax, electronic mail, or hand delivery.
- A complaint must be in writing and include: 1) A description of the specific acts, conditions or circumstances alleged to violate applicable anti-sexual harassment laws; 2) The name and contact information, including address, of the complainant; 3) The name and address of the district subject to the complaint; 4) A copy of the district's complaint and appeal decision, if any; and 5) A proposed resolution of the complaint or relief requested. If the allegations regard a specific student, the complaint must also include the name and address of the student, or in the case of a homeless child or youth, contact information.

Investigation, Determination and Corrective Action

- Upon receipt of a complaint, the Office of the Superintendent of Public Instruction may initiate an investigation, which may include conducting an independent on-site review. OSPI may also investigate additional issues related to the complaint that were not included in the initial complaint or appeal to the superintendent or board.
- Following the investigation, OSPI will make an independent determination as to whether the district has failed to comply with RCW 28A.642.010 or Chapter 392-190, WAC and will issue a written decision to the complainant and the district that addresses each allegation in the complaint and any other noncompliance issues it has identified. The written decision will include corrective actions deemed necessary to correct noncompliance and documentation the district must provide to demonstrate that corrective action has been completed.
- All corrective actions must be completed within the timelines established by OSPI in the written decision unless OSPI grants an extension. If timely compliance is not achieved, OSPI may take action including but not limited to referring the district to appropriate state or federal agencies empowered to order compliance.

A complaint may be resolved at any time when, before the completion of the investigation, the district voluntarily agrees to resolve the complaint. OSPI may provide technical assistance and dispute resolution methods to resolve a complaint.

Level Four - Administrative Hearing

A complainant or school district that desires to appeal the written decision of the Office of the Superintendent of Public Instruction may file a written notice of appeal with OSPI within thirty (30) calendar days following the date of receipt of that office's written decision. OSPI will conduct a formal administrative hearing in conformance with the Administrative Procedures Act, Chapter 34.05, RCW.

Other Complaint Options

Office for Civil Rights (OCR), U.S. Department of Education

OCR enforces several federal civil rights laws, which prohibit discrimination in public schools on the basis of race, color, national origin, sex, disability, and age. File complaints with OCR within 180 calendar days of the date of the alleged discrimination. 206-607-1600 | TDD: 1-800-877-8339 | OCR.Seattle@ed.gov | www.ed.gov/ocr

Standards of Performance and Conduct – Evaluation of Employees: As an employer, it is the desire of the district to employ and retain employees who will grow and improve in the performance of the duties of their positions. One of the tools used to evaluate and monitor this performance is employee performance evaluations. Periodic performance evaluations of all employees shall be made as follows: With respect to all certificated employees, the district will comply with negotiated evaluation procedures as outlined in the CEREBA collective bargaining agreement. With respect to classified employees, the district will comply with negotiated evaluation procedures as outlined in the PSE collective bargaining agreement. Please refer to your respective CBA for a description of the evaluation procedures.

Annually, a performance evaluation shall be completed for all classified and certificated employees. Such evaluation shall be conducted by the immediate supervisor of the employee or by other administrative or supervisory personnel to whom the employee is assigned. A copy of the written performance evaluation shall be provided to the evaluated employee and a copy shall be sent to the district office for placement in the employee's personnel file. Additional performance evaluations may be performed if it is determined that an employee's job performance does not meet the standards required by the district.

Reporting Absence from Work: At times it might be necessary for you to miss work due to illness or for some other unforeseen reason. When this occurs, you are responsible for entering the necessary information into Skyward and then into the Frontline reporting system. Frontline is an online absence reporting system that the district utilizes. Skyward is the online system for superiors to approve time off. For scheduled up-coming days when you know you will be absent, enter the information into the Frontline system so, if needed, arrangements can be made in a timely manner. Indicate whether a substitute will be required.

Any employee who is absent from employment duties for a period of five (5) or more days due to personal or other illness-related absences may be required to present a written statement from a physician indicating that the employee is physically and mentally capable of performing such employee's employment duties, with or without reasonable accommodation. Per both CEREBA and PSE Collective Bargaining Agreements, a note can be requested for patterns of absences. Please refer to your Collective Bargaining Agreement for specifics.

Leaving Work Before the end of the Scheduled Work Day: If it becomes necessary for you to leave work during the work day or before the end of the work day, it is your obligation to inform your supervisor immediately.

Drug Free Work Place: District employees shall not unlawfully possess, use, distribute, manufacture or dispense illicit drugs, controlled substances or alcoholic beverages on district property or at any district-sponsored function. District employees shall not report to work or school events or remain on duty while under the influence of alcohol, illegal drugs or controlled substances. Law enforcement officers will be notified and appropriate sanctions will be taken against the employee. The district will make efforts to inform employees of the dangers of alcohol and drugs; will make an effort to maintain a drug-free workplace; and will support employees with information about rehabilitation programs. The cost of such a program will be the responsibility of the employee. Refer to district policy [5201](#) and [5202](#) for further information.

Federal Drug-Free Workplace Act Compliance:

The district is covered by the Federal Drug-Free Workplace Act and provides a drug-free work place. Refer to district policy [5201](#) and [5202](#) for further information.

As part of the district's drug-free workplace compliance efforts, the following requirements apply to all district employees:

- District employees must, as a condition of employment, agree to abide by the terms and conditions of this policy. Failure to do so may result in disciplinary action, up to and including termination.
- District employees must, as a condition of employment, report any conviction under a criminal drug statute for violations when such violation occurred on district property or at a district-sponsored function. Such report will be made to the superintendent in writing, within five days after the conviction.
- Within 30 days after written notice of the conviction is received, the district shall take appropriate disciplinary action with respect to the employee. Such disciplinary action may include the initiation of employment termination proceedings; suspension of employment; placement on probationary status; mandatory successful participation in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health, law enforcement, or other appropriate agency; or other disciplinary or remedial action.

Tobacco-Free Environment: The Board of Directors recognizes that to protect students from exposure to the addictive substance of nicotine, employees and officers of the school district, and all members of the community, have an obligation as role models to refrain from use of tobacco products and delivery devices on school property at all times. The Board prohibits the use of tobacco, nicotine and/or such delivery devices on any school property and all school-sponsored functions. Please refer to school district [policy 4215](#) for complete information.

Solicitation and Distribution: Solicitations by employees are prohibited while on working time. Distribution of literature by employees is not permitted during work time. In addition, trespassing, soliciting or distributing literature by anyone outside the district is prohibited on the district's premises unless the activity has been approved by the district office.

Use of Communication Technologies by Employees: In the event that an employee uses communication technologies in an inappropriate or unacceptable manner, in violation of Board policies, or in violation of administrative guidelines, the employee shall be subject to disciplinary action. Such action may include, but shall not be limited to, reprimand, termination or other action. Communication technologies shall include technologies on district property or at district-sponsored activities whether or not owned, operated or provided by the district. Examples of communication technologies shall include, but shall not be limited to, voice mail, computer networks, cellular phones, the Internet and e-mail.

Postage and Supply Use: Postage, mailing supplies, and/or stamps are to be used for school business only. Supplies and equipment belonging to the district should be used only for school business.

Confidentiality: Maintaining confidential information is an extremely high priority in the district. Staff members have access to business systems, future plans, student records, personnel records, and other information that is considered confidential. Protecting this information by safeguarding it when in use, filing it properly when not being used, and discussing it only with those who have a legitimate need to know is an extremely high priority for all concerned parties. Phone numbers and addresses of staff and/or students must not be provided to anyone who is not a district employee unless approved by the appropriate administrator. Unlisted phone numbers should not be given out to anyone under any circumstances. The administration should be informed of any request of this nature.

FERPA: Don't share personally identifiable student information without parental permission unless a specific FERPA exception applies. Employees must protect all student information and should not engage in any discussions or communications concerning the student with any person outside of a school district, other than the individual student's teacher(s), administrators, or other designated district officials or the student's parents. Protected information includes, but is not limited to, the student's academic performance, special needs, physical or emotional health issues, and discipline record.

Political Advocacy by Employees: The board recognizes the right of its employees, as citizens, to engage in political activities. A staff member may seek an elective office provided that the staff member does not campaign on school property during working hours. In the event the staff member is elected to office, the employee may request a leave of absence in accordance with the leave policies of the district or the provisions of the applicable labor agreement for the employee. No individual shall solicit on the school district property for any contribution to be used for partisan political purpose. Please refer to school district policy 5252 for further information.

Health, Safety and Security: The health, safety, security of all employees is of primary importance to the district. All employees are responsible for undertaking their daily job activities in the safest possible manner. Employees are expected to comply with all safety, security and health policies, regulations, and/or laws that apply to the school district. Employees are encouraged to report unsafe, unhealthy, or unsecured conditions to their immediate supervisor. It is important that all of us contribute to keeping the school district a safe, secure, and healthy place to work.

School Closing/Inclement Weather: At times, the starting time or closure for the school day/work day may be required due to inclement weather, etc. Employees will be notified by the School Messenger automatic phone system and through local radio/television stations as to starting time or closure in these unique situations. All twelve-month employees are required to report to work on days when school has been canceled due to inclement weather or other reasons. When it is necessary to close schools due to inclement weather or other reasons, the day for less-than-12-month employees becomes a "non-work, non-paid day", unless asked to come in, or as specified in the respective collective bargaining agreement. The decision as to whether the non-work, non-paid day will be added at the end of the school year will be decided by the superintendent and the Board of Directors. For late starts, certificated staff members are expected to report to work 30 minutes before school starts. For classified staff, if it is a two hour delay, employees are expected to arrive 2 hours after their typical start time and for 1 hour delays, they are expected to arrive 1 hour after their typical start time

Blood-Borne Pathogens and Employees: A balance shall be established between the rights of individuals who are HIV (Human Immunodeficiency Virus) infected and the rights of others to be free from the risk of exposure to fatal diseases. In addition, the district shall provide annual

training to all employees with reasonably anticipated exposure to other infectious material. All employees will receive HIV/AIDS training within six months of initial employment.

Resignation of Employees: If you wish to discontinue your employment with the Cle Elum-Roslyn School District, you are requested to notify your supervisor in writing of this decision. Classified employees are requested to provide a minimum of two weeks' notice of resignation. Certificated employees should contact their building principals or immediate supervisor. Please fill out the form on the district website found under the HR Department for resignations/retirements and submit it to the Human Resource Department. Once that is received by HR, either an exit survey will be sent out or an exit interview will be scheduled, depending on the preference of the employee.

Civility Policy: The Cle Elum-Roslyn School board believes that a safe, civil environment of mutual respect and orderly conduct contributes to a quality educational environment. Conversely, uncivil conduct, similar to other forms of disruptive behavior, may interfere with an employee's ability to accomplish their work and a school's ability to educate its students. The board of directors commits the district in its entirety to the core value of mutual respect for each person regardless of individual differences or characteristics. The district expects this value to be manifested in the daily behavior of all constituents. When differences exist, stakeholders will use clear, concise, and courteous communication with the goal of arriving at a goodwill solution. Uncivil conduct on district property or at district-sponsored activities by school directors, staff, parents, volunteers, contractors, or visitors is prohibited. For a copy of your district's Civility Policy 5161, contact your school or the district office, or view it online [here](#).

Addressing Uncivil Conduct

Stakeholders are expected to:

- Calmly and politely caution or warn any speaker who is engaged in uncivil conduct. If the conduct does not cease, politely end the conversation;
- Attempt to resolve differences with another employee first in a private conversation. If that is not feasible or successful, request an appropriate administrator to conduct a private conference with all parties of concern;
- Resolve personal complaints or grievances with a supervisor's decision or action by requesting a problem-solving conference with the supervisor or with the administrator's supervisor.
- Persons who observe or experience uncivil behavior have an obligation to intervene, share their reflection with the offender about the impact of that behavior, or report the uncivil behavior to a supervisor.
- Supervisors have an obligation to address reports of uncivil behavior.

Clock Hours: All employees who are attending any clock hour events provided by the district are required to register prior to the event. Only with approval from your building principal are you able to be registered after registration closes. All employees are required to sign the clock hour sign in sheet the day of the event.

Google Classroom Expectations: Google classroom expectations can change from year to year. To see the most updated expectations/ organization, please click on this [link](#).

Fines & Fees:

Update fines and fees for all students on a regular basis, with the expectation to at least update them each semester.

Discipline Expectations: The district is utilizing Positive Behavioral Interventions and Supports. This helps with expectations and rules, student engagement, maximize structure and includes responding to inappropriate behavior and acknowledge appropriate behavior. Please view district [policy](#) Student Discipline 3241 and [procedure](#) online, along with the [Discipline Matrix](#).

Final Pay Check: Before leaving the employment of the district, employees must return all district property that has been issued or acquired during the course of their employment with the district. Such property includes, but is not limited to, the following: keys, employee badges, uniforms, tools, equipment, phones, computers, and district credit cards. Upon receipt of a termination notice, the payroll department will initiate the final payroll. Paid payroll benefits such as, but not limited to, vacation, sick leave cash out (applicable only if the employee is retiring), and holiday pay will be based on an employee's last day worked, and cannot be used to extend an employee's length of service with the district. The last paycheck will be issued in accordance with the next scheduled payday.

Absences and Coaching: If an employee, who also coaches, is absent at work, please contact the athletic director to determine if you are able to attend that day's practice and/or game.

EMPLOYMENT PRACTICES

Employee Status:

Classified:

Classified employees are hired on a one-year basis according to state law.

The term “full-time classified employee” or “12-month employee” shall mean all classified employees of the district who work on a regularly scheduled basis for 12 months each year. The term “part-time classified employee” or “less than 12-month employee” shall mean all classified employees in the district who are not full-time classified employees.

Certificated:

Certificated staff shall pertain to all teachers and support personnel within the district who are required to hold a Washington State teaching certificate with proper endorsement. Contracts for certificated staff are written on an annual basis, not to exceed one year. The district shall issue to first and second-year certificated staff a “provisional contract” for “provisional employees” who are subject to non-renewal of employment as provided by law. For brand new teachers, the district shall issue three years of provisional contracts. Staff who have completed a two-year provisional term at another Washington State school district shall be provisional employees only during the first year with the district.

Non-Represented:

Non represented employees shall pertain to all staff within the district who are not represented by a union. Contracts for non-represented staff are written on an annual basis, not to exceed one year. Throughout the term of the agreement, each employee shall be subject to discharge for good and just causes and said causes are to be given in writing at the time the discharge becomes effective.

Co-Curricular:

A co-curricular employee can be either a permanent classified or certificated employee, or an out-of-district employee. Co-curricular positions encompass coaching, advisory and academic duties. Coaching positions are paid on a seasonal basis, while advisory and academic positions are paid over a 10- or 12-month basis. All co-curricular staff shall receive an annual non-continuous contract.

Assignment of Employees:

The district may assign an employee to any position for which the employee is qualified to meet the needs of the district. The school district reserves the right to transfer a classified employee to any classified position for which such employee is qualified to perform the employment duties.

Probationary Period for New Employees:

New classified employees will have a 180 working day probationary period, which is intended to allow you time to demonstrate your ability to perform the duties of your job title. At the completion of your probationary period and/or training program, your supervisor will inform you of the following:

- recommendation to continue your employment, or
- recommendation to discontinue your employment

Certificated employees: Reference CEREA Collective Bargaining Agreement.

Employee Personnel Files:

Individual employee personnel files are maintained in the personnel department. An employee shall be permitted to inspect and copy documents from their personnel file during normal business hours following reasonable advance notice to the personnel department.

Union Representation:

Certificated staff will be contacted by their union secretary of the Cle Elum-Roslyn Education Association (CEREA) with enrollment material. The school district dues are set annually by the Washington Education Association.

Classified employees are provided with enrollment material by the payroll department. Union dues are set annually by the PSE union. Please check with the payroll department for the current PSE union dues amount.

Per new Substitute House Bill 1200, our district is required to share with labor unions certain employee information and employment information. Employee information includes employee name, date of hire, employee contact information including cellular, home and work telephone numbers, work and most up-to-date personal email addresses, and home or personal mailing address. Employment information includes job title, salary or rate of pay, and worksite location. This information is to be provided within 21 days from day of hire for newly hired employees and every 120 business days for all employees.

Work Days and Hours:

The current annual school calendar is available from the personnel office, which lists scheduled work days, early dismissals and holidays. The building principal or supervisor will provide a copy of your schedule which will indicate start and end time, lunch break and morning/afternoon breaks, if applicable.

Certificated employees start and end times are from 7:45 am to 3:30 pm. Hours vary for classified employees.

Holidays:

Certificated and most classified staff shall observe the following school holidays and are not normally scheduled to work on these days: Labor Day, New Years' Day, Martin Luther King, Jr. Day, President's Day, Memorial Day, Juneteenth, Veteran's Day, Thanksgiving Day, the day after Thanksgiving, the day before Christmas and Christmas Day.

Nine (9) and Twelve (12) month classified employees receive paid holidays according to their negotiated collective bargaining agreement. Holidays for certificated staff will be considered as non-working, non-paid days.

Holiday pay for classified employees is their straight time hourly rate for their average daily hours based on a five-day workweek. Hourly employees (excluding temporary employees) are eligible immediately upon hire for holiday pay. Eligible hourly employees who work on a holiday will receive holiday pay at time and a half.

Vacations:

Classified full-time employees shall accrue vacation leave according to the collective bargaining agreement or individual employment contract. Refer to the PSE Collective Bargaining Agreement in regards to using vacation leave. Vacation leave for regular part-time employees who work 12 months per year shall be computed on a pro-rata basis. Less than twelve (12) month employees are not entitled to vacation benefits. Certificated staff does not receive vacation leave.

Conditions of Accrual: Vacation is allocated in annual increments and frontloaded each year. For maintenance personnel, vacation hours are rolled up on September 1st of each year. For exempt personnel, vacation hours are rolled up on July 1st of each year. For employees who have not completed a full year by the roll up date, vacation will be calculated on a pro-rata basis. After the fifth year of employment for classified, one additional day of vacation per year can be earned, with a maximum of twenty (20) days accumulation unless otherwise stated in the collective bargaining agreement.

Request for Vacation: Any request for vacation time should be submitted with as much advance notice as possible, both in person/email and through Skyward, except for an emergency or other special circumstance and must be approved by the employee's supervisor.

Sick Leave:

All classified and certificated full-time and part-time employees (excluding temporary employees) are eligible to receive sick leave. Full-time employees shall accumulate sick leave not to exceed 12 days per year. A part-time or mid-year hire employee shall accumulate sick leave on a pro-rata basis. Sick leave will be front loaded in September of each year. At the end of each year, the remaining balance will be rolled over into the new school year. By state law, the maximum allowed to accumulate is 180 days. Last minute requests are to be avoided as much as possible.

Physician Statement:

Any employee who is absent from employment duties because of personal injury or who is absent from employment duties for a period of more than 5 days due to personal illness, may be required to present a written statement from a physician indicating the employee is physically and mentally capable of performing such employee's employment duties, with or without reasonable accommodation, before returning to work. The employee shall pay any cost incurred in conjunction with a physician's statement.

If there seems to be a pattern of absences, building administrators can request a doctor's note.

Personal Days:

Certificated and classified staff will receive and use personal days per year as per their collective bargaining agreement. Restricted days for using personal leave are the first and last 5 day of school and an extension of a holiday or break. Using personal days for any other reason needs to be shown to be a once in a lifetime opportunity and it needs to be approved by the supervisor.

Leave Requests:

All absences shall be accounted for through Skyward and Frontline. Frontline is not used for employees who work in the Technology, Food Service, Transportation, and Maintenance Departments. Call your supervisor for last minute leave. Frontline is cutoff at 7:30 am the day of. Contact your building for any last-minute leaves if trying to input after 7:30 am.

Leave of Absence:

A leave of absence up to one (1) year, without pay, may be granted by the Board to an employee upon the recommendation of the Superintendent.

Leave Without Pay:

All employees who take Leave Without Pay must have prior approval of their supervisor. The superintendent will also receive notice of the LWOP request via Skyward and Frontline.

Jury Duty:

When an employee is notified of possibly performing jury duty, they should enter the up-coming absence in Skyward and in Frontline.

Lunch Periods and Breaks:

Certificated staff will have a non-duty 30 continuous minute lunch period.

Classified staff will have a 40 minute (unpaid) uninterrupted lunch period and either one or two 10 minute paid breaks depending on hours worked. Please refer to current CBA.

Salary Calculations:

Certificated staff salaries are determined education, experience and place on the negotiated salary schedule based on the current CERECA agreement. All teachers are required to provide official transcripts from colleges/universities and copies of clock hours earned, along with copies of pre-approval or post approval forms as required by law. In addition, Verification of Experience forms are to be completed by prior school districts and sent to the district office.

A classified employee contract is per the PSE agreed salary schedule. The school district pays all employees in 12-month installments (with the exception of co-curricular), beginning September of each year through August.

In addition, classified employees are paid according to years of prior experience in the related field they were hired for and their education/degree(s). If applicable, the newly hired classified employee will submit to their prior school district(s) a Verification of Experience form to be completed and returned to the district office.

Pay Period:

Payday will be the last working day of each month.

Direct Deposit of Payroll Checks:

Employees participate in the "Direct Deposit of Check Program." Participation in the program allows your paycheck to be electronically deposited into your designated bank account on payday. In addition, your direct deposit paycheck funds are available to you first thing on the morning of payday.

The enrollment form is included in the new hire paperwork. If your direct deposit needs to be changed, forms can be obtained from the human resource department. Employees are responsible for notifying the payroll department if they have closed their account.

Cut-off Date for Payroll:

The cut-off date for processing payroll additions and/or deletions (i.e., substitute time, extra hours worked, medical revisions, annuities, etc.) will be the 5th of each month.

Time Sheets:

Classified staff will complete a monthly time sheet. Instructions will be provided. Building secretaries will be able to assist you.

Certificated staff will not be required to complete a time sheet, unless they have worked extra time.

Extra Hours Worked:

Only when approved prior to by your building principal or supervisor, you may work additional time beyond your initial approved hours. For classified staff, the extra time will be recorded on their regular timesheet. For certificated staff, the building secretary will provide you with an "Extra Hours Earned" time sheet. Complete the date, assignment, start time, end time, and total hours on the Extra Hours Earned time sheet and submit it to the secretary for approval and coding by the principal or supervisor.

Loss of Prep Period:

All teachers shall have 50 minutes, or equivalent of a period in the Middle School and High

School, of plan/preparation time each day. If a certificated employee is required to work during their plan period, they will be reimbursed according to the current language provided in the collective bargaining agreement. They will then need to fill out the loss of plan/prep form and have them signed by their supervisor. They need to be completed and submitted by the end of the current month performed.

Event Pay:

Both certificated and classified employees who assist during special events (Spring Concert, Winter Concert) are eligible for extra pay. The school district will reimburse staff members \$30.00 per event. Forms are available through the building secretary or program director.

Over-Time Pay:

Classified employees are paid overtime in accordance with applicable law, only when they receive prior approval. Overtime will be paid at a rate of one and one-half (1.5) times the employee's regular rate of pay for all hours worked in excess of 40 hours in a work week or in excess of 8 hours per day, with the exception of Bus Drivers (please see current PSE agreement). The designated work week for all classified employees will begin at 12:01 a.m. on Sunday and will end at 11:59 p.m. on the following Saturday. **All overtime work must be authorized in advance by the employee's immediate supervisor.**

Compensatory Time for Employees:

Compensatory time (referenced as "comp time") off in lieu of overtime pay is available to district classified full-time employees at the rate of one and one-half (1.5) hours of comp time for each hour of extra time worked. For less than full-time employees, comp time may be earned after completing their normal shift hours of work and such time for less than full-time employees is at straight time. Employees must obtain supervisory approval before earning or using compensatory time. The supervisor may suggest appropriate times for comp time to be used. Employees are to indicate comp time earned and taken on their timecard. The timecard must reflect actual hours worked. The employee's supervisor will track comp time earned and taken by pay period. Please check your current CBA for timelines of when to use leave.

Sick Leave Cash Out:

Upon the retirement or death of a classified or certificated employee, VEBA determines how it is distributed. (Please see section under Employee Benefits for more information.) The formula for reimbursement is a 1 to 4 ratio at current rate of pay. The maximum number of sick leave days for which compensation may be granted shall be 180.

Military Leave:

If you are a member of the United States Army, Navy, Air Force, Marines, Coast Guard or Reserves, the district will provide you leave when you are required to fulfill your military obligations. Employees may (but are not required) use accrued vacation while on military leave. If military leave is required beyond the ten-day period, you will be placed on an extended military leave without pay for the balance of the approved leave, for a maximum of five (5) years, unless extended by law.

Family and Medical Leave:

Employees may need an extended period of time away from work to care for a family member or to recuperate from a serious health condition. If you find yourself in these circumstances, you may request unpaid leave under the Family and Medical Leave Act of 1993 (FMLA). FMLA requires the district to provide up to 12 weeks of unpaid, job-protected leave to "eligible" employees for certain family and medical reasons.

Eligibility: You are eligible for this type of leave if you meet the following conditions:

- You have worked for the district for at least one year;

- You have completed at least 1,250 hours of work during the 12-month period prior to your leave as a certificated employee; or
- You have completed 720 hour or more in the prior year as a classified employee.

Purpose of the Leave: Family care and medical leave may only be used for:

- The birth of a child and to care for the newborn child within one year of birth;
- The placement with the employee of a child for adoption or foster care and to care for the newly placed child within one year of placement
- To care for the employee's spouse, child, or parent who has a serious health condition;
- A serious health condition that makes the employee unable to perform the essential functions of his or her job;
- Qualifying exigencies arising out of the fact that the employee's spouse, son, daughter, or parent is on covered active duty or call to covered active duty status as a member of the National Guard, Reserves, or Regular Armed Forces.

Requesting Leave: Notification of your need to request a leave should be made in a timely fashion to your principal or program director for approval from the school board of directors. The Payroll department will send you a FMLA form which contains all of the necessary paperwork and documentation required to process your leave request. The types of leave are:

- Short Term – Using FMLA or accrued sick leave
- Long Term (Leave of Absence)
- FMLA

Paid or Unpaid Leave: Family care leave is unpaid, except to the extent you have available paid leave. FMLA will be applied concurrently with any applicable paid or unpaid leave. If a Workers' Compensation Leave is run concurrently with FMLA, then you are not required to use any paid leave (including sick, vacation, etc). For the purpose of FMLA, any leave, whether paid or unpaid shall not exceed the 12-week period allowed for under the FMLA and used during the immediately preceding 12 months.

Returning from Leave: When you return from a leave related to your own health condition, you will be required to submit a physician's release indicating that you are able to perform your job. Generally, employees will be reinstated to the same or equivalent position when returning from a family care or medical leave. However, the district may refuse to reinstate an employee to the same or equivalent position as allowed by law. An employee returning from family care leave shall return with no less seniority than the employee had when the leave commenced for purposes of layoff, recall, promotion, job assignment and seniority-related benefits such as vacation. Family care leave is not considered time worked for the purpose of determining the amount of benefits, such as vacation, sick leave, and retirement.

How FMLA Leave Affects your Medical Coverage: During the leave, the district will maintain and pay for your medical coverage, under the group health plan, on the same terms that apply when you are actively working. Please be sure you make arrangements with the payroll department to pay for your share of the premium during this time period. If you do not return from Family Care Leave, you will be responsible for any group insurance premiums which may be paid for by the district during the leave period. The failure to pay the employee portion of applicable insurance premiums within the time specified under the insurance plan's policy provisions will result in a lapse of benefit coverage. Such lapse will be retroactively effective from the date the premium is due and unpaid. A 30-day grace period will be provided in which to remit any due and unpaid premiums. The district will provide written notice of cancellation at least 15 days before the date the insurance policy lapses due to non-payment of premium.

Workers' Compensation Leave:

It is the policy of the district to provide benefits in accordance with applicable laws to employees who incur a work-related illness or injury. Workers' Compensation leave and FMLA benefits shall run concurrently, if both are applicable.

Eligibility: All employees are eligible for this benefit. Benefits are for personal injury from an accident or occupational disease arising out of and in the course of employment with the district. Injuries which occur during recreational or social events under circumstances where the employee is under no duty to attend, and where the injury did not result from the performance of tasks related to normal job duties are not covered under Workers' Compensation.

Reporting Workplace Injuries, Accidents or Illnesses: **The Cle Elum-Roslyn School District is a self-insured employer in cooperation with other school districts through ESD 105 of Yakima.** Employees must report all work-incurred illnesses or injuries to their supervisor immediately. The injured employee will be required to complete an Accident/Incident/Injury Report form as soon as possible, along with an SIF form for the ESD L&I Department.

Throughout the claim period, any additional information such as medical reports, bills, work ability reports, police reports, etc. must be given to the payroll department. Work-incurred illnesses and injuries may be investigated by the district and/or its representatives to the extent it deems necessary in its sole and absolute discretion.

Paid or Unpaid Leave: **The ESD 105 L&I Coop** determines whether an illness or injury is to be compensated under Workers' Compensation law. The Workers Compensation plan will provide coverage for medical expenses and wages to the extent required by statute to those employees who qualify. Employees will receive regular pay for the balance of their shift on the day during which illnesses or injuries were incurred or for reasonable amount of time lost as a result of treatment required for injuries or illnesses sustained during their regularly scheduled shift. Pay for the balance of the day of a work-incurred illness or injury will be counted as time worked for the purposes of computing overtime for that week.

Returning from Workers' Compensation Leave: Employees must receive from their treating physician a written "release to work" specifically allowing the employee to perform most of the essential functions of the employee's job. Any employee who is off work and drawing workers compensation shall be required to provide the district with a written doctor's release before the employee is allowed to return to work. In addition, should the employee be released to return to work by a doctor and fail to do so, all benefits under sick leave shall be ended and those benefits under Workers' Compensation shall be restricted as provided by current statutes. If an employee receives a "restricted release to work," their immediate supervisor will make the determination of the type of work the employee will be instructed to complete.

EMPLOYMENT BENEFITS

The Cle Elum-Roslyn School District offers a broad spectrum of employee benefits for its employees. The information being submitted in this handbook is meant to highlight basic provisions of each of the current benefit programs for which you are eligible, or may become eligible through the district. This information is not intended to set forth employee rights under any of the plans. It is not intended to be a complete description of any of the benefit plans or to be a guarantee of either employment or benefits. If there is any conflict between the information provided in this handbook and any plan document, contract or policy, the plan document, contract, or policy will always prevail. You should not rely solely on any oral descriptions of the plans because the written terms of the plan documents, contract or policy will always govern. The Cle Elum-Roslyn School District expects to continue the benefit plans described in this summary, but reserves the right to modify, amend, suspend or terminate any non-contractual plan or benefits in whole or in part at any time for any reason. For detailed information concerning any of the benefits, you should refer to the plan documents, contracts, Board policies or the payroll department.

Eligibility and State Contribution:

As an employee of the district, you may choose to participate in benefit programs designed to help meet your personal and professional goals. Most employees are eligible to enroll in the district's insurance plans if they are regularly scheduled to work 630 hours per year. Upon your date of hire, coverage typically becomes effective the first of the upcoming month following the date you complete the enrollment process.

An employee who is working in a position requiring the equivalent of half-time or more is eligible for a monthly benefit contribution allowance from the State. This contribution allowance will help defray the cost of the plan selected. If the amount of your total benefit cost is not covered by the State benefit contribution, the excess amount will be your responsibility and will be deducted from your pay each month. The State Legislature determines the monthly contribution on an annual basis.

Medical Insurance:

New certificated employees and classified employees who are eligible to participate in the district's benefit program may enroll in SEBB.

Each year an open enrollment period is held, dates are to be sent out from the payroll/benefits department, during which time you may change medical coverage. Changes in the medical plans and/or dependent medical coverage may only be requested during the annual open enrollment period, or as a result of a loss of medical coverage under a separate group medical plan, or to add a new eligible dependent. All changes made at open enrollment are effective **January 1st** of the following year.

Vision:

SEBB represents our vision coverage. All employees who work at 630 hours per year will be required to participate in the vision plan.

Dental:

The district dental coverage is provided by SEBB. All employees who work at least 630 hours per year will be required to participate in a dental plan.

Life Insurance:

Met life Insurance coverage is available for yourself; spouse; and/or children through SEBB. You may elect coverage on your life from \$10,000 to \$150,000. The premium for child(ren) is a flat dependent rate (regardless of the number of dependents). Evidence of insurability is required if you are enrolling for an amount over the guaranteed issue amount of \$25,000 for yourself and \$10,000 for your spouse.

Short-Term and Long-Term Disability Insurance:

You may participate in the Extended Disability Benefits Plan offered through SEBB.

Flexible Spending Accounts:

This program, through Novia, allows you to pay eligible insurance plan premiums and reimbursable health care and dependent care expenses on a pre-tax basis through a payroll deduction. Eligible insurance plan premiums are automatically payroll deducted before taxes are calculated and deducted. Eligible insurance plan premiums include: health, dental and dependent care. You determine the amount of dollars to be directed to either: one, both or all of the flexible spending accounts accordingly. When you incur an eligible plan expense, you file a claim for reimbursement of the expense. The incurred expense must be during the plan year. By using the flexible spending program for these expenses, you reduce the cost of your coverage by the amount of the taxes you save. Any funds remaining in these accounts at the end of the calendar year must be spent based upon the programs requirements. You must re-enroll in the Dependent Care and Health Care Reimbursement Accounts each plan year.

Tax Sheltered Annuity and Deferred Compensation Plans:

Employees may elect to make contributions to a tax sheltered annuity, also known as a TSA or 403(b) Plan and/or to a Deferred Compensation Plan, also known as a 457(b) Plan. These plans are provided for under the provisions of the Internal Revenue Code Section 403(b) and Section 457(b). Typically, monies contributed to these types of plans allow you to save and invest today for your retirement future. The main benefit to participating in these types of benefit plans is that you can delay the payment of taxes on contributions and earnings until receipt of your monies.

Limits apply as to the amount you can contribute to these plans. Enrollment and change forms are available through the payroll department.

529 Savings Plan for College Education:

Please refer to their website wa.state529.wa.gov for details and enrollment material.

VEBA III:

The school district offers VEBA III, which is a tax-free trust account. The plan enables an employee to build a reserve fund for payment of medical costs after retirement. Each year staff members over age 50 from each union and all exempt groups shall vote to determine whether their union or group will participate in the VEBA III plan for the upcoming school year. If approved, upon retirement, an employee's final sick leave, vacation, etc. funds will be rolled into the State VEBA III program.

Retirement System:

Classified employees are represented by School Employees' Retirement System (SERS). Certificated employees are represented by the Teachers' Retirement System (TRS). Permanent Cle Elum-Roslyn School District employees regularly scheduled to work 630 hours per year are required to participate. Additionally, an employee working 70 or more hours per month for five months in one year will be required to participate in the retirement plan (this would be primarily part-time bus drivers).

Cost of participation in either plan is shared between the employee and the school district. The rate for employee and employer is dependent upon the plan the employee is enrolled in. For further information, access the Department of Retirement on-line at www.wa.gov/DRS.

COBRA (Consolidated Omnibus Budget Reconciliation Act):

COBRA provides for certain employees, retirees, spouse and dependent children the right to temporary continuation of health coverage at a group rate. At the time of termination of employment from the Cle Elum-Roslyn School District, the payroll department will provide employees with information to implement COBRA benefits. Additionally, employees must notify the payroll department within sixty (60) days after the date of a legal separation, divorce or when a covered dependent ceases to be an eligible dependent in order to receive COBRA benefits.

HIPAA (Health Insurance Portability and Accountability Act):

The Health Insurance Portability and Accountability Act (HIPAA) entitles you to a Certificate of Health Coverage upon your eligibility for COBRA continuation coverage or, if not eligible for COBRA continuation coverage, upon your losing coverage under a group health plan.

Conversion of Medical Plan to COBRA: Within 30 days of loss of medical coverage, employees and/or covered dependents may be eligible to elect to convert to an individual policy for health, dental, and vision insurance benefits. The primary advantage is that issuing a conversion policy does not require evidence of insurability. Employees or eligible dependents should contact the payroll department for application for coverage through the COBRA plan.

Benefit Program Terms

Open Enrollment: Refers to the one time a year, as specified by Section 125 of the Internal Revenue Code, that you can make application for changes in your insurance program. Employees will be notified each year (October) of the time for open enrollment. Enrollment, re-enrollment, or changes must be made during this time, or you will have to wait until the next open enrollment period to make a new election of benefits.

Life Changing Events: Life changing events are the only other times during the plan year that you can apply to make changes to insurance and benefit coverage. These events include marriage, divorce, birth, adoption, death, or a change in employment status (part-time to full-time, full-time to part-time, or termination of employment) for either you or your spouse. These events open a 30-day window to make application for changes in coverage.

Application for Coverage: An Application for Coverage does not guarantee acceptance by the carrier. If you or your dependents have been eligible before but have not enrolled, then Proof of Insurability may be required and approval made by the carrier before coverage becomes effective. When enrolling or applying for coverage changes, all necessary forms are obtained and processed through the payroll department. If you are applying for changes in your insurance, we strongly urge you not to discontinue any insurance you currently carry until you know the effective date for your new coverage.

Flexible Benefit Program Terms and Conditions: Reimbursable expenses must be incurred during the "Plan Year." "Incurred" refers to the date that reimbursable services are provided. Members may not be reimbursed for expenses incurred before the effective date of their flexible benefits program enrollment. Members may not be reimbursed for expenses incurred after the date benefits terminate. The flexible benefits program will automatically terminate if the program is terminated or discontinued, or if employment with the district is terminated. Health and dental insurance benefits terminate at the end of the month in which you terminate employment for any reason. If you are subject to the continuing contract law, benefits terminate at the end of the month in which the contract is completed. This date may be adjusted based on the percentage of contract completed if less than 100%.

Your contributions to either the dependent care or health care reimbursement account can only be used to reimburse eligible expenses under each account. By participating in the program, you agree to notify the district if you have reason to believe that any health care or dependent care expense for which a claim has been made through the flexible benefit program is not a qualifying expense. As a flexible benefit program participant, you agree to indemnify and reimburse the district, on demand, for any liability it may incur for failure to withhold federal, state or city income tax or social security tax from any reimbursement received from non-qualifying expenses, up to the amount of additional tax or fees owed by you.

Employee Handbook

This employee handbook has been prepared for your information and provide some background material regarding benefits, policies, and payroll procedures.

PLEASE READ IT CAREFULLY.

Upon completion of your review of this handbook, please sign the statement below and return it to the District Office.

I, _____, have received and read a copy of the Cle Elum-Roslyn School District Staff Handbook.

I have familiarized myself, at least generally, with the contents of this handbook. I understand this handbook is not intended to cover every situation which may arise during my employment, but is simply a general guide to the expectations of the Cle Elum-Roslyn School District.

I understand that the Cle Elum-Roslyn School District Staff Handbook is not a contract of employment and should not be deemed as such.

Employee Signature

Date of Signature