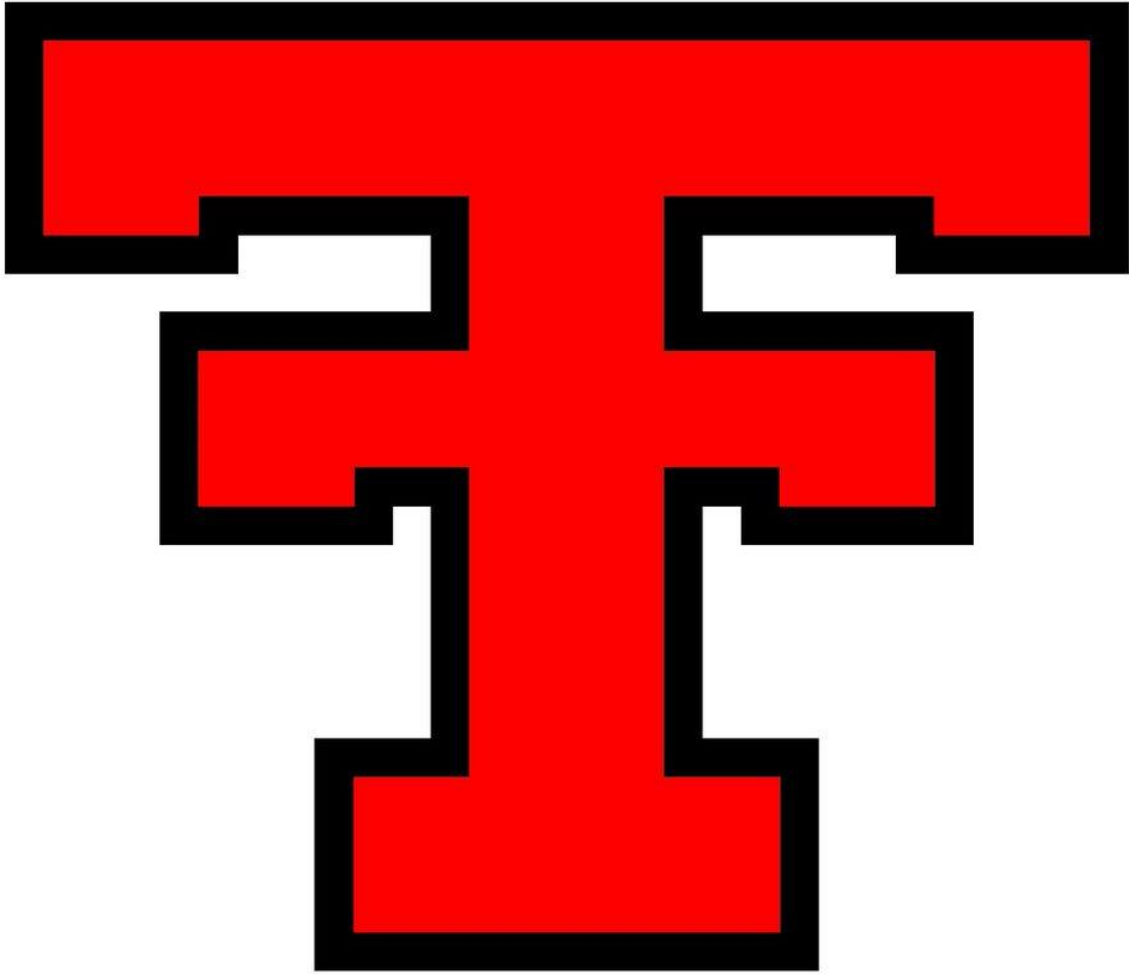


# Troy Area School District



Staff Handbook

2023-2024

# WELCOME

We are excited to have you as part of the Troy Area School District Team. The purpose of this handbook is to address general topics of interest, procedure, and practice. The headings are not exhaustive, and energy will be devoted to adding, deleting, and refining these areas throughout the school year. It is our hope that the information will be beneficial, practical and provide answers to frequently asked questions. If you have any thoughts or ideas, please feel free to contact your building principal.

This staff handbook will give you important information about working in the Troy Area School District. The policies in this handbook explain many of the benefits of working here. This handbook also explains what is expected of you and details many of the District policies/procedures. This staff handbook contains relevant portions of pertinent board policy but may not contain the policy in its entirety. The Board policies are available on our website. We highly encourage you to read our district policies and they pertain to your daily activities. This staff handbook also contains other policies, guidelines, and standards. Please be aware that this staff handbook cannot cover every situation or answer every question about policies and benefits at the Troy Area School District. Also, sometimes it may be necessary to change the handbook. The Troy Area School District has the right to add new policies, change policies, or cancel policies at any time. This staff handbook is provided as a guide and does not create a contract expressed or implied. This staff handbook does not guarantee employment for any definite period of time and does not alter your employment status.

## **Non Discrimination Statement**

The Troy Area School District does not discriminate on the basis of age, race, creed, religion, color, physical, mental, emotional or learning disability, marital or parental status, pregnancy, sex, national origin, ancestry, sexual orientation, arrest record, conviction record or military service.

# Statements of Mission, Vision, and Beliefs

**Mission** – The Troy Area School District promotes an encompassing education that provides opportunity and success so that our students are prepared and productive.

**Vision** – The Troy Area School is dedicated to student engagement to empower independent learning.

## **Beliefs** – Accountability and Collaboration

- We believe all are accountable for student learning.
- We believe teachers should have a shared responsibility for data analysis of multiple assessments in order to improve teaching and learning.
- We believe teachers should be open to sharing workloads, ideas about their common subject areas, their lesson plans, units, materials, successes, and areas of concern.
- We believe collaboration and focus on learning should be at the heart of our school program.

## Professional Development/Staff Development

- We believe teachers can become experts in specific areas and have the capacity to train colleagues in their area of expertise.
- We believe support staff should be included in trainings that directly relate to student success.
- We believe staff development should include time for the curriculum and skill expectation to be articulated among different grade levels throughout the district.

## Support

- We believe administration should continue to seek ways to have our students and staff better supported with appropriate staffing.
- We believe support staff should be assigned based on student need.
- We believe parents/guardians should be expected to support their child's learning through activities done at home.
- We believe it is our responsibility to develop parent groups by providing parent workshops and activities based on specific topics.
- We believe parents should be sought out as extra hands in the classroom by developing volunteer banks.

## Celebration

- We believe students and staff should celebrate effort and success frequently.

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## Attendance

The District expects employees to make every effort to be present for work. Employees are expected to adhere to their assigned schedule. In order for the schools to operate effectively, employees are expected to perform all assigned duties and work all scheduled hours during each designated workday, unless the employee has received approved leave. Breaks and meal periods may only be taken during times designated by the employee's supervisor/building administrator and as further specified in other parts of this Handbook. Any deviation from assigned hours must have prior approval from the employee's supervisor/building administrator.

Employees who are unable to report to work shall follow the applicable procedures using the absence management system (ESS) for reporting his/her absence. Any time spent not working during an employee's scheduled day must be accounted for in ESS using the appropriate reasons. The District will monitor attendance and absence patterns. Any action of work modification and/or unauthorized absence by result in disciplinary action up to and including termination of employment.

Permission to leave the building during working hours may only be granted by the principal or assistant principal. You must sign out in the Main Office when leaving the building indicating the time of departure, destination, and reason for absence. Teachers must sign in upon returning to the building.

## Absence Reporting

Absences for sickness and/or emergency shall be reported by the employee as soon as the employee knows an absence will occur. The Troy Area School District uses the Absence Management system -ESS-Frontline for recording absences and finding substitutes for all staff. This service is available 24 hours a day, seven days a week. Employees are able to access this system by phone or online. In the case of a daily absence, employees should enter their absence as soon as possible the morning of the absence. Planned absences such as school business should also be entered ahead of time, at least twelve (12) hours or more prior to the absence, to assure that a substitute is available. A reason for each absence shall be indicated as outlined in the absence reporting system. While sick days do not require prior approval, more than three (3) sick days do require a doctor's note.

## Accident/Incident Reports

All accident/incidents occurring on District property, school buses or during the course of school sponsored activities, including field trips and other away events, are to be reported to the building principal/immediate supervisor immediately. Reports should cover property damage as well as personal injury. A completed accident report form must be submitted within twenty-four (24) hours or the next scheduled District workday.

## Attendance at School Events

Certified staff are highly suggested to attend school events. These events, though not limited by enumeration, may be an open house, music program, graduation ceremony, art show and/or other District or building event that occurs after the normal workday. While these events are not mandatory, it is important to put our students and community first. Giving students and families the opportunity to meet/greet with you provides a positive culture we intend to have here at Troy Area School District.

## District Expectations

The District expects its employees to produce quality work, maintain confidentiality, work efficiently, and exhibit a professional and courteous attitude toward other employees, parents, and students. The District expects employees to comply with all applicable Board policies, work rules, job descriptions, terms of this Handbook and legal obligations. Violation of any policies, regulations and guidelines may result in disciplinary action, including termination of employment.

## Building Use For Personal Events

While the school sites and surrounding property at those locations offer great advantages to hosting a private event the district must stand firm that no personal gatherings can take place on school district property. Insurance stipulations and added risk taken on by the district along with extra maintenance costs are the prime reason that this practice must be denied.

## Communications

The District is committed to providing technology resources that allow employees to communicate effectively with all employees in the District. In the District's effort to maintain current technology practices, more responsibility and cooperation is required of employees to use the following core software programs and technology resources.

### Electronic Communications:

1. Electronic communications are protected by the same laws and policies and are subject to the same limitations as other types of media. When creating, using or storing messages on the network, the user should consider both the personal ramifications and the impact on the District should the messages be disclosed or released to other parties. Extreme caution should be used when committing confidential information to the electronic messages, as confidentiality cannot be guaranteed.
2. The District may review email logs and/or messages at its discretion. Because all computer hardware, digital communication devices and software belong to the School District, users have no reasonable expectation of privacy, including the use of email, text-message and other forms of digital communications. The use of the District's technology and electronic resources is a privilege which may be revoked at any time.
3. Electronic mail transmissions and other use of the District's electronic communications systems or devices by employees shall not be considered confidential and may be monitored at any time by designated District staff to ensure appropriate use. This monitoring may include, but is not limited to, activity logging, virus scanning, and content scanning. Participation in computer-mediated conversation/discussion forums for instructional purposes must be approved by curriculum and District administration. External electronic storage devices are subject to monitoring if used with District resources.

### User Responsibilities:

Network/Internet users (students and District employees), like traditional library users or those participating in field trips, are responsible for their actions in accessing available resources. The following standards will apply to all users (students and employees) of the Network/Internet:

1. The user in whose name a system account is issued will be responsible at all times for its proper use. Users may not access another person's account without written permission from an administrator or immediate supervisor.
2. The system may not be used for illegal purposes, in support of illegal activities, or for any other activity prohibited by District policy.
3. Users may not redistribute copyrighted programs or data without the written permission of the copyright holder or designee. Such permission must be specified in the document or must be obtained directly from the copyright holder or designee in accordance with applicable copyright laws, District policy, and administrative regulations.
4. A user must not knowingly attempt to access educationally inappropriate material. If a user accidentally reaches such material, the user must immediately back out of the area on the Internet containing educationally inappropriate material. The user must then notify the building administrator and/or immediate supervisor of the site address that should be added to the filtering software, so that it can be removed from accessibility.
5. A user may not disable internet tracking software or implement a private browsing feature on District computers or networks. Browsing history shall only be deleted by authorized staff or in accordance with the District's technology department's directives.

#### Limited Electronic Communication with Students:

Authorized Personnel may communicate through electronic media with students who are currently enrolled in the District only within the following guidelines:

1. The employee shall limit communications to matters within the scope of the employee's professional responsibilities (e.g., for classroom certified staff, matters relating to class work, homework, and tests).
2. Where an employee chooses to communicate with students via electronic means, the employee shall communicate using District provided and approved electronic media.
3. The employee is prohibited from communicating with students through a personal social network page.
4. Only a teacher, coach, trainer, or other employee who has a co-curricular duty may communicate with students through text messaging. The employee may communicate only with students who participate in the co-curricular activity over which the employee has responsibility.
5. Upon request from administration, an employee will provide the phone number(s), social network site(s), or other information regarding the method(s) of electronic media the employee uses to communicate with any one or more currently-enrolled students.
6. The employee continues to be subject to applicable state and federal laws, local policies, administrative regulations, including:
  - a. Prohibitions against soliciting or engaging in sexual conduct or a romantic relationship with a student.
  - b. Confidentiality of student records.

c. Confidentiality of other District records, including educator evaluations, credit card numbers, and private email addresses.

d. Upon written request from a parent, the employee shall discontinue communicating with the parent's minor student through email, text messaging, instant messaging, or any other form of one-to-one communication.

#### Retention of Electronic Communications and other Electronic Media:

The District archives all non-spam emails sent and/or received on the system in accordance with the District's adopted record retention schedule. After the set time has elapsed, email communications may be discarded unless the records may be relevant to any pending litigation, pending public records request, or other good cause exists for retaining email records. Employees who create pupil records via email need to ensure that pupil records are retained for the period of time specified by the pupil records law. For this reason, the District heavily discourages the use of email as the means to communicate about individually identifiable students.

#### Electronic Recording:

Employees shall not electronically record by audio, video, or other means, any conversations or meetings unless each and every person present has been notified and consents to being electronically recorded. Persons wishing to record a meeting must obtain consent from anyone arriving late to any such meeting. Employees shall not electronically record telephone conversations unless all persons participating in the telephone conversation have consented to be electronically recorded. These provisions are not intended to limit or restrict electronic recording of publicly posted Board meetings, grievance hearings, and any other Board sanctioned meeting recorded in accordance with Board policy. These provisions are not intended to limit or restrict electronic recordings involving authorized investigations conducted by District personnel, or authorized agents of the District, or electronic recordings that are authorized by the District, e.g. surveillance videos, co-curricular activities, voicemail recordings.

### Confidentiality

As educators, we are responsible for a great deal of personal information about our students and parents. It is paramount that we maintain strict confidentiality regarding educational records. Discussion of confidential information in areas where others could hear these conversations or with individuals who have no need-to-know information, is strictly prohibited.

### Consultation with Parents

Each teacher shall consult with parents so that parents recognize the important role they play in shaping the attitudes of their children and assume greater responsibility for the performance of their children and for the excellence of our schools. Such consultation may be in the form of phone contacts, progress reports, in-person appointments, etc., in addition to the scheduled parent/teacher conferences.

### Copyright

A variety of machines and equipment for reproducing materials to assist staff in carrying out their educational assignments are available to staff in both the school and home setting. Infringement on copyrighted material, whether prose, poetry, graphic images, music audiotapes, video or computer-

programmed materials, is a serious offense against federal law, a violation of Board policy 814 and contrary to ethical standards required of staff. All reproduction of copyrighted material shall be conducted strictly in accordance with applicable provisions of law. Unless otherwise allowed as “fair use” under federal law, permission must be acquired from the copyright owner prior to reproduction of material in any form. Employees are further advised that copyright provisions apply to all forms of digital media.

## Criminal Background Checks

In accordance with Board of Education Policy 304 and 308.2, all individuals wishing to be employed by the District are required to file in writing, in advance of employment on forms provided by the District, a statement identifying whether the applicant:

- A. Has been convicted of a misdemeanor or felony in this state or any other state or country;
- B. Has any misdemeanor or felony charges pending against them in Pennsylvania or any other state or country; and
- C. Has been dismissed or non-renewed or has resigned from employment in-lieu-of a potential dismissal or non-renewal, for any of the following causes: failure to meet the District’s performance expectations, incompetence, inefficiency, neglect of duty, unprofessional conduct or insubordination. Knowingly falsifying information shall be sufficient grounds for termination of employment.

Individuals who fail to disclose a conviction or pending charge as required on the application or background check from may be rejected from the application and/or hiring process.

Additionally, all persons applying for any position shall be required to agree to the release of all investigative records to the Board for examination for the purpose of verifying the accuracy of criminal violation information. Employment will be offered pending the return and disposition of such background checks. Employment will be offered pending the return and disposition of a background check. All offers of employment are contingent upon the results of the background check.

All District employees shall notify his/her immediate supervisor or administrator as soon as possible, but no more than three calendar days after any arrest, indictment, conviction, no contest or guilty plea, or other adjudication of the employee for any felony, any offense involving moral turpitude, and any of the other offenses as indicated below:

- A. Crimes involving school property or funds;
- B. Crimes involving attempt by fraudulent or unauthorized means to obtain or alter any certificate or permit that would entitle any person to hold or obtain a position as an educator;
- C. Crimes that occur wholly or in part on school property or at a school-sponsored activity;
- D. A misdemeanor which involves moral turpitude [e.g. an act or behavior that gravely violates moral sentiments or accepted moral standards of the community]; or
- E. A misdemeanor which violates the public trust.

The requirement to report a conviction or deferred adjudication shall not apply to minor traffic offenses. However, an offense of operating under the influence, revocation or suspension of license, and driving after revocation or suspension must be reported if the employee drives or operates a District vehicle or piece of mobile equipment or transports students or staff in any vehicle. Failure to

report under this section may result in disciplinary action, up to and including termination. Such report shall be made as soon as possible, but in no circumstance more than three calendar days after the event giving rise to the duty to report. The District may conduct criminal history and background checks on its employees. An arrest, indictment or conviction of a crime shall not be an automatic basis for termination. The District shall consider the following factors in determining what action, if any, should be taken against an employee who is convicted of a crime during employment with the District:

- A. The nature of the offense;
- B. The date of the offense;
- C. The relationship between the offense and the position to which the employee is assigned.

Nothing herein shall prohibit the District from placing an employee on administrative leave or from suspending an individual based upon an arrest, indictment or conviction or from terminating employment or rights to access to the District in the above capacities for those individuals who have been convicted of a felony and who have not been pardoned of that felony.

### Employment Physical

The Board of Education requires any candidate as a condition of employment, to submit to an examination, including a test for tuberculosis, in order to determine the physical capacity to perform assigned duties.

### Licensure/Certification

Each employee who is required to be licensed or certified by law must provide the District with a copy of the current license or certificate to be maintained in his or her personnel file. Employees are expected to know the expiration date of their license/certification and meet the requirements for re-licensure or certification in a timely manner. A teaching contract with any person not legally authorized to teach the named subject shall be void. All teaching contracts shall terminate if, and when, the authority to teach terminates. Employees shall maintain the licenses that are in effect upon hire.

### Employment of Minors

No one under eighteen (18) years of age will be employed without providing proper proof of his or her age. Minors will be employed only in accordance with state and federal laws and District policies.

### Discipline

Given sufficient reason, the Board or designee has the right to suspend or discipline an employee. The employee has the right to due process that includes a hearing with a representative and may require a Loudermill Hearing. Any employee who is suspended without pay or discharged shall be given written notice of the reasons for such action. A copy of such notice shall be made a part of the employee's personnel record. If any staff member feels he/she has been improperly suspended or discharged, he/she may submit a grievance. Should the staff member be found to have been wrongly suspended or discharged he/she shall be reinstated with full accumulated service and shall receive pay for lost time.

### Disciplinary Materials

Copies of any disciplinary material(s) shall be provided to the employee before such material is placed in an employee's personnel file. The employee shall have the opportunity to reply to such materials and affix his/her reply to said material.

## Representation

In the event any employee is called to a meeting with representatives of the District for the purpose of issuing discipline or discharge, or for the purpose of investigating circumstances which may lead to discipline or discharge, the employee shall have the right to representation prior to and during the meeting if requested by the employee. In the event the employee chooses to have representation, the meeting may be delayed, at the discretion of the District, until appropriate representation may be obtained. Nothing in this provision shall prevent the District from removing an employee from the work place if immediate action is required.

## District Property

The District may supply an employee with equipment or supplies to assist the employee in performing his/her job duties. All employees are expected to show reasonable care for any equipment issued and to take precautions for theft. Employees cannot take District property for personal use or gain. Any equipment, unused supplies, or keys issued must be returned prior to the employee's last day of employment, including, but not limited to: employee identification badges and the key fob for building entry.

## Work Spaces, Including Desks, Lockers, etc.

Employees shall have no expectation of privacy with respect to any item or document stored in or on District-owned property, which includes, but is not limited to, desks, filing cabinets, mailboxes, lockers, tables, shelves, and other storage spaces in or out of the classroom. Accordingly, the District may at any time and in its sole discretion conduct a search of such property, regardless of whether the searched areas or items of furniture are locked or unlocked.

## Drug, Alcohol, and Tobacco-Free Workplace

The District seeks to provide a safe drug-free workplace for all of its employees. (Board Policy 323 and 351)

### Prohibited Acts – Drugs and Alcohol:

Therefore, the manufacture, distribution, dispensation, possession, use of or presence under the influence of alcohol, inhalants, controlled substances or substances represented to be such, or unauthorized prescription medication, is prohibited on school premises or at school activities. In addition, the District will not condone the involvement of any employee with illicit drugs, even where the employee is not on District premises. Employees of the school system shall not possess, use, or distribute any illicit drug or alcoholic beverage while on school premises or while responsible for chaperoning students on school-sponsored trips. Any employee who possesses, uses, or distributes any illicit drug or alcoholic beverage on school premises, or while responsible for chaperoning students on a school-sponsored trip may be disciplined, up to and including discharge. All school employees shall cooperate with law enforcement agencies in investigations concerning any violation of this provision.

### Tobacco Products:

Employees shall not use tobacco product on District premises, in District vehicles, nor in the presence of students at school or school-related activities.

### Reasonable Suspicion Testing:

All employees shall be required to undergo alcohol and drug testing at any time the District has reasonable suspicion to believe that the employee has violated the District's policy concerning alcohol and/or drugs. Reasonable suspicion alcohol or drug testing may be conducted when there is reasonable suspicion to believe that the employee has used or is using drugs or alcohol prior to reporting for duty, or while on duty, or prior to or while attending any District function on or off District property. The District's determination that reasonable cause exists must be based on specific, accurate observations concerning the appearance, behavior, speech or body odors of the employee. Refusal to consent to testing will result in disciplinary action, up to and including termination of employment.

### Additional Testing and Requirements:

Employees required to possess a commercial driver's license may be required to undergo additional drug testing.

### Consequence for Violation:

Employees who violate the District's policies and rules regarding alcohol or drug use shall be subject to disciplinary sanctions. Such sanctions may include referral to drug and alcohol counseling or rehabilitation programs or employee assistance programs, discipline or discharge from employment with the District, and referral to appropriate law enforcement officials for prosecution. Compliance with the District's policies and rules is mandatory and is a condition of employment.

### Notification of Conviction:

As a further condition of employment, an employee shall notify the District Administrator of any criminal drug statute conviction for a violation occurring in the workplace no later than three days after such conviction. After receiving notice from an employee of a conviction for any drug statute violation occurring in the workplace, the District shall either

1. take appropriate personnel action against the employee, up to and including termination of employment, or
2. require the employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health agency, law enforcement agency, or other appropriate agency.

### Emergency School Closings

Notification of closing or delayed opening due to inclement weather or other emergencies shall be made prior to 6:30 am. The administration will notify the regional media outlets and commence the automated calling system.

Employees should arrive as soon as they safely can or no later than a half hour prior to opening. Should conditions necessitate that the delayed opening be changed to the closing of school for the day, employees will be notified before 8:30 a.m.

Classifications of employees shall follow their respective contracts unless otherwise directed by their supervisor.

## Employee Assistance Program

The Troy Area School District offers its employee an Employee Assistance Program available to all employees through ESI Group. ESI Group is designed to provide free counseling or assistance on a variety of issues. If you would like to use these free services please call 1-800-252-4555 or 1-800-225-2527. You can also access their website as follows:

To access the **Information Resources Benefit** for employees, managers and family members (*online training is found here*):

1. Go to [www.EducatorsEAP.com](http://www.EducatorsEAP.com) and click the **Employee & Family Login**
2. Enter your unique Username and Password **OR** if you have not registered, click **REGISTER HERE** and follow the registration steps
3. You only need to register once!

## Employee Harassment and Bullying Prohibited

The Troy Area School District is committed to fair and equal employee opportunity for every person regardless of race, religion, color, national origin, sex or sexual orientation, disability, or any other factor outlined in state and federal nondiscrimination laws. The District also seeks to provide a respectful work environment that is free from harassment and bullying. Harassment and bullying is a form of misconduct that undermines the integrity of the District's employment relationships and is strictly prohibited.

### A. Definitions

1. Bullying: includes but is not limited to, physical intimidation or assault, extortion, oral or written threats, teasing, name-calling, put-downs, threatening looks, false rumors, false accusations, retaliation for reporting harassment or bullying, and similar activities.
2. Harassment: Behavior toward an individual based, in whole or in part, on a person's sex, race, religion, national origin, color, ancestry, creed, pregnancy, marital status, sexual orientation, disability, age or other protected status which has the purpose or effect of:
  - a. Creating an intimidating, hostile or offensive work environment;
  - b. Interfering with a person's work performance; or
  - c. Otherwise, adversely affecting a person's employment opportunities. Harassment can occur as a result of a single incident or a pattern of behavior.
3. Sexual Harassment: Any unsolicited and unwelcome sexual advances, request for sexual favors or other sexual conduct, either verbal or physical, directed at a person of the same or opposite gender as the harasser when:
  - a. Submission to such conduct is made, either explicitly or implicitly, a term or condition of a person's employment or advancement;
  - b. Submission to or rejection of such conduct by an employee is used as the basis for employment decisions;

- c. Such conduct has the purpose or effect of unreasonably interfering with an employee's work performance or creating an intimidating, hostile, or offensive work environment

Examples of prohibited sexual harassment include, but are not limited to, the following: lewd or sexually suggestive comments; sexual flirtations; touching; advances or propositions; off-color language or jokes of a sexual nature; slurs and any other verbal, graphic or physical conduct relating to an individual's gender; any display of sexually explicit pictures, greeting cards, articles, books, magazines, photos or cartoons.

## B. Harassment and Bullying Prohibited

All employees are responsible for ensuring that harassment and bullying do not occur and for reporting alleged harassment or bullying. An employee who believes he/she has been subjected to harassment or bullying by anyone, including supervisors, co-workers, students, or Board members, shall immediately report it in accordance with the District's employment and discrimination harassment and bullying complaint procedures. Any employee who is aware of harassment/bullying, whether or not that employee is a victim of same, also has an obligation to report it. All reports regarding employee harassment or bullying shall be taken seriously, treated fairly and promptly and thoroughly investigated. Identities of the parties involved shall be kept confidential to the extent possible, consistent with legal requirements and District policy. No one shall attempt to restrain, interfere with, coerce, or take reprisal action against a complainant or witnesses during or after the presentation, processing, and resolution of a complaint.

Any employee who violates this policy is subject to disciplinary action up to and including discharge. Disciplinary action against an employee shall be in accordance with applicable state and federal law, administrative rules, District policy and the Staff Handbook. In addition, supervisory employees who fail to respond to harassment or bullying complaints or to act on their knowledge of violations of this policy will likewise be subject to disciplinary action, up to and including discharge.

## C. Complaint Procedure

Any employee who believes that the Troy Area School District has violated the District's equal employment opportunity employment policy or in some way has violated applicable nondiscrimination laws or believes that he or she has been subject to bullying, harassment or sexual harassment, may bring forward a complaint as outlined below. If the complaint involves alleged improper behavior by the designated person to whom the complaint is to be filed, the complaint should be filed with the next highest authority listed in the procedure.

## Evaluation

It is the responsibility of the administration to establish the basis for staff member evaluation.

1. The evaluation process for both new employees and continuing employees will follow the established timelines and procedures.
2. Observations of the work performance of a staff member shall be conducted openly, fairly and efficiently.
3. The staff member will acknowledge receipt and acceptance of evaluation components as required by the adopted evaluation system.

4. A staff member who is not performing satisfactorily shall be notified in writing by the supervisor as soon as this inadequacy becomes evident to the District.

## False Reports

Employees may be disciplined for filing false reports or statements including but not limited to the following: accident reports, attendance reports, insurance reports, investigatory interviews, physician's statements, pre-employment statements, sick leave request, student records, tax withholding forms and work reports.

## Family and Medical Leave Act

This is a brief summary of the terms and conditions of the Family and Medical Leave Act (FMLA). If you have any questions or wish to utilize leave for which you may be eligible, please contact the Office of the Superintendent and the Business Office. You will be required to pay your portion of the cost of your benefits to maintain coverage while on FMLA. Please note that periods of Short-Term Disability will be applied against any annual FMLA for which you are eligible.

Troy Area School District administers an eligible employee's 12 weeks of FMLA on a Calendar Year basis.

Your Rights Under the Family and Medical Leave Act of 1993: FMLA requires covered employers to provide up to 12 weeks of unpaid, job protected leave to "eligible" employees for certain family and medical reasons. Employees are eligible if they have worked for a covered employer for at least one year and for 1,250 hours over the previous 12 months, and if there are at least 50 employees within 75 miles.

Reasons for Taking: Unpaid leave must be granted for any of the following reasons:

- To care for the employee's child after birth, or placement for adoption or foster care;
- To care for the employee's spouse, son or daughter, or parent, who has a serious health condition;
- For a serious health condition that makes the employee unable to perform the employee's job;
- To care for an injured military service member; or
- To deal with "any qualifying exigency" arising from a military call to duty. At the employee or employer's option, certain kinds of paid leave may be substituted for unpaid leave. Advance Notice and Medical Certification: The employee may be required to provide advance leave notice and medical certification. Taking of leave may be denied if requirements are not met.
- The employee ordinarily must provide 30 days advance notice when the leave is "foreseeable."
- An employer may require medical certification to support a request for leave because of a serious health condition, and may require second or third opinions (at the employer's expense) and a fitness for duty report to return to work. Job Benefits and Protection: For the duration of FMLA leave, the employer must maintain the employee's health coverage under any "group health plan."

- Upon return from FMLA leave, most employees must be restored to their original or equivalent positions with equivalent pay, benefits and other employment terms.
- The use of FMLA cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave.

## Insurance

**Health Insurance:** The Board shall provide health insurance to eligible employees. The insurance carrier(s), program(s), and coverage(s) will be selected and determined by the Board.

**Dental Insurance:** The Board shall provide dental insurance to eligible employees. The insurance carrier(s), program(s), and coverage(s) will be selected and determined by the Board.

**Life Insurance:** A term life insurance policy in the amount of \$50,000 shall be purchased by the district for each employee.

## Health Reimbursement Account (HRA)

The employer agrees to provide a prepaid Health Reimbursement Account (HRA) of two thousand (\$2,000.00) each day one of each plan year for each member of the bargaining unit who chooses the single coverage option.

The employer agrees to provide a prepaid HRA of four thousand dollars (\$4,000.00) each day one of each plan year for each member of the bargaining unit who chooses any of the non-single coverage options.

In each of the above cases (single or non-single coverage) the bargaining unit member shall have access to the HRA on day one of each plan year. The employer contribution of the HRA (\$2,000 or \$4,000) shall be based on the coverage that the member is enrolled in at the time of the deposit and shall be reduced or increased throughout the contract year, to reflect enrollment changes due to IRA section 125 qualifying events.

## Gifts and Gratuities

No school employee or official of the Troy Area School District shall receive or offer to receive, either directly or indirectly, any gift, gratuity, or anything of value which they are not authorized to receive from any person, if such person:

1. has or is seeking to obtain contractual or other business or financial relationships with the school district or the Board of Education;
2. conducts operations or activities which are regulated by the school district or the Board; or
3. has interests which may be substantially affected by the school district or the Board.

The receipt of any gift, gratuity, or anything of value as denoted above is contrary to the public policy of the district and the Board.

## Keys/Fobs

Immediately report the loss of any keys and/or fobs to the Main Office. At no time should students be given keys/fobs. All keys must be turned in upon resignation, retirement or sabbatical leave.

## Lunch Accounts

Staff may purchase a lunch in one of two ways. You may pay for a lunch as you go through the lunch line, or you may take advantage of the automated lunch accounting system. Please contact food services if you would like to set up an account.

## Maintenance/Cleaning

Certified staff and staff are expected to keep their rooms organized for ease in cleaning purposes. Report irregularities or needs immediately so minor problems do not become major problems. Staff can do a great deal in assisting with good housekeeping by giving practical supervision to students and by keeping their own room or workplace clear of random clutter.

## Maintenance or Cleaning Requests

Employees are able to go to the district website and request maintenance or cleaning that is not part of the daily schedule. Go to Departments>Maintenance>TSD Maintenance Portal to fill out a maintenance ticket. You can also email, "TSD Maint" at [help@tsdmaint.on.spiceworks.com](mailto:help@tsdmaint.on.spiceworks.com)

## Mandated Reporter

Mandated Reporting Procedures Changes in the law effective December 31, 2014, now requires that ALL school employees are mandated reporters and must now make reports themselves. All employees will be required to complete a 3-hour course for certification of the Mandated Reporting in Pennsylvania through an online course with the University of Pittsburgh. The certification is valid for 5 years.

### **Procedures for Electronic Reporting to Childline**

1. To make a report electronically, go to <https://www.dhs.pa.gov/KeepKidsSafe/Resources/Pages/Childline.aspx> An initial account needs to be made. Any subsequent reports you can login to the account made.
2. Email the building Principal, Student Services Director, and Superintendent to inform them of the report. Information should include "A report was made to Childline at (indicate time) on (date) regarding (the student's name)".
3. Provide a copy of the electronic report to the student's Building Principal, Student Services Director and Superintendent.

### **Procedures for Verbal Reporting to Childline**

1. Call Childline at 1-800-932-0313 and make the report. You will need to provide demographic information as well as any detailed information.
2. Email the building Principal, Student Services Director, and Superintendent to inform them of the report. Information should include: "A report was made to Childline at (indicate time) on (date) regarding (the student's name)".
3. Provide a copy of the [CY 47 form](#) form to the child's Building Principal, Director of Student Services, and Superintendent as soon as possible

## Operators of District Vehicles, Mobile Equipment and Persons Who Receive a Travel Allowance

A. Licensure: All employees who drive a District vehicle, operate mobile equipment, or receive a District travel allowance or mileage reimbursement must provide proof of a valid driver's license.

B. Notice of Traffic Violations: All employees who drive a District vehicle, operate mobile equipment, or receive a District travel allowance or mileage reimbursement must notify their immediate supervisors immediately of any driving citation or conviction of a traffic violation. Supervisors receiving such notice will immediately notify the Business Manager. Payment for any citations received while driving a District vehicle is the responsibility of the driver. The reporting provision applies to citations or convictions as a result of operating either a District vehicle or personal vehicle.

C. Mileage Reimbursement: Employees required to drive their personal vehicle will be reimbursed at the IRS rate. The employee's personal insurance shall serve as the first level of coverage.

## Payroll

All staff can view their payroll information on CSIU. You can find the link to the portal on our website, Our District>Staff Resources>Staff Portal. Contact the Business office for any questions.

A. Certified Staff: Employees shall have 26 bi-weekly pay periods, except those rotational calendar years that work out to 27 pay periods.

Optional lump sum salary payments for the summer months (June, July, and August) will be made available to employees on the following basis:

1. The Lump sum payment will be made of the second pay period in June.
2. Applicants annually must request this option in writing as of the 2<sup>nd</sup> Friday of January by the close of the business day.
3. Requests must be submitted to the Business Manager.

B. Support Staff: All employees shall be paid in 26 equal pays per year (27 pays in those rotational calendar years where it is appropriate). Lost time will be deducted from the next pay at the full amount of the deduction. Extra time will be added to the next pay at the full amount of that earned. The salary schedules are shown as per hour rate. However, in order to continue the practice of paying in twenty-six (26) equal pays, these hourly rates will be converted into an annual salary. This calculation will be done in accordance with the hours of work and the work year as provided above. Any ten (10) month employee who separates from employment before the end of a school year shall receive a written account of hours worked and pay received.

## Personal Calls

District phones are only intended to be used for school business. It is recognized, however, that it is impractical to limit the use of the phone to 100% school business use. Therefore, personal use is not prohibited, but the District expects employees to exercise prudent judgment in keeping personal calls on district phones or personal cell phones to a minimum, especially during work hours.

## Personal Data Changes

It is important that the Troy Area School District have certain personal information about you in our records. Employees need to notify the District as soon as there is a change to your mailing address, telephone numbers, marital status, dependents' information, educational accomplishments, and other possibly related information. We also need to have information about who to contact in case of an emergency. If you need to change your personal information or if you have questions about what information is required, contact the Office of the Superintendent and/or Business Office, or log on to CSIU to update your personal information. You can find the link to the portal on our website, Our District>Staff Resources>Staff Portal.

## Personal Property

The Troy Area School District cannot be responsible for losses of personal property that is lost, damaged, or stolen. If you bring personal property/items/belongings into the District, you are responsible to keep track of them.

If you do bring personal property, you need to understand that it will not be covered under the District's insurance and because of limitations on personal homeowners' policies with business property away from the home premises, it may not be covered under your homeowner's coverage either.

Also, the Troy Area School District prohibits any items on the premises or worksite that are sexually suggestive, offensive, or demeaning to specific individuals or groups, along with firearms or other weapons. Employees should understand that all personal property brought onto the employer's premises may be inspected for purposes of enforcing the organization's policies. Employees should also understand that their supervisor has the right to direct the removal of personal property.

A. Liability: The District does not assume any responsibility for loss, theft or damages to personal property. In order to minimize risk, the District advises employees not to carry unnecessary amounts of cash or other valuables. If employees bring personal items to work, they are expected to exercise reasonable care to safeguard them. The District is not liable for vandalism, theft or any damage to cars parked on school property.

B. Search of Personal Effects: Employees should have no expectation of privacy to items contained in plain view, for example, but not limited to automobiles parked on the District's property, items left on top of or within desks and cabinets, lockers, etc. Items not in plain view and contained within personal property, e.g. purse, satchel, wallet, coat, backpack, etc., may be searched in accordance with applicable state and federal law.

## Personnel – Student Relations

All District personnel will recognize and respect the rights of students, as established by local, state, and federal law. Employees shall, at all times, maintain a professional relationship and exhibit a professional demeanor in their interactions with students. Further, employees shall refrain from engaging in any actions or conduct of a sexual nature (verbal or physical) directed toward a student, including, but not limited to, sexual advances, activities involving sexual innuendo, or requests for sexual favors or sexually explicit language or conversation. Employees shall not form inappropriate social or romantic relationships with students, regardless of whether or not the student is 18 years old. Employees shall not use profane or obscene language or gestures.

## Preparation Time

Preparation time means that time during the day when the certified staff member works at his/her site(s) to prepare and enhance teaching and learning experiences, either individually or with colleagues, and makes student, staff and parent contacts. Teachers shall receive time as outlined in the contract.

## Preparation for a Substitute

If you do call off for any reason lesson plans must be left for a substitute. We realize emergencies occur, therefore you should always have emergency plans left for someone to walk into your room and provide instruction to the students. Additionally, the substitute folder must include the following; students identified as needing specific medical, instructional, physical or emotional needs, class list, daily time schedule, fire/weather drill and evacuation plans and any other necessary items needed for a substitute to smoothly oversee the instruction and safety of your students.

## Professional Appearance

You are “the face of the school district” to the individuals with whom you have contact and should present an appropriate and professional image to our school community and public. You are accountable for exercising good judgment in choosing proper attire that reflects professionalism.

Staff members are expected to be neat and professional in their dress. Monday through Friday of each week, business casual is most appropriate dress. Administration is encouraged to consider the work performed and other unique situations such as field trips when determining appropriate attire. Staff must get approval from the building administrators if they feel business casual would not be appropriate for their level or certain activity.

Dress for “Spirit Days” or special occasion days will be at the discretion of the building administrator.

## Professional Development

All certified staff shall engage in independent and active efforts to maintain high standards of individual excellence. Such efforts shall include keeping current in each specific and applicable area of instruction, Board established curriculum, as well as continuing studies. The District will provide professional development related to district and job-alike initiatives.

## Requisitions and Budgeting

Individual school budgets are prepared throughout the school year. Careful analysis of your future needs is necessary based on current inventory, proposed curriculum changes, improvements in instruction, and enrollments in classes for next school year. Those budgets are then submitted to your principal according to individual building procedures.

Supplies and equipment ordering is done through approved vendors in accordance with business service procedures.

## Safety

It is agreed that each employee shall be responsible for the cleanliness and proper care of school district equipment, and it is further agreed that all employees shall comply with the Employer’s safety rules and regulations.

### A. Adherence to Safety Rules:

All employees shall adhere to District safety rules and regulations and shall report unsafe conditions or practices to the appropriate supervisor. Fire safety is an essential element of having a safe working environment. Employees should know the following:

1. Location of fire alarms;
2. Location of fire extinguishers;
3. Evacuation routes; and
4. Whom to notify in case of fire

Employees need to take precautions to prevent fires from occurring. In the event of a fire, the most important task is to sound the alarm and clear the building. Employees should not risk their safety in fighting fires.

#### B. Protection of Staff:

An employee shall report all cases of assault or injury suffered in connection with employment in the performance of duties to the District Administrator or his/her designee, who shall acknowledge receipt of such report and keep the staff involved informed of action taken.

1. "Injury" means physical harm to an employee caused by accident or disease in the performance of duties by the employee.
2. "Performance of duties" means duties performed within the employee's authorized scope of employment and performed in the line of duty.

#### C. Weapons Prohibition:

Firearms and dangerous weapons are prohibited on all property of the District. The prohibition includes firearms in vehicles on school property

#### D. Disaster Preparedness:

All employees must become familiar with building procedures in the event of emergency such as fire, tornado, intruders, etc. When drills are staged, every staff member and student must follow proper procedures.

## School Calendar

The school calendar shall be determined by the Board. The determination of the structure and number of days, e.g. instructional, in-service, workdays, etc., shall be at the discretion of the Board. Calendars may be accessed from the district website.

## Worker's Compensation and Reporting Responsibilities

Any employee who is injured on the job shall report the injury to the Administrative Office prior to seeking medical attention if at all possible. In the event of an emergency, the employee shall notify his/her immediate supervisor within twenty-four (24) hours after the occurrence of the injury or as soon as practicable. The employee shall fill out an accident report form available in the school office or the health room office.

Some types of injuries suffered while at work may not be covered by worker's compensation insurance. Examples of non-covered injuries suffered at work include, but are not limited to, the following:

- A. Injuries because of a self-inflicted wound
- B. Injuries sustained because of an employee's horseplay.

C. Injuries sustained while an employee does an activity of a strictly private nature.

### Resignations and Retirements

Any employee resigning is encouraged to follow professional protocol and give, at a minimum, two weeks notice. Those leaving the District for a professional teaching/administration position at another District will be released as soon as coverage is obtained.

# Directory

DIRECTORY FOR SERVICES PROVIDED BY  
ADMINISTRATION OFFICE AND BUSINESS OFFICE  
(570)297-2750

<b>Department</b>	<b>Employee</b>	<b>Ext</b>
Accounting.....	Jennifer Chamberlain .....	2205
Attendance, Employee .....	Liz Woolf.....	2203
Attendance, Student.....	Bonnie Bixby.....	2206
Budget.....	Traci Gilliland.....	2202
Building, usage outside school hours.....	Admin Main Office .....	2200
Cafeteria Accounting.....	Kaylene Ridenour .....	2207
Cafeteria Administration .....	Bonnie Bixby.....	2206
Certification, Teacher .....	Liz Woolf.....	2203
Change of Address/Phone .....	Liz Woolf.....	2203
Collective Bargaining Agreements .....	Superintendent .....	2201
Conference Approval.....	Liz Woolf.....	2203
Confidential Personnel .....	Superintendent .....	2201
Credit Reimbursement .....	Liz Woolf.....	2203
Expense Payments .....	Jennifer Chamberlain .....	2205
Federal Programs.....	Jennifer Chamberlain .....	2205
Free/Reduced Lunches .....	Kaylene Ridenour .....	2207
Health Insurance .....	Danielle VanNoy.....	2204
Invoices for Payment.....	Jennifer Chamberlain .....	2205
Payroll .....	Danielle VanNoy.....	2205
Personal Day Record .....	Liz Woolf.....	2203
Personnel Records – active employees .....	Liz Woolf.....	2203
Personnel Records – retired employees .....	Danielle VanNoy.....	2205
Retirement.....	Danielle VanNoy.....	2205
School Board Agenda .....	Liz Woolf.....	2203
School Board Secretary .....	Traci Gilliland.....	2202
Sick Day Record.....	Liz Woolf.....	2203
Superintendent’s Secretary .....	Liz Woolf.....	2203

Supply Orders – cafeteria.....	Kaylene Ridenour .....	2207
Student Services Director.....	Steve Boyce .....	2209
Student Services Secretary.....	Tami Hunsicker.....	2210
Tax Collection – Earned Income Tax .....	Admin Blg .....	2200
Tax Collection – Occupation/Per Capita.....	Jennifer Chamberlain .....	2205
Tax Collection – Real Estate .....	Jennifer Chamberlain .....	2205
Tax Shelter Annuity .....	Danielle VanNoy.....	2204
Technology.....	Nick Andre .....	5400
Transportation – Field Trips .....	Bonnie Bixby.....	2206
Transportation – Student.....	Bonnie Bixby.....	2206
Unemployment compensation.....	Danielle VanNoy .....	2205
Worker compensation .....	Danielle VanNoy.....	2205