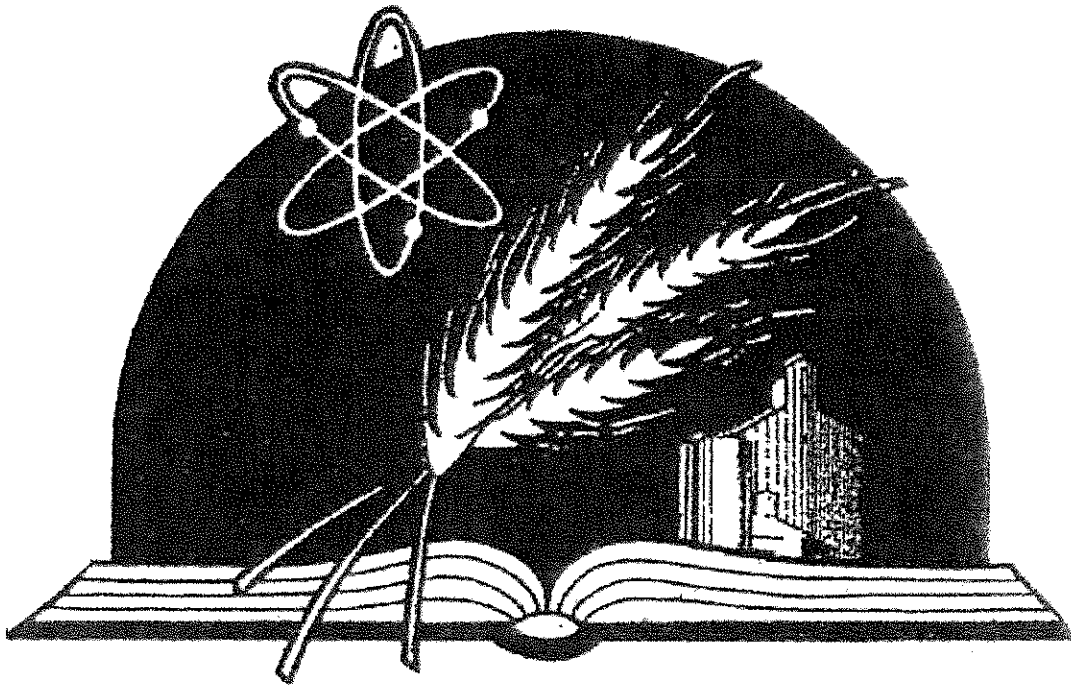


# **WILBUR SCHOOL DISTRICT**



## **EMPLOYEE HANDBOOK**

**2019-2020**

## **INTRODUCTION**

This handbook is based on district policies adopted by the Wilbur School Board and associated procedures and is designed to be used as a resource in the basic operating procedures of the district.

As a public school district, we strive to provide our community with the best educational opportunities possible.

As professionals, we expect employees to exercise reasonable and prudent judgment in performance of duties, always acting in the best interests of students and in accordance with state law and district policies. The development of compatible working relationships will enable maximum harmonious opportunities for students and will recognize the responsibility we share in supporting a positive, professional district image.

Again, it must be remembered that we exist to provide the best education possible, within our legal and financial framework, to every student in the Wilbur Schools.

# **SECTION I**

## **DISTRICT INFORMATION**

# WILBUR SCHOOL DISTRICT #200

## ADMINISTRATION

### BOARD OF DIRECTORS

Chairman:

Mrs. Jill Schmierer  
Ms. Catherine Seylor  
Mr. Glenn Richardson  
Mrs. Karla Jaeger  
Mr. Phin Haglin

SUPERINTENDENT..... .Mr. Chuck Wyborney

K-12 PRINCIPAL..... Mrs. Belinda Ross

BUSINESS MANAGER..... Mrs. Aherron Nestor

DISTRICT SECRETARY..... Mrs. Tina Colvin

BUILDING SECRETARIES.....  
Mrs. Amy Ritchy (K-6)  
Mrs. Lori Bodeau (7-12)

## **SECTION II**

### **DISTRICT EXPECTATIONS**

## **DISTRICT EXPECTATIONS**

1. Everyone in the Wilbur School District will demonstrate respectful and courteous behavior to themselves, others, and all properties (school and/or personal).
2. Everyone shall use the facilities in an appropriate, quiet and orderly manner which protects the rights and safety of others.
3. Students will leave harmful objects and personal play equipment at home, unless approval has been obtained from a teacher or administrator.
4. Elementary students may enter the school building in the mornings after 8:00 a.m., or by prior permission of the teacher.
5. All students will depart the school building and grounds by 2:55 p.m. unless under adult supervision.  
NOTE: Facilities are not to be used except under adult supervision.
6. Gum chewing is at the discretion of the teacher or adult supervisor.
7. Student Dress Code – See Student Handbook
8. Everyone at Wilbur School District will use appropriate language and actions on school property or at any school function.

# **SECTION III**

## **DISTRICT CALENDAR**

## **ACADEMIC CALENDAR**

## **CLASS SCHEDULE**

## **EARLY RELEASE DATES AND TIMES**

School will be dismissed early for the following scheduled activities:

The Wednesday before Thanksgiving – school dismissed at 1:30 p.m.

Conferences – school dismissed at 1:30 p.m.

Inservice Activities – early dismissal – school dismissed at 1:30 p.m.

Inservice Activities – late arrival – school starts at 10:10 a.m.

Last Day of School – school dismissed at 10:00 a.m.

Dismissal times for the last day before Christmas vacation will be:

If the last school day is December 20<sup>th</sup> or earlier, then we operate a full day.

If the last school day is December 21<sup>st</sup>, then we dismiss at 12:10 p.m.

## **SCHOOL DAY**

The Teacher's day will begin at 7:45am and end at 3:15pm Monday through Friday. Early-outs for staff development will conclude at 3:15pm.



## **SECTION IV**

### **GENERAL EMPLOYEE INFORMATION**

### **COMPLAINT PROCEDURES**

### **DISCRIMINATION**

Wilbur 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, gender 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) has been designated to handle questions and complaints of alleged discrimination: Title IX and Civil Rights Coordinator, Chuck Wyborney, 202 Pope Street, 509-647-2221, [cwyborney@wcsd.wednet.edu](mailto:cwyborney@wcsd.wednet.edu) and 504 Coordinator, Casey Clarke, 202 Pope street, 509-647-2221, [cclarke@wcsd.wednet.edu](mailto:cclarke@wcsd.wednet.edu).

**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: <https://www.wcsd.wednet.edu/>

### **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: <https://www.wcsd.wednet.edu/common/pages/DisplayFile.aspx?itemId=13348156>

### **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 resolve your concerns.

## **Complaint to the School District**

### ***Step 1. Write Our Your Complaint***

In most cases, complaints must be filed within one year from the date of the incident or conduct that is the subject of the complaint. A complaint must be in writing. Be sure to describe the conduct or incident, explain why you believe discrimination, discriminatory harassment, or sexual harassment has taken place, and describe what actions you believe the district should take to resolve the problem. Send your written complaint—by mail, fax, email, or hand delivery—to the district superintendent or civil rights compliance coordinator.

### ***Step 2: School District Investigates Your Complaint***

Once the district receives your written complaint, the coordinator will give you a copy of the complaint procedure and make sure a prompt and thorough investigation takes place. The superintendent or designee will respond to you in writing within 30 calendar days—unless you agree on a different time period. If your complaint involves exceptional circumstances that demand a lengthier investigation, the district will notify you in writing to explain why staff need a time extension and the new date for their written response.

### ***Step 3: School District Responds to Your Complaint***

In its written response, the district will include a summary of the results of the investigation, a determination of whether or not the district failed to comply with civil rights laws, notification that you can appeal this determination, and any measures necessary to bring the district into compliance with civil rights laws. Corrective measures will be put into effect within 30 calendar days after this written response—unless you agree to a different time period.

## **Appeal to the School District**

If you disagree with the school district's decision, you may appeal to the school district's board of directors. You must file a notice of appeal in writing to the secretary of the school board within 10 calendar days after you received the school district's response to your complaint. The school board will schedule a hearing within 20 calendar days after they received your appeal, unless you agree on a different timeline. The school board will send you a written decision within 30 calendar days after the district received your notice of appeal. The school board's decision will include information about how to file a complaint with the Office of Superintendent of Public Instruction (OSPI).

## **Complaint to OSPI**

If you do not agree with the school district's appeal decision, state law provides the option to file a formal complaint with the Office of Superintendent of Public Instruction (OSPI). This is a separate complaint process that can take place if one of these two conditions has occurred: (1) you have completed the district's complaint and appeal process, or (2) the district has not followed the complaint and appeal process correctly.

You have 20 calendar days to file a complaint to OSPI from the day you received the decision on your appeal. You can send your written complaint to the Equity and Civil Rights Office at OSPI:

**Email:** [Equity@k12.wa.us](mailto:Equity@k12.wa.us) | **Fax:** 360-664-2967

**Mail or hand deliver:** PO Box 47200, 600 Washington St. S.E., Olympia, WA 98504-7200

For more information, visit our [website](#), or contact OSPI's Equity and Civil Rights Office at 360-725-6162/TTY: 360-664-3631 or by e-mail at [equity@k12.wa.us](mailto:equity@k12.wa.us).

**Other Discrimination Complaint Options**

*Office for Civil Rights, U.S. Department of Education*

206-607-1600 | TDD: 1-800-877-8339 | [OCR.Seattle@ed.gov](mailto:OCR.Seattle@ed.gov) | [OCR Website](#)

*Washington State Human Rights Commission*

1-800-233-3247 | TTY: 1-800-300-7525 | [Human Rights Commission Website](#)

## **Emergency Evacuation Procedures**

Each faculty member needs to have with them at the time of an emergency evacuation of the building:

1. A current class roll sheet from which to take roll

When you have reached your normal assigned safe destination:

In the even of an emergency evacuation take all students in your immediate area up to the football field and await further instructions.

**It is probable that a student might be out of your room (restroom or other out of class business) at the time of an emergency evacuation drill or an actual event. Make certain students understand that if they are assigned to your class during the period when an emergency evacuation occurs, they must report to you at your assembly area.**

## **HOURS**

The District administrative office and building offices are open from 7:30 a.m. until 3:30 p.m. Contracted teaching hours are from 7:45 a.m. until 3:15 p.m.

## **WORK AREA**

All employees are responsible for maintaining a clean, professional and safe work area and staff lounge. Smoking is not allowed in the buildings or on school property. Students are not allowed in work areas, the staff lounge or staff restrooms, except when directed by a staff member.

## **STAFF DRESS**

Understanding the effectiveness of teacher role-modeling, staff members need to reflect professionalism and the educational role in which they serve through appropriate dress. Specific questions regarding dress may be addressed to the principal.

## **PAYROLL PERIOD**

All Wilbur School District employees are paid on the last working day of each month. The payroll period is from the first day through the last day of each month. The last date to submit information affecting payroll and benefits is the 5<sup>th</sup> of the month.

## **SALARY SCHEDULE**

Salary schedules in the Wilbur School District are listed in the collective bargaining agreements. Further salary schedule information is available from the business manager or superintendent.

## **ABSENCES FROM WORK**

If a staff member must be absent from work, he or she must complete the necessary steps in Ready Sub. Employees need to fill out a Request for Leave form, which must be completed upon returning to work.

Each employee must receive prior approval from the immediate supervisor if the employee must be absent from work for reasons other than illness or injury. Supervisors will forward a completed and signed Request for Leave form to the business manager and superintendent.

## **EVALUATIONS**

Employees shall be evaluated annually. During the first 90 days of employment, certificated employees new to the district will be evaluated. During the first 40 working days of employment, classified employees new to the district will be evaluated. Evaluation procedures are outlined in the collective bargaining agreements.

## **GRIEVANCE PROCEDURE**

Wilbur School District employees who believe that they have been treated unfairly regarding: (a) employment, or (b) conditions of employment, can seek resolution through the established grievance procedures. Both informal and formal review procedures are detailed in the collective bargaining agreements.

## **FACILITIES**

Use of facilities must be scheduled with the district secretary or business manager by filling out the appropriate form. Refer to the guidelines, as fees may be charged.

## **PERSONNEL FILES**

Access to personnel files is governed by state statute.

The contents of a personnel file may contain, but are not limited to:

- 1) Transcripts from college;
- 2) Information allowed by statute;
- 3) Record of previous employment;
- 4) Evaluations;
- 5) Professional assessment instruments;
- 6) \*Letter(s) of recommendation;
- 7) Disciplinary information;
- 8) Copies of district contracts.

(For reference see Policy 5320.)

\*Employees may submit letters of recommendation or other information to the district office for filing.

Since payroll information is a matter of public record, it will not be kept in personnel files.

## **CLERICAL ASSISTANCE**

Office staff may assist employees with clerical services as time permits. Please request assistance in a timely manner.

## **PURCHASING OF SUPPLIES AND EQUIPMENT**

All requests for purchases of supplies and equipment must be approved by the appropriate supervisor prior to processing. All requests (POs) are to be completed **in full** by the staff member. All district purchases require prior authorization by the immediate supervisor.

## **STUDENT ILLNESS AND INJURIES**

In case of illness, students should be sent to the office prior to admittance to the sickroom. Students must check in with the secretary. In case of injury, please notify the office immediately. First aid supplies are available in the sickroom. Staff members must, as soon as possible, fill out an accident form for all staff or student injuries. The form must be submitted to the appropriate supervisor. (Please see list of forms.)



## **STUDENT ERRANDS**

The district and staff members are legally responsible for students during the school day. Therefore, staff members are not to send students on errands off the school grounds or request the office to send students on errands.

## **TRANSPORTATION OF STUDENTS**

A Type II driver's license is required to transport students by any staff member. Contact the district office for instructions.

## **EMPLOYEE USE OF SCHOOL EQUIPMENT**

Employees in need of specific equipment must complete the proper form and receive permission from the principal and superintendent. Use of school equipment is for school related business. (See list of forms.)

## **REPAIRS AND MAINTENANCE**

Employees are to promptly report damaged or faulty equipment. Work Order forms are to be completed for needed repairs and returned to the appropriate supervisor. Please do not wait until vacation periods to make requests for repairs.

**Ceilings have been encapsulated for asbestos protection. Please do not touch, brush against, or hang anything from the ceiling under any circumstances.**

## **FIRE DRILL PROCEDURES**

Staff members will post, near the door, a drawing showing the proper exit route for their area to be used in case of fire and/or fire drills. The signal for a fire drill or fire will be a continuous buzz. All persons are to leave the building promptly when the signal is heard. Do not stop to take any possessions with you. Walk briskly, **BUT DO NOT RUN**. **Everyone is to go to the football practice field** and report to person taking roll. Everyone is to remain outside the building until instructed to return.

### **HIGH SCHOOL EXIT PATTERNS:**

#### **EVERYONE IS TO GO TO THE FOOTBALL PRACTICE FIELD**

Rooms 1 and 2 – Exit front door to front sidewalk.  
Room 3 – Exit south door to undercover play area.  
Rooms 21, 22, 23 – Exit back door.  
Rooms 24, 25, 26 – Exit south door to undercover play area.  
Library & Science Lab – Exit south door to undercover play area.  
Mezzanine – Exit south door to football field.  
Music Room & Art Room – Exit east door near elevator.  
Multi-purpose Room – Exit east or south door of building.  
Counseling Center & Big Gym – Exit west door.  
Shop – Exit classroom and shop door.

### **GRADE SCHOOL EXIT PATTERNS:**

#### **EVERYONE IS TO GO TO THE FOOTBALL PRACTICE FIELD**

Room 6 – Exit through the south doors.  
Rooms 7, 8, 30, 31, and 32 – Exit through the south doors.  
Rooms 4, 5, 26, 27, 28 and 29 – Exit through the south doors.



## **BELLS AND CLASS**

Classes begin at 8:10 a.m. and end at 2:54 p.m. Elementary school students are allowed in the building at 8:00 a.m. Occasionally, an activity schedule may be used to allow for meetings, pep assemblies and other variations from the regular schedule. Elementary school follows high school activity schedule when it affects elementary cross-over classes. Class periods are listed on the enclosed class schedule.

## **TITLE IX**

It is the policy of Wilbur School District #200 not to discriminate on the basis of gender in its educational programs, activities or employment policies as required by Title IX of the 1972 Education Amendments. Inquiries regarding compliance with Title IX may be directed to:

Chuck Wyborney, Title IX Officer  
Wilbur School District #200  
PO Box 1090  
Wilbur, WA 99185  
Telephone: (509) 647-2221

-or-

Region IX Director  
Office for Civil Rights  
Department of Health, Education and Welfare  
6101 Arcade Plaza  
1321 Second Avenue  
Seattle, WA  
Telephone: (206) 442-0473

## **DAILY BULLETIN**

Bulletins will be available each morning in the high school and grade school offices.

The bulletin is read during first period. To place an item in the bulletin, please submit by 2:00 p.m. for inclusion in the following day's bulletin.

## **INSTRUCTIONAL MATERIALS**

All textbook adoptions and major instructional materials must be screened through an instructional materials adoption process and be approved by the school board. Teachers should check with their principal before ordering these types of instructional materials.

## **COPYRIGHT**

Staff members should be cognizant of copyright laws before duplicating materials.

## **LESSON PLANS**

Each teacher will have available a plan book to use throughout the year. It is the teacher's responsibility to keep the book up-to-date. The book will contain lesson objectives, in accordance with CCSS, a listing of student activities leading to objective attainment and the type of closure activity for each lesson taught.

## **ROOM MANAGEMENT**

Staff members are expected to keep rooms in order at all times. Rooms should be locked when not in use. Students should place chairs in an appropriate place at the conclusion of the school day, lights should be turned off, windows closed and debris removed from the floor. **During the cold weather, please pull the shades down at the end of the day to conserve heat.**

## **GRADING STUDENTS**

Teachers shall consider such factors as ability, daily progress records, weekly or monthly quizzes and final exams in assigning grades. A grade should represent the teacher's best effort of reporting progress toward class goals. (For reference, see Policy 2420.)

Remember, grades are a confidential matter. Assigning students to assist in computing or averaging grades is **NOT** permissible. Teachers need to use sound discretion in dealing with these matters.

## **CLASSROOM RULES**

Each teacher will post classroom rules and consequences and submit a copy to the principal during the first week of school. Classroom rules and consequences must be reviewed with the students. Basic classroom discipline should adhere to classroom rules and be handled by the teacher. Teacher assigned consequences will include a parental contact prior to sending a student to the office, unless an emergency situation exists.

## **FIELD TRIPS**

Field trips properly planned and supervised can be a valuable learning experience. Faculty members should complete the Field Trip Request Form (see list of forms) at least two weeks prior to the date of the field trip. The field trip must have prior approval from the principal and superintendent. Arrangements for transportation will be made by the district secretary after approval. (For reference, see Policy 2320.)

## **HALL PASSES**

Any student running an errand in the building during class time needs to have a HALL PASS. Hall passes are issued by the classroom teacher. Hall passes should be limited to one student per class at any given time. It is the responsibility of all staff members to observe and question a student roaming the school halls without a pass. Students should be discouraged from running errands during class time.

## **HOMEWORK**

Homework is a worthwhile use of time outside regular school hours to maintain, to complete, to make-up or to enrich classroom work. The purposes for homework are to promote positive attitudes, habits and character traits in grade school students and to facilitate knowledge in the acquisition of specific topics for students in grades 7-12.

In order to achieve these purposes, all teachers shall annually develop homework policies for their classes, which take into consideration local school and community

circumstances, as well as the individual needs of students. After administrative approval, the classroom policy will be distributed to students and parents at the start of each course. Each policy will clearly state:

- 1) How homework assignments relate to course content;
- 2) The purpose of homework assignments;
- 3) Methods of determining performance expectations;
- 4) The estimated frequency and duration of assignments.

(For reference, see Policy 2430.)

### **Parent Communication**

The community's perception of our school and our students can be reflected in their support of our total educational program. A student's image of himself or herself, the parents' perception of the student and both parents' and students' perception of the school are tied together. Early contact with the home provides an opportunity to establish an atmosphere of cooperation and clarity of purpose when dealing with student progress and discipline.

### **PHONE COMMUNICATIONS**

In addition to contacting parents regarding concerns, each staff member is encouraged to make positive phone calls to parents on a regular basis.

### **WRITTEN COMMUNICATIONS**

All written communications going home (letters, class requirements, emails etc.) should be clear and concise and always written in a positive and constructive manner.

### **DISCIPLINE – See Student Handbook**

SUMMARY: Use of good judgment, acting in a professionally responsive manner, being prepared and proper utilization of time will greatly enhance a staff member's ability to deal effectively with students.

### **DISCIPLINE PROCEDURES**

Teachers may legally keep a student after school, with parent notification. Please remember that most students ride a bus and should not be asked to stay after school without making prior arrangements for transportation. (For reference, see Policy 3312.)

Staff members are encouraged to involve parents early in a potential disciplinary situation.

### **STUDENT AIDES**

If a staff member is assigned a student aide, the student is to **STAY IN THE CLASSROOM WITH THE STAFF MEMBER**. If students do not have an assigned job, this is a very good time for the student to study or to read an AR book. **DO NOT let students roam the building.**

### **STUDENT ABSENTEE PROCEDURES – See Student Handbook**

## **TARDY PROCEDURES - See Student Handbook**

### **CLASSROOM INSTRUCTIONAL INFORMATION TO STUDENTS**

Copies of instructional information (course syllabus including objectives, course outlines, goals and objectives, grading procedures) to be distributed to students will be made available to the principal by the third day of each semester.

### **GUEST SPEAKER PROCUREMENT PROCEDURES**

Guest speakers can add greatly to the academic atmosphere by providing valuable insights into a particular subject matter. Teachers are encouraged to use guest speakers when appropriate. To secure permission for having a guest speaker please talk to the principal.

### **RELIGION**

The purpose of the religion policy is to provide direction as to the place of religion in the curriculum and activities of the district and ensure that the district and its staff do not infringe upon the rights of students in free exercise of religion. The principal is responsible for monitoring adherence to the religion policy in all instructional activities. Grievance processes are available for students and patrons who feel aggrieved by practices or activities in the school. (For reference, see Policy 2332.)

### **LINE OF AUTHORITY**

If a staff member's immediate supervisor is absent from the building, the following "chain of command" has been established:

K-12 – Mrs. Ross, Mr. Wyborney.

### **ADDITIONAL INFORMATION**

For additional information regarding topics not listed in this handbook, refer to district policy manuals or contact the principal or superintendent.

## **PLAYGROUND SUPERVISOR RESPONSIBILITIES**

1. Report to playground duty on time with a whistle and complete fanny pack. The fanny pack needs to contain:
  - Band aids
  - Kleenex
  - Scissors
  - Rubber gloves
  - Sterile wipes
2. All supervisors will circulate around their zones on the playground and avoid standing in one place or visiting with other supervisors.
3. Supervisors will be visible and interact positively with as many students as possible by greeting them and engaging in short and friendly conversation.
4. When a student violates a rule, a supervisor will give a gentle verbal reprimand first, using a firm but respectful voice, such as: (“student’s name), I see you going the wrong way on the slide. You need to go feet first.”
5. For subsequent infractions, implement as mild a consequence as reasonably fits the infraction.
6. Use a pink referral sheet (to send student to the office) only for threats to safety, severe misconduct in which legal action could result, or non-compliance.
7. **CRISIS PROCEDURES:** Send a responsible student to the office when any of the following occurs:
  - Severe injury or medical crisis (administer first aid)
  - Fights, physically dangerous acts, severe misconduct in which legal action could result, or non-compliance
  - Student leaves school site without permission
  - Unidentified person on site

# **SECTION V**

## **LEAVES**

**ELIGIBILITY**

All employees are eligible for leaves. The Board may grant an employee emergency leave or a leave of absence for a specified period of time, with or without pay. See collective bargaining agreements for leave information.

**REQUEST FOR LEAVE**

Eligible employees must submit a Leave Request form prior to taking any leave except sick leave either through Ready Sub or a paper leave request form.

## **SECTION VI**

# **PAYROLL DEDUCTIONS**



## **MANDATORY DEDUCTIONS**

### **SOCIAL SECURITY**

Employees, excluding work-study employees, are subject to the Social Security Act.

### **PUBLIC EMPLOYEES' RETIREMENT SYSTEM (PERS) – CLASSIFIED STAFF**

A percentage deduction of an employee's salary is made monthly and sent to the PERS. Upon retirement, an employee's account with PERS will include the total contribution, plus interest earned on the dollars deposited. Specific details are found in the "Washington State Public Employees Retirement System," November 1984 booklet. Eligible employees, who are members of PERS prior to October 1, 1977 (whether they had withdrawn their contribution or not), are under Plan I. Plan I employees are required to work for at least 70 hours per month for five (5) consecutive months to be eligible. Classified employees, who were not members of PERS and who were hired on or after October 1, 1977, are under Plan II. Plan II employees are required to work for at least 90 hours per month for five (5) consecutive months to be eligible.

### **TEACHERS' RETIREMENT SYSTEM (TRS) – CERTIFIED STAFF**

A percentage deduction of an employee's salary is made monthly and sent to the TRS. The State of Washington also makes a contribution in the employee's name to TRS. Upon retirement, an employee's account with TRS will include the total contributions, plus interest earned on the dollars deposited. Specific details are found in the "Washington State Teachers' Retirement System" booklet. Eligible employees, who are members of TRS prior to October 1, 1977 (whether or not they had withdrawn their contribution), are members of Plan I. Eligible employees hired after October 1, 1977 are under Plan II.

### **INDUSTRIAL INSURANCE**

Employees are covered by insurance during assigned work hours, including volunteers. Employees co-contribute a minimal amount monthly for their coverage.

### **FEDERAL WITHHOLDING INCOME TAX**

All employees must file a W-4 form, indicating the federal income tax deduction.

### **UNION DUES**

Union dues will be deducted monthly from all eligible employees. See collective bargaining agreements for additional information.

## **VOLUNTARY DEDUCTIONS**

### **TAX SHELTERED ANNUITIES**

Any eligible employee may elect to have deductions taken from his or her salary for a tax sheltered annuity plan.

### **OTHER INSURANCE**

Employees may purchase other insurance and elect to have deductions taken from their salary.

## **SECTION VII**

### **TRAVELING ON DISTRICT BUSINESS**

## **REQUEST FOR TRAVEL**

The Request for Travel Form must be completed and given to the principal/supervisor and the superintendent for approval prior to any job-related travel outside of the district.

## **MILEAGE**

Reimbursement for the use of the employee's privately owned vehicle for district business is at the rate set annually by ESD 101. Employees are encouraged to use District-owned vehicles when available.

## **SUBMITTING TRAVEL VOUCHERS**

The Travel Expense Voucher must be completed by the employee in order to be reimbursed for any expense incurred while on district business. This includes meals, mileage, etc. Vouchers are due to the district secretary by the 10<sup>th</sup> of each month. Payment of expense vouchers is made after approval by the Board of Directors.

The actual and necessary expenses of a director, administrator, staff member or designate of the district incurred in the course of performing services for the district, whether within or outside of the district, may be reimbursed in accordance with the approval and reimbursement procedures of the district. For purposes of this policy, travel expense includes amounts paid for use of personal automobiles, other transportation, and actual expenses or reimbursement in lieu of actual expenses for meals, lodging and related items that are necessary while in the conduct of official business of the district. A staff member or district officer may be reimbursed for gratuities not exceeding customary percentages for the cost of meals as well as reasonable amounts for such services as baggage handling when the costs are incurred while the individual is engaged in district business or other approved travel. Meals will only be reimbursed when travel requires overnight stay unless the meal is considered part of a business meeting.

(Policy No. 6213)

## **SECTION VIII**

### **HOLIDAYS**

## **HOLIDAYS**

The District shall observe the following school holidays and school shall not be held on these days:

New Year's Day

Martin Luther King, Jr. Day

Presidents' Day

Memorial Day

Independence Day

Labor Day

Veterans' Day

Thanksgiving Day and the day after (Friday)

Christmas Day

(For reference, see Policy 5333.)

