

## EMPLOYEE POLICIES

The following guide may be used for determining policies regarding your employment. Many districts have employee policy statements and job descriptions already in place. This section provides excellent information for developing or updating employee policies.

### BASICS:

SALARY: \_\_\_\_\_ per \_\_\_\_\_ on a \_\_\_\_\_ basis.

Payday is \_\_\_\_\_.

Your performance will be evaluated \_\_\_\_\_, at which time salary negotiations may be entered into.

NORMAL WORKING HOURS: \_\_\_\_\_ to \_\_\_\_\_.

Monday Tuesday Wednesday Thursday Friday (circle applicable)

Breaks:

Coffee: \_\_\_\_\_ to \_\_\_\_\_ a.m. \_\_\_\_\_ to \_\_\_\_\_ p.m.

Lunch: \_\_\_\_\_ to \_\_\_\_\_

OVERTIME:

Payable at \_\_\_\_\_ times base salary for all hours over \_\_\_\_\_ in \_\_\_\_\_ weeks.

\_\_\_\_\_ Compensatory time \_\_\_\_\_ may \_\_\_\_\_ will be taken in lieu of overtime pay.

### BENEFITS: (Check if applicable)

#### LEAVE:

\_\_\_\_\_ **Annual Leave (Vacation)**

\_\_\_\_\_ Paid or \_\_\_\_\_ Unpaid

Available to: \_\_\_\_\_ Permanent \_\_\_\_\_ Temporary \_\_\_\_\_ Part-time

Earned at the rate of \_\_\_\_\_ per \_\_\_\_\_. Will this accrual rate increase after a specific number of years of employment? \_\_\_\_\_

If yes, indicate rate of increase here: \_\_\_\_\_

Is there a limit to how much annual leave may be accrued? \_\_\_\_\_

If yes, indicate limits here \_\_\_\_\_

Will annual leave be pro-rated for part-time employees? \_\_\_\_\_

If yes, indicate arrangements here \_\_\_\_\_

If this is a paid leave plan, will accrued annual leave be eligible for payment in lieu of taking time off? \_\_\_ yes \_\_\_ no

If this is a paid leave plan, will accrued annual leave be eligible for payment at time of:

\_\_\_\_\_ termination \_\_\_\_\_ retirement \_\_\_\_\_ death

\_\_\_\_\_ paid or \_\_\_\_\_ unpaid leave of absence? \_\_\_\_\_

Prior approval for over \_\_\_\_\_ day(s) leave must be obtained \_\_\_\_\_ days in advance from \_\_\_\_\_

Must be employed \_\_\_\_\_ before annual leave is allowable.

**EMPLOYEE POLICIES – BENEFITS CONTINUED:**

\_\_\_\_\_ **Sick Leave**

\_\_\_\_\_ Paid or \_\_\_\_\_ Unpaid  
Available to: \_\_\_\_\_ Permanent \_\_\_\_\_ Temporary \_\_\_\_\_ Part-time  
Must be employed \_\_\_\_\_ before allowable.  
Earned at the rate of \_\_\_\_\_ per \_\_\_\_\_.  
\_\_\_\_\_ Sick Leave will be pro-rated for part-time employees on the basis of \_\_\_\_\_

\_\_\_\_\_ Sick leave accrual limited to \_\_\_\_\_  
\_\_\_\_\_ No sick leave accrual limit

Sick leave \_\_\_\_\_ may \_\_\_\_\_ may not be advanced.  
If paid sick leave plan, payment \_\_\_\_\_ will \_\_\_\_\_ will not be made for all or part of accrued sick leave at time of: \_\_\_\_\_ termination \_\_\_\_\_ retirement \_\_\_\_\_ death \_\_\_\_\_ paid or \_\_\_\_\_ unpaid leave of absence.

The minimum amount of time that may be taken on sick leave is \_\_\_\_\_ hour(s).  
Notification should be made to \_\_\_\_\_ within \_\_\_\_\_ if sick leave is being taken.

Sick leave over \_\_\_\_\_ will require a physician's statement.

Sick leave is allowed for the following reasons (Check applicable):

- \_\_\_\_\_ Personal illness (including maternity leave)
- \_\_\_\_\_ Personal medical appointments
- \_\_\_\_\_ Care & attendance for members of immediate family
- \_\_\_\_\_ Medical appointments of immediate family
- \_\_\_\_\_ Exposure to contagious disease that would endanger the health of co-workers (requires explanatory medical certificate from physician)
- \_\_\_\_\_ Death in family
- \_\_\_\_\_ Accident not occurring on the job

Immediate family is defined as:

- \_\_\_\_\_ step \_\_\_\_\_ parents \_\_\_\_\_ step \_\_\_\_\_ children
- \_\_\_\_\_ step \_\_\_\_\_ grandparents \_\_\_\_\_ step \_\_\_\_\_ grandchildren
- \_\_\_\_\_ spouse \_\_\_\_\_ step \_\_\_\_\_ siblings
- \_\_\_\_\_ Other: \_\_\_\_\_

\_\_\_\_\_ **Maternity Leave**

If sick leave is allowed for personal illness, it must be allowed for maternity. It is not required that any more maternity leave be allowed than what the doctor says is medically necessary (up to the amount of sick leave earned).  
Arrangements procedure \_\_\_\_\_.

**EMPLOYEE POLICIES – BENEFITS CONTINUED:**

       **Administrative Leave (Holidays)**

       Paid or        Unpaid

Available to:        Permanent        Temporary        Part-time

Legal holidays (Check applicable):

       New Year's Day

       Martin Luther King Day

       President's Day

       Memorial Day

       Independence Day

       Labor Day

       Native American Day

       Veteran's Day

       Thanksgiving Day

       Christmas Day

       General Election Day

       Good Friday

       County Fair Day

       Partial or        Full day near

Thanksgiving

       Partial or        Full day near

Christmas

       Partial or        Full day near

New Year's Day

       Floating Holiday

       Other (specify):

\_\_\_\_\_

\_\_\_\_\_

If a legal holiday falls on Sunday, Monday is the holiday. If a legal holiday falls on Saturday, Friday is the holiday.

       Administrative leave (holiday)        will or        will not be pro-rated to part-time employees on the following basis: \_\_\_\_\_.

       **Blood Donation**        Paid or        Unpaid

       May be excused        hours for subsequent rest and recuperation if not compensated for donation.

       **On-The-Job Injury**

       Not charged leave for initial emergency treatment or exam. For subsequent absences, consult sick leave policy or worker's compensation policy.

       **Hazardous Weather**

A. If office is declared closed, or authorities publicly declare driving limited and employee is unable to report for duty, the employee is excused without charge to annual leave.

B. If weather conditions are unusually severe, tardiness not in excess of \_\_\_\_\_ hours may be excused.

C. If employee does not report to duty during hazardous weather (except under A. above), annual leave is to be charged unless it is determined that the employee made every reasonable effort to get to work but was unable to due to weather conditions. Then excused absence may be approved in amounts up to        hours.

       **Funeral Leave** Approval procedure \_\_\_\_\_

       **Court Leave**

       Jury Duty Approval Procedure \_\_\_\_\_

       Witness Duty Approval Procedure \_\_\_\_\_

**EMPLOYEE POLICIES – BENEFITS CONTINUED:**

\_\_\_\_\_ **Military Leave** (must be offered as a benefit as prescribed by statute)  
\_\_\_\_\_ Paid or \_\_\_\_\_ Unpaid  
Applicable to all employees, other than temporary  
Prior approval to be requested from the board. Maximum time allowed is \_\_\_\_\_  
unless emergency exists. Such cases shall be reviewed by the board.

\_\_\_\_\_ **Registration & Voting Leave**  
Approval procedure: \_\_\_\_\_

**INSURANCE:**

\_\_\_\_\_ **Life Insurance**  
Information filed \_\_\_\_\_  
Contact person: \_\_\_\_\_

\_\_\_\_\_ **Health Insurance**  
Information filed \_\_\_\_\_  
Contact person: \_\_\_\_\_

\_\_\_\_\_ **Disability Insurance**  
Information filed \_\_\_\_\_  
Contact person: \_\_\_\_\_

**RETIREMENT:**

\_\_\_\_\_ Coverage offered  
Information filed \_\_\_\_\_  
Contact person: \_\_\_\_\_

**TRANSPORTATION:**

\_\_\_\_\_ The district will provide a vehicle for official business.  
\_\_\_\_\_ The district \_\_\_\_\_ will \_\_\_\_\_ will not provide mileage compensation in the amount of  
\$\_\_\_\_\_ per mile when a personal vehicle is used for official business.

**PROFESSIONAL MEMBERSHIPS:**

\_\_\_\_\_ Acceptable memberships and approved fees:  
\_\_\_\_\_  
\_\_\_\_\_

**TUITION REIMBURSEMENT:**

\_\_\_\_\_ Approval procedure for workshops, training seminars, etc.:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_