



Quileute Tribal School

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Welcome new and returning employees!

On behalf of the Quileute Tribal School Board, I welcome you to QTS and wish you every success here.

We believe that each employee contributes directly to QTS's growth and success and we hope you will take pride in being a member of our team.

This handbook was developed to describe some of the expectations of our employees and to outline the policies, programs, and benefits available to eligible employees. Employees should familiarize themselves with the contents of the employee handbook as soon as possible, for it will answer many questions about employment with QTS.

We hope that your experience here will be challenging, enjoyable and rewarding. Again, welcome!

Sincerely,

Leroy Black, QTS Board Chairperson

Quileute Tribal School

2015-16

School Employee

Handbook

INTRODUCTION

Contained in this Employee Handbook are the Personnel Policies of the Quileute Tribal School, referred in the manual as (QTS). It is the intent of these policies to be fair and reasonable. The policies and tribal school operations are to comply with all applicable federal, state and local laws. The policies shall apply uniformly to all persons who receive compensation for salary, wage or fee. If any policies conflict with any rules, regulations and/or conditions prescribed by any funding source or regulatory agency, those regulations shall prevail.

This Handbook is designed to acquaint QTS employees with information about working conditions, employee benefits, and some of the policies affecting employment. Employees are responsible for reading, understanding, and complying with all provisions of the handbook. The Handbook outlines employees' responsibilities and programs developed by QTS to benefit them. It is the goal of the QTS to provide a work environment that is conducive to both personal and professional growth.

No Employee Handbook can anticipate every circumstance or question about policy. QTS reserves the right to revise, supplement, or rescind any policies or portion of the handbook from time to time as it deems appropriate, in its sole and absolute discretion. The only exception to any changes is QTS's *employment-at-will* policy permitting an employee to resign or QTS to terminate an employee for any reason at any time. Employees shall, be notified of changes to the handbook as they occur.

QTS believes that the work conditions, wages, and benefits it offers to its employees are competitive with those offered by other employers in the area. If employees have concerns about work conditions or compensation, they are strongly encouraged to voice these concerns openly and directly to their supervisors.

Research shows that when employees deal openly and directly with their supervisors, the work environment can be excellent, communications can be clear, and attitudes can be positive. The QTS School Board believes that QTS amply demonstrates its commitment to employees by responding effectively to their concerns.

MISSION STATEMENT

Our students will gain and retain the knowledge and skills necessary to make them responsible, productive citizens. They will develop problem solving skills, communication skills, and self-sufficiency skills that will allow them to interact at all levels of society. They will protect, preserve and enhance the Quileute language and culture for future generations.

VISION STATEMENT

QTS is a positive place for students to learn, grow, and develop into productive citizens with the types of skills needed for an ever-changing world and society.

OUR PHILOSOPHY

We believe that our school must provide a strong academic foundation, which will instill a sense of personal confidence and develop fully each one's intellectual potential. Such an education must be provided in a way that recognizes the unique value of each individual. It should enable each individual the opportunity to experience success. Such an education must also promote a true sense of belonging to and acceptance by the larger group.

We believe that a good education, in a school under our direction and control, will help to develop in our children the traditional qualities of confidence, generosity, courage, wisdom, initiative, dignity, respect for self and others, good humor, realistic optimism, emotional and social stability. Our children should have the freedom of choice, which will help them to become responsible individuals and contributing citizens of the Tribe and the Nation. We believe that a good education will help to provide the self-discipline necessary for acceptable behavior throughout life. We believe that our people should have the opportunity and preparation to engage in a lifetime of learning in whatever vocation they may choose. We believe that learning should be meaningful and seen as desirable. We would like to see our children finish their formal education exemplifying these qualities that we hold most dear.

We believe that a good education is best developed where the school's curriculum, atmosphere and the behavior of teachers and students stimulates respect for our culture and the dignity of our people while developing fully the capabilities of all to move comfortably between Indian and non-Indian worlds. We believe that a good education will assist our children to learn to live in harmony with their creator, with respect for nature, with esteem for elders and leaders, with concern for one another, and with responsibility in any society in which they may choose to live.

We know that the development of our children must not only be the responsibility of our school, but also of parents, relatives, and the whole community. This must be a continuing task. This must be a comprehensive task that values intellectual, physical, emotional, and spiritual growth and development. Such can only be more fully provided in school under Tribal control.

We the Quileute people, intend to establish, operate, and support our Tribal School by these beliefs. We welcome all, of any age and of any race, to join with us in pursuit of such an education here.

PART 1. RECRUITMENT POLICIES

101. Employment Policies

Recruitment

It is the policy of QTS to conduct open recruitment for all positions. Job announcements shall describe the duties and nature of the job, necessary qualifications, and a closing date. Open recruitment and promotions shall be defined by the QTS Administrator and School Board. Positions requiring certification shall be posted on the QTS website, Teacher-Teacher.com, local newspaper(s), BIE website, and Worksource.com. Classified positions shall be posted on the QTS website, local newspaper(s), Worksource.com, U.S. Post Office, and posted at all Quileute Department Offices (Fisheries, housing, Tribal Office, Clinic, Head Start, Child Care, etc.). With the exception of the newspapers, the local postings shall include a brief job description of the position to be filled.

102. Screening

All applicants shall be required to submit a written application form and a resume. Candidates applying for positions requiring certification (i.e., teachers, administrators, counselors, psychologists, etc.) must submit official college/university transcripts and state license/certificate. The application must include job title, date, and signature to be valid.

1. Jobs that may subject the applicant to a series of qualification testing must be informed in advance. Any examination shall pertain to those matters which fairly test the capacity and abilities of the candidate to effectively discharge the duties of the position. The examination may be but not limited to oral, written, physical, or performance tests. No test question shall be asked in a way which may be construed or implied to reveal any information concerning political, religious, fraternal or racial affiliations, preferences or opinions.
2. References checks and inquiries to former employers shall be conducted to validate the applicants work history. Any applicant who knowingly makes a false statement on the application shall be disqualified.
3. A criminal background check will be conducted through the Washington State Patrol for each new employee. The cost of this background check will be paid by QTS. Employment is contingent upon a successful background check and drug-free urine test.
4. It is the policy of QTS not to hire convicted felons.

103. Selection

1. Applicants who are members of the Quileute Tribe shall be given first hiring preference, provided the person is qualified and passes the screening and recruitment requirements of the position. Other Native American/Alaska Natives members shall be given preference.
2. Applicants for professional, training or upward mobility positions will be based upon the ability to meet minimum qualifications and a desire to seek training opportunities. The intent shall be to

increase the job value, education, and skills of the applicant. These positions are generally professional and paraprofessional jobs.

3. All positions shall be filled based upon the applicant's qualifications and ability to meet the minimum qualifications identified in the job description. Applicants for classified positions must have a high school diploma or GED certificate and provide a copy with their application. Applicants for positions requiring state certification must present the original certificate(s) prior to employment.
4. Employment by QTS will not be offered as a consideration or reward for the support of any political party, candidate for public office, or for any person who is a member of the QTS board or sub-committees thereof.
5. Expenses for travel or lodging are subject to applicable costs if allowable or allocable. Prior agreement for costs must be approved by the School Board. Out of state travel requires advance approval from the School Board. Travel within the state and to Portland may be approved by the Superintendent and does not require advance approval from the School Board.
6. QTS will maintain a personnel file for each successful applicant. The file folder will include the employee's pay rate, other compensation, evaluations, effective hiring date, job classification and job description, driver's abstract (if needed), official college transcripts and clock hours, and other evidence of training (i.e., blood borne pathogens, First Aid, safe lifting, McKinney-Vento Homeless Children, mandatory reporting, bullying, etc. Signed copies of the Professional Code of Conduct, Technology Use Agreement, Secure Training Certificate, key checkout form, and Confidentiality Agreement shall also be placed in the employee's personnel file,

PART II - BENEFITS

201. Employee Benefits

1. Eligible employees at QTS are provided a wide range of benefits. A number of the programs, such as Social Security, workers' compensation, state disability, and unemployment insurance, cover all employees in the manner prescribed by law.
2. Benefits eligibility is dependent upon a variety of factors, including employee classification and length of work day and work year. The Business Manager or Superintendent can identify the programs for which you are eligible. Details of many of these programs can be found elsewhere in the employee handbook.
3. The benefit programs listed below are available to eligible employees. Some benefit programs require contributions from the employee. Questions concerning benefits should be referred to the Business Manager or Superintendent.

Medical Insurance

- Dental Insurance
- Life Insurance
- COBRA

Types of Leave

- Sick Leave
- Educational Leave
- Bereavement Leave
- Medical Leave
- Military Leave
- Personal Leave

Types of Leave Continued:

- | Medical Insurance | Types of Leave | |
|--------------------------|-----------------------|----------------------|
| - Workers Compensation | - Family Leave | - Jury Duty |
| - Sick leave sharing | - Drug/Alcohol Rehab | - Sick leave sharing |
| | - Voting time off | |

202. Workers' Compensation Insurance

1. QTS provides a comprehensive workers' compensation insurance program at no cost to employees. This program covers any injury or illness sustained in the course of employment that requires medical, surgical, or hospital treatment. Subject to applicable legal requirements, workers' compensation insurance provides benefits after a short waiting period or, if the employee is hospitalized, immediately.
2. Employees who sustain work-related injuries or illnesses should inform their supervisor immediately and complete a written accident report. If an injury is severe and the employee is unable to complete a written accident report, the employee's supervisor shall complete it on his/her behalf as soon as possible. No matter how minor an on-the-job injury may appear, it is important that it be reported immediately. This will enable an eligible employee to qualify for coverage as quickly as possible.
3. Neither QTS nor the insurance carrier will be liable for the payment of workers' compensation benefits for injuries that occur outside of the employee's assigned workday and assigned duties and/or during an employee's voluntary participation in any off-duty activity, regardless of sponsorship.

203. Flexible Scheduling

Employees may request the opportunity to vary their work schedules (within employer-defined limits) to better accommodate child care responsibilities. A written request must be submitted to the Superintendent two weeks in advance. If approved by the Superintendent, employees who receive advance written approval to do so may work out of their homes on certain days, or hours, to accommodate their child care arrangements. The length of time the Superintendent may approve will be based on the needs of the school as well as the employee and may be revoked at any time.

204. Sick Leave Benefits

1. QTS provides paid sick leave benefits to all regular full-time and regular part-time eligible employees for periods of temporary absence due to illnesses or injuries. QTS also provide short and long term disability insurance (a copy of the terms is available request from the HR Department).

2. Eligible employees will accrue sick leave benefits at the rate of 12 days per year (1 day for every full month of service). Sick leave benefits are calculated on the basis of a "benefit year," the 12-month period that begins when the employee starts to earn sick leave benefits.
3. Classified staff may request use of paid sick leave after completing a waiting period of 90 calendar days from the date they become eligible to accrue sick leave benefits (from the first day of employment). Certificated employees may request use of paid sick leave after completing a waiting period of 30 calendar days from the date they become eligible to accrue sick leave benefits (from the first date of employment). Eligible employees may use sick leave benefits for an absence due to their own illness or injury or illness of a family member who resides in the employee's household. Employees are eligible to use sick leave under the Sick Leave Sharing Policies and Procedures as detailed in Section 205 below. For a complete copy of the Sick Leave Sharing Policies and Procedures, contact the Business Manager or Superintendent).
4. Employees who are unable to report to work due to illness or injury should notify their direct supervisor via telephone or in person before the scheduled start of their workday if possible. The direct supervisor must also be contacted via telephone on each additional day of absence. Sending a text or leaving a voice mail is not acceptable notice and may result in disciplinary action.
5. If an employee must use sick leave for an absence for three or more consecutive days due to illness or injury, a physician's statement may be required verifying the disability and its beginning and expected ending dates. Such verification may be requested for other sick leave absences as well and may be required as a condition to receive sick leave benefits.
6. Before returning to work from a sick leave absence of three calendar days or more, an employee may be required to provide a physician's verification that he or she may safely return to work.
7. Sick leave benefits will be calculated based on the employee's base pay rate at the time of absence and will not include any special forms of compensation, such as incentives, commissions, bonuses, or shift differentials.
8. As an additional condition of eligibility for sick leave benefits, an employee on an extended absence must apply for any other available compensation and benefits, such as workers' compensation (if condition is work-related). Sick leave benefits will be used to supplement any payments that an employee is eligible to receive from state disability insurance, workers' compensation or QTS-provided disability insurance programs. The combination of any such disability payments and sick leave benefits cannot exceed the employee's normal weekly earnings.
9. Unused sick leave benefits will be allowed to accumulate until the employee has accrued a total of 240 hours of sick leave. If the employee's benefits reach this maximum, further accrual of sick leave benefits will be suspended until the employee has reduced the balance below the limit.

10. Sick leave benefits are intended solely to provide income protection in the event of illness or injury, and may not be used for any other absence. Unused sick leave benefits will not be paid to employees while they are employed or upon termination of employment.

205. Sick Leave Sharing

The QTS has established a leave sharing plan in which eligible employees may donate excess leave for use by a staff member who is suffering from, or has a relative or household member suffering from an extraordinary or severe illness, injury, impairment or physical or mental condition, or who has been called to service in the uniform services

The sick leave sharing procedure is intended to extend leave benefits to a staff member who otherwise would have to take leave without pay or terminate his or her employment with QTS.

A QTS employee is eligible to receive donated leave if:

1. The staff member suffers from, or has a relative or household member suffering from, an extraordinary or severe illness, injury, impairment, or physical or mental condition or who has been called to service in the uniform services which has caused, or is likely to cause, the staff member to go on *leave without pay* status or terminate his or her employment;
2. The staff member's absence and the use of shared leave are justified by documentation;
3. The staff member has depleted, or will shortly deplete, his or her annual leave and sick leave reserves;
4. The staff member has abided by district rules regarding sick leave use; and,
5. The staff member has diligently pursued and been found to be ineligible to receive industrial insurance benefits.

The Superintendent or designee shall determine the amount of leave, if any, a staff member may receive under this policy. However, a staff member shall not receive more leave than the number of contracted days remaining in the current school year. In the event that the condition requiring the employee's absence continues beyond the current school year, the employee shall not receive a lifetime total of more than 261 days of leave.

206. QTS employees may donate leave as follows:

1. A staff member who has an accrued annual leave balance of more than ten (10) days may request that the Superintendent transfer a specified number of days to another staff member authorized to receive shared leave, or to the QTS's annual leave pool. A staff member may not request leave to be transferred that would result in an accrued annual leave balance of fewer than ten (10) days as per RCW 41.04.665(a).
2. A staff member who accrues annual leave and sick leave may request that the Superintendent transfer sick leave to a staff member authorized to receive shared leave or

to the QTS's shared leave pool. A donating staff member must retain a minimum of 176 hours of sick leave after the transfer as per RCW 41.04.665(b).

3. A staff member who does not accrue annual leave but who has an accrued sick leave balance or more than twenty-two (22) days may request that the Superintendent transfer a specified amount of sick leave to another staff member authorized to receive such leave, or to the district's shared leave pool. A staff member may not request a transfer that would result in an accrued sick leave balance of fewer than twenty-two (22) days, as per RCW 41.04.665(4). Sick leave, as defined in RCW 28A.400.300, means leaves for illness, injury and emergencies.
4. A staff member who receives personal holiday leave may request that the Superintendent transfer a specified amount of personal holiday leave to another staff member authorized to receive shared leave, or to the district's shared leave pool. A staff member may request to transfer no more than eight (8) hours of personal holiday leave during any calendar year.
5. The number of leave days transferred shall not exceed the amount authorized by the donating staff member. Donations will be transferred in the order they are received.

207. Requesting Shared Leave

The employee will complete the Request for Shared Leave form and submit it to the QTS personnel office within the specified time. It must be completed in full and approved by the Superintendent before the leave sharing effective date will be issued.

An employee or his or her legal representative is required to submit, prior to approval or disapproval of the leave request, documentation from a licensed physician or other authorized health care practitioner verifying the severe or extraordinary nature and expected duration of the condition. An employee who is called to service in the uniformed services is required to submit a copy of the official orders for active duty.

All sick leave and annual vacation leave available for use by the recipient must be used prior to using shared leave. Employees who are recipients of leave sharing will typically use accumulated donated hours on consecutive work days.

Once approved for leave sharing, the recipient employee may request to confer with the Superintendent to determine how to communicate the need for donations (i.e., identifying donors and soliciting donations). Any notice of request for leave sharing donations will be developed by the Superintendent's office and posted on the bulletin board next to the time clock in the Administration Building for a period of fifteen (15) working days from the date stated on the notice.

If a recipient employee utilizes all donated leave and still has a need and qualifies for leave, he or she may submit a request to the Superintendent for another notice of request for leave sharing donations and begin the process again.

208. Transfer and Payment of Leave

The transfer of leave shall occur as follows:

1. Employees wishing to donate leave shall complete an Authorization to Transfer Leave Form and submit it for review and approval by the Superintendent.
2. If approved, the recipient employee shall receive the value of leave in the order donations are received.
3. The payment of leave sharing hours to recipients will correspond with the normal payroll period.
4. No leave shall be transferred from the donor until it is needed by the recipient.

For details concerning the plan, requesting shared leave, authorizing to transfer leave, and medical documentation, see Policy 5406, 5406P, 5406F-1, 5406F-2, and 5406F-3.

PART III - LEAVE BENEFITS

301. Vacation Benefits

1. Vacation time off with pay is available to eligible regular full-time and part-time year round employees to provide opportunities for rest, relaxation, and personal pursuits.
2. The amount of paid vacation time employees receive each year increases with the length of their employment as shown in the following schedule.

302. Vacation Leave

Once employees enter an eligible employment classification, they begin to earn paid vacation time according to the schedule. However, before vacation time can be used a waiting period of 90 calendar days must be completed. After that time, employees can request use of earned vacation time including that accrued during the waiting period.

1. Full-time (*year-around*) administration and support staff are eligible for vacation time.
2. All full-time (*year-around*) employees, except temporary employees, accrue vacation leave at the following rates:

1-2 years - 1 1/4 days, (10 hours/month) = 15 days per year
3-5 years - 1 1/2 days, (12 hours/month) = 18 days per year
6+ years - 1.66 days, (13.28 hours/month) = 20 days per year
3. Temporary employees are not eligible for vacation leave.

4. Year around employees cannot use accrued vacation leave until successfully completing their probationary employment status.
5. The anniversary date of first employment shall be the reference date for computing leave time.
6. Request for extended vacation leave requires a minimum ten day notice. Extended leave is for more than two days. Short leave is less than two days. Short leave requires immediate approval.
7. Any vacation time shall be first agreed upon by the employee and QTS. Leave that may conflict or impede operations will be disallowed.
8. Accrued leave shall be credited and entitled to payment if an employee separates employment from QTS, provided conditions are met for proper notice. An employee entitled to vacation leave under this section may accrue up to 240 hours of leave.
9. An employee will be disallowed payment for leave time not authorized, or for disciplinary actions.
10. Regular and declared holidays will be first charged in lieu of leave time.
11. An employee's scheduled leave time which includes a holiday, cannot be charged leave time.
12. To take vacation, employees should request advance approval from their supervisors. Requests will be reviewed based on a number of factors, including business needs and staffing requirements.
13. Vacation time off is paid at the employee's base pay rate at the time of vacation. It does not include overtime or any special forms of compensation such as incentives, commissions, bonuses, or shift differentials.
14. As stated above, employees are encouraged to use available paid vacation time for rest, relaxation, and personal pursuits. In event that available vacation is not used by the end of the benefit year, employees may carry unused time forward to the next benefit year. If the total amount of unused vacation time reaches a "cap" equal to two times the annual vacation amount, further vacation accrual will stop. When the employee uses paid vacation time and brings the available amount below the cap, vacation accrual will begin again.
15. Upon termination of employment, employees will be paid for unused vacation time that has been earned through the last day of work.

303. Time Off to Vote

1. QTS encourages employees to fulfill their civic responsibilities by participating in elections. Generally, employees are able to find time to vote either before or after their regular work schedule. If employees are unable to vote in an election during their non-

working hours, QTS will grant up to one hour of unpaid time off to vote.

2. Employees should request time off to vote from their supervisor at least two working days prior to the Election Day. Advance notice is required so that the necessary time off can be scheduled at the beginning or end of the work shift, whichever provides the least disruption to the normal work schedule.

304. Bereavement Leave

1. Employees who wish to take time off due to the death of an immediate family member should notify their supervisor immediately. Five (5) days paid time off will be granted to allow the employee to attend the funeral and make any necessary arrangements associated with the death.
2. Approval of bereavement leave will occur in the absence of unusual operating requirements. Employees may, with their supervisors' approval, use any available paid leave for additional time off as necessary.
3. QTS defines "immediate family" as the employee's spouse, parent, child, sibling, grandparent, aunt, uncle, or mother or father in-law.

305. Administration and Compensation Leave

1. Quileute Tribal Members may request and receive paid leave to attend and/or participate in Quileute Tribal General, Quarterly, and special meetings, and to support QTC entities/committees (fisheries, housing, enrollment, etc.), with prior approval from the Superintendent.
2. Compensatory time will be made available to employees who must work in excess of the regular work hours to complete special duties or assignments or in travel status. *Prior approval by the Superintendent is needed to claim compensatory time.*
3. Only sixteen (16) hours of compensatory time can be allowed in any regular 80 hour pay period unless authorized/approved by the Superintendent.
4. Compensatory time cannot be accrued, and must be used within four (4) pay periods after the initial period it was earned.
5. An employee cannot earn compensatory time if the employee will be separated from employment due to resignation, termination or retirement.
6. Employees who must travel for meetings, training or conferences will earn regular work hours and compensatory time beyond the same eight (8) hour day.
7. Weekend travel time is compensatory for not more than eight (8) hours.

306. Jury Duty

1. QTS encourages employees to fulfill their civic responsibilities by serving jury duty when required. Employees in an eligible classification may request up to *two weeks of paid jury duty* leave over any one year period.
2. Jury duty pay will be calculated on the employee's base pay rate times the number of hours the employee would otherwise have worked on the day of absence. Regular full-time and regular part-time employees qualify for paid jury duty leave.
3. If employees are required to serve jury duty beyond the period of paid jury duty leave, they may use any available paid time off (for example, vacation benefits) or may request an unpaid jury duty leave of absence.
4. Employees must show the jury duty summons to their supervisor as soon as possible so that the supervisor may make arrangements to accommodate their absence. Of course, employees are expected to report for work whenever the court schedule permits.
5. Either QTS or the employee may request an excuse from jury duty if, in QTS's judgment the employee's absence would create serious operational difficulties.
6. QTS will continue to provide health insurance benefits for the full term of the jury duty absence.
7. Benefit accruals, such as vacation, sick leave or holiday benefits, will be *suspended during unpaid jury duty* leave and will resume upon return to active employment.

307. Medical Leave

1. QTS provides medical leaves of absence without pay to eligible employees who are temporarily unable to work due to a serious health condition or disability. For purposes of this policy, serious health conditions or disabilities include inpatient care in a hospital, hospice, or residential medical care facility; continuing treatment by a health care provider; and temporary disabilities associated with pregnancy, childbirth, and related medical conditions.
2. Regular full-time employees and regular part-time employees are eligible to request medical leave as described in this policy.
3. Eligible employees may request medical leave only after having completed 90 calendar days of service. Exceptions to the service requirement will be considered to accommodate disabilities.
4. Eligible employees should make requests for medical leave to their supervisors at least 30 days in advance of foreseeable events and as soon as possible for unforeseeable events.
5. A health care provider's statement must be submitted verifying the need for medical leave and its beginning and expected ending dates. Any changes in this information should be promptly reported to QTS. Employees returning from medical leave must submit a health care provider's verification of their fitness to return to work.

6. **Eligible** employees are normally granted leave for the period of the disability, up to a maximum of twelve weeks within any 12 month period. Any combination of medical leave and family leave may not exceed this maximum limit. Employees will be required to first use any accrued paid leave time before taking unpaid medical leave.
7. Employees who sustain work-related injuries are eligible for a medical leave of absence for the period of disability in accordance with all applicable laws covering occupational disabilities.
8. Subject to the totals, conditions, and limitations of the applicable plans, QTS will continue to provide health insurance benefits for the full period of the approved medical leave.
9. Benefit accruals, such as vacation, sick leave, and holiday benefits, will continue during the approved medical leave period.
10. So that an employee's return to work can be properly scheduled, an employee on medical leave is requested to provide QTS with at least two weeks advance notice of the date the employee intends to return to work. When a medical leave ends, the employee will be reinstated to the same position, if it is available, or to an equivalent position for which the employee is qualified.
11. If an employee fails to report to work promptly at the end of the medical leave, QTS will assume that the employee has resigned.

308. Family Leave

1. QTS provides family leaves of absence without pay to eligible employees who wish to take time off from work duties to fulfill family obligations relating directly to childbirth, adoption, or placement of a foster child; or to care for a child, spouse, or parent with a serious health condition. A serious health condition means an illness, injury, impairment, or physical or mental condition that involves inpatient care in a hospital, hospice, or residential medical care facility; or continuing treatment by a health care provider.
2. Regular full-time and regular part-time employees are eligible to request family leave as described in this policy.
3. Eligible employees may request family leave only after having completed twelve months of service. Eligible employees should make requests for family leave to their supervisors at least 30 days in advance of foreseeable events and as soon as possible for unforeseeable events.
4. Employees requesting family leave related to the serious health condition of a child, spouse, or parent may be required to submit a health care provider's statement verifying the need for a family leave to provide care, its beginning and expected ending dates and the estimated time required.
5. Eligible employees may request up to a maximum of 12 weeks of family leave within any 12

month period. Any combination of family leave and medical leave may not exceed this maximum limit. Employees will be required to first use any accrued paid leave time before taking unpaid family leave. Married employee couples may be restricted to a combined total of 12 weeks leave within any 12 month period for childbirth, adoption, or placement of a foster child; or to care for a parent with a serious health condition.

6. Subject to the terms, conditions, and limitations of the applicable plans, QTS will continue to provide health insurance benefits for the full period of the approved family leave.
7. Benefit accruals, such as vacation, sick leave, and holiday benefits will continue during the approved family leave period.
8. So that an employee's return to work can be properly scheduled, an employee on family leave is requested to provide QTS with at least two weeks advance notice of the date the employee intends to return to work. When a family leave ends, the employee will be reinstated to the same position, if it is available, or to an equivalent position for which the employee is qualified.
9. If an employee fails to report to work promptly at the end of the approved leave period, QTS will assume that the employee has resigned.

309. Personal Leave

1. QTS provides leaves of absence with pay to eligible employees who wish to take time off from work duties to fulfill personal obligations. Regular full-time and regular part-time employees are eligible to request personal leave as described in this policy.
2. Eligible employees may request personal leave only after having completed 90 calendar days of service. As soon as eligible employees become aware of the need for a personal leave of absence, they should request a leave form from their supervisor.
3. One day of personal leave shall be granted per year. Personal leave shall not accrue. With the supervisor's approval, an employee may take any available sick leave or vacation leave as part of the approved period of leave. Personal leave may not be used to extend a break (i.e., winter or spring breaks, Native American Day, etc.). Any unused personal leave at the end of the year will be lost.
4. Requests for personal leave will be evaluated based on a number of factors, including anticipated work load requirements, availability of substitutes, and staffing considerations during the proposed period of absence. If more than one employee requests a personal day off and there isn't a sufficient number of substitutes to meet the needs of the school, personal leave will be granted based on seniority.
5. Subject to the terms, conditions, and limitations of the applicable plans, QTS will continue to provide health insurance benefits for the full period of the approved personal leave.
6. Vacation, sick leave, and holiday benefits, will continue to accrue during the approved personal leave period.

310. Educational Leave

1. QTS provides educational leaves of absence without pay to eligible employees who wish to take time off from work duties to pursue course work that is applicable to their job duties with QTS. Regular full-time and regular part-time employees are eligible to request educational leave as described in this policy.
2. Eligible employees who have completed 90 calendar days of service may request educational leave for a period of up to one month every one year. Requests will be evaluated based on a number of factors, including anticipated work load requirements and staffing considerations during the proposed period of absence.
3. Subject to the terms, conditions, and limitations of the applicable plans, health insurance benefits will be provided by QTS until the end of the month in which the approved educational leave begins. At that time, employees will become responsible for the full costs of these benefits if they wish coverage to continue. When the employee returns from educational leave, benefits will again be provided by QTS according to the applicable plans.
4. Benefit accruals, such as vacation, sick leave, or holiday benefits, will be suspended during the leave and will resume upon return to active employment.
5. When an educational leave ends, every reasonable effort will be made to return the employee to the same position, if it is available, or to a similar available position for which the employee is qualified. However, QTS cannot guarantee reinstatement in all cases.
6. If an employee fails to report to work at the end of the approved leave period, QTS will assume that the employee has resigned.

311. Military Leave

1. A military leave of absence will be granted to employees, except those occupying temporary positions, to attend scheduled drills or training or if called to active duty with the U.S. armed services.
2. Employees will receive partial pay for two-week training assignments and shorter absences. Upon presentation of satisfactory military pay verification data, employees will be paid the difference between their normal base compensation and the pay (excluding expense pay) received while on military duty. The portion of any military leaves of absence in excess of two weeks will be unpaid. However, employees may use any available paid time off for the absence.
3. Subject to the terms, conditions and limitations of the applicable plans for which the employee is otherwise eligible, health insurance benefits will be provided by QTS for the full term of the military leave of absence.
4. Vacation, sick leave, and holiday benefits will continue to accrue during a military leave of absence.

5. Employees on two-week active duty training assignments or inactive duty training drills are required to return to work for the first regularly scheduled shift after the end of training, allowing reasonable travel time. Employees on longer military leave must apply for reinstatement in accordance with all applicable state and federal laws.
6. Every reasonable effort will be made to return eligible employees to their previous position or a comparable one. They will be treated as though they were continuously employed for purposes of determining benefits based on length of service, such as the rate of vacation accrual and job seniority rights.

312. Pregnancy-Related Absences

1. QTS will not discriminate against any employee who requests an excused absence for medical disabilities associated with a pregnancy. Such leave requests will be made and evaluated in accordance with the medical leave policy provisions outlined in this handbook and in accordance with all applicable federal and state laws.
2. Requests for time off associated with pregnancy and/or childbirth (apart from medical disabilities associated with these conditions) will be considered in the same manner as any other request for unpaid personal or family leave.

313. Time Keeping

1. Accurately recording time worked is the responsibility of every nonexempt employee. Federal and state laws require QTS to keep an accurate record of time worked in order to calculate employee pay and benefits. Time worked is all the time actually spent on the job performing assigned duties.
2. Nonexempt employees should accurately record the time they begin and end their work. They should also record the beginning and ending time of any split shift or departure from work for personal reasons. Compensatory time must always be approved before it is performed.
3. Certified employees are paid according to their contracts. However, they are still required to record their time.
4. Leave slips should be filled out showing date of request for leave, type of leave to be taken, signed by the employee and his/her supervisor. Leave slips should then be given to the business office to verify that employee has compensable hours available.
5. Altering, falsifying, tampering with time records, or recording time on another employee's time record may result in disciplinary action, up to and including termination of employment.
6. It is the employees' responsibility to sign their time records to certify the accuracy of all time recorded. The supervisor will review and then initial the time record before submitting it for payroll processing. In addition, if corrections or modifications are made

to the time record, both the employee and the supervisor must verify the accuracy of the changes by initialing the time record. Incomplete time cards shall be returned to the business office. Late or incomplete time cards normally shall be held until the following payroll.

PART IV. CLASSIFICATIONS

401. Job Descriptions

1. Job descriptions shall be maintained for each position. These shall include an appropriate title, a description of duties and responsibilities, training and experience qualifications, and other necessary specifications.
2. Each employee will be given a copy of the job description and another for the personnel folder.
3. An employee who changes positions will be updated with a new job description.
4. All job descriptions will be reviewed as needed with the employee by QTS to resolve issues and concerns. Any changes or amendments shall be negotiated to the extent possible.

402. Permanent Full Time Employees

1. A classified employee who works a regular 40 hour week and has completed their probation period of employment.
2. Each employee in this category shall receive full benefits allowable, including contract employees hired for a fixed period of employment, i.e. teachers, assistants, cooks, drivers, etc.

403. Permanent Part Time Employees

Persons who work 20 or more hours per week but less than 40 hours and have completed their trial period of employment.

404. Temporary Employees

1. Persons hired for a fixed period of time not to exceed 120 days of employment. These employees will not be eligible for benefits. Temporary employees will be paid on an hourly basis. Temporary employees are the following:
 - a. Substitutes or support staff for administration and faculty;
 - b. Skilled labor pool, carpenters, electricians, maintenance, etc.
2. Employees seeking full-time positions must pursue open recruitment when positions become available. No temporary employee can be promoted to an open job with QTS.

405. Probationary Employees

1. New classified employees who have not completed probation employment with QTS, and are not temporary workers, are considered trial employees. New employees shall be eligible for regular benefits 90 calendar days starting with the first day of employment.
2. A classified employee is a probationary employee for 90 days, beginning from the first day of employment. Extension of the trial period is determined by the supervisor or QTS administrator. Extensions cannot exceed an increment of 90 additional days.
3. The probationary period of employment allows the classified employee an opportunity demonstrate his/her ability to learn, train and work. QTS will monitor the progress of the classified employee by attendance, attitude toward work, and dependability. Favorable results determined by an evaluation will lead to continued employment as a permanent employee.
4. A new classified employee may resign or be discharged at any time during the trial period. Discharged employees must surrender any property or other QTS possessions immediately upon demand.
5. A classified employee discharged during the probationary period cannot use any grievance procedures allowed to permanent employees, unless the employee alleges their rights are violated in accordance with applicable local, state, or federal laws.
6. A classified employee will be evaluated by QTS to determine if their work performance is satisfactory, unsatisfactory, or requires additional time. The written evaluation will be conducted not less than five working days before the probationary period of employment ends. The evaluation will be conducted by an immediate supervisor. The evaluation report shall consist of:
 - a. Positive evaluation results in recommending permanent placement.
 - b. Negative evaluation results in termination.
 - c. Probationary classified employees may be extended probationary employment of no more than 90 days provided the Administrator and/or school board approves.
7. Classified employees not evaluated at the prescribed time, may continue employment, provided that QTS re-schedules another date within the next available pay period. If an evaluation is not conducted at the scheduled time, and the employee receives a positive report, the original evaluation date shall prevail to determine pay cost increases.
8. Upon satisfactory completion of the initial probationary period, employees enter the "regular" employment classification.
9. Employment status is not changed during the secondary probationary period.

406. Employee Promotions

1. An employee may be promoted within QTS, provided the position is open and meets the requirements of the job. An employee may be promoted to a new position, provided the employee

attains the experience and requirements needed for the new job.

407. Fee For Services, Contract Labor Consultants

1. Payment for services not directly related to program operations and described within allowable or allocable costs, must be approved by the QTS School Board and the Superintendent. Non-essential services or assistance can be approved by the QTS administrator if those services relate to general maintenance and repairs for facilities and equipment, or technical assistance not available by QTS.
2. The Superintendent can hire service/contract people for up to 90 calendar days as needed. Any service/contract person hired beyond 90 calendar days requires school board approval.

PART V. GENERAL PROVISIONS;

501. Hiring of Relatives

1. The employment of relatives in the same area of an organization may cause serious conflicts and problems with favoritism and employee morale. In addition to claims of partiality in treatment at work, personal conflicts from outside the work environment can be carried into day-to-day working relationships.
2. Relatives of persons currently employed by QTS may be hired only if they will not be working directly for or supervising a relative or will not occupy a position in the same line of authority within the organization. This policy applies to any relative, higher or lower in the organization, who has the authority to review employment decisions.
3. In other cases where a conflict or the potential for conflict arises, even if there is no supervisory relationship involved, the parties may be separated by reassignment or terminated from employment.
4. For the purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage (see also 304 BEREAVEMENT LEAVE, subsection 3 for definition of “immediate family” and “relative”).

502. Employee Medical Examinations

1. To help ensure that employees are able to perform their duties safely, medical examinations may be required.
2. Current employees may be required to take medical examinations to determine fitness for duty. Such examinations will be scheduled at reasonable times. The QTS will pay all costs not covered by the employee’s medical insurance, including any deductible(s).
3. Information on an employee's medical condition or history will be kept separate from

other employee information and maintained confidentially. Access to this information will be limited to those who have a legitimate need to know.

503. Conflicts of Interest

1. Employees have an obligation to conduct business within guidelines that prohibit actual or potential conflicts of interest. This policy establishes only the framework within which QTS wishes the business to operate. The purpose of these guidelines is to provide general direction so that employees can seek further clarification on issues related to the subject of acceptable standards of operation. Contact the Superintendent for more information or questions about conflicts of interest.
2. An actual or potential conflict of interest occurs when an employee is in a position to influence a decision that may result in a personal gain for that employee or for a relative as a result of QTS's business dealings. For the purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage.
3. No "presumption of guilt" is created by the mere existence of a relationship with outside firms. However, if employees have any influence on transactions involving purchases, contracts, or leases, it is imperative that Superintendent of QTS as soon as possible the existence of any actual or potential conflict of interest so that safeguards can be established to protect all parties.
4. Personal gain may result not only in cases where an employee or relative has a significant ownership in a firm with which QTS does business, but also when an employee or relative receives any kickback, bribe, substantial gift, or special consideration as a result of any transaction or business dealings involving QTS.

504. Outside Employment

1. An employee may hold a job with another organization as long as he or she satisfactorily performs his or her job responsibilities with QTS. All employees will be judged by the same performance standards and will be subject, to QTS's scheduling demands, regardless of any existing outside work requirements.
2. If QTS determines that an employee's outside work interferes with performance or the ability to meet the requirements of QTS as they are modified from time to time, the employee may be asked to terminate the outside employment.
3. Outside employment will present a conflict of interest if it has an adverse impact on QTS.

505. Reduction in Force

QTS must give a minimum of two (2) weeks' notice for any reduction in force caused by lack of funds, termination of programs or services, or curtailment of current or non-essential positions.

506. Access to Personnel Files

1. QTS maintains a personnel file on each employee. The personnel file includes such information as the employee's job application, resume, records of training, documentation of performance appraisals and salary increases, and other employment records.
2. Personnel files are the property of QTS, and access to the information they contain is restricted. Generally, only supervisors and business office personnel of QTS who have a legitimate reason to review information in a file are allowed to do so. A log will be maintained in each employee's personnel file indicating the date and signature of the person accessing the employee's file(s).
3. With reasonable advance notice, employees may review their own personnel files in QTS's offices and in the presence of an individual appointed by QTS to maintain the files.
4. The QTS shall maintain a confidential personnel record for all employees. The personnel file shall contain the following:
 - a. Job application and resume.
 - b. Copy of diploma or GED certificate.
 - c. Certified staff: official college transcripts, valid Washington State teaching certificate, and record of prior teaching/substitute teaching experience
 - d. Medical records if relevant or required.
 - e. Letters of reference and employment background checks.
 - f. Criminal history background checks
 - g. Letters and notices pertaining to the employee from QTS.
 - h. Current job description.
 - i. Employee evaluations, change of job status, change of circumstance.
 - j. - Notices of disciplinary action.
 - k. Personnel action forms and emergency contact information.
 - l. Letters of commendation, certifications, and promotions.
 - m. Schedule of training and education accomplishments provided by the employee to the personnel office.
 - n. Signed Code of Ethics.
 - o. Signed Confidentiality Agreement.
 - p. Signed Drug and Alcohol Abuse Policy
 - q. Training Certificated (as required by BIE)
 - r. Personnel Acceptable Use of Technology Agreement
 - s. Retirement form
 - t. Signature page acknowledging receipt of copy of Employee Handbook
 - u. Driver's abstract (as needed)

507. Employment Reference Checks

1. To ensure that individuals who join QTS are well qualified and have a strong potential to be productive and successful, it is the policy of QTS to check the employment references of the final applicant(s).
2. The Superintendent will respond in writing only to those reference check inquiries that are

submitted in writing. Responses to such inquiries will confirm only dates of employment, wage rates, and position(s) held. No employment data will be released without a written authorization and release signed by the individual who is the subject of the inquiry.

508. Personnel Data Changes

It is the responsibility of each employee to promptly notify QTS of any changes in personnel data. Personal mailing addresses, telephone numbers, number and names of dependents, individuals to be contacted in the event of an emergency, educational accomplishments, and other such status reports should be accurate and current at all times. If any personnel data has changed notify the Business Office.

509. Employment Applications

QTS relies upon the accuracy of information contained in the employment application, as well as the accuracy of other data presented throughout the hiring process and employment. Any misrepresentations, falsifications, or material omissions in any of this information or data may result in QTS's exclusion of the individual from further consideration for employment or, if the person has been hired, termination of employment.

510. Paydays

1. All employees are paid biweekly. Each paycheck will include earnings for all work performed through the end of the previous payroll period.
2. In the event that a regularly scheduled payday falls on a day off such as a holiday, employees will receive pay on the last day of work before the regularly scheduled payday.
2. If a regular payday falls during an employee's vacation, it is the employee's responsibility to notify the Business Office in writing on how to handle the payment (mail, direct deposit, turn over to a designee, etc.).
4. Employee paychecks shall only be made available to the employee. If an employee wishes for someone else to pick up their check, they need to make arrangements in advance by providing the Business Office with the name(s) of people authorized to do so in writing. If the name(s) changes, the employee is responsible for keeping the list current.

511. Employment Termination

1. Any employee who voluntarily separates his/her employment must notify the Superintendent in writing no not less than ten (10) work days from the date of termination.
2. Termination of employment is an inevitable part of personnel activity within any organization. Many of the reasons for termination are routine. Below are examples of some of the most common circumstances under which employment is terminated:

RESIGNATION - voluntary employment termination initiated by an employee.

DISCHARGE - involuntary employment termination initiated by the organization.

LAYOFF - involuntary employment termination initiated by the organization for non-disciplinary reasons.

RETIREMENT - voluntary employment termination initiated by the employee meeting age, length of service, and any other criteria for retirement from the organization.

3. QTS will generally schedule exit interviews at the time of employment termination. The exit interview will afford an opportunity to discuss such issues as employee benefits, conversion privileges, repayment of outstanding debts to QTS, or return of QTS-owned property. Suggestions, complaints, and questions can also be voiced.
4. Since employment with QTS is based on mutual consent, both the employee and QTS have the right to terminate employment *at will*, with or without cause, at any time and in accordance to proper notice given. Employees will receive their final pay at the next scheduled pay period following completion of Step 3 above.
5. Employee benefits will be affected by employment termination in the following manner. Some benefits may be continued at the employee's expense if the employee so chooses. The employee will be notified in writing of the benefits that may be continued and of the terms, conditions, and limitations of such continuance.
6. Any employee who gives notices and separates employment that is less than ten (10) working days, will lose one (1) day of accrued annual leave for each day short of the required minimum ten (10) day notice. Employees who accrue vacation benefits shall be paid by QTS after they complete check out procedures (see 511. EMPLOYMENT TERMINATION, Step 3).
7. Temporary employees may terminate employment without giving written notice.

512. Pay Corrections

1. QTS takes all reasonable steps to ensure that employees receive the correct amount of pay in each paycheck and that employees are paid promptly on the scheduled payday.
2. In the unlikely event that there is an error in the amount of pay, the employee should promptly bring the discrepancy to the attention of the QTS Business Office so that corrections can be made as quickly as possible.

513. Pay Deductions and Setoffs

1. The law requires that QTS make certain deductions from every employee's compensation. Among these are applicable federal, state, and local income taxes. QTS also must deduct Social Security taxes on each employee's earnings up to a specified limit that is called the Social Security "wage base." QTS matches the amount of Social Security taxes paid by each employee.

2. QTS offers programs and benefits beyond those required by law. Eligible employees may voluntarily authorize deductions from their pay checks to cover the costs of participation in these programs, i.e., housing, utilities.
3. Pay setoffs are pay deductions taken by QTS, usually to help pay off a debt or obligation to QTS or others.
4. If you have questions concerning why deductions were made from your pay check or how they were calculated, your supervisor can assist in having your questions answered.

514. Safety

1. To assist in providing a safe and healthful work environment for employees, customers, and visitors, QTS has established a workplace safety program. This program is a top priority for QTS. The QTS Offices has responsibility for implementing, administering, monitoring, and evaluating the safety program. Its success depends on the alertness and personal commitment of all.
2. QTS provides information to employees about workplace safety and health issues through regular internal communication channels such as supervisor-employee meetings, bulletin board postings, memos, or other written communications.
3. Employees and supervisors receive periodic workplace safety training. The training covers potential safety and health hazards and safe work practices and procedures to eliminate or minimize hazards.
4. Some of the best safety improvement ideas come from employees. Those with ideas, concerns, or suggestions for improved safety in the workplace are encouraged to raise them with their supervisor, or with another supervisor or manager or bring them to the attention of the Superintendent. Reports and concerns about workplace safety issues may be made without fear of reprisal.
5. Each employee is expected to obey safety rules and to exercise caution in all work activities. Employees must immediately report any unsafe condition to the appropriate supervisor. Employees who violate safety standards, who cause hazardous or dangerous situations, or who fail to report or, where appropriate, remedy such situations, may be subject to disciplinary action, up to and including termination of employment.
6. In the case of accidents that result in injury, regardless of how insignificant the injury may appear, employees should immediately notify the Business Offices or the appropriate supervisor. Such reports are necessary to comply with laws and initiate insurance and workers' compensation benefits procedures.

515. Work Schedules

1. Work schedules for employees vary throughout our organization. Supervisors will advise employees of their individual work schedules. Staffing needs and operational demands

may necessitate variations in starting and ending times, as well as variations in the total hours that may be scheduled each day and week.

2. Flextime scheduling is available in some cases to allow employees to vary their starting and ending times each day within established limits. Employees should consult their supervisor for the details of this program (see Section 203).
3. Work Hours
 - a. Regular employees shall report to work before 8:00 a.m. and conclude by 4:00 p.m., Monday through Friday. The normal work week consists of forty hours. Work week variances shall be approved in advance in writing by the Superintendent.
 - b. Scheduled lunch and work breaks are scheduled by the employee's supervisor and may be subject to change. Work breaks may not be used at the beginning or end of an employees work day. Employees must remain at school during work breaks. If an employee leaves during a scheduled lunch break, he/she must clock in and out.
 - c. Each employee shall be informed of changes of the schedule, if circumstances warrant adjustments. Generally, any schedule change is temporary, unless directed by the Superintendent or the employee's supervisor.
 - d. The employee is required to report to their respective work area or office. Abuse of reporting for work will reflect in the employee's performance evaluation and may be cause for disciplinary action.
 - e. Employees must have permission from the Superintendent prior to working beyond his/her scheduled hours unless it is an emergency (i.e., broken water pipe, flood, etc.).

516. Use of Phone and Mail Systems

1. Personal use of telephones for long distance calls is not permitted. Employees may be required to reimburse QTS for any long distance charges resulting from their personal use of the telephone. Students are not permitted to use classrooms telephones. If a student needs to make a call, they are to be sent to the receptionist and may be permitted to use a phone there.
2. The mail system is reserved for business purposes only. Company postage may not be used for personal mail.
3. To ensure effective telephone communications, employees should always speak in a courteous and professional manner. Please confirm information received from the caller and hang up only after the caller has done so.

517. Smoking

1. In keeping with QTS's intent to provide a safe and healthful work environment, smoking is prohibited throughout the workplace, playgrounds, field trips, or school functions of any sort.
2. This policy applies equally to all employees, school board members, and visitors. The school

administration will use progressive discipline if/when an employee violates this requirement.

518. Overtime

1. When operating requirements or other needs cannot be met during regular working hours, employees will be given the opportunity to volunteer for overtime work assignments. All overtime work must receive their supervisor's and Superintendent's prior authorization. Overtime assignments will be distributed as equitably as practical to all employees qualified to perform the required work.
2. Overtime compensation, when approved in advance by the employee's supervisor and Superintendent, will be paid at the employee's hourly rate. Overtime pay is based on actual hours worked. Time off on sick leave, vacation leave, or any leave of absence will not be considered hours worked for purposes of performing overtime calculations.
3. Failure to work assigned overtime may result in disciplinary action, up to and including possible termination of employment.

519. Use of Equipment and Vehicles

1. Equipment and vehicles essential in accomplishing job duties are expensive and may be difficult to replace. When using property, employees are expected to exercise care, perform required maintenance, and follow all operating instructions, safety standards, and guidelines.
2. Please notify the Superintendent if any equipment, machines, tools, or vehicles appear to be damaged, defective, or in need of repair. Prompt reporting of damages, defects, and the need for repairs could prevent deterioration of equipment and possible injury to employees or others. The Superintendent can answer any questions about an employee's responsibility for maintenance and care of equipment or vehicles used on the job.
3. The improper, careless, negligent, destructive, or unsafe use or operation of equipment or vehicles, as well as excessive or avoidable traffic and parking violations, can result in disciplinary action, up to and including termination of employment.
4. To drive a school owned vehicle, the employee must have a valid driver's license and driver's abstract on file in the Business Office. Prior to driving a school vehicle, the employee is to examine the vehicle for damage before and after use and report any damage to the Superintendent.
5. Keys for vehicles must be signed in and out of the Business Office daily unless authorized by the Superintendent to keep the key for a longer period of time.

520. Key Procedures – Checking In and Out Keys

At the start of each school year, an employee must sign for keys issued for access to their assigned work area(s) and check them in at the end of each school year. Employees who work during summer school must sign for keys issued for access to their assigned work area(s) and check them in at the conclusion

of the summer school session. Employees are responsible to safeguard the key(s) they are issued.

When an employee no longer needs access to an area, he/she shall turn the key(s) into the Business Office and have it signed off that the key(s) have been returned. Keys are not to be issued to an employee without administrative approval in advance.

Keys are not to be loaned to anyone (students, parents, friends, etc.). If a key is lost or stolen, the employee must report it immediately to their supervisor or Superintendent. An employee who loses or misplaces keys may be responsible for the cost of rekeying as needed.

521. Emergency Closings

1. At times, emergencies such as severe weather, fires, power failures, or earthquakes, can disrupt school operations. In extreme cases, these circumstances may require the closing of a work facility before the scheduled school day begins. In the event that such an emergency occurs during non-working hours, the Superintendent or designee shall notify school employees, Tribal Office, parents/guardians, and substitutes/temporary employees as appropriate. When school is cancelled prior to the start of the school day, the staff (teachers, Para educators, cook(s), bus driver(s), custodians, substitutes, will not be paid for the day since they will be making the day up. Employees in essential operations may be asked to work on a day when operations are officially closed. In these circumstances, employees who work will receive regular pay and those who do not will not be paid.
2. The Quileute Tribe has established a Comprehensive Emergency Management Plan which seeks to coordinate all emergency management activities of Tribal government and other emergency response agencies. The Emergency Management activities are designed to protect lives and property, ensure continuity of government, preserve the environment of the tribe, and allow the quickest possible restoration of normal governmental and community activities. The staff will be provided a copy of the plan and will receive annual training.

The plan includes direction and control, public information, emergency operations center, definitions and acronyms, administration and finance, distribution list, state and federal resources, transportation, communications and notifications, utilities, fire protection, information analysis and planning, sheltering and mass care, damage assessments, health and medical services, hazardous materials, law enforcement, food and water, donated goods, military support to civil authorities, record keeping and paying.

522. Visitors in the Workplace

1. The School Board welcomes and encourages visits to school by parents, other adult residents of the community, and interested educators. To provide for the safety and security of employees and the facilities at QTS, only visitors authorized or approved by the administration are allowed in the workplace. Restricting unauthorized visitors helps maintain safety standards,

protects against theft, ensures security of equipment, protects confidential information, safeguards employee welfare, and avoids potential distractions and disturbances.

2. Family and friends of employees are discouraged from visiting because of safety and security reasons. Employees will be called to meet any visitor at the QTS Office.
3. All visitors should enter sat the receptionist's office and request a visitor's pass. If approved by administration, they will be issued a pass that they must wear during their visit. Employees are responsible for the conduct and safety of their visitors.
4. If an unauthorized individual is observed on QTS's premises, an employee should immediately notify their supervisor and direct the individual to report to the receptionist's office.
5. If any person is under the influence of drugs or alcohol or is disrupting or obstructing any school program, activity or meeting, or threatens to do so or is committing, threatening to imminently commit or inciting another to imminently commit any act which would disturb or interfere with or obstruct any lawful task, function, process, or procedure of any student, official, classified or certificate staff member, or invitee of the school district, the superintendent or staff member in charge shall direct the person to leave immediately. If such a person refuses to leave, the superintendent or staff member shall immediately call for the assistance of a law enforcement officer.

523. Employee Conduct and Work Rules

To ensure orderly operations and provide the best possible work environment, QTS expects employees to follow rules of conduct that will protect the interests and safety of all employees, students, and QTS.

1. Employee Conduct
 - a. All employees shall conduct themselves in a courteous and professional manner while performing the functions of their job duties and responsibilities.
 - b. An employee represents QTS and therefore shall use discretion in the workplace and in the community.
 - c. An employee will not use, remove or alter any records, property or equipment of QTS or scrub QTS computers without the written approval of Superintendent or designee
 - d. Employees will be required to adhere to both the Code of Ethics and Confidentiality Agreement.
2. It is not possible to list all the forms of behavior that are considered unacceptable in the workplace. The following are examples of infractions of rules of conduct that may result in disciplinary action, up to and including termination of employment:
 - a. Theft or inappropriate removal or possession of property.
 - b. Falsification of time keeping records.
 - c. Working under the influence of alcohol or illegal drugs.
 - d. Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace, while on duty, or while operating employer-owned vehicles or equipment.

- e. Fighting or threatening violence in the workplace.
- f. Negligence or improper conduct leading to damage of employer-owned or customer-owned property.
- g. Insubordination or other disrespectful conduct.
- h. Violation of safety or health rules.
- i. Smoking in prohibited areas.
- j. Sexual or other unlawful or unwelcome harassment.
- k. Possession of dangerous or unauthorized materials, such as explosives or firearms, in the workplace.
- l. Excessive absenteeism or any absence without notice.
- m. Scrubbing or deleting work product from QTS computers.
- n. Unauthorized absence from work station during the workday.
- o. Unauthorized use of telephones, mail system, or other employer-owned equipment.
- p. Violation of personnel policies.
- q. Unsatisfactory performance or conduct.

524. Drug and Alcohol Use

It is a violation for any employee to unlawfully manufacture, distribute, dispense, possess, or use on or in the workplace any narcotic drug, alcohol, hallucinogenic drug, amphetamine, barbiturate, marijuana, or any other controlled substance, as defined in schedules I through V of Section 202 of the Controlled Substances Act (21 U.S.C. 812) and as further defined by regulation at 21 CFR 1300.11 through 1300.15 and as further amended to include anabolic steroids. "Workplace" is defined as the site for the performance of work done in the course of employment. It includes any place where work is performed, including a school building or other school premises; any school-owned vehicle or any other school-approved vehicle used to transport students to and from school or school activities; off school property during any school-sponsored or school-approved activity, event or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district.

As a condition of your continued employment that you will comply with the above policy of the school district and will notify your supervisor of your conviction under any criminal drug statute for a violation occurring in the workplace. Such notification shall be no later than five (5) days after such conviction. An employee who violates the terms of the school district's drug-free workplace policy may be suspended, discharged, or non-renewed in accordance with the provisions of the board policy and state law.

An employee may be required to satisfactorily complete a drug rehabilitation or treatment program approved by the QTS, at the employee's expense, as a condition of eligibility for reinstatement. However, reinstatement of an employee who has violated the drug-free workplace policy is not guaranteed, nor does the school district incur treatment or rehabilitation.

525. Harassment and Sexual Harassment

1. QTS is committed to providing a work environment that is free of discrimination and unlawful harassment.
2. Harassment consists of unwelcome conduct, whether verbal, physical or visual, that is based upon a person's protected status, such as sex, color, race, ancestry, religion, national origin, age, physical handicap, mental condition, disability, marital status, sexual orientation, veteran status, citizenship status or other protected group status. QTS will not tolerate harassing conduct that affects tangible job benefits, that interferes unreasonably with an individual's work performance, or that creates an intimidating, hostile or offensive working environment.
3. Sexual harassment deserves special mention. Unwelcome sexual advances, requests for sexual favors, and other physical, verbal or visual conduct based on sex constitute sexual harassment when:
 - a. submission to the conduct is an explicit or implicit term or condition of employment;
 - b. submission to or rejection of the conduct is used as the basis for an employment decision;
 - or,
 - c. the conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.
4. Sexual harassment may include explicit sexual propositions, sexual innuendo, suggestive comments, sexually oriented "kidding" or "teasing", "practical jokes", jokes about gender-specific traits, foul or obscene language or gestures, displays of foul or obscene printed or visual material, and physical contact, such as patting, pinching, or brushing against another body.
5. All QTS employees are responsible for helping to assure that harassment is prevented. An employee who experienced or witnessed harassment, shall immediately notify the Superintendent. QTS forbids retaliation against anyone who has reported harassment. If the complaint is against the Superintendent, report it to the QTS Board Chair.
6. QTS' policy is to investigate all such complaints thoroughly and promptly. To the fullest extent practicable, QTS will keep complaints and the terms of their resolution confidential. If an investigation confirms that harassment has occurred, the Superintendent shall report the allegations to proper law enforcement agencies. The alleged perpetrator may be placed on administrative leave pending further investigation and may be terminated based on the findings
7. The alleged perpetrator will be terminated from employment if any court of competent jurisdiction finds the person guilty.

526. Attendance and Punctuality

1. To maintain a safe and productive work environment, QTS expects employees to be reliable and to be punctual in reporting for scheduled work. Absenteeism and tardiness place a burden on other employees and on QTS. In the rare instances when employees cannot avoid being late to work or are unable to work as scheduled, they should notify their supervisor by phone as soon as possible in advance of the anticipated tardiness or absence. Do not leave a voice mail or send a text as it

may not be received timely. If you are unable to contact your supervisor, call the Superintendent,

2. Poor attendance and excessive tardiness are disruptive. Either may lead to disciplinary action, up to and including termination of employment.

527. Personal Appearance

1. Dress, grooming, and personal cleanliness standards contribute to the morale of all employees and affect the school's image.
2. During business hours, employees are expected to present a clean and neat appearance and to dress according to the requirements of their positions. Employees who appear for work inappropriately dressed will be sent home and directed to return to work in proper attire. Under such circumstances, employees will not be compensated for the time away from work.
3. Consult your supervisor or department head if you have questions as to what constitutes appropriate attire:

528. Return of Property

1. Employees are responsible for all property, materials, or written information issued to them or in their possession or control. Employees must return all QTS property immediately upon request or upon termination of employment. QTS may withhold from the employee's check or final paycheck the cost of any items that are not returned when required. QTS may also take all action deemed appropriate to recover or protect its property (See 506, section 4 entitled Personnel Acceptable Use of Technology Agreement and 511 section 3 entitled *EMPLOYMENT TERMINATION*).
2. An employee shall be held accountable for any property or equipment that results in damage or replacement caused by negligence or carelessness.

529. Training

Each employee will be expected to enter into training programs made available by QTS. Any employee who requires training or continuing education units (CEUs) will schedule these requirements with QTS and plan accordingly. Training recommended by QTS or an employee is subject to final approval by the QTS Superintendent.

530. Compensation

1. Salary, wage or fees shall be established by the QTS Superintendent. Range and classification of cost will be considered but not limited to, analysis of current market rates, GSA schedules, and local demand. Established rates must meet minimum contract and grant requirements or as provided by law. The QTS school board will approve the final rates, and amend as required or deemed necessary.

2. Salary increases as a result of favorable evaluations, are allowable if provided by the funding sources and budgeted by QTS.

PART VI. DISCIPLINARY ACTION

601. Grievance Procedure/Complain Resolution

It is important to have an open and fair method of resolving complaints and answering questions about the terms and/or provisions in the Employee Handbook. Employees are encouraged to discuss matters with their immediate supervisor and seek to resolve any matters of concern prior to filing a grievance. While an employee may be hesitant to raise a concern, the administration and School Board pledge to listen and work to resolve any issue in accordance with the Employee Handbook. The following procedures have been established for staff to follow if and when a matter isn't resolved through informal discussions with their immediate supervisor.

Step 1: An employee, or group of employees, may orally present a grievance to their immediate supervisor. If the grievance is not settled orally, a written statement of the grievance shall be presented to the immediate supervisor within twenty (20) working days after the occurrence of the grievance or within twenty (20) working days from the time the grievant should have reasonably become aware of the occurrence of the event(s) giving rise to the grievance, whichever is later.

The written grievance shall name the grievant(s) involved, the specific facts giving rise to the grievance, the specific provision(s) of the Employee Handbook alleged to be violated, and the remedy or relief requested.

The immediate supervisor, upon receipt of the written grievance, shall sign and date the grievance form and give a copy of the grievance form to the grievant(s) and the Superintendent. The immediate supervisor shall respond to the grievance in writing within ten (10) working days of receiving the grievance and send the response to the grievant(s) and Superintendent. The supervisor's response shall include the specific reason(s) upon which the decision is based along with any/all supportive evidence.

Step 2: If no satisfactory settlement is reached at Step 1, the grievance may be appealed to Step 2, the Superintendent, or designated representative, within seven (7) working days of receipt of the decision rendered in Step 1.

The Superintendent or designated representative shall arrange for a grievance meeting with the grievant(s) within seven (7) working days of the receipt of the Step 2 appeal. The purpose of the meeting shall be to affect a resolution of the grievance.

The Superintendent or designated representative shall provide a written decision incorporating the specific reason(s) upon which the decision is based to the grievant(s) and the grievant(s) immediate supervisor within seven (7) working days from the conclusion of the meeting.

Step 3: If no satisfactory settlement is reached at Step 2, the grievant(s) may, within fifteen (15) working days, appeal the Superintendent's or designated representative's decision to the Quileute Tribal School Board. Any grievance arising out of a violation of the Employee Handbook may be submitted to the School Board unless specifically and expressly excluded below. To file the appeal, the grievant(s)

must submit a written request and submit it to the Superintendent within fifteen (15) working days following the date of the Superintendent's written decision.

The Superintendent shall provide the School Board with copies of the written grievance and responses within five (5) working days after the written notice has been received. If the School Board decides to hear the appeal, the appeal may either be heard in executive session at the next regularly scheduled board meeting or the School Board may render a written decision based on the written documentation alone. If the School Board decides to hear the appeal, the Superintendent shall inform the grievant(s) of the meeting date, time, and location of the hearing in writing at least five (5) working days prior to the hearing. If the School Board decides to render a decision based solely on the written materials, the Superintendent shall notify the grievant(s) five (5) days prior to the School Board meeting of the School Board's intent. Should the School Board request additional information, the timelines will be extended to allow time for the grievant, immediate supervisor, Superintendent, or designated representative to collect and provide them with the information. If this occurs, the Superintendent shall notify the grievant(s) in writing of the request and delay.

The School Board shall issue a written decision within twenty (20) working days from the completion of the hearing date. The decision will set forth their findings of fact, reasoning, and conclusions on the issues submitted to them. The decision of the School Board is final.

Time Limits - Time limits identified in the grievance procedure may be extended by mutual agreement when signed by both parties. Failure on the part of the immediate supervisor, Superintendent or designated representative to communicate the decision on a grievance within the specified time limit shall permit the grievant(s) to lodge an appeal at the next step in the procedure. Any grievance not advanced by the grievant(s) from one step to the next within the time limits of that step shall be deemed resolved by the answer to the previous step.

Reprisals - No reprisal of any kind will be taken by the immediate supervisor, Superintendent, designated representative, or School Board because of participation in a grievance.

Exclusions - Items excluded from the grievance procedures include the following:

1. The termination of services of or failure to re-employ any provisional employee.
2. The termination of services or failure to re-employ any employee to a position on a supplemental contract.
3. Any matter involving employee evaluation.
4. Any matter involving employee probation procedures, discharge, non-renewal, adverse effect or reduction in force.

602. Causes for Disciplinary Action

1. Any action which reflects discredit upon the QTS school board, administration, faculty or support staff, or is a direct hindrance to the effective performance of QTS school operations and services.
2. Specific causes include, but are not limited to:

- a. Chronic failure to perform assigned job duties.
- b. Misuse of property, equipment, vehicles or supplies.
- c. Impairment due to personal problems or affected by drugs or alcohol (hangovers, domestic disputes, binge-drinking, etc.)
- d. Misuse or disclosure of confidential records or information to unauthorized person or persons.
- e. Performing job duties not related to job requirements or responsibilities.
- f. Falsification or removal of official QTS records, or submitting improper travel vouchers or reports.
- g. Inability or refusal of the employee to work with fellow staff.
- h. Activities that are illegal or prohibited by law or policies adopted by QTS.
- i. Harassment by language or actions that are obscene or vulgar.
- j. Consistent lateness or absence.
- k. Deleting work product or scrubbing a QTS computer.

603. Types of Disciplinary Action

QTS will follow progressive discipline which depending on severity begins with a verbal warning, written warning, probation, suspension and termination. Steps may be skipped based on the severity of the action.

Warnings - An employee will receive a verbal warning, and if corrections are not made, this will be followed by a written warning and a course of action as a result of any cause stated above. Reprimand will become an official part of the employee's personnel record.

1. A verbal warning will be given to the employee. The employee will be advised of the warning and instructed to comply with any corrections.
2. Failure to abide by any verbal warning will cause a written reprimand to be issued and be made a part of the personal record. A Plan for Improvement will be issued to resolve within 15 working days.

604. Disciplinary Probation

1. An employee may be placed on disciplinary probation if unable to remedy a written reprimand. A fifteen (15) day notice will be issued and conditions defined in order for the employee to satisfactorily complete the probation time period.
2. A written report shall be issued for a successful completion of probation. An employee is not eligible for annual leave during probation.
3. Immediate dismissal is issued if unable to complete (step 2.).

605. Suspension

An employee will be suspended from work if unable to complete terms a written reprimand. Suspensions can be for a maximum of five (5) working days and employee is unable to use *any*

leave during this period of time. Suspensions are leave without pay.

606. Dismissal

An employee may be dismissed from employment if unable to remedy any reprimand, disciplinary action or suspensions. Dismissals require concurrence of the QTS administrator and official action of the QTS school board.

PART VII. MISCELLANEOUS

701. On-the-Job Injuries and Student Accidents

1. Any person employed by QTS must report immediately any instances of injury or accidents to the Business Office. The Business Manager or designee must collect all pertinent information if the circumstance leads to lost work claims.
2. Any student injured while in the control of QTS must be reported immediately to the teacher and/or principal. The teacher and/or principal will initiate steps to insure the student is treated by a medical practitioner or sent to the hospital. The principal will notify the parent or guardian of the circumstances.

702. Life-Threatening Illnesses in the Workplace

1. Employees with life-threatening illnesses, such as cancer, heart disease, and AIDS, often wish to continue their normal pursuits, including work, to the extent allowed by their condition. QTS supports these endeavors as long as employees are able to meet acceptable performance standards. As in the case of other disabilities, QTS will make reasonable accommodations in accordance with all legal requirements, to allow qualified employees with life-threatening illnesses to perform the essential functions of their jobs.
2. Employees who suffer from AIDS, its related conditions, and persons with HIV-positive test results continue to be valued employees and will be treated like anyone else who is disabled.

Medical and scientific opinion indicates there is no evidence that the AIDS virus is casually transmitted in ordinary social or occupational settings or conditions. Therefore, co-workers have no basis upon which to refuse to work or withhold their services for fear of contracting the disease by working with an AIDS affected person. Employees who engage in such refusal or withholding of services, or who harass or otherwise discriminate against an infected employee, will be subject to discipline. QTS will make no special consideration for employees requesting transfer because they feel threatened by a co-worker's AIDS-related condition.

3. Medical information on individual employees is treated confidentially. QTS will take reasonable precautions to protect such information from inappropriate disclosure. All employees have a responsibility to respect and maintain the confidentiality of employee medical information. Anyone inappropriately disclosing such information is subject to disciplinary action, up to and including termination of employment.

703. Recycling

1. QTS supports environmental awareness by encouraging recycling and waste management in its business practices and operating procedures. This support includes a commitment to the purchase, use, and disposal of products and materials in a manner that will best utilize natural resources and minimize any negative impact on the earth's environment.
2. When available and affordable, special recycling receptacles will be set up to promote the separation and collection of the following recyclable materials at QTS:

computer paper	white high grade or bond paper	newspaper
corrugated cardboard	aluminum	
3. The simple act of placing a piece of paper, can, or bottle in a recycling container is the first step in reducing demand on the earth's limited resources. Success of this program depends on active participation by all of us. Employees are encouraged to make a commitment to recycle and be a part of this solution.
4. QTS encourages reducing and eliminating the use of disposable products. Source reduction decreases the consumption of valuable resources through such workplace practices as:
 - a. communication through computer networks with E-mail, posting memos for all employees
 - b. reusing paper clips, folders, and binders
 - c. reusing packaging material
 - d. turning off lights when not in use
5. Whenever possible, employees of QTS are encouraged to purchase products for the workplace that contain recycled or easily recyclable materials. Buying recycled products supports recycling and increases the markets for recyclable materials.
6. By recycling, QTS is helping to solve trash disposal and control problems facing all of us today.

The Employee Handbook will be revised and updated as needed. All staff members will be issued a copy of the Employee Handbook at the beginning of each school year. When updates are made, the Superintendent shall notify the staff of the relevant changes. Staff members employed after the school year begins will be issued a copy as part of their orientation.