



South Coast ESD  
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[www.scesd.k12.or.us/substitutes](http://www.scesd.k12.or.us/substitutes)



## CLASSIFIED SUBSTITUTE HANDBOOK

Greetings

The following information has been compiled to provide Substitutes with information and direction. It is not intended to replace or supersede any board policy, state or federal regulation or contract agreement.

During the school year, it may be necessary to modify information contained in this handbook. When that happens, SCESD will make every effort to inform Substitutes of the changes. Any questions you may have about the material contained in this staff handbook, or any other information provided to you, please speak with your building principal or call the Personnel Department.

Sincerely,

Tenneal Wetherell  
Superintendent  
South Coast ESD

Kevin Bogatin  
Superintendent  
North Bend School District

**DISTRICT OFFICE  
ADMINISTRATION  
AND  
LIST OF  
RESPONSIBILITIES**

<b>Person</b>	<b>Title</b>	<b>Phone</b>	<b>Call this office for:</b>
Kathy Metzger	Substitute Coordinator	541-266-3951	Applications, interviews, trainings
Michelle Collicott	Human Resources	541-751-6784	Personnel (contracts, negotiations, new hires, TSPC)
Anna Burgmeier	Payroll Specialists	541-751-6771	Payroll; timesheets; insurance and benefits; retirement deductions/changes; leave management; Workers Compensation

# GENERAL INFORMATION

## STAFF OPERATIONS

### CHECKOUT

#### Workday Checkout

Classified staff is permitted to leave the building and district grounds during their lunch break.

All staff are required to check out/in with the office prior to leaving during the workday. This will enable office staff to respond appropriately in the event of message and emergency situations that may arise.

### CHILD ABUSE REPORTING – REQUIRED BY LAW (Policy JHFE)

Any staff member who has reasonable cause or reasonable suspicion to believe that any child under 18 years of age with whom he/she has come in contact has suffered abuse or neglect, or that any adult with whom he/she is in contact has abused a child, shall immediately orally report to the Oregon Department of Human Services, Community Human Services, or local law enforcement agency. The building principal or supervisor is also to be immediately informed. Staff members are required to provide the building administrator written documentation of the report. If the report includes allegations of harassment or abuse between an employee and a student, the principal is to contact the Superintendent immediately.

Oregon law recognizes these types of abuse;

1. Physical;
2. Neglect;
3. Mental injury;
4. Threat of harm;
5. Sexual abuse or sexual exploitation.

Failure to report suspected child abuse or to comply with the confidentiality of records requirements is a violation punishable by law and by district disciplinary action up to and including dismissal. Intentionally making a false report of child abuse is a Class A violation.

A staff member who, based on reasonable grounds, participates in the good faith making of a child abuse report shall have immunity from any liability, civil or criminal, that might otherwise be incurred or imposed as provided by law.

### CLASSROOM SECURITY

Staff is asked to refrain from keeping personal items of value in or about their desks. Purses should never be left unsecured. Students should be instructed to leave valuables at home. The district will not be responsible for the loss of or damage to personal property due to such causes as fire, theft, accident or vandalism.

### COMMUNICABLE DISEASE/BLOODBORNE PATHOGENS/INFECTION CONTROL PROCEDURES (Policies: EBBA, JHCCB, JHCCA, GBEB, GBEBA)

The district provides for the reasonable protection against the risk of exposure to communicable disease to all staff while engaged in the performance of their duties. Protection is provided through immunization and exclusion in accordance with Oregon Revised Statutes and Oregon Administrative Rules. Infection control procedures, including provisions for handling and disposing of potentially infectious materials, have also been established through Board policy and administrative regulations for staff and student protection.

All staff shall comply with measures adopted by the district and with all rules set by the Oregon Department of Human Services, Health Services, and the County Health Department.

Staff members have a responsibility to report to the district when infected with a communicable disease unless otherwise stated by law.

## **HBV/Bloodborne Pathogens**

The North Bend School District has developed a “Communicable Disease Control Plan” that is available to staff at each building upon request. Each year, staff will be required to participate in training on the procedures to prevent and lessen the chance of occupational exposure to bloodborne pathogens in the workplace.

Employee classifications that have been identified as at-risk for exposure include: **Custodians, PE teachers, shop teachers, teachers or assistants assigned to feed, toilet and perform other personal hygiene functions for students, football and wrestling coaches, secretaries responsible for assisting students with illness and/or injuries, or staff members designated as primary first-aid providers.**

The identified staff members, and any additional staff who may otherwise incur occupational exposure to blood or other potentially infectious materials in conjunction with their assigned duties as determined by the district, will receive appropriate information and training as follows:

1. At the time of initial assignment to tasks where occupational exposure may take place;
2. At least annually thereafter and within one year of their previous training;
3. When changes such as modification of tasks or procedures or new tasks or procedures affect the staff member’s chance of occupational exposure.

Report any occupational exposure to bloodborne pathogens to the building administrator or designee. Following a report of an exposure incident, the district will immediately make available to the exposed staff member a confidential post-exposure evaluation and follow-up.

Employees who use medical sharps in the performance of their duties (e.g., administering injectable medicines to students, such as epinephrine and glucagon) will annually be provided an opportunity to identify, evaluate and select engineering and work practice controls (e.g., sharps disposal containers, self-sheathing needles, safer medical devices, such as sharps injury protections and needleless systems). The district will implement such work practice controls as appropriate.

## **Infection Control Procedures**

Appropriate hygienic and sanitation practices have been established by the district as follows:

1. Standard precautions are to be followed at all times. Standard precautions require the assumption that staff and students approach infection control as if all direct contact with human blood and body fluids is known to be infectious for HIV\*, HBV and/or bloodborne pathogens;
2. Whenever possible, students should be directed to care for their own minor bleeding injury. This includes encouraging students to apply their own band-aids. If assistance is required, band-aids may be applied after removal of gloves if caregiver will not come into contact with blood or wound drainage;
3. Food and Drug Administration (FDA) approved gloves are required for all tasks in which an individual may come into contact with blood or other potentially infectious materials. Such tasks include cleaning body fluid spills, emptying trashcans, handling sharps/containers, handling contaminated broken glass, cleaning contaminated equipment and handling contaminated laundry/clothing. This also includes assisting with any minor wound care, treating bloody noses, handling clothes soiled by incontinence, diaper changing and cleaning up vomit;
4. Immediate, complete and effective hand washing with soap and running water of at least 30 seconds duration should follow any first aid or health care given a student or contact with potentially infectious materials;
5. If exposure to blood or other potentially infectious materials occurs though coughing, any first-aid procedure or through an open sore or break in the skin, thorough washing, preferably with germicidal soap, is necessary;
6. In the event hand-washing facilities are not readily available, thorough cleaning using an antiseptic cleanser and clean cloth/paper towels or antiseptic towelettes provided by the district as an alternative is necessary. In the event alternatives are used, hands must be washed with soap and water as soon as feasible;
7. Contaminated work surfaces shall be decontaminated with an appropriate disinfectant after completion of procedures; immediately or as soon as feasible when surfaces are overtly contaminated or after any spill of blood or other potentially infectious materials; and at the end of the work shift if the surface may have become contaminated since the last leaning. Clean surfaces

- with soap and water and then rinse with an Environmental Protection Agency (EPA) approved disinfectant\*\* following labeling instructions for use, or a freshly-made solution of one part bleach to nine parts water, and allow to air dry. These surfaces include equipment, counters, mats (including those used in physical education classes and athletic events), toys or changing tables.
8. An EPA-approved disinfectant must be used when cleaning fluids such as blood or vomit from the floor or other such contaminated surfaces;
  9. Contaminated laundry such as clothing and towels must be placed and transported in bags and containers in accordance with the district's standard precautions. All such items must be laundered in hot or cold water and soap and placed in a dryer;
  10. Needles, syringes, broken glassware and other sharp objects found on district property must not be picked up by students at any time, nor by staff without appropriate puncture-proof gloves or mechanical device such as a broom, brush and dust pan. Any such items found must be disposed of in closable puncture resistant, leak proof containers that are appropriately labeled or color-coded;
  11. All wastebaskets used to dispose of potentially infectious materials must be lined with a plastic bag liner that is changed daily;
  12. Gloves and repellent gowns, aprons or jackets are required for tasks in which exposure to blood or other potentially infectious materials can be reasonably anticipated to contaminate street clothing. Type and characteristics of such protective clothing will depend on the task. Such tasks may include diapering/toileting with gross contamination, assisting with wound care, sorting or bagging contaminated laundry/clothing and disposing of regulated waste with gross contamination;
  13. Maximum protection with gloves, face and/or eye protection and gowns are required whenever splashes, spray, spatter or droplets of blood or other potentially infectious materials may be generated and eye, nose or mouth contamination can be reasonably anticipated. Such tasks may include feeding a student with a history of spitting or forceful vomiting and assisting with severe injury and wounds with spurting blood;
  14. If a first-aid situation occurs, students should report to a person in authority, staff should report to a supervisor.

\* HIV - Human Immunodeficiency

Virus HBV - Hepatitis B Virus

\*\* Disinfectants that can be used include Lysol, Purex, Clorox, Tough Act bathroom cleaner, Dow bathroom cleaner, Real Pine liquid cleaner, Pine Sol, Spic and Span, Tackle liquid, Comet and other products with EPA numbers. Other disinfectants as recommended by the Center for Disease Control may be used.

### **Staff Complaints (Policy GBM)**

Staff member complaints contending a violation, misinterpretation or inappropriate application of district personnel policies and/or administrative regulations should be directed to the immediate supervisor for informal discussion and resolution.

If the complaint is not resolved informally, formal complaint procedures may be initiated by staff in accordance with Board policy and administrative regulations.

This complaint procedure may not be used to resolve disputes and disagreements related to the provisions of any collective bargaining agreement.

### **Technology Acceptable Use Procedure**

1. **System Use.** Acceptable use of technology including, but not limited to, computers, software, telephones, Internet, e-mail, fax machines and similar equipment, by staff and students, is for the purpose of:
  - enhancing educational opportunities for students; improving employee productivity in their work assignments;
  - enhancing staff and student ability to communicate with others regarding their work. Such use must be responsible, ethical, efficient and legal.
2. **Employee and Student Privacy in the Use of Technology.** Because technology is provided to accomplish the work of the school district, employees and students have a limited expectation of privacy in their use of the technology. Routine maintenance and monitoring of the system may lead to discovery that staff or student has violated law, regulation, procedure or policy. An individual search, within the context of the suspected violation, may be conducted when reasonable suspicion is established.
3. **Violations.** Employee violations of law, regulation, policy or procedure may result in discipline to

and including dismissal and/or report to the Teacher Standards and Practices Commission and legal authorities. Student violations may result in discipline according to the school's procedures.

4. Personal Use of District Technology by employees. Personal use of district-owned technology resources is permitted on the employee's non-work time, for non-prohibited uses, and when the District incurs no added cost because of the employee's use and when the use does not violate current Government Ethics rules. Employees are responsible for supervising compliance with the AUP for all equipment that is assigned to them at work and/or used out of school.
5. Inappropriate and Prohibited Use of Technology for Employees and Students Includes:
  - violations of state or Federal law or regulation, violations of NBSD Board policies or administrative regulations, and violations of school regulations;
  - use of technology to interfere with or disrupt other users, services or equipment;
  - use of district resources primarily to benefit a commercial operation or political activity;
  - raising funds for outside organizations;
  - political lobbying, except for communication with elected representatives;
  - propagation of computer worms or viruses;
  - unauthorized entry to other computational, informational or communications devices;
  - violations of copyright law;
  - attempts to intentionally transmit or access any media, or to engage in a conference or e-mail that includes material which is libelous, obscene, indecent, vulgar, profane, lewd, threatening, harassing or insulting;
  - attempts to intentionally transmit or access any material or advertisement for any product or service not permitted to minors by law; more than minimum use for personal business; and invasion of the privacy of other users, e.g. posting personal information.
6. Inadvertent Misuse. If a user inadvertently encounters inappropriate or prohibited material, s/he should promptly report the occurrence to the supervisor in writing.

#### **Children's Internet Protection Act (CIPA Executive Order, 4/01).**

NBSD will enforce the provisions of the Children's Internet Protection Act when students have access to technology provided by NBSD or supervised by NBSD staff. Provisions include:

- A) **Internet Filtering:** "Measures to block or filter Internet access for both minors and adults to certain visual depictions. These include visual depictions that are (1) obscene, or (2) child pornography, or, with respect to use of computers with Internet access by minors, (3) harmful to minors. An authorized person may disable the blocking or filtering measure during any use by an adult to enable access for bona fide research or other lawful purpose."
- B) **Staff Supervision:** All student use of technology will be under the direct supervision of a staff member who will monitor the online activities of all students, especially: "(1) access by minors to inappropriate matter on the Internet and World Wide Web; (2) the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications; (3) unauthorized access, including so-called "hacking," and other unlawful activities by minors online; (4) unauthorized disclosure, use, and dissemination of personal information regarding minors."
- C) **Report of Violation to School Administration:** Staff who supervise student use of technology in schools are responsible for knowing and following the school district's Acceptable Use Policy (AUP). They must report student violations to the school administration.

#### **CONTRACTS AND COMPENSATION**

Substitute employees are paid an hourly rate.

It is the staff member's responsibility to provide all information necessary for placement on the salary schedule to the human resource office in accordance with timelines established by the district and collective bargaining agreements. In addition all staff members are responsible to review their

timesheet and monthly pay stubs to ensure that their placement and salary is correct. **Failure to bring an error to the attention of the administration in a timely manner may result in denial of additional compensation for dates in question.**

### **CRIMINAL RECORDS CHECKS/FINGERPRINTING (Policy GCDA/GDDA)**

All classified employees, including classified substitutes and coaches, are required to complete a State and National criminal history check and be fingerprinted. Fingerprinting for classified employees and substitutes can be done by the Personnel Department, prior to beginning employment with the School District. Verification of the criminal history/fingerprint check will be done through the Pupil Transportation Section of the Oregon Department of Education.

All persons newly employed with the district in regular, temporary and/or coaching positions are required to successfully pass drug screen as required by Board policy and law.

Employment will be offered pending the return and disposition of such checks. All offers of employment are contingent upon the successful results of such checks.

All newly licensed or registered educators and those applying for reinstatement of a license that has expired for more than three years are required to submit to nationwide criminal records check and fingerprinting in accordance with rules and procedures as set forth by TSPC.

The following procedures will be used for all newly hired, non-licensed and non-registered employees subject to criminal records checks and/or fingerprinting:

#### **Processing/Reporting**

1. The individual shall complete Fingerprint-Based Criminal History questionnaire and fingerprint card as provided by ODE.
2. Following acceptance of an offer of employment, these items will be sent to ODE for processing. A copy will be kept on file by the district in the individual's personnel file.
3. Individuals subject to fingerprinting will be required to be fingerprinted before beginning to work.  
Fingerprinting will be done by a district staff person or the sheriff's office.

#### **Termination of Employment**

1. Any individual required to submit to criminal records checks and/or fingerprinting in accordance with law and/or Board policy will be terminated from employment or contract status by the superintendent immediately upon the following:
  - a. Refusal to consent to a criminal records check and/or fingerprinting; or
  - b. Notification by the Superintendent of Public Instruction or his/her designee that the employee has made a false statement as to conviction of a crime or conviction of crimes prohibiting employment with the district as specified in law.

#### **Appeals**

A non-licensed individual may appeal a determination that prevents his/her employment or eligibility to contract with the district to the Oregon Superintendent of Public Instruction. Individuals' eligible to appeal as a contested case will be so notified in writing by ODE.

### **DISCIPLINE AND DISCHARGE**

Discipline and dismissal of staff will follow due process, relevant provisions of collective bargaining agreements and applicable law.

### **DRUG-FREE WORKPLACE (Policy GBEC)**

The North Bend School District acknowledges the important role that educational institutions play in helping to create a healthy, safe environment. The district accepts the commitment to combat drug and alcohol abuse in the workplace, and in the community. It is the policy of the district to prohibit the use or presence of illegal drugs, controlled substances, and/or alcohol such that there would be any detectable level of these items present in the individual's system in the workplace

## **Definitions**

- Alcohol:** Any form of alcohol for consumption, including beer, wine, wine coolers or distilled liquor.
- Drugs:** Includes any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana or other illegal drug or controlled substance.
- Under the Influence:** Any consumption of an unauthorized controlled substance, illegal drug, or alcohol such that there would be any detectable level of these items present in the individual's system. (For authorized use of a controlled substance, see implementation of the policy.)
- Workplace:** Any site where work is performed for the district for which the employee is providing a service for the district, receiving compensation or is responsible for the supervision of students

## **Procedures**

1. Awareness
  - A. The district shall post notice of this policy and procedure in visible workplaces, such as staff manuals and/or faculty bulletin boards, throughout the district.
  - B. Supervisors annually will provide notice to employees of:
    1. The district's policy of maintaining a drug-free workplace
    2. Sanctions that may be imposed upon violation of this policy
2. Workplace Guidelines
  - A. As a condition of employment, an employee shall abide by the terms of the district's drug-free workplace policy and shall notify the employer of any criminal drug conviction for violations occurring in the workplace no later than five (5) days after such conviction. The district shall notify the federal granting agency within ten (10) days after receiving notice of an employee's conviction of any criminal drug statute violation occurring in the workplace.
  - B. Any employee convicted of a criminal drug statute violation occurring in the workplace shall be subject to appropriate sanctions, including but not limited to, required participation in substance abuse assistance program, oral or written discipline, suspension, non-renewal or termination of employment.
  - C. Any employee of the district who is aware of student use or the possession of alcohol, illegal drug or controlled substance in the workplace, as defined above, shall notify his/her immediate supervisor, the person in charge of the activity, or the superintendent.
  - D. Any employee of the district who is aware of another employee's use or possession of alcohol, illegal drugs or controlled substances in the workplace is encouraged to inform his/her immediate supervisor, the superintendent, or the person in charge. Knowingly providing false information alleging violation of this policy shall allow disciplinary action against the reporting employee.

## **Implementation of the Policy**

1. Authorized Use of a Controlled Substances
  - A. An employee who knowingly uses a prescription drug or other authorized controlled substance that has potential to impair or negatively affect job performance or create a risk of injury to any person at the worksite, shall notify the immediate supervisor of such use.

In the event that such authorized use, in the judgment of the supervisor, impairs or negatively affects the ability to perform the job responsibilities, or creates a risk of injury



to any person, the district shall take appropriate remedial action including, but not limited to, temporary re-assignment, allowance of the use of unpaid leave or accumulated sick leave, or other leave for treatment to correct the effect on job performance or risk of injury.

2. Unauthorized Use of a Controlled Substance, Alcohol, or Illegal Drug

- A. Where there is a reasonable cause to believe that an employee is under the influence of alcohol, illegal drugs, or a controlled substance, or has ingested alcohol, illegal drugs, or a controlled substance at the workplace, the district may, as part of its investigation, require the employee to be examined by medical staff for the purpose of determining whether the employee is fit for duty.
- B. Initial assessment, including any possible examinations by a physician for illegal drugs, controlled substances or alcohol shall be at district expense. Should the attending physician refer the employee for drug/alcohol testing, such test shall be a gas chromatography/mass spectroscopy (GC/MS) test or other approved test for such substances. Should the results of the test be positive, the affected employee, his/her designated representative if requested, and an individual designated by the district shall receive the results, including a statement of the employee's unfitness/fitness to return to the workplace.
- C. Instead of disciplinary action for a violation of this policy, the district may require an employee to obtain an assessment of the employee's controlled substance or alcohol problem. Such assessment shall be based on unpaid leave, paid sick leave, or other such leave as the district may grant available under law, collective bargaining agreements and insurance policies that are applicable.
- D. Should the affected employee voluntarily enter a substance abuse program, the district will support the rehabilitation effort by providing unpaid leave or accumulated paid sick leave, vacation leave, or other leave, as applicable under law and collective bargaining agreements, to further the employee's rehabilitative effort. When a treatment provider releases an employee for return to work, the district will reinstate the employee to a position in the district.

The district may require certification from a medical doctor and/or treatment provider to verify that an employee is able to return to work. Failure of the employee to adhere to the treatment program may necessitate sanctions consistent with this policy.

- E. District property and equipment are furnished and made available for work-related purposes, and are not to be used in connection with unauthorized conduct related to controlled substances or alcohol.

A supervisor may only make a search related to a violation of this policy that is permitted by law, and that is based upon report of a fellow employee, or based on work-related job performance effects.

- F. The district may take appropriate disciplinary action against an employee who violates this policy, including reprimand, suspension, requiring an employee to submit to an appropriate treatment program and/or discharge. Any disciplinary actions are subject to provisions of the existing labor contracts.

Board policy regarding drug and alcohol free environment reflects the previous information as well as TSPC standards for ethical behavior of licensed employees.

**For purposes of this policy it should be strongly noted that NBSD employees are never to appear on duty at the workplace under the influence of an unauthorized controlled substance, illegal drug or alcohol. "The workplace" means any place where work is performed for the district for which the employee is providing a service for the district, receiving compensation or is responsible for the**

**supervision of students. Pursuant to this policy, the phrase “under the influence” means the consumption of an unauthorized controlled substance, illegal drug, or alcohol such that there would be any detectable level of these items present in the individual’s system.**

### **EMERGENCY CLOSURES (Policy EBCD)**

In the event of hazardous or emergency conditions, all district schools or selected schools or grade levels may be closed or schedules altered to provide delayed openings of school and/or early dismissal of students, as appropriate.

A phone tree will be distributed to all staff for use in the event of delayed openings or school closures. Additionally, the local stations: KDOCK(93.5 FM); KYSF(105.9); KYTT (98.7 FM); Bicoastal Media (KSHR 97.3, KJMX 99.5, KWRO 63.0, KOOS 94.9, KBDN 96.5, KBBR 1340); KCBY, KVAL, KEZI will regularly report delayed openings, school closures and which employee groups are required to report to the workplace.

### **EMERGENCY PROCEDURES AND DISASTER PLANS (Policy EBCB)**

All staff will be provided with a copy of the district’s emergency procedures plan detailing staff responsibilities in the event of emergencies such as natural disasters, fire, illness or injury of a student or staff member and the unauthorized or authorized use of force on school property. Copies of the emergency procedures plan will be available in the office of each building.

### **FAIR LABOR STANDARDS ACT (FLSA)**

Regular working hours for all classified staff will be set by the building principal or designee. Classified staff is not to work before, beyond or outside their established working hours and are not to work overtime without prior authorization from a supervising administrator.

All time sheets must be a true reflection of all time worked, whether it is more or less than regularly scheduled work hours.

Failure to comply will result in disciplinary action in accordance with applicable provisions of Board policy, administrative regulations and collective bargaining agreements.

Administrators, directors and/or supervisors shall give written notification to nonexempt employees, as defined by the Fair Labor Standards Act, of the Board’s following expectations:

- What constitutes normal working hours;
- That employees are not to work before, beyond or outside their normal working hours or are not to work overtime without prior authorization;
- That employee time sheets be a true reflection of all time worked, whether it is more or less than normally scheduled hours;
- That a written corrective statement be given to employees not complying with established procedures.

Generally, overtime is defined as time worked over 40 hours in one week, unless otherwise modified by the labor agreement. A week is defined as seven consecutive days covering Monday through Sunday.

Overtime will be compensated at not less than one and one-half times the employee’s rate of pay. If funds are

not available for overtime, compensatory time at not less than time and one-half will be allowed.

### **HAZING/HARASSMENT/INTIMIDATION/BULLYING/MENACING (Policy JBA/GBN)**

Hazing, harassment, intimidation, bullying or menacing by students, staff or third parties is strictly prohibited and shall not be tolerated by the district. Staff who is found to be in violation of this policy will be subject to discipline up to and including dismissal. Individuals may also be referred to law enforcement officials and licensed staff will be reported to the Teacher Standards and Practices Commission (TSPC).

Any allegations of harassment between an employee and a student will be immediately reported to the Principal.

## **HOURS OF OPERATION**

### Buildings

Each building supervisor, or designee, will determine the hours of operation. The building is accessible to staff during the course of the school year, during summer and other times when not in session as determined by the building administrator.

### District Office

The district office is open between the hours of 7:30 a.m. and 4:30 p.m. during the regular school-year. During winter break, spring break, summer break and other times when school is not in session the district office hours may vary and times will be posted.

## **IDENTIFICATION BADGES**

To help ensure the protection of staff and students and reduce the possibilities of theft, vandalism and loss of district property, district employees may be issued and required to wear identification badges when on district property.

1. Identification badges are the property of the district for use by district employees. Any employee who duplicates or lends his/her identification badge will be subject to disciplinary action;
2. All identification badges are to be worn in plain sight when the employee is engaged in the performance of district duties while on district property;
3. A report of a lost or stolen badge must be made to the appropriate administrator immediately;
4. An identification badge lost, stolen or damaged due to circumstances beyond the employee's control will be replaced by the district at no cost to the employee. Other replacement costs may be charged to the employee.

## **INJURY/ILLNESS REPORTS (Policy EBB)**

### **Standard Operating Procedure for Accident Reporting**

#### ❖ **Accident Report – Form S540**

- **Accident occurs:** employee **must** contact their supervisor immediately.
- Supervisors should evaluate the extent of the injury, review recommendation with employee to determine whether or not the employee will need professional medical treatment.
- The supervisor is required to complete the Incident Report form (S540) and review with employee.
- Once the report (S540) is completed:
  - **White Copy** – Send to the district personnel office
  - **Green Copy** – Send to direct supervisor
  - **Yellow Copy** - Stays in the booklet
- District Office maintains a log of all accident reports - OSHA (form 300)
- **Return-To-Work Policy** requires a follow up phone call to their Direct Supervisor and the District Personnel Office to verify they have received copies.

#### ❖ **Report of Job injury requiring medical treatment – Form 801**

- **Report of Job Injury or Illness: Form 801 - Do not** fill out if the employee does not need professional medical treatment.
- **Employee** seeking professional medical treatment, a Form 801 must be immediately filled out by the employee and turned in to the District Personnel Office within 24 hrs.
- **Injured on the job:** requiring professional medical treatment, whether returning to work or going home, employee **must** contact their supervisor first, who will fill out the Incident

Report form (S540)

- Supervisor is required to contact the District Personnel Office to determine if time will be lost (employee goes home early from work or will go see a doctor)
- **Personnel Office:** Once contacted, depending on the extent of the injury and need for treatment, the employee **must** complete the Report of Job Injury or Illness **Form 801** and forward the **original** to the District Personnel Office within 24 hours, where it will be processed and forwarded to the Workman's Compensation Insurance carrier
- **Federal law** requires that if an employee is hospitalized, OSHA is be contacted within 24 hours. As such, the District Office must be notified immediately
- All notes and/or instructions from the doctor or medical staff regarding the injury will be sent to the District Personnel Department to be placed in the medical file. Medical information will **NOT** be copied and saved at individual offices or buildings

## KEYS

Keys are issued to staff by the building principal or designee. In order to protect property, students and staff and to ensure the building is adequately secured when no authorized personnel are present, all staff is expected to follow the following key-control procedures:

1. The duplication of keys is prohibited;
2. Keys are not to be left unattended. Avoid leaving keys on desks, tables, in mailboxes, unattended coat pockets, etc.;
3. Keys may not be loaned to students or to individuals not employed by the district. Under no circumstances should staff provide keys to students to "run errands," "unlock/lock" doors, etc.;
4. Lost or stolen keys must be reported to the building principal or designee within 24 hours of discovery of the loss or theft so that measures may be taken to protect district property. Three days will be allowed for the finding or recovery of keys before any charges are assessed;
5. Upon completion of a lost or stolen key report form, presentation of the broken or damaged key(s) and submission of assessed fees, replacement keys will be issued [within 72 hours];
6. Charges for lost or stolen keys will be made to the staff member to whom the key(s) has been issued, in the following amounts:
  - a. Room or other keys - [\$10];
  - b. Building Master key - [\$75];
  - c. Maximum charge - [\$100].

Department for details.

## PERSONNEL RECORDS (Policy GBL)

An official personnel file is established for each person employed by the district. A staff member's personnel file may contain such information as applications for employment, references, records relative to compensation, payroll deductions, evaluations, complaints and written disciplinary actions. All charges resulting in disciplinary action shall be considered a permanent part of a teacher's personnel file and shall not be removed for any reason. Employees may submit a written response to any materials placed in their personnel file.

All records containing medical condition information such as workers' compensation reports and release/ permission-to-return-to-work forms will be kept confidential, in a separate file from personnel records. All other personnel records are considered confidential and not open to public inspection. Access to personnel files is limited to use and inspection only by the following or as otherwise required by law:

1. The individual employee. An employee or designee may arrange with the Personnel Department to inspect the contents of his/her personnel file;
2. Others designated in writing by the employee;
3. The comptroller or auditor, when such inspection is pertinent to carrying out his/her respective duties, or as otherwise specifically authorized by the Board. Information so obtained will be kept confidential. No files will be removed from their central location for personal inspection;

4. A Board member when specifically authorized by the Board. Information will be kept confidential. No files will be removed from their central location for personal inspection;
5. The superintendent and members of the central administrative staff;
6. District administrators and supervisors who currently or prospectively supervise the employee;
7. Employees of the Personnel Department;
8. Attorneys for the district or the district's designated representative on matters of district business.

The superintendent may permit persons other than those specified above to use and to inspect employee records when, in his/her opinion, the person requesting access has a legitimate official purpose. The superintendent will determine in each case the appropriateness and extent of such access.

Release of personnel records to parties other than those authorized to inspect them will be only upon receipt of a court order.

#### **RELEASE OF GENERAL STAFF INFORMATION**

A staff member's or volunteer's address, date of birth, social security number and personal phone number contained in personnel records maintained by the district are exempt from public disclosure. Such information will be released by the district only upon written permission of the staff member or volunteer, unless otherwise accepted by law.

Authorized district personnel may disclose information about a former employee's job performance to a prospective employer under the following conditions:

1. Disclosure of information is upon the request of the prospective employer; or
2. Disclosure of information is upon the request of the former staff member;
3. The information is related to job performance;
4. The disclosure is presumed to be in good faith.

The district will not disclose information that is knowingly false, deliberately misleading, rendered with malicious purpose or is in violation of the staff member's civil rights.

#### **RESIGNATION OF STAFF**

A classified employee is expected to submit a written and signed notice of resignation to the Personnel Department at least two weeks prior to the date he/she wishes to leave district employment. The Superintendent shall accept the resignation.

#### **SALARY PLACEMENT**

Placement on a district salary schedule may be dependent on such factors as experience, training, extended contracts, increased responsibilities, and such other factors as approved by the board.

#### **Classified Staff Salaries**

Classified staff will be placed at the first step of the classified salary schedule by the Personnel Department. If the building administrator recommends a higher placement, or prior experience in the district is an issue, the placement will be reviewed by the Superintendent and a decision on the correct placement will be made. Any issues or questions regarding placement on the salary schedule shall be discussed with the employee at the time of completion of the hiring process and resolved prior to issuance of the first paycheck.

#### **SEXUAL HARASSMENT (Policy GBN)**

The board is committed to preventing sexual harassment in district schools and activities. Sexual harassment is strictly prohibited and shall not be tolerated. This includes sexual harassment of students or staff by other students, staff, board members or third parties. "Third parties" include, but are not limited to, school volunteers, parents, school visitors, service contractors or others engaged in district business, such as employees of businesses, or organizations participating in cooperative work programs with the district and others not directly subject to district control at inter-district and intra-district athletic competitions or other school events. "District" includes district facilities, district premises and non-district property if the student or employee is at any

district- sponsored, district-approved or district-related activity or function, such as field trips or athletic events where students are under the control of the district or where the employee is engaged in district business. Any allegations of harassment between an employee and a student will be immediately reported to the Principal.

Sexual harassment of students and staff shall include, but is not limited to, unwelcome sexual advances, requests for sexual favors and other verbal, nonverbal or physical conduct of a sexual nature when:

1. The conduct or communication has the purpose or effect of demanding sexual favors in exchange for benefits;
2. Submission to or rejection of the conduct or communication is used as the basis for employment or assignment of staff;
3. The conduct or communication is so severe, persistent or pervasive that it has the purpose or effect of unreasonably interfering with an employee's ability to perform his/her job; or creates an intimidating, offensive or hostile educational or working environment.

All complaints about behavior that may violate this policy shall be promptly investigated. Any student or employee who has knowledge of conduct in violation of this policy or feels he/she is a victim of sexual harassment must immediately report his/her concerns to the building principal or district administrator, who have overall responsibility for all investigations.

The initiation of a complaint in good faith about behavior that may violate this policy shall not adversely affect conditions of employment or work environment of the staff complainant. There shall be no retaliation by the district against any person who, in good faith, reports, files a complaint or otherwise participates in an investigation or inquiry of sexual harassment.

It is the intent of the board that appropriate corrective action will be taken by the district to stop the sexual harassment, prevent its recurrence, and address negative consequences.

The superintendent will establish a process of reporting incidents of sexual harassment.

### **SEXUAL HARASSMENT AND STUDENTS (Policy JBA)**

The district desires to create a learning environment for all students that rewards educational achievement based on ability and performance. The learning environment cannot be maintained when sexual harassment occurs. Sexual harassment will not be tolerated in this school district. Any allegations of harassment between an employee and a student will be immediately reported to the Principal.

1. This policy applies to all students and staff of North Bend School District.
2. Sexual harassment of students includes demands for sexual favors in exchange for benefits as well as unwelcome verbal or physical conduct of a sexual nature that has the purpose or effect of interfering with a student's performance or creating an intimidating, hostile, or offensive environment. Sexual harassment of employees by students includes demands for sexual favors in exchange for benefits, as well as unwelcome verbal or physical conduct of a sexual nature that has the purpose or effect of interfering with the staff person's ability to perform the job or creating an intimidating, hostile, or offensive environment.
3. The district regards such conduct as an abuse of authority when engaged in by an adult, and a violation of student conduct policies when perpetrated by a student. All reports of sexual harassment will be investigated. Complaints should be filed with the school principal or district office. The student who initiated the complaint and the parents shall be notified when the investigation is concluded. The staff complainant will be notified when the investigation is completed
4. A good faith complaint from a student about violations of this policy will not adversely affect the student's educational assignments or study environment. A good faith complaint from a staff member about student harassment of staff shall not adversely affect any terms or conditions of employment or the work environment.

A copy of this policy and the procedure for filing complaints shall be posted on signs at least 8 x 11 inches in all schools with grades 6 through 12, be published in the student handbook, and be made available to students, staff and parents.

### **PERSONAL RIGHTS/HARASSMENT COMPLAINT PROCEDURE (POLICY GBN/JBA-AR)**

Building principals and the superintendent have the responsibility for investigations concerning incidents of harassment. The investigator(s) shall be a neutral party having had no involvement in the complaint presented.

Step I Any harassment information (complaint, rumors, etc.) shall be presented to the building principal or superintendent. All such information shall be reduced to writing and will include the specific nature of the harassment and corresponding dates.

Step II The district official receiving the information or complaint shall promptly initiate an investigation. He/She will arrange such meetings as may be necessary to discuss the issue with all concerned parties with five working days after receipt of the information or complaint. All findings of the investigation, including the response of the alleged harasser, shall be reduced to writing. The district official (s) conducting the investigation shall notify the complainant, in writing, when the investigation is concluded. The parties will have an opportunity to submit evidence and a list of witnesses.

A copy of the notification letter, the date and details of notification to the complainant, together with any other documentation related to the harassment incident, including disciplinary action taken or recommended, shall be forwarded to the superintendent.

Step III If the complainant is not satisfied with the decision at Step II, he/she may submit a written appeal to the superintendent or designee. Such appeal must be filed with 10 working days after receipt of the Step II decision. The superintendent or designee will arrange such meetings with the complainant and other affected parties as deemed necessary to discuss the appeal. The superintendent or designee shall provide a written decision to the complainant with 10 working days.

Step IV If a complainant is not satisfied with the decision at Step III; he/she may submit a written appeal to the Board. Such appeal must be filed within 10 working days following receipt of the Step III decision. The Board shall, within 20 working days, conduct a hearing at which time the complainant shall be given an opportunity to present the appeal. The Board shall provide a written decision to the complainant with 10 working days following completion of the hearing.

Step IV If the complaint is not satisfactorily settled at the board level, the employee may appeal to the U.S. Department of Labor, Equal Employment Opportunity Commission or Oregon Bureau of Labor and Industries.

All documentation related to harassment complaints may become part of the employee's personnel file as appropriate. Additionally, a copy of all complaints and documentation will be maintained as a confidential file and stored in the district office

### **STAFF CONDUCT (Policy GBC)**

All staff is expected to conduct themselves in a manner that conforms to applicable job descriptions, Board policy and administrative regulations.

Additionally, all licensed staff is expected to adhere to the Standards for Competent and Ethical Performance of Oregon Educators as specified in Oregon Administrative Rules.

### **STAFF DRESS AND GROOMING**

All staff are expected to be neat, clean and to wear appropriate dress for work that is in good taste and suitable for the job at hand.

### **STAFF ETHICS (Policy GBC)**

Staff members are prohibited from engaging in, or having a financial interest in, any activity that raises a reasonable question of conflict of interest with their duties and responsibilities as employees of the district.

This means that:

1. Staff members shall not solicit for financial remuneration from students, parents or other staff;
2. Any device, publication or any other item developed during the staff member's paid time shall be district property;
3. Staff members shall not further personal gain through the use of confidential information gained in the course of or by reason of their position or activities in any way.

Staff members are prohibited from performing any duties related to an outside job during their regular working hours or during the additional time needed to fulfill the position's responsibilities. District facilities, equipment or materials may [not be used in performing outside work] [be used under the same conditions as this property is made available to the general public and the authorized use is consistent with ORS Chapter 244].

### **STAFF HEALTH AND SAFETY**

In order to assure the safety of staff and students, information and/or training as necessary is provided to assist all staff to recognize and to respond appropriately to the presence of hazardous materials in the workplace, including proper handling, labeling, storage and disposal of such materials.

Material Safety Data Sheets (MSDS), which accompany any hazardous substance used in the school setting, are maintained on file in the office and elsewhere in the building, as necessary, and readily available to any staff member who must handle such materials or who may have been exposed to such products.

All staff members are expected to conduct their work in compliance with first-aid and infection control procedures established by the district and the following safety rules of the district:

1. All injuries shall be reported immediately to the person in charge or other responsible representative of the district;
2. It is the duty of all employees to make full use of safeguards provided for their protection. It shall be the employee's responsibility to abide by and perform the following requirements;
  - a. An employee shall not operate a machine unless guard or method of guarding is in good condition, working order, in place and operative;
  - b. An employee shall stop the machine or moving parts and properly tag-out or lock-out the starting control before oiling, adjusting or repairing, except when such machine is provided with means of oiling or adjusting that will prevent possibility of hazardous contact with moving parts;
  - c. An employee shall not remove guards or render methods of guarding inoperative except for the purpose of adjustment, oiling, repair or setting up a new job;
  - d. Employees shall report to their supervisor any guard or method of guarding that is not properly adjusted or not accomplishing its intended function;
  - e. Employees shall not use their hands or any portion of their bodies to reach between moving parts or to remove jams, hang-ups, etc. (Use hook, stick, tong, jig or other accessory.);
  - f. Employees shall not work under objects being supported that could accidentally fall (such as loads supported by jacks, the raised body of a dump truck, etc.) until such objects are properly blocked or shored;
  - g. Employees shall not use defective tools or equipment. No tool or piece of equipment should be used for any purpose for which it is not suited and none should be abused by straining beyond its safe working load.
3. Employees shall not remove, deface or destroy any warning, danger sign or barricade or interfere with any other form of accident prevention device or practice provided which they are using or which is being used by any other worker;
4. Employees must not work underneath or over others thereby exposing them to a hazard without first notifying the other employee(s) or seeing that proper safeguards or precautions have been taken;
5. Employees shall not work in unprotected, exposed or hazardous areas under floor openings;
6. Long or unwieldy articles shall not be carried or moved unless adequate means of guarding or guiding are provided to prevent injury;
7. Hazardous conditions or practices observed at any time shall be reported as soon as practicable to the person in charge or some other responsible representative of the



- employer;
8. Employees observed working in a manner, which might cause immediate injury to either themselves or other workers, shall be warned of the danger;
  9. Before leaving a job, workers shall correct, or arrange to give warning of, any condition that might result in injury to others unfamiliar with existing conditions;
  10. Good housekeeping methods shall be observed in all operations. Materials shall be so handled and stored as to minimize falling, tripping or collision hazards;
  11. Working and storage areas and passageways shall be kept free of unnecessary obstructions. No loose object shall be placed in any area where its presence will necessitate employees crowding between such objects as moving machinery, steam pipes or other objects with which contact would be dangerous;
  12. Any materials which might cause an employee to slip or fall shall be removed from floors and other treading surfaces immediately or suitable means or methods shall be used to control the hazardous condition;
  13. All sharp, pointed or otherwise hazardous projections in work areas shall be removed or rendered harmless.

### **STAFF ROOM**

A staff room may be provided for staff use during break, lunch and preparation periods, as may be appropriate. If a staff room is available, all staff is expected to "pitch in" as needed, to help keep this gathering area clean and orderly.

Personal items of value should not be left in the staff room. Staff members leaving such items in the staff room do so at their own risk.

Students are not permitted in the staff room.

### **TELEPHONES**

Telephones are available in classrooms and throughout the building for staff convenience. If it is necessary to make a long distance call for district business purposes staff members are expected to use office phones.

Local personal telephone calls made during working hours from district telephones should be brief, infrequent and placed before or after school, during breaks, lunch or at other times when staff is not responsible for supervising students. Personal long distance calls may not be made on district telephones, even if staff offers to reimburse the district for such charges. If it becomes necessary to make personal long distance calls while at work, such calls must be made with the staff member's personal calling card, personal cell phone or by pay phone.

Every effort will be made to prohibit in-coming calls on classroom phones during class times.

Cell phones should be muted or turned off during class time and should be used for personal use only during authorized break periods.

### **TOBACCO-FREE ENVIRONMENT (Policies: GBK, JFCG, KGC)**

In order to protect the health of students, staff and the general public, provide a healthy working environment and promote good health for students, tobacco use is prohibited on all district property and in district-owned vehicles.

Tobacco is defined to include any lighted or unlighted cigarette, cigar, pipe, bidi, clove cigarette, and any other smoking product, spit tobacco, also known as smokeless, dip, chew, and snuff in any form.

### **USE OF PRIVATE VEHICLES FOR DISTRICT BUSINESS (Policy EEBB)**

The use of private vehicles for district business, including the transportation of students, is generally discouraged. Staff members should use district-owned vehicles whenever possible, scheduling activities and other transportation far enough in advance to avoid any non-emergency use of private vehicles. No staff member may use a private vehicle for district business without permission from his or her supervisor.

## **WEAPONS (Policy JFCJ)**

The North Bend School District has a zero-tolerance policy against bringing a dangerous or deadly weapon that can be used or threaten to be used to inflict death or serious physical injury, onto school grounds. Any student who possesses a weapon on school property or at any school-sponsored activity will be expelled for a period of not less than one year.

Any school district employee who has reasonable cause to believe a student or other person had brought a dangerous or deadly weapon onto school grounds must promptly notify a school district administrator or law enforcement officer.

Weapons under the control of law enforcement personnel are permitted on school property. The superintendent may authorize other persons to possess weapons in school buildings. The superintendent may prescribe special conditions or procedures to be followed before giving such authorization.

## **Transitional temporary work assignment**

North Bend School District 13 will determine appropriate work hours, shifts, duration and locations of all work assignments. North Bend School District 13 reserves the right to determine the availability, appropriateness and continuation of all transitional assignments and job offers.

## **Communication**

It is the responsibility of the worker and/or supervisor to immediately notify Personnel of any changes concerning a transitional/temporary work assignment. Personnel will then communicate with the insurance carrier and attending physician as applicable.

## ***Employee responsibilities***

### **1. Accident reporting:**

- A. An **accident** is any unplanned event that disrupts normal work activities and may or may not result in injury or property damage. All work-related accidents and injuries must be reported immediately to Personnel via the employee's Direct Supervisor.
- B. If an accident occurs, but does not require **professional medical treatment**, the supervisor **must** immediately be informed, so that an Incident Report (form S540) can be completed. Once the Incident Report is completed and distributed, the employee is required to follow-up with a phone call to verify that their Direct Supervisor and Personnel Office have received their copies. If first-aid treatment is needed, it should be sought on-site.
- C. If an accident occurs which requires **professional medical treatment**, the worker **must** follow the District Standard Operating Procedures. The worker must fill out a workers' compensation **801** form as soon as possible.
- D. When the accident requires the employee to be hospitalized, the District Personnel Office **must** be contacted within 24 hours.

### **2. Worker's physical condition:**

- A. If professional medical treatment is sought, the worker should inform the attending physician that North Bend School District 13 has a return-to-work program with light duty/modified assignments available.
- B. The worker is responsible to obtain a **Release to Return-to-Work (RTRTW)** form and completed **Job Description** form from Personnel. This should be provided to the treating physician and should be returned to Personnel following the initial medical treatment.

### **3. Worker return to work:**

- A. If the attending physician releases the worker to return to work, as evidenced by completion of a **RTRTW Form** and **Job Description Form**, the form(s) must be returned to Personnel, within 24 hours for assignment of light duty/modified work. The worker must report for work at the designated time. **The worker cannot return to work without a release form the attending physician.**
- B. If you return to a transitional/temporary job, you must make sure that you do not go beyond either the duties of the job or your physician's restrictions. If your restrictions change at any time, you must notify your supervisor at once and give your supervisor a copy of the new medical release.

#### **4. Worker unable to return to work:**

- A. If the worker is unable to report for any kind of work, **the worker must report in person every Monday between 8:00 - 9:00 and every Friday between 2:00 – 3:00 to report medical status, unless restricted to bed rest.**
- B. While off work, it is the responsibility of the worker to supply Personnel with a current telephone number (listed or unlisted) and an address where the worker can be reached.
- C. The worker will notify Personnel within 24 hours of all changes in medical condition.

#### **Employer responsibilities**

##### **1. Accident reporting:**

- A. The supervisor will conduct an accident analysis on all accidents, whether or not an injury occurs.
- B. When an accident occurs which results in injury requiring professional medical treatment, Personnel will forward a completed workers' compensation 801 form to the insurance carrier within five (5) calendar days of knowledge of the injury or illness.
- C. Other information will be forwarded as soon as developed including:
  - 1. Name of worker's attending physician.
  - 2. Completed Release to Return-to-Work Form from attending physician and medical documentation, if appropriate.
  - 3. Completed transitional/modified or regular Job Description.
  - 4. Job Offer letter and responses.
- D. The supervisor will notify the insurance carrier of any changes in the worker's medical or work status as soon as possible.

##### **2. Medical treatment and temporary/transitional duty physical condition:**

- A. A **Release to Return-to-Work Form** and a completed **Job Description** form will be provided to the worker to take to the attending physician for completion and/or approval.
- B. At the time of first medical treatment the **Release to Return-to-Work Form** must be completed and returned to Personnel. If one is not, Personnel will request one from the attending physician.
- C. If feasible, Personnel will accompany the worker to the first visit with the treating physician.
- D. The completed **Release to Return-to-Work Form** will be reviewed by Personnel. A

temporary/transitional **Job Description** form will be prepared from information obtained from the attending physician for review and approval.

- I understand failure to follow these procedures may affect my re-employment, reinstatement and vocational assistance rights.