

CLARION- LIMESTONE AREA SCHOOL DISTRICT

SECTION: SUPPORT EMPLOYEES

TITLE: COMPLAINT PROCESS

ADOPTED: November 19, 2003

REVISED:

526. COMPLAINT PROCESS	
1. Purpose	<p>It is the Board's intent to establish reasonable and effective means of resolving conflicts among employees, to reduce potential areas of complaints, and to establish and maintain recognized two-way channels of communication between supervisory personnel and support employees for situations not covered by the terms of a collective bargaining agreement, individual contract, or Board resolution.</p>
2. Authority	<p>The Board adopts this policy to facilitate proper and equitable solutions to complaints at the lowest appropriate level, and to establish an orderly procedure for pursuing solutions.</p> <p>There shall be no reprisals of any kind taken against any employees or their representatives because of support of or participation in a complaint.</p>
3. Definition	<p>Complaint - any unresolved problem or interpretation of federal or state laws and regulations; policies and rules of the Board; and written administrative procedures.</p>
4. Guidelines	<p>Complaints should be discussed in a private, informal conference between the parties involved. At least one (1) private meeting should take place between the parties before the complaint procedure is invoked.</p> <p>A complainant may be represented or accompanied at any higher level of authority by anyone s/he chooses.</p> <p>If the same, or substantially the same complaint is made by more than one employee against one respondent, only one employee, on behalf of self and the other complainants, may process the complaint through the prescribed procedure. Names of all complainants shall appear on all documents related to settlement of the complaint.</p> <p>The time limits provided in this policy may be extended by mutual agreement of the parties. Any decision not appealed within the time limits from one level to the next level shall be considered settled on the basis of the last decision and not subject to further appeal.</p>

Level One - Immediate Supervisor

Within ten (10) days after the occurrence giving rise to the complaint, and following an informal discussion as outlined, the complainant must present the written complaint to the supervising administrator.

This statement shall include:

1. A clear, concise expression of the complaint.
2. The rule, policy or law for which there is an alleged violation.
3. Circumstances on which the complaint is based.
4. Person(s) involved.
5. Decision rendered at the private conference.
6. Remedy sought.

Copies of this statement may be sent to any individuals who were present at the meeting.

Within ten (10) days the administrator shall communicate a written decision to the employee. If the administrator does not respond within the time limit, the complainant may appeal to the next level.

Level Two - Superintendent/Designee

Within ten (10) days after receiving the decision of the administrator at Level One, the complainant may appeal the decision to the Superintendent/designee. The written appeal shall be accompanied by a copy of the decision at Level One.

Within ten (10) days after delivery of the appeal, the Superintendent or designee shall investigate the complaint, giving all persons who participated in Level One a reasonable opportunity to be heard.

Within ten (10) days after delivery of the appeal, the Superintendent or designee shall submit a written decision, together with the supporting reasons, to the complainant and the administrators involved.

Level Three - The Board

Within ten (10) days after receiving the decision of the Superintendent or designee, the complainant may appeal the decision in writing to the Board.

The Board shall schedule the matter for a hearing to be held at the next regularly scheduled Board meeting.

The complainant and his/her conferee may be present at the hearing.

Within twenty (20) days the Board will submit its written decision, together with supporting reasons, to the complainant. A copy shall be furnished to the administrators involved.

The decision of the Board is final.

Miscellaneous Provisions

All documents, communications, and records relevant to a complaint shall be filed in a separate file and not be kept in the personnel file of any of the participants.

In the event a complaint is filed late in the school year, both parties shall endeavor to expedite procedures so that the process may be completed as soon after the school term as practicable.

CLARION- LIMESTONE AREA SCHOOL DISTRICT

SECTION: SUPPORT EMPLOYEES

TITLE: SALARY DETERMINATION

ADOPTED: November 19, 2003

REVISED:

528. SALARY DETERMINATION	
1. Purpose	An approved wage and salary schedule for support employees shall be established. Employees shall be placed on the schedule in accordance with established procedures.
2. Authority SC 406	The salary schedule for support employees of the district shall be approved by the Board. Salary schedules shall be in accordance with applicable collective bargaining agreements individual contracts or Board resolution.
3. Delegation of Responsibility	The Superintendent is authorized to credit past experience of an applicant for determination of salary.
School Code 406	

CLARION- LIMESTONE AREA SCHOOL DISTRICT

SECTION: SUPPORT EMPLOYEES

TITLE: SUBSTITUTE COMPENSATION

ADOPTED: November 19, 2003

REVISED:

529. SUBSTITUTE COMPENSATION	
1. Purpose	In order to ensure reliable assistance in the absence of regular support personnel, compensation to qualified substitutes shall be in accordance with Board policy.
2. Guidelines	Substitutes for support employees will be paid on a per diem basis at a rate set annually by the Board for the various classes of employees.

CLARION-
LIMESTONE AREA
SCHOOL DISTRICT

SECTION: SUPPORT EMPLOYEES

TITLE: OVERTIME

ADOPTED: November 19, 2003

REVISED:

530. OVERTIME	
<p>1. Authority</p>	<p>In order to ensure consistent treatment of all affected employees and compliance with applicable federal law regarding payment of overtime, the Board adopts this policy.</p>
<p>2. Guidelines 29 U.S.C. Sec. 201 et seq</p>	<p>In accordance with the Fair Labor Standards Act applicable collective bargaining agreement, individual contract, or Board resolution, overtime shall be paid for work in excess of the established workday or workweek for each grade of support employees.</p> <p>Overtime accrues only when a nonexempt employee performs work within the same job classification. When employees at their option agree to perform occasional or sporadic work within a different job classification, such hours shall not qualify for overtime.</p> <p>No overtime shall be scheduled or worked without prior approval of the immediate supervisor.</p> <p>Overtime will be paid at the rate of time and one-half the regular rate of pay when approved in advance for time worked in excess of eight (8) hours per day (including the difference between the normal workday and eight {8} hours) or forty (40) hours per week (including the difference between the normal workweek and forty {40} hours).</p> <p>The district may use compensatory time off at the premium rate of one and one-half hours for each hour of accrued overtime work, or a combination of cash payment and compensatory time. Compensatory time shall be scheduled within a reasonable time after a request by the employee.</p> <p>For purposes of computing overtime, credit shall be given only for hours worked, as recorded in district records and provided by law. Time off for vacation will not be included when computing overtime.</p>

Time worked on a Sunday or a scheduled holiday shall be compensated at two (2) times regular hourly or daily pay, irrespective of hours worked that week.

Emergency Overtime

In an emergency situation, the Superintendent shall have the authority to authorize overtime work as s/he deems necessary for the best interests of the school system.

CLARION- LIMESTONE AREA SCHOOL DISTRICT

SECTION: SUPPORT EMPLOYEES

TITLE: JOB RELATED EXPENSES

ADOPTED: November 19, 2003

REVISED:

531. JOB RELATED EXPENSES	
1. Authority	Payment of the actual and necessary expenses, including traveling expenses, that any district employee incurs in the course of performing services for the district shall be made in accordance with Board policy.
2. Delegation of Responsibility	The validity of payments for job related expenses shall be determined by the Superintendent.
3. Guidelines	<p>The use of a personal vehicle shall be considered a legitimate job expense if travel is among the employee's assigned schools, but not between home and school, and is authorized in advance by the Superintendent.</p> <p>Use of a personal vehicle for approved purposes is reimbursable to the employee at the current IRS rate per mile approved by the Board.</p> <p>Use of a personal vehicle requires the employee to maintain liability insurance coverage.</p> <p><u>Attendance at Conferences/Meetings</u></p> <p>Support employees wishing to attend professional conferences and/or meetings shall apply through the procedures established by the Superintendent, building principal, and/or supervisor.</p>
SC 517	<p>The Board shall annually approve attendance at local, state, and national conferences, provided that it does not exceed the budgeted amounts for the year.</p> <p>The Superintendent must approve individual requests for conference attendance.</p> <p>Attendance at district approved events outside the district shall be without loss of regular pay, unless otherwise stipulated prior to attendance.</p>

531. JOB RELATED EXPENSES - Pg. 2

All travel by support employees shall be reviewed by the building principal or supervisor and by the Superintendent. Expenses for the use of a personal vehicle including parking and turnpike fees, shall be reimbursed to the employee by the district, upon receipt of bills and statements of mileage traveled.

Registration fees and expenses incurred by the employee for lodging and meals, while in attendance at approved professional conferences and/or meetings under a package plan provided by the conference or meeting sponsor, shall be paid by the district upon receipt of the required bills and statements.

The district shall reimburse the employee in an amount designated by the Board for lodging and meal expenses incurred while attending approved professional conferences and/or meetings for which no package plan has been provided by the conference or meeting sponsor. The district shall pay registration fees.

Expenses incurred by the employee for attendance at meetings which are state or federally funded shall be paid in their entirety if approved in the design of the original proposal(s).

Expenses incurred for attendance at meetings which are partially funded by federal or state programs, shall be paid in the amount approved by the federal or state programs, and the employee shall be reimbursed in an amount designated by the Board for receipted expenses, including the expenses which have been paid from federal or state monies.

The Superintendent or designee shall prepare procedures for reimbursement of travel expenses which shall include:

1. Under normal conditions, employees traveling on official business shall provide themselves with sufficient funds for ordinary expenses.
2. Travel shall be by the most direct and economical route.

School Code
517

CLARION- LIMESTONE AREA SCHOOL DISTRICT

SECTION: SUPPORT EMPLOYEES

TITLE: WORKING PERIODS

ADOPTED: November 19, 2003

REVISED:

532. WORKING PERIODS	
1. Purpose	The periods of work required of the support staff shall be clearly specified to ensure regular and consistent operation of the district.
2. Authority SC 510, 1504 Pol. 804	The Board has the authority and responsibility for determining the hours of school district operation and hours of work for employees.
3. Delegation of Responsibility	The Superintendent or designee shall develop administrative procedures to ensure adherence to work schedules by support employees, which shall apply uniformly throughout the schools.
4. Guidelines	Work schedules of the various classes of employees shall be developed in accordance with the terms of the applicable collective bargaining agreement, individual contract, or Board resolution.
School Code 510	
Board Policy 804	

CLARION- LIMESTONE AREA SCHOOL DISTRICT

SECTION: SUPPORT EMPLOYEES

TITLE: PROFESSIONAL
DEVELOPMENT

ADOPTED: November 19, 2003

REVISED:

533. PROFESSIONAL DEVELOPMENT	
1. Purpose	Continuing professional study and inservice training are prerequisites for professional development, enhanced ability to complete responsibilities, and maintaining certification.
2. Authority SC 517	<p>The Board recognizes the value of and encourages the development of a continuing program of staff development for support employees to further their professional and personal advancement through educational courses, inservice training, and professional development activities.</p> <p>In order to continue employment in the district, professional employees are required to meet all obligations necessary to maintain active certification.</p>
3. Guidelines	<p><u>Curriculum And Instructional Research And Service Centers</u></p> <p>The Superintendent may establish one (1) or more Curriculum and Instructional Service and Research Centers to serve the professional needs of employees.</p> <p><u>Community Instructional Resources</u></p> <p>Employees shall take advantage of community educational resources to the extent that they provide the best means of reaching the educational objectives of the system.</p> <p><u>Professional Education Plan</u></p> <p>The Board shall appoint to the professional education committee parents/guardians and representatives of the community and local businesses. Representatives of administrators, teachers and educational specialists on the professional education committee shall be selected by their respective members.</p>
SC 1205.1 Title 22 Sec. 4.13, 49.17	

SC 1205.1	The Board shall approve a professional education plan that is designed to meet the educational needs of the district and its employees; specifies approved courses, programs, activities and learning experiences; and identifies approved providers. The Board shall approve the plan prior to submission for approval by the Department of Education.
SC 1205.1	The Board shall ensure an annual review of the district's professional education plan by the professional education committee to determine if the plan continues to meet the needs of the district, the Strategic Plan, and the employees, students and community. The professional education committee may recommend amendments to the plan, subject to approval by the Board and the Department of Education.
SC 1205.2	The Board may approve, on a case-by-case basis, specific professional education activities not stated within the district's professional education plan.
SC 1205.2	If the district assumes all costs of credits or hours, the Board may disapprove any course, program, activity or learning experience that is inconsistent with the goals of the professional education plan.

CLARION- LIMESTONE AREA SCHOOL DISTRICT

SECTION: SUPPORT EMPLOYEES

TITLE: SICK LEAVE

ADOPTED: November 19, 2003

REVISED:

534. SICK LEAVE	
1. Purpose	A sick leave policy to ensure employees receive paid days for such absences shall be established and implemented.
2. Definition	Sick leave is defined as leave taken by a regular, full-time employee of the school district who is absent from assigned duty because of personal disability due to illness or injury, medical appointments, or family illness, in accordance with established guidelines.
3. Authority	The Board shall annually provide full-time, regularly employed support staff sick leave days, which shall be cumulative, and may be taken in increments of a half-day or full day.
SC 510	The Board reserves the right to determine the validity of sick leave and require any employee claiming sick leave pay to submit sufficient proof, including a physician's certification, of the employee's illness or disability.
	The Board shall consider the application of any eligible employee for an extension of sick leave when the employee's accumulated sick leave is exhausted.
4. Delegation of Responsibility	The Superintendent shall report to the Board the names of those employees absent for noncompensable cause or whose claim for sick leave pay cannot be justified.
5. Guidelines Pol. 517	The misuse of sick leave shall be considered a serious infraction subject to disciplinary action. The Superintendent or designee shall establish rules and regulations to implement discipline for employees who abuse sick leave.
	A sick leave absence shall commence when the employee, or agent if the employee is sufficiently disabled, reports the absence. A sick leave day, once commenced, may be reinstated as a working day only with the approval of the Superintendent or designee.

Whatever the claims of disability, no day of absence shall be considered a sick leave day on which the employee has engaged in or prepared for other gainful employment, or has engaged in any activity that would raise doubts regarding the validity of the sick leave request.

Proof Of Disability

Any employee absent on sick leave may be required to submit a physician's written statement certifying his/her disability.

A physician's statement may not be presumed to conclusively establish the employee's disability.

Records

The district's personnel records shall show the attendance of each employee; and the days absent for sick leave purposes shall be recorded, with the reason for such absence noted.

A record shall be made of the unused sick leave days accumulated by each employee, which shall be reported to the employee.

The Board shall pay a specified amount for each unused sick leave day, up to a designated number of days, upon the retirement or death of a support employee, as provided in an applicable collective bargaining agreement, individual contract, or Board resolution.

Family Sick Leave

Two (2) days of the annual allotment of sick leave may be used each year by the employee for illness in the immediate family.

The **immediate family** shall be defined as husband, wife, mother, father, child, mother-in-law, father-in-law, brother, sister, a near relative whose residence is also the employee's residence, or any person with whom the employee has made his/her home and in which a long-term, sole guardian/parental relationship has been established.

The employee shall notify his/her building principal or supervisor as far in advance as possible when taking sick leave for family illness and shall identify the family member and relationship.

534. SICK LEAVE - Pg. 3

School Code
510

In the event the two (2) days of sick leave days are not used for illness in the family, they shall continue to accumulate as regular sick leave and shall not accumulate from year to year.

In the event the number of family sick leave days are exceeded, the days shall be charged against any accumulated personal or emergency days.

Family sick leave days will be reconciled on an annual basis. It is the employee's responsibility to accurately track the number of identified family sick leave days.

CLARION- LIMESTONE AREA SCHOOL DISTRICT

SECTION: SUPPORT EMPLOYEES

TITLE: FAMILY AND MEDICAL LEAVES

ADOPTED: November 19, 2003

REVISED: October 19, 2005

535. FAMILY AND MEDICAL LEAVES	
1. Purpose 29 U.S.C. Sec. 2601 et seq	The purpose of this policy is to address specific leave of absence issues and to ensure the district's compliance with the Family Medical Leave Act, hereinafter referred to as FMLA.
2. Delegation of Responsibility	The Superintendent or designee shall develop administrative guidelines regulating leaves and ensuring the district's compliance with law. Although implementing the guidelines is the responsibility of the Superintendent, they must adhere to the basic principles of law.
3. Guidelines	<p>Required notices shall be posted by the district.</p> <p>Guides advising employees of their rights and responsibilities shall be developed and posted. The guides shall be given to employees upon request; whenever an employee requests an FMLA leave; and whenever the district designates a leave as an FMLA leave.</p> <p>All requests for leave, both FMLA leave and non-FMLA leave, shall be made in writing on a district form. The form shall request sufficient information to determine whether the leave qualifies as an FMLA leave.</p> <p>Employees shall be required to apply the equivalent of the annual allotment of sick days (as specified by law or collective bargaining agreement) towards FMLA. The employee may at their option apply additional sick days beyond the minimum required towards the leave.</p> <p>Medical certification forms shall be required whenever allowed or authorized by provision of the FMLA.</p>

Employees shall be required to provide a fitness-for-duty certificate upon returning from an FMLA leave when the leave was taken because of the employee's own serious health condition, except where such a requirement would be in violation of a collective bargaining agreement, individual contract, or Board resolution or where the employee has taken a paid leave concurrent with the FMLA leave and school district policy and practice has not required a fitness-for-duty certificate to be provided.

Seniority shall accrue for all purposes during FMLA leaves, and credit shall be given during FMLA leaves for accruals for other leaves.

For purposes of determining whether an eligible employee under the FMLA has exhausted the twelve (12) weeks of leave in any twelve-month period, the district shall utilize a rolling twelve-month period measured backwards from the date leave is used, to avoid stacking of back-to-back leave entitlements.

When both spouses are employed by the district, the combined amount of leave for birth, adoption, and family illness may be limited to twelve (12) weeks. However, in the situation of illness to one's self, the leave would not be similarly limited.

An employee will be denied intermittent leave or leave on a reduced leave schedule to care for an immediate family member (spouse, child, parent) with a serious health condition, or if the employee has a serious health condition when:

1. The employee fails to establish, through medical certification, that there is a medical need for such a leave (as distinguished from voluntary treatments and procedures).
2. The employee has failed to establish, through medical certification, that it is medically necessary for the leave to be taken intermittently on a reduced leave schedule.

Eligibility for an FMLA leave shall be based entirely on the eligibility criteria established by the FMLA. This policy shall not be construed to expand eligibility for an FMLA leave beyond what is required by the law.

29 U.S.C.
Sec. 2601 et seq

CLARION- LIMESTONE AREA SCHOOL DISTRICT

SECTION: SUPPORT EMPLOYEES

TITLE: PERSONAL NECESSITY LEAVE

ADOPTED: NOVEMBER 19, 2003

REVISED: APRIL 15, 2015

536. PERSONAL NECESSITY LEAVE	
1. Authority	<p>This policy shall provide for absences for defined personal necessity leave by support employees.</p>
SC 510	<p>The Board has the authority and responsibility to establish reasonable conditions under which personal necessity leave may be granted, the type of situations in which such leave will be permitted, and the total number of days that may be used by a support employee in any school year for such leave.</p>
2. Guidelines	<p>Personal/Emergency Leave</p> <p>Personal leave days with pay shall be granted to support employees in accordance with provisions of the applicable collective bargaining agreement, individual contract or Board resolution.</p> <p>Bereavement Leave</p> <p>When a support employee is absent from duty because of a death in the immediate family of said employee, there shall be no deduction in salary for an absence not in excess of five (5) work days. Bereavement leave shall consist of consecutive days with one (1) day being the day of the funeral. In the event that the day of the funeral occurs on a weekend, one (1) day of bereavement leave must occur immediately prior to or immediately following the weekend. The Superintendent may extend the period of absence with pay allowing the employee to use sick days at his/her discretion as the exigencies of the case may warrant. Immediate family shall be defined as father, mother, brother, sister, son, daughter, husband, wife, grandchild, parent-in-law, son-in-law, daughter-in-law, or near relative who resides in the same household, or near relative who resides in the same household, or any person with whom the employee has made his/her home.</p> <p>When a support employee is absent from duty because of a death in the immediate family, and the employee's residence is in excess of five hundred (500) miles from the location of the funeral services for the deceased, there shall be no deduction in salary for an absence not in excess of five (5) full school days, provided that no more than two (2) calendar days are counted for this provision following the day of the</p>

funeral. Whenever an employee shall be absent because of the death of a step-parent or step-child of said employee, there shall be no deduction in salary of said employee for an absence not to be in excess of three (3) work days. The bereavement leave shall be consecutive days with one of the leave days being the day of the funeral.

When a support employee is absent from duty because of the death of a near relative of said employee or employee's spouse, there shall be no deduction in salary for an absence of one (1) day of the funeral. A near relative shall be defined as first cousin, grandfather, grandmother, aunt, uncle, niece, nephew, brother-in-law or sister-in-law.

Military Leave

**51 Pa. C.S.A.
Sec. 4102, 7309**

Military leave shall be granted in accordance with law.

An employee requesting absence due to military leave shall file a written request with the Superintendent.

References:

School Code – 24 P.S. Sec. 510

Military Leave – 51 Pa. C.S.A. Sec. 4102, 7309

CLARION- LIMESTONE AREA SCHOOL DISTRICT

SECTION: SUPPORT EMPLOYEES

TITLE: VACATION

ADOPTED: November 19, 2003

REVISED:

537. VACATION	
1. Purpose	Support employees shall be provided paid vacation days in accordance with Board policy.
2. Authority SC 510	The Board has the authority and responsibility to establish reasonable guidelines that specify the conditions under which vacation may be taken.
3. Guidelines	Vacation days with pay shall be granted by the Board in accordance with the terms of an applicable collective bargaining agreement, individual contract, or Board resolution.
School Code 510	

CLARION- LIMESTONE AREA SCHOOL DISTRICT

SECTION: SUPPORT EMPLOYEES

TITLE: UNCOMPENSATED LEAVE

ADOPTED: November 19, 2003

REVISED:

539. UNCOMPENSATED LEAVE	
1. Purpose	The Board recognizes that in certain situations a support employee may request extended leave for personal reasons, and the district could benefit from the return of the employee. This policy establishes guidelines for granting uncompensated leaves of absence.
2. Authority SC 510	The Board has the authority and responsibility to establish the conditions under which uncompensated leave may be taken.
3. Guidelines	<p>In addition to the use of all acquired, earned, negotiated or legislated leaves, the Board may grant, at its discretion, up to one (1) additional year of leave under the following conditions:</p> <ol style="list-style-type: none"> 1. The requested leave is for a certified medical condition of the employee. 2. Any employee who has worked a minimum of five (5) continuous years, and who is not eligible for sabbatical leave, is eligible. If the employee is eligible for sabbatical leave, sabbatical leave will be used in lieu of uncompensated leave. 3. Requests for uncompensated leave shall be granted for up to six (6) months, at the discretion of the Board. Additional leave of up to six (6) months may be requested at the end of the first uncompensated leave of absence. 4. Additional uncompensated leaves of absence may be requested over the lifetime of district employment, provided a minimum of five (5) years of service has elapsed since the previous approved sabbatical leave or approved uncompensated leave identified in this policy has ended. 5. Uncompensated leave may only be used when all existing leaves have been exhausted. 6. No district benefits, pay or service time for seniority will be earned during uncompensated leaves of absence.

<p>School Code 510</p>	<ol style="list-style-type: none">7. Uncompensated leave is exclusive of worker's compensation laws and regulations.8. If an employee cannot return to work at the end of uncompensated leave to perform the essential functions of the job, the Board shall declare the job abandoned and all rights of the employee for returning to a similar position will cease to exist.
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