

North Central Education Service District Employee Handbook

2021/22



Pine Creek Schoolhouse – Wheeler County

*The one room school of hewn timber was built in 1889 on Lower Pine Creek.
Now currently located in Fossil, Oregon.*

**Penny Fender – Superintendent
North Central Education Service District**

August, 2021

Dear Staff,

The Employee Handbook is intended to provide important information relating to your employment with North Central Educational Service District. Employees should review the entire handbook and become familiar with its contents. This handbook is not intended to either enlarge or diminish any board policy, administrative regulation or collective bargaining agreement. Material contained herein may therefore be superseded by such board policy, administrative regulation, collective bargaining agreement or changes in state or federal law.

If you have any questions about information in this handbook, or other employment-related questions, please contact the ESD office at 800-450-2732. Ideas and suggestions for improving our organization are always welcomed and encouraged.

Any information contained in this staff handbook is subject to unilateral revision or elimination from time to time. No information in this document shall be viewed as an offer, expressed or implied or as a guarantee of any employment of any duration.

In addition, equal employment opportunity and treatment is practiced by NCESD regardless of race, color, national origin, religion, sex, age, marital status and/or disability if the employee, with or without reasonable accommodation, is able to perform the essential functions of the position. The Director of Human Resources has been designated to coordinate compliance with these legal requirements, including Title VI, Title VII, Title IX and other civil rights or discrimination issues, the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973, and may be contacted for additional information and/or compliance issues.

Compliance Officer for Title VI, Title VII, Title IX and other civil rights or discrimination issues and Health Insurance Portability and Accountability Act (HIPAA)	Robert Dais – Director of Human Resources North Central Education Service District 135 South Main Street Condon, Oregon 97058 (800) 450-2732
Compliance Officer for the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973	Robert Dais – Director of Human Resources North Central Education Service District 135 South Main Street Condon, Oregon 97058 (800) 450-2732

If you should have any questions about the information contained in this handbook, please contact me and I will be happy to help.

Thank you,

Penny Fender

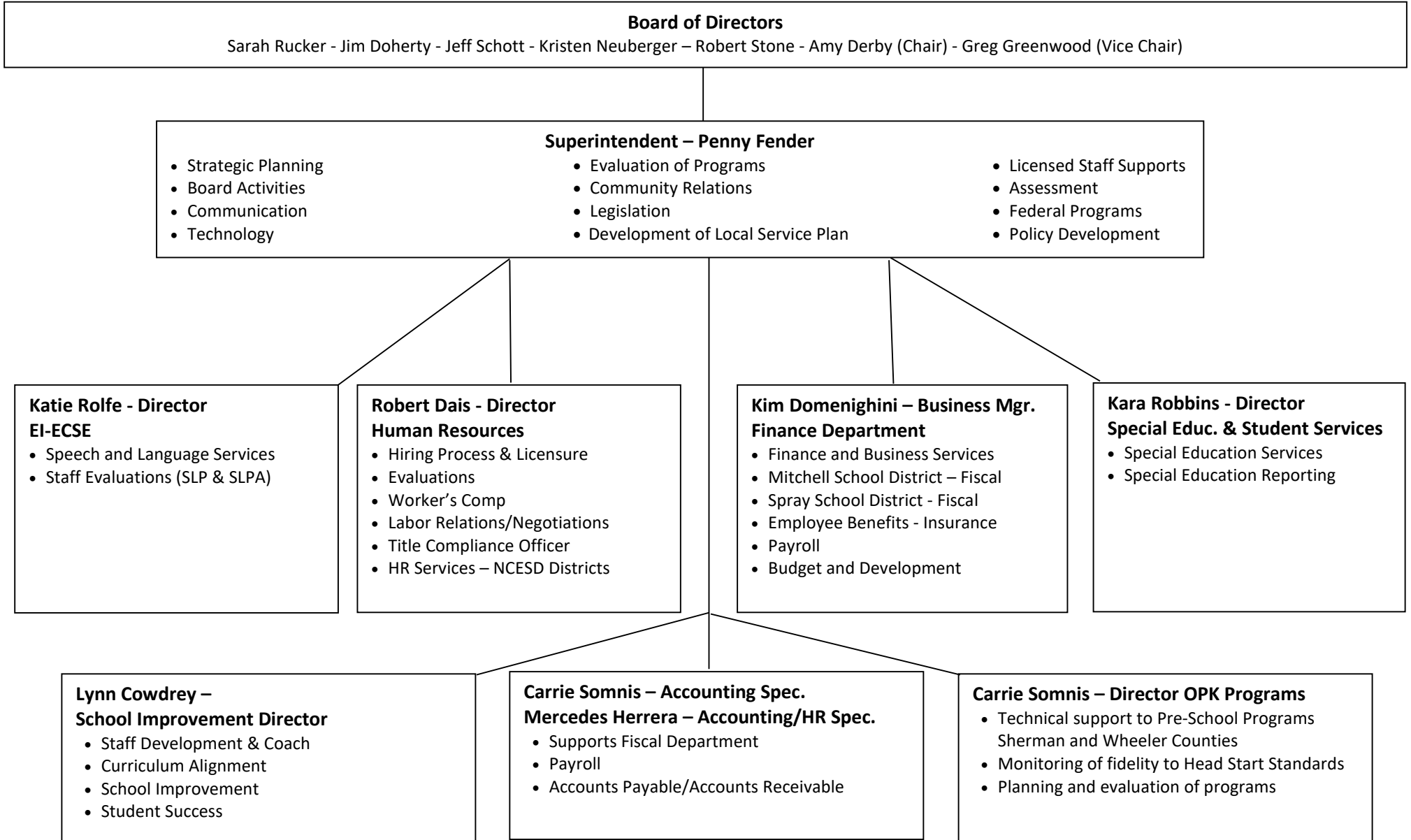
Penny Fender

Superintendent

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**North Central Education Service District
Organizational Chart 2021/22**



NORTH CENTRAL EDUCATION SERVICE DISTRICT – STAFFING CONTACTS

Name	Position	Phone/Location	E-Mail
Penny Fender	Superintendent	(541) 823-2865 - Cell	pfender@ncesd.k12.or.us
Kim Domenighini	Business Manager	(800) 450-2732 - Office	kdomenighini@ncesd.k12.or.us
Robert Dais	Director – Human Resources	(541) 490-4875 - Cell	bdais@ncesd.k12.or.us
Kara Robbins	Director – Special Education	(503) 412-9820 Cell	krobbins@ncesd.k12.or.us
Kalie Rolfe	Director – Early Intervention	(541) 980-5725 - Cell	krolfe@ncesd.k12.or.us
Lynn Cowdry	Director – School Improvement	(541) 602-0430	lcowdrey@ncesd.k12.or.us
Carrie Somnis	Supervisor – OPK Program	(800) 450-2732 – Office	csomnis@ncesd.k12.or.us
Mercedes Herrera	Accounting/HR Specialist	(800) 450-2732 – Office	mherrera@ncesd.k12.or.us
Ashley Northam	Speech and Language Pathologist	Arlington	ashleyslp@gmail.com
Julia Sauder	Speech and Language Pathologist	Fossil	julia@l3therapy.com
Grace Campbell	Speech and Language Assistant	(800) 450-2732	gcampbell@ncesd.k12.or.us
Marie Bishop	Learning Specialist	Fossil School District	mbishop@ncesd.k12.or.us
Carisa Huva	Learning Specialist	Sherman County	chuva@ncesd.k12.or.us
Jessie Kerslake	Learning Specialist	Sherman County	jkaseberg@ncesd.k12.or.us
Cindy Margheim	Learning Specialist	Arlington	gdumolt@ncesd.k12.or.us
Chad Ayers	Regional Technology Coordinator	(800) 450-2732 – Office	cayers@ncesd.k12.or.us
Joe Fernandes	Technology Specialist	(800) 450-2732 – Office	jfernandes@ncesd.k12.or.us
Ellie Bray	Graphic Communication/WEB	(800) 450-2732 – Office	ebray@ncesd.k12.or.us
Herschel Lantis	Maintenance	(800) 450-2732 – Office	hlantis@ncesd.k12.or.us

GENERAL INFORMATION

ASSOCIATIONS

The North Central ESD Association is the bargaining unit for all licensed and classified staff.

North Central ESD Association Contact

President – Carisa Huva

BOARD MEMBERS

The State of Oregon Legislation delegates to the school board the responsibility for the conduct and governance of district schools. Board members elected by residents of the NCESD are:

Board Members

Sarah Rucker

Jim Doherty

Jeff Schott

Kristen Neuberger

Robert Stone

Amy Derby - Chair

Greg Greenwood – Vice Chair

It is the policy of the North Central Education Service District Board of Education and School District that there will be no discrimination or harassment on the grounds of race, color, sex, sexual orientation, marital status, religion, national origin, marital status, age or disability in any educational programs, activities or employment. Persons having questions about equal opportunity and nondiscrimination should contact the Superintendent North Central Education Service District, (800) 450-2732.

Today, Sherman County is among the largest grain-producing counties in Oregon state.

NCESD BOARD MEETINGS

Regular Board Meetings are usually held the first Thursday of every month at the ESD Central Office starting at 6:00 PM. All regular and special meetings of the Board are open to the public unless posted otherwise under Oregon Revised Statutes.

Staff members are invited to attend monthly Board meetings. Communication or reports to the Board or any board committee from any staff member or members should be submitted through the Superintendent. This procedure should not be construed as denying the right of any employee to address the Board about issues which are neither part of an active administrative procedure, nor disruptive to the operation of the NCESD.

Public Comment: A patron that wishes to bring an issue before the Board may do so during the regular meeting by registering to speak on the sign-in form at the front entrance to the meeting place. The Board will take no action on the issue until the next Board meeting in order to give the Board time to research the matter or to decide upon a course of action. The Board chair may waive this requirement upon emergency conditions.

While the Board wants to provide for input, it must conduct its meetings properly and efficiently and allow sufficient time for other items on the agenda.

All official Board communications, policies and information of staff interest will be communicated to staff through the Superintendent.

WHO WE SERVE

The North Central Education Service District services the following school districts located in Gilliam, Wheeler, and Sherman Counties:

District	County	Administration
- Sherman County School District	Sherman County	Wes Owens – Superintendent/Principal
- Fossil School District	Wheeler County	Jim Smith - Superintendent
- Mitchell School District	Wheeler County	Vince Swagerty - Superintendent
- Spray School District	Wheeler County	Glen Butler - Superintendent
- Condon School District 25J	Gilliam County	Michelle Geer - Superintendent
- Arlington School District	Gilliam County	Brandon Hammond - Superintendent

AREAS OF SERVICE

- Special Student Services: Early Intervention (Birth to 3) Early Childhood Special Education (3-5);
- Behavioral Programs (K-12); Specialized Services (Birth to 21).
- Special Education is the largest area of service provided by the North Central ESD – Serving students with autism; orthopedic impairments; vision impairments; hearing impairments; speech impairments; developmental delays, behavioral and emotional disturbances, and other mental health issues.
- Instructional Services: School Improvement Services; Professional Development; English Learner (EL) Services
- Technology: Technology Services to Schools; Technology Network Services; Instructional, Technology; Media and Videoconferencing; and Application Development.
- Administrative: Human Resources and Business Office Services

ABSENCES

Staff members unable to report to work must notify their building supervisor and Superintendent as soon as possible. Please note process in the Collective Bargaining Agreement.

In order to facilitate continuity during absences, staff members unable to return to their duties the following day should contact the building principal and Superintendent.

LEAVES OF ABSENCE

Paid and unpaid leaves are provided in accordance with collective bargaining agreements, established Board policy and law. Please refer in the Collective Bargaining Agreement for details regarding guidelines and the types of leaves available.

CHANGE OF ADDRESS

If you change your home address, please inform the District's *Payroll Department*. Many important communications may be misdirected if address is not current.

Change in marital status, births or deaths in your immediate family should be reported to the *Human Resources Department* and the *Payroll Department*. These changes may affect your income tax deductions or insurance benefits.

CARE/USE OF NCESD PROPERTY

All staff members are encouraged to exercise continuous and vigilant care of all NCESD-owned property. Such items as computer or video equipment are subject to theft. Incidents of theft or willful destruction of district property through vandalism or malicious mischief should be reported immediately to Technology Department and Human Resources.

NCESD equipment and materials will be used only for school purposes.

CHILD ABUSE REPORTING

Any NCESD employee who has reasonable cause or reasonable suspicion to believe that any child with whom he/she has come in contact has suffered abuse or neglect, as defined by state law, or that any adult with whom he/she is in contact has abused a child, will immediately notify the Oregon Department of Human Services, Community Human Services or local law enforcement agency. The NCESD employee shall also immediately inform their assigned building principal and Superintendent. Copies of the Child Abuse Reporting Form are located on the NCESD Web Site.

Child abuse by NCESD employees will not be tolerated. All NCESD employees are subject to this policy and the accompanying administrative regulation, if a NCESD employee is a suspected abuser, reporting requirements are the same.

NCESD staff shall receive training each school year in the prevention and identification of child abuse and reporting on the obligations of school employees under ORS 419B.005 and as directed by Board policy.

COMPENSATION & TIMESHEETS

All classified and confidential employees are required to submit a timesheet each pay period. Employees will be compensated according to the time periods listed on Page 5.

FAIR LABOR STANDARDS ACT & TIME SHEETS

Regular working hours for all classified and confidential staff will be set by the Superintendent or immediate supervisor. Classified and Confidential staff are not to work before, beyond or outside their established working hours and are not to work overtime without prior authorization from the Superintendent or designee.

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

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:

Overtime is defined as time worked over 40 hours in one week. A week is defined as seven consecutive days covering Sunday through Saturday.

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

TIME SHEETS AND PAYROLL DATES

Month	Time Sheets Due	Compensation Date
• July	July 16, 2021	July 23, 2021
• August	August 18, 2021	August 25, 2021
• September	September 17, 2021	September 24, 2021
• October	October 18, 2021	October 25, 2021
• November	November 17, 2021	November 24, 2021
• December	December 15, 2021 (tentative)	December 22, 2021
• January	January 18, 2022	January 25, 2022
• February	February 18, 2022	February 25, 2022
• March	March 18, 2022	March 25, 2022
• April	April 18, 2022	April 25, 2022
• May	May 18, 2022	May 25, 2022
• June	June 09, 2022	June 16, 2022 * +
• June	June 17, 2022	June 24, 2022 **
• June	June 28, 2022	June 29, 2022

- (*) Summer checks for certified staff that work 12-month schedule
- (+) All State Reporting must be completed before checks are issued
- (**) Classified/Confidential Employee June Check

Condon was known to early settlers as Summit Springs. The county government operated out of a two-room house from 1890 until 1903.

NCESD REQUIRED TRAININGS

Each year staff is required to complete trainings in the areas noted below. Administration will receive a record of your completion for your personnel file. Please complete trainings no later than September 30th. Log-in information is emailed to you. If you should have any questions about log-in or access, please contact Angela in the NCESD Office.

Training	Employee	Due Date
COVID-19 – How to Protect Yourself and Others	All NCESD Staff	Sept. 30, 2021
Bloodborne Pathogens for School Employees	All NCESD Staff	Sept. 30, 2021
Recognizing and Responding to Child Neglect and Abuse in Oregon	All NCESD Staff	Sept. 30, 2021
Sexual Harassment	All NCESD Staff	Sept. 30, 2021
Social Media: Personal and Professional Use	All NCESD Staff	Sept. 30, 2021
Student Privacy Rights (FERPA)	All NCESD Staff	Sept. 30, 2021
Abuse, Sexual Conduct and Appropriate Communications in Oregon	All NCESD Staff	Sept. 30, 2021
Substance Abuse Prevention	All NCESD Staff	Sept. 30, 2021
Hazard Communication for School Employees (Right To Know)	Licensed Staff	Sept. 30, 2021
Bullying Prevention in Oregon Schools	Licensed Staff	Sept. 30, 2021
Homeless Education - McKinney-Vento	Licensed Staff	Sept. 30, 2021
Title IX: Protecting Students and School Employees from Sexual Harassment (General Awareness)	All NCESD Staff	Sept. 30, 2021

HBV*/BLOODBORNE PATHOGENS AND IMMUNCATION

The NCESD recognizes that, as required by OAR 437-002-1030, employees who use medical sharps in the performance of their duties (e.g., administering injectable medicines to students, such as epinephrine and glucagon) must, at least 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 NCESD will implement such work practice controls, as appropriate.

INFECTION CONTROL PROCEDURES

Appropriate hygienic and sanitation practices have been established by the NCESD 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. 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 trash cans, 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;
3. 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 care giver will not come into contact with blood or wound drainage;

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 through 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 cleaning. 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 NCESD'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 NCESD property must not be picked up by students at any time, or 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 *and*
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 which can be used include those recommended by the Center for Disease Control.

SEXUAL HARASSMENT

Sexual harassment by staff, students, board members, school volunteers, parents, school visitors, service contractors or others engaged in NCESD business is strictly prohibited and shall not be tolerated in the NCESD. "NCESD" includes district facilities, membership district, district premises and non-district property while a staff member or student is at any district-sponsored, district-approved or district-related activity or function, such as field trips or athletic events, in which students are under the control of the district or where the staff member is engaged in district business.

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

- The conduct or communication has the purpose or effect of demanding sexual favors in exchange for benefits;
- Submission to or rejection of the conduct or communication is used as the basis for educational decisions affecting a student or employment or assignment of staff;
- age and sex of the complainant;
- The conduct or communication is so severe, persistent or pervasive that it has the purpose or effect of unreasonably interfering with a student's educational performance or with an employee's ability to perform his/her job; or creates an intimidating, offensive or hostile educational or working environment. Relevant factors to be considered will include, but not be limited to, did the individual view the environment as hostile; was it reasonable to view the environment as hostile;
- the nature of the conduct;
- how often the conduct occurred and how long it continued;
- whether the alleged harasser was in a position of power over the student or staff member subjected to the harassment;
- number of individuals involved;
- age of the alleged harasser;
- where the harassment occurred; and
- other incidents of sexual harassment at the school involving the same or other students or staff.

NCESD administration NCESD compliance officer and the Superintendent have responsibility for investigations concerning sexual harassment. All complaints and reported incidents shall be investigated. The investigator shall be a neutral party having had no involvement in the complaint presented or reported incident.

Step I: Any sexual harassment information (complaints, rumors, etc.) shall be presented to the NCESD compliance officer or Superintendent. All such information shall be reduced to writing and will include the specific nature of the sexual harassment and corresponding dates.

Step II: The NCESD 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 within 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 NCESD 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.

The date and details of notification to the complainant, together with any other documentation related to the sexual harassment incident, including disciplinary action taken or recommended shall be forwarded to the Superintendent.

Step III: If a 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 within 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 within 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 after 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 within 10 working days following completion of the hearing.

Step V: 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. Additional information regarding filing of a complaint may be obtained through the building principal, compliance officer or Superintendent.

The initiation of a complaint in good faith about behavior that may violate the NCESD’s sexual harassment policy shall not adversely affect any terms or conditions of employment or work environment of the staff complainant. A staff member whose behavior is found to be in violation of policy may be subject to discipline up to and including dismissal.

COMPUTER USE

Staff may use the NCESD and membership district’s electronic communications system only to conduct business related to the management or instructional needs of the NCESD, or to conduct research related to education consistent with the NCESD’s mission and goals.

Personal use of NCESD computers including Internet access and email by staff is restricted. Any personal use by staff is limited to such uses as deemed permissible under the Oregon Government Standards and Practices Commission (GSPC) guidance (e.g., “occasional use to type a social letter to a friend or family member, preparation of application materials for another position in NCESD, or computer games which may serve to improve the individual’s keyboard proficiency and software component familiarity”). Such use is restricted to the employee’s own time.

Staff violating policy or administrative regulations, including general system user prohibitions, shall be subject to investigation and possible discipline up to and including dismissal. Violations of law will be reported to law enforcement and if applicable; Teacher Standards and Practices Commission (TSPC) Standards for Competent and Ethical Performance of Oregon Educators will be reported to TSPC.

The NCESD retains ownership and control of its computers, hardware, software and data at all times. All communications and stored information transmitted, received, or contained in the NCESD’s information system are the NCESD’s property and are to be used for authorized purposes only. Use of NCESD equipment or software for unauthorized purposes is strictly prohibited. To maintain system integrity, the NCESD may monitor network etiquette and ensure users are in compliance with Board policy, administrative regulations and law; school administrators may routinely review user files and communications.

Files and other information, including e-mail, sent or received, generated or stored on NCESD servers are not private and may be subject to monitoring. By using the NCESD’s technology system, individuals consent to have that use monitored by authorized district personnel. The NCESD reserves the right to access and disclose, as appropriate, all information and data contained on NCESD computers and NCESD -owned e-mail system.

Wheeler County Farms (2017)	150 Farms
Wheeler County Acres in Farmland (2017)	556,967 Acres
Wheeler County Average Farm Size (2017)	3,713 Acres

STAFF SOCIAL MEDIA GUIDELINES

NCESD supports the use of online social media to facilitate NCESD programs and departments.

A. Definitions:

“Social Media” includes the various online technology tools that enable people to communicate easily over the internet to share information and resources. Social media can include text, audio, video, images, podcasts, and other multimedia communications. These websites not only provide information, but allows for interaction during this informational exchange through user-generated content.

“Technology” includes computers, notebooks, the Internet, telephones, cellular telephones, personal digital assistants, MP3 players, USB drives, wireless access points (routers), or any wireless communication device.

“District Technology” is that which is owned or provided by NCESD.

“Personal Technology” is non- NCESD technology.

B. Requisite Authorization

Authorization - NCESD presence on any social media site must be authorized by the Superintendent or designee. Any sites, accounts, or pages will be subject to review, editing, and removal. As appropriate, a recommendation for disciplinary action may result.

To request permission for a NCESD-related site, please contact the Superintendent.

NCESD Logo - The use of the NCESD logo(s) on a social media site must be approved by the Superintendent or designee.

General NCESD Sites and Accounts - The NCESD’s general social media sites, including the NCESD’s blogs, Facebook and Twitter accounts, will be managed by the Superintendent's Office. Duplicate, unofficial sites shall be reported, and investigated.

C. Maintenance and Monitoring Responsibilities

Content Owners are responsible for monitoring and maintaining official presences on social media sites as follows:

- Content must conform to all applicable state and federal laws, as well as all NCESD and board policies and administrative procedures
- Content must be kept current and accurate, refreshed at least weekly.
- Content must not violate copyright or intellectual property laws and the content owner must secure the expressed consent of all involved parties for the right to distribute or publish recordings, photos, images, video, text, slideshow presentations, artwork or any other materials. Before posting any photographs of students, content owners shall review the list of students whose parents have not consented to having their child’s photograph taken or published. No student photographs should be published for personal, promotional use or any other non-school related purpose.
- The NCESD recommends that content owners request that a second person review all photographs prior to publication. One person may catch issues that the first set of eyes overlooked.
- All postings and comments by users are monitored and responded to as necessary on a regular basis. Postings and comments of an inappropriate nature or containing information unrelated to official or NCESD business should be deleted promptly. Such postings shall be reported, investigated, and authors will be disciplined as appropriate.

D. Off-Campus versus On-Campus Social Media and Internet Use Guidelines

Although staff members enjoy free speech rights guaranteed by the First Amendment to the United States Constitution, certain types of communication, typically by virtue of their subject-matter connection to NCESD, may relate enough to NCESD or membership district to have ramifications for the author or subject at the NCESD site.

When using NCESD technology, electronic communication is governed by the NCESD acceptable use policy, which will be enforced accordingly. Students and staff should not expect privacy in the contents of their personal files on the NCESD's Internet system or other NCESD technology, including email. NCESD technology may only be used for educational purposes. Use for entertainment purposes, such as personal blogging, instant messaging, on-line shopping or gaming is not allowed. The use of NCESD's technology is a privilege, not a right.

Use of personal technology/devices may violate the NCESD's acceptable use policy if the NCESD reasonably believes the conduct or speech will cause actual, material disruption of school activities or a staff member's ability to perform his or her job duties.

Off-campus internet usage is largely unrelated to school; however, in certain circumstances courts have held that the off-campus online communications may be connected enough to campus to result in either student or staff-member discipline.

This section of the guidelines is intended to present to NCESD staff members examples of such situations, and guidelines for responsible, ethical internet use.

E. Staff Use of Personal Technology

Limit On-Duty Use – Staff members are encouraged to limit their personal technology use during duty hours. Use of Student Photographs – Absent parent permission for the particular purpose, staff members may not send, share, or post pictures, text messages, e-mails or other material that personally-identifies district students in electronic or any other form of Personal Technology. Staff members may not use images of students, e-mails, or other personally identifiable student information for personal gain or profit.

Professional Effectiveness - NCESD employees must be mindful that any Internet information is ultimately accessible to the world. To avoid jeopardizing their professional effectiveness, employees are encouraged to familiarize themselves with the privacy policies, settings, and protections on any social networking websites to which they choose to subscribe and be aware that information posted online, despite privacy protections, is easily and often reported to administrators or exposed to membership district students.

Friending District Students – Employees should not have online interactions with students on social networking sites outside of those forums dedicated to academic use. NCESD employees' social networking profiles and personal blogs should not be linked to district students' online profiles. Additionally, NCESD employees should use appropriate discretion when using social networks for personal communications and should limit this activity to off-duty hours and the use of their own electronic communication devices.

Contacting Students Off-Hours – When in doubt about contacting a district student during off-duty hours using either district-owned communication devices, network services, and Internet access route or those of the employee, begin by contacting the student's parent(s) or legal guardian through their district registered phone number. NCESD employees should only contact district students for educational purposes and must never disclose confidential information possessed by the employee by virtue of his or her NCESD employment.

Because online content can be spread in mere seconds to a mass audience, NCESD encourages employees to ask themselves before posting any information online whether they would be comfortable having this information printed in the newspaper alongside their photo.

COPYRIGHT

A variety of machines and equipment for reproducing materials to assist staff in carrying out their educational assignments is available to staff in the school setting.

Infringement on copyrighted material, whether prose, poetry, graphic images, music, audiotape, video or computer-programmed materials, is a serious offense against federal law, a violation of Board policy and contrary to ethical standards required of staff and students.

All reproduction of copyrighted materials shall be conducted strictly in accordance with applicable provisions of law. Unless otherwise allowed as "fair use" under federal law, permission must be acquired from the copyright owner prior to reproduction of material in any form. Permission forms are available in the office and media center.

TELEPHONES

Telephones are available in the ESD and membership districts and are to be used for NCESD business.

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. The use of personal cell phones during working hours is discouraged. Cell phone use for calling, texting, or internet access is not permitted during instructional time or required meetings.

STAFF HEALTH AND SAFETY

Each employee is expected to cooperate with all aspects of the NCESD's safety and health program. Consequently, they are to:

- Report accidents and incidents immediately to their supervisors.
- Wear personal protective equipment when necessary. There are no exceptions.
- Not use machines or equipment without adequate guarding or in questionable condition. Problems with these items must be reported to supervisors.
- Report for work alert, rested and in good physical condition.
- Immediately report all hazardous conditions or other safety concerns to supervisors.

Each employee has personal responsibilities for their own safety as well as the safety of co-workers. If everyone does his/her part by doing what is necessary to ensure workplace safety, we all benefit. No job is so important that we cannot take time to do it in a safe manner.

The Office of Superintendent is directly responsible and accountable for job training. This includes proper procedures, work practices and safe methods.

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 in the Office of the Superintendent.

All staff members are expected to be 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;

3. An employee shall not operate a machine unless guard or method of guarding is in good condition, working order, in place and operative;
4. 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;
5. 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;
6. Employees shall report to their supervisor any guard or method of guarding that is not properly adjusted or not accomplishing its intended function;
7. 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 another accessory.);
8. 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;
9. 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.
10. 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;
11. 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;
12. Employees shall not work in unprotected, exposed or hazardous areas under floor openings;
13. Long or unwieldy articles shall not be carried or moved unless adequate means of guarding or guiding are provided to prevent injury;
14. 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;
15. Employees observed working in a manner which might cause immediate injury to either themselves or other workers shall be warned of the danger;
16. Before leaving a job, workers shall correct, or arrange to give warning of, any condition which might result in injury to others unfamiliar with existing conditions;
17. Good housekeeping methods shall be observed in all operations. Materials shall be so handled and stored as to minimize falling, tripping or collision hazards;
18. 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;
19. 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;
20. All sharp, pointed or otherwise hazardous projections in work areas shall be removed or rendered harmless.

INJURY/ILLNESS REPORTS

All injuries/illnesses occurring on NCESD property or property of membership districts during the course of school-sponsored activities, including field trips and other away events, are to be reported to the building principal or immediate supervisor immediately. Reports will cover property damage as well as personal injury.

A completed injury/illness report form (FORM 801) must be submitted to the building principal of the location you were injured, and your immediate supervisor within 24 hours or the next scheduled district workday, as appropriate. A copy of the report should also be given to Robert Dais-Director of Human Resources, or Mercedes Herrera-HR Specialist, as soon as possible.

In the event of a work-related illness or injury to an employee resulting in overnight hospitalization for medical treatment other than first aid, the District will inform the Oregon Occupational Safety and Health Administration

(OR-OSHA) within 24 hours as required by law. Fatalities or catastrophes will be reported within eight hours. An injury or illness is work related if an event or exposure in the work environment caused or contributed to the condition or significantly aggravated a preexisting condition.

Medical treatment includes managing or caring for a patient for the purpose of combating disease or disorder. The following are not considered medical treatment: visits to a doctor or health-care professional solely for observation or counseling; diagnostic procedures including administering prescription medications used solely for diagnostic purposes; and any procedure that can be labeled first aid. A catastrophe is an accident in which two or more employees are fatally injured, or three or more employees are admitted to a hospital or an equivalent medical facility.

NCESD reserves the right to require any employee involved in an accident or suffering an injury on the job to present themselves to a medical facility of NCESD choosing for post-accident drug testing. Time is of the essence in proper testing; failure or refusal to report promptly for post-accident/injury drug testing shall be grounds for discipline up to and including possible discharge.

STAFF CONDUCT

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.

Application of Rules

1. Oregon Administrative Rules were adopted by the Teacher Standards and Practices Commission (TSPC) in accordance with Oregon Revised Statutes.
2. Oregon Administrative Rules may be used as criteria by the TSPC in matters pertaining to the revocation or suspension of licenses issued by the commission under Oregon Revised Statutes or the discipline of any license holder or any person who has held a license at any time within five years prior to issuance of the notices of charges under Oregon Revised Statutes.
3. The commission determines whether an educator's performance is ethical or competent in light of all the facts and circumstances surrounding the educator's performance as a whole.
4. The commission will promptly investigate complaints:
 - a. The commission may at its discretion defer action to charge an educator against whom a complaint has been filed under ORS 342.176 when the investigation report indicates that disciplinary action against the educator is pending at the local district level or when criminal charges are pending or are likely to be filed against the educator. In considering whether to defer action to charge an educator, the commission shall consider all relevant circumstances including the nature and seriousness of the allegations and whether the educator is currently employed as a teacher or school administrator;
 - b. The executive secretary shall regularly inform the commission of the status of any complaints on which the commission has deferred action.

Definitions

The following definitions apply to Oregon Administrative Rules unless otherwise indicated by context:

1. Administrator - Any supervisory educator who holds a valid Oregon administrative license or registration;
2. Competent - Discharging required duties as set forth in these rules;
3. Educator - Any licensed or registered person who is authorized to be engaged in the instructional program including teaching, counseling, administering and supervising;
4. Ethical - Conforming to the professional standards of conduct set forth in these rules;

5. Sexual contact - Includes:
 - a. The intentional touching of the breast or sexual or other intimate parts of a student;
 - b. Causing, encouraging or permitting a student to touch the breast or sexual or other intimate parts of the educator; or
 - c. Sexual advances or requests for sexual favors directed toward a student;
 - d. Verbal or physical conduct of a sexual nature when directed toward a student or when such conduct has the effect of unreasonably interfering with a student's educational performance or creates an intimidating, hostile or offensive educational environment; or
 - e. Verbal or physical conduct which has the effect of unreasonably interfering with a student's educational performance or creates an intimidating, hostile or offensive educational environment.
6. Sexual harassment - Any unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:
 - a. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
 - b. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
 - c. Such conduct unreasonably interferes with an individual's work performance or creates an intimidating, hostile or offensive working environment.
7. Teacher - Any person who holds a teacher's license as provided in ORS 342.125.

The Competent Educator

The teacher demonstrates a commitment to:

1. Recognize the worth and dignity of all persons;
2. Encourage scholarship;
3. Promote democratic citizenship;
4. Raise educational standards;
5. Use professional judgment.

Curriculum and Instruction

The competent educator measures success by the progress of each student toward realization of personal potential as a worthy and effective citizen. The competent educator stimulates the spirit of inquiry, the acquisition of knowledge and understanding and the thoughtful formulation of goals as they are appropriate for each individual.

The competent teacher demonstrates:

1. Use of state and district-adopted curriculum and goals;
2. Skill in setting instructional goals and objectives expressed as learning outcomes;
3. Use of current subject matter appropriate to the individual needs of students;
4. Use of students' growth and development patterns to adjust instruction to individual needs consistent with number of students and amount of time available;
5. Skill in the selection and use of teaching techniques conducive to student learning.

Supervision and Evaluation

The competent educator is a student of human behavior and uses this knowledge to provide a climate that is conducive to learning and that respects the rights of all persons without discrimination. The competent educator assumes responsibility for the activities planned and conducted through the NCESD's program and assists colleagues to do the same. The competent educator gathers relevant information and uses it in the planning and evaluation of instructional activities.

The competent teacher demonstrates:

1. Ways to assess progress of individual students;
2. Skill in the use of assessment data to assist individual student growth;
3. Procedures for evaluating curriculum and instructional goals and practices;
4. Skill in the supervision of students.

Management Skills

The competent educator is a person who understands students and is able to relate to them in constructive ways. The competent educator establishes and maintains good rapport. The competent educator maintains and uses records as required and as needed to assist the growth of students.

The competent teacher demonstrates skills in:

1. Establishing and maintaining classroom management that is conducive to learning;
2. Using and maintaining NCESD property, equipment and materials appropriately;
3. Using and maintaining student records as required by NCESD policies and procedures;
4. Using NCESD lawful and reasonable rules and regulations.

Human Relations and Communications

The competent educator works effectively with others – students, staff, parents and patrons. The competent educator is aware of the ways the community identifies with the school, as well as community needs and ways the school program is designed to meet these needs. The competent educator can communicate with knowledge, clarity and judgment about educational matters, the school and the needs of students.

The competent teacher demonstrates:

1. Willingness to be flexible in cooperatively working with others;
2. Skill in communicating with students, staff, parents and other patrons.

The Ethical Educator

The ethical educator is a person who accepts the requirements of membership in the teaching profession and acts at all times in ethical ways. In so doing the ethical educator considers the needs of the students, the district and the profession.

The ethical educator, in fulfilling obligations to the student, will:

1. Keep the confidence entrusted in the profession as it relates to confidential information concerning a student and family;
2. Refrain from exploiting professional relationships with any student for personal gain or in support of persons or issues;
3. Maintain an appropriate professional student-teacher relationship by:
 - a. Not demonstrating or expressing professionally inappropriate interest in a student's personal life;
 - b. Not accepting or giving or exchanging romantic or overly personal gifts or notes with a student;
 - c. Reporting to the educator's supervisor if the educator has reason to believe a student is, or may be, becoming romantically attached to the educator.

The ethical educator, in fulfilling obligations to the NCESD, will:

1. Apply for, accept, offer or assign a position of responsibility only on the basis of professional qualifications and will adhere to the conditions of a contract or the terms of the appointment;
2. Conduct professional business, including grievances, through established lawful and reasonable procedures;
3. Strive for continued improvement and professional growth;

4. Accept no gratuities or gifts of significance that could influence judgment in the exercise of professional duties;
5. Not use the District's or school's name, property or resources for non-educational benefit without approval of the educator's supervisor or the appointing authority.

The ethical educator, in fulfilling obligations to the profession, will:

1. Maintain the dignity of the profession by respecting and obeying the law, exemplifying personal integrity and honesty;
2. Extend equal treatment to all members of the profession in the exercise of their professional rights and responsibilities;
3. Respond to requests for evaluation of colleagues and to keep such information confidential, as appropriate.

EVALUATION OF STAFF

Licensed Staff: Improvement of instruction is the basis of teacher evaluation. Evaluation should be a process that is cooperative and continuous, using an approach that is systematic and objective. With a focus on professional growth, the North Education Service District evaluation system will promote the following:

- Excellence in teaching and learning;
- Teacher reflection on instructional practices;
- Collaboration with colleagues;
- Student academic growth;
- Quality professional development;
- Open communication about teaching practices;
- Recognition of strengths;
- Support toward professional growth.

Licensed staff may reference the NCESD Licensed Staff Evaluation Handbook for more detailed information.

Classified Staff will be formally evaluated as outlined specifically in the Collective Bargaining Agreement.

COMPLAINTS

The NCESD recognizes that complaints regarding staff performance, discipline, grades, student progress and services will occur from time to time. Every effort will be made to ensure that such complaints are handled and resolved informally and as close to their origin as possible. Complaints will be followed according to NCESD Policy and Collective Bargaining Agreement.

LICENSE REQUIREMENTS AND RENEWAL

Teachers and Speech Pathologist must have a current license or certification to teach in NCESD. Licensed staff is required to submit copies of all license endorsements to the Human Resources Office. It is the responsibility of each licensed staff member to keep his/her license and all endorsements current. Teachers are cautioned that failure to maintain license and endorsements may invalidate their contract with the NCESD.

PROFESSIONAL DEVELOPMENT CREDIT – (RENEW LICENSURE)

Professional development is required for renewal of most active licenses, registrations and certificates for public or charter school teachers and, administrators.

Continuing Professional Development (CPD) obligations are common to most professions. CPD is defined as a structured approach to learning to help ensure competence to practice, taking in knowledge, skills and practical experience. CPD can involve any relevant education learning activity, whether formal and structured or informal and self-directed.

Educators seeking to reinstate a renewable license through TSPC must demonstrate completion of all professional development requirements obtained after the date on which their last active license was issued by the Commission provided continuing professional development (CPD) is required for renewal.

It is the sole responsibility of the licensed educator to ensure accurate completion of continuing professional development units upon renewal. Failure to complete continuing professional development does not constitute an “emergency” for the purposes of receiving an Emergency License when CPD requirements have not been met.

If employed during the life of the license, the supervisor or CPD advisor will verify that the educator has successfully completed all CPD requirements to the NCESD Superintendent or designee on the TSPC Professional Educational Experience Report (PEER) form prior to renewal of licensure.

JOB DESCRIPTIONS

Each Fall, staff are to review and sign their job descriptions, which will then be placed in their personnel file. Job Descriptions are subject to change. Staff will be notified of job description changes in the Fall of each year.

IDENTIFICATION BADGES

To help ensure the protection of staff and students and reduce the possibilities of theft, vandalism and loss of NCESD property, all NCESD employees shall be issued and wear identification badges when on NCESD property working in membership districts. Please Note:

- Identification badges are the property of NCESD for use by NCESD employees. Any employee who duplicates or lends his/her identification badge will be subject to disciplinary action;
- All identification badges are to be worn in plain sight when the employee is engaged in the performance of NCESD duties while on district property;
- A report of a lost or stolen badge must be made to the appropriate administrator immediately;

DRUG-FREE WORKPLACE

NCESD prohibits the use, possession, dispensation, distribution and manufacture of controlled substances and/ or alcoholic beverages in the workplace. (Use and possession include being “under the influence.”) The only exception is a medical prescription taken according to the physician’s recommendations.

No staff member engaged in work in connection with a direct federal grant of \$100,000 or more shall unlawfully manufacture, distribute, dispense, possess or use on or in the workplace any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana or any other controlled substance or alcohol, as defined in schedules I through V of section 202 of the Controlled Substances Act (21 U.S.C. Section 812) and as further defined by regulation at 21 CFR 1308.11 through 1308.15.

“Workplace” is defined to mean the site for the performance of work done in connection with a federal grant or contract. That includes any school building or any school premises; any school-owned vehicle or any other school-approved vehicle used to transport students to and from school or school activities; off school property during any school-sponsored or school-approved activity, event or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district where work on a federal grant is performed.

NCESD, upon determining that a staff member has engaged in the manufacture, distribution, dispensation, possession or use, on or in the workplace, of a controlled substance or alcohol or upon having reasonable suspicion of a staff member’s use of a controlled substance or alcohol in the workplace, shall, pending any criminal drug statute conviction for a violation occurring in the workplace, take action with regard to the employee determined to be appropriate. Such action may include transfer, granting of leave with or without pay, suspension with or without pay or dismissal.

Within 30 days of a staff member’s criminal drug statute conviction for a violation occurring in the workplace, NCESD shall:

1. Take action with regard to the employee determined to be appropriate, which may include discipline up to and including dismissal; and/or
2. Require satisfactory participation by the employee in drug abuse assistance or rehabilitation program approved for such purpose by a federal, state or local health, law enforcement or other appropriate agency.

NCESD encourages employees to avail themselves of The Employee Assistance Program (EAP). If you would like more information on the confidentiality and specifics of how to access services, contact the Human Resources Department.

USE OF DISTRICT VEHICLE

1. Staff checking out the vehicle must do so through Google Calendar. *You are strongly encouraged to reserve the car at least three days before scheduled use. If one or more staff schedule the car the same day, the reservation will be given to the person traveling the furthest distance.*
2. In off-hours, access to the key can be located in the lock-box located outside the entrance to the Superintendent’s Office.
3. There will be a mileage log in the vehicle that will need to be completed. Please mark the date, destination and your beginning and ending mileage.
4. Staff are responsible to return the vehicle with a full tank of gas. Fuel up at Bennett’s on Main Street. Just inform them the bill goes on the NCESD Account.
5. Staff are asked to conduct a safety walk-through to ensure proper fluids, tires and lights are in good order. Please note any damage to the vehicle (inside and out) and if noted, please report that information to the Business Office.
6. Under no circumstances are students or non-district personnel to be transported in the vehicle.
7. At no time is the driver allowed to use his/her cell phone while driving. You may use the hands-free connection on the vehicle.
8. Any violation received while driving the vehicle must be reported to the Superintendent within 24 hours.

PARTICIPATION IN POLITICAL ACTIVITIES

Any staff member shall be free to take part in any political issue or support any candidate for public office, so long as there is no pressure on his/her students to support his/her views and so long as he/she does not engage in such political activity during working hours, nor use District property to produce or distribute political materials. District employees have the right of any other citizen to belong to the political party of their choice and they have the right to be considered as candidates for public or political office.

HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT (HIPAA)

NCESD will safeguard the protected health information of employees and students from use or disclosure that may violate standards and implementation specifications to the extent required by law.

“Protected health information” means individually identifiable health information that is: (1) transmitted by electronic media; (2) maintained in electronic media; (3) transmitted or maintained in any other form or medium.

The electronic exchange of financial and administrative transactions related to an individual’s protected health information will meet the requirements of HIPAA, including national standards for transactions designed to ensure the security of health information created or received by NCESD

Individuals with questions about how medical information may be used and disclosed and how to get access to this information, or with complaints about district compliance with HIPAA, should contact the Director of Human Resources.

EMERGENCY CLOSURES

In the event of hazardous or emergency conditions, all district schools or selected schools may be closed or schedules altered to provide delayed openings of school and/or early dismissal of students, as appropriate. Please refer to the Collective Bargaining Agreement for process.

GIFTS AND SOLICITATIONS

Staff members are prohibited from accepting items of material value from companies or organizations doing business with NCESD. Material value is defined by law as \$ 50.00 or more from a single source in a single year.

No organization may solicit funds from staff members within NCESD, nor may anyone distribute flyers or other materials related to fund drives through the school without both school and NCESD Superintendent’s approval.

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 NCESD are exempt from public disclosure. The NCESD, only upon written permission of the staff member or volunteer, will release such information.

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

- Disclosure of information is upon the request of the prospective employer; or
- Disclosure of information is upon the request of the former staff member;
- The information is related to job performance;
- 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.

PERSONNEL RECORDS

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:

- The individual employee. An employee or designee may arrange with the Human Resources office to inspect the contents of his/her personnel file on any day the Human Resources office is open for business;
- Others designated in writing by the employee;
- 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;
- 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;
- The Superintendent and members of the central administrative staff;
- NCESD administrators and supervisors who currently or prospectively supervise the employee;
- Employees in the Human Resources office;
- Attorneys for the NCESD 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.

PURCHASE ORDERS

No obligation may be incurred by any staff member unless that expenditure has been authorized in the budget or as may otherwise be permitted by Board action and/or Board policy.

All requisitions for purchases will be processed in the order received by the business office and all requested information must be completed with the approval signature of the NCESD Superintendent or designee. Staff are not to use personal credit cards for purchasing reserving motel/event registrations.

REIMBURSEMENTS

An Employee Reimbursement Form is found on the NCESD's website under the Staff Access link. All sections must be completed except for the 'Vendor' number; the business office will complete this. Attach to the back of the Employee Reimbursement form all itemized receipts and supporting documentation. You may not use your personal credit card for district purchases.

It is important to complete the 'Purpose of Expense' section. Only the expenses incurred in the course of carrying out authorized duties and in line with budgetary allocations will be reimbursed.

Travel "In District" and Travel "Out of District" must have prior approval from the employee's supervisor. Travel miles (for in district and out of district) will be reimbursed according to the current IRS Rate.

All employee travel will be in the most efficient and cost-effective manner. "In District" travel has a separate form for logging daily miles which can be found on the NCESD website. The NCESD Superintendent or designee must sign all reimbursement forms.

Note: Out of State Travel for employee reservations (lodging & airline tickets) need to be processed through the Business Office and must receive NCESD Board approval.

STAFF DEVELOPMENT & TUITION REIMBURSEMENT

The Board recognizes the importance of continued educational experiences and other professional growth activities as a means to improve job performance. Professional growth experiences may include, but are not limited to, college courses, workshops, curriculum planning, individual research, travel, supervision of teacher trainees and other such activities. Please refer to the Collective Bargaining Agreement for guideless and process.

RESIGNATION OF STAFF

A resigning staff member is required to deliver a written and signed notice of resignation to the Office of the Superintendent. If the Superintendent decides to accept the resignation, acceptance shall be by letter from the Superintendent or his/her designee to the employee. The resignation shall be effective as of the date specified in the notice. If no effective date is specified in the notice, the resignation shall be effective as of the date specified in the acceptance letter.

A licensed staff member who wishes to resign from his/her position with the NCESD must give written notice at least 60 days prior to the date he/she wishes to leave district employment. The Superintendent may accept the resignation effective the day it is received and either release the teacher immediately or inform the teacher that he/she must continue teaching for part or all of the 60-day period.

If the current year's contract is fulfilled, licensed staff will continue to receive benefits until Sept. 30th of that year. If the contract is not fulfilled, licensed staff will receive insurance for one month after resignation.

Where less than a 60-day notice is given, the Superintendent may request the Teacher Standards and Practices Commission (TSPC) to suspend the teacher's license for the remainder of the school year. The Superintendent may consider exceptions due to emergency or other extenuating circumstances.

A classified employee is expected to submit a written and signed notice of resignation at least two weeks prior to the date he/she wishes to leave NCESD employment.

Resignation and Insurance:

If a license employee resigns after completing their contract obligation, health insurance coverage will be provided through September. If the employee resigns or is terminated prior to completing their contract obligation, insurance coverage will be provided accordingly: If the employee is terminated or resigns on or before the 5th of the month, insurance benefits shall cease on the last day of the month. If employment is terminated or resigns after the 5th of the month, insurance benefits shall cease on the last day of the following month.

NON-DISCRIMINATION

NCESD shall promote nondiscrimination and an environment free of harassment based on an individual's race, color, religion, sex, sexual orientation, national origin, disability, marital status or age or because of the race, color, religion, sex, sexual orientation, national origin, disability, marital status or age of any other persons with whom the individual associates.

In keeping with requirements of federal and state law, the district strives to remove any vestige of discrimination in employment, assignment and promotion of personnel; in educational opportunities and services offered students; in student assignment to schools and classes; in student discipline; in location and use of facilities; in educational offerings and materials; and in accommodating the public at public meetings.

Federal civil rights laws prohibit discrimination against an individual because he/she has opposed any discrimination act or practice or because that person has filed a charge, testified, assisted or participated in an investigation, proceeding or hearing. ADA further prohibits anyone from coercing, intimidating, threatening or interfering with an individual for exercising the rights guaranteed under the Act.



North Central Education Service District
135 S. Main Street Condon Oregon 97823

NCESD
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