



**Keystone Business Office
Handbook Addendum**

2024-2025

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HUMAN RESOURCES

Rate of Pay

All employees' salaries/wages will be identified on contracts and approved by the Board of Directors.

Overtime Pay

Employees shall receive not less than one and one-half times their regular rates of pay for hours worked in excess of the applicable maximum hours.

Overtime will be paid upon approval of the director/supervisor and must be approved prior to the overtime worked. Overtime is calculated for over 40 hours of actual work time per week. Days taken as sick, personal, holiday, vacation, or without pay will not be used for calculation purposes. Overtime pay will be paid in the payroll month in which the overtime occurred.

Flex Time

With supervisor approval, employees have the ability to work a consistent number of hours each week. However, the employee's start and end time can vary, within a specified range, around a fixed set of core hours.

Workday

1. Workday is defined as 8 hours if the contract states 40 hours per week or contracted by days. If contract states less than 40 hours per week, the total weekly contracted hours divided by five days will be used to obtain a daily average. This average is then used as the workday for calculating absences and holiday pay.

2. The Keystone Administrative Center will close for inclement weather or any other unscheduled school closure only if all 8 member districts are closed through consultation with Superintendents and review of member district operational status. Each Keystone director will identify "essential" employees at the beginning of the school year. These people will attend in person under circumstances designated by the director. Working remotely is permitted for a single day closure, if approved by the employee's direct supervisor. For two or more consecutive days of closure onsite service, vacation or personal leave may be applied if the employee cannot return to work. Sick leave cannot be used for these days.

3. If an employee cannot be at work, he/she must notify the office or immediate

supervisor.

Hours of Work

Keystone business hours are 7:30 A.M. – 4:30 P.M, Monday through Friday. June and July hours will remain the same, however, an employee will have the option of working 10 hour days and having one day off during the week without needing to take leave. The day off needs to be coordinated with other staff so that someone is available Monday through Friday.

1. An employee shall work the 8 hour days choosing 7:30- 3:30, 8:00-4:00, or 8:30-4:30 depending on the position and administrative approval.
2. If an employee works with supervisors approval on a day Keystone is closed, the employee will be paid regular pay for the hours worked. If an employee does not work: vacation, personal or unpaid leave may be used.
3. Supervisors may schedule time over an eight hour day when it is deemed necessary. Employees are not permitted to work over 40 hours a week without the prior approval of Keystone supervisor.

Duty and Work Assignments

Employees are assigned duty and work assignments (both temporary and regular) as dictated by the needs of Keystone. It is the employer's responsibility (and privilege) to control the work of its employees.

Social Networking Sites

Social networking sites and online communication, email (school and personal), and instant messaging should be regarded as public forums. The internet is not a secure environment. Anything typed in a blog, status update, or email is vulnerable to being viewed and reproduced by all. The employee should never discuss students, teachers, or fellow staff in these settings in even the broadest terms. Confidentiality must be maintained on the internet in the same manner as one would "face to face" and airing grievances about co-workers in the aforementioned forums does not promote cooperative work environments. Social networking is not allowed during work hours. School email should be used for school purposes only and should be checked on a regular basis. Any violation of online communication or social networking sites is grounds for termination.

PAYROLL AND BUSINESS OFFICE

Benefits

Health Insurance – Keystone will contribute a board approved stipend per month toward the purchase of the Board approved health plan.

Voluntary Benefits - Vision, dental, disability, cancer, term life, critical illness, identity protection, accident, permanent life and long term care, pre-paid legal, medical and dependent flex, and hospital indemnity can also be purchased at employee expense.

There is an agency imposed 30 day-waiting period for benefits eligibility. New employees will be eligible for benefits on the first day of the month following 30 days of employment.

If staff resigns/terminates prior to completing the current contract, all benefits will cease at the end of the resignation/termination month.

Absence Reporting

All employees must follow these procedures if an absence occurs:

1. If previous knowledge that an absence is going to occur, notify the receptionist and immediate supervisor.
2. Document absences in the online system.
3. When an employee becomes ill without previous warning, notify the office and immediate supervisor.
4. Employees cannot use unpaid days for absences if personal/sick/vacation days still exist on their contract.

Ordering Supplies

Staff may order supplies by completing a purchase order form and turning it in to their direct supervisor for approval.

LEAVE

Personal Leave

1. Each employee is allowed two (2) personal days per year (1 accrued per semester), non-cumulative, unless your contract specifies otherwise.
2. Personal leave is to be requested on the online system at least 5 days prior to

the date.

3. Emergency use--when an employee is unable to request personal five days in advance due to an emergency, shorter notice may be given. The request process (above) should be completed as soon as possible within the month of the leave.
4. Personal Leave must be recorded in the online system.
5. Personal leave can be used at any time. If an employee resigns or terminates before the end of said contract and has been paid for un-accrued days, the final paycheck will be adjusted to pay back the un-accrued days.
6. Employees may use personal days (without prior approval) on snow days or other non planned school closure days that the office is closed.
7. Contracts shall not be completed with paid personal leave unless administration and or Board approves the request. If prior approval is not received, leave will be without pay.

Accrued personal leave will not be paid if separation occurs.

Sick Leave

Twelve-month employees receive 12-days of sick leave and ten-month employees receive 10-days of sick leave available for use at any time (accrued one per month per contract length), unless your contract specifies otherwise.

A *workday* is defined as total weekly contracted hours divided by five days to obtain a daily average. The average is then used as the workday for calculating absences and holiday pay. All employees will have their workday computed to determine their daily average hours of work.

At the end of the school year, any unused leave will be accumulated to seventy (70) sick days, unless your contract specifies otherwise.

1. Sick days may accumulate to a total of seventy days, unless your contract specifies otherwise.
2. Sick leave must be requested in the online system.
3. A monthly report of remaining sick leave will appear on paycheck stubs.
4. Employees who begin after the start of the contract year and part-time employees will receive a percentage of sick leave according to the percentage of the contract worked. The following formula will be used to determine the earned sick leave for new hired staff: 0-6 days left to work in the month the employee will earn 0 days of sick leave for that month; 7-16 days worked in the employees first month the new employee will earn ½ day of sick leave for that month; if the new employee works 17 or more days in a month, they will earn one day for their initial month of employment. Each month thereafter the employee will accrue one day of sick leave each month they

work.

5. If an employee resigns or terminates before the end of said contract and has been paid for unearned days, the final paycheck will be adjusted in an amount comparable to the amount paid for unearned days.

6. Sick leave shall cover absences for the employee's own illness and illness or death within the immediate family. Immediate family shall include parents, siblings, spouse/partner, children, grandchildren, grandparents and parents in-laws of the employee.

7. Sick Leave will not be approved to complete the contract unless administration and or Board approves the request. If prior approval is not received, leave will be without pay.

Accrued sick leave will not be paid if separation occurs.

Employees on FMLA, extended leave (10 consecutive days or more), or disability are responsible to submit to Human Resource a physician's release to return to work.

Employees receiving disability pay will follow short-term disability guidelines.

Bereavement Leave

Each employee shall be allowed three (3) paid non-cumulative bereavement days, for each death in the immediate family. Immediate family shall be defined as: spouse/partner, children/dependents, parents, parents-in-law, siblings, grandparents, and grandchildren. Please note in the online system the relationship of a loved one.

Office Staff are Non-Exempt Employees - Fair Labor Standard Act

The Fair Labor Standard Act (FLSA), 29 U.S.C. 201 et seq., contains federal statutes establishing minimum wage, overtime pay, equal pay regardless of sex, record keeping requirements and child labor standards for nonexempt employees. FLSA is administered and enforced by the United States Department of Labor, Wage and Hour Division.

Annualized Pay

Hourly office/support staff are non-exempt employees who are allowed to annualize pay, but must maintain a timecard of hours worked.

If an employee resigns or terminates before the end of said contract, employees hours will be calculated and compared to payment and the final paycheck will be adjusted to

reflect hours worked which may include a deduction.

Time Recording

1. Keystone office / support staff employees must use our online system for clocking in and out daily.

Holidays

Office / support staff employees receive nine paid holidays. Employees must be employed at the time of the holiday and resume work after a paid holiday to receive this benefit.

- a. July 4th
- b. Labor Day
- c. Thanksgiving
- d. Day after Thanksgiving
- e. Christmas Eve
- f. Christmas
- g. New Year's Day
- h. Good Friday
- i. Memorial Day

Each year, Keystone administration will evaluate the yearly calendar as well as district calendars to determine a schedule for office closures surrounding the holiday seasons.

Paid Vacation

July 1, office / support staff employees receive vacation days available for use at anytime agreeable with the Executive Director and employee. A workday is equal to the number of hours an employee is scheduled to work in a standard workday.

Vacation days are prorated for employees contracted after the start of said contract year. Employees who work less than full time have their leave days prorated in a ratio equivalent to the amount of their contract time. If an employee in any given year resigns or terminates before fulfilling their contract, days will be prorated and the final paycheck will be adjusted to pay back unearned days.

Twelve-month employees will receive the following paid vacation days for years of service, unless contract specifies otherwise.

- a. First year = 5 days
- b. Second through fourth year = 10 days
- c. Fifth through ninth year = 15 days
- d. Tenth through fourteenth year = 20 days
- e. Fifteenth year and on = 25 days

Vacation days must be used by July 31 of the following contract year.

Employees who receive 20 or more days per year of vacation per year may add unused days at the end of their contract year to their sick leave. If their sick leave has accumulated to 70 days, employees may receive reimbursement for up to five unused vacation days at the rate of \$70 per day.

Evaluations

- 1. All classified employees shall be evaluated twice during their first year of employment and at least once a year during subsequent years.
- 2. Evaluations can be conducted anytime it is deemed necessary by the supervisor.
- 3. If a behavior warrants or an evaluation indicates an area of need, a Plan of Improvement can be written for the employee.

Administrators are Exempt Employees - Fair Labor Standard Act

Exempt employees are not covered by the Fair Labor Standard Act (FLSA). To qualify for exemption, initially the employee must be considered salaried. In order to be considered salaried the employee must regularly receive a predetermined amount of pay that is not dependent upon the quantity or quality of work performed. The employee must receive full salary for a workweek in which the employee performs any work, regardless of the number of days or hours worked.

Attendance Calendar

All managers, coordinators, and directors are required to record attendance daily through the online system.

Paid Holidays

Managers, coordinators, and directors receive nine paid holidays, unless contract specifies otherwise. Employees must be employed at the time and resume work after a paid holiday to receive this benefit.

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Evaluations

Managers, Coordinators and Directors shall be formally evaluated a minimum of two times each year during their first two years of service. The first evaluation conference will occur prior to the sixtieth (60th) day of the first semester and the second evaluation shall occur prior to the sixtieth (60th) day of the second semester. This semester starting time shall be determined by the Board's approved calendar. Managers, Coordinators and Directors in their third and fourth year of employment shall be evaluated at least one time each school year, no later than February fifteenth (15th). After the fourth year of employment, Managers, Coordinator and Directors will be evaluated at least once every year but not later than February fifteenth (15th) of the school year in which the Manager, Coordinator and Director are evaluated.