



ESD

**EMPLOYEE
HANDBOOK**



Employee Handbook - Table of Contents

I. Introduction, 4

School Calendar, 4
Purpose and Use of the Handbook, 6
Mission Statement, 6
Core Values, 6
Core Purpose, 6
Building Directory, 7
School Board and Central Administrators, 8
Board Policy/Procedures/Administrative Regulations, 9

II. Compliance Statements and Policies, 9

Asbestos Management Plan Annual Notification Requirement, 9
Equal Employment Opportunity, 9
Family Educational Rights and Privacy Act (FERPA), 9
Health Insurance Portability and Accountability Act (HIPPA), 10
Pennsylvania Worker and Community Right to Know Act, 10
Employee Conduct and Ethics, 11
Greater Johnstown School District Policies, 11
Tobacco Use/Non-Smoking, 11
Dress and Grooming, 12
Unlawful Harassment, 12
Identification/Security Badges, 13
Drug and Substance Abuse by Employees, 13
Student Abuse, 14
Employee Clearances, 14
School, Classroom Keys and Doors, 16
Parent Notification of Student Progress, 16
Acceptable Use of School Communications, 16
Internet, 17
Visitors, 18
Solicitation and Distribution, 18
Workplace Violence, 18
Crisis Handbook, 19
Cell Phone Use While Using District Vehicles, 19
Use of Wireless Devices & Cell Phones by Employees, 19
Staff Assignments, 20
Student Teacher Procedures, 20

III. Operational Policies/Procedures, 21

Employee Sign-In/Sign-Out Procedures, 21
Request to Leave Early, 21
Personnel Directory, 21
Change of Address Form, 21
Employee Emergency Card, 21

Name Changes/Family Status, 22
Garnishments, 22
Bargaining Units, 22
Job Related Expenses, 22
Unemployment Compensation/Reasonable Assurance, 23
Outside Activities, 23
Fundraising, 24
Field Trips and Extracurricular/Qualifying Events, 24

IV. Benefits and Leave of Absence, 25

Attendance, 25
Absences - Reporting, 25
Absence for Professional Development, 27
Sick Leave, 28
Personal Leave, 28
Vacation Leave, 28
Bereavement Leave, 29
Sabbatical Leave, 29
Worker's Compensation, 29
Jury Duty, 30
Family Medical Leave Act (FMLA), 30
Leaving the Greater Johnstown School District, 31
The Public School Employees Retirement System, 31
Direct Deposits, 31
Credit Union, 31
Tax Sheltered Annuity (TSA), 32
457 Deferred Compensation Plan, 32
Open Enrollment for Benefits, 32
Payroll Deductions, 32
Closing of School Due to Inclement Weather, 33

V. Budget and Finance, 33

Budget, 33
Requisition Process, 34
Competitive Bidding, 35
Travel Expenses, 36
Car Rentals, 36
Grant Application Proposals, 36
Petty Cash, 36
School Bus Orders, 37
Charter Bus Order, 37

I. Introduction

GREATER JOHNSTOWN SCHOOL DISTRICT 2017-18 School Calendar

<u>August</u>	14-18	Mon-Fri	Voluntary PD Non-Tenured Staff (Encouraged to Attend)
	21 -23	Mon-Wed	Teacher In-Service (No School)
	24-25	Thurs-Fri	Full Act 80 Day (No School)
	28	Monday	1st day of School
	31	Thursday	1-hr Early Dismissal
<u>September</u>	1	Friday	School Closed
	4	Monday	School Closed
	5	Tuesday	Meet the Teacher - Johnstown High School
	6	Wednesday	Meet the Teacher - Johnstown Middle School
	7	Thursday	Meet the Teacher - Johnstown Elementary School
	29	Friday	Full Act 80 Day (No School)
<u>October</u>	30	Monday	Full Act 80 Day (No School)
<u>November</u>	10	Friday	School Closed
	22	Wednesday	1-hr Early Dismissal
	23	Thursday	School Closed
	24	Friday	School Closed
	27	Monday	School Closed
<u>December</u>	8	Friday	Contracted PD Day (No School)
	22	Friday	1-hr Early Dismissal
	25 -29	Mon-Fri	School Closed
<u>January</u>	1-2	Mon-Tue	School Closed
	15	Monday	School Closed
	22	Monday	Teacher In-Service/Parent Conferences (No School)
<u>February</u>	5	Monday	Full Act 80 Day (No School)
	19	Monday	School Closed
<u>March</u>	16	Friday	Full Act 80 Day (No School)
	28	Wednesday	1-hr Early Dismissal
	29	Thursday	School Closed
	30	Friday	School Closed
<u>April</u>	1	Monday	School Closed
<u>May</u>	11	Friday	Full Act 80 Day (No School)
	25	Friday	1-hr Early Dismissal
	28	Monday	School Closed
	31	Thursday	Last day for Students
<u>June</u>	1	Friday	Teacher In-Service
	4-8	Mon-Fri	No School / Snow Make-Up Day

**Greater Johnstown School District
2017-18**

The following dates represent the marking periods for the 2017-2018 school year.

First Marking Period* -

Beginning Monday, August 28, 2017 and ending Friday, October 27, 2017

Second Marking Period* -

Beginning Monday, October 30, 2017 and ending Wednesday, January 17, 2018

Third Marking Period* -

Beginning Thursday, January 18, 2018 and ending Friday, March 23, 2018

Fourth Marking Period*-

Beginning Monday, March 26, 2018 and ending Thursday, May 31, 2018

Deficiency Reports*

September 26, 2017 - 1st Marking Period

December 4, 2017 - 2nd Marking Period

February 20, 2018 - 3rd Marking Period

April 27, 2018 - 4th Marking Period

Report Cards*

November 3, 2017 - 1st Marking Period

January 24, 2018 - 2nd Marking Period

March 28, 2018 - 3rd Marking Period

May 31, 2018 - 4th Marking Period

*Based on the current school calendar.

Purpose and Use of the Handbook

We are pleased to provide you with this handbook and hope that it will become a used and useful reference. It is intended to provide clear guidelines for day-to-day issues that arise in a school setting. This handbook is not intended to alter or supersede current agreements with bargaining units or Pennsylvania School Code. The Superintendent or his/her designee(s), under the direction of the Greater Johnstown School Board, reserve the right to modify any practice or guideline at any time due to academic, financial or other necessity, except those which are specifically included in a collective bargaining agreement (CBA). This handbook does not replace, but rather supports the Administrative Regulations and Board Policies of the Greater Johnstown School District.

We ask you to take some time to review the contents of this document carefully and to talk with your principal or supervisor about any areas which you have concerns or questions.

We also ask you to take the contents of this handbook seriously, and be assured that we take it seriously as well, as we view it as an effort to define shared understandings about professional standards and conduct. Failure to abide by Board policy may result in disciplinary action up to and including termination of employment.

Thank you for your commitment to the children and families of our school community and we look forward to working with you throughout the coming year.

Mission Statement

Through a shared vision, the Greater Johnstown School District, supported by pride and tradition, is committed to creating and sustaining a learning community where all learners will pursue high standards to succeed in a diverse global society.

Core Values

- ***Community:*** GJSD is committed to providing consistent, unconditional support to students, staff and community.
- ***Academics:*** GJSD holds high expectations which promote measured excellence and results that foster economic and sustainable academic growth for all.
- ***Lifelong Learning:*** GJSD provides aligned professional development for staff and encourages lifelong learning for all.
- ***Reputation:*** Excellence in Reputation: Honoring Pride and Tradition.

Core Purpose

We believe in a thriving community tomorrow by investing in every child's success today!

Building Directory

Greater Johnstown High School
222 Central Avenue
Johnstown, PA 15902
Phone (814) 533-5601
Fax (814) 533-5698

Mr. Michael Dadey – Principal
Mr. Robert Heinrich – Academic Academies Principal
Mr. Frank Frontino – Vocational Director/Principal

Greater Johnstown Middle School
220 Messenger Street
Johnstown, PA 15902
Phone (814) 533-5550

Mr. Dino Scarton - Principal
Mr. Bernie Conway - Assistant Principal
Mr. Raymond Arcurio - Principal/Cyber and
Alternative Education

Fax (814) 533-5548

Greater Johnstown Elementary School
196 Westgate Drive
Johnstown, PA 15905
Phone (814) 533-5540
Fax (814) 533-5592

Mr. Doug Henry - Principal
Ms. Vicki Ryan – Assistant Principal
Mrs. Kimberly Moore - Assistant Principal

GJSD Central Administration
1091 Broad Street
Johnstown, PA 15906
Phone (814) 533-5670
Fax (814) 533-5655

Mr. Michael Vuckovich - Interim Superintendent
Mrs. Amy Arcurio - Assistant Superintendent
Mr. Eric Kocsis - Business Manager
Mrs. Amie Lumadue - Supervisor of Special Education
Mr. Justin Zahorchak - Federal Programs Coordinator

School Board and Central Administration

Greater Johnstown School District Board of School Directors

Cyndi Ahlborn - President
Eugene Pentz - Vice President
Vincent Arcurio
Edwin Mikesic
Kimberly Murray
John Berzinsky
Dan Tomak
Tom Dadey
Jason Moore

Central Administration

Administrative Offices
1091 Broad Street
Johnstown PA 15906
Phone (814) 533-5670
Fax (814) 533-5655

Michael Vuckovich - Interim Superintendent
Amy Arcurio - Assistant Superintendent
Eric Kocsis - Business Manager
Clarissa Berzinsky - Assistant Business Manager
Justin Zahorchak - Federal Programs Coordinator
Amie Lumadue - Supervisor of Special Education

Board Policy/Procedures/Administrative Regulations

The Board of School Directors of the Greater Johnstown School District, in accordance with applicable state and federal laws and regulations, establishes policies and procedures for the governance of the Board, and for the safe and orderly operation of the school district.

Policies and local board procedures adopted by the Board are intended to establish the general and overall rules within which the day-to-day operations of the school district are to be governed. As applicable, all employees/members of the Greater Johnstown School District shall be expected to comply with all Board policies and procedures, subject to the limitations established in the policies. Failure to abide by Board policies may lead to disciplinary action including suspension or termination of employment. Board policies and procedures may be found on the district website at www.gjsd.net.

II. Compliance Statements and Policies

Asbestos Management Plan Annual Notification Requirement

As a result of federal legislation (Asbestos Hazard Emergency Response Act – AHERA), each primary and secondary school in the nation is required to complete a stringent inspection for asbestos and develop a plan of management for all asbestos-containing building materials. In keeping with this legislation, all buildings owned or leased by the school district were inspected by EPA accredited inspectors and samples were analyzed by an independent laboratory. Based on the inspection, the District prepared and the state approved a comprehensive management plan for handling the asbestos located within its buildings safely and responsibly.

Equal Employment Opportunity

The Greater Johnstown School District is an equal opportunity education institution and will not discriminate on the basis of sex, race, color, religious creed, ancestry, national origin, age, handicap or sexual orientation in its educational programs, activities or employment policies, as required by Title VI, Title IX, Section 504, and the Americans with Disabilities Act.

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students".

Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee of .25 for copies.

Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school

still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's educational record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile system, pursuant to specific State law.

Schools have an obligation to keep Personally Identifiable Student Information confidential. Information that would allow anyone to connect a specific student name to confidential information cannot be shared with students or teachers not working with that child.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA.

Employees are encouraged to review Board Policy 216 - Student Records for further information.

Health Insurance Portability and Accountability Act (HIPPA) of 1996

The Health Insurance Portability and Accountability Act (HIPPA) of 1996 was enacted to make insurance more "portable" from one employer to another; it protects employees from discriminatory practices involving access to health insurance without interruption as they move from one employer to another. Another aspect of the law establishes "Standards for Privacy for Individually Identifiable Health Information". Employers are required under HIPPA to maintain confidentiality with respect to employee health matters and to establish policies and procedures to ensure compliance. The District complies with provisions of this law and is committed to protecting the private medical information of its employees.

Pennsylvania Worker and Community Right to Know Act

The Pennsylvania Worker and Community Right to Know Act requires that information about hazardous substances in the workplace and in the environment is available to public sector employees and employees of private sector workplaces not covered by the Federal Occupational Safety and Health Administration (OSHA) Hazard Communication Standard and to all persons living or working in the state. Employee rights listed below are further defined in

the Worker and Community Right to Know Act (P.L. 734, No. 159) and regulations. For additional information, contact the Department of Labor and Industry, Bureau of Pennsafe, room 1503, Seventh and Forster Streets, Harrisburg, PA 17120; (717) 783-2071; Fax (717) 783-5099.

Employer Workplace Notice: Public sector employers (including state and local government agencies and public schools and public universities) and private sector employers not covered by the OSHA Hazard Communication Standard must post this notice informing employees of their rights under the law. This notice must be posted prominently in the workplace at a location where employee notices are normally posted. For additional information, contact Amy Smith in the Business Office at (814) 533-5683.

Employee Conduct and Ethics

It is the duty and the responsibility of every employee to be aware of and abide by existing rules and regulations. These include but are not limited to the Pennsylvania Code of Professional Conduct and Greater Johnstown School District Board policies and procedures.

It is also the responsibility of the employee to perform his/her job duties to the best of his/her ability and to the standards as set forth in his/her job description or as otherwise expected. Employees are encouraged to take advantage of all learning opportunities available to them and request additional instruction when needed.

The Board has adopted the State Public Official and Employee Ethics Act as the policy of our district and they apply to all Board members and employees. Some of the topics include:

- Conflict of interest
- Seeking improper influence
- Honorariums
- Misuse of statement of financial interests
- Accepting improper influence
- Voting conflict

Greater Johnstown School District Policies

The following Greater Johnstown School District policies and procedures must be reviewed on an annual basis by all employees. Board policies and Board approved procedures are available on the district website. In addition to those policies listed, professionals shall be knowledgeable regarding all policies in the student "Code of Conduct". Employees may access and review Board approved policies and procedures on the District website at www.gjsd.net.

Tobacco Use/Non-Smoking

The Board recognizes that tobacco use during school hours and on school property presents a health and safety hazard that can have serious consequences for the user and the nonuser and the safety of the school.

For purposes of the policy, tobacco use shall mean all use of tobacco, including cigars, cigarettes, pipes and smokeless tobacco.

The Board prohibits use by employees in a school building and on any property, buses, vans and vehicles that are owned, leased or controlled by the school district.

The Board prohibits tobacco use by an employee at school-sponsored activities that are held off school property. See Board Policy 323 for more information.

Dress and Grooming

Employees set the example in dress and grooming for students and the community at large to follow. Employees should present an image of dignity and encourage respect for authority. Employees may reference current Board Policy 325 for additional information regarding dress and grooming.

Administrators and supervisors are held accountable for maintaining this code. If, in the judgment of an administrator or supervisor, an employee is not appropriately dressed for the workplace, the administrator or supervisor has a responsibility to direct the employee to leave the district premises until he/she is properly dressed. ***This expectation is for each contractual day including Act 80 and In-Service Days.***

Pride and Tradition Days - School and community pride are important components of a healthy school culture and climate. Employees are permitted to wear only "Johnstown Trojan" apparel on these identified days. Jeans may be permitted on these days, as long as they meet reasonable expectations of professionalism and cleanliness - i.e. no holes, frays, stains or inappropriate fits. If you need further clarification on these expectations, please see your building administrator.

Unlawful Harassment

We strive to provide a safe, positive working climate for employees. Therefore, it shall be the policy of the District to maintain a working environment in which harassment, in any form, is not tolerated. Employees may refer to current Board policies on unlawful harassment for further clarification.

The Board prohibits all forms of unlawful harassment of employees by District students and staff members, contracted individuals and vendors, volunteers and third parties of the schools. The Board encourages employees who have been harassed to promptly report such incidents to the designated administrators.

For purposes of Board policy, harassment of an employee consists of verbal, written, graphic or physical conduct relating to an individual's race, color, national origin/ethnicity, gender, age, disability, sexual orientation or religion when such conduct:

- Is sufficiently severe, persistent or pervasive that it affects an individual's ability to perform job functions or creates an intimidating, threatening or abusive work environment.
- Has the purpose or effect of substantially or unreasonably interfering with an individual's work performance.
- Otherwise adversely affects an individual's employment opportunities.

For purposes of Board policy, sexual harassment of an employee shall consist of unwelcome sexual advances, requests for sexual favors and other inappropriate verbal, written, graphic or physical conduct of a sexual nature when:

- Acceptance of unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature is a term or condition of an individual's continued employment.
- Submission to or rejection of such conduct is the basis for employment decisions affecting the individual
- Such conduct is sufficiently severe, persistent or pervasive that it has the purpose or effect of creating an intimidating, hostile or offensive working environment.

Examples of conduct that may constitute sexual harassment include but are not limited to sexual flirtations, advances, touching or propositions; verbal abuse of a sexual nature; graphic or suggestive comments about an individual's dress or body; sexually degrading words to describe an individual; jokes, pin-ups, calendars, objects, graffiti, vulgar statements, abusive language, innuendoes, references to sexual activities, overt sexual conduct or any conduct that has the effect of unreasonably interfering with an employee's ability to work or creates an intimidating hostile or offensive learning or working environment.

Any employee who feels they have been harassed is encouraged to promptly report such incidents to their immediate supervisor. In the event the instance involves their immediate supervisor, the report should be made to Mrs. Amy Arcurio, Assistant Superintendent. In the event the instance involves the Assistant Superintendent, the report should be made to Mr. Michael Vuckovich, Superintendent. Complaints of harassment shall be investigated promptly and corrective action taken when allegations are substantiated. See Board Policy 348 for more information.

Identification/Security Badges

Identification badges will be worn by all staff in order to assist in providing a safe school environment. See Board Policy 349 for more information.

All staff will be required to wear and make visible District-provided identification badges while on school property for reasons related to employment. All District staff will be required to have their picture taken by a District provided photographer.

Drug and Substance Abuse by Employees

In accordance with the Drug Free Workplace Act of 1988, employees of the Greater Johnstown School District are expressly prohibited from engaging in the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance at a drug free workplace as defined by Board Policy.

Violation of this prohibition shall result in immediate suspension of the employee, followed by such for the personnel action as shall be deemed appropriate, including termination of the employee.

Notwithstanding the foregoing, any employee of the Greater Johnstown School District, who is convicted of delivery of a controlled substance or convicted of possession of a controlled

substance with the intent to deliver, regardless of whether such conduct takes place at a drug free workplace as defined herein, shall, in accordance with Section 527 of the Public School Code of 1949, be terminated from his/her employment with the Greater Johnstown School District.

For purposes of this policy, “drugs” and “controlled substances” shall mean, all dangerous controlled substances prohibited by law, all “look alike” drugs, all alcoholic beverages and drug paraphernalia; and any prescription or patent drug, except those for which permission to use in school has been granted pursuant to Board policy.

As a condition of employment, you are required to abide by the terms of Board Policy and you must notify the District of any criminal drug statute conviction for a violation occurring in the workplace not later than five (5) days after such conviction.

Drug counseling, drug rehabilitation services and employee assistance programs can be made available to employees in need. See Board Policy 351 for more information.

Student Abuse

Under Act 151 of 1994, all school employees are required to report suspected student abuse by another school employee. An employee who has reasonable cause to suspect that a student is a victim of serious bodily injury, sexual abuse or sexual exploitation by another school employee is required to immediately contact their supervisor. If the suspected party is their supervisor, they can contact the building principal. If the building principal is the suspected party, they should contact the Assistant Superintendent. In the event that the Assistant Superintendent is the suspected party, the report should be made to the Superintendent. The employee making the report has immunity from civil and criminal liability under the law. Willful failure of a school employee or administrator to report student abuse is a violation of the law.

The Supervisor, Principal and/or Assistant Superintendent is required by law to notify police officials and the District Attorney in the locality where the abuse may have occurred and does not have discretion in the matter. Law enforcement officials will work with the appropriate child protective agency to conduct an investigation, the results of which will be forwarded to the Department of Education.

School district employees reporting student abuse should maintain the confidentiality of the student and member of the staff. The employee, according to the law, should not discuss the details of the event with any other employee or person. It is the responsibility of the school district administration to notify those with a need to know, including the parents, of all allegations. See Board Policy 806 for more information.

Employee Clearances

All employees will be required to update their clearances on a 5 year cycle. Employee must submit original clearances to the Office of the Assistant Superintendent.

Who needs clearances?

Pursuant to the provision of Act 153 of 2014, those categories of school employees which are required to obtain background checks pursuant to Section 111 of the Public School Code will continue to be required to obtain background checks prior to employment in accordance with that section and on the periodic basis required by Act 153.

The Act defines school employee as an individual who is employed by a school or who provides a program, activity or service sponsored by a school. The term excludes an individual who has no direct contact with children. The definition of school is as follows: "School." A facility providing elementary, secondary or postsecondary educational services.

Which clearances are needed?

Employees having contact with children must obtain the following three clearances:

- **Report of criminal history from the Pennsylvania State Police (PSP);**
- **Child Abuse History Clearance from the Department of Human Services (Child Abuse); and**
- **Fingerprint based federal criminal history submitted through the Pennsylvania State Police or its authorized agent (FBI). 3 12/19/2014**

When are clearances needed?

Clearances must be submitted **prior** to the commencement of employment or service.

What is the renewal requirement for clearances?

ACT 4: IMPACT ON BACKGROUND CHECK RENEWAL PERIOD & PROCESS

On Feb. 16, 2016, Governor Tom Wolf signed into law Act 4, which included important amendments to Section 111 of the School Code concerning background checks.

Prior to Act 4 of 2016, background checks more than 12 months old could not be used for prospective school staff and service providers; however, Act 153 of 2015 amending the Child Protective Services Law (CPSL) required Section 111 checks be renewed every 60 months. The passing of Act 4 aligns the School Code with the new CPSL requirement and permits any of the three required background checks to be used by potential applicants for up to 5 years (i.e., 60 months). However, GJSD Board Policy requires all new hire's to submit clearance documents, no older than 1 year of the date of hire.

How do I obtain my clearances?

The Child Abuse, PSP and FBI clearances can all be applied and paid for electronically. The FBI clearance also requires a fingerprint submission. Please visit our website for various links and resources regarding the required clearances and how to obtain them.

Is the use of a third-party vendor to process clearances acceptable?

Third-party vendors may be used to process Child Abuse, PSP and FBI clearances using the steps established above. However, agencies are not permitted to conduct background checks or clearances through other databases in lieu of the steps outlined above. In addition, school administrators remain responsible for the employment decision based on the information obtained.

ACT 168: EMPLOYMENT HISTORY REVIEW

As of December 22, 2014, a school entity or an independent contractor may not hire any applicant for a position in which the employee will have direct contact with children until the school entity has complied with the employment history review process delineated in Act 168 of 2014 (24 P.S. § 1-111.1). Guidance on the procedures and forms for the employment history review may be found in the Act 168 Basic Education Circular (PDF).

ACT 24: REPORTING ARRESTS & CONVICTIONS

Act 24 of 2011 contains a number of significant changes to the Pennsylvania Public School Code that are designed to enhance the safety of school children. Among the changes, Act 24 amends Section 111 of the School Code to expand the list of prohibitive criminal offenses and ensure that then-current school employees who may not have been subject to a previous background check were required to provide assurances that they had not been previously arrested or convicted of a Section 111(e) offense.

Additionally, Act 24 requires that all school employees complete and return to their school administrator a PDE Form 6004 (PDF) within 72 hours of any arrest or conviction of an offense listed in Section 111(e). If an employee refuses to submit the form, Act 24 requires that the School Administrator submit the employee to a new background check under Section 111.

School, Classroom Keys and Doors

The District Facilities Office shall duplicate school keys only. Staff must turn in keys every night. Staff are required to lock classroom door(s) when it is unoccupied.

Parent Notification of Student Progress

It is in the interest of effective education and good community relations for teachers and parents to cooperate in helping students to succeed in school. Toward this end, communication with parents should be ongoing, providing regular feedback. Teachers are required to communicate with parents of students who are doing unsatisfactory work or who are in danger of failing in sufficient time before the end of the marking period for corrective action to be taken. This applies regardless of the student's age or grade in the school system. It is essential and necessary that you communicate with parents and document your contacts. Parents need to know of the progress of their children, especially if it is unsatisfactory or improvement is needed.

In addition, Powerschool and teacher website information must be made available to parents to better involve them in their child's education. Teachers are required to utilize available electronic means of communication with parents. You may contact Theresa Subich at (814) 533-5666 with any questions or issues you may have with Powerschool.

Acceptable Use of School Communications

It is important to clarify the acceptable use of school communication systems, such as voicemail, email, telephone, mailboxes, etc. Employees may refer to Board Policy 815 for more information. Below are several principles to use as a guide.

- Occasional use of school communication systems for personal reasons is acceptable. However, the key word is "occasional."

- You cannot control what you receive, but you must control what you send. If you receive something inappropriate, delete it or dispose of it and inform the sender that you do not wish to receive such communications.
- Regardless of the communication medium, send messages to others on a “need to know” basis as opposed to sending messages meant for a few to all box holders.
- Using school communications to make a profit or to conduct a business is unacceptable. It is acceptable to advertise items for sale or services you may offer in a designated area in the staff lounge/workroom.
- Use of school communications to share beliefs of a personal, religious or political nature is inappropriate.
- Use of school communications to build staff morale, advertise school-approved staff functions, etc. is acceptable. However, be cautious about the type of humorous or entertaining message you access or share. Obviously, anything with sexual, racist, sexist, homophobic, etc. overtones is unacceptable.

Internet

The Board supports the use of the Internet and other computer networks in the District’s instructional and operational programs in order to facilitate learning, teaching and daily operations through interpersonal communications and access to information, research and collaboration.

The School District is not responsible for any unauthorized charges or fees resulting from access to the internet. The District reserves the right to log network use and to monitor fileserver space utilization by District users, while respecting the privacy rights of both District users and outside users. Use of the network is a privilege, not a right. Inappropriate, unauthorized and/or illegal use may result in cancellation of those privileges and appropriate disciplinary action.

Board policy 815 specifically states that employees are prohibited from using the internet and district e-mail in the following ways:

- Facilitating Illegal activity
- Commercial or for-profit purposes
- Non-work or non-school related work
- Product advertisement or political lobbying
- Bullying / Cyberbullying
- Hate mail, discriminatory remarks and offensive or inflammatory communications.
- Unauthorized or illegal installation, distribution, reproduction or use of copyrighted materials
- Accessing, sending, receiving, transferring, viewing, sharing or downloaded obscene, pornographic, lewd or other wise illegal materials, images or photographs.
- Access by students and minors to material that is harmful to minors or is determined inappropriate for minors in accordance with Board Policy
- Inappropriate language or profanity
- Transmission of material likely to be offensive or objectionable to recipients
- Intentional obtaining or modifying of files, passwords and data belonging to other users
- Impersonation of another user, anonymity and pseudonyms

- Fraudulent copying, communications or modification of materials in violation of copyright laws
- Loading or using of unauthorized games, programs, file or other electronic media
- Disruption of the work of other users
- Destruction, modification, abuse or unauthorized access to network hardware, software and files
- Accessing the Internet, district computers or other network resources without authorization.
- Disabling or bypassing the Internet blocking/filtering software without authorization.
- Accessing, sending, receiving, transferring, viewing, sharing or downloading confidential information without authorization.

Visitors

It is your responsibility to know who is in and around your building. Please pay attention to people who may be visiting the building. Ask for their nametag and escort them to the office to obtain one, if they do not have one. Unknown visitors should not be permitted to walk around unaccompanied. Alert the office if you feel uncomfortable with anyone you see in or around the school.

Parents and community members are always welcome at school. They are asked to sign in at the office upon arrival and they should be wearing a visitor's name badge. We ask and expect that parents or community members who wish to visit classrooms will make prior arrangements through the principal.

Sales representatives are not allowed to approach teachers during the school day unless they have been cleared through the office and they either have an appointment with the teacher or the teacher wishes to talk with them during a free period. See Board Policy 907 for more information.

Solicitation and Distribution

Solicitation by an employee of another employee is prohibited while either employee is on work time. Worktime is the time an employee is engaged or should be engaged in performing his/her work tasks for the Greater Johnstown School District. Solicitation of any kind by non-employees on organization premises is prohibited at all times. Distribution of advertising material, handbills, printed or written literature of any kind in working areas of the organization is also prohibited without prior approval. Distribution of literature by non-employees on school district premises is prohibited without prior authorization.

Workplace Violence

The Greater Johnstown School District is strongly committed to providing a safe workplace. The purpose of this information is to minimize the risk of personal injury to employees and their personal property and the organization.

You are discouraged from engaging in any physical confrontation with a violent or potentially violent individual. You are expected and encouraged to exercise reasonable judgment in identifying potentially dangerous situations. Mental health professional experts indicate that prior to engaging in acts of violence, troubled individuals often exhibit one or more of the following behaviors or signs:

- Over resentment
- Anger and hostility
- Extreme agitation
- Making ominous threats
- Sudden and significant decline in work performance
- Irresponsible, irrational, intimidating, aggressive or otherwise inappropriate behavior
- Reacting to questions with an antagonistic or overly negative attitude
- Discussing weapons and their use
- Overacting or reacting harshly to change in organization policies and procedures
- Personality conflicts with coworkers
- Obsession or preoccupation with a co-worker or administrator
- Attempts to sabotage the work or equipment of a co-worker
- Blaming others for mistakes and circumstances
- Demonstrating a propensity to behave and react rationally

Crisis Handbook

All employees are required to review the District's crisis handbook, to be familiar with its contents, and to have it readily available at all times. Building principals are responsible for conducting a review of the handbook with their staff if questions arise.

If additional clarification is needed, contact the following individuals:

- Mr. Michael Dadey - District Safety Coordinator
- JHS School Resource Officer
- JMS School Resource Officer

In the event that any school building is evacuated, in whole or in part, by reasons of any report or threat of damage thereof by bomb, fire or any other lethal instrument of mass destruction, the District shall neither require nor request a bargaining unit member to participate in any search for such lethal or destructive instrument or to remain in the building while such a search is underway.

Cell Phone Use While Using District Vehicles

Pennsylvania State Law, SB314, bans text messaging while behind the wheel of a motor vehicle. Any employee operating a school district vehicle or private vehicle on school district related business, should limit use of a cell phone to hands free communication. Text messaging while operating a school district vehicle or on school district related business, is prohibited.

Use of Wireless Devices & Cell Phones By Employees

Cellular phones may be used to make brief calls which are necessary for carrying out professional, personal or family obligations and responsibilities. The District expects all employees and student teachers to use such devices in a responsible manner that does not interfere with the employee's job duties. It is understood that these calls should be limited and should only be made during periods of non assignment. The periods of non assignments are as follows:

- **Support staff - during lunch or scheduled breaks;**

- **Professional staff - during preparation periods, lunch or before and after student arrival time.**

If there is a family emergency and a call is received by the main office, the office staff will make every reasonable effort to locate the staff member, even during a teaching period. At no time should calls be made in front of students nor should they interrupt assigned duties.

Receiving calls/text messages on cell phones is strictly prohibited during instructional time. Please do not TEXT in front of your students.

Staff Assignments

Teachers will receive their teaching schedules, **via District email**, two weeks prior to the start of school. Additionally, teachers shall receive written notification, **via District email**, of any change in teaching or building assignments two weeks prior to the start of each semester and/or prior to the change unless a specific emergency arises.

Student Teacher Procedures

All requests from an educational institution for the placement of student teachers are to be directed to the Assistant Superintendent, who will coordinate such assignments. Under no circumstances should a staff member make arrangements for a student teacher placement directly with the student. All requests must go through the Central Administration Office.

1. All cooperating assignments are to be made with the concurrence of the Building Principal, who is directly involved.
2. Student teachers should be assigned to staff members who are willing to aid and assist the student in his/her growth and development as a professional and who have been approved as a cooperating teacher by the Building Principal.
3. Non-tenured teachers are not to be considered for student teacher placements.
4. Any remunerations or tuition credit given to the cooperating teacher will be handled directly between the educational institution and the cooperating teacher. The District will not serve as an intermediary in this matter.
5. No cooperating teacher should be given a student teacher assignment to exceed one semester in length in any school year.
6. Any contemplated termination of the student teacher experience before the designated end of the assignment must be discussed with the Building Principal.
7. Any student teacher assigned to our schools who is performing unsatisfactorily and shows that probable growth is not forthcoming will be removed.
8. It is the obligation of the student teacher and the cooperating educational institution to abide by all policies and practices of the Greater Johnstown School District and the school to which the student teacher is assigned.
9. The Superintendent or his designee must approve any exceptions to the above practices.
10. Teachers have the right to refuse any request for a student teacher placement made by administration.

III. Operational Policies/Procedures

Employee Sign-In/Sign-Out Procedures

All employees are required to sign in and sign out immediately upon entering and prior to exiting their buildings each day.

In the event an employee must leave the building during any period of time, he/she shall seek approval from the principal/designee. Upon approval, the employee shall sign out in the book located in the office and then sign in upon return. When exiting the building, inform the secretary in the main office of your intended location and your anticipated return time.

Sign-in books will be removed from the front desk 30 minutes after the start of the contractual day at all buildings. It is imperative staff sign in upon entering the building. Failure to comply with this expectation and/or signing out at the same time will result in disciplinary action.

Request to Leave Early

Staff may be permitted to leave early, at times, depending on the reason. The approval process rests solely with the building administration. All requests to leave early must be submitted, in writing and on the appropriate form, for consideration. The form is available in each main office and on the district website. Building Administration will review the requests and approve or deny the request. The form will be forwarded to the building clerk. A copy will be placed in your mailbox.

Administration can only approve staff to leave 30 minutes early or come in 30 minutes late.

Personnel Directory

Annually, the school district publishes a Personnel Directory containing a school location, list of Board members, list of District office administration and supervisors, names of principals and assistant principals, and employees with home addresses and telephone numbers.

Change of Address Form

It is your responsibility to keep the school district informed of your current address and telephone number. If you move or change your telephone number, you must complete a "change of address form" as well as payroll and benefit paperwork. These forms can be obtained by contacting Amy Smith in the Business Office at (814) 533-5683 or by accessing the district website.

Employee Emergency Cards

In order to maintain accurate employee emergency records, employees are responsible for completion of an "employee emergency card" each school year.

In case of an accident or illness, a member of the school district should be able to contact the individual(s) you have designated on your emergency card. You also have the option of listing medical information that would only be utilized in case of an emergency requiring immediate treatment.

The emergency cards are distributed in the fall by Jess Vance, Confidential Secretary to the Assistant Superintendent. One copy of the completed form is kept on file in the nurse's office of the building the employee is assigned and one copy is kept at the Administrative Offices.

Name Changes/Family Status

It is your responsibility to keep the school district informed of any name changes or changes in family status. A change in family status may include, but is not limited to, marriage, divorce, birth or adoption of a child or death of a family member. In the event of a divorce, you will be required to furnish the original divorce decree to Amy Smith in the Business Office within 30 days.

Often, changes have implications concerning payroll and health insurance; therefore it is very important for any changes to be communicated within 30 days. You can contact Amy Smith in the Business Office at (814) 533-5683 to obtain the necessary paperwork. The forms are also available on the district website.

Garnishments

The Greater Johnstown School District must comply with all notification of garnishment it receives. Information about garnishment will be held in strict confidence.

Bargaining Units

Most employees of the school district are covered by a collective bargaining contract, resolution or agreement. The following units are in place:

Greater Johnstown Education Association – The GJEA is the sole and exclusive representative of the teachers, guidance counselors, librarians and school nurses.

Greater Johnstown Educational Support Personnel Association – GJESPA is the sole and exclusive representative of the trades personnel, repair person, caretaker, heavy duty cleaners, clerks and paraprofessionals.

Greater Johnstown Administrative Compensation Plan – This document contains personnel policies, benefits, hours of work and other miscellaneous working conditions for school administrators and non-instructional supervisors.

Job Related Expenses

Payment of the actual and necessary expenses, including traveling expenses, of any employee of the District that are incurred in the course of performing services for the District, whether within or outside of the district, shall be reimbursed in accordance with Board Policy #331 and the Travel procedure.

Reimbursement for job related expenses shall be permissible with prior approval by the Superintendent or Designee.

The use of a personal vehicle shall be considered a legitimate job expense if:

- Travel is among schools to which the employee is assigned, but not between home and school and is authorized in advance by the responsible supervisor.
- The use of a personal car for special or emergency purposes is a recognized part of the employee's job responsibilities.

If prior approval is granted, use of a personal vehicle for approved school purposes is reimbursable at the rate approved by the Board.

Mileage reimbursement forms must be completed on a monthly basis and submitted to the Fiscal Clerk in the Business Office for processing of payment. Employees must use the district form or the request will not be processed. The form is available on the district website. Professional Absence forms must be submitted to the Fiscal Clerk within 60 days of the absence. All approval signatures, itemized receipts and summary forms must be included. Expenses submitted without the proper receipts shall not be reimbursed. Payment shall be issued after approval by the board at the next regularly scheduled board meeting.

Unemployment Compensation/Reasonable Assurance

Unemployment Compensation (UC) protects workers against job loss by providing temporary income support to people who become unemployed through no fault of their own. UC Benefits are paid for a limited time to those individuals who are able and available for suitable work and are actively seeking new employment.

School District employees are not considered by the PA Department of Labor and Industry to be "Unemployed" during any public school "academic break" (holidays, summer break, etc.). All employees, regardless of their employment status, have reasonable assurance that they will continue the same employment after any academic break unless informed in writing otherwise.

The Greater Johnstown School District often receives from the various Unemployment Compensation Service Centers (UCSC) requests for wage information and employment status of employees filing UC benefits for these academic breaks. As public school employees with reasonable assurance that you will continue your same employment after any academic break, you will be deemed ineligible for UC benefits by UCSC.

Outside Activities

The Board recognizes that members of the staff must enjoy private lives and may associate with others outside of school employment for political, economic, religious, cultural or personal reasons. The Board and its supervisory staff, however, have a responsibility to evaluate staff members in terms of their faithfulness to and effectiveness in discharging school duties and responsibilities. Therefore, when non-school activities threaten a staff member's effectiveness within the school system, the Board reserves the right to evaluate the impact of such activities and how they affect the individual's responsibilities to the students and to the district's programs.

The Board directs the Superintendent to promulgate guidelines so that employees may avoid situations in which their personal interests, activities and associations may conflict with the interests of the district.

The following guidelines are provided for information and direction to employees:

- Do not use school property or school time to solicit or accept customers for private enterprises.
- Do not utilize school material for personal gain. Copyrights to materials or equipment developed, processed, or tested by district employees in the performance of district activities in fulfillment of the terms of their employment, reside with and may be claimed by the district.
- The Board does not endorse, support, nor assume liability for any staff member from this school district who conducts non-school outside activities in which students and employees of this district may participate.
- Do not campaign on school property on behalf of any candidate for local, state or national office. Do not use school time for outside activities when there is no valid reason to be excused from assigned duties.
- Refrain from expressions regarding district policies or procedures that would disrupt the harmony among co-workers or interfere with the maintenance of discipline by school officials.

See Board policy 319 for more information.

Fundraising

The Board prohibits the collection of money in school or on school property, or at any school sponsored event by a student for personal benefit.

Collection of money by approved school organizations may be permitted by the Building Principal or Supervisor. Staff is required to complete the fundraising request form and gain approval prior to any fundraiser occurring. The forms may be found in the main office of your school or on the district website. Complete the appropriate form and submit it to your Building Principal or Supervisor for approval.

Forms not approved shall be returned to the person requesting the fundraiser. Principal/ Supervisor approved forms will be forwarded to the Assistant Superintendent for final approval. The Confidential Secretary to the Assistant Superintendent shall process the forms. A copy is kept on file in the Administrative Offices. The original form is returned to the building clerk to return to the person requesting the fundraiser.

Collections by students on behalf of school organizations outside the schools may be permitted only by the Superintendent/designee. See Board Policy 229 and board approved procedure for more information.

Field Trips & Extracurricular / Qualifying Events

The Board recognizes the value of student extracurricular/qualifying events and field trips in enhancing and enriching the school experience for the children of this school district. The Board will make school facilities available and provide appropriate staff for the conduct of extracurricular/qualifying within the school facilities which have been approved by the Assistant Superintendent upon the recommendation of the building principal. For extracurricular/qualifying events and field trips, which take place outside school facilities, approval is required by the Assistant Superintendent. Board approval shall be required for field trips that occur overnight

upon the recommendation of the Superintendent. See Board Policies 121, 122, 123 and board approved procedures for more information.

As voluntary participants in school extracurricular/qualifying events and field trips, students shall be held responsible for compliance with rules set forth in advance for their conduct and infractions of those rules will be subject to the same disciplinary measures as are applied during the regular school program. Participation in school events is not a right and may be denied to any student who has demonstrated disregard for the rules of the school.

Field Trip and Extracurricular/Qualifying Event forms are available in the main office of each building or on the district website. Forms must be completed and submitted to the building principal for approval. Once approved by the principal, forms must be forwarded to the Administrative Office for approval. Parental Release forms must also be completed for each student participating in an extracurricular/qualifying event or field trip outside of their assigned school. Overnight field trips require prior approval of the Greater Johnstown School District School Board.

IV. Benefits and Leave of Absences

Attendance

You were hired to perform an important function at the Greater Johnstown School District. As with any group effort, operating effectively takes cooperation and commitment from all. Your attendance and punctuality are very important. Unnecessary absences and lateness are expensive, disruptive and place an unfair burden on your peers and administrators. We expect excellent attendance from each employee. Excessive absenteeism or lateness may result in disciplinary action.

Absences - Reporting

The Board of School Directors believes that the regular presence of assigned personnel is vital to the success of the district's educational program. **Consistent absenteeism or tardiness is unacceptable and subject to disciplinary action.** All employees are expected to report to work during their contracted employment hours. Any deviation from this schedule must be submitted in advance and approved by the appropriate administrator. We are using an automated service, Ignite, to report absences. This service will record your absence and locate a substitute, if needed. We do recognize that there are instances when absences and/or lateness are unavoidable. On such an occasion, you are expected to make notification as early as possible.

Employees may use the system to call off sick, enter jury duty, request vacation or personal time or to use a bereavement day(s). Personal and vacation time require administrative approval. This shall occur electronically by building administration, once available in the system. You will receive notification by email of the approval or denial of these requests. The employee shall obtain approval and/or complete the appropriate forms for conference, field trip, military leave, child rearing leave, IEP, professional development, workers compensation, athletics, sabbatical and Family Medical Leave absences. Once approved, the information will be entered into Ignite by either the Payroll Clerk or Confidential Secretary to the Assistant

Superintendent. You shall not call the Central Administrative Office or building secretary to report off. Employees are required to produce the appropriate information following their absence.

There are two ways to report absences:

1. Log on to <https://learninglamp.eschoolsolutions.com>
2. Call Ignite at (814) 619-3377
 - Note: Employees may contact the Ignite Help Desk at (814) 270-6550/(814) 421-4682 or the building secretary to obtain the ID and PIN number necessary to log absences. Districtwide staff may contact the Ignite Help Desk or Tawnya Hess in the Business Office at (814) 533-5685 to obtain this information.

If you are unable to log into the Ignite system or call due to an emergency, contact the Administrative Offices at (814) 533-5670. All absences, regardless of your position, must be reported as described. Any absence by an employee thirty (30) minutes or longer will require the employee to utilize a half (1/2) of a sick day. Any absence under thirty (30) minutes may be permitted with the appropriate form (copies are available in the building office or on the district website) completed and submitted with advanced approval from your building supervisor/ designee.

Employee Classification	Bereavement	Childrearing	Family Medical Leave	Jury Duty	Personal	Sick	Vacation
Administrators Act 93	X	*	*	X	X	X	X
Contract Staff	X	*	*	X	X	X	X
Professional Staff	X	*	*	X	X	X	
Support Staff - 9 months	X	*	*	X	X	X	
Support Staff - 12 months	X	*	*	X	X	X	X

****Must meet minimum requirements specified in contract and law. In addition, these leaves require Board Approval.***

Absences for Professional Development

For conferences, trainings and meetings outside of the District, a Professional Absence Request form must be completed by the employee and then approved by the employee's immediate supervisor and the Assistant Superintendent. Professional Absence forms approved by an employee's supervisor shall be forwarded to the Confidential Secretary to the Assistant Superintendent for processing. If the total cost of the event is over \$150, it requires board approval. The form shall be forwarded to the Executive Secretary in the Superintendent's Office eight (8) business days prior to the board meeting. The Board Secretary will notify the Confidential Secretary to the Assistant Superintendent of the status of the absence. Professional Absence forms will be processed in the Assistant Superintendent's Office. A copy of the approved form and the original form shall be sent to the appropriate building clerk. The original form will be returned to the staff member and the copy will be filed in the main office. The Confidential Secretary to the Assistant Superintendent will file a copy in the Assistant Superintendent's Office. She will enter the information into the substitute call-off system. Substitutes will be arranged for staff requesting coverage. Professional Absence forms not approved by the Board shall be returned to the requesting staff member.

After the event has occurred, the employee will submit all forms and receipts to the Confidential Secretary to the Assistant Superintendent in the Central Administrative Office for approval by the Assistant Superintendent. Once the form has been signed, it is forwarded to the Fiscal Clerk to process and pay. The following guidelines must be used to substantiate travel expenses:

- Original receipts with, at a minimum, the following information: name and address of the payee, the date of expenditure, the dollar amount and a description and purpose of the purchase.
- An original itemized receipt (no photocopies) should be obtained for all travel related expenditures where possible. Photocopies of receipts are acceptable if the expense was shared by another individual who submitted the original receipt. The photocopy should state with whom the receipt was shared.
- Itemized receipts for meals *must be the original restaurant receipt* which lists the items purchased, number served, date and total dollar amount.
- Per Diem rates for meals are as follows: \$5 per day for breakfast, \$10 for lunch, and \$20 for dinner. Under no circumstances will alcohol be reimbursed. Gratuity will be reimbursed at a maximum of 15% of the allowable per meal cost only when documented on the receipt. Meals shall only be reimbursed for conferences that are more than one day in duration and outside of a 40 mile radius of the school district.
- Hotel bills must be itemized.

Employees have 60 days from the date of the event to submit the reimbursement request on the Professional Absence Request form. Any expenses not accounted for within 60 days may not be considered for reimbursement.

The District will not provide a district credit card to pay for travel expenses for employees. The employee must pay for the expenses directly and submit for reimbursement or request an advance check. The District will provide advance payment to employees for lodging, airfare and registration. An Advance Request form must be completed and approved by the Business Manager. The Business Office has five (5) business days to process and print the

check. If receiving an advance check prior to the actual date of travel, it must be accounted for on the Professional Absence Request form after the trip is completed. An advance check may require more than five (5) days to process if the conference requires board approval. Once board approved, the check shall be issued within the five (5) day time frame.

Travel reimbursement checks will be paid at the next regularly scheduled board meeting. Incomplete forms will be returned to the employee to correct and may cause a delay in payment.

Any funds received through an advance in excess of the amount to be reimbursed must be returned to the Business Office no later than five (5) business days after the event has occurred. The check is to be made payable to the Greater Johnstown School District.

Sick Leave

The Board reserves the right to require of any employee claiming sick leave pay sufficient proof, including a physician's certification, of the employee's illness or disability. Any support staff or contract employee absent more than two (2) consecutive days for illness must furnish the Payroll Office with a doctor's excuse for the time absent. Any Teacher or Administrator absent more than three (3) consecutive days for illness must furnish the Payroll Office with a doctor's excuse for the time absent.

The misuse of sick leave shall be considered a serious infraction and subject to disciplinary action. The Superintendent shall report to the Board the names of those employees absent for un-compensable cause or whose claim for sick leave pay cannot be justified.

Employees will receive an account of their accumulated sick leave balance on their paystub no later than September 30 of each year.

Personal Leave

A Personal Leave Day is a day used by an employee for personal reasons. In the event that an employee has exhausted all of their available sick leave, a personal day may be used for illness.

Employees shall enter Personal Leave days into the call off system at least twenty-four (24) hours in advance. Your Principal / Supervisor shall receive an email and will sign off electronically. You shall receive an email confirmation with the approval/denial of the request. Personal leave days may not be used during the first ten (10) days or last ten (10) days of the school year for professional staff, unless for religious purposes.

Vacation Leave

Administrators, Clerks, Individual Contract Employees and Maintenance Staff are entitled to Vacation Days as per the collective bargaining unit agreement or individual contract.

Employees must enter their vacation requests in the call off system no later than May 15th of each year. The Building Principal/Supervisor shall approve or deny requests electronically. You will receive an email notification of the approval status. Vacations will receive approval based on seniority, allowing for appropriate coverage in each area.

In the event that an employee needs to change a scheduled vacation day, the change is entered into the call off system. Approval and notification is performed electronically, following the same procedure as the initial request. If the schedule permits, a change to a scheduled vacation day may be allowed. District seniority will prevail in any scheduling conflicts.

Bereavement Leave

Every staff member of The Greater Johnstown School District shall be entitled to three (3) days of bereavement leave without loss of pay due to the death of a member of the immediate family. Immediate family is defined in Section 11-1154 of the Pennsylvania School Code as father, mother, brother, sister, son, daughter, husband, wife, parent-in-law or near relative who resides in the same household, or any person with whom the employee has made his home.

All employees shall be entitled to one (1) day of bereavement leave without loss of pay due to the death of a near relative. A near relative is defined in Section 11-1154 of the Pennsylvania School Code as first cousin, grandfather, grandmother, aunt, uncle, niece, nephew, son-in-law, daughter-in-law, brother-in-law or sister-in-law.

Employees shall log the bereavement absence(s) into the Ignite system at <https://learninglamp.eschoolsolutions.com> or by calling (814) 619-3377.

Sabbatical Leave

Employees eligible for sabbatical shall complete the Sabbatical and Compensated Professional Leaves Request form available on the district website or in the Assistant Superintendent's Office. Board Policy 338 provides the guidelines and form associated with the leave. The form must be completed and signed by the Building Principal or Supervisor. It is then forwarded to the Confidential Secretary to the Assistant Superintendent to process and obtain the Superintendent's approval. Once approved, the request shall require board approval. The request is added to the board agenda and addressed at the next school board meeting. The Board Secretary shall notify the Confidential Secretary to the Assistant Superintendent of the approval status. A letter will be mailed to the employee and a copy forwarded to the Payroll Office. The Payroll Clerk will make the necessary adjustments to the employee's salary and enter the absence in the call off system.

Worker's Compensation

If you suffer a work-related injury, your health and wellbeing are our first concern. If the injury is of a serious nature and requires the assistance of an ambulance or rescue personnel, they should be contacted immediately. If the injury is of a less serious nature, the following procedures must be followed:

If you suffer a work-related injury, the first thing you **MUST** do is report the injury to your supervisor.

- A designated person in your building will provide you with the appropriate forms to be completed. This includes a Work-related Incident Report and an Employee Acknowledgement of the Designated Physician's Panel.
- You will need to sign the Employee Acknowledgement Form indicating that you received the list of approved providers.

- The building supervisor/designee will have to complete an Incident Investigation Report within 24 hours of the work-related injury.
- Completed forms and all supporting documentation must be submitted to the Worker's Compensation Coordinator, Amy Smith, and a copy to Mike Dadey within 24 hours of the work-related injury.

If you suffer a work related injury, the Greater Johnstown School District or our insurer will pay reasonable surgical and medical services and supplies per the Pennsylvania Worker's Compensation laws. In order to ensure that your medical treatment will be paid for by the Greater Johnstown School District or our insurer, **you MUST select from one of the health-care providers that the district has identified.**

Jury Duty

Employees regularly employed shall be protected against loss of pay occasioned by jury duty in accordance with Board Policy 342. It is the responsibility of the employee to notify their principal/supervisor of this obligation. A copy of the paperwork is forwarded by the employee to the Payroll Clerk at the Administrative Offices. The Payroll Clerk shall log the absence into the Ignite system. The paperwork is filed with the payroll reports. Upon completion of jury duty, the employee shall send a copy of the Juror's Receipt to the Payroll Office to verify the dates of participation. The time spent on jury duty will not be charged against personal leave and will count as time on the job.

Family Medical Leave Act (FMLA)

Under the provisions of the Family & Medical Leave Act, you may be entitled to a leave of absence for specific reasons. You may contact Amy Smith in the Business Office at (814) 533-5683 for FMLA information and applications. A summary of the provisions is provided below.

- Only eligible employees are entitled to FMLA. An eligible employee is an employee who has satisfied the following conditions:
- Must be employed by the district for at least twelve (12) months prior to the commencement of the leave.
- Must have worked for the district for at least 1250 hours over the 12 month period.

Reasons for obtaining FMLA include the following:

- Birth of a child, or placement of a child with the employee for adoption or foster care.
- Serious health condition of the employee's spouse, child or parent.
- Serious health condition of the employee making him/her unable to perform their job duties.

Eligible employees are entitled to up to twelve (12) weeks of FMLA leave or sixty (60) intermittent FMLA leave days per year. For calculation purposes, the Greater Johnstown School District defines a year as July 1 through June 30.

Once Family Medical Leave has been approved, employees shall contact Tawnya Hess in the Payroll Office at (814) 533-5685 to report off using this leave. She will enter the information for the absence into the Ignite system.

Leaving the Greater Johnstown School District

- Resignation
 - Professional employees are required by law to give sixty (60) days written notice of intent to resign. The Greater Johnstown School Board may allow for earlier release if appropriate arrangements can be made.
 - Salaried Substitutes who wish to terminate their employment with the District shall provide at least two (2) weeks notice before termination is to become effective.
- Retirement
 - Refer to the Collective Bargaining Unit Agreement for specifications.
- Termination
 - Any professional whose employment is involuntarily terminated is guaranteed due process. Non-tenured teachers are provided the opportunity for a hearing under the local agency laws or appeal through the courts. The School Code requires tenured teachers to be given proper notification and the opportunity for a hearing with the right to appeal to the State Secretary of Education.

The Public School Employees' Retirement System (PSERS)

PSERS is a governmental, cost-sharing, multiple-employer, defined benefit pension plan to which qualifying employees contribute. Additional information on PSERS can be found on their website www.psers.state.pa.us

Direct Deposits

All employees are encouraged to sign up for “direct deposit” of your pay. The school district will electronically deposit your pay into a bank account of your choice. In this way, you will always be guaranteed to receive your pay in a timely manner, even during inclement weather or in the event that school is closed. Pay stub information shall be available for all employees via the mypaydoc.com website. Employees may contact Tawnya Hess in the Payroll Office at (814) 533-5685 for questions related to direct deposit or the mypaydocs.com website. Employees interested in signing up for direct deposit shall complete the appropriate form and submit it to the Payroll Office. The form is available on the district website.

Credit Union

Employees of the Greater Johnstown School District qualify for membership in the Johnstown School Employees Federal Credit Union. Some of the benefits of the credit union include savings account, vacation club accounts, Christmas club accounts, as well as automobile loans and signature loans. The credit union also offers payroll deduction for automatic deposit to your JSEFCU account. Additional information is available on their website jsefcu.com or by calling (814) 255-6642.

Tax-Sheltered Annuity (TSA)

A tax-sheltered annuity (TSA) is otherwise known as a 403(b) plan, named after a section of the Internal Revenue Code. It is an employer-sponsored savings program. Participation is limited by law to employees of public educational organizations and certain non-profit companies.

Contributions to a TSA are made for the participating employee by the school district. A TSA allows you to contribute funds through payroll deduction on a pre-tax basis to one of the approved 403(b) vendors. This means contributions are not taxed.

A copy of the 403(b) plan document is available by contacting Tawnya Hess in the Payroll Office at (814) 533-5685.

457 Deferred Compensation Plan

All employees are entitled to participate in the Greater Johnstown School District's 457 Deferred Compensation Plan.

Contributions to a 457 plan are made for the participating employee by the school district. A 457 plan allows you to contribute funds through payroll deduction on a pre-tax basis. This means contributions are not taxed.

A copy of the 457 plan document is available by contacting Tawnya Hess in the Payroll Office at (814) 533-5685.

Open Enrollment for Benefits

The Open Enrollment period in May and June is your once a year opportunity to review the various benefits the District offers and to change your benefit selections for the upcoming year. You can add or remove benefits, dependents, amounts of insurance, and more.

Any changes requested to your health plans after the open enrollment period will require a Qualified Life Event (QLE) such as changes in marital status, birth, spouse's work status for coverage, etc. Copies of the benefit plan documents are available by contacting Amy Smith at (814) 533-5683.

Payroll Deductions

Payroll deductions which you currently have will continue for the next school year at the rates which may prevail at that time or revised in accordance with adjusted salary agreements. If you wish to make a change in any deduction category, please call Tawnya Hess in the Payroll Office at (814) 533-5685.

Please note that when making a change in your Federal Withholding Tax, only the W-4 need be submitted. This may be obtained by calling the Payroll Office or through the district website. If a greater amount is desired than is called for by the W-4 Form, this amount must be in whole dollar figures.

It is the employee's responsibility to review and notify the Payroll Office of any discrepancies that may occur during a given pay.

Should you have any questions regarding your pay, please contact Tawnya Hess in the Payroll Office at (814) 533-5685. Once a problem is discovered, every effort will be made to correct the discrepancy as soon as possible to avoid further complications.

Closing of School Due to Inclement Weather and/or Early Dismissal

It shall be our policy not to close school unless it is absolutely necessary. However, we must recognize that there may be situations which will necessitate the closing of our schools. Therefore, the following procedures have been established for such a possibility.

The District Superintendent shall assume the responsibility for making the decision not to have school. If the Superintendent is absent, the Assistant Superintendent is designated to assume the responsibility.

System of Notifying Staff Personnel

- The Superintendent will Call”
 - § The School Board President
 - § Truancy Program Director/Transportation
 - § Assistant Superintendent
 - § Executive Secretary in the Superintendent’s Office
 - § Business Manager
- Radio/Television Stations to Announce the Closing of School:
- If a decision is reached during the early hours of the morning that our schools are closed, an effort will be made to have radio/television stations announce in case of inclement weather between the hours of 5:30 am and 7:00 am
- The Greater Johnstown School District parent/staff phone notification service will notify employees and students of a delay or cancellation of school
- If school is cancelled/delayed due to inclement weather, the following schedule will be used
 - If school is delayed 1 hours, all staff will report 1 hour after their normal start time
 - If school is delayed 2 hours, all staff will report 2 hours after their normal start time

V. Budget and Finance

Budget

The Board considers the preparation of an annual budget to be one of its most important responsibilities because the budget is the financial reflection of the educational plan for the district. The budget shall be designed to carry out that plan in a thorough and efficient manner and to maintain the facilities and honor the obligations of the district.

All faculty, staff and administrators, in cooperation with the members of the school board and the community, play important roles in the planning and budget design process. We believe that involving faculty, staff, administrators and the school board in the preparation and implementation of the budget is vital as it acknowledges the critical nature of the connection between the district’s resources and the children it serves.

The building Principal is responsible for that portion of the budget specific to his/her site. All expenditures must be approved by the building administrator prior to the dollars being committed to a purchase. Staff may not purchase or obtain materials or services without the proper authorization.

Requisition Process

When materials and/or supplies are needed, the staff member shall complete the district requisition request form. The form is available on the District's website or in the main office of each building. All sections of the form must be fully completed in order for it to be processed. Incomplete forms shall be returned to the staff member to correct.

The requisition request is forwarded to the building principal or staff supervisor for general fund orders or the Coordinator of State and Federal Programs for grant orders for approval. Documentation of quotes and bids must accompany the requisition request. If approved, the principal, supervisor or Coordinator of State and Federal Programs shall sign the form and forward it to the following staff member to type the purchase order:

Position	Office Location	Budget
Executive Secretary to the Business Manager	Administrative Offices	School Buildings, Music, Safety, Maintenance, Tuition, Tax Collection, Business Office Supplies
Fiscal Clerk	Administrative Office	Grants
Special Education Clerk	Administrative Office	Special Education
Confidential Secretary to the Asst Superintendent	Administrative Office	Technology
Executive Secretary to the Superintendent	Administrative Office	Superintendent, School Board
Athletic Clerk	Johnstown High School	Athletics

Orders not approved by the principal, staff supervisor or Coordinator of State and Federal Programs shall be returned to the staff member. A purchase order is typed into the accounting software by the appropriate support staff person specified in the chart above. The secretary/clerk shall be responsible for coding the order with the proper budget code. The Business Manager shall approve or deny all purchase orders with a total cost of \$5,000 or less. Orders over \$5,000 require approval from the Superintendent. The Assistant Business Manager shall print all approved purchase orders and distribute them to the appropriate staff member. The printed copies are forwarded to the support staff person to place the order and file. Orders may be sent to the vendor through email, fax or U.S. mail. An email will be sent to the requestor if the purchase order does not receive approval. Appeals may be made directly to the Business Manager. Additional guidance is available in the board approved Purchasing Procedure.

Competitive Bidding Using State and Local Funds

It is the policy of the Board to obtain competitive bids for products and services where such bids are required by law or where such bids may be believed to bring about a cost savings to the school district.

The Greater Johnstown School District School Board recognizes its obligation to deal fairly in its bidding and purchasing practices. The Board and its employees will not knowingly extend favoritism to any vendor or contractor.

Each order shall be placed on the basis of quality, price and delivery. Past service of a favorable or unfavorable nature shall be a factor when other considerations are equal. Competitive bidding shall be practiced whenever feasible and to the advantage of the District.

Whenever practical, feasible, and to the advantage of the District, appropriate advertising will be placed. At all times, employees involved in purchasing should be looking for the highest quality goods or service at the lowest possible price.

This policy shall also apply to purchases for extra-curricular school activities and for purchases by organized student groups.

If a purchase is less than \$10,700, the purchaser may solicit oral or written quotations, but may dispense with the bidding process if it is not to the advantage to the District.

If a purchase is between \$10,700 and \$19,700, the purchaser will solicit at least three (3) verbal or written quotations if the product or services permit effective competitive pricing and if feasible and to the advantage of the District. Please note that the quotes may be given by telephone, and a refusal to quote may count as one of the three required quotes.

If a purchase is over \$19,700, the purchaser will solicit at least three (3) written quotations if the product or service permit effective competitive pricing and if feasible and to the advantage of the District. Award is made to the lowest responsible bidder.

- Verbal Quotation
 - A verbal quotation occurs when a vendor informs the District of the conditions and prices under which they will furnish goods or services to the District. When obtaining a verbal quote, please note the vendor's name, telephone number, contact person, the date the quote was obtained, and the amount quoted on the Purchase Order Requisition form. All documentation is to be kept with the Purchase Order for future reference.
- Written Quotation
 - A written quotation occurs when the District sets forth specifications requiring vendors to submit a written quote by a specified date describing the conditions and price under which the vendor will furnish goods or services. All written quotation documents shall be kept with the Purchase Order for future reference.
- It is illegal to split orders in order to avoid a bid.
- Professional services are not subject to bid. (e.g. accounting, legal, banking, etc.)
- No bidding is required for computer software.
- Bidding records must be kept for 3 years from the date of the quote.

Goods and services purchased utilizing federal grant funds shall follow the Uniform Grant Guidance procedures in Board Policy 626 - Federal Compliance, Attachment 5.

Travel Expenses

The District will reimburse travel expenses for bona fide school business under an accountable plan as defined by the IRS. An accountable plan requires that deductible expenses are incurred while performing services as an employee and employees must account for and document these expenses within a reasonable period. A reasonable period, as defined by the IRS, is 60 days from when the expense is incurred. **Any expenses not accounted for within 60 days may not be considered for reimbursement.** Additional information may be found in the Job Related Expenses and Absences for Professional Development sections of this handbook or in the board approved Travel Procedures.

Car Rentals

Employees interested in renting a vehicle for school business will be required to complete the Employee Transportation Vehicle Request, Greater Johnstown School District Driver History and MVR Release forms as per board policy¹. The forms may be obtained in the main office of each building, on the district website or in the Business Office. Once the forms are completed, the employee shall forward the forms to the Executive Secretary to the Business Manager to process. The employee's MVR record will be reviewed. Employees with clean records will be added to the "Approved Driver" list.

It is his/her responsibility to contact the rental company for a quote. For Athletic requests, the quotes shall be forwarded to the Athletic Office Clerk to type the purchase order. All other requests shall be forwarded to the Executive Secretary to the Business Manager to type the purchase order. Approved purchase orders shall be returned to the Athletic Office Clerk or Executive Secretary to the Business Manager. These individuals will send one copy to the rental company, one copy to the building secretary, one copy for the invoice and the final copy is filed in Clerk/Secretary's office. Employees shall be notified via email if the purchase order has not been approved by the Assistant Business Manager.

Grant Application Proposals

All Greater Johnstown School District employees and partners are required to complete an "Intention to Apply" form when interested in pursuing a new grant opportunity. The Grant Application procedure and the Intention to Apply form is available on the district website. Forms must be fully completed and submitted to Mr. Zahorchak, the Coordinator of State and Federal Programs a minimum of 30 days before the grant due date. The form shall be reviewed by the Grant Committee. Employees and/or partners shall be notified within five (5) business days of the Committee's decision.

Petty Cash

Employees may request petty cash funds in writing through the approved district administrator for the department or school. A Petty Cash Request form is completed and signed by the requesting employee at the beginning of the school year to set up the petty cash fund. The

¹ GJSD Board Policy No. 711 - Use of Vehicles on School Business

district administrator must approve and sign all petty cash requests. The completed Petty Cash Request form is forwarded to the Fiscal Clerk for approval from the business manager and to process for payment. The check is forwarded to the employee. At the end of each quarter or after all funds have been spent, the employee must complete a Petty Cash Summary form. The form, along with receipts and source documentation, are submitted to the district administrator to reconcile the fund. The Petty Cash procedure and all forms are available on the district website.

School Bus Orders

Employees requiring a vehicle from the District's transportation contractor to transport students for school business will be required to complete the School Bus Order form. It is available on the district website or in the main office of each building. The form must be approved and signed by the building principal ten (10) business days prior to the activity. The building clerk will forward the approved form to the appropriate staff member based on the funding source used to pay for the order (see below). Forms not approved by the building principal will be returned to the employee by the building clerk.

Charter Bus Orders

Employees requiring a charter bus from the District's transportation contractor to transport students for school business will be required to complete the Charter Bus Order form. It is available on the district website or in the main office of each building. The form must be approved and signed by the building principal ten (10) business days prior to the activity. The building clerk will forward the approved form to the appropriate staff member based on the funding source used to pay for the order (see below). Forms not approved by the building principal and Assistant Superintendent will be returned to the employee by the building clerk.