
Employee Handbook: A Right to Know

Practice, policies, law, and regulations implemented by Nevada State High School's staff and administration



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Article I. Handbook Introduction

Section 1.01 Application of the Handbook

- (a) Information in this handbook is listed for all personnel.
- (b) There is a wealth of information which we are required to inform of each year as an employee of the Nevada State High School. This information may be the result of federal law, NSHS policies, regulations, procedures, processes, practices, and school rules. While it may appear that the contents of this brochure do not pertain to you, please read it very carefully. If you have questions, discuss them with your administrative supervisor or contact the specific individual who may be noted along with each topic. This is a brief informational summary and does not contain the complete text of materials.

Section 1.02 Purpose of the Handbook

- (a) This handbook is intended for informational purposes only. It is not intended to change or create any contractual rights in favor of you or the school. The school's regulations, policies, procedures, processes, practices, work site rules, and benefits are continually evolving; therefore, this handbook does not contain all the information you will need to be required to know during the course of your employment.
- (b) As our employee, it is your "Right to Know" this information.

Section 1.03 About This Handbook

- (a) The following pages contain information regarding many of the policies and procedures of Nevada State High School (hereby referred to as "Nevada State High School or School"). This is not an employment contract and is not intended to create contractual obligations of any kind.
- (b) The policies and procedures outlined in this handbook will be applied at the discretion of Nevada State High School and Nevada State High School reserves the right to deviate from the policies, processes, and procedures of this handbook, or to withdraw or change them, at any time.
- (c) Nevada State High School values the many talents and abilities of its employees and seeks to foster an open, cooperative and dynamic environment where employees and the company alike can thrive. If you would like further information or have questions about any of the policies and procedures outlined in this handbook, please feel free to bring them to the attention of the Chief Operations Officer.

Article II. Workplace Employment Conduct and Practices

Section 2.01 At Will Employment

- (a) Nevada State High School does not offer tenured or guaranteed employment. Unless Nevada State High School has otherwise expressly agreed in writing, your employment is **at will** and may be terminated by you or by Nevada State High School at any time, including after the evaluation period.

Section 2.02 Criminal Convictions

- (a) Nevada State High School reserves the right not to hire or retain anyone that has been convicted of a criminal offense. Conviction of a crime that involves dishonesty may result in an automatic termination of employment. Before any decision is made, the nature of the crime and circumstances surrounding the conviction will be considered.

Section 2.03 Immigration Law Compliance

- (a) Nevada State High School does not hire anyone that is not a citizen of the United States, nor is not a non-citizen that is authorized to work in the U.S under the Immigration Reform and Control Act of 1986. As a condition of employment, all new and past employees must show valid proof that they are eligible to work in the United States. An overview of the Immigration Reform and Control Act can be found here: <https://www.uscis.gov/tools/glossary/immigration-reform-and-control-act-1986-irca>.

Section 2.04 Equal Employment Opportunity-Affirmative Action

- (a) The Nevada State High School is an equal opportunity employer and will not knowingly discriminate in any area of employment. Those include discriminatory recruiting and hiring practices against any United States citizen or legal alien on the basis of race, color, creed, religion, sex, age, marital status, national or ethnic origin, or disability and shall extend to working conditions, training, promotion, and terms and conditions of employment.
- (b) In addition, under the provisions of the Americans with Disabilities Act of 1990, as amended, qualified applicants and employees with disabilities will not be knowingly discriminated against in hiring, promotion, discharge, pay, job training, fringe benefits, and other aspects of employment.
- (c) Support and consideration will be given to any employee who, in spite of medical; conditions or disabilities, is able to perform all of the essential functions of the assigned position with reasonable accommodations and is not a health or safety threat to students or fellow employees as determined by a competent medical authority.

Section 2.05 Student/General Public Equal Access

- (a) The Nevada State High School does not knowingly discriminate against any persons on the basis of disability, race, color, creed, religion, national of ethnic origin, sex, age, nor deny access to, or treatment or participation in its programs and activities. Specifically, under the provision of the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973, equal opportunity to access and participate in school programs and activities will be provided to disabled students and adults. Employees requiring reasonable accommodation should call 702-332-2593 (Human Resources) at least 48 hours before an event where accommodations is required or as soon as a covered need is identified. Specific requests for other accommodation provided in compliance with the Americans with Disabilities Act (ADA), call 702-332-2593.

Section 2.06 Sexual Harassment

- (a) Title VII of the Civil Rights Act of 1964, Civil Rights Act of 1991, as amended, prohibit discrimination bases on sex. Sexual harassment is generally defined as a repeated or unwanted verbal or physical sexual advance, sexually explicit derogatory statements, or sexually discriminating remarks made by someone in the workplace which are offensive, objectionable, or intimidating to the recipient or which cause the recipient discomfort or humiliation or which serve to create an intimidating, employee sexual harassment are those that include but are not limited to the following:
 - (i) *Sexual assault, coerced intercourse, fondling, patting, pinching, or other actual or attempted unwanted physical touching;*
 - (ii) *Sexual propositions, pressure for sex, or insistent and unwelcome invitations for dates;*
 - (iii) *Slurs, epithets, derogatory or degrading comments, sexual innuendoes or remarks, threats, or verbal abuse of a sexual nature;*
 - (iv) *Offensive and unwelcome posters, drawings, pictures, or gestures;*
 - (v) *Offensive and unwelcome jokes, stories, rumors, sexual horseplay, ogling, or teasing;*
 - (vi) *Any other physical, verbal, or visual conduct that is related to the individual's sex and has the purpose or effect of unreasonably interfering with the individual's work performance or creating an intimidating, hostile, or offensive work environment; and*
 - (vii) *Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;*

(viii) *Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.*

- (b) For more information call the School's Principal (702-953-2600) for Henderson (ext. 2601) for Summerlin (ext. 3601), for Downtown (ext. 4601), for Carson City (702-332-2593), or speak directly to your supervising administrator for training or clarification regarding this section.

Section 2.07 Harassment

- (a) Harassment of an employee or student will not be tolerated. All persons have the right to work with dignity, seek employment, attend school, and work in a secure environment, and are not required to endure insulting, degrading, harassing, or exploitative treatment.

Section 2.08 Disclosure of Improper School Action

- (a) It is the practice of the Nevada State High School that an employee is encouraged to disclose improper school action, to the extent not expressly prohibited by law, district policy or regulation. It is the intent of the Nevada State High School to protect the rights of an employee who makes a disclosure.

Section 2.09 Health, Welfare, and Safety

- (a) The Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA) permits you and your covered dependents to buy continued insurance coverage when existing coverage ceases. Continued coverage is only available in certain circumstances and for a limited time. You or your dependent must pay the full cost of coverage.
- (b) Generally, to qualify for COBRA, you cannot be covered by any other group health plan. COBRA applies to the medical, dental, and vision plans. You, your spouse, and child can elect COBRA coverage for up to 18 months if one of the following changes occurs:
- (i) *Your employment ends (except for gross misconduct)*
 - (ii) *Your working hours are reduced to fewer than 80 hours a month*
 - (iii) *You retire, resign, take an approved leave of absence, or are placed on long-term suspension.*
- (c) However, if your employment ends or your hours are reduced, and you, your spouse, or child is disabled at the time, the disabled person could be eligible to continue coverage for up to 29 months. To be eligible for 29 months of continued coverage as a disabled person, you have to be approved for Social Security disability benefits.
- (d) For more information regarding COBRA you should contact the school's broker National Healthcare Access, INC (Jeremy Blomgren jblomgren@nhcai.com 702-617-1777).

Section 2.10 Smoke and Drug Free Work Place

- (a) Nevada State High School establishes the extent of the "Smoke Free" workplace. Those employees who elect to smoke and those who do not smoke, guidelines for the general public, and school-wide enforcement guidelines and responsibilities.
- (b) Under this policy, the unlawful manufacture, distribution, possession, or use of drugs and/or alcohol at any School property, workplace, or as a part of any school activity is prohibited.
- (c) Any employee who is convicted of violating any federal or state criminal drug statute in the workplace must notify the School's principal in writing within five (5) days of such conviction. Notice of conviction is defined in the statute or the fullest extent possible under school policy or practice.
- (d) Employee compliance with this policy is mandatory and is a condition of continued employment. If there is a medical condition resulting from this prohibition, then it is the responsibility of the employee to bring it to the immediate attention of the Chief Operations Officer to evaluation and suggestion a possible solution for the benefit of all parties.

Section 2.11 Workers' Compensation

- (a) The Nevada State High School received workers' compensation coverage from its insurer. Claims are handled by contacting our agent Arthur J. Gallagher & Co. (Maria Castellon Maria_Castellon@ajg.com 818-539-8622). Employees are not covered by the State Industrial Insurance System (SIIS).
- (b) Workers' compensation generally applies to injuries or diseases arising out of and in the course of employment. Its primary objective is to return the injured worker to gainful employment as soon as possible.
- (c) No benefits can be paid until the injured worker has filed the state-mandated "Notice of Injury" and "Claim for Compensation" here: http://dir.nv.gov/WCS/Workers_Compensation_Forms_and_Worksheets/. Failure to do so within seven (7) days of the injury/ event will result in loss of benefits. Questions regarding this program can be directed to the Nevada State High School Administration, 702-953-2602. Informational posters and brochures are available at the work site and from the Workers' Compensation Office.

Section 2.12 Jury Duty

- (a) For employees who are required to report for or serve as a member of a jury. An employee must:
 - (i) *Apply for appropriate leave in advance;*
 - (ii) *Remit monies received, less transportation mileage reimbursement, to the Operations Office;*
 - (iii) *Report back to the worksite unless there is less than one hour left in the workday; and*
 - (iv) *As appropriate, make necessary arrangements for substitution during the absence.*

Article III. Health Related Areas

Section 3.01 Employee Leave Provisions

- (a) Employee negotiated agreements define the types of leave provisions that are available to employees. For further explanation of these provisions the employees may contact 702-953-2602. Both the requesting employee and the Nevada State High School have specific responsibilities which must be met for leaves of absence. Lengths of leaves of absence are for one year unless provided for differently in the specific regulation for the leave requested. The School is responsible for approving all requests for leave of absence before they are authorized. Employees may initiate a request for a leave of absence with their supervising administrator; however, they must receive approval from their administrator before the leave may begin. Please review the appropriate negotiated agreement before initiating a request for a leave of absence.
- (b) In compliance with federal law, the School provides Family and Medical Leave (FML) for eligible employees. FML permits employees to take up to a total of 6 weeks of unpaid job-protection leave for certain serious family and personal health conditions. To be eligible, employees must have worked for at least 1250 hours during the twelve (12) months preceding the commencement of FML. Use of accrued/ paid leave for any serious health condition or other qualifying event will reduce the amount of FML available to an employee whether or not the leave has been designated as FML. Specific details about FML and all other leaves may be obtained from your supervising administrator or by calling 702-332-2593.

Section 3.02 Accrued Paid/ Leave and Non-Paid Leave

- (a) The school provides paid leave (personal days) for eligible employees. However, there are specific conditions which govern the use of paid leave which must be met before such leave is taken. An explanation of available leaves and conditions for use are available in the employee's negotiated agreement or may be obtained by contacting a supervising administrator.
- (b) Use of paid leave for non-approved reasons or misuse/ improper use of paid leave may subject the employee to disciplinary action and loss of pay. An employee may not take any type of leave without the approval of a supervising administrator.

- (c) Use of leave without pay (whether approved or non-approved), a non-paid leave of absence, or any non-paid days which do not allow you to fulfill your contract or reduce the number of days you work within a year may affect your employment and retirement pay, and each day taken as non-paid will delay your retirement eligibility. Essentially, it is NOT common practice to take unpaid leave.
- (d) The use of all non-paid leave must be under extenuating circumstances and considered as a last resort, and its impact on future employment and retirement opportunities should be carefully considered before non-paid leave is taken.
- (e) Absence without leave are cause for discipline or immediate removal.

Section 3.03 Safety Hazard Communications Program

- (a) OSHA regulations require that employees be informed about the existence and features of the district's Hazard Communications Program.
- (b) As an employee, you should locate and review the following as it relates to your position:
 - (i) *Locate and identify all operations in the employee's work area where hazardous chemicals or physical agents are present.*
 - (ii) *Define the location and availability of the following materials:*
 - 1) the written Hazard Communication Program
 - 2) the inventory of hazardous chemicals
 - 3) the material safety data sheets (MSDS's)
 - 4) the asbestos management plan
- (c) Don't take any unnecessary risks with your safety or that of a fellow employee. Your supervisor can provide you with detailed information of specific training programs at your worksite.

Section 3.04 Fire Drills/ Shelter-in-Place Drills

- (a) Fire drills and shelter-in-place drills are conducted at the Nevada State High School every month. The fire drills and shelter-in-place drills are conducted by the office of the school principal to ensure that all staff and students are familiar with evacuation and shelter-in-place plans.

Section 3.05 Health and Medical Insurance

- (a) Questions regarding employee health insurance may be obtained by contacting the Chief Operations Officer at 702-332-2593 or directly with National Healthcare Access, INC (Jeremy Blomgren jblomgren@nhcai.com 702-617-1777) for staff working more than 30 hours per week.

Section 3.06 Blood borne Pathogens

- (a) The Occupational Safety and Health Administration (OSHA) has issued regulations on employee exposure to "blood borne pathogens" and has instructed the school to develop a plan for dealing with such exposures. according to OSHA, blood borne pathogens are bacteria and viruses present in human blood and body fluids that can cause disease in humans. OSHA has determined that employees are at risk when they are exposed to blood and other specific body fluids that may cause infections. Infectious materials may contain certain pathogens or germs. These pathogens include hepatitis B virus (HBV) which causes hepatitis B, hepatitis C (HVC), and human immunodeficiency virus (HIV). Infection with HBV or HVC may result in liver disease and HIV infection may result in AIDS.
- (b) OSHA has also concluded that employers can reduce or remove this hazard from the workplace. This can be done by using a combination of engineering and work practice controls, by providing and requiring the use of personal protective clothing and equipment, and by providing training, medical surveillance, hepatitis B vaccination, and warning signs and labels.
- (c) Hepatitis B Vaccination Declination

- (i) *In accordance with OSHA requirements, employers must make hepatitis B vaccinations available at no cost to employees who have an occupational exposure to the hepatitis B virus (HBV). Schools employees are required to submit evidence of current hepatitis B immunity in conjunction with registration materials. This includes records of hepatitis B vaccinations and booster shots. If an employee declines to be vaccinated against HBV, he/she must submit a signed declination agreement from his/her employer. A sample declination statement is provided below. Contact Occupational Safety & Health Administration (www.osha.gov) for additional information.*
- (ii) *Waiver of Hepatitis B Vaccine*
 - 1) “I hereby understand that due to my occupational exposure to blood or other potentially infectious materials I may be at risk of acquiring hepatitis B virus (HBV) infection. I have been given the opportunity to be vaccinated with hepatitis B vaccine, at no charge to me; however, I decline hepatitis B vaccination at this time. I understand that by declining this vaccine I continue to be at risk of acquiring hepatitis B, a serious disease. If, in the future I continue to have occupational exposure to blood or other potentially infectious materials and I want to be vaccinated with hepatitis B vaccine, I can receive the vaccination series at no charge to me.” **(your signature at the end of this handbook will serve as a waiver unless specific request to receive the vaccination has been given by the employee)**

Section 3.07 First Aid/ Emergency Care and Contagious Infectious Diseases

- (a) School personnel are to follow the proper guidelines when rendering first aid to ill or injured students or other employees. Compliance will help ensure a safe standardized approach to first aid treatment. First aid kits are available at your worksite and should be used for routine first aid. If you are not familiar with proper first aid procedures, then the school will pay for employees to receive training on a yearly basis. Training may be in the form of in person training or online modules for recertification.

Article IV. Technology Information

Section 4.01 Copyrights with Computer Programs

- (a) Duplication of copyrighted computer software, except for authorized backup purposes, is a violation of the Federal Copyright Law. Unless specifically exempted by the license agreement that is received when the software is purchased, software may not be used concurrently on more than one computer or duplicated for use on more than one computer. Software licensed for use on networks and multiple-use site license are exceptions.
- (b) Employees are urged to read the license agreement(s) which accompany their software to be sure that they are in compliance. Site administrators and department heads will continue to monitor internal procedures to enforce the copyright law. Complete verification of original documentation (manuals) and software diskettes that are placed and contain on district hard disk files should be conducted regularly.
- (c) The Nevada State High School may take disciplinary action with an employee if software copyright violations are discovered.

Section 4.02 Acceptable Use Policy

- (a) It is the adopted policy of the Nevada State High School to: (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; and (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors. Staff with ensure acceptable use of technology by themselves and pupils and maintain the integrity of the school’s policy through those things that include, but are not limited to the following:
 - (i) *Prohibiting access to inappropriate material*
 - (ii) *Prohibiting inappropriate network usage*
 - (iii) *Monitoring with reasonable supervision*

- (iv) *Being responsible for knowing the student training of appropriate online behavior*
- (v) *Reading and understanding the students acceptable use policy*
- (b) Any documents produced, stored, or found on Nevada State High School computers will be the expressed property and ownership of Nevada State High School.
 - (i) *Storage and production of personal information on school computers is strongly discouraged*

Article V. Human Resources

Section 5.01 Employment

- (a) The Governing Body of Nevada State High School believes that integrity, respect, motivation, responsibility, and justice are fundamental to civilized human conduct. School staff, as role models for students, should exhibit these core values.
- (b) Staff are strongly encouraged to participate in performance incentives to display their progress and quality of work. Staff understand that the school operates individual salary scales based on the performance incentives from year to year. The school operates on a **‘down and over’ or ‘up and out’** philosophy. Staff will show motivation, responsibility, and integrity with completing performances incentives to go down and over on the salary scale.
- (c) In addition to other job expectancies, the essential functions of every job are the abilities to come to work regularly and on time, to follow directions, to take criticism, to get along with co-workers and supervisors, to treat co-workers, supervisors, students and the public with respect, and to refrain from abusive, insubordinate or violent behavior. Other general expectations include, but are not limited to the following:
 - (i) *What is expected from staff members:*
 - 1) Specific outcomes and performance with deadlines and timelines for results
 - 2) Communicate with supervisor and keep informed of progress
 - 3) Engage in a high level of professional behavior and finished products
 - (ii) *What should staff members expect:*
 - 1) You should expect periodic and ongoing consistent review of performance to provide at minimum the following:
 - a) Notification of your annual duties, tasks, and responsibilities through a project pledge
 - b) How you are meeting school expectations with specific examples
 - c) Where you can improve school expectations with specific examples
 - d) How the school can support you in making a positive change

Section 5.02 Personnel File

- (a) Nevada State High School keeps personnel files on each of its employees. These files are confidential in nature and are managed by the office of the Chief Operations Officer. They will not be hard copied or be removed from the premises unless there is a legitimate business reason to do so.
- (b) All employees may view his or her personnel file by contacting the Chief Operations Officer during normal business hours. No employee may alter or remove any document in his or her personnel file.

Section 5.03 Job Classifications

- (a) Employees are classified by two major categories: "Exempt" and "Non-exempt." This handbook applies to both Exempt and Non-Exempt employees.
 - (i) *Exempt/salaried employees are generally salaried and fall into one or more of the following three classifications: coordinators, directors, chiefs, etc.. These employees are exempt from the applicable provisions of state and federal wage and hour laws Fair Labor Standards Act (FLSA)*

- (ii) *Non-exempt/hourly employees are eligible to receive overtime pay in accordance with state and federal wage and hour laws (FLSA). These employees are required to submit a time record for each pay period, approved by the appropriate supervisor, for the purpose of tracking hours worked and calculating compensation.*
- (b) Employees are also classified within one of the following three categories:
 - (i) *Full-time: any employee that is regularly scheduled to work 30 hours a week or more. Full-time employees are eligible for standard company benefits.*
 - (ii) *Part-time: any employee that is regularly scheduled to work less than 30 hours per week and traditionally paid hourly. Part-time employees are not eligible for standard company benefits.*
 - (iii) *Temporary/contractual: any temporary/contractual work that has a predetermined start and end date of employment. Temporary employees are not eligible for standard company benefits.*

Section 5.04 Pay Periods

- (a) All employees are paid on the 10th and the 25th for work performed during the period of the 16th to the end of the preceding month for the 10th paycheck and for the period of the 1st to the 15th of the current month for the 25th paycheck.

Section 5.05 Hours of Work

- (a) Nevada State High School's standard work week for full-time employees is five days. Schedules may vary based on the company's needs. Employees may deviate from the company's 'normal' hours of work, at the discretion of their supervisor which needs written approval. It is expected that salaried staff will work five days per week for eight hours per day totaling 40 hours per week. The hours for hourly employees may vary based on each supervisor's monthly shift schedule, but only written permission by a supervisor may allow for logging overtime.

Section 5.06 Lunch Breaks

- (a) Staff may determine appropriate lunch times as needed and not to interfere with the operation of the school or the duties of their position. Employees may take a lunch break and MUST log that time on their daily time tracking separate from work hours. Unless the employee has received approval from their supervisor employees must show evidence of logging 8 hours of "work time" excluding: snack, meal or lunch breaks.

Section 5.07 Logging Time

- (a) Staff is required to log their time spent working to the satisfaction of their supervisor.
- (b) All staff log chunked hours of the big ideas and items that you complete each day. Only log in ½ hour increments and give yourself 10 – 15 minutes at the end of the day to reflect on progress.
 - (i) *Use descriptive verb ending in "...ing" to indicate what was accomplished and begin the log with "Things that include, but are not limited to the following:"start a new line and indent two spaces and start with a hyphen .*
- (c) Salary staff are asked to log time spent on school related activities working at or away from the office.
- (d) Hourly staff are asked to ONLY log time approved to work. Hourly logs should show no more than 40 hours per week unless written approval was granted by a supervisor to work overtime.

Section 5.08 Salary

- (a) Salary increases/decreases are based on performance or promotion/demotion. All salary increases/decreases are calculated into the schools budget and is strongly determined by the number of students enrolled at the school. Increases/decreases are at the discretion of the Chief Operations Officer.

Section 5.09 Performance Reviews

- (a) All full-time Nevada State High School employees will be subject to a performance evaluation at least once a year. This evaluation will focus on job-related strengths and weaknesses, as well as overall fit with the company. Goals and improvement plans will be mapped out each review period and progress will be measured at the next review.
- (b) Performance reviews will be a factor in salary increases/decreases and promotions/demotions. Employees will have the opportunity to thoroughly review all performance appraisals and provide a written opinion. All performance reviews and responses will become part of an employee's personnel file.

Section 5.10 Performance Incentive Structure

- (a) Nevada State High School may institute a performance incentive structure or incentive plan at any time. Nevada State High School guarantees no incentive plans. Any performance incentive structure will be determined by management and will likely include some level of performance achievement. Employees will receive notice of any additions, subtractions, or changes to any new or existing bonus structure.

Section 5.11 Voluntary Payroll Deductions

- (a) The following list of elective deductions is provided for your personal information only. These voluntary deductions are offered through payroll deduction but the School does not endorse any of these products. This listing is subject to change.
 - (i) *Tax shelter 403b plans and other qualified plans for persons in public education (eg. 457 plan)*
- (b) If you take advantage of tax-deferred options you cannot make any changes during the calendar year except for the following reasons:
 - (i) *Divorce*
 - (ii) *Birth/Adoption*
 - (iii) *Death*
 - (iv) *Loss of dependent; or*
 - (v) *With specific approval from your administrator*
- (c) For additional information, please contact 702-332-2593.

Section 5.12 Licensing

- (a) Nevada Administrative Code 391.025 places responsibility of proper licensing, at all times, upon the employee. A licensed employee cannot be legally employed in the public schools of Nevada unless the employee holds a valid Nevada license of appropriate classification. This is the sole responsibility of the employee to stay current with their license. Failure to keep current may result in immediate dismissal.
- (b) If you have a change of address or name change, you must notify the Nevada State Department of Education AND your supervisor to forward along to payroll and human resources.

Section 5.13 Instructional Materials and Service

- (a) Employees who are responsible for classroom instructional materials and service are reminded that material needs to be relevant and appropriate for classroom use. Licensed and support staff employees should refer to this regulation or seek assistance from a supervising administrator if there is a question or concern.

Section 5.14 Discipline: All Employees

- (a) The school uses a clinical supervision model that uses formative and summative evaluations. The school believes in due process submits to helping staff with a series of steps aimed at development including:
 - (i) *Notifying;*
 - (ii) *Explaining;*

- (iii) *Assisting;*
- (iv) *Time for Improvement*
- (b) In addition the following is the school's position on workplace violence and weapons in the workplace.
 - (i) *"Violence or behavior which threatens violence directed toward fellow employees or others will not be tolerated and will subject the employee to dismissal."*
 - (ii) *"The Possession of a weapon at the workplace, except as required by an employee's job description, will not be tolerated and will subject the employee to dismissal."*
- (c) The School wants every worksite to be safe and secure.

Section 5.15 What to do if you're Sick or Need to be Absent

- (a) If you are going to be absent from your work for any reason, you need to:
 - (i) *Unplanned absence*
 - 1) Prepare for coverage in your position
 - 2) Notify your supervisor via phone message, text, and/or email
 - 3) Log online with ActiTIME and MS Outlook calendar (invite calendar@earlycollegenv.com)
 - (ii) *Planned absence (vacation, personal, conference, etc.)*
 - 1) Submit an absence form to your supervisor requesting time off two-weeks prior.
 - 2) If applicable, prepare coverage for your position
 - 3) Log online with ActiTIME and MS Outlook calendar (invite calendar@earlycollegenv.com)
 - 4) Complete any necessary reimbursement for travel within one week of return
- (b) If applicable, it is your responsibility for making arrangements for someone to cover your duties. Your supervising administrator may assist in the details for making these appropriate arrangements. This is your responsibility to make appropriate arrangements.

Section 5.16 Sick, Personal, Bereavement, and other leaves

- (a) Sick, personal, and other leaves are specifically defined by subtracting from the accrued number of personal days accrued which is defined in each employee contract/negotiated agreement. If you have trouble finding this information, then please call 702-332-2593.

Section 5.17 Absence Without Leave

- (a) You may not be absent from work without leave. This means if you don't have accrued sick leave to use for illness, bereavement, or universal personal leave, you cannot miss work without permission from your immediate supervisor to be absent without leave - which may be granted by your supervisor.

Article VI. Miscellaneous Rules/Course and Scope of Duties

Section 6.01 Server File Rules

- (a) Keep all work related files on the server only – not in your personal drive, desktop, or other
- (b) Avoid emailing files as attachments – rather show file path and name the file like below:
 - (i) *Example: Your file is located here: [N:\Z_Forms Other\Forms](#)*
File Name: 160801 Employee Right to Know Handbook FY1617 VER01
- (c) Do not transfer student related files on a thumb/stick drive
- (d) Place all documents in the proper files to work on new versions
- (e) Utilize N: drive to give staff a requested file, or if you do not have access to the folder location

- (f) Refrain from dropping files into other's N: drive when it is not requested, otherwise, immediately reference the purpose, location, and name of the file to the person
 - (i) *Inform others through task or email as to where/why the file is being sent to them*
- (g) General rule: if it is your file – keep it in your own N: drive: If the document is for another person that you do not ever want to see again, put it in their N: drive.
- (h) Keep your N: drive location neat and clean and clear all files from your folder by the end of each week. Any remaining files, at the end of the week, may be deleted through the school's cleansing process
- (i) Save all files and documents in the required format with year, month, day and then the proper name such as **"130825 Name of File"**; you will add VER01, VER02 when updating file rather than saving over the top.

Section 6.02 Outlook Tasks

- (a) Utilize the MS Outlook "tasks" as a way to organize and distribute/receive tasks. Make this a habit.
- (b) Accept tasks by administration not less than three times per day (beginning, middle, end of day)
 - (i) *Consult with administration on specific times that may work best for you and your position*
- (c) Place the initials of the person to whom the task is sent in the task name
 - (i) *Example: JH-Professional Development Training Report*
- (d) Tasks are not sent to administration without his/her written approval (confirm with an email first)
- (e) Closing tasks – it is best practice that written permission must be obtained from administration prior to closing a task. The best way to complete this request is to open the task and click on "Send Status Report" and identify what has been done to fully complete the task.
- (f) Know where to locate your task records and validation of completing the task.

Section 6.03 Direct Reports

- (a) By definition, a *direct reports* is an employee that generates, produces, and/or presents material to someone else in the organization (supervisor). The information gathered and subsequently presented is primarily done to determine the health of a department or the overall organization.
 - (i) *At the end of a task, event, or project, complete a written report of the project to include, but not be limited to the following: outcomes, analysis of results, and future changes for improvement*
 - (ii) *Prepare a report on all major projects one week after the event*

Section 6.04 General Duties

- (a) The course and scope of employment at Nevada State High School is best when employees are all working together towards the same vision (EVERY Student College Ready) and bound together by the same core values (responsibility, integrity, and motivation). Working together as a team is best when the team creates a certain rhythm and follows a pattern with work. Below are certain duties to follow that will help create a more cohesive rhythmic group including:
 - (i) *Responding to calls and emails by the end of the day*
 - (ii) *Updating document revisions made by administration and resubmitted within 24 hours with the original version and all other revisions attached*
 - (iii) *Processing orders and paperwork in a timely manner*
 - (iv) *Setting up monthly meetings with your supervisor in a timely fashion*
 - (v) *Reviewing your Project Pledge monthly and reflecting on the progress of each category with your supervisor*
 - (vi) *Completing your professional development training report on time (due twice per year December and April 1st)*
 - (vii) *Asking for clarification if you do not know or understand prior to issues arising*
 - (viii) *Treating every project/duty with a high level of professional behavior and producing a finished product*
 - (ix) *Ensuring all decision making supports the mission and core values of the school*

- (x) *Responding in a timely fashion; Please respond to students, messages, tickets, vendors, etc. by the end of the day. NOTE: If you do not have the answer, then simply respond saying, "I don't have that answer available right now, but I will look into the situation and get back to you by tomorrow." MAKE SURE YOU GET BACK TO PEOPLE.*
- (xi) *Maintaining a neat and clean work area in and around your workspace and in folders*
- (xii) *Responding to administrative requests not less than three times per day (beginning, middle, end of day)*
- (xiii) *Classrooms – upon the conclusion of every class, please close up shop and shut down equipment and use your office area to conduct business. Please conduct business as a college professor would and upon the conclusion of class, remind students to pick-up after themselves and of the ways to get in contact with you: office hours, help ticket, etc.*
- (xiv) *Do not interrupt study skills*
- (xv) *Do not try resolving student situations through email correspondence - log a help ticket!*
- (xvi) *Request for TIME: For collaboration, expertise, assistance, support, otherwise, you can request time from employees to help you. Please make sure to request time through your direct supervisor and create an activity in ActiTIME if approved. You always have an opportunity to request help, and if necessary staff can be assigned to assist you. PLEASE RESIST INTERRUPTING STAFF TO HELP WITH INDIVIDUAL PROJECTS WITHOUT REQUESTING THEIR TIME.*
- (xvii) *Staff working full-time and contributing to PERS have the opportunity to earn performance incentives. Participation in incentives are at the discretion of the staff and supported by administration. Staff participating in PI's will show documented evidence of their metric progress by the agreed upon due date.*

Article VII. General Information

Section 7.01 Child Abuse and Neglect

- (a) Specific agencies to whom suspected abuse should be reported are included in the above-noted regulation or may be obtained from your supervising administrator. Child Abuse Hotline number at 702-399-0081.
- (b) Nevada Revised Statutes (NRS) require that school authorities, school teachers, and other report any suspected case of child abuse or neglect to the Nevada State Welfare Department or to the appropriate local law enforcement agency. NRS defines child abuse and neglect as " Physical or mental injury of a non-accidental nature, sexual abuse, sexual exploitation, or negligent treatment or maltreatment of a child under the age of 18 years by a person who is responsible for the child's welfare." Immunity from civil or criminal liability is provided under the law to those making such reports. Although the responsibility to report may not be delegated, school personnel should also inform their supervising administrator of a suspected abuse/neglect case.

Section 7.02 Professional Development

- (a) Employees are expected to meet the following professional indicator of 'learning and growth' under the School's organizational framework. The employee's will measure professional development with those minimum metrics and targets that include, but are not limited to the following:
 - (i) *Participate in two unique professional development experiences throughout the year. It is intended that these experiences be above and beyond annual school trainings, staff meetings, or conferences. There is an expectation that at least half of these experiences be a minimum of 3 hours and are directly related to the current position of each employee. Experiences may be in person, online, or a combination that some sort of validation of participation is earned through a certificate, agenda, etc. and these experiences may include, but are not limited to:*
 - 1) Workshops;
 - 2) Trainings;
 - 3) Mini-conferences;
 - 4) Webinars;
 - 5) Summits;
 - (ii) *Participate in one conference per year that has direct relevance to the employee's position. To the satisfaction of their supervisor each employee will be responsible for submitting a certificate of participation or validation of their attendance at the conference.*

- (iii) *Research and share two professional articles per semester that are related to the school's strategic framework. To the satisfaction of their supervisor each employee will make a copies of the article and be responsible for sharing with other employees at a staff meeting or otherwise*

Section 7.03 Expense Reimbursement

- (a) Nevada State High School will reimburse employees for reasonable business expenses including, but not limited to the following:
 - (i) *Mileage*
 - (ii) *Personal purchase made on behalf of the school*
 - (iii) *Per diem*
- (b) All expenses must be submitted via the required 'absence travel expense form' and approved by one of the management team prior to acquiring the expense. Unreasonable or excessive expenses will not be reimbursed. Any questions should be directed to the Chief Operations Officer.

Section 7.04 Use of Company Property

- (a) Nevada State High School allows for the use of company property outside of the normal business day to gain better access and functionality of the equipment. It is expected that use of such equipment will not interfere with normal work and have no financial impact on the school.

Section 7.05 Equipment Checkout

- (a) Employees must checkout equipment from the office of the Director of Site Administration at each campus or their designee. Additionally, employees are required to leave notice using a sheet of paper where the equipment is and when it will return. Employees shall respectfully return equipment the same way.

Section 7.06 Personal Property

- (a) Nevada State High School does not assume responsibility for any personal property located on its premises. Employees are to use their own discretion when choosing to bring personal property into the building and do so at their own risk. Additionally, employees may not bring or display in the building any property that may be viewed as inappropriate or offensive to others.

Section 7.07 Personal Safety

- (a) The safety of each employee's health and security is very important to Nevada State High School. Nevada State High School is willing to make reasonable efforts to address an employee's safety concerns. Employees should remember to use caution and good judgment in all activities and should notify the management team if they believe there is a safety issue that should be addressed.

Section 7.08 Office Security

- (a) Shortly after an employee's start date, he/she may be given a key to gain access to the building. The last employee to leave the building at night is responsible for making certain that the correct lights are turned off and doors and windows are locked.

Section 7.09 Monitoring and Searches

- (a) All company property is subject to monitoring and review at all times. This includes, but is not limited to, desks, lockers, company vehicles, computers and email files. Reasons for searches and reviews include, but are not limited to, personal abuse of company property, theft investigation and improper disclosure of confidential information.

- (b) Nevada State High School retains the right to conduct searches at any time. Any employee that attempts to obtain or alter a password for the purpose of accessing restricted files will be subject to disciplinary action, up to and including termination.

Section 7.10 Confidential Information

- (a) Nevada State High School requires that employees do not disclose information held to be confidential by Nevada State High School and also requires new employees to sign a confidentiality disclosure agreement. Any questions about this policy should be addressed to the Chief Operations Officer. You are not allowed to disclose or discuss anything about our parents and children to staff or anybody else.

Section 7.11 Conflicts of Interest

- (a) Nevada State High School requires that employees not compromise the company, its parents, partners or suppliers for personal gain. Examples of conflict of interest include, but are not limited to, requesting or granting favors, or conducting business for personal gain. Employees are required to disclose all conflicts of interest to a supervisor. Failure to do may result in disciplinary action, up to and including termination.

Section 7.12 General Information

- (a) More information regarding the school's employment regulations, policies, procedures, and processes can be found in the school governance document here: <http://earlycollegenv.com/governance/>.

Article VIII. Separation from Employment

Section 8.01 Termination

- (a) Nevada State High School does not have tenure or guaranteed employment. You or Nevada State High School may terminate your employment at any time for any reason.
- (b) Termination may result from those things that include, but are not limited to the following:
 - (i) *Services no longer needed at the organization;*
 - (ii) *Corrective action measures, which include infractions for violation of company policies,*
 - (iii) *Reorganization, which include the elimination of an employee's job function due to redundancy or cost reduction; or*
 - (iv) *Involuntary dismissal, which may include poor performance reviews or failure to demonstrate an acceptable attitude in the workplace.*

Section 8.02 Job Abandonment

- (a) Employees of Nevada State High School that fail to call into work or to a member of the management team are considered to have voluntarily abandoned their employment with the company. The effective date of termination will be the last day the employee reported for work.

Section 8.03 Termination Process

- (a) Nevada State High School requires that employees return all documents, files, company tools, business credit cards, keys and other company owned property on or before the last day of work. When all company owned property has been collected, the employee will receive his or her final paycheck.
- (b) Employees leaving the company will have the option of having an exit interview with the COO.
- (c) At the time of separation, employees agree to deliver to the School any and all software, devices, data, notes, reports, proposals, projects, lists, correspondences, equipment, and any other relevant documents that otherwise belong to the School.

- (d) Employees separated from work for any reason will not receive any reimburse of such kind for their accrued time off. Any outstanding days of accrual will be eliminated at no value to the employee or NSHS.

Section 8.04 Appeal

- (a) An employee has the ability to appeal a decision by following the school's complaint process located in the governance document PLCY_01.003 located here: <http://earlycollegenv.com/governance/>.

Article IX. Acknowledgment of Handbook

Section 9.01 Receipt and Understanding

- (a) I hereby certify that I have read and fully understand the contents of this *Employee Handbook: A Right to Know*. I also acknowledge that I have been given the opportunity to discuss any policies contained in this handbook with the Chief Operations Officer. I agree to abide by the policies set forth in this handbook and understand that compliance with Nevada State High School's rules and regulations is necessary for continued employment. My signature below certifies my knowledge, acceptance and adherence to the company's practices, procedures, plans, policies, rules, regulations and overall strategic framework.
- (b) I acknowledge that the company reserves the right to modify or amend its policies at any time, without prior notice. These policies do not create any promises or contractual obligations between this company and its employees.
- (c) I agree that I was provided a digital version of this document and can request from the Chief Operations Officer an additional copy at any time to review and ask questions and clarification.

Print Employee Name

Signature of Employee

Date