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# Employee Handbook: A Right to Know

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Practice, policies, law, and regulations implemented by Nevada State High School 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 Nevada State High School is required to inform employees of annually. This information may be the result of federal law, NSHS policies, regulations, procedures, processes, practices, and school rules. While it may appear 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 school Human Resource Manager. 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 are required to know during 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 numerous Nevada State High School (hereby referred to as "Nevada State High School", "NSHS", or "School") policies and procedures. 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 School thrive. If you would like further information or have questions about any of the policies and procedures outlined in this handbook, please bring them to the attention of the Human Resources Manager.

## 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 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 previously convicted of a felony or 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 hires only United States citizens and non-citizens authorized to work in the United States under the Immigration Reform and Control Act of 1986. As a condition of employment, all new and past employees must show valid proof 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/i-9-central/form-i-9-resources/statutes-and-regulations>.

### Section 2.04 Equal Employment Opportunity-Affirmative Action

- (a) Nevada State High School is an equal opportunity employer and will not knowingly discriminate in any area of employment, to include discriminatory recruiting and hiring practices against any United States citizen or legal alien based on 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, despite medical conditions or disabilities, is able to perform all of the essential functions, duties, tasks, and supports of the assigned role 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) Nevada State High School does not knowingly discriminate against any persons based on disability, race, color, creed, religion, national or 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 accommodations should call 702-953-2600 (Human Resources) at least 48 hours before an event where accommodations are required or as soon as a covered need is identified. For specific requests of other accommodations provided in compliance with the Americans with Disabilities Act (ADA), call human resources at 702-953-2600 or submit a help ticket at [www.help.earlycollegenv.com](http://www.help.earlycollegenv.com).

### Section 2.06 Sexual Harassment

- (a) Title VII of the Civil Rights Act of 1964, Civil Rights Act of 1991, as amended, prohibits discrimination based 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 that are offensive, objectionable, or intimidating to the recipient or that cause the recipient discomfort or humiliation or that serve to create intimidation. Employee sexual harassment are those actions 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.
  - (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 Director of Site Administration at each respective campus by dialing the main number at 702-953-2600 and ask to be transferred 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 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 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 contact the school's broker Assured Partners of Nevada, INC (Jeremy Blomgren, [jblomgren@assuredpc.com](mailto:jblomgren@assuredpc.com), 702-850-2188).

## Section 2.10 Smoke and Drug Free Workplace

- (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 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 convicted of violating any federal or state criminal drug statute in the workplace must notify each respective school Director 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 Human Resources Manager for evaluation and suggestion of a possible solution for the benefit of all parties.

## Section 2.11 Workers' Compensation

- (a) Nevada State High School receives workers' compensation coverage from its insurer. Claims are handled by contacting the school's assigned Arthur J. Gallagher & Co. agent (Maria Castellon, [Maria.Castellon@ajg.com](mailto: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 due to and in the course of employment. The primary objective is to return the injured worker to gainful employment as soon as possible.
- (c) Benefits cannot 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/](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) Employees required to report for or serve as a member of a jury, must:
  - (i) Give notice to his or her employer at least 3 days before the person is to appear.
  - (ii) Provide a plan for coverage while on duty to be approved by supervisor.
  - (iii) Provide proof of service at the end of jury duty verifying days served.
- (b) Employees may choose from the following three options for leave when summoned for jury duty:
  - (i) Use accrued paid time off.
  - (ii) Use non-paid time off (NOTE: using this option leaves the employee subject to a pause in PERS service credits; employees will be required to determine the impacts of this by consulting with a PERS counselor)



- (iii) Create a plan which will need to be approved by their supervisor. This shall include at minimum: reporting back to the worksite when court is not in session, identifying which employees or substitutes will be covering projects/tasks/assignments/etc., and justifying the time and effort worked for the school during Jury Duty day equals or exceeds that of a full day. An employee choosing this option must also *remit monies received from the court to the Operations Office within 5 business days after service.*
- (c) Employees who fail to execute on agreed plans or provide proof of service may be subject to disciplinary action resulting in termination.

### **Article III. Health Related Areas**

#### **Section 3.01 Employee Leave Provisions**

- (a) Employee negotiated agreements define the types of leave provisions available. For further explanation of these provisions, contact the Human Resources Manager. Both the requesting employee and Nevada State High School have specific responsibilities to be met for a leave of absence. Lengths of leave of absence are for one year, unless provided for differently in the specific regulation for the leave requested.
- (b) Nevada State High School is responsible for approving all leave of absence requests before they are authorized. Employees may initiate a request for a leave of absence with their supervisor, 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.
- (c) In compliance with federal law, Nevada State High School observes the Family and Medical Leave Act (FMLA) for eligible employees. FMLA entitles an eligible employee with a qualifying leave event to job protected leave of up to 12 weeks of unpaid leave. or 26 work weeks. For information regarding eligibility requirements, please consult the Human Resources Manager.

#### **Section 3.02 Accrued Paid/Leave and Non-Paid Leave**

- (a) Nevada State High School provides paid leave (personal days) for eligible employees. However, there are specific conditions governing use of paid leave that 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 approval of a supervising administrator.
- (c) Use of leave without pay (whether approved or non-approved), a nonpaid leave of absence, or any non-paid days, which do not allow the employee to fulfill their contract or reduce the number of days you work within a year, may affect employment and retirement pay, and each day taken as non-paid will delay retirement eligibility. 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) Absences without leave are cause for discipline or immediate removal.





### Section 3.03 Safety Hazard Communications Program

- (a) OSHA regulations require 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 related 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) Written Hazard Communication Program.
    - 2) Inventory of hazardous chemicals.
    - 3) Material safety data sheets (MSDS's).
    - 4) Asbestos management plan.
- (c) Do not 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 Director of Site Administration 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 Human Resource Manager or directly with Assured Partners of Nevada, INC (Jeremy Blomgren, [jblomgren@assuredpc.com](mailto:jblomgren@assuredpc.com), 702-850-2188) for staff working an average of 30 hours or more per week.

### Section 3.06 Bloodborne Pathogens

- (a) The Occupational Safety and Health Administration (OSHA) has issued regulations on employee exposure to "bloodborne pathogens" and has instructed Nevada State High 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 also concluded that employers could 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 Occupational Safety & Health Administration (OSHA) requirements, employers are required to make 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 HBV immunity in conjunction with registration materials. This includes records of HBV 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. Contact ([www.osha.gov](http://www.osha.gov)) for additional information.

#### Section 3.07 First Aid/Emergency Care and Contagious Infectious Diseases

- (a) School personnel are required to follow 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, 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 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) accompanying their software to be sure they comply. 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 will 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 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 move 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) Employees should expect periodic and ongoing consistent review of performance that provide, at minimum:
      - 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 maintains personnel files on each of its employees. These files are confidential in nature and are maintained by the Human Resources Manager. Personnel files may not be copied or removed from the premises unless there is a legitimate business reason to do so.
- (b) All employees may view their personnel file by contacting the designee in charge of operations during normal business hours. No employee may alter or remove any document in their personnel file.

### **Section 5.03 Job Classifications**

- (a) Employees are classified by two major categories: "Exempt" and "Nonexempt." This handbook applies to both Exempt and Nonexempt employees.



- (i) Exempt/salaried employees are generally salaried and fall into one or more of the following three classifications: coordinators/managers, 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) Nonexempt/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) Employees are paid on the 10<sup>th</sup> and the 25<sup>th</sup> for work performed during the period of the 16<sup>th</sup> to the end of the preceding month for the 10<sup>th</sup> paycheck and for the period of the 1<sup>st</sup> to the 15<sup>th</sup> of the current month for the 25<sup>th</sup> 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 company needs. Employees may deviate from the company's 'normal' hours of work at the discretion of their supervisor with written approval. It is expected that salaried staff will work a minimum of five days per week for eight hours per day totaling 40 hours per week. Schedules for hourly employees may vary based a supervisor's approved monthly schedule (proposed by the employee by the 25<sup>th</sup> of the preceding month), but only written permission by a supervisor may allow for logging overtime.
- (b) Employees will be required to participate in weekend/evening events as part of their regular duties, specifically including, but not limited to: the annual NSHS Car Wash, Awards Night, and Graduation.

#### Section 5.06 Lunch Break

- (a) Staff determine appropriate lunch breaks that do not conflict with school operations and are not logged as work hours. Unless receiving supervisor approval, employees are required to show evidence of logging eight hours of "work time" excluding snack, meal, and 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 specific descriptions of activities completed throughout each day in half-hour increments and should allow 10-15 minutes at the end of the day to reflect on progress.
  - (i) Use a 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) Salaried 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 approved work time. Hourly logs will show no more than 40 hours per week unless written approval was granted by a supervisor to work overtime.
- (e) Salaried staff may perform extra duty hours with permission from their supervisor. Extra duty hours must be logged above and beyond the employee's required eight hours. Extra duty hours are collected each month from 16<sup>th</sup> through the 15<sup>th</sup> and are paid out on the 25<sup>th</sup> special payroll. Any extra duty hours without approved backup documentation will be forfeited as volunteer time to the school.

### Section 5.08 Salary

- (a) Salary increases are based on performance incentive achievement and increases/decreases through promotion/demotion determinations. All salary increases/decreases are calculated into the school's budget, which is primarily determined by student enrollment. Other salary increases/decreases are at the discretion of the Chief Executive Officer, Chief Operations Officer, or authorized Supervisor.

### Section 5.09 Performance Reviews

- (a) All Nevada State High School full-time employees receive an end of year performance review. Employees with more than 90 days of service are rated using the annual *Performance Evaluation – Employee Contract* form and those with less than 90 days of service may receive an alternative report (*People Analyzer Report*). Performance reviews focus on job-related strengths and weaknesses, as well as overall fit with the company. Goals and improvement plans will be mapped out during each review period and progress will be measured during the ensuing review.
- (b) Performance reviews are 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 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 the leadership team and will likely include a level of measurable 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 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 sheltered 403b plans and other qualified plans for persons in public education (e.g., 457 plan)
- (b) If you elect to participate in 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 the finance and operations office.

### Section 5.12 Licensing

- (a) Nevada Administrative Code 391.025 places responsibility of proper licensing, at all times, upon the employee. A licensed teacher employee cannot be legally employed in a public school in 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 responsible for classroom instructional materials and service are reminded that materials need 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 due process submits to helping staff with a series of steps aimed at development, including:
  - (i) Notifying, Explaining, Assisting, and providing Time (NEAT) to remedy any issues or progress of work.
- (b) In addition, the school's position on workplace violence and weapons in the workplace is:
  - (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 Sick/Needed Absence

- (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.  
Log with ActiTIME, AptaFund, and MS Outlook (invite [calendar@earlycollegenv.com](mailto:calendar@earlycollegenv.com)).
  - (ii) Planned absence (vacation, personal, conference, etc.)
    - 1) Submit an absence request to your supervisor requesting time off at least two-weeks prior.
    - 2) If applicable, prepare position coverage.
    - 3) Log with ActiTIME, AptaFund, and MS Outlook (invite [calendar@earlycollegenv.com](mailto:calendar@earlycollegenv.com)).
    - 4) Complete any necessary reimbursement for travel within one week of return.
- (b) If applicable, it is your responsibility for arranging someone to cover your duties. Your supervising administrator may assist in the details for making these appropriate arrangements. It 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 or contact the operations office.

#### Section 5.17 Absence Without Leave

- (a) Employees may not be absent from work without leave. If an employee does not have accrued sick leave to use for illness, bereavement, or universal personal leave, they cannot miss work without permission from their immediate 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: 210801 Employee Right to Know Handbook FY2122 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 the N:\ drive to provide staff a requested file or if you lack access to a specific 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 intended for someone else 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. 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 appropriate name such as *210701 Name of File*. Add VER01, VER02, etc. and create a new document when updating files rather than saving over.

#### Section 6.02 Outlook Tasks and Calendar Invites

- (a) Utilize the MS Outlook “Tasks” 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 to be sent to administration without their 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.
- (g) Calendars should always invite the schoolwide calendar ([calendar@earlycollegenv.com](mailto:calendar@earlycollegenv.com)) and follow the same naming convention as a “task” place the initials of the person(s) at the meeting with a hyphen.
  - (i) Example: *JH,MI-Developing a Plan for fall Outreach*

#### Section 6.03 Dress Code

- (a) Employees should note that their appearance matters when representing Nevada State High School in front of parents, students, visitors, and the overall community. An employee’s appearance can create an impression that reflects on the organization and the overall culture at the school. This section applies to employee’s signing this contract and shall always apply including:
  - (i) All clothes must be work-appropriate. Typical clothes in workouts and outdoor activities are not allowed.
  - (ii) All clothes must project professionalism. Clothes that are too revealing or inappropriate are not allowed.
  - (iii) All clothes must be clean and in good shape. Discernible rips, tears, holes, wrinkles, etc. are not allowed.
  - (iv) All employees must avoid clothes with stamps or patterns that are offensive, inappropriate, or distracting.





- (b) Employees shall follow a formal business suit attire on Mon. through Fri. including a coordinating suit consisting of a professional suit coat/jacket and pants/skirt/dress, appropriate shirt/blouse, shoes, and tie (men). Alternatively, employees may elect to wear attire Monday thru Thursday that conforms to the following:
  - (i) Employees are authorized to wear Nevada State High School logo collared polo or button up, short or long sleeve, shirts purchased through the school’s approved vendor. Employees may wear approved polo shirts that are black, white, concrete/iron grey, or gold; button up shirts that are black or white (older school versions of polo and button up shirts are acceptable); and jackets/sweaters. Shirts, jackets, and sweaters may be worn in combination with appropriate capris, skirts/dresses, pants, or sweaters that are black, white, neutral (khaki, dark blue/brown), gray (light to dark), or non-distracting plaids or patterns that conform, match well, and are consistent with the Nevada State High School standard color scheme. Employees may explore a variety of shoes from athletic to dress that are appropriate and favorably portray the organization.
- (c) Nevada State High School follows “dress-down Friday” permitting employees to wear casual clothing such as jeans and school spirit shirt (no exceptions). This will not apply if employees are scheduled for formal meetings with parents, partners, or other external parties (employees are expected to use good judgement in these cases).
- (d) An employee’s position in the organization may dictate their dress code. If employees frequently conduct formal meetings or are in the community meeting with partners, they should conform to formal business suit attire.
- (e) Site administration may change the dress code in “special cases.” Some standing special cases include but are not limited to onsite professional development days (follow “dress-down Friday”), conference attendance (follow “polo and button up shirts”), and school spirit days (example Transitions).
- (f) When an employee disregards our organization’s dress code, their supervisor will request an attire change. Employees who continually disregard the dress code cause damage to the organization’s culture and show a lack of willingness to reflect positively on the rules that guide our employees. This type of disregard and negativity may result in severe consequences up to and including termination.

#### Section 6.04 Direct Reports

- (a) By definition, a *direct report* 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 6.05 General Duties

- (a) The course and scope of employment at Nevada State High School is best when employees all work together towards the same vision (EVERY Student College Ready) and bound together by the same core values (Own it, Be committed, and Continuous improvement). Working together as a team is best when the team creates a certain rhythm and follows a work pattern. Below are duties that will help create a more cohesive environment:

- (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** quarterly 5-5-5 meetings with your supervisor in a timely fashion.
- (v) Reviewing employee Project Pledge monthly and reflecting on the progress of each category with your supervisor.
- (vi) Asking for clarification if you do not know or understand prior to issues arising.
- (vii) Treating every project/duty with a high level of professional behavior and producing a finished product.
- (viii) Ensuring all decision making supports the mission and core values of the school.
- (ix) Responding in a timely fashion to students, messages, tickets, vendors, etc. by the end of the day. NOTE: If you do not have the answer then respond with, "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.
- (x) Maintaining a neat and clean work area in and around your workspace and in folders.
- (xi) Responding to administrative requests not less than three times per day (beginning, middle, end of day).
- (xii) Classrooms. Upon the conclusion of every class, please close 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.
- (xiii) Do not interrupt study skills.
- (xiv) Do not try resolving student situations through email correspondence. Situations should be submitted and resolved via the Nevada State High School help ticket system.
- (xv) 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. DO NOT INTERRUPT STAFF FOR HELP WITH INDIVIDUAL PROJECTS WITHOUT REQUESTING TIME.
- (xvi) Staff working full-time and contributing to PERS can earn performance incentives. Participation in incentives is at the discretion of staff and supported by administration. Staff participating in PIs 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, schoolteachers, and others report all suspected cases 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 Entrepreneurial Operating System (EOS)

- (a) Nevada State High School adopted and uses the Entrepreneurial Operating System (EOS) to hire, fire, and make organizational decisions. Staff are expected to adhere and implement this system throughout its network and schools. New employees shall learn about EOS through professional development by reading the books, participating in weekly Level 10 meetings, and state of the company meetings.
- (b) All staff are trained and expected to adhere to all organizational Core Processes.
- (c) Nevada State High School uses the People Analyzer tool to assess the health of the organization and job performance. The people analyzer uses school core values with the following GWC ratings:
  - (i) GWC stands for Get it, Want it, and Capacity, and is used to determine right people, right seats (RPRS) within the organization. GWC meetings can be conducted when an employee is hired and as part of the performance review process. This tool also analyzes individuals' adherence to the school's core values.
- (d) Three (3) Strike Rule.
  - (i) Employees who do not meet expectations for the People Analyzer may have the 3 Strike Rule implemented. During the 3 Strike Rule, employees are given clear directions and timeline to address corrective items. Employees who do not rectify the issues addressed by strike 3 will be subject to termination.

#### Section 7.03 Professional Development

- (a) The importance of training and development in the workplace is to get everyone pointed in the same direction, preserving the core way of doing things and open opportunities to share new ideas. This will strengthen the skills of each employee and in turn, maximize their efficiencies, gain confidence in their position, and reduce the stresses that come along with building on organizational and industry wide concepts and competencies. This post onboarding training, utilizes form *NSHS-616* tracking form and respective training guide.
- (b) Types of offerings: There are generally two types of offerings including those that are internally offered through Nevada State High School and those that are externally offered by outside organizations where employees seek out best practices for implementation. Employees are afforded the flexibility to customize their annual learning plan for their own individualized development while sharing their knowledge as a guest presenter and host of internal offerings for other at the school to learn. This continuous improvement of self and others is a core value at Nevada State High School.



- (c) Tracking: Nevada State High School employees will use Continuous Improvement Points (CIPs) to track their annual training and development. All employees will use the *NSHS-616* tracking form and respective training guide to ensure proper validation and evaluation of annual professional development, beginning May 1 of the preceding school year for returning employees, and after the first 90-days of employment for others. All employees will submit their signed and validated evaluation to the Human Resource Manager by April 30 of each year.

#### Section 7.04 Expense Reimbursement

- (a) Nevada State High School will reimburse employees for reasonable business expenses including, but not limited to the following:
  - (i) Mileage and per diem for approved travel.
  - (ii) Approved personal purchases made on behalf of the school (\$300 or under).
- (b) All expenses must be submitted using the *NSHS-601 Absence, Travel, and Reimbursement Form* and approved by the Business Manager prior to acquiring the expense. Unreasonable or excessive expenses will not be reimbursed. Any questions should be directed to individual supervisors.
- (c) Expenses incurred during the months of July through April may be submitted within 60 days for reimbursement processing. Expenses incurred during the months of May and June must be submitted prior to the end of the year deadline for the current fiscal year or amounts will be forfeited. All reimbursements submitted by the 16<sup>th</sup> of the month will be payable on the 25<sup>th</sup> of that month.

#### Section 7.05 Use of Company Property

- (a) Nevada State High School allows for the use of company property outside of the normal business day for the purpose of greater access and functionality of the equipment. It is expected that use of such equipment will not interfere with normal work and not have a negative impact on the school.

#### Section 7.06 Equipment Checkout

- (a) Employees must checkout equipment from the Director of Site Administration or their designee at each respective campus or from the Business Manager at the CSO. 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 in the same way as prior to checkout.

#### Section 7.07 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 7.08 Personal Safety

- (a) The safety of each employee's health and security is very important to Nevada State High School. The 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 notify the management team if they believe there is a safety issue that should be addressed.



#### Section 7.09 Office Security

- (a) Shortly after an employee's start date, they 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 the correct lights are turned off, HVAC systems are properly set, and doors and windows are locked.

#### Section 7.10 Monitoring and Searches

- (a) All company property is always subject to monitoring and review. 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 7.11 Confidential Information

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

#### Section 7.12 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 7.13 Governance

- (a) More information regarding the school's employment policies and procedures 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 required.
  - (ii) Corrective action measures, which include infractions for violation, of company policies.
  - (iii) Reorganization, to include the elimination of an employee's job function, due to redundancy or cost reduction.



- (iv) Involuntary dismissal, which may include unsatisfactory 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. 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 their final paycheck.
- (b) Employees leaving the company will be scheduled to conduct an exit interview with a school representative. Employees will not receive their final paycheck until they complete the exit interview and checkout process upon separation.
- (c) At the time of separation, employees agree to deliver to the Nevada State High School all software, devices, data, notes, reports, proposals, projects, lists, correspondences, equipment, and any other relevant documents that otherwise belong to Nevada State High School .
- (d) Employees separated from work for any reason will not receive reimbursement or compensation 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 can 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. Code of Ethics

#### Section 9.01 Ethical Conduct Toward Students

- (a) The educator shall deal considerately and justly with each student, and seeks to resolved problems, including discipline, according to law and school policy.
- (b) The educator shall not intentionally expose the student to disparagement.
- (c) The educator shall not reveal confidential information concerning students, unless required by law.
- (d) The educator shall make a constructive effort to protect the student from conditions detrimental to learning, health, or safety.
- (e) The educator shall endeavor to present facts without distortion, bias, or personal prejudice.
- (f) The educator shall not solicit or engage in sexual conduct or a romantic relation with a student or minor.



- (g) The educator shall not furnish alcohol or illegal/unauthorized drugs to any person under 21 years of age unless the educator is a parent or guardian of that child and knowingly allow any person under 21 years of age unless the educator is a parent or guardian of that child to consume alcohol or illegal/unauthorized drugs in the presence of the educator.
- (h) The educator shall keep personal contact with students professional, non-sexual, appropriate to the circumstances, and unambiguous in meaning.
- (i) The educator shall maintain contact with students that are clear, respectful, and shows no signs of being invasive. A boundary invasion is an act, omission, or pattern of behavior by a staff member that does not have an educational purpose and either abuses or compromises, or has the potential to abuse or compromise, the staff/student professional relationship.

#### Section 9.02 Ethical Conduct Toward Professional Colleagues

- (a) The educator shall not reveal confidential information concerning colleagues unless required by law.
- (b) The educator shall not willfully make false statements about a colleague or the school system.
- (c) The educator shall not interfere with a colleague's freedom of choice and works to eliminate coercion that forces educators to support actions and ideologies that violate individual professional integrity.

#### Section 9.03 Ethical Conduct Toward Parents and Community

- (a) The educator shall make concerned efforts to communicate to parents all information that should be released in the interest of the student.
- (b) The educator shall endeavor to understand and respect the values and traditions of the diverse cultures represented in the community and in his or her classroom.
- (c) The educator shall manifest a positive and active role in school and community relations.

#### Section 9.04 Ethical Conduct Toward Practices and Performance

- (a) The educator shall apply for, accepts, or assigns a position or a responsibility based on professional qualification, and adheres to the terms of a contract or appointment.
- (b) The educator shall maintain sound mental health, physical stamina, and social prudence necessary to perform the duties of any professional assignment.
- (c) The educator shall continue professional growth.
- (d) The educator shall comply with written local school policies and applicable laws and regulations that are not in conflict with this code of ethics.
- (e) The educator shall not intentionally misrepresent official policies of the school or educational organizations, and clearly distinguishes those views from his or her own personal opinions.
- (f) The educator shall honestly account for all funds committed to his or her charge.
- (g) The educator shall not use institutional or professional privileges for personal or partisan advantage.



