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MESSAGE FROM THE SUPERINTENDENT

Whether you are a new employee to Mercer Island School District or you are returning for another school year, welcome to the 2019-2020 school year! I know as an employee in the District, you are ready to hit the ground running. Together we will be able to accomplish great things for students here on Mercer Island.

As your superintendent, the most important thing to know about me is that I am a learner. I have been in the classroom as a teacher, in the school as a principal, and as superintendent, I know where learning takes place: in the classroom. It is in the classroom, therefore, that I will turn my attention and the focus of the district as a whole.

Our greatest asset is our people. As a MISD employee whether you are behind the wheel being the first to greet our students each morning, assisting students finding their way to class or in the classroom perfecting the art of teaching and learning, you are engaged in the important work which is supporting our students as learners. The people who make up the Mercer Island School District are what makes our schools the best in the state. I believe we are all here for our students.

The School Board adopted new core values, vision and mission statements (printed in this handbook) that are focused on supporting the whole child. So, as we start this school year, let’s stay focused on what we are here to do, joined by parents and our entire Island community in making students the priority of our work.

Working together, we can and will accomplish great things on behalf of the students in our charge. Welcome, and thank you!

Donna Colosky, Superintendent
HANDBOOK INTRODUCTION

The purpose of this Employee Handbook is to bring together in a convenient place a summary of some of the policies that affect employees. Employees should read this handbook and become familiar with the content every year. Employees should be comfortable referring to the handbook. This handbook is not intended to be comprehensive or to address all the possible applications of, or exceptions to, the general policies and procedures described. For that reason, if you have any questions concerning eligibility for a particular benefit or the applicability of a policy or practice to you, you should refer to the referenced MISD Policy or operative collective bargaining unit. If you still have questions, please address your specific questions to the Human Resources Department or your immediate supervisor.

This handbook revokes and supersedes any prior handbooks. Each school site may have an employee handbook summary containing site-specific information. Employees should review these as well.

This handbook is not an employment contract, either express or implied. Nor does it guarantee any fixed terms and conditions of your employment. Employment agreements can only be entered into if reviewed and approved by a Human Resources Administrator with approval of the Superintendent or designee and the final approval of the Mercer Island School District Board. An agreement for employment is not enforceable unless reduced to writing and signed by an appropriate representative of the District and the employee.

Also, the procedures, practices, policies, and benefits described here may be modified or discontinued from time to time. We will try to inform you of any changes as they occur.

Finally, some of the subjects described herein are covered in detail in official policy documents. You should refer to those documents for specific information since this handbook only briefly summarizes those subjects. Please note that the terms of the written insurance policies, applicable Collective Bargaining Agreements, and state and federal laws are controlling.
MISSION, VISION & CORE VALUES

FUNDAMENTALS

- Create a more personalized learning environment where differentiated instruction and student-centered education are responsive to students' strengths and learning styles, interests and passions.

- Maintain the highest standards in the areas of fine arts; health/fitness; literacy – reading, writing and communications; mathematics; science; social studies, and world languages.

- Develop self-awareness, empathy, emotional/social intelligence, responsible decision-making and citizenship.

- Encourage and enable students to be academic entrepreneurs and risk-takers who can choose to pursue academic passions and interests beyond traditional curriculum and beyond the traditional classroom environment.

- Cultivate and foster thinking and process skills such as analytical and critical thinking, cross-discipline thinking, creativity, innovation, leadership, collaboration, communication, problem-solving, and information and technology literacy in curriculum design.

- Cultivate global awareness and understanding of real-world problems, issues, concerns, commonalities, differences and interdependence.

- Foster and embrace diversity, inclusiveness, and equity with a focus on respect and acceptance of every student.
ORGANIZATIONAL STRUCTURE

Mercer Island School District is headed by a five-member Board of Directors who are elected to their positions and are responsible for policy decisions. The Superintendent reports directly to the Board.

MISR Board of Directors (as of 9/1/19)

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
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<tbody>
<tr>
<td>Tracy Drinkwater</td>
<td>Superintendent (through 12/19)</td>
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<tr>
<td>Brian Giannini Upton</td>
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<tr>
<td>Dr. Ralph Jorgenson</td>
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<tr>
<td>David D’Souza</td>
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<tr>
<td>Deborah Lurie</td>
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<tr>
<td>Donna Colosky</td>
<td></td>
</tr>
<tr>
<td>Erin Battersby</td>
<td>Executive Director, Legal Affairs, Compliance &amp; Human Resources</td>
</tr>
<tr>
<td>Fred Rundle</td>
<td>Assistant Superintendent, Learning Services</td>
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<tr>
<td>Ty Bergstrom</td>
<td>Executive Director, Finance &amp; Operations</td>
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Mercer Island Schools

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<thead>
<tr>
<th>School</th>
<th>Address</th>
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<tr>
<td>Crest Learning Center</td>
<td>4150 86th Avenue SE</td>
<td>206-236-3390</td>
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<tr>
<td>Mercer Island High School</td>
<td>9100 SE 42nd Street</td>
<td>206-236-3350</td>
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<tr>
<td>Islander Middle School</td>
<td>7447 84th Ave. SE</td>
<td>206-236-3413</td>
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<tr>
<td>Northwood Elementary</td>
<td>4130 86th Avenue SE</td>
<td>206-275-5800</td>
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<tr>
<td>West Mercer Elementary</td>
<td>4141 81st Avenue SE</td>
<td>206-236-3430</td>
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<tr>
<td>Island Park Elementary</td>
<td>5437 Island Crest Way</td>
<td>206-236-3410</td>
</tr>
<tr>
<td>Lakeridge Elementary</td>
<td>8215 SE 78th</td>
<td>206-236-3415</td>
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Central Offices

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<thead>
<tr>
<th>Department</th>
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<td>Maintenance, Operations &amp; Transportation</td>
<td>4140 86th Ave. SE</td>
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<tr>
<td>District Administration</td>
<td>4160 86th Ave SE</td>
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Mercer Island Education Association

The District is comprised of non-representative staff and staff represented by one of two collective bargaining units, each represented by the Mercer Island Education Association ("MIEA"). Classified or Certificated MIEA Bargaining Unit members should refer to the applicable collective bargaining agreement ("CBA") for more information about employment with the District. The Certificated and Classified CBAs can be located on the District’s website.
### SCHOOL YEAR CALENDAR

#### 2019-2020

**Mercer Island School District**

4106 86th Avenue SE
Mercer Island, WA 98040
Phone: 206.236.3330
Fax: 206.236.3333

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**Student Calendar**

- **Aug 26-27**: New Teacher Orientation
- **Aug 28**: Teacher Prep Day
- **Aug 29**: Tech. Integration Day
- **Aug 30**: Half Day Professional Development
- **Sep 2**: Labor Day (No School)
- **Sep 3**: Pre-Service Day
- **Sep 4**: First Day of School Grades 1-12
- **Sep 9**: First Day of School Kindergarten
- **Oct 11**: Student Half Day
  - Professional Dev. (PD): Half Day (PM)
- **Nov 1**: End of First Quarter (MIHS)
- **Nov 11**: Veterans' Day: No School
- **Nov 18**: Half Day Elementary Graduation Day
- **Nov 25-27**: Elementary Conferences (2.5 days)
- **Nov 27**: No School: Elementary
  - IMS/MIHS Student Half-Day
  - MIHS Regular Start
  - Progress Report Prep (IMS)
- **Dec 23-Jan 3**: Winter Break (No School)
- **Jan 6**: School Resumes
- **Jan 20**: Martin Luther King Jr. Day (No School)
- **Jan 22-24**: MIHS Finals
- **Jan 24**: End of First Semester (MIHS)
- **Jan 27**: IMS & Elem PD Day (No School: Students)
  - MIHS Graduation Day (No School)
- **Feb 17-21**: Mid-Winter Break (No School)
- **Mar 19**: End of Second Trimester (IMS & Elem)
- **Mar 20**: MIHS Prof. Dev. Day (No School: Students)
  - IMS & Elem Graduation Day (No School)
- **Apr 3**: End of Third Quarter (MIHS)
- **Apr 6-10**: Spring Break (No School)
- **May 22**: Scheduled Weather Makeup Day
- **May 25**: Memorial Day (No School)
- **Jun 12**: Half Day Elementary Graduation Day
- **Jun 19**: Last Day of School
  - End of Second Semester (MIHS)
  - End of Third Trimester (IMS & Elem)
- **Jun 22-23**: Scheduled Weather Makeup Days

= District Directed or Building Directed Wednesdays

= First and last student day

5/31/2019
ABOUT YOUR JOB

COLLECTIVE BARGAINING AGREEMENTS
As a new employee you may be represented by a bargaining unit; as such, your work activities are subject to a collective bargaining agreement between the District and your employee organization. All collective bargaining agreements are available online via the District website. Your collective bargaining agreement is an extremely important document and it should be read carefully.

Some employees and administrators are non-represented. Their work conditions are established by Board policy. Board policies are posted on the District website.

SALARY PLACEMENT

Classified: Placement on the appropriate salary schedule is based on your position and union affiliation. Your appropriate salary schedule and information regarding compensation are located in your collective bargaining agreement or can be obtained from Human Resources.

Certificated: Staff are placed on the certificated salary schedule based on degrees, credits, and verified professional teaching experience. The District mandates that transcripts be official. We will need a list of previous employers and addresses to verify your years of professional teaching experience.

All credit and clock hours must be completed by September 30th and documentation (official transcripts and clock hour forms) received in Human Resources by October 15th in order to advance on the salary schedule for the current year. Any official transcripts received after October 15th will not be recognized until the following school year.

PROBATION

All new classified employees must successfully complete a 90-day probationary period. During the probationary period your immediate supervisor will evaluate you. If an employee’s performance is determined to be unsatisfactory, your employment may be terminated.

Certificated classroom teachers/specialists are observed within the first 90 calendar days of the commencement of their employment and are also considered as provisional employees for a period of one to three years.
EMPLOYEE CONDUCT

MAINTAINING PROFESSIONAL STAFF-STUDENT BOUNDARIES

All employees “are expected to maintain the highest professional, moral and ethical standards in their interaction with students, staff and other community members.” Board Policy 5253, Maintaining Professional Staff/Boundaries; see also, 5253P. As such, all employees must be sensitive to the appearance of impropriety in their own conduct and the conduct of other adults – whether those adults are other employees or volunteers – who are interacting with our students. Further, District employees and volunteers who work with or in Mercer Island schools are expected to set examples for students of appropriate conduct and behavior. If you are concerned about the conduct of a fellow employee or a volunteer, you must report it to your supervisor. Together, we can help ensure that our students are safe here at school.

To help you avoid the appearance of impropriety, please follow the following guidelines and report to your supervisor if you observe others not adhering to these guidelines:

- Generally, all adult to student interactions in our schools or at school sponsored events should occur in open, public spaces.
- If you need to meet with a student one-on-one for educational or emergency purposes and an open public area is inappropriate, such meeting should be conducted in a room that can be (or is being) observed, or in a room with the door left open and another adult is notified about the meeting.
- If you request to meet with a student, you should always give the student the option to meet with another adult present.
- District employees must never give a non-related student a ride home alone unless they have the written permission of the child’s parents or in the case of an emergency.
- All communication between you and your students should be transparent and about school or program activities. In order to keep professional boundaries in conversations and relationships, avoid personal family friend language and communications unrelated to your role as a District employee.
- Electronic communications with students should conducted via your District email or google hangouts (remember every email is a public record). Do not text students or otherwise privately message a student via social media (Note: employees may use apps like “Charmed” to communicate with a group of students).
- District employees must not maintain personal relationships (i.e. “friend”) with current District students on social networking sites.

Finally, all District employees with out of school connections with District students should report those connections to their supervisor. For example, if you have a social relationship with a school family or student, please make sure to disclose this relationship to your school principal (an email saying, “The Jones’ kids frequently have playdates at my house with my son...” or, “I am Jamison’s godparent and I often drive her home after school.”)

Again, we are all responsible for the health and wellbeing of our students. If you see something that makes you feel uncomfortable, you must report it to your supervisor.
STUDENT SUPERVISION
As we all know, students must be supervised. See e.g. WAC-181-87. If you are responsible for a student or group of students and experience a personal emergency requiring you to leave your position, you must ensure that you arrange with a colleague or supervisor so that no student is left unsupervised. Also, if you are responsible for supervising students, you must know how to ensure that you know how to ensure your students’ safety. This means that you must know the safety protocols for your specifically classroom or the space in which you are supervising students (this may be a bus, a sports field, a lab, etc. If you have questions or concerns regarding the safety protocols applicable to you and the space in which you work, please contact your supervisor immediately.

MUTUAL RESPECT & CIVILITY
The Mercer Island School Board (“Board”) and, in turn, the District recognize that a safe, civil environment is essential to student and staff satisfaction and achievement, to the free exchange of ideas in a quality educational process, and to the development of youth as thoughtful local and global community participants. Conversely, uncivil conduct, like other forms of disruptive behavior, interferes with a student’s ability to learn and the District’s ability to educate its students.

This policy is modeled after the mutual respect and shared responsibilities created in 2004, and reaffirmed by various District stakeholder groups, including District staff, administrators, Board members, Mercer Island Education Association representatives, MIHS students, and members of the PTA Council. This policy is designed to promote mutual respect, civility and orderly conduct between and among Board members, District employees, parents, volunteers, students and the public. All District Board members, students, parents, staff, volunteers, and members of the public shall:

- Keep the best interests of our students first;
- Go to the source of the concern when confronted with a problem or someone who is in a position to address the concern;
- Engage in only those behaviors that support the District’s mission to educate all students (behaviors that interfere with or threaten the operation of a school, classroom or any District employee’s workspace, including outdoor spaces, should be avoided);
- Respect and value diverse opinions and perspectives;
- Give consideration to the obligations and time constraints of all affected individuals when making a decision or request;
- Treat others with civility, courtesy and respect;
- Be honest and genuine;
- Assume that others are acting with the best of intentions;
- Use appropriate language and tone when communicating with others, be it through body language, verbally, or in writing (the use of unreasonably loud and offensive or demeaning language, cursing or displays of temper, intimidation or aggression is inappropriate); and
- Avoid activities that may damage or destroy District property or the personal property of any person attending a District activity.

This policy shall not be construed to prohibit or penalize any lawful activity pursuant to the freedom of speech and the right to peaceably assemble and petition the government for a redress of grievances, provided such activity does not, and is not likely to, materially disturb, obstruct, or interfere with, any lawful task, function, process or procedure of the District.
Definitions

“Uncivil Conduct” is defined as behaving in a discourteous or disrespectful manner when communicating or interacting with others.

“Uncivil Conduct” does not include the expression of controversial or differing viewpoints that may be offensive to some people.

DRESS CODE & APPEARANCE

The general appearance of all District employees, especially those who interact with the public, is an important aspect of the professional image the District wishes to reflect. Unless otherwise required by department or building rule, employees may choose their work clothing consistent with the essential functions of their job and reasonable standards of professionalism, safety, cleanliness and hygiene.

Department heads and building principals may require employees to change clothing and/or discontinue practices of dress that are inconsistent with the criteria in the immediately preceding sentence, or that have a negative impact on the educational process or District operations, as authorized by law. Similarly, department heads or building principals may require staff to cover tattoos that are deemed disturbing (e.g. a corpse, naked women) or inappropriate for a school setting (e.g. a swastika, racial slurs, etc.)

Building principals and other department supervisors shall monitor employee dress according to the contents of this policy and shall have the authority to make building and department rules and regulations to implement this policy. Such rules, if developed, shall be included in the department or building handbooks or other communication to employees.

DRUG FREE SCHOOLS, COMMUNITY AND WORK PLACE

This District is committed to providing a safe, comfortable and productive work environment for its employees. We recognize that employees who abuse drugs or alcohol at work—or who appear at work under the influence of illegal drugs or alcohol—harm both themselves and the work environment. As a result, the District prohibits employees from doing the following:

- Reporting to work under the influence of alcohol or illegal and/or controlled substances. Controlled Substances means those substances identified in 49 C.F.R. § 40.85.
- Using, possessing, or transmitting illegal and/or controlled substances on district property at any time, or when involved in a school district activity as a district employee while on or off school district property.
- Any employee convicted of a felony attributable to the use, possession, or sale of illegal and/or controlled substances will be subject to disciplinary action, including termination.
- Using district property or the employee’s position within the district to make or traffic alcohol or illegal and/or controlled substances.
- Using alcohol or possessing or transmitting unsealed containers of alcohol on district property or when involved in a district-sponsored or district activity as a school employee.
- Misusing otherwise legal prescription and over-the-counter drugs.

Please refer to Board Policy 5201 for more specific detail regarding our Drug-Free Schools, Community, and Workplace. Be on notice that employees who violate this policy may face disciplinary action, up to and including termination.
PROFESSIONAL GROWTH

JOB OPENINGS
Part of your professional growth may involve moving to a different role within the district. Position openings are posted to our District job posting system. During the posting period, employees interested in applying for posted positions must apply online through the District’s hiring system in order to be considered. Employees are encouraged to set up for notification via the system when new openings arise.

PROFESSIONAL DEVELOPMENT
Mercer Island School District believes that the most important component of any organization is its people. With this in mind, we recognize the importance of providing classes and opportunities for professional development. The District offers research based professional development classes and courses throughout the year free to District employees. Professional development opportunities are available to view and sign up for through the Mercer Island Staff Development Portal (pdEnroller) which is accessible via the District’s website under the Staff Resources tab/Clock hours. Your supervisor may be able to provide you information regarding other professional development opportunities.

CERTIFICATED
Clock hours serve a few purposes for certificated staff, in addition to providing continuing education, one for your OSPI certification renewal and the other for salary schedule advancement.

- OSPI requires clock hours for renewal of your certificate. You upload the clock hours information your account in “eCert”, OSPI’s certification system.
- As you earn clock hours here or from other providers, you must submit clock hour forms to the HR department so you may advance on the salary schedule.
- REMEMBER! 10 clock hours = 1 college credit. As written in WAC 181-85, all clock hours must be earned through an “approved provider”. To verify that a course provider is an approved provider, annual lists are available from OSPI at: http://www.k12.wa.us/certification/clockhours.aspx.

It is the employee’s responsibility to keep a record of their clock hours, so keep copies of all clock hour documents submitted to HR.

CLASSIFIED
Optional Work/Training Hours: MIEA classified employees are allowed 24 hours of additional time for training or optional work, prorated, based upon employee start date. The use of these hours must be mutually agreed to by you and your supervisor by October 31st using the “Classified 24 Hour Optional Work and Training Agreement,” previously referred to as the 24 Hour Planning form. Compensation for these hours will be at the employee’s hourly rate. Any authorized additional hours worked must be recorded on a timesheet and signed by your supervisor. All additional work hours beyond your allotted optional hours must be preapproved by your supervisor.

Technology Training Hours: MIEA classified employees will also be provided 26 hours specifically related to technology training, prorated, based upon employee start date. The use of these hours will be mutually agreed to by the employee and the employee’s supervisor. Information on trainings and classes can be found on the MISD website. Staff resources > Technology Resources > Classified Tech Information.

Paraprofessional Required Training: Beginning with the 19-20 school year, all paras in the state are required to begin their 28 hours of the Fundamental Course of Study which is provided in-district. The training is a combination of half day in-person training and online training modules. At the start of the school year, dates and times for the training will be communicated and paraprofessionals must plan to attend this training. This training time is compensated. Online course completion should be done Monday – Friday. Contact HR for more information.
JOB PERFORMANCE EVALUATIONS
You will be evaluated by your supervisor in accordance with the procedures and criteria in your collective bargaining agreement and the Board Personnel Policies. The purpose of the evaluation is to promote and maintain professionalism in all staff by providing feedback on job performance and to make suggestions for professional growth. Blank evaluation forms are available for your reference on the District website.

ATTENDANCE & TIME OFF

BREACKS AND LUNCH – CLASSIFIED HOURLY EMPLOYEES
Hourly employees are provided a 10-minute rest break for every four hours of work. This break is offered during the work period according to the schedule established by the supervisor and is not meant to be added to the start or end of the work day or lunch. No hourly employee may work more than three (3) hours without a rest break. Any deviation from the break established by the supervisor must be pre-approved by the supervisor.

Additionally, hourly employees who work five (5) or more hours are provided a 30-minute unpaid meal break. This meal break may not occur less than two hours nor more than five hours from the beginning of an employee’s working day. Employees may not be expected to work during their unpaid meal break.

WHEN YOU CANNOT BE AT WORK
A fundamental requirement of your job is that you be at work on time, every day. If you must be late or absent, telephone your supervisor as early as possible but no later than one hour prior to the start of your work day. In the event of an emergency, you may have someone else call your supervisor so that necessary arrangements can be made. Contact Human Resources if you need more information.

⇒ All employees are responsible for recording their own absences via the Frontline Education Absence Management system.

LEAVE TIME
Many MISD employees are not scheduled to work during school breaks. Please speak with your immediate supervisor to confirm whether, in your role, you are expected to work during school breaks. Family and personal situations that arise which cannot be scheduled during non-work days may be accommodated using the limited number of personal leave days which are granted to meet these situations.

Each MISD employee is critical to fulfilling the educational needs of our students. Absences have an impact on student learning and achievement. For that reason, it is imperative that you follow the District procedures when you are absent as they are designed to reduce the student impact of your absence.

Requests for personal leave are submitted as early as possible but no less than three (3) working days in advance on the Absence Management system. If requesting to use personal leave for multiple consecutive days, such requests must be submitted in advance to your supervisor, and in a timeframe consistent with the provisions of the governing collective bargaining agreement. In the absence of contract language, the expectation is that requests to use multiple personal leave days consecutively will be made 20 working days in advance. Failure to submit personal leave requests within this timeframe may result in disciplinary action.
Sick leave may only be used for illness, emergencies, and mandatory religious observance days (limit of two (2) days per school year). Sick leave is not permitted for use as personal leave. For absences of 5 days or more, documentation from a medical professional must be provided to Human Resources.

The type of leave requested depends on the reason for the leave. If applicable, please refer to your collective bargaining agreement for specific available leaves and their terms.

- Personal Leave
- Sick Leave
- Bereavement
- Professional Leave
- Emergency
- Jury/Subpoena
- Vacation
- Military

The District adheres to the provisions of the Family Medical Leave Act (“FMLA”) and agrees to extend these provisions to employees who meet the eligibility requirements set forth in the FMLA. Please contact the HR Department to initiate an FMLA request. For MIEA members, please see the applicable CBA available on the District website for more information regarding leaves.

UNPAID LEAVE TIME
Leaves that extend beyond your personal leave or sick leave allocation must be approved in advance by the School Board and, if approved, will be without pay. Such requests are facilitated by the Human Resource department by completing a “Request for Unpaid Leave.” Failure to secure Board approval for unpaid absences may result in disciplinary action.

Unpaid leave may only be requested when personal leave and/or sick leave is exhausted.

LEAVE SHARING POLICY
A district employee is eligible to receive donated leave if the staff member suffers from, or has a relative or household member suffering from, an illness, injury, impairment, or physical or mental condition which is of an extraordinary or severe nature; is a victim of domestic violence, sexual assault, or stalking; or who has been called to service in the uniform services which has caused, or is likely to cause, the staff member to go on leave-without-pay status (all paid leave must be exhausted); or terminate employment. For more information on leave sharing, consult board policies, Human Resources or the applicable collective bargained agreement.

SUBSTITUTES
All staff are to communicate with their supervisor about the need for substitute and the supervisor will make the decision regarding substitute need. If a substitute is needed, employees (except bus drivers and custodians) must request a substitute through the online Absence Management system. Bus drivers and custodians must contact their supervisor and the dispatcher to ensure appropriate coverage. For absences of more than 3 days, please coordinate with your building administrator before securing a substitute to ensure the substitute is appropriate for an extended absence.
SNOW AND INCLEMENT WEATHER
Occasionally it is necessary to alter the District's operating schedule due to snow and/or inclement weather. The local radio stations and District website are your source of information when this occurs. Employees can sign up to get immediate updates via email and/or text by registering with the Flash Alert Network at http://www.flashalert.net. Also, there’s a free FlashAlert Messenger iOS/Android app that can be downloaded.

If you miss part (late arrival) or all of the day because of the weather, the following leave policies and provisions may be applied:

All Certificated: When school is closed due to inclement weather, certificated staff will not report to work. Teachers will make up the day with the students on the designated make up day(s).

Full-Time (260-day) Classified and Administrators: Should schools close due to inclement weather, full-time employees need to report to work as usual. If you are unable to report to work, you must use vacation, personal or emergency leave (maximum 3 days) for the non-worked hours.

Other classified employees such as paraprofessionals, school office professionals, and bus drivers should not report to work. Time will be made up with the students on the designated make up day(s).

WHAT TO DO IF INJURED ON THE JOB

SAFETY
We all share the responsibility to maintain our workplace in the safest possible manner for ourselves, our students, and visitors to the District. Should you notice a dangerous situation of any kind, please notify your supervisor so it may be corrected. Safety is an area in which we can all participate to make our work environment as safe as possible.

Our responsibility as employees is to carry out the tasks assigned in our job in such a way as to ensure our own safety, as well as the safety of those around us.

ACCIDENT REPORTING/WORKERS COMPENSATION
Report all accidents and near misses from hazardous conditions to your supervisor. If you are injured on the job, you are required to fill out an online Accident/Incident Report form. Visit the website http://www.pswct.org/school-district-employee/reporting-an-incident/, to begin the electronic filing of your accident/incident report.

If you were injured during a workplace accident or incident, be sure to select “Yes” when the form asks you if you have sought, or intend to seek, medical care. Doing so will initiate a claim for workers’ compensation.
benefits. You will receive a copy of your Self-Insurer Accident Report (SIF-2), which provides you your claim number, and is required when you go to the doctor.

Mercer Island School District recognizes that each employee provides a vital and important contribution in helping us fulfill the mission. It is our goal to return our injured workers in a timely manner by proving light duty assignments to employees who have been injured on the job and who have temporary medical restrictions precluding them from performing one or more of their essential job functions. When light duty positions are available, they can be offered for up to 90 days.

**IMMUNIZATIONS**

In the event of an infectious disease outbreak within the District, all efforts will be made to reduce the spread of the disease and follow the state regulations. Employees must be able to document their immunization against disease or, as required by the state regulations, will not be permitted to return to their building for work until the quarantine period has expired. The District has an Immunization Form for employees to document immunization records and this is available from Human Resources. While not required, proof of immunization is highly encouraged since an employee could miss many days of work if unable to provide state approved proof of immunization.
HOW YOU ARE PAID

PAY DATES
Payday for all employees are the last working day of each month. All employees are required to have their check direct-deposited to a financial institution of their choosing. The cutoff for timesheets is the 10th of the month, unless that day falls on a holiday or weekend. The cut off and pay dates can be found on the back of each timesheet and on the district website. All payments are made through direct deposit.

Timesheets received by payroll after the cut-off will be processed the following month.

ONLINE EMPLOYEE ACCESS
Online “Employee Access” through Skyward allows employees to view and print paycheck information, leave balances and W-2 information; this access is provided to all employees.

UNION DUES
All employees represented by a MIEA Bargaining Unit may choose to become a member of the Association and pay union dues. Before the District may make deduct union dues from payroll, the District must receive written authorization on a union membership form. Upon receipt of such signed authorization, the District will deduct the appropriate union dues from that employee’s monthly payroll. For more information about union dues, member rights and benefits, and other issues, please refer to the applicable collective bargaining agreement (“CBA”) or contact your MIEA president, Sally Loeser sally.loeser@mercerislandschools.org, or your MIEA building representative.

SOCIAL SECURITY (FICA)
All employees are required to participate in the Federal social security plan. These deductions are automatically deducted from your paycheck.

RETIREMENT
If eligible, employees are required to choose a retirement plan within the first 90 days of employment. Information about retirement plans is available at www.drs.wa.gov. If you do not choose a plan, you will automatically be enrolled in Plan 3, Rate Option A at that rate of deduction.
INSURANCE BENEFITS

DISTRICT BENEFITS THROUGH DECEMBER 2019
The welfare of our employees and their families is very important to us. With this in mind, Mercer Island School District is pleased to offer our employees a variety of benefits to enhance their sense of well-being and to help provide protection against the cost of catastrophic illness, injury, or disability. More detailed information regarding insurance benefits is provided on the District website, including optional plans which are available. Each employee who is eligible will be provided a benefits packet upon hire.

BENEFITS EFFECTIVE DATE

Provided that all necessary enrollment has been completed by the employee, benefits will be effective the 1st of the month following the employee’s start date, if hired between the 1st and the 15th of the month. If start date is on or after the 16th of the month, benefits will be effective on the first day of the second month of employment.

Examples:
- Employee’s start date is October 12th; benefits effective November 1st
- Employee’s start date is October 22nd; benefits effective December 1st

SECTION 125 PRE-TAX MEDICAL PREMIUM

The District defaults your medical premium contributions to be pre-tax in accordance with Section 125 IRS Premium Payment Plan.

If you elect to have your premium contributions withdrawn post-tax, you must complete the Section 125 IRS Premium Payment Plan Annual Election Form and return it to the Payroll & Benefits Coordinator in the District office before the end of the open enrollment period. If you do not return this form, it will default to your current choice. If you do not have a current choice, you will default to the pre-tax option.

SEBB (SCHOOL EMPLOYEE BENEFITS BOARD) EFFECTIVE 1/1/2020

Effective January 1, 2020, the School Employee Benefits Board (“SEBB”) will administer health insurance and other benefits to all employees in public school districts in Washington State. Open enrollment will occur between October 1 and November 15th with an effective date of 1/1/20.

Employees who work 630 hours or more per year will be eligible for benefits through the state SEBB plans. Plan coverage begins at the start of your employment or at the point where your work hours exceed 630 for the year.

More information about SEBB will be provided from the State of Washington SEBB and the District as it becomes available.

COBRA

If you or your dependents become ineligible for coverage under the District’s medical, dental or vision program, you may be eligible to extend coverage under the federal COBRA program. This allows you and your dependents to continue receiving insurance coverage by self-paid premiums.
COMMONLY USED TERMS

If you are a new employee to Mercer Island School District, you may be unfamiliar with the lingo and terminology used here. We have assembled some terms below that may be helpful for you as you navigate the District.

**Certificated:** Employees required to have a professional certificate to perform their job (i.e., teachers, psychologists, counselors, etc.)

**Certificated Limited Contract:** A substitute assigned to a position longer than 55 working days for certificated employees (see collective bargaining agreement for further information).

**Classified:** Employees not required to have a professional certificate (i.e. custodians, office professionals, paraprofessionals, etc.)

**Classified Limited Letter of Assignment:** A substitute assigned to a position longer than 45 days for classified employees where applicable (see collective bargaining agreement for further information).

**CBA or Collective Bargaining Agreement:** Negotiated contract between Mercer Island School District and the Mercer Island Education Association. Currently, there are two CBAs, one for classified staff and one for certificated staff. Not all staff are members of the MIEA; please speak to your supervisor or HR if you have questions about whether you are a member of the MIEA.

**Compass:** An in-district special education placement located at Island Park, Islander Middle and MIHS

**Continuing Contract:** Contract offered to an employee following a successful performance on a provisional (certificated) or limited contract of one to three years.

**CTE/CCR:** Career and Technical Education

**Exempt Employee:** Executive, administrative and professional employees who meet certain criteria are exempt from the U.S. Department of Labor overtime pay requirements.

**FTE:** Full-time equivalent. For certificated staff, a 1.0 FTE is 7.5 hours per day, 180 days per year. For classified staff, a 1.0 is 8 hours per day, 260 days per year.

**IEP:** An Individualized Education Program (IEP) is a written statement of the educational program designed to meet a child's individual needs.

**504:** An individualized plan under Section 504 of the Rehabilitation Act of 1973 that describes the educational and related aids and services that a district determines a disabled student needs as part of their education.

**LAP:** Learning Assistance Program

**MIEA:** Mercer Island Education Association. The MIEA has two bargaining units, one for certificated staff and one for classified staff. There are two separate contracts and these are available on the District website.

**Paraprofessional:** Term that includes all assistants (instructional/general). Providing support to teacher in areas such as: instructional assistance to students, playground, crossing hazardous streets and intersections and library assistance. Also referred to as para-educator.

**PLP (Personalized Learning Program):** An in-district special education placement located at Northwood, Island Park, Islander Middle and MIHS

**Provisional Contract:** As defined by the Office of Superintendent of Public Instruction (OSPI), this is the first three years of a continuing contract for certificated employees. After three years, the “provisional” contract may be changed to a “continuing” contract subject to the candidate’s “provisional” years performance.

**Supplemental:** (May be referred to as a “stipend” but is technically a supplemental.) Pay received by employees for additional jobs/duties that warrant additional pay (class advisor, intramurals, safety patrol, etc.)
POLICIES – Add and/or Update policies

Mercer Island School District must ensure all employees are informed of important policies and procedures to work effectively and in compliance with Federal, State and District Board policies.

The Board policies and procedures are important for all school staff to be aware of either as a source of reference or in some cases well known and understood. Many policies are required to be read annually or periodically by staff in order to ensure understanding and compliance with State and Federal requirements. Those policies are read by staff in the Safe Schools system.

The policies listed below are important. If the policy is not covered through Safe Schools, please review the policy in Board Policies on the District website.

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