



2020 - 2021
Mercer Island School District
All Staff Handbook

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MESSAGE FROM THE SUPERINTENDENT

Welcome to the 2020-21 school year! This is a year like no other, as we work together keeping students as the priority during the pandemic. Although we are beginning the year with fully remote learning, our focus remains on the classroom, whether it is in our buildings or in the home.

I am proud of the way our staff have supported our students and families during this unprecedented time. Together, we have created a continuum of learning plan for opening schools that we hope will lead us back to the building. You are all engaged in the important work of supporting our students as learners.

Our District's core values, vision and mission statements (printed in this handbook) are focused on supporting the whole child. As we begin this unique 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 on Mercer Island. Welcome, and thank you for everything you do!



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.

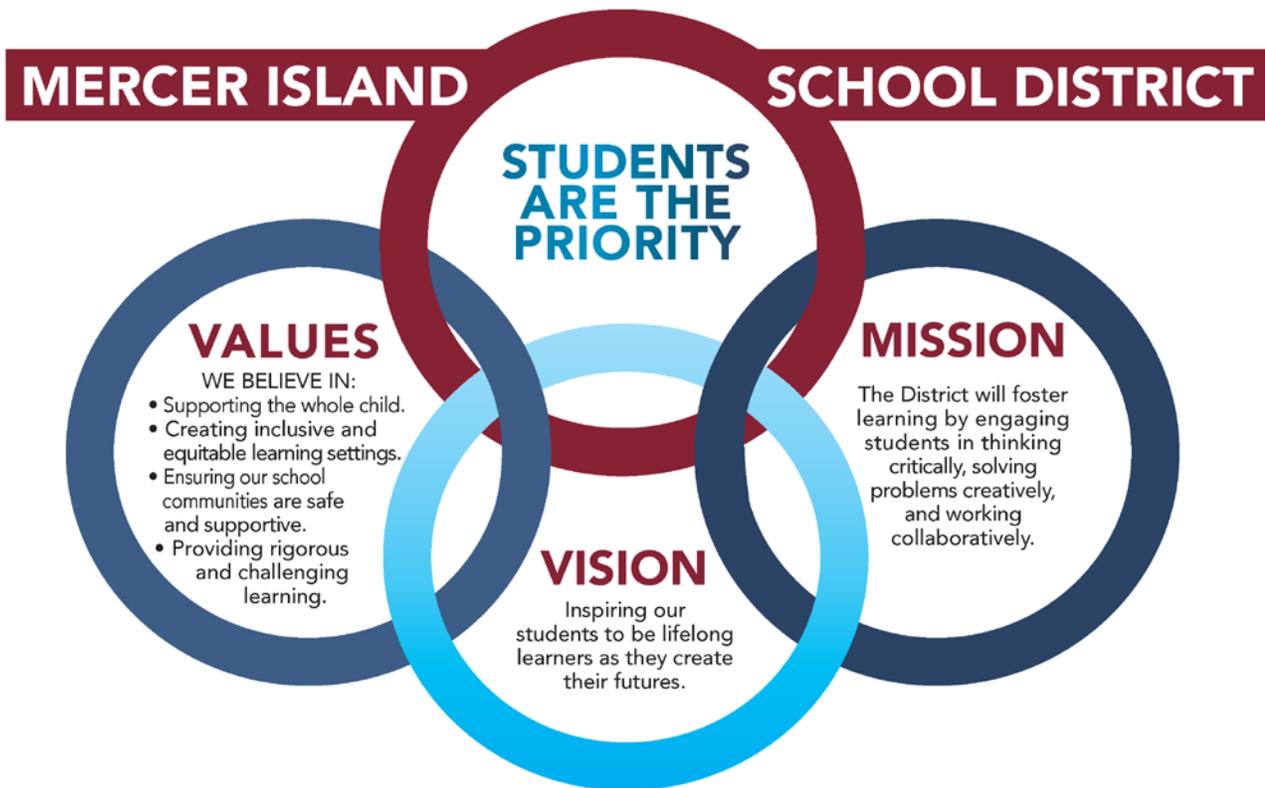
This handbook revokes and supersedes any prior handbooks. Each school site may have an employee handbook summary containing site-specific information. Employees should review these as well.

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.

VALUES, VISION AND MISSION



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.

MISD Board of Directors				
Maggie Tai Tucker	Brian Giannini Upton	Tam Dinh	David D'Souza	Deborah Lurie
Donna Colosky Superintendent				
Erin Battersby Executive Director, Legal Affairs, Compliance & Human Resources	Fred Rundle Assistant Superintendent, Learning Services		Ty Bergstrom Executive Director, Finance & Operations	
Mercer Island Schools				
Crest Learning Center 4150 86th Avenue SE 206-236-3390	Mercer Island High School 9100 SE 42nd Street 206-236-3350		Islander Middle School 7447 84th Ave. SE 206-236-3413	
Northwood Elementary 4130 86th Avenue SE 206-275-5800	West Mercer Elementary 4141 81st Avenue SE 206-236-3430	Island Park Elementary 5437 Island Crest Way 206-236-3410	Lakeridge Elementary 8215 SE 78 th 206-236-3415	
Central Offices				
Maintenance, Operations & Transportation 4140 86 th Ave. SE		District Administration 4160 86 th Ave SE		

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](#).

2020-2021

Mercer Island School District

4160 86th Avenue SE
 Mercer Island, WA 98040
 Phone: 206.236.3330
 Fax: 206.236.3333

July '20

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Student Calendar

Aug 24-25	New Teacher Orientation
Aug 27	Tech Integration Day
Aug 28	Professional Development Day: Half Day
Aug 31	Teacher Prep Day
Sep 01	Pre-Service Day
Sep 02	First Day of School: 1-12 Grade
Sep 07	Labor Day (No School)
Sep 08	First Day of School: Kindergarten
Oct 09	Student Half Day
	Professional Dev. Day: Half Day (PM)
Nov 04	First Quarter Ends: MIHS
Nov 11	Veterans' Day (No School)
Nov 16	Half-day Elementary Grading Day
Nov 23-25	Elementary Conferences (2.5 days)
	No School: Elementary Students
Nov 25	End of First Trimester (IMS & Elem)
	IMS/MIHS Student Half-day
	MIHS Regular Start
	Progress Report Prep (IMS)
Nov. 26-27	Thanksgiving Break (No School)
Dec. 21-Jan 1	Winter Break (No School)
Jan 04	School Resumes
Jan 18	Martin Luther King Jr. Day (No School)
Jan 19-22	Finals Week: MIHS
Jan 22	Second Quarter Ends: MIHS
Jan 25	IMS & Elem PD Day (No School: Students)
	MIHS Grading Day (No School)
Feb. 15-19	Mid-Winter Break (No School)
Mar 18	Second Trimester Ends (IMS/Elementary)
Mar 19	MIHS Prof. Dev Day (No School: Students)
	IMS & Elem Grading Day (No School)
Apr 5-9	Spring Break (No School)
Apr 14	Third Quarter Ends: MIHS
May 31	Memorial Day (No School)
Jun 11	Half-day Elementary: Grading Day
Jun 18	Last Day of School
Jun 21-23	Scheduled Weather Make-up Days

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 be 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 were required to begin 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. In the first months 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

BREAKS 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.

every day counts 

⇒ **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

FAMILY MEDICAL LEAVE ACT

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 for FML. Please contact the HR Department to initiate an FML request.

WASHINGTON STATE PAID FAMILY MEDICAL LEAVE

Separate from FML, employees may qualify for up to twelve (12) work weeks, or up to eighteen (18) work weeks combined family and medical leave under the Washington Paid Family and Medical Leave & Insurance Act (PFMLA) of job-protected leave for certain family and medical reasons. PFML is administered by the Washington State Employment Security Department (ESD), not the District. Qualifying events, eligibility for the PFML benefit, and the amount of that benefit, are determined through the ESD. Employees are responsible for filing claims with the ESD, and payments will come from ESD.

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.

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.

LEAVE SHARING PROGRAM

A district employee is eligible to receive donated leave if the staff member meets the criteria outlined in board policy [Leave Sharing 5406 P](#).

Eligibility to Receive Shared Leave

An employee may be eligible to receive shared leave if the Superintendent or designee has determined the employee meets the following conditions:

1. The employee:
 - a. suffers from or has a relative (WAC 392-136A-020) or household member (WAC 392-136A-020) suffering from an illness, injury, impairment or physical or mental condition that is extraordinary or severe in nature;
 - b. has been called to service in the uniformed services;
 - c. is a victim of domestic violence, sexual assault, or stalking;
 - d. is a current member of the uniformed armed services or a veteran as defined by RCW 41.04.005, who is attending medical appointments or treatments for a service-connected injury or disability;
 - e. has needed skills to assist in responding to a state of emergency which has been declared anywhere within the United States by the federal or any state government emergency, or its aftermath, and volunteers his or her services to either a governmental agency or to a nonprofit organization engaged in humanitarian relief in the devastated area, and the governmental agency or nonprofit organization accepts the employee's offer of volunteer services;
 - f. is a spouse of a current member of the uniformed armed services or a veteran as defined by RCW 41.04.005, who is attending medical appointments or treatments for a service-connected injury or disability and requires assistance while attending appointment or treatment;
 - g. needs time for parental leave; or
 - h. is sick or temporarily disabled because of pregnancy disability.
2. The condition(s) listed above, has caused or is likely to cause the employee to go on leave without pay or terminate District employment;
3. The employee has exhausted or will shortly exhaust leave otherwise available for that purpose unless that employee qualifies under A.1.g or A.1.h above, in which case the employee may retain 40 hours of leave and still seek shared leave;
4. The employee has abided by District policies regarding the use of leave otherwise available for that purpose; and
5. If the injury or illness is work-related, the employee has diligently pursued and been found to be ineligible for benefits under Chapter 51.32 RCW.

Maximum Amount of Leave Received

An employee may not receive more than 522 days of shared leave during total District employment. Other methods of accommodating an employee's needs such as modified duty, modified hours, or special assignments in place of shared leave will be considered, consistent with state law, on a case-by-case basis.

Documentation

An employee will submit a Request to Receive Sick/Vacation Leave from Co-Workers Form along with documentation to support the request for shared leave, consistent with state law, before the District approves or disapproves the employee's request for shared leave.

Donating Leave

Employees may, with the approval of the Superintendent or designee, donate vacation leave or sick leave to another District employee, for circumstances outlined in this Section.

1. A leave donor who accrues vacation may donate any amount of accrued vacation provided the donation does not cause the leave donor's vacation balance to fall below ten days. For the purpose of this section, vacation does not accrue if the leave donor receives compensation in lieu of accumulating a balance of vacation. Employees may not donate excess vacation that the leave donor would not be able to take because of an approaching date after which the annual leave cannot be used.
2. The leave donor must have accrued more than twenty-two days of sick leave. The leave donor may not donate an amount of sick leave that will result in his or her sick leave account going below twenty-two days.
3. The donating employee will complete a Request to Transfer Sick/Vacation Leave From Co-Workers Form, available from Human Resources.
4. Any shared leave not used by the leave recipient during each incident or occurrence as determined by the District must be returned to the leave donor(s) and reinstated to the respective leave donor's or donors' appropriate leave balance(s).

Leave shall be calculated on a day-donated and day-received basis.

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 providing 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.

EXTRA TIME WORKED

The District has moved to a completely online time card system operated by Frontline Time and Attendance. All contracted employees should enter extra time worked into this system. Generally speaking, paper time sheets will no longer be accepted by the Payroll Department.

When recording extra time, please remember to enter it into Time & Attendance when worked. The system does not allow users to enter time retroactively. This means that once a pay period closes (usually the 10th of the month), employees can no longer enter extra time into Time and Attendance for that closed pay period.

If, for some reason, you are unable to enter your time into Time and Attendance before the close of a pay period, you will need to go through the following process in order to be paid:

1. Request a paper "Employee Time Report" form from the Payroll office.
2. Complete the "Employee Time Report" form and forward the form to your supervisor for approval.
3. Supervisor forwards the approved "Employee Time Report" form to Payroll.

A step by step how-to video showing how to use Time & Attendance can be found at this link:

https://drive.google.com/file/d/1ijeMpX_xHSMhgtqQDzsxl5kcyHHHskZ/view?usp=sharing

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](mailto:sally.loeser@washingtonea.org) sally.loeser@washingtonea.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.



OPTIONAL BENEFITS

Employees have some optional benefits available which are described on the District website on the “Benefits Information” page. Currently these include:

- Pet Insurance
- Legal Shield Insurance
- Deferred compensation plans available through DRS and 403b plans from a host of approved vendors listed on the site.

INSURANCE BENEFITS

HEALTH BENEFITS

Employee medical, dental, vision, life and disability are provided through the state's School Employee Benefits Board ("SEBB"). Employees who work more than 630 hours per year are eligible for benefits.

SEBB (SCHOOL EMPLOYEE BENEFITS BOARD)

As of January 1, 2020, the School Employee Benefits Board ("SEBB") administers health insurance and other benefits to all employees in public school districts in Washington State. Open enrollment occurs annually between October 1 and November 15th with an effective date of 1/1 the start of the next year.

Employees who are anticipated to work 630 hours or more per year are eligible for benefits through the state SEBB plans.

BENEFITS EFFECTIVE DATE

- Employees who are employed at the start of the school year will be provided benefits on their first day.
- Employees who begin working after the start of the school year will have benefits starting the first of the next month.
- At any point, if you are not covered and your hours reach 630 worked, you become eligible for benefits.

You must enroll within 30 days of your eligibility date. If you do not enroll, you will be enrolled in the SEBB default plans, charged a tobacco use surcharge and you will not be able to cover dependents until the next open enrollment period.

Enrollment is done online through the SEBB my account portal. More information about SEBB is provided on the SEBB website and from the District's payroll and benefits department.

COBRA

If you or your dependents become ineligible for coverage under the SEBB 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.

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.

Policy Number Series	Title	Accessed
0001 BP	Mission, Vision & Values	Board Policies
2019 F1, F2, F3, F4, F5 2019 P	Selection and Adoption of Instructional Materials	Board Policies
2022 F4 and 2022 P	Electronic Resources/Electronic Information Systems (Networks)	Board Policy SafeSchools
2025 A and 2025 P	Copyright Compliance	Board Policies
2026 and 2026 P	District Ownership of Staff-Created Work	Board Policies
2145/2145 P	Suicide Prevention	Board Policies
2161/2161 P	Special Education and Related Services for Eligible Students	Board Policies
2162 BP/2162 P	Education of Students with Disabilities Under Section 504 of the Rehabilitation Act of 1973	Board Policies
2320/2320P	Field Trips and Outdoor Educational Experiences – During the School Day	Board Policies
2321/2321P	Extended and International Field Trips – Overnight	Board Policies
2420 A	Student Evaluation	Board Policies
3122 A/3122 P	Student Attendance	Board Policies
3200 A/3200 P	Student Rights, Responsibilities and Limitations	Board Policies
3207 A/3207 P/3207 F	Prohibition of Harassment, Intimidation and Bullying	Board Policies
3211 A/3211 P	Gender-Inclusive Schools	Board Policies
3225 A/3225 P	School-Based Threat Assessment	Board Policies
3231 BP/3231 P	Student Records	Board Policies
3241 BP/3241 P	Student Discipline	Board Policies
3246 A/3246 P/3246 F	Restraint, Isolation and Other Uses of Reasonable Force	Board Policies
3247 A	Student Use, Possession or Sale of Alcohol and Drugs	Board Policies
3414 A/3414 P	Infectious Diseases	Board Policies

3418 A/3418 P/3418 F	Response to Student Injury or Illness	Board Policies
3420 A/3420 P	Anaphylaxis Prevention and Response	Board Policies
3421 A /3421 P/3421F	Child Abuse, Neglect and Exploitation Prevention	Board Policies
3432 A/3432 P	Emergencies Procedures	Board Policies
4010 A	Staff Communications Responsibilities	Board Policies
4040 BP/4040 P	Public Access to School District Records	Board Policies
4200 A/4200 P	Safe & Orderly Learning Environment (Visitors)	Board Policies
4210	Regulation of Dangerous Weapons on School Campus	Board Policies
4215	Use and Possession of Tobacco, Nicotine Products and Delivery Devices within the Mercer Island School District	Board Policies
4217 P/4217 F	Effective Communication	Board Policies
4220	General Complaints	Board Policies
5004	Nondiscrimination on the Basis of Disability Reasonable Accommodations Under the Americans with Disabilities Act (ADA)	Board Policies Safe Schools
5006	Harassment-Free Environment and Prohibition of Discrimination of or by Employees	Board Policies Safe Schools
5010 BP/5010 P	Nondiscrimination and Affirmative Action	Board Policies Safe Schools
5011 BP/5011 P	Sexual Harassment	Board Policies Safe Schools
5201	Drug-Free Schools, Community and Workplace	Board Policies Safe Schools
5251	Conflicts of Interest	Board Policies Safe Schools
5252	Staff Participation in Political Activities	Board Policies
5253 A /5253 P	Staff/Student Boundaries	Board Policies Safe Schools
6511	Hazard Communication	Board Policies