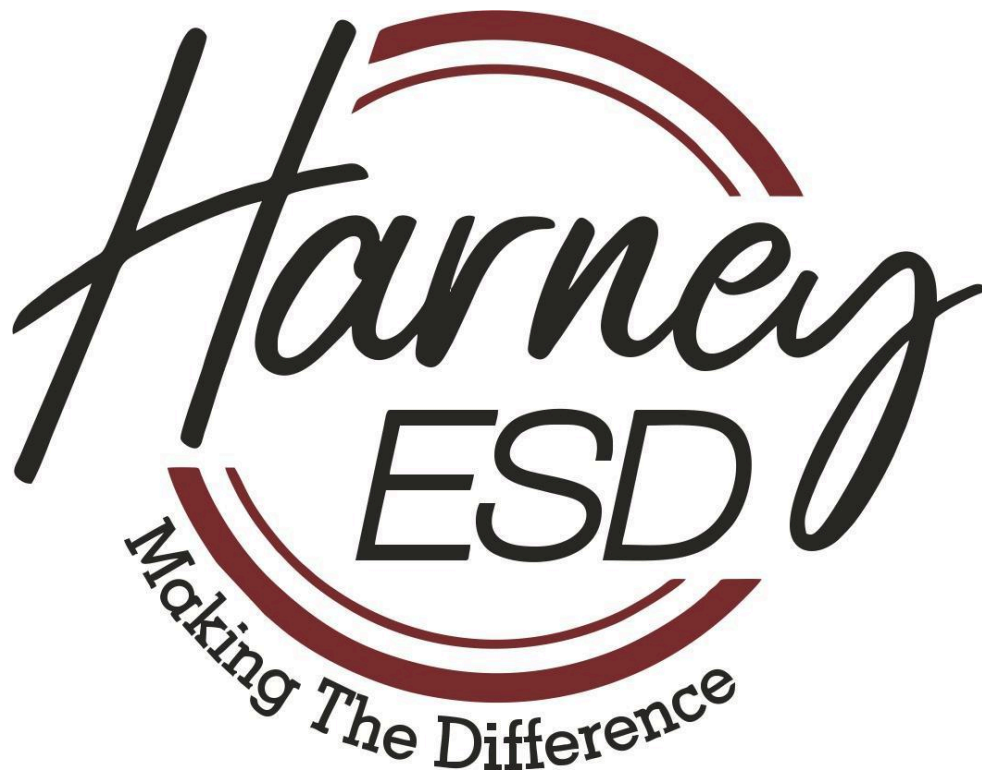


*Harney ESD Employee Handbook*

2025-2026



# Harney ESD Region XVII

## Employee Handbook

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### *Introduction*

Welcome to the staff of Harney Educational Service District. We are glad you chose to work here and assist in carrying out the motto “Making the Difference”. What exactly does it mean to “make a difference”? We rarely stop to think about this. Bottom line - you make a difference every day. You just have to decide what kind of a difference you want to make. Some people believe they don’t have what it takes to make a difference. They are wrong. You do make a difference every day, in all of your actions. I hope the difference you make is something you do with the intent of ‘doing good’. Having a perspective grounded in gratitude helps. You are powerful and have the ability to create special moments for others.

*Shannon*

The material covered in this employee handbook is intended as a method of communication to employees regarding general district information and rules and regulations. It is not intended to either enlarge or diminish any Board policy or administrative regulations. It is your responsibility to read policies in full, what is contained here are portions of pertinent policies. Harney ESD reserves the right to change such practices as needed to keep current with state laws, rules and regulations.

No information in this handbook shall be viewed as an offer, expressed or implied, or as a guarantee of any employment of any duration.

Equal employment opportunity and treatment shall be practiced by HESD regardless of race, color, national origin, religion, sex, age, marital or parental status and disability of the employee, with or without reasonable accommodation, is able to perform the essential function of the position.

Shannon Criss, Superintendent, has been designated to coordinate compliance with these legal requirements, including Title VI, Title VII, Title IX and other civil rights or discrimination issues, the Americans with Disabilities Act, Health Insurance Portability and Accountability Act (HIPAA) and Section 504 of the Rehabilitation Act of 1973, and may be contacted at the Regional Services Center for additional information and/or compliance issues.

For further information on any of the topics covered in this handbook please refer to the Harney Education Service District website at <http://www.harneyesd.k12.or.us/>. Board Policies and other policies in this handbook are subject to change throughout the year. Official Board Policies can be located on the website at <http://policy.osba.org/harneyesd/index.asp>.

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### *General Information*

#### **MISSION STATEMENT**

The mission of Harney Education Service District XVII is to assist our component school districts and the State of Oregon in providing excellent and equitable educational opportunities and successful learning environments for all Harney County students. HESD is dedicated to providing leadership in helping to achieve Oregon's education goals and working in partnership with our schools and our community to enhance the healthy development of children and families for today and tomorrow.

#### **OFFICE HOURS**

August 11, 2025 - June 5, 2026

Monday through Friday - 10:00 a.m. - 2:00 p.m..

June 9, 2026 - August 6, 2026

Tuesday through Thursday - 10:00 a.m. - 2:00 p.m.

#### **BOARD OF DIRECTORS**

The seven-member Board of Directors is the governing body for HESD. We appreciate and value their dedication and expertise. Board members, as elected by residents of this district are as follows:

|                                |        |                                 |
|--------------------------------|--------|---------------------------------|
| <b>Open</b>                    | Zone 1 | Burns and Hines                 |
| <b>Sandy Volle, Vice Chair</b> | Zone 2 | Burns and Hines                 |
| <b>Charles Dunten</b>          | Zone 3 | Crane, Pine Creek and Drewsey   |
| <b>Doug Stott, Chair</b>       | Zone 4 | Diamond and South Harney        |
| <b>Daniel Brown</b>            | Zone 5 | Suntex, Frenchglen and Double O |
| <b>Tom Doman</b>               | Zone 6 | At Large                        |
| <b>Kurt Van Batavia</b>        | Zone 7 | At Large                        |

**Shannon Criss** Superintendent

#### **BOARD MEETINGS**

Regular Board meetings are held on the third Wednesday of each month at 1:30 p.m. The Board meets in the public meeting room at Harney ESD Regional Services Center, 25 Fairview Heights Ave, Burns. Agendas can be found on the HESD website. Staff members and the public are invited to attend. Read Policy BD/BDA for additional information about Board Meetings.

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### **POLICIES AND PROCEDURES**

All board policies are important and can be read on our website. The following policies are important in your understanding of and ability to successfully do your job. Policies are listed alphabetically.

#### **ATTENDANCE**

##### **POLICY GCBDA/GDBDA-AR(1), GDBD, GAB**

An essential responsibility of all employees is to maintain satisfactory attendance. Employees are expected to report to work during their normal days and hours. If you are unable to report for work for any reason, please notify your direct supervisor at ECC and the Superintendent at the ESD. This is to ensure appropriate arrangements can be made to cover your absence. Other than unanticipated leave or illness, all leave requests must be pre-approved. Page 13 of this Handbook defines your leave entitlement and the procedures required for your leave request.

#### **CELL PHONES**

##### **POLICY EGACA**

The Board recognizes that the use of cell phones may be appropriate to provide for the effective and efficient operation of the ESD and to help ensure safety and security of ESD property, staff and others while on ESD property or engaged in ESD-sponsored activities. To this end, the Board authorizes the purchase and employee use of cell phones, as deemed appropriate by the superintendent. Please read the above referenced policy for further guidance.

#### **CHILD ABUSE and MANDATORY REPORTING 1-855-503-SAFE (7233)**

##### **POLICY GBNAA/JHFF/BBF**

Any ESD employees having reasonable cause to believe that any child with whom the employee comes in contact has suffered abuse, or that any person with whom the employee comes in contact has abused a child, shall orally report or cause an oral report to be immediately made by telephone or otherwise to the local office of the Oregon Department of Human Services (DHS) or to a law enforcement agency within the county where the person making the report is at the time of his/her contact. The ESD employee should also immediately inform his/her supervisor, and superintendent.

Oregon law recognizes these types of abuse:

- Physical
- Neglect
- Mental injury
- Threat of harm
- Sexual abuse and sexual exploitation

All citizens have a responsibility to protect those who cannot protect themselves. Members of the general public may report suspected abuse and neglect if they choose.

Oregon State law, however, mandates that school employees must make reports if they have reasonable cause to suspect abuse or neglect. By law, mandatory reporters must report suspected abuse or neglect of a child regardless of whether or not the knowledge of the abuse was gained in the reporter's official capacity. In other words, the mandatory reporting of abuse or neglect of children is a 24-hour

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obligation. Harney ESD is mandated by law to provide training every year in the most current mandatory reporting laws for the State of Oregon.

HB2062 requires that all employees receive annual training in reporting of sexual conduct. "Sexual conduct" means any verbal or physical conduct by a school employee that:

- (A) is sexual in nature;
- (B) is directed toward a kindergarten through grade 12 student;
- (C) Has the effect of unreasonably interfering with a student's educational performance; and
- (D) Creates an intimidating, hostile or offensive educational environment.

Description of conduct that may constitute sexual conduct (please note that this is not an exhaustive list).

1. A student older than grade 2 sitting on a staff member's lap
2. Holding hands with a student older than 2nd grade
3. Staff performing back rubs on a student
4. Kissing students
5. Touching students frequently
6. Commenting on students' bodies or appearance in a sexual manner
7. Exchanging romantic gifts or communications with a student
8. Showing pornography and obscene or suggestive photos to the student
9. Videotaping or photographing a student in revealing or suggestive poses
10. Discussing/writing about sexual topics unrelated to curriculum with students, making sexual jokes, gestures, pictures and innuendos or engaging in inappropriate banter with students (e.g., discussion of students' dating behavior)
11. Sharing your own sexual exploits or marital difficulties
12. Intentionally invading the student's privacy (e.g., walking in on him/her in the bathroom intentionally)
13. Going to the student's home without parent supervision
14. Using e-mail, text-messaging, or instant messaging to discuss sexual topics with individual students
15. Dating students.

### **COPYRIGHTS & PATENTS**

#### **POLICY GCQBA/GABBA**

The Board asserts the ESD's proprietary rights to publications, instructional materials and other devices prepared by ESD employees during their paid work time. The Board also recognizes the importance of encouraging its professional staff to engage in professional writing, research and other creative endeavors. Publications, articles, materials, models and other items produced by ESD personnel for ESD use with ESD time, money and facilities as part of an employee's job responsibilities remain the property of the ESD.

The ESD will apply for copyrights and patents when deemed appropriate by the superintendent. (Policy GCQBA/GDQBA)

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### **CRIMINAL RECORDS CHECK/FINGERPRINTING**

#### **POLICY GCDA/GDDA**

In a continuing effort to ensure the safety and welfare of students and staff, the ESD shall require all newly hired full-time and part-time employees not requiring licensure to undergo a criminal records check and/or fingerprinting. Other individuals, as determined by the ESD, that will have direct, unsupervised contact with students shall submit to criminal records checks and/or fingerprinting, as required by law.

“Direct, unsupervised contact with students” means contact with students that provides the person opportunity and probability for personal communication or touch when not under direct supervision.

### **DISMISSAL PROCEDURES**

#### **POLICY GDPD/GCPD**

Classified employees may be dismissed within the bounds of due process. Due process shall be defined as notice of the charge(s) or reason(s) for the proposed dismissal, an informal meeting with the supervisor, superintendent or designee prior to final action being taken and an opportunity to respond to the charge(s) prior to final action. The employee may be accompanied by a representative of his/her choice during the informal meeting.

If an employee is dismissed, he/she may request a hearing before the Board. The hearing will be conducted in executive session unless the employee requests the hearing be conducted in open session. A written request for a hearing must be filed within 15 days of the dismissal action.

### **DRUG FREE WORKPLACE**

#### **POLICY GBEC**

The ESD shall provide a drug-free workplace. This policy is to promote safety, health and efficiency by prohibiting, in the workplace, the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance or alcohol. This policy applies to all employees, including, but not limited to, those exempt, unclassified, management services, classified and temporary employees who are paid directly or indirectly from funds received under a federal grant or contract. Appropriate action will be taken against employees who violate this prohibition.

### **EQUAL EMPLOYMENT OPPORTUNITY**

#### **POLICY GBA**

Harney ESD shall promote nondiscrimination and an environment free of harassment based on an individual’s race, color, religion, sex, sexual orientation, national origin, disability, marital status or age of any other persons with whom the individual associates.

In keeping with requirements of federal and state laws, the ESD strives to remove an vestige of discrimination in employment; assignment and promotion of personnel; in educational opportunities and services offered students; in student discipline; in location and use of facilities; in educational offerings and materials; and in accommodating the public at public meetings.

On issues concerning the Americans with Disabilities Act, Section 504 of the Rehabilitation Act of 1973, title VI, Title VII, Title IX and other civil rights or discrimination issues, please contact the Superintendent.

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### **EMERGENCY PROCEDURES PLAN AND FIRST AID**

#### **POLICY EBC**

In cases of sudden illness or injury to a student or staff member, first aid will be given by first-aid certified staff. Further medical attention to students is the parents' responsibility, or of someone the parents designate in case of emergency.

Each program supervisor and/or administrator is charged with providing for the immediate care of ill or injured persons within his/her area of control.

Staff members shall report self-administered first-aid treatment to an immediate supervisor.

Procedures for handling health emergencies will be established and made known to the staff. Each site and ESD vehicle will be equipped with appropriate first-aid supplies and equipment.

All employees are expected to know where first-aid supplies and equipment are kept in their work areas. The names of employees who hold a current first aid card shall be posted in the main office.

### **SAFETY THREATS**

#### **POLICY EBCA**

"Safety threat action" means a lockdown, lockout, shelter in place or evacuation that: (a) is initiated by a school in response to a safety threat; and (b) is not a planned drill.

When a school operated by the ESD or the ESD initiates a safety threat action the school or ESD shall issue an electronic communication as expeditiously as possible and not later than 24 hours after initiation of the safety threat action. The communication will be issued in culturally appropriate languages to effectively communicate with parents and guardians of students attending the school at which the action occurred.

The communication must include:

1. A general description of the issue that caused the safety threat action to be taken;
2. The duration of time the safety threat action was taken, from when the action was initiated until when it concluded;
3. Actions taken by the school or district to resolve the situation that caused the safety threat action and actions taken to protect student safety; and
4. An explanation of how the situation was resolved.

The communication shall be provided in a manner which communicates relevant facts and details as may be necessary or useful for parents and guardians to understand any potential threats to student safety,

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and to assist parents and guardians in helping students understand and mentally process the incident and any resulting trauma.

A communication will also be issued to employees of the school at which the safety threat action occurred and must include the same information as above and any additional information as may be permitted by relevant confidentiality and privacy requirements.

The Board may use Oregon Revised Statute (ORS) 192.660(2)(k) to conduct an executive session to consider matters related to school safety or a plan that responds to safety threats made toward a school.

### **FULL TIME EMPLOYEES**

#### **POLICY GDA**

Non-contracted personnel of the ESD ordinarily shall be employed for full-time service to the ESD.

Full-time employees are defined herein as those employees whose service to the ESD is required for a normal workweek at least eight school months in any school year.

#### *NORMAL WORK WEEK*

Unless otherwise specified, the normal workweek shall be 40 hours, Monday through Friday, with individual schedules to be determined by job responsibilities and with the approval of the superintendent. Hours and days may be adjusted for the summer months of approximately June 15th - July 30th. Employees, with approval from the superintendent may work remotely. Employees who are granted remote-work access will let the front office (administrative assistant) know of their proposed schedule for the week. Remote employees are expected to check email and voicemail at least twice daily and will let the front office know if changes to the schedule occur. Remote employees are expected to maintain work logs.

#### *EXCEPTIONS*

Employees may be expected to perform services for the ESD at times other than the days and hours defined as the normal workweek. When such working days or hours are required to meet the needs of the ESD, such days and hours of employment shall be considered the normal workweek and under no circumstances should the normal workweek exceed 40 hours without prior approval from the superintendent.

#### *PART-TIME EMPLOYEES*

Non-contracted employees whose conditions of employment require less than 40 hours of service per week, or when such service is temporary or conditional, shall be considered part-time employees.

#### *REGULAR EMPLOYEES*

Non-contracted employees of the ESD whose service is required as part of programs or services provided by the ESD, when such services are a part of those services the ESD normally offers to schools or other agencies by resolution, contract or other legally binding agreement the Board may enter into, shall be designated as regular employees.

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### *TEMPORARY EMPLOYEES*

Non-contracted employees of the ESD whose service is required to fill a temporary or emergency need, which may or may not be a part of the service the district normally offers to schools or other agencies by resolution, contract or other legally binding agreement the Board may enter into, shall be designated as temporary employees.

### **HAZING/HARASSMENT/INTIMIDATION/CYBERBULLYING/MENACING, OR CYBERBULLYING POLICY GBN/GBN-AR**

The Board is committed to providing a positive and productive learning and working environment.

Hazing, harassment, intimidation, bullying, menacing, and acts of cyberbullying of staff or third parties by students, staff, or third parties is strictly prohibited and shall not be tolerated in the ESD.

This policy is in effect while on ESD grounds, ESD facilities, ESD premises and non-ESD property if the employee is at any ESD-sponsored; ESD-approved or ESD-related activity or function, such as field trips, athletic events or where the employee is engaged in ESD business.

### **INJURY/ILLNESS REPORTS POLICY EBBB**

All injuries/illnesses, sustained by the employee while in the actual performance of the duty of the employee, occurring on ESD premises, in ESD vehicles, at an ESD-sponsored activity or involving staff members who may be elsewhere on ESD business will be reported immediately to a supervisor. All accidents involving students, visiting public or ESD property will be reported immediately to a supervisor. A written report will be submitted within 24 hours to the ESD's safety officer/superintendent. Reports will cover property damage as well as personal injury.

### **PROBATIONARY PERIOD POLICY GDD**

The probationary period shall be considered as a period of adjustment and orientation for new employees. Employees who successfully complete the probationary period will be recommended to the superintendent for advancement to regular employee status. Seniority shall not accrue during probation.

The service of a probationary period shall not, of itself, prevent an employee from being promoted to a higher job classification, provided such promotion is recommended by the employee's immediate supervisor or administrator in charge. Recommendations for promotion shall be submitted to the superintendent for approval.

If an employee is promoted during the probationary period, the probationary period for the class or position to which he or she is promoted shall begin with the date of appointment to such position.

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At any time during a probationary period an employee may be separated from service at the discretion of the superintendent. Employees shall be informed of the reasons for such separation, and whether such separation is with or without prejudice to any subsequent application for employment.

### **SAFETY**

#### **POLICY GBE**

The Board authorizes the superintendent to take appropriate means to provide for the health and safety of all employees while engaged in the performance of their duties.

All employees will be trained to recognize and to respond appropriately to the presence of hazardous materials, lockdown and evacuation procedures. All ESD employees are encouraged to maintain a valid first aid card. First aid classes will be sponsored by the ESD and costs for employees for first aid training will be covered by the ESD.

### **SEXUAL HARASSMENT**

#### **POLICY JBA/GBN**

The Board is committed to the elimination of sexual harassment in ESD programs and activities. Sexual harassment is strictly prohibited and shall not be tolerated. This includes sexual harassment of students, staff members, or third parties on or immediately adjacent to ESD property, at any ESD-sponsored activity, on any ESD-provided transportation or at any official ESD bus stop by other students, staff members, Board members or third parties. "Third parties" include, but are not limited to, volunteers, parents, visitors, service contractors or others engaged in ESD business, such as employees of businesses or organizations participating in cooperative work programs with the ESD and others not directly subject to ESD control at ESD competitions or other ESD events. "ESD" includes ESD facilities, ESD premises and non-ESD property if the student or staff member is at any ESD-sponsored, ESD-approved or ESD related activity or function, such as field trips or athletic events where students are under the jurisdiction of the ESD or where the staff member is engaged in ESD business. The prohibition also includes off duty conduct which is incompatible with ESD job responsibilities.

### **STAFF COMPLAINTS**

#### **POLICY GBM**

The Board recognizes the need to provide for the orderly resolution of any complaints arising out of a purported violation, interpretation or inappropriate application of ESD policies or administrative regulations. An employee who feels he/she has a complaint shall follow the steps outlined in the administrative regulation.

The Board guarantees that there shall be no reprisals against any employee utilizing the complaint procedures, or an interested party thereto, by the Board or any employee of the ESD. Nothing in this policy shall be interpreted to preclude the complainant from referring the complaint through the judicial system.

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### **STAFF ETHICS**

#### **POLICY GBC**

As an employee of HESD you are expected to understand and abide by the rules and regulations that define ethical behavior.

### **STUDENT INFORMATION – WHAT’S CONFIDENTIAL – WHAT’S NOT**

#### **POLICY KBA**

Directory information is personally identifiable information from the educational records of students. The following categories are designated as directory information and may be made public, except as prohibited by the parent in writing:

- Student’s name, parent names
- Residential address and listed telephone numbers
- Date and place of birth
- Participation in sports activities
- Height and weight of athletic team members
- Illness or accident information as required in health and safety emergencies
- Degrees or awards received

However, no information shall be released without administrative authorization. No detrimental information will be released and no information should be given over the telephone. All other information contained in a student’s file is considered confidential.

### **TOBACCO-FREE ENVIRONMENT**

#### **POLICY GBK/JFCG/KGC**

To be consistent with Oregon law and ESD curriculum the use, distribution or sale of tobacco products or inhalant delivery systems by staff and all others is prohibited on district premises, in any building or facility, on district grounds, including parking lots, in any vehicle owned, leased, rented or chartered by the district, school or public charter school and at all school-sponsored activities.

### **WORK CALENDAR**

#### **POLICY IC/ICA**

A calendar for the school year for ESD personnel shall be adopted annually upon recommendation of the superintendent with the approval of the Board.

Standard contract days for licensed ESD personnel will be 192 days.

The work calendar shall designate all work days, legal holidays and in-service days, if any, and shall be designed in consultation with the individual employee. If at any time during the contract year it is determined to be in the best interest of the ESD to adjust an employee’s calendar, such adjustment may be made upon approval of the superintendent.

Early Childhood Center staff operate under a calendar that is created yearly by ECC Administration.

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### **Payroll Office**

#### **ASSOCIATED PAYROLL COSTS**

##### **POLICY GDBC/GCBC**

The ESD Board may, at its discretion, provide insurance for ESD employees. Such insurance will be provided in compliance with the current Board Policy. When insurance is provided at ESD expense, the carrier will be selected by the Board. Selection will be made annually with consideration given to service, cost and the program provided. Any staff member who can verify that they have health insurance under a different means may elect to “opt out” of health insurance coverage and receive a monthly amount approved by the board. Employees who elect to keep any component of health insurance coverage (medical, dental or vision) will not be eligible for the “opt-out” funds.

All classified personnel employed for half-time or more will be eligible for coverage under ESD-provided insurance programs. Coverage will be prorated.

ESD employees will cease to be eligible for ESD-paid insurance programs on the last day of the calendar month in which eligible employment is terminated. Employees eligible at the close of the school year who have been rehired for eligible employment the following school year will be considered eligible during the interim. Employees who have resigned shall lose ESD-paid insurance programs effective at the time of resignation.

Part-time employees of the ESD whose services are required for at least 20 hours per week shall be eligible for one-half of the medical and dental insurance benefits the Board may provide.

New non-contracted employees shall be advised of such medical and dental insurance benefits and shall become eligible for such benefits on the first day of the calendar month following receipt of such employee’s first payroll check.

Failure to Qualify – Employees will be removed from the group receiving such benefits at the end of the month in which they fail to qualify as a regular full-time employee or half-time employee or become ineligible by reason of termination of employment, retirement, expiration of authorized leave of absence or other causes.

#### **DEDUCTIONS**

##### **POLICY DLB**

Employees of HESD shall be subject to payroll deductions in accordance with State and Federal regulations where applicable. Such deductions shall include the following, except when State and Federal regulations exclude employees from such deductions.

State and Federal taxes

Social Security under provisions of the Federal Insurance Contribution Act

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Public Employees Retirement System (PERS) - 6% PERS paid by employer beginning 2022-2023

Workman's Compensation Insurance

Unemployment

State Transit Tax

Paid Family Medical Leave Insurance

### **DESIGNATED PAID HOLIDAYS**

#### **POLICY GCBE/GDBE**

The designated paid holidays are as follows: New Year's Day, Memorial Day, Labor Day, Veteran's Day, Thanksgiving Day and Christmas Day. (12 month employees also include 4<sup>th</sup> of July).

### **EVALUATIONS**

#### **POLICY GCN/GDN**

Classified Staff – There will be an ongoing appraisal of all classified staff performance which will include, but not limited to, the ability to carry out the specific job assignments. All classified employees will be formally evaluated by their immediate supervisor at least twice during their first year of employment and at least once a year thereafter. All written evaluations must be signed by the employee and the employee's immediate supervisor or administrator in charge. A copy of the written evaluation must be given to the employee, and a copy must be maintained in the personnel files of the ESD.

Licensed/Contracted Staff – Evaluation of licensed/contracted staff shall be conducted to conform with applicable Oregon Revised Statutes. Teachers' evaluations shall be customized based on collaborative efforts and include the core teaching standards adopted by the State Board of Education.

### **JOB DESCRIPTIONS**

#### **POLICY GAB**

Job descriptions serve: 1) to describe all essential functions that the individual who holds the position must be able to perform unaided or with the assistance of a reasonable accommodation; 2) to describe attendance standards; 3) to help applicants determine the qualifications needed to fill a position; 4) to help district administrators in the evaluation of the employee's performance of position responsibilities.

Job descriptions will be reviewed annually. Job descriptions will be approved by the superintendent and may be presented to the Board for a resolution rescinding job descriptions that have been replaced and accepting new ones.

### **LEAVES AND ABSENCES**

#### **POLICY GDBD/GCDB**

##### *LEAVE OF ABSENCE WITH PAY*

A regular full-time employee, upon application in writing and upon approval of the superintendent, may obtain leave of absence with pay under the conditions of this section and as provided by Oregon law. A

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regular employee is defined herein as any employee of the ESD whose conditions of employment require full-time service to the ESD at least eight school months in any school year. Employees whose employment with the ESD is temporary or otherwise conditional or as defined in ORS 342.815(7) and (9) ordinarily shall not be considered as regular employees.

### *PERSONAL ILLNESS AND INJURY LEAVE (SICK LEAVE)*

Sick leave entitlement for personal illness/injury will accrue at the rate of one day (eight hours) per month employed as provided by Oregon Revised Statutes. Personnel who have accumulated sick leave during employment in another district or public agency shall, upon verification be allowed to transfer up to 75 days to this ESD. However, the accumulation shall not exceed that carried by the most recent employing district. Sick leave may be used in one hour increments and a full day absence will require eight hours of sick leave. In accordance with state law, this leave will accumulate without limit.

### *PAID LEAVE OREGON (NEW)*

Paid Leave Oregon is a new program that allows employees in Oregon to take paid time off for some of life's most important moments. Employees can take time off for three different kinds of life events:

Family leave:

- To care for a family member with a serious illness or injury
- Birth of a child
- Bonding with a child
  - In the first year after birth
  - After adoption
  - When they're placed in your home through foster care

Medical leave: To care for yourself when you have a serious health condition

Safe leave: For survivors of sexual assault, domestic violence, harassment, or stalking.

This is a state requirement and will be processed through American Fidelity Equivalent Plan.

### **NEW EMPLOYEE ONBOARDING**

Upon acceptance of a contract to work for the ESD or ECC you will receive a phone call from HR to schedule an appointment to do onboarding. There are several items that will need to be addressed prior to the issuance of ESD owned equipment, building keys, and email account access. All employees are required to attend an orientation session at the prospective building that they are assigned to work at. Onboarding will include, but is not limited to the following:

- Tour of facilities
- Vehicle check out procedures, gas card use, and location
- Completion of all "new employee" paperwork
- Safe Schools "new employee" trainings as assigned
- Safe Schools PACE required "internet safety" trainings as assigned

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### *JURY DUTY*

Upon receiving notice, any regular employee shall be granted a leave of absence with pay for service upon a jury. Pay for jury duty, exclusive of travel and other expenses, is deducted from that employee's next regular check, unless jury duty payment is turned into HESD.

### *COURT APPEARANCES*

Employees who appear before a court, legislative committee, or other judicial or quasi-judicial body as witness in response to a subpoena or other direction by proper authority shall be granted leave for such appearance, provided that the salary paid to such employee shall be reduced by an amount equal to that received by such employee as witness fees.

### *PERSONAL LEAVE*

At the discretion of the Department Supervisor, up to three days leave of absence may be granted for personal, legal business, household or family matters which require absence during working hours. Arrangements for personal leave must be arranged and approved by the person's direct supervisor before taking such leave. Personal business leave ordinarily will not be approved to extend regular vacations or holiday periods. Unused personal leave is not cumulative from one year to the next and is automatically canceled upon termination of employment. Personal leave may be used in one hour increments and a full day absence will require eight hours of personal leave. In no circumstance shall unused personal leave become a benefit payable in cash.

### *BEREAVEMENT*

Employees shall be allowed five days excused absence with full pay for critical illness or death in the immediate family. The immediate family includes the employee's husband, wife, children, parents, and grandparents. Bereavement leave may be used in one hour increments and a full day absence will require eight hours of bereavement leave. Bereavement leave does not accrue from year to year. In no circumstance shall unused bereavement leave become a benefit payable in cash.

### *SPECIAL LEAVE*

At the request of the superintendent, personnel may be required to attend training sessions and other types of in-service and extension programs. Required attendance shall be at the expense of the district. Optional attendance expenses shall be determined and approved prior to leave granted for such purposes.

### *LEAVES OF ABSENCE WITHOUT PAY*

A regular full-time employee, upon application in writing and upon approval of the ESD Superintendent and the Department Supervisor, may obtain leave of absence without pay for a period not to exceed one year, except as provided in ORS 236.040, ORS 408.240, and ORS 652.250. A regular employee is defined herein as an employee of the ESD whose service is required as a part of programs or services provided by the ESD, when such services are a part of those services the ESD normally offers to schools or other agencies by resolution, contract, or other legally binding agreement the Board may enter into. A full-time employee is defined herein as an employee whose service to the ESD is required for a normal

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work week 10 months of the fiscal year, excluding accrued vacation time when applicable. However, licensed personnel assistants whose employment is full-time for nine months or more shall be considered full-time employees. Employees whose employment with the ESD is temporary, part-time or otherwise conditional ordinarily shall not be considered as regular employees.

All applications must include the effective date of the leave and the date on which the leave will terminate. Applications shall be submitted to the superintendent no later than 90 days prior to the date the leave is to become effective.

If the leave of absence expires at the end of the school year, the employee shall notify the superintendent on or before April 1 preceding the date of his/her intended return to service. Such notification shall be in writing and signed by the employee.

Failure to notify the superintendent of the employee's intent to return to service shall constitute evidence of non-return to service and shall be considered just cause for dismissal.

### **LICENSE**

#### **POLICY GCA**

Education specialists who are employed by HESD shall hold a current Oregon teacher's license with subject matter norms appropriate to their specialty. Specialists shall be required to comply with rules and regulations as established by the Oregon Department of Education, the Board of the Education Service District, the Teacher Standards and Practices Commission, and as prescribed by Oregon law.

Other contracted employees are required by the Board to hold a current Oregon license appropriate to the employee's position with the ESD.

### **MEMBERSHIP IN PROFESSIONAL ORGANIZATIONS**

#### **POLICY GCBD/GDBD**

HESD employees may be granted special leave when the employee's membership in a professional organization requires leave to attend conferences or to perform duties associated with such membership. Such leaves ordinarily will not be approved unless attendance at such conferences has a direct relationship to the employee's service to the ESD.

### **MILITARY LEAVE OF ABSENCE**

#### **POLICY GCBDE/GDB**

The ESD will grant military leave to employees on duty with a uniformed service in accordance with applicable state and federal law. Employees requesting military leave are required to provide written notice as soon as practicable following notification of military call up or reservist duty, unless precluded by military necessity.

Military leave exceeding 15 days is unpaid leave. Employees may use any accrued vacation or similar leave during the period of service exceeding 15 days.

While on military leave, the employee will receive the same benefits as other employees on leave. An individual re-employed under this policy is entitled to the seniority and other currently existing rights

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and benefits the individual had when service started, plus the additional seniority and similar rights and benefits that would have been accrued if employment had been continuous.

### **OVERTIME**

#### **POLICY GDKA**

Overtime is defined as time spent working over 40 hours in one week. A week is defined as seven (7) consecutive days covering Monday through Sunday. ORS 279.340 states, "If budgeted funds are not available for the payment of overtime, such overtime shall be allowed in compensatory time off at not less than time and a half for employment in excess of 40 hours in any one week."

HESD does not budget funds for payment of overtime. The superintendent must review and approve any requests for overtime in advance. Compensatory time off earned as a result of approved overtime must be scheduled with the superintendent's approval. Compensatory time accrued as a result of absences may be denied.

Employees who feel they are unable to complete their work requirements within the 40-hour workweek should contact their supervisor to discuss remedies.

### *WORK WEEK*

The work week for HESD begins at midnight on Sunday and concludes seven days later at midnight on Saturday.

### **PAYDAY SCHEDULE**

#### **POLICY DLA**

Payday for employees of Harney ESD is on the 25<sup>th</sup> of each month or the last working day prior, if the 25<sup>th</sup> lands on a weekend and/or holiday.

Time sheets for all employees are due on the 20<sup>th</sup> of each month. It is your responsibility to see that time sheets are a true reflection of all time worked.

### *DIRECT DEPOSIT*

Employees may have their payroll check deposited directly to their designated checking accounts each month. Employee accounts are credited on payday – **check with your bank for details**. Contact the Business Office for more information on direct deposits. **Also, notify the Business Office if your banking information changes.**

### **PERSONNEL FILE**

#### **POLICY GBL**

An official personnel file will be established for each person employed by HESD. Personnel files will be maintained in a central location.

The superintendent will be responsible for establishing regulations regarding the control, use, safety and maintenance of all personnel records. Employees will be given a copy of evaluations, commendations, complaints and written disciplinary actions to be placed in their personnel file. All charges resulting in

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disciplinary action shall be considered a permanent part of the teacher's personnel file and shall not be removed for any reason. Employees may submit a written response to any material placed in their personnel file.

Except as provided below, or required by law, HESD employees' personnel records will be available for use and inspection only by the following:

1. The individual employee. An employee or designee may arrange with the personnel office to inspect the contents of his/her personnel file on any day the personnel office is open for business;
2. Others designated in writing by the employee;
3. The controller or auditor, when such inspection is pertinent to carrying out his/her respective duties, or as otherwise specifically authorized by the Board. Information so obtained will be kept confidential. No files will be removed from their central location for personal inspection;
4. A Board member when specifically authorized by the Board. Information will be kept confidential.
5. The superintendent and members of the central administrative staff;
6. ESD administrators and supervisors who currently or prospectively supervise the employee;
7. Employees of the personnel office;
8. Attorneys for the ESD or the ESD's designated representative on matters of ESD business.

The superintendent may permit persons other than those specified above to use and to inspect personnel records when, in his/her opinion, the person requesting access has a legitimate official purpose. The superintendent will determine in each case the appropriateness and extent of such access.

Release of personnel records to parties other than those authorized to inspect them will be only upon receipt of a court order.

### *Professional Development*

The Board and HESD feel strongly about continued professional growth for all employees. Professional growth experiences may include college courses, workshops and conferences, curriculum day activities and other job related training. (Policy GCL)

### **INSERVICES**

In recognition of the need for non-contracted personnel to keep abreast of new developments in their career field and to develop increased job skills, the Board may establish an in-service training

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requirement as a condition for continued employment. In-service training may apply to all regular full-time non-contracted staff employed by the ESD and other employees designated by the Board. (Policy GDL)

### **STAFF DEVELOPMENT - LICENSED**

Continual work toward professional growth will be expected of all licensed staff members. Requests for release time for attendance at meetings or conferences may be approved as deemed appropriate by the superintendent.

Completion of continuing professional development (CPD) requirements, as set forth in OAR Chapter 584, Division 090 by the Teacher Standards and Practices Commission (TSPC) for license renewal, are the sole responsibility of the employee. The selection of the employee's CPD adviser shall be subject to approval by the individual's supervisor. (Please refer to Policy GCL for the entirety of Policy).

### **TUITION REIMBURSEMENT**

Full-time licensed and classified employees may be allowed up to \$1,400 per year for tuition and book costs with prior approval of the superintendent.

Part-time (.5 full-time equivalent (FTE)) and above licensed employees, will be prorated to their FTE. Prior approval from the superintendent is required. (Policy GCLA,GDLA)

Exceptions to this policy may be revised dependent upon funding availability to address statewide issues such as staff shortages.

### *Travel Expenses/Reimbursement*

HESD employees who are approved to travel in connection with official ESD business will be reimbursed for meals, lodging and travel at the approved per diem rate consistent with Internal Revenue Services (IRS) requirements. (The approved per diem rate will be reviewed as a part of each regular budget cycle to assure that current costs are reflected by these rates.) The use of the ESD Visa charge account will be limited to the superintendent and designated administrators (department heads). (Policy DLC)

### **LOCAL MEETINGS**

If an employee is required by his/her employment to be absent from home during a regular meal hour, reimbursement may be claimed at the regular per diem approved rate for that meal(s). Employees will be reimbursed by submitting a written request and receipts. (Policy DLC)

### **LODGING AND MEALS**

A flat per diem reimbursement for meals and lodging may be applied to all approved overnight travel in the interest of the ESD. The current per diem rate is \$16.00 for breakfast, \$19.00 for lunch and \$28.00 for dinner/ \$68.00 per day. (Policy DLC)

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### **MILEAGE**

Contracted employees whose regular employment requires travel in connection with official business may use an ESD-owned vehicle, if available, or furnish their own transportation and request reimbursement at the approved current IRS mileage at half the rate. Harney ESD employees will be reimbursed at the current IRS mileage rate for all business miles driven in the event that an ESD-owned vehicle is not available. If necessary and to the advantage of both the ESD and the employee, an employee may use their own vehicle for work-related travel and be reimbursed at one-half the total miles traveled (See Vehicle Use Policy EEAB). Employees shall submit monthly requests for reimbursement showing the number of miles traveled and destination. (Policy DLC)

### **SPECIAL MEETINGS**

When meetings, workshops or seminars are held in special hotels or motels at which the lodging rate exceeds those per diem costs set forth by the Board, actual costs will be reimbursed with prior approval of the superintendent. Breakfast, lunch and dinner expenses which are a part of the conference registration package and exceed the per diem rate will be reimbursed with prior approval. Employees will be reimbursed the approved costs exceeding per diem rates by presenting a written request with receipts to the business office. (Policy DLC)

### **TRANSPORTATION**

Employees who are required to operate ESD vehicles shall operate such vehicles in accordance with all rules and regulations as may be adopted by the Board and as provided by state and federal laws.

1. Drivers of ESD-owned vehicles shall hold necessary licenses, certificates or other credentials as deemed necessary by the Board or as may be required by state or federal law. The revocation or suspension of such license or credential may be considered just cause for dismissal.
2. Drivers of ESD-owned vehicles shall observe the “basic rule” as interpreted in Oregon Administrative Rules (OAR), Chapter 581, Division 053-015 of the Oregon Department of Education.
3. Drivers of ESD-owned vehicles are responsible for any fines incurred as a result of speeding, illegal parking, reckless driving, et cetera. (Policy GDE)

### **TRAVEL ADVANCES**

Employees may request a travel advance payment based upon approved per diem rates by submitting requests one week in advance of travel. (Policy DLC)

### **VEHICLE USE POLICY**

The ESD keeps a fleet of E-Plate vehicles to be used in ESD delivery of service to our component school districts and for professional work. In order to effectively assign these vehicles and efficiently maintain this investment, the ESD has developed the following policy:

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- Vehicles are to be scheduled, prior to use, through the assigned ESD clerk and/or on the Vehicle-Use Calendar by signing up on the calendar and specifying the destination and approximate returning.
- E-Plate vehicles are to be driven by ESD Employees only. Transportation of non-ESD employees is allowed if for business reasons or as otherwise approved by the Superintendent.
- Priority for vehicle use will be given to employees traveling the longer distance, for out-of-county travel, or for employees traveling over mountain passes in winter conditions.
- It is expected that vehicles will be returned in the same condition in which they were found. Please clean out all garbage, personal belongings and vacuum the vehicle upon return. A vacuum cleaner is conveniently located at the front of the warehouse building.
- In the event that an E-plate vehicle is already scheduled but is then required for longer distance travel, the requesting employee must notify of the “bumping” and schedule change as a courtesy to the prior requestor.
- In the event that all E-Plate vehicles are in use, ESD employees may use their personal vehicle.
- ESD Board policy EEBB - Use of Private Vehicles for ESD Business states: “Staff members who are required to use a personal vehicle on ESD business will be reimbursed at the current IRS mileage at half the rate...”.
- ESD policy and insurance allow for spouse/family members to accompany ESD employees in an E-Plate vehicle with the prior approval of the superintendent.
- ESD policy allows for mileage reimbursement for the use of a private vehicle when the employee is combining personal and professional travel, with the prior approval of the superintendent.
- ESD policy allows for one-way mileage reimbursement when an ESD employee, in the course of personal travel, performs a service for ESD, with the prior approval of the superintendent.
- ESD employees are responsible to return E-Plate vehicles refueled for the next driver. ESD provides a government gas credit card for individual E-Plate vehicles.
- ESD employees are responsible for removing all personal belongings, food and debris as a courtesy to the next driver.
- ESD employees are responsible to report any maintenance concerns to the assigned clerk.
- Smoking is not permitted in any E-plate government vehicle provided by ESD.

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- All drivers operating ESD E-plate government vehicles shall use seat belts. Failure to do so is grounds for dismissal.

Vehicles are purchased to facilitate the service delivery of the various ESD programs including special education, early childhood, instructional support and technology. These vehicles are insured and maintained from General Fund monies. It is the objective of the Board and the administration to provide economical, efficient and safe means of travel for our ESD service providers. (Policy EEAB)

### *Misc. Information*

#### **BUILDING SECURITY**

When leaving the building or other work areas at the end of the day, employees are expected to turn out the lights and secure all doors(push on them to make sure they are latched closed).

#### **BUSINESS CASUAL DRESS CODE**

HESD expects employees to dress appropriately in business casual attire. Our goal is to provide a workplace environment that is comfortable and inclusive for all employees. We expect that your business attire, although casual, will exhibit common sense and professionalism. Tee shirts, sweatshirts and casual jeans (frayed, baggy, holey) are not considered casual business attire. Please do not wear anything that other employees might find offensive or that might make coworkers uncomfortable. On board meeting days, and days when professional development opportunities are happening, it is expected that staff will dress more formally.

Employees are expected to demonstrate good judgment and professional taste. Even in a business casual work environment, clothing should be clean and unwrinkled. Torn, dirty, or frayed clothing is unacceptable. Clothing that has the company logo is encouraged. Sport teams and university clothing is also acceptable. These items should be reserved for Fridays and special occasions.

We will deal with employees who dress inappropriately on an individual basis rather than subjecting all employees to a more stringent dress code for appropriate business attire.

#### **EXERCISE ROOM**

HESD encourages staff to take care of themselves physically and mentally. To this end we have created exercise rooms that are available for your use. As long as you are in the building, other members of your immediate family are welcome to use the equipment. No children under the age of 12 are allowed to use the equipment and must be supervised at all times. Please follow all safety guidelines and ask for assistance if you don't know how to use a piece of equipment. Use of the exercise room and equipment is at your own risk. Please be sure to clean the equipment after use.

#### **PERSONAL PROPERTY**

Personal property is the responsibility of each employee. Security will be significantly improved by placing valuable items in locked areas and out of immediate sight. Purses should never be left unsecured. HESD will not be responsible for the loss or damage to personal property due to such causes as fire, theft, accident or vandalism.

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### **INCLEMENT WEATHER**

Weather in Harney County can change rapidly and differ throughout the region. Please be sure to check weather conditions/forecasts prior to heading out to schools. In the event that weather is unsafe for travel staff can choose to work remotely (per supervisor approval) or take leave. Use your personal judgement when making decisions in regards to traveling to and from work. Travel to work and leave when you feel safe to do so. Please notify your supervisor and Katie (ESD employees). Please note this on your time sheet and, if working remotely, note in the comment section the work completed.

### **STAFF HEALTH/SAFETY/MAINTENANCE**

The Board authorizes the superintendent to take appropriate means to provide for the health and safety of all employees while engaged in the performance of their duties. (Policy GBE)

In the event that you need maintenance done please complete the Maintenance Form located in Google Drive. Staff are expected to work within the limits of their physical capabilities and request assistance when needed.

### **HESD MEETING ROOM**

The HESD meeting room is available during regular business hours for educational training(s). The employee that organizes the training(s)/event is responsible for the set-up and take down of the meeting room(s), and clean up at the conclusion of the training (sweeping, taking out the trash, etc.). If it is a multiple day training/event, then the trash needs to be emptied each day at the conclusion of the training/event.

### **STAFF ROOMS**

All staff room sites should be kept neat and orderly at all times. This is a responsibility shared by everyone. Pop cans and water bottles are to be placed in the recycle bin. Employees are responsible for keeping their personal cups and other dishes and utensils washed and off the countertop.

### **SAFE SCHOOLS REQUIRED YEARLY TRAINING**

Employees are required to complete yearly training through [SAFESCHOOLS](#). This program is part of our insurance package through PACE and allows us to meet local, state and federal requirements. Currently Janet Caldwell at Harney ESD monitors completion of required training. Contact Janet at [caldwelj@harneyesd.k12.or.us](mailto:caldwelj@harneyesd.k12.or.us) if you need assistance. Please be reminded that this is a condition of employment.

### **INTERNET SECURITY/EMAIL ACCOUNT PROCEDURES**

Your privacy and security while using technology is of utmost importance. We have filters in place to help avoid phishing and cyber attacks. You are required to complete cybersecurity training in order to obtain and keep an ESD email account. During the year the ESD Technology Director may provide additional training and simulations in order to help protect your privacy. If you have any questions please feel free to reach out to the ESD Technology Department. [Technology Help Desk](#)

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### **Acknowledgment of Receipt and Understanding**

I acknowledge that I have received, read, and understand the HESD Employee Handbook. I agree to comply with the policies and procedures outlined in this handbook. I understand that this handbook is not a contract of employment and that policies and procedures may be changed as needed. If I have concerns or need clarification I will contact my supervisor.

By signing below, I certify that I have read and understood the contents of the Staff Handbook.

**Employee Name (Printed):** \_\_\_\_\_

**Employee Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Please sign and return to Keely Randall within one week of receiving.