



# 2016-2017 *EMPLOYEE HANDBOOK*

302 MAIN STREET  
PO BOX 89  
NELIGH, NE 68756  
OFFICE 402-887-5041  
FAX 402-887-4604

*Central Learning Center*  
402 P Street  
PO Box 89  
Neligh, NE 68756  
402-887-5559

*Eastern Learning Center*  
300 West Eisenhower  
PO Box  
Norfolk, NE 68702  
402-371-3454

*Central Learning Center South*  
212 Main Street  
PO Box 89  
Neligh, NE 68756  
402-887-5041 ext 1246

*Western Learning Center*  
520 East Clay Street  
P.O. Box 508  
O'Neill, NE 68763  
402-336-3707

# Administration and Departments of Educational Service Unit 8

<b>Administrator</b>	Bill Mowinkel
<b>Assistant Administrator / Nursing / Professional Development</b>	Jill Bates
<b>Business Manager</b>	Elleah Wiebelhaus
<b>Director of Special Education</b>	Ruth Miller
<b>Production and Media Services</b>	Molly Aschoff
<b>Psychology Coordinator</b>	Cathy Fiala
<b>Speech/Language Coordinator</b>	Sheila Kropp
<b>Technology Coordinator</b>	Brent Pickrel
<b>Facility Manager</b>	Darrel Sorensen

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## I. INTRODUCTION

The purpose of this document is to give employees some guidelines and to communicate information regarding general working conditions at ESU 8. It is not intended to be binding and the Administrator of the Unit may modify, delete or clarify the information at any time. Complete organization guidelines can be found in the ESU 8 Board Policies.

## II. ORGANIZATION OF SERVICE UNIT 8

### ***A. Board of Educational Service Unit 8***

The Board of ESU 8 is the policy-making body. They will also see that all mandatory laws shall be carried out. The Board of Directors meet on the third Monday of each month.

### ***B. Administration of the Unit***

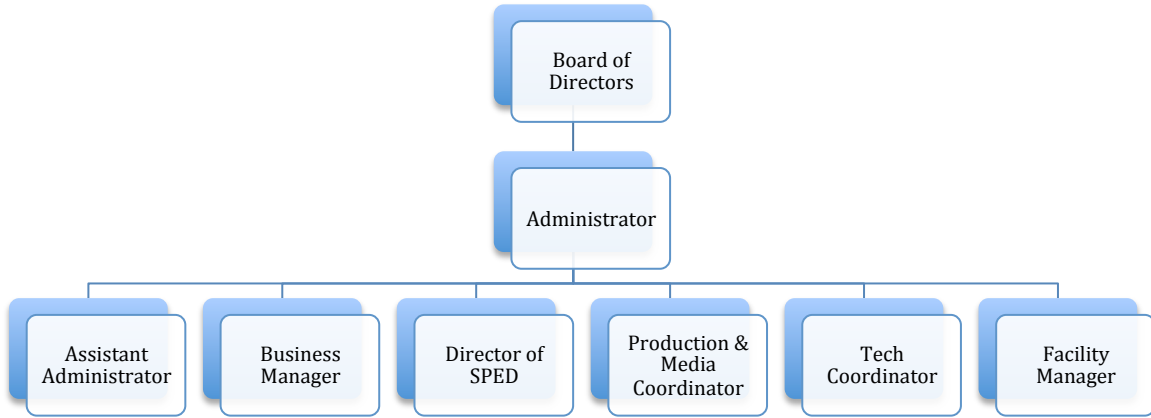
ESU 8 employs an Administrator who is responsible for the overall leadership of the Unit. The Administrator implements the budget according to the Board of Directors. The Administrator is responsible for the implementation of all Board policies.

### ***C. Department Coordinators***

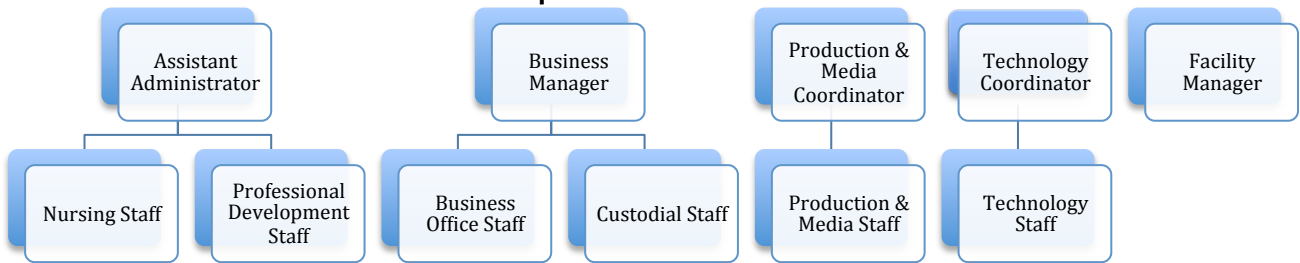
Each Department of ESU 8 has a designated coordinator who is responsible for the coordination of their respective department. The Department Coordinators are the first contact for Unit employees for decisions or problems that may arise. In reviewing the organization of ESU 8, employees who have a problem should follow the chain of command.

**D. Governance of Unit**

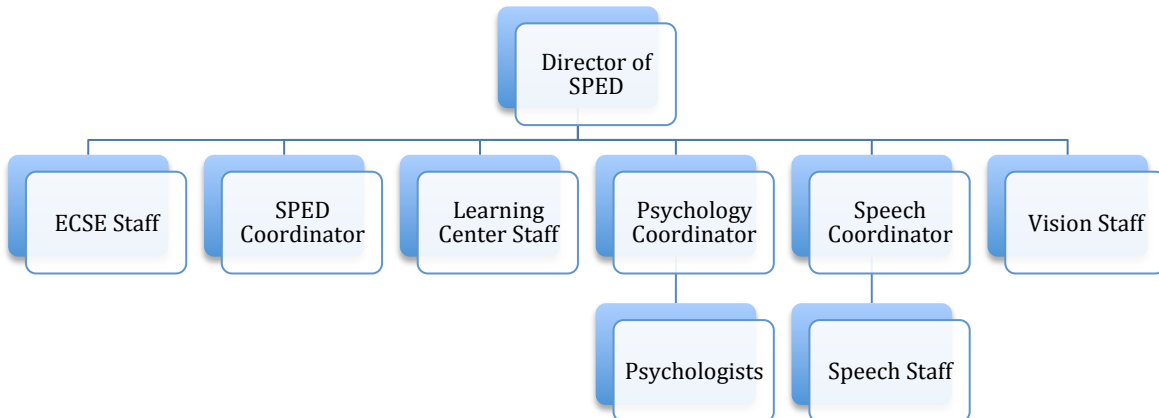
**Department Coordinators**



**Department Staff**



**SPED Staff**



### III. WORKING CONDITIONS

#### ***A. Individual Responsibility***

Each individual employed by ESU 8 is responsible for following all approved policies. The Administration of ESU 8 is responsible for the organization and implementation of all policies.

#### ***B. Workweek***

The workweek for staff members is directly related to the full-time equivalency of their contracts. Initial work schedules will be planned with the Department Coordinator. As a general rule, salaried staff members must be in the Learning Centers or their assigned location at 8:00 A.M., and will remain on duty at the building until at least 4:00 P.M. Itinerant staff members will follow the workday schedule of their assigned school. Hourly employees will follow the daily schedule of their assigned location. Each employee is expected to report to work on time and every day that his or her place of employment is in operation. While the employee's place of residence is not a condition of employment, neither is it a justification for not reporting to work in a timely and regular manner.

#### ***C. Attendance and Punctuality***

Regular attendance and punctuality contribute greatly to the effective operation of all programs. ESU 8 stresses the importance of developing efficient work habits that serve as indicators of employee dependability and value. There are times when illness or other reasons make it necessary to be absent. Prompt reporting of an absence permits supervisors to plan accordingly, thus reducing problems related to absenteeism.

All employees must notify their assigned school and their supervisor immediately of any absences.

If an employee anticipates being late for work, he/she should notify the appropriate supervisor and/or school and indicate the expected time of arrival at his/her workstation. Repeated or chronic tardiness to work is considered unacceptable conduct and is grounds for discipline, suspension or dismissal.



## IV. COMPENSATION AND TERMS OF EMPLOYMENT

### *A. Certified/Nursing Staff Members*

#### 1. Salary

**a. Salary Schedule.** The salary schedule for certified employees shall consist of 4% vertical increments for years of experience and 5% horizontal increments for each nine hours of approved educational credit beyond the Bachelor's Degree. The salary schedule for registered nurses shall consist of 25¢ per hour vertical increments for years of experience.

**b. Base Salary.** The base salary for the 2016-2017 contract year shall be \$35,500. The base salary for registered nurses for the 2016-2017 contract year shall be \$19.95 per hour.

**c. Initial Placement.** The maximum years of prior experience allowed for newly hired employees for initial placement on the salary schedule shall be five years unless the ESU 8 Board approves additional years of experience. When hiring, the Board may deviate from the salary schedule if it is necessary because of a shortage in certain areas.

**d. Movement on Schedule.** An employee may move up to a maximum of two horizontal steps for education attainment on the salary schedule from September 1 to August 31 of the following year.

**e. Filing of Transcripts.** To move horizontally on the salary schedule, employees must furnish an official college transcript to the Business Manager before September 1<sup>st</sup> of the contract year. Salaries will be computed and contracts issued on the basis of approved credit hours completed by March 15<sup>th</sup> of the prior contract year. The Board will adjust the salaries and employee contracts at the September Board meeting to reflect additional hours of credit completed after the contract was initially issued.

**f. Administrative Increment.** Those administrators and department coordinators who are paid on the salary schedule and

have three or more employees under their direct supervision shall receive an additional payment of 5% of the current base salary.

**g. Longevity Incentive.** Those employees who have been employed with ESU 8 for 20 consecutive years and are frozen at the bottom of the salary schedule for two consecutive years will, on that second year, qualify for an incentive payment based on a percentage of the base salary. That incentive payment will be added to the employee's annual salary and paid to the employee as part of their monthly compensation.

## **2. Fringe Benefits**

The Unit will provide full-time employees \$1,100 per month to be applied, at the employee's designation, to the payment of premiums for Educators' Health Alliance Blue-Cross/Blue-Shield Group Health Insurance Plan or as a cash option. ESU 8 employees are required to provide proof of insurance coverage if they do not enroll in at least single health coverage through the Educator's Health Alliance Blue-Cross/Blue-Shield Group Health Insurance Plan. If such proof of coverage is not provided, the employee will be enrolled in single coverage at the lowest premium amount and the employee's fringe will be utilized to pay for such premium. The contribution for part-time employees will be prorated based on the percentage of their employment. New employees become eligible for fringe benefits on a prorated basis.

## **3. Leaves**

**a. Sick Leave.** Full-time employees will receive eleven days of sick leave per contract year with one day to be deducted for the Catastrophic Leave Bank. Each employee's unused sick leave will be credited toward a maximum accumulation of forty-five days. Part-time employees' sick leave will be prorated based on the percentage of their employment. New employees become eligible for paid leave on a prorated basis.

**b. Bereavement Leave.** Full-time employees will receive six days of bereavement leave per contract year. Each employee's unused bereavement leave will be credited toward a maximum accumulation of ten days. Part-time employees' bereavement leave will be

prorated based on the percentage of their employment. New employees become eligible for paid leave on a prorated basis.

**c. Personal Leave.** Full-time employees will receive two days of personal leave. Employees must secure administrative approval in advance before taking personal leave and may not take it immediately before or after a holiday or vacation day. Part-time employees' personal leave will be prorated based on the percentage of their employment. New employees become eligible for paid leave on a prorated basis

**d. Professional Leave.** Employees will receive paid professional leave. Employees must secure administrative approval in advance before taking professional leave.

**e. Flex Day.** All full-time Certified employees will be eligible to submit a flex day request to the ESU 8 Business Office. This will allow an employee to use one banked sick day per year as a personal day. The employees sick leave will be reduced by one day and that time will be added to their personal leave balance. All part-time employees will receive a prorated amount of flex day benefits.

#### **4. Grievance Procedure**

The grievance procedure shall be the one approved in ESU 8 Board policies.

#### **5. Calendar**

The calendar will be established by the ESU 8 Board of Directors.

#### **6. Mileage and Approved Expenses**

Approved mileage will be reimbursed at the rate set by the Board from an assigned central home base. All approved expenses will be reimbursed to employees.

### ***B. Non-Certified Staff Members***

#### **1. Salary**

- a. **Salary Schedule.** The salary schedule for non-certified employees shall consist of 3.5% increase per hour for vertical increments for years of experience and 2.5% increase per hour for horizontal increments for each 30 hours of approved educational credit beyond the GED.
- b. **Base Salary.** The base salary for the 2016-2017 contract year shall be \$9.25 per hour.
- c. **Initial Placement.** The maximum years of prior experience allowed for newly hired employees for initial placement on the salary schedule shall be five years unless the ESU 8 Administrator approves additional years of experience.
- d. **Longevity Incentive.** Those employees who have been employed with ESU 8 for 20 consecutive years and are frozen at the bottom of the salary schedule for two consecutive years will, on that second year, qualify for an incentive payment based on a percentage of the base salary. That incentive payment will be added to the employee's annual salary and paid to the employee as part of their monthly compensation.

## 2. Fringe Benefits

The Unit will provide full-time employees \$1,100 per month to be applied, at the employee's designation, to the payment of premiums for Educators' Health Alliance Blue-Cross/Blue-Shield Group Health Insurance Plan or as a cash option. ESU 8 employees are required to provide proof of insurance coverage if they do not enroll in at least single health coverage through the Educator's Health Alliance Blue-Cross/Blue-Shield Group Health Insurance Plan. If such proof of coverage is not provided, the employee will be enrolled in single coverage at the lowest premium amount and the employee's fringe will be utilized to pay for such premium. The contribution for part-time employees will be prorated based on the percentage of their employment. New employees become eligible for fringe benefits on a prorated basis.

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  - c. **Personal Leave.** Full-time employees will receive two days of personal leave. Employees must secure administrative approval in advance before taking personal leave and may not take it immediately before or after a holiday or vacation day. Part-time employees' personal leave will be prorated based on the percentage of their employment. New employees become eligible for paid leave on a prorated basis.
  - d. **Professional Leave.** Employees will receive paid professional leave. Employees must secure administrative approval in advance before taking professional leave.
  - e. **Flex Day.** All full-time Non-Certified employees will be eligible to submit a flex day request to the ESU 8 Business Office. This will allow an employee to use one banked sick day per year as a personal or snow day. The employees sick leave will be reduced by one day and that time will be added to their personal leave balance or utilized as a snow day. All part-time employees will receive a prorated amount of flex day benefits.
4. **Calendar.** The calendar will be established by the ESU 8 Board of Directors.
5. **Mileage and Approved Expenses.** Approved mileage will be

reimbursed at the rate set by the Board from an assigned central home base. All approved expenses will be reimbursed to employees.

6. **Paid Holidays.** All non-certified employees of ESU 8 will receive paid holidays which include: Thanksgiving, Christmas, New Year's Day, Labor Day, and Good Friday. Memorial Day and July 4<sup>th</sup> will be paid to those employees who work twelve months of the year.
7. **Vacation.** Twelve-month employees shall receive ten vacation days for the term of this contract. If either party to this contract terminates the employment relationship during or at the conclusion of the term of this agreement, the employee shall be compensated for each day of unused vacation at the hourly rate and scheduled work hours described above. If the parties continue the employment relationship beyond the next school year, the employee may not carry forward any unused vacation days. In no event shall the employee receive additional days beyond the ten-day accrual cap.
8. **Snow Days.** For the 2016-2017 school year, non-certified hourly employees will be allowed to use two days of paid leave if their place of employment closes for the entire day due to snow.

**C. Compensation**

Salaries are determined through negotiations for both Certified and Non-Certified employees.

**D. Mileage and Expense Claims**

Mileage claims should be mailed or delivered to your Department Coordinator by the last day of each month. Forms are available online.

**E. Substitute Teachers and Paraprofessionals (First-time Hired)**

The Head Teacher of each school should ensure that the ESU 8 Business Office has all of the appropriate forms completed when a substitute is hired for the first time. This information is required before an individual can sub.

**F. Inclement Weather**

Teachers and paraprofessionals working in the Learning Centers will follow the closing policies as established by the Director of Special Education. Whenever possible employees should report to their assigned location.

## IV. TITLE IX, DRUG-FREE and SMOKING POLICIES

### ***A. Title IX and Section 504***

Title IX of the Education Amendments of 1972 prohibits discrimination on the basis of race, color and national origin in any program or activity receiving Federal financial assistance. Section 504 of the Rehabilitation Act of 1973 prohibits discrimination on the basis of handicap in any program or activity receiving Federal financial assistance. These Federal laws require the Board of ESU 8 as the recipient of Federal funds to designate an employee to coordinate efforts to comply with these regulations. The laws also require publicizing the name, office address and phone number of the Coordinator. ESU 8 has designated its Administrator as the Coordinator for Title IX and Section 504.

### ***B. Drug-Free Workplace Policy***

Educational Service Unit 8 is committed to providing an employment environment that is safe and provides appropriate motivation to ensure a creative and productive work force. ESU 8 unequivocally endorses the philosophy that the workplace should be free from the detrimental effects of illicit drugs and alcohol. All ESU 8 employees will be provided with a copy of ESU 8's Board Policy pertaining to a drug-free workplace and will be required to acknowledge receipt of that copy.

### ***C. Smoking Policy***

ESU 8 operates smoke-free facilities.

## V. EQUIPMENT and FACILITIES

### ***A. Use of Equipment, Materials and Supplies***

As a general rule, ESU 8 equipment, materials and supplies are not to be used by employees for personal use. Requests by employees to use equipment or purchase materials or supplies must be approved in advance by the Department Coordinator and/or the Administrator.

### ***B. Use of Facilities***

Use of ESU 8's facilities is primarily for activities sponsored by ESU 8. Requests by others must have Administrative approval to use the facilities. Departments who request and are authorized to use the facilities outside of normal office hours will be responsible for being on site during the activity. Employees may not utilize ESU 8 facilities for personal functions.



## VI. MISCELLANEOUS

### ***A. Purchases***

All purchases must be authorized through a purchase order and must be approved by the Department Coordinator and the Administrator.

### ***B. Committees, Offices and Professional Presentations***

Before agreeing to serve, hold office in professional organizations, and/or make presentations at professional meetings, the employee shall first request permission to be absent from duty and shall follow the guidelines of professional growth, professional leave, and administrative leave.

### ***C. Confidential Information***

All personnel are continually exposed to information about individual students and school systems that is confidential in nature. It is expected that employees will respect this confidentiality as a professional. Do not convey stories or rumors from one school to another, or enter local school problems.

### ***D. Relationship With Local Schools***

Employees will report to the Administrators the first day of school. Employees will submit a work schedule and written reports of projects completed or instruction that has taken place. Employees will always represent ESU 8 in a professional and positive manner. Employees who work in a local school will follow all local school policies. The Administration of the local school is the supervisor when the employee is there. If there are problems at a school, they should be discussed with the employee's designated Department Coordinator. The local school will evaluate the employees' performance annually.

### ***E. Contract Release***

A signed contract is an obligation of two parties. In some cases, if a suitable replacement can be found, the Board can accept a late resignation.