



ABC's of Employment

Washington Northeast Supervisory Union Employment

Open Communication

Washington Northeast Supervisory Union encourages you to discuss any work-related issue you may have with a co-worker directly with that person. If a resolution is not reached, or if you are uncomfortable in addressing the issue directly with the co-worker involved, please arrange a meeting with your administrator to discuss any concern, problem, or issue that arise during the course of your employment. Any information discussed in this meeting is considered confidential within Washington Northeast Supervisory Union administration, except as may be necessary in order to address the problem. Retaliation against any employee for appropriate usage of Open Communication channels is unacceptable and should likewise be reported to your administrator or another member of Washington Northeast Supervisory Union administration as soon as possible. Please remember it is counterproductive to Washington Northeast Supervisory Union for employees to create or repeat rumors or gossip about colleagues or the Washington Northeast Supervisory Union; whereas, it is constructive for an employee to consult his/her administrator immediately with any questions or problems related to our workplace or employees.

Employment

Equal Employment Opportunity

Washington Northeast Supervisory Union is an equal employment opportunity employer. Employment decisions are based on merit and business needs, and not on race, ancestry, religion, gender, age, marital or civil union status, national origin, sexual orientation, place of birth, citizenship, veteran status, or disability, as defined and required by state and federal laws.

It is the policy of Washington Northeast Supervisory Union to comply with all the relevant and applicable provisions of the Americans with Disabilities Act (ADA). We will not discriminate against any qualified employee or job applicant with respect to any terms, privileges, or conditions of employment because of a person's physical or mental disability. We will also make a reasonable accommodation whenever possible for all employees or applicants with disabilities, provided that the individual is otherwise qualified to safely perform the essential duties and assignments connected with the job and provided that any accommodations made do not impose an undue hardship on our Washington Northeast Supervisory Union, in conformance with state and federal laws.

Equal employment opportunity notices are posted on our main bulletin board as required by law. These notices summarize the rights of employees to equal opportunity in employment and list the names and addresses of the various government agencies that may be contacted in the event that any employee believes he or she has been discriminated against.

Administration is primarily responsible for seeing that our equal employment opportunity policies are implemented, but all members of the staff share in the responsibility for assuring that by their personal actions the policies are followed. Any employees, including administrators, responsible for or involved in discriminatory practices or actions may be subject to termination.

Standards of Conduct

Whenever people gather together to achieve goals, some rules of conduct are needed to help everyone work together efficiently, effectively, and harmoniously. By accepting employment with us, you have a responsibility to Washington Northeast Supervisory Union (WNESU), its member districts and to your fellow employees to adhere to certain rules of behavior and conduct. The purpose of these rules is not to restrict your rights, but rather to be certain that you understand what conduct is expected and necessary. When each person is aware that she/he can fully depend upon fellow workers to follow the rules of conduct, our Washington Northeast Supervisory Union will be a better place to work for everyone.

Unacceptable Activities

Generally speaking, we expect each person to act in a mature and responsible way at all times. If you have any questions concerning any work or safety rule, or any of the unacceptable activities listed below, please see your immediate administrator for clarification.

Note that the following list of unacceptable activities does not include all types of conduct that can result in disciplinary action, up to and including termination.

1. Negligence or any careless action that endangers the life or safety of another person.
2. Being intoxicated or under the influence of a controlled substance while at work or use, possession or sale of a controlled substance in any quantity while on WNESU premises, except for medications prescribed by a physician and which are managed by the affected employee.
3. Smoking on school grounds in accordance with federal law.
4. Possession of firearms, dangerous weapons or explosives on WNESU property or while on duty off premises.
5. Engaging in criminal conduct or acts of violence or making direct or indirect threats of violence toward anyone on WNESU premises or when representing WNESU, fighting, or provoking a fight on WNESU property, or negligent damage of property.
6. Insubordination or refusing to obey instructions properly issued by your administrator pertaining to your work.
7. Threatening, intimidating or coercing fellow employees on or off the premises at any time, for any purpose.
8. Engaging in an act of sabotage; negligently causing the destruction or damage of WNESU property, or the property of fellow employees, parents, suppliers, or visitors in any manner.
9. Theft or unauthorized possession of WNESU property or the property of fellow employees; unauthorized possession or removal of any WNESU property, including documents, from the premises without prior permission from administration; unauthorized use of WNESU equipment or property for personal reasons; using WNESU equipment for profit.
10. Dishonesty; falsification or misrepresentation on your application for employment or other work records, including time cards; lying about sick or personal leave; falsifying reason for a leave of absence or other data requested by WNESU; alteration of WNESU records or other WNESU documents.
11. Breach of confidentiality of personal, educational or medically related information.
12. Conducting an illegal lottery or engaging in gambling on WNESU premises.
13. Any act of harassment, sexual, racial or other, including but not limited to, telling sexist or racist jokes; making racial or ethnic slurs. See harassment policy.

14. Violation of the WNESU's email, Internet and computer use policies.
15. Violation of security or safety rules or failure to observe safety rules or WNESU safety practices; failure to wear required safety equipment; tampering with WNESU equipment or safety equipment.

Disciplinary Actions

Please refer to the Collective Bargaining Agreement.

Immigration Law Compliance

All offers of employment are contingent on verification of your right to work in the United States. On your first day of work you will be asked to provide original documents verifying your right to work and, as required by federal law, to sign federal Form I-9, Employment Eligibility Verification Form. If you, at any time, cannot verify your right to work in the United States, WNESU may be obliged to terminate your employment.

Absence or Lateness

From time to time, it may be necessary for you to be absent from work. WNESU is aware that emergencies, illnesses, or pressing personal business that cannot be scheduled outside your work hours may arise. WNESU provides time off for these reasons outlined in the Collective Bargaining Agreement.

If you are unable to report to work, or if you will arrive late, please contact the designated person at your school. By 7:00am or earlier Call:

- **Cabot School - 563-2289 ext. 0** and leave your message for Stephenie Manning. Let her know if there are any special class plans that need to be cancelled.
- **Twinfield Union School- 802-426-3213 ext. 344** and leave your message for Gail Ducharme.

For planned and unplanned absences please refer to the WNESU Leave Form.

Family Medical Leave Act (FMLA) may also be for absences of three or more days or in the case of absence due to a chronic health condition.

A consistent pattern of absences that do not qualify for FMLA leave or Short-Term Family Leave may be considered excessive, and may be cause for concern and/or discipline. In addition, excessive lateness or leaving early without letting your administrator know may be considered a "lateness pattern" and may carry the same weight as an absence. Other factors, like the degree and reason for the lateness, will be taken into consideration.

Be aware that excessive absences, lateness or leaving early may lead to disciplinary action, including possible dismissal.

Personnel Records and Administration

The task of handling personnel records and related personnel administration functions for WNESU is handled by the Administrative Assistant for Human Resources. Questions pertaining to your wages and insurance should be directed to the WNESU Business Office.

Your Personnel/ Payroll File

Keeping your personnel file up-to-date is important to you with regard to, deductions, benefits and other matters. If you have a change in any of the items listed below, please be sure to notify the WNESU central office as soon as possible.

1. Legal name
2. Home address
3. Home telephone number
4. Person to call in case of emergency
5. Number of dependents
6. Marital status (including Domestic Partner)
7. Driving record or status of driver's license, if you operate any WNESU vehicles or transport students
8. Military status
9. Exemptions on your W-4 tax form
10. Training Certificates
11. Professional License
12. Beneficiary change

Upon experiencing a family status change, please notify the Business Office within thirty-one (31) days for benefit modifications, if necessary.

Your Medical Records File:

All medical records, e.g. related to Family Medical Leave Act leave, will be kept in a separate confidential file. WNESU maintains this information in the strictest confidence.

Compensation

Wage and Salary

Pay Cycle

WNESU will pay you on a bi-weekly pay cycle. Our pay period and workweek for overtime purposes runs from Sunday–Saturday. Live checks and direct deposit statements are distributed on the day of payroll (every other Friday). Direct deposit is available the morning of payroll date, see current payroll schedule. *For school year employees that elect the 26 payment option, the process has been that you receive five checks in the final payroll in June.*

S95 added new options for payroll withholding and disbursements. Any school district employee may elect to have a set amount or a set percentage of his or her wages withheld in district-controlled account for disbursement during summer months. The employee can also access the funds earlier, if necessary. If

the employee is a member of a collective bargaining unit, the manner in which the withholding and disbursement occur can be addressed by a negotiated agreement.

Mandatory Deductions From Paycheck

WNESU is required by law to make certain deductions from your paycheck each time one is prepared. Among these are your federal, state and local income taxes and your contribution to Social Security as required by law. These deductions will be itemized on your check stub. The amount of the deductions will depend on your earnings and on the information you furnish on your W-4 form regarding the number of exemptions you claim. If you wish to modify this number, please request a new W-4 form from the central office immediately. Only you may modify your W-4 form. Verbal or written instructions are not sufficient to modify withholding allowances. We advise you to check your pay stub to ensure that it reflects the proper number of withholdings.

The W-2 form you receive annually reflects how much of your earnings were deducted for these purposes.

Any other mandatory deductions to be made from your paycheck, such as court-ordered garnishments, or child support, will be set out on your pay stub whenever WNESU is ordered to make such deductions.

Direct Payroll Deposit

Direct payroll deposit is the automatic deposit of your pay into the financial institution accounts of your choice. If you are not currently enrolled in direct deposit of your pay, but would like to do so please contact the business office. You must provide written authorization to WNESU to deposit through electronic funds transfer or other direct deposit systems.

Error in Pay

Every effort is made to avoid errors in your paycheck. If you believe an error has been made, please contact the Business Office. WNESU will take the necessary steps to research the problem and to assure that any necessary correction is made promptly.

Time Sheets

Support Staff Only: By Federal law, we are obligated to keep accurate records of the time worked by each employee. This is done by time sheets for hourly employees. You are responsible for accurately tracking your time. No one may track hours worked for another employee (except for supervisors who can track in times of absences). In the event of an error in reporting your time, please report the matter to your administrator immediately.

Benefits

Please refer to the Collective Bargaining Agreement (Insurance)

For additional information, please contact WNESU Business Office.

Government Required Coverage

Workers' Compensation Business

All employees are entitled to Workers' Compensation benefits. This coverage is automatic and immediate and provides certain benefits to compensate you for an on-the-job injury. An on-the-job injury is defined as an accidental injury suffered in the course of your work, or an illness that is directly related to performing your assigned job duties. WNESU pays for this job-injury insurance. If you cannot work due to a job-related injury or illness, Workers' Compensation insurance pays your medical bills and provides a portion of your income until you can return to work or for a limited period of time defined by law, whichever comes first.

All injuries or illnesses arising out of the scope of your employment must be reported to your administrator immediately. Prompt reporting is the key to prompt benefits. An accident report should be completed within 24 hours and given to the school nurse or building principal. You cannot start receiving benefits until we know about the injury. Insure your right to benefits by reporting every injury, no matter how slight.

Employees returning to work after being absent due to a work-related injury must report to their administrator prior to beginning work and must bring a doctor's clearance for returning to work.

Unemployment Compensation

Depending upon the circumstances, employees may be eligible for Unemployment Compensation upon termination of employment or a reduction in hours of work with WNESU. The Department of Employment and Training determines eligibility for Unemployment Compensation.

Social Security

As a wage earner, you are required by law to contribute a set amount of your weekly wages to the trust fund from which future Social Security benefits are paid. As your employer, WNESU is required to deduct this amount from each paycheck you receive. In addition, WNESU matches your contribution dollar for dollar, thereby paying one-half of the cost of your Social Security benefits.

Your Social Security number is used to record your earnings. - You are encouraged to protect your Social Security record by ensuring your name and Social Security number on your pay stub and W-2 Form are correct. You may also want to make sure your earnings statement is accurate each year by reviewing the Personal Earnings and Benefit Estimate Statement you receive each year from the U.S. Social Security Administration.

Paid/Unpaid Leaves

Please refer to the Collective Bargaining Agreement. (Leaves and Absences)

Family Medical Leave (Federal)

An employee who has worked for WNESU for at least twelve (12) months (whether or not consecutive) and for at least 1,250 hours during the previous twelve (12) months is entitled to take Family Medical Leave under the circumstances described below.

➤ *Qualifying Reasons for Leave*

WNESU allows eligible employees to take Family Medical Leave for the following qualifying reasons:

- pregnancy or the birth of a child;
- the placement of a child with the employee for adoption or foster care;
- the serious illness of the employee's child, stepchild, or ward who lives with the employee, foster child, parent, spouse, or
- the employee's own serious illness.

“Serious illness” means an accident, disease or physical or mental condition, including illness, injury, or impairment, that:

i) poses imminent danger of death;

ii) requires inpatient care in a hospital, hospice, or nursing home; or

iii) requires continuing treatment, including outpatient treatment, by a health care provider.

- Caregiver Leave
- Active Duty Leave
 - FMLA-eligible employees who are the spouse, child, parent, or next of kin to a service member who has been seriously injured (including illness) while on active duty can take up to 26 weeks of unpaid leave in a 12-month period to care for the service member. *Important:* Where appropriate, all existing provisions of the FMLA apply, including the intermittent leave, the substitution of paid leave, and the notice provisions.
 - Effective 10/28/09 The Caregiver Leave has expanded the provision to include veterans who are undergoing medical treatment, recuperation or therapy for serious injury or illness that occurred any time during the five years preceding the date of treatment.
 - An employee may take FMLA leave for "any qualifying exigency" arising out of the fact that his/her spouse, child, or parent is on active duty or has been notified of an active-duty call. *Amount of leave available:* up to 12 weeks in a 12-month period (i.e., the usual FMLA leave allotment).
 - Effective 10/28/09 The Active Duty Leave was expanded to include family members of active duty service members not just the National Guard and Reserves.

➤ *Length of Leave*

Eligible employees may use a maximum of twelve weeks of FMLA Leave during a 12-month period. A “rolling 12-month period” is defined by WNESU to be the 12-month period measured backward from the first day of any Family Medical Leave used by an employee.

Family Medical Leave need not be taken at one time. It may also be taken on an intermittent basis or used to reduce your work schedule during the period of the serious illness, if there is a medical need for such

leave and that need can best be accommodated through an intermittent or reduced leave schedule. If you need intermittent Family Medical Leave or a reduced schedule, you must attempt to schedule the leave so as not to disrupt the operations of WNESU. WNESU may assign you to an alternative position with equivalent pay and benefits that better accommodate your intermittent leave or reduced schedule.

➤ ***Payment for FMLA Leave***

Family Medical Leave will be unpaid unless the employee chooses OR the employer requires the employee to use personal or accrued paid sick leave. Employees have the right to use any amount of accrued, unused paid leave for any part of the 12-week period. However, accrued paid leave may not be used to extend FMLA Leave. FMLA Leave will run concurrently with all absences from work that meets the qualifications of FMLA.

➤ ***Notices***

You must give reasonable notice of the need to take FMLA Leave to WNESU when it is foreseeable. “Reasonable notice” means notice that is given as soon as is practicable. If the necessity for Family Medical Leave is based on planned medical treatment, you must provide at least thirty (30) days’ notice and make a reasonable effort to schedule the treatment so as to not unduly disrupt the WNESU’s operations, subject to the approval of the health care provider.

WNESU requires that any Family Medical Leave request that is based on a serious illness of the employee or family member, or that is for an intermittent or reduced schedule, be supported by the certification of a health care provider on the form provided by WNESU for that purpose. Copies of the Certification of Health Care Provider form are available from your doctor’s office. You must obtain a re-certification of the need for leave for your serious illness or that of a family member every thirty (30) days or at the end of the predicted minimum period of absence (whichever is later) in order to establish the continuing need for Family Medical Leave.

If you are taking Family Medical Leave because of your own serious illness, you must present certification from your health care provider indicating that you are able to return to work.

➤ ***Updates While On Leave***

Any employee on Family Medical Leave must report to WNESU periodically, but at least once per month, regarding his/her status and intent to return to work. Additionally, an employee must notify WNESU office as soon as possible when he/she is able to return to work so that the WNESU may make the appropriate arrangements to reinstate the employee.

➤ ***Return from Leave***

Upon returning from leave, you will be returned to your previous position, or a comparable position with equal pay, benefits, seniority, and other terms and conditions of employment, unless one of the following exceptions applies.

If, during the period of Family Medical Leave, WNESU would have ended your employment or you would have been laid off for reasons unrelated to the leave, WNESU will not reinstate you to your previous position. Additionally, if you performed unique services and hiring a permanent replacement

during the leave was necessary to prevent substantial and grievous economic injury to WNESU, we will notify you of WNESU's intent not to reinstate you after the expiration of your Family Medical Leave.

If you choose not to return to work at the expiration of the Family Medical Leave for reasons other than the continuation of a serious illness or reasons beyond your control, you must reimburse WNESU for the employer portion of premiums it paid in maintaining group health and dental benefits during your Family Medical Leave.

If you do return from Family Medical Leave, you will be restored to your former position, or to an equivalent position with equivalent pay, and you will be credited for benefits and other terms and conditions of employment for the time you were on Family Medical Leave.

Please contact WNESU office if you have any questions.

➤ *Special Rules for Education Institutions*

FMLA leave that starts at the end of a school year and continues until the beginning of the next year is leave taken consecutively, not intermittent. The period during summer vacation when the employee would not be working does not count against FMLA leave.

If an eligible instructional employee needs intermittent leave or leave on a reduced schedule to care for a family member, or for the employee's own serious health condition, *which is foreseeable* based on planned medical treatment, **and** the employee would be on leave more than 20% of the total number of working days over the period the leave would extend, the employer may require the employee to choose either:

- Take leave for a greater period or periods of a particular duration, not greater than the duration of the planned treatment
- Transfer temporarily to an available alternative position for which the employee is qualified, which has equivalent pay and benefits and which better accommodates recurring periods of leave than does the employee's regular position.

These rules apply only to a leave involving *more than 20 percent* of the working days during the period over which the leave extends. For example, if an instructional employee who normally works five days each week needs to take two days of FMLA leave per week over a period of several weeks, the special rules would apply.

Employees taking leave which constitutes 20 percent or less of the working days during the leave period would not be subject to transfer to an alternative position. "Periods of a particular duration" means a block, or blocks, of time beginning no earlier than the first day for which leave is needed and ending no later than the last day on which leave is needed, and may include one uninterrupted period of leave.

If an instructional employee does not give required notice of foreseeable FMLA leave to be taken intermittently or on a reduced leave schedule, the employer may require the employee to take leave of a particular duration, or to transfer temporarily to an alternative position. Alternatively, the employer may require the employee to delay the taking of leave until the notice provision is met.

Please note that any time the employer requires you to take does not count toward your FMLA leave.

➤ ***Rules when taking FMLA near the end of an academic term (school semester)***

There are different rules for instructional employees who begin leave more than five weeks before the end of a term, less than five weeks before the end of a term, and less than three weeks before the end of a term.

If an instructional employee begins leave more than five weeks before the end of a term. The employer may require the employee to continue taking leave until the end of the term if:

The leave will last at least three weeks, and

The employee would return to work during the three-week period before the end of the term.

If the employee begins leave for a purpose other than the employee's own serious health condition during the five-week period before the end of a term. The employer may require the employee to continue taking leave until the end of the term if:

The leave will last more than two weeks, and

The employee would return to work during the two-week period before the end of the term.

If the employee begins leave for a purpose other than the employee's own serious health condition during the three-week period before the end of a term, and the leave will last more than five working days. The employer may require the employee to continue taking leave until the end of the term.

Vermont Parental Leave Law

An employee who has worked for WNESU for the past 12 months averaging 30 hours per week is entitled to take Vermont Parental Leave and Vermont Family Leave, including Short Term Leave [discussed below] under the circumstances described below.

➤ ***Qualifying Reasons for Leave***

WNESU will allow eligible employees to take ***Vermont Parental Leave*** for the following qualifying reasons:

- pregnancy (employee only, not employee's spouse) or the birth of a child;
- to care for their newborn child up to 12 months old
- the placement of a child with the employee for adoption or foster care;
- to care for their newly adopted child under the age of 16 within the first year of placement
- WNESU will allow eligible employees to take ***Vermont Family Leave*** for the following qualifying reasons:
 - the serious illness of the employee's child, stepchild, or ward who lives with the employee, foster child, parent, parent-in-law, spouse, or

- the employee’s own serious illness.

“Serious illness” means an accident, disease or physical or mental condition, including illness, injury, or impairment, that:

- i) poses imminent danger of death;
- ii) requires inpatient care in a hospital, hospice, or nursing home; or
- iii) requires continuing treatment, including outpatient treatment, by a health care provider.

WNESU will allow eligible employees to take ***Vermont Short Term Family Leave*** (a type of leave for routine recurrent family or medical related events less than one full day) for the following reasons:

- Participate in preschool or school related activities directly related to a family members academic advancement (such as a parent-teacher conference)
- Go to a doctors or dentist appointment for a routine visit
- Accompany a family member to a routine doctor or dentist appointment
- Respond to a medical emergency involving a family member
- Accompany a family member to appointments for professional services related to their care and well-being such as interviewing for admission to a nursing home.

Please note:

- Short Term Family Leave is NOT counted in the 12 weeks of FMLA/VPLA
- Short Term Family Leave consists of a total of 4 hours in any 30 day period, with no more than a total of 24 hours in 12 months. Employers can require use in 2 hour blocks of time.

➤ ***Length of Leave***

Eligible employees may use a maximum of twelve weeks of leave during a 12-month period. A “rolling 12-month period” is defined by WNESU to be the 12-month period measured backward from the first day of any Family Medical Leave used by an employee.

Vermont Family Leave need not be taken at one time. It may also be taken on an intermittent basis or used to reduce your work schedule during the period of the serious illness, if there is a medical need for such leave and that need can best be accommodated through an intermittent or reduced leave schedule. If you need intermittent Vermont Family Leave or a reduced schedule, you must attempt to schedule the Leave so as not to disrupt the operations of WNESU and the school. WNESU may assign you to an alternative position with equivalent pay and benefits that better accommodates your intermittent leave or reduced schedule.

➤ ***Payment for Vermont Family Leave***

Vermont Family Leave will be unpaid unless the employee chooses to use personal time or accrued paid sick leave. Employees have the right to use any amount of accrued, unused paid leave (up to 6 weeks of time) for any part of the 12-week period. However, accrued paid leave may not be used to extend Vermont Family Leave. Vermont Family Leave will run concurrently with absences from work covered by workers’ compensation, disability or other qualifying time off.

➤ ***Short-Term Family Leave***



In addition to Family Medical Leave, Vermont law entitles an employee to Short-Term Family Leave of up to 4 hours in any 30-day period (but not more than 24 hours in any 12 month period) of unpaid leave as follows: to participate in preschool or school activities directly related to the academic advancement of the employee's child, stepchild, foster child, or ward who lives with the employee; to attend or to accompany the employee's child, stepchild, foster child or ward who lives with the employee or employee's parent, spouse, or parent-in-law to routine medical or dental appointments; to accompany the employee's parent, spouse, or parent-in-law to other appointments for professional services related to their care and well-being; to respond to a medical emergency involving the employee's child, stepchild, foster child or ward who lives with the employee or the employee's parent, spouse, or parent-in-law. Exempt employees' pay will not be reduced for Short-Term Family Leave.

You must give at least seven (7) days' notice of the need for Short-Term Family Leave, except in the case of an emergency.

➤ ***Military Leave of Absence***

If you are inducted into the U.S. Armed Forces, you will be eligible for re-employment after completing military service, provided:

1. You show your orders to your administrator as soon as you receive them.
2. You satisfactorily complete your active duty service.
3. You enter the military service directly from your employment with WNESU or the district .
4. You apply for and are available for re-employment within ninety days (90) after discharge from active duty. If you are returning from up to six months (6) of active duty for training, you must apply within twenty days (20) after discharge.

➤ ***Military Reserves or National Guard Leave of Absence***

Employees who serve in U. S. military may take the necessary time off without pay to fulfill this obligation, and will retain all of their legal rights for continued employment under existing laws. These employees may apply accrued personal leave and unused earned vacation time to the leave if they wish, however, they are not obliged to do so. You are expected to notify your administrator as soon as you are aware of the dates you will be on duty so that arrangements can be made for replacement during this absence.

Insurance Premium Payment During Leaves of Absence

While you are on any type of unpaid leave of absence, other than Family Medical Leave, from WNESU, you will be responsible for paying the total premiums for your coverage and that of your dependents. Failure to do so may result in loss of coverage and possible refusal by the insurance carrier to allow your coverage to be reinstated.

Security

Maintaining the security of WNESU buildings is every employee's responsibility. Develop habits that

insure security as a matter of course. For example:

- Be advised the premises, inside and outside the building, are protected by security cameras.
- It is important to be aware of the crisis emergency plan. (See Crisis/ Emergency Plan)
- Know the location of all alarms and fire extinguishers, and familiarize yourself with the proper procedure for using them, should the need arise.
- If you are the last to leave your area make sure that all entrances are properly locked and secured.

Separation of Employment

Insurance Conversion Privileges

According to the federal Consolidated Omnibus Budget Reconciliation Act (COBRA) of 1985, in the event of your termination of employment with WNESU, or loss of eligibility to remain covered under our group health insurance program, you and your eligible dependents may have the right to continued coverage under our health insurance program for a limited period of time at your own expense.

Upon termination, WNESU will provide you with written notice as to your COBRA rights, and you will learn how you can continue your insurance coverage and any other benefits you currently have as an employee who is eligible for continuation.

If you are party to a civil union, you may have certain rights under Vermont Law (VIPER). Please contact WNESU central office.

Exit Interviews

When an employee leaves the supervisory union or member districts, WNESU administration may wish to conduct an exit interview to discuss your reasons for leaving and any other impressions that you may have about WNESU. During the exit interview, you can provide insights into areas for improvement that WNESU can make. Every attempt will be made to keep all information confidential within WNESU administration.

Return of Washington Northeast Supervisory Union Property

Any WNESU property and equipment issued to you, as well as all documents, including those stored electronically and all computer software must be returned to WNESU at the time of your termination. You may be responsible for any lost or damaged items. The value of any property issued and not returned may be deducted from your final paycheck, and you may be required to sign a wage deduction authorization form for this purpose; provided that you will be paid at least minimum wage regardless of the amount owed to WNESU due to unreturned WNESU property. Other rules may apply to exempt employees.

Post-Employment Inquiry

WNESU will verify dates of employment and position last held.

Workplace Guidelines

This Employee Handbook is designed to answer many of your questions about the practices and policies of WNESU. Feel free to consult with your administrator for help concerning anything you don't understand.

Personal Appearance

Please understand that you are expected to dress in accordance with accepted social and professional standards. A neat, tasteful appearance contributes to the positive impression you make on our visitors, students and parents. You are expected to be suitably attired during working hours or when representing

the school.

Drug-Free Workplace Policy

It is the goal of WNESU to maintain a drug-free workplace.

1. The unlawful manufacture, possession, distribution, or use of controlled substances is prohibited in the workplace and during work time.
2. Employees who violate this prohibition are subject to corrective or disciplinary action as deemed appropriate, up to and including termination.
3. As an on-going condition of employment, employees are required to abide by this prohibition and to notify, in writing and within five (5) days other violation, her/his/her administrator of any criminal drug statute conviction, they receive. Included in this requirement are convictions for Driving While Intoxicated (DWI) and Driving Under the Influence (DUI).
4. If an employee receives such a conviction, WNESU may take appropriate personnel action against the employee, up to and including termination, depending on the relationship to the employee's job.
5. WNESU provides referral to an Employee Assistance Plan (see EAP) for information about drug counseling and treatment.
6. WNESU reserves the right to search and inspect all areas of the workplace and the WNESU premises for the maintenance of a safe and healthy workplace.

Expense Reimbursement

You must have your administrator's written authorization (by way of a purchase order) prior to incurring an expense on behalf of WNESU. To be reimbursed for all authorized expenses please complete a mileage reimbursement form. If you are asked to conduct WNESU business using your personal vehicle, WNESU will reimburse you at the rate per mile permissible by the IRS.

Recycling, Waste Prevention and Conservation

WNESU encourages you to be conscious of our commitment to recycle and conserve our resources.

Solicitations and Distributions

Please obtain permission from your building administrator prior to distributing information or soliciting for any non-profit organization

Telephone/Voicemail/Computer/Mail Use And Privacy

WNESU telephones are to be used for professional purposes in serving the interest of our students and parents and in the course of normal WNESU operations. Personal use of the WNESU phones should be for emergencies and essential personal business. The frequency or duration of telephone calls for personal business must not interfere with the performance of an employee's job duties or the functioning of WNESU's operations. The log of calls from each extension may be reviewed on a regular basis to implement this policy and to insure that the WNESU is not incurring charges for personal calls. Please charge any long-distance charges for personal calls made from work to another source.

Employees should not expect that voice mail is private. The content of messages left in voice mail may be reviewed by WNESU administration and an employee's use of the WNESU's telephone and voice mail systems grants permission for such review. Proper use of the telephones and voice mail is a job requirement for all WNESU employees.

WNESU equipment, including computer hardware and software, is a valuable WNESU asset. They are to be used for WNESU purposes only and for personal use consistent with WNESU's policy for E-Mail and Internet Use, as well as the computer use provision below. WNESU employees may not copy or use WNESU purchased/leased software contrary to the provisions of the WNESU's contract.

Employees may use WNESU computers for personal purposes on a limited basis during non-work time so long as it does not interfere with WNESU utilization. Communications per the WNESU computer system are subject to the policies of WNESU and are held to the same standards as in-person communications, e.g. confidentiality, violations of trust, harassment, etc.

WNESU may access your computer files and documents. WNESU employees should not expect that the contents of their computer documents or files are private. Use of the WNESU's computer and equipment and software grants permission for such access.

WNESU employees are prohibited from giving their passwords to anyone other than the computer administrator, or in some approved instances, to members of the support staff assigned to assist that individual.

Internet

Employees are encouraged to use the Internet, particularly the Web resources, to foster WNESU interests and to enhance their professional skills. This use includes research and acquiring information of benefit to WNESU and its students and parents. Use of the Internet on personal time (lunch breaks, before/after normal working hours, etc.) is permitted for legitimate personal use consistent with the prohibitions described below. No user should ever share access to any WNESU computer system with any individual not employed by or consulting with WNESU. The following behaviors, although not exhaustive of all prohibited conduct, are specifically prohibited using WNESU Internet access, e-mail, or telecommunications resources:

- accessing non-business related sites on WNESU time;
- pursuing business opportunities unrelated to WNESU duties, including operating a business;
- soliciting money for personal gain;
- gambling or any other criminal activity;
- violating copyright laws by downloading graphics or text for use in other documents;
- use of logos, graphics or other proprietary or copyright material which is the property of WNESU or its clients;
- downloading software (which can introduce viruses into the WNESU systems) except by authorized Information Systems employees;
- viewing, downloading or otherwise accessing sexually explicit, violent or hate-related material;
- communicating inappropriate messages, i.e. that are derogatory, defamatory, obscene or otherwise inappropriate in a workplace setting;
- establishing Web sites or other Internet sites without express permission from the

- administration;
- engaging in any other Internet activity that violates local, state or federal law;
- disclosure of confidential information;
- engaging in Internet activity or sending e-mail messages that violate WNESU policies; and
- any other use inconsistent with or contrary to the policies of WNESU.

Electronic Mail

Use of electronic mail (e-mail), whether sent or received, is intended for business functions and activities. Performance requirements of WNESU' Internet and other information systems must be maintained at all times. If large files or documents must be sent or received that may degrade systems operation, check with Wildbranch for off-hours scheduling.

Limited personal use of e-mail is permitted for legitimate purposes. This personal use is intended to be infrequent, for short messages without objectionable, harassing or sexually explicit content. Employees will refrain from sending or receiving personal e-mail with large files or documents attached that could affect the performance or storage capacity of our systems.

Monitoring of Employee Usage and Restricting Access to Objectionable Internet Content

WNESU reserves the right to monitor employee use of its school resources in accordance with the Electronic Communications Privacy Act. Under this law, WNESU has the absolute right to review, audit, monitor and disclose the content of all e-mail messages (and any documents, files or materials attached to them) that employees send or receive through the WNESU's system.

Employees should be aware that access to content includes deleted items not fully eliminated from the system, as well as to existing hard copies of the same. Personal passwords can be overridden and should not be disclosed to others. Use of e-mail and WNESU Internet connection grants consent to review by administration. WNESU's e-mail and Internet connection is to be used only by authorized persons, i.e. employees and others such as contractors or consultants specifically granted such permission. WNESU, at its discretion, may prevent access to Web sites and/or monitor employee access to Web sites.

Implementation and Violations of this Policy

While not everyone may have access to the Internet or e-mail as a requirement of his/her or her immediate job, over time, access will be expanded within the WNESU. Therefore every employee is expected to comply with this policy. All employees will be asked to read and sign the statement attesting to their receipt and understanding of this policy. Employees who violate this policy will be subject to disciplinary action up to and including termination of employment, in the discretion of WNESU administration.