MANUAL

for

SECRETARIAL/CLERICAL SUPPORT STAFF

of

CAESAR RODNEY SCHOOL DISTRICT

Authorized by

BOARD OF EDUCATION

CAESAR RODNEY SCHOOL DISTRICT

Approved by Board of Education
Revised October 22, 2019
CONTENTS

Introduction .............................................................................................................. 3
Duration .................................................................................................................... 3
Non-discrimination .................................................................................................. 4
Meet and Discuss Committee .................................................................................. 4
Personal Expectations .............................................................................................. 4
Work Year/Work Day ............................................................................................... 4
Salary ....................................................................................................................... 6
Salary Supplements ................................................................................................. 7
Benefits ..................................................................................................................... 8
Leave of Absence ..................................................................................................... 11
Vacations .................................................................................................................. 12
Holidays .................................................................................................................... 12
Job Description ......................................................................................................... 13
Probationary Period ................................................................................................. 13
Evaluation ............................................................................................................... 13
Promotion Opportunities ......................................................................................... 13
Employee Complaint ............................................................................................... 14
Review of Personnel File ......................................................................................... 14
Reduction in Force ................................................................................................... 15
Termination .............................................................................................................. 15
Safety and Protective Equipment ............................................................................ 16
Signature Page ........................................................................................................... 17
INTRODUCTION

This manual was authorized by the Caesar Rodney School District Board of Education following discussions between representatives of the District.

Through the adoption of this Manual, the Board of Education expects the Secretarial/Clerical Staff will have a greater understanding of:

- their role in the Mission of the District
- the benefits provided to the Secretarial/Clerical Staff
- the District’s appreciation of the services provided by the Secretarial/Clerical Staff

This manual is only one process the District uses to communicate with the Secretarial/Clerical Staff. The other primary methods include handbooks, meetings, job descriptions, and dialogue between other employees, supervisors, and administrators.

A Manual such as this cannot address every matter of concern, but it is expected that the items included are important to the Secretarial/Clerical Staff. The issues addressed in this Manual are specific to and solely intended for the Secretarial/Clerical Staff.

This Manual is not designed to circumvent any rights or benefits an employee is entitled to by Federal or State law. Should a conflict exist, it is understood that the provisions of an appropriate law supersede the provisions of this manual.

If material included or omitted from the manual raises questions, the Secretarial/Clerical Staff is expected to bring this matter to the attention of their supervising administrator so clarification can be made and future manuals modified.

DURATION

This manual shall be in effect for the remainder of the 2019-2020 school year and continue in effect for subsequent years unless amended by the action of the Board of Education. The Board of Education will not amend this Manual without first meeting with representatives of the Secretarial/Clerical Staff.
NON-DISCRIMINATION

Title VII, IX, and Section 504 Compliance Notification

It is the policy of the Caesar Rodney School District not to discriminate on the basis of sex, race, national origin, creed, age, marital status or disability in its education program, activities, or employment policies as required by Title VI and VII of the 1964 Civil Rights Act, Title IX of the 1972 Education Amendments, and the Federal Occupational Rehabilitation Act of 1973. Inquiries should be addressed to, Dr. Kevin Fitzgerald, Superintendent, Caesar Rodney School District, 7 Front Street, Wyoming, DE 19934.

MEET AND CONFER COMMITTEE

The secretarial/clerical staff shall form a Meet and Confer Committee. The Superintendent or the Director of Human Resources shall meet with the Meet and Confer Committee as needed to discuss matters of interest to the secretarial/clerical staff.

PERSONAL EXPECTATIONS

Secretarial/Clerical employees are often the first person visitors encounter when entering a school or District office. The District is dependent upon the Secretarial/Clerical employees establishing the initial contact with visitors in such a way that the taxpayers of the District feel the schools are conducting their business in a manner in which all citizens can be proud.

The District does not believe it is necessary to establish dress regulations for the Secretarial/Clerical employees, but does expect the Secretarial/Clerical staff to present themselves for work in a professional manner.

In addition, secretarial/clerical employees should never leave a person without answers to questions they receive. If the employee does not know the answer, the visitor should be informed of that fact and the secretarial/clerical employee should either direct the person to someone who can respond to the questions, or obtain the name and telephone number of that person so the appropriate District employee can respond to the visitor’s needs.

Secretarial/Clerical employees are expected to understand the confidentiality of the material they handle and the rights of students and fellow employees of the District with respect to records they are entrusted with. It is inappropriate for any secretarial/clerical employee to share information with anyone regarding confidential information they have become aware of in the performance of their job.

WORK YEAR/WORK DAY

Unless specified at the time of employment, all secretarial/clerical positions are full-time for a twelve month period. All salaries are stated as a yearly total rather than an hourly rate. The following definitions are provided to clarify issues associated with salary.
Full-time

1. Five day/37.5 hours per week, except for holidays, either legal or established by the District.

2. Seven and one half hour work day with a 30-minute lunch.

3. Deductions for leave without pay: The Epilogue language contained in the FY 2001 Budget Act changed the per diem salary divisor for 12-month public education employees from 261 to 222.
   - Daily rate = annual salary ÷ 222
   - Hourly rate = daily rate ÷ 7.5

4. Extra Time: At the request of the appropriate Director, additional work hours incurred to meet the demands of the District, will be compensated at a rate equivalent to 1.5 times the employee’s regular hourly compensation for hours worked in excess of 37.5 hours a week. Compensation will be either as time or salary as mutually agreed by the employee and her/his supervisor. Before the 1.5 times rate for overtime or compensatory time is offered, the employee must have worked a 37.5 hour work week (Monday through Friday). If the employee has not met the 37.5 hour work week threshold, all hours worked as extra time up to that threshold will be compensated at the employee’s regular hourly rate.

5. If compensatory time is due the employee for overtime work, compensatory time must be taken within 30 days of the overtime which created the compensatory time. Scheduling of compensatory time must be authorized by the supervising administrator.

Part-time

1. Days and hours will be established upon employment.

2. A 30-minute lunch break will be included if the work day is a four-hour or longer shift which starts before 11 a.m. and lasts later than 2 p.m.

Temporary Assignments

Employees temporarily transferred to a position of a higher pay rate for 30 consecutive days shall be paid the salary of the higher paying position, retroactive to day one of the temporary promotion. Employees temporarily transferred to a lower position will not have their salary reduced during that time. The procedure described here is intended to provide for coverage while an employee is on temporary leave of absence.
Breaks

During each four-hour period, employees are entitled to one meal break or one rest period. During a normal 7.5 hour shift, employees are entitled to one 30-minutes meal break and one 15-minute rest period.

1. With the approval of, her/his supervising administrator a secretary/clerical employee may schedule an hour lunch by extending her/his work day to 8 hours total.

2. With the approval of her/his supervising administrator, a second break may be scheduled if corresponding time is added to the work day.

Scheduling of Workday

The District authorizes building administrators to implement a flex time schedule with the secretarial/clerical staff, as needed, to ensure the efficient and effective operation of the building.

**SALARY**

1. **Salary:** For all employees referenced in this manual, the salary shall be as prescribed by Section 1308(a), Chapter 13, Title 14, Delaware Code plus any supplement from District funds authorized by the Board of Education as listed in this manual.

2. Upon employment, an employee will be provided a letter of employment which specifies the salary grade of the position for which she/he was hired. A similar letter will be provided to an employee transferred to a new assignment.

Current salary grades are identified as:

- Salary Grade 1 [equivalent to the State salary grade for clerk]
- Salary Grade 2 [equivalent to the State salary grade for secretary]
- Salary Grade 3 [equivalent to the State salary grade for financial secretary]
- Salary Grade 4 [equivalent to the State salary grade for administrative secretary]

Salary grade assignments for secretarial/clerical positions are made by the Superintendent. It is the intent of the District to assign salary grades equivalent to the number of positions earned in each salary grade from the state by the District, as specified in Section 1308f, Title 14, Chapter 13 of the Delaware Code.

Salary grades do not describe job responsibilities; they merely identify salaries for positions. Job responsibilities are listed in Job Descriptions that are kept in the HR office. Employees may request a copy at any time.
3. All salaries quoted in the salary schedule are salaries for full-time, twelve (12) month positions. Any salary for less than full-time (12 months) will be prorated.

4. The local component of the salary schedule will be increased by the following percentages:

   2019-2020 = 1%
   2020-2021 = 1%
   2021-2022 = 1%
   2022-2023 = 1%

Additionally, the following dollar amounts will be added to the salary schedule after the % increase is calculated for the first year (2019-2020) of this agreement:

   3 – 9 years of experience = $100
   10 – 14 years of experience = $150
   15 – 19 years of experience = $200
   20 or more years of experience = $250

**SALARY SUPPLEMENTS**

1. **Merit Steps:** In addition to the salary prescribed by Chapter 13, Title 14, Delaware Code for her/his salary grade, and the local salary schedule, each secretarial/clerical support staff member will receive a local supplement based on her/his placement on the accompanying six step Merit Scale.

   All beginning secretarial/clerical support staff will initially be placed on Step 1 of the Merit Scale. Movement to the next level of the scale is an indication of outstanding job performance and will occur upon two consecutive years of achieving or surpassing 48 evaluation points on the secretarial/clerical evaluation form. A rating of 1 or less in any regular category will be cause for elimination in the current year’s step process.

   If a secretarial/clerical support staff member changes positions and moves to a higher salary grade and, at the time of the promotion were currently at Step 2 or above on the Merit Scale, she/he will be placed on the Merit Scale at Step 2 rather than Step 1. However, in no case, will a staff member who is hired into a higher salary grade receive a lower salary because of her/his having to move back to Step 2 from a higher level in a lower salary scale. In such a case, the staff member will receive their current salary until such time as she/he advances to a step level in the new salary grade that is at or above her/his current salary.
2. **Additional Education and Training:** The qualifications for the following Salary Supplements are established by the State Board of Education. Current qualifiers are listed in Appendix I. Employees shall receive an additional supplement to their salary, if qualified according to the State Board of Education, Title 14, Chapter 13, Section 1309(b) as follows:

<table>
<thead>
<tr>
<th>Qualifier</th>
<th>State</th>
<th>Local</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bachelor’s Degree, Level III**</td>
<td>$1,320</td>
<td>$1,401</td>
</tr>
<tr>
<td>Adm. Support Personnel, Level II**</td>
<td>991</td>
<td>1052</td>
</tr>
<tr>
<td>Adm. Support Personnel, Level I**</td>
<td>662</td>
<td>702</td>
</tr>
</tbody>
</table>

**As described in Delaware Code Title 14 Education, section 750 Support Personnel Salary Supplements for Additional Training**

**BENEFITS**

1. **Medical and Health Benefits:** The district contributes up to a maximum of $135 per month to defray the membership costs for those employees eligible* and participating in the individual or family Health Insurance Program sponsored by the State of Delaware.

*Vision Plan:* The District will provide a group vision plan program for full time employees. There is a buy-in option for part-time employees.

*Group Dental Insurance:* The District will provide a group dental insurance program for eligible* and participating employees and dependents.

The district will provide the clerical/secretarial staff the same Medical and Health Benefits as in the teacher’s negotiated contract.

*To be an employee eligible for Benefits under #1, an employee must be scheduled to work a minimum of thirty (30) hours per week. If an employee who is not eligible to receive the paid Health/Dental Insurance desires coverage of either plan, they can purchase the plan. In such instances, contact the District Benefits Coordinator for information about the purchase process.

2. **Flexible Spending:** In addition to the Caesar Rodney School District employee benefits, the District agrees to make the State of Delaware Flexible Benefit Plan available to district employees. All rules and regulations promulgated by the State of Delaware shall apply.

3. **Blood Bank:** The State will provide, without cost to the employees, membership in the Delaware Blood Bank. This benefit is available only to employees who work a minimum of 30 hours a week.
4. **Liability Insurance:** All employees of the District are covered by liability insurance in the amount of $1,000,000 per person, $1,000,000 per occurrence, and $50,000 property damage. Employees must give written notice to the District Office upon becoming aware of any pending claim. Policy covers all employees while in the performance of their assigned duties.

5. **Term Life Insurance:** Employees may purchase term life insurance per State regulations on payroll deductions. See Benefits Coordinator for information and the purchase price.

6. **Worker’s Compensation:** All employees are eligible for Workman’s Compensation. See the Support Staff Handbook, Section II: Reporting Job Related Injury, Accident, or Illness.

7. **Long-term Disability:** The Board shall provide a group Long Term Disability Income Plan for employees hired prior to January 1, 2006 who did not elect to participate in the Short Term/Long Term Disability Plan sponsored by the State of Delaware.

8. **Unused Sick Leave Upon Retirement:** An employee who is retiring is entitled to receive pay for unused sick leave up to one-half of 90 days as provided by law. The local supplement will be added to the State salary when determining the pay for unused sick leave. The daily rate for sick leave payoff will be calculated as follows: Employee’s total annual salary ÷ 222 = daily rate.

9. **Payroll Checks:** Employees shall be notified, in writing, of any changes in their bi-weekly checks. Said notice will be sent to the employee at their current assigned location (if employee is not working, notice will be sent to their home address). Employees are paid bi-weekly. All employees shall have access to the State’s electronic payroll system (ePay) for viewing/printing their pay advices.

10. **Mileage Reimbursement:** Employees required to use their own vehicles in the performance of their duties shall be reimbursed for their mileage, at the rate specified by State law. Reimbursement forms can be obtained from the principal or supervisor.

11. **Meeting Reimbursement:** Secretaries who are members of the Delaware Association of Educational Office Professionals will be reimbursed annually for the cost of registration for up to three (3) meetings of the DAEOP. Other employees performing on a national committee may request financial support to attend a National meeting.

12. **Tuition Reimbursement:** The Board agrees to pay the full cost of tuition incurred in connection with any training which a secretary or clerk is required and/or requested by the administration to take.
A fund in the amount of $7,000.00 (dollars) will be established annually for the purpose of tuition reimbursement for job-related coursework. The fund will be divided equally between the fall and spring semester ($3,500.00 each semester). The per credit tuition reimbursement amount will be limited to the most current per credit fee charged for undergraduate courses at the University of Delaware. The secretarial/clerical staff will develop a committee, which will appoint a representative or committee to approve disbursement of tuition reimbursement funds. An approval form will be forwarded to the Director of Human Resources for the purpose of tracking the approvals.

13. **Professional Development**: Each secretarial/clerical support staff member is encouraged and expected to take advantage of professional development opportunities which will enhance her/his skills and ability to perform assigned tasks. Advancement on the Merit Scale requires each employee to demonstrate such ongoing professional development. Secretarial/clerical staff members and their immediate supervisor are to meet annually to come to agreement on the area(s) of professional development that will be considered as meeting the requirement for professional development in the evaluation of the year’s performance.

The following list of contact hours for professional development will serve as the minimum amount in the area(s) agreed upon with the staff member’s supervisor, needed to be considered for the corresponding rating of professional development on the annual evaluation:

<table>
<thead>
<tr>
<th>Rating</th>
<th>Hours</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exemplary</td>
<td>12 or more hours</td>
<td>8</td>
</tr>
<tr>
<td>Highly Effective</td>
<td>10-11 hours</td>
<td>6</td>
</tr>
<tr>
<td>Average</td>
<td>8-9 hours</td>
<td>4</td>
</tr>
<tr>
<td>Needs Improvement</td>
<td>6-7 hours</td>
<td>2</td>
</tr>
<tr>
<td>Unsatisfactory</td>
<td>Less than 6 hours</td>
<td>0</td>
</tr>
</tbody>
</table>

To be considered for contact hours on an evaluation, all requirements of the professional development course must be met or completed. If a rating is provided it must be at the satisfactory or C level or above. All professional development work must be documented by a transcript, certificate, letter or other approved documentation.

A professional development committee, established by the secretarial/clerical staff, will be authorized to:

- Develop, plan, and coordinate District Based professional development activities for the secretarial/clerical staff. Any district based development must be pre-approved by the Superintendent.
- Establish procedures and policies for secretarial/clerical travel to workshops and/or conferences to further their professional development. Such procedures will be consistent with Board policy, State Law, and the State rules and regulations. A limit of $400.00 (dollars) will be established per secretary in a given year. Should a
secretary who is a member of DAEOP serve in an elected office at the State or National level, the Leadership of the Caesar Rodney Secretarial Meet & Confer group may request additional financial support beyond $400.00 to cover the cost of this elected officer.

- The secretarial/clerical professional development committee will review and make recommendations on applications for requests to attend conferences and workshops with final approval by the Director of Human Resources. The total budget for Professional Development and Meeting reimbursement will be $7,000 annually.

14. **Athletic Pass**: Employees are entitled to a nontransferable pass for all home athletic contests. This pass shall grant admission to employee and one guest.

**LEAVE OF ABSENCE**

As employees of a governmental unit in the State of Delaware, employees of Caesar Rodney School District are the beneficiary of a number of benefits under Section 1318 of the Delaware Code. These benefits include: sick leave, special leave associated with death in the immediate family, critical illness leave, death of a near relative, special religious holiday leave, personal leave, etc. Employees should reference the District’s Support Staff handbook for procedures regarding benefits under Section 1318(f) of the Delaware Code. In the event an employee has a question regarding any of the leaves from Section 1318 of the Delaware Code, the employee should direct questions to the District Human Resource Office.

Under certain conditions, an employee can use the provisions of sick leave for illness or disability stemming from a pregnancy condition. Employees who are pregnant and become ill as a result of the pregnancy, are eligible to use sick leave for this illness as they would in any other illness. These employees may use sick leave after delivery or other termination of the pregnancy, and should visit with the Director of Human Resources so they can clearly understand their benefits.

Employees of the District may request leave without pay for a period, up to but not exceeding, one year. Request for leave without pay for periods of ten (10) days or less should be directed to the employee’s supervisor. Requests for leave without pay for periods of eleven (11) or more days should be addressed to the Director of Human Resources.

In the event of unscheduled school closings, offices will remain open and twelve-month employees will be expected to report to work, unless the Governor declares a State of Emergency. In cases of a State of Emergency, every effort will be made to inform the employee of this emergency status. During non-State of Emergency closings, a liberal leave procedure may be placed into effect with the Superintendent/or designee’s approval. In the event of late school openings due to inclement weather conditions, secretaries/clerks will be granted ½ the time granted to 10-month employees. (Example: if school open 2 hours late, secretaries/clerk are to report to work 1 hour later than their normal start time)
VACATIONS

Secretarial vacation computation will be made at the rate of 1.75 days per months, or a total of 21 days per year for employees with one (1) to five (5) years of District secretarial experience and employees with more than five (5) years secretarial experience will earn vacation at the rate of 2.17 days per month, or a total of 26 days per year. The maximum amount of annual leave which any employee shall be permitted to carry forward into the next fiscal year shall be 42 days.

The school district will be closed during the winter break, requiring secretaries to use vacation days, except for designated holidays, which includes Christmas Eve, Christmas Day, and New Years Day. The superintendent or his/her designee may authorize the opening of school during this time period if situations warrant and designate workdays.

HOLIDAYS

The following shall be days employees will not be scheduled for work:

- New Year’s Day
- Martin Luther King’s Birthday
- President’s Day
- Good Friday
- Memorial Day
- July 4th
- Labor Day
- Election Day (bi-annually)*
- Veterans’ Day**
- Thanksgiving Day
- Friday after Thanksgiving
- Christmas Eve (in lieu of Columbus Day)
- Christmas Day

*During off-years of the General Election, employees will be eligible to earn one (1) additional vacation day provided the employee does not use more than a total of three (3) sick leave and/ or personal days in the preceding fiscal year.

**Per State Code, in the event that Veteran’s Day is on a Saturday it will be observed on Friday. If Veteran’s Day is on a Sunday it will be observed on Monday.

If the Governor declares an additional holiday/holidays for state employees, the district clerical/secretarial employees will be granted that day/days. If this is not possible during the school year, they will be given an additional vacation day or days.
JOB DESCRIPTION

A Job Description is presented to all employees upon employment or transfer to a new job assignment. Job Descriptions are not all inclusive, but are developed to provide the employee an understanding of the primary job responsibilities, needed skills or training required to function effectively in the assignment and the person who will be the employee’s supervisor.

PROBATIONARY PERIOD

An employee new to the District shall be on probation for a period of six (6) months to begin from the date of hire and end the last day of the sixth month. During the probationary period, the new employee shall receive thorough instruction and training on the job. The new employee will receive an informal evaluation at the end of the third month and a formal evaluation at the end of the sixth month (end of probationary period). If at any time during the probationary period it is determined by the new employee’s supervisor that the employee is incapable of successfully performing the job, he/she shall be immediately terminated. Any employee retained by the District after completion of the probationary period shall automatically obtain regular employee status and shall have seniority retroactive to the date of hire by the District.

EVALUATION

Each Secretarial/Clerical employee is to receive a minimum of one (1) written evaluation per school year. If an employee’s work performance is not identified as unsatisfactory on the written evaluation, the employee should interpret their status as an employee in good standing.

Should an employee find their job performance evaluated as unsatisfactory, the employee will receive written suggestions regarding how to gain satisfactory status. Except for unusual circumstances, an employee would not be terminated for an initial unsatisfactory evaluation.

At the conclusion of an employee evaluation, the employee will have the opportunity to attach written comments with respect to the content of the evaluator’s comments and recommendation.

Comments directed toward an employee judgmental or negative in fashion shall be communicated to the employee in a private setting or in the presence of a third party affected by the employees work.

PROMOTION OPPORTUNITIES

Promotion opportunities are considered to be those opportunities for an individual to advance a salary grade. Promotion opportunities may be within the school/district office where the employee is assigned or may necessitate a movement to another office. Vacancy notices, posted in the appropriate places, should be reviewed for promotional opportunities. When a promotional opportunity is posted, employees with an interest in the promotional opportunity shall notify the Director of Human Resources. All eligible employees will be interviewed before the assignment is filled.
It is the practice of the District to promote employees within the District unless it is considered in the best interest of the District to bring an employee from outside the District to the position.

**EMPLOYEE COMPLAINT**

The District’s position regarding employee complaints is that they need to be resolved as quickly and fairly as possible. The District further believes that face to face informal discussion between the parties involved in a situation is the best way to resolve a difference; however, it is understood that there are times when assistance is needed to fairly resolve an issue. When assistance is deemed needed by employees, a review of the District procedure for Staff Complaints and Grievances should be made. This procedure is printed in Section II of the Support Staff handbook. Should the employee feel a need for advice on how to use this process, the Director of Human Resources should be contacted for advice and counsel on how to use the process.

If the employee’s problem is associated with the Director of Human Resources, the employee may seek the advice and counsel of the Superintendent.

If a Secretarial/Clerical employee is of the opinion that formal procedures have not appropriately remedied the concern, it is expected the employee will follow the procedure detailed in the “Procedures: Staff Complaints and Grievances,” as published in the Support Staff Handbook to resolve the concern.

**REVIEW OF PERSONNEL FILE**

An employee shall, upon request, be permitted to review the contents of his/her personnel file, except for confidential documents (i.e. references) as determined by the Director of Personnel or his/her designee and removed by that person in the presence of the employee. The Director of Human Resources will arrange a review of a secretary’s file within five (5) working days. In the event the Director is unable to schedule the review within five (5) days, the Superintendent shall appoint an appropriate designee to complete the review.

At least once every two (2) years a secretary/clerk shall have the right to indicate those documents and/or other materials in his/her file which he/she believes to be obsolete or otherwise inappropriate to retain. Said documents shall be reviewed by the Superintendent or his designee and if, in fact, they are obsolete or otherwise inappropriate to retain, they shall be destroyed. If the Superintendent does not feel the documents to be obsolete or otherwise inappropriate, an explanation will be given to the employee in writing as to the reason they will not be destroyed.
REDUCTION IN FORCE

In the event the District determines that it is appropriate to reduce the number of employees who are included in this group, seniority will be considered in identifying the person to be reduced.

For this purpose seniority will be considered the length of current continuous employment with the District in a secretary/clerk position.

When it is determined by the district which employee position is to be reduced, the least senior employee of that salary grade will be notified they are scheduled for reduction unless the least senior employee had required skills which are needed for their job. In such instance, the next least senior employee would be identified for reduction.

When notified that they are scheduled for reduction, an employee could “bump” the least senior employee in the next lower salary grade if the employee has the skills needed to function in the position obtained via the “bump”. For purpose of “bumping,” if staff reduction should be scheduled, the following is the order of salary grades from highest to lowest: Pay Grade 4, Pay Grade 3, Pay Grade 2, and Pay Grade 1.

Employees reduced via this procedure shall have recall employment rights to any position of the salary grade they were reduced from one (1) calendar year following the reduction. Recall is also dependent upon the employee having the needed skills for the recall position.

Employees must notify the District if they desire to use the “bump” process within five (5) days of being notified their job is being reduced to qualify for “bumping.” Employees do not forfeit recall rights if they opt not to “bump” another employee.

Employees on “recall status” are entitled to use the Complaint Procedures if they have a complaint regarding their failure to gain re-employment via the recall process.

TERMINATION

Unless an employee is informed upon initial employment that employment is for a specific period of time, employment is a continuing process for both the ten (10) and twelve (12) month employees. Employment will terminate by one of the following causes:

1. Expiration of pre-set period of employment
2. Retirement
3. Resignation
4. Reduction in force (RIF)
5. Death
6. Termination by the action of the Board of Education
Should an employee be recommended for termination, the employee may request a hearing before the Board of Education before the recommendation for termination is acted on. If an employee is to be recommended for termination, the employee will receive a written notification of such recommended action from the Superintendent of Schools. If the employee desires a hearing before the Board of Education, prior to the Board acting on the recommendation of the Superintendent, the employee must provide the Superintendent a written request for the hearing within five (5) days of receipt of the written notice regarding the recommendation for termination. At such a hearing, an employee would have the right to have a representative of their choice with them at the hearing.

The District has high expectations for its employees and identifies those expectations in the Support Staff handbook under Standards of Conduct. A termination would be based on an employee’s serious disregard for the standards of conduct and an employee would receive written notice of unsatisfactory conduct before termination was considered, unless the behavior was of such gross nature that remediation of the behavior was inappropriate.

**SAFETY AND PROTECTIVE EQUIPMENT**

No employee is expected to use equipment that is not maintained in a safe condition. All employees should immediately report any defective equipment to their supervisor.

The District will provide appropriate protective equipment or material for the handling of equipment or materials which could be injurious to the individual. Employees are expected to use appropriate safety measures and protective equipment whenever such equipment or material is used.

School secretaries and clerks that cover for the building nurse during break time, lunch, or when a nurse is absent, shall be covered by the District’s hepatitis inoculation program.
THE CAESAR RODNEY SCHOOL DISTRICT

By

[Signature]
President-Board of Education
Caesar Rodney School District

Date 10/22/19

By

[Signature]
Executive Secretary-Board of Education
And Superintendent of Schools

Date 10/22/19

THE CAESAR RODNEY SECRETARIAL/CLERICAL STAFF

By

[Signature]
Representative of Secretarial/Clerical Staff

Date 10/22/19