

Employee Rights & Responsibilities Handbook



Lyle School District
625 Keasey Avenue, PO Box 368, Lyle, WA 98635 509-365-2191

www.lyleschools.org

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Contents

Employee Rights & Responsibilities

Equal Employment Opportunity	3
ADA Compliance	3
Sexual Harassment Reporting	3
Title IX Compliance	4
Professional Work Environment.....	4
Gender-Inclusive School Policy.....	4
Drug & Alcohol Testing	5
Drug-Free Workplace.....	5
Use of Tobacco and Nicotine Products and Delivery Devices.....	5
Immunization Records	5
Dangerous Weapons Policy	6
Breaks/Rest Periods.....	6
Confidentiality.....	6
Reporting Improper Governmental Action (Whistle Blower Act)	7
Reporting Suspected Child Abuse & Neglect	7
Annual / Probationary Performance Evaluations	7
Fingerprinting.....	7
Personnel Files	8
Resolution of Staff Complaints	8
Required Trainings.....	8
Workplace Accidents/Injuries	8
Employment of Relatives	8
Job Postings.....	9
Separation	9
Non-Certificated Employees	9
Certificated Employees - During Term of Contract	9
Certificated Employees - End of Contract Year	10
Reduction in Force.....	10
E-Verify.....	10

Employee Rights & Responsibilities

Equal Employment Opportunity

Lyle School District recognizes the diversity and worth of all individuals. The District does not discriminate on the basis of race, creed, color, national origin, religion, age, honorably discharged veteran or military status, families with children, sex, marital status, sexual orientation, or non-job related physical, sensory or mental disabilities, or use of a trained guide dog or service animal in any educational programs, activities, or employment. Please direct inquiries concerning Title IX, Title VII, and ADA to Principal Lori Smith, lori.smith@lyleschools.org.

ADA Compliance

Lyle School District complies with the requirements of the American with Disabilities Act which makes it illegal to discriminate against qualified individuals with disabilities in job application procedures, hiring, firing, advancement, compensation, job training, and other terms, conditions, and privileges of employment. Requests for accommodation can be made by contacting Human Resources.

Sexual Harassment Reporting

All new employees are required to attend a sexual harassment prevention training at the start of their employment with Lyle School District.

The District recognizes its responsibility to provide a working environment free from all types of discrimination, including sexual harassment. Sexual harassment is defined as any of the following when made within the work setting and unwelcome by the person to whom directed: requests for sexual favors; deliberate verbal, visual, or physical advances or conduct of a sexual nature; and/or exposure to offensive sexual innuendo.

Any employee who believes he/she has been subjected to sexual harassment or intimidation on the job is strongly encouraged to bring the matter to the immediate attention of his/her immediate supervisor, to the Business Manager, or to the Superintendent.

Refer to Board Policy 5011 for information on the investigation procedure, and corrective action. Any employee who has been found, after investigation, to have been in violation of the District's sexual harassment policy will be subject to disciplinary action up to and including discharge.

The following employee has been designated to handle questions and complaints of alleged discrimination: Civil Rights, Title IX/RCW 28A.640 Compliance Coordinator, Section 504/ADA Coordinator
Name: Ms. Lori Smith Email: lori.smith@lyleschools.org
Address: P.O. Box 368 Lyle, WA 98635
Telephone Number 509-365-2191

Employee Rights & Responsibilities

Title IX Compliance

Lyle School District complies with the requirements of Title IX of the Education Amendments of 1972 which prohibits sex discrimination in any educational program or activity at any educational institution that is a recipient of federal funds.

Professional Work Environment

The District is committed to maintaining a positive, productive working environment in which there is an expectation of mutual respect and professionalism among all employees regardless of position or status within the agency. We accept our individual differences, embracing both equity and diversity. We value all employees and their contributions to the district. In support of these values, Lyle School District ensures that:

- Rude, disrespectful behavior is unwelcome and will not be tolerated. Lyle School District encourages positive communication and discourages volatile, hostile or aggressive actions.
- Every employee of the district will be held accountable for creating a welcoming, safe and civil workplace for all.
- Employees will treat each other, supervisors, and members of the public with respect and will expect the same in return.
- It is not the intention of Lyle School district to deprive any employee of his/her right to freedom of expression, but to maintain a safe and harassment-free workplace.

Gender-Inclusive School Policy

The Lyle School District Board of Directors believes in fostering an educational environment that is safe and free of discrimination for all students, regardless of gender expression, gender identity, or sex. To that end, Policy 3211 was adopted in July 2021. This policy is a component of the district's responsibility to create and maintain a safe, civil, respectful and inclusive learning community and will be implemented in conjunction with comprehensive training of staff and volunteers.

Staff will strive to:

- Develop understanding of that student's individual needs with respect to their gender expression or identity, including any accommodations that the student is requesting or that the district will provide according to Policy and Procedure 3211, and under state and federal law; and
- Develop a shared understanding of the student's day-to-day routine within the school so as to foster a relationship and help alleviate any apprehensions the student may have with regard to their attendance at school.

You can request a copy of the full policy and procedure by calling or emailing us, or you can find it on our website, <https://lyleschoolbp.wp.iescentral.com/board-policy/>.

Our assigned gender-inclusive schools coordinator is Lori Smith, Principal.

Employee Rights & Responsibilities

Drug & Alcohol Testing

Employees who are required to have a commercial driver's license to perform their job responsibilities are subject to random, reasonable suspicion, post-accident, return-to-duty and follow-up drug and alcohol testing in compliance with the Department of Transportation and Federal Highways Administration Federal Testing Regulations (49 CFR, Part 382). (Board Policy 5202)

Drug-Free Workplace

Lyle School District maintains a drug-free workplace. It is in violation of Board Policy for any employee to manufacture, distribute, dispense, possess or use in the workplace any alcoholic beverage, narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, or any other controlled substance without a valid prescription. It is also in violation of Board Policy for an employee to be under the influence of any of the aforementioned drugs, while on duty for work.

Employees are required to sign an agreement to abide by the terms of the Drug-Free Workplace Policy. (Board Policy 5201)

Use of Tobacco and Nicotine Products and Delivery Devices

As defined in RCW 70.160.030, no person may smoke in a public place or in any place of employment. Lyle School District property is designated as areas where use of tobacco and nicotine products and delivery devices are prohibited. (Board Policy 4215)

Immunization Records

In order to safeguard the school community from the spread of certain vaccine-preventable diseases, the district recommends that employees who come in close contact with children be immunized against TD (tetanus-diphtheria) and MMR (measles, mumps, and rubella). A record of such immunization, or documentation of immunity, should be on file in the ESD Human Resources Department. Employees born prior to January 1, 1957, need not provide evidence of immunity to measles. In 2021, COVID-19 Immunization became a requirement for school employees in Washington state, unless they requested and were granted a medical or religious exemption and agreed to comply with modified safety precautions.

Employee Rights & Responsibilities

Dangerous Weapons Policy

It is a violation of Lyle School District policy for any employee, student, contractor, volunteer, director, or other person acting under the direction of, or on behalf of, the district to carry onto, or possess, firearms or other dangerous weapons as defined in Board Policy 4210, or applicable laws, on or in the District' premises, public or private elementary or secondary school premises, school-provided transportation, or areas of facilities which are owned, leased, used, or controlled exclusively by the District.

To the extent that Lyle School District believes that violation of this policy may also be a violation of applicable state or federal laws, the district will refer the individual to law enforcement authorities. (Board Policy 4210)

Breaks/Rest Periods

Please see your bargaining unit's CBA.

The District follows the Fair Labor Standards Act regarding rest periods and uninterrupted, non-paid lunch periods.

Confidentiality

During the course of work, employees may have access to confidential employee and student information. Sources of confidential information include but are not limited to electronic, hard copy, or verbal. Employees may not disclose confidential information, inside or outside the workplace, except where consistent with state and federal law and school district policies. If an employee has any question as to whether information is confidential, the employee should check with his/her supervisor before sharing the information.

Employee Rights & Responsibilities

Reporting Improper Governmental Action (Whistle Blower Act)

Lyle School District encourages the reporting of improper governmental actions by our employees and will protect employees against retaliatory employment actions for such reporting when the reports are made in compliance with ESD Board Policy and related procedure. (Board Policy 5271)

Reporting Suspected Child Abuse & Neglect

School employees are considered mandatory reporters of abused and neglected children in Washington state. Any employee who has reasonable cause to believe that a child or adult dependent person has suffered abuse or neglect is required to report such abuse or neglect directly to the proper law enforcement agency and/or the Department of Social and Health Services, Child Protective Division. The report shall be made at the first opportunity, but in no case, longer than forty-eight (48) hours after there is reasonable cause to believe that the child or adult has suffered abuse or neglect.

A Mandatory Reporter Toolkit is available at the Washington State Department of Children, Youth and Families webpage, <https://www.dcyf.wa.gov/safety/mandated-reporter>.

(Board Policy 3421)

Annual/Probationary Performance Evaluations

Providing timely, constructive performance evaluations is an important ESD 112 responsibility. ESD 112 Board Policy requires that all regular employees be evaluated annually. (Board Policy 5240)

Fingerprinting

All Lyle School District employees are required to complete a records check through the Washington State Patrol criminal identification system prior to their first day of work, or if they did not complete a records check when they were employed, prior to their first date in a new position. If an employee may have regularly scheduled, unsupervised access to children under 16 years of age, or developmentally disabled persons, the employee must submit to a records check through the Federal Bureau of Investigation. The cost of fingerprinting is the responsibility of the employee. Employment is contingent upon the satisfactory results of the fingerprint background check. (Board Policy 5005)

Employee Rights & Responsibilities

Personnel Files

Personnel files are kept in the Human Resources department and are available for review by appointment. Refer to Board Policy 5260 for further details.

Resolution of Staff Complaints

Unless otherwise provided in Lyle School District Board Policies and Procedures, Lyle School District employees who have a problem or complaint will seek resolution through established grievance procedures per Board Policy 5270.

Required Trainings

All new employees are required to be trained in a variety of subject matters. Lyle School District utilizes the SafeSchools online training system to provide a convenient way for employees to complete these trainings. You will receive a list of required trainings when you are hired and each year you are employed with Lyle School District.

Workplace Accidents/Injuries

If an employee is involved in an accident, the employee should obtain first aid immediately and obtain medical treatment, if necessary. An Accident/Incident form must be completed within 24 hours or the next working day, whichever is sooner. A link to the Employee Incident Form can be found on ESDiscover (<https://inet.esd112.org>) under Forms & Procedures::Human Resources.

Employment of Relatives

Lyle School District will not discriminate against employees or potential employees because of the individual's marital status, who the individual's spouse, state-registered domestic partner, or family members are, or what the individual's spouse, state-registered domestic partner or family members do. The exception is where there is a "compelling and essential need to avoid business-related conflicts of interest, or to avoid the reality or appearance of improper influence or favor." Neither employee will be in a position of supervising nor reporting to the other. (Board Policy 5000)

Employee Rights & Responsibilities

Job Postings

All Lyle School District open positions are posted on our web page (<http://www.lyleschools.org/District/Department/5-Employment>). The online application system, also available at this link, allows interested applicants to submit an application and supporting documents.

Separation

Non-Certificated Employees

Non-certificated employees wishing to resign from their employment shall inform their supervisor of their intention to do so. Employees are requested, but not required, to give at least two (2) weeks notice before the effective date of the resignation. Employees terminating their employment by resignation may not select a holiday as their last day of employment. (Board Policy 5280)

Certificated Employees - During Term of Contract

Certificated employees wishing to resign from their employment during the term of a written contract shall inform the Human Resources Department of their intention to do so as far in advance of the effective date of resignation as possible.

The Board of Directors, following consultation with the Superintendent and Human Resources, shall determine whether and under what conditions the resignation of a certificated employee during the term of a written contract shall be accepted.

If the resignation of a certificated employee is not accepted by the Board of Directors and the employee proceeds to abandon his/her employment with Lyle School District, the Superintendent shall report such abandonment to the Superintendent of Public Instruction (OSPI).

Employee Rights & Responsibilities

Separation (continued)

Certificated Employees - End of Contract Year

A certificated employee who does not intend to renew his/her contract for an ensuing school year is requested to inform the Human Resources Department of such intention.

When the Superintendent has issued a contract for the ensuing year to a certificated employee and the employee does not return the contract, signed, to the Human Resources Department within ten (10) days of the issuance of the contract, the employee shall be deemed to have abandoned any right to a contract for the ensuing year.

Reduction in Force

The Reduction in Force policy (Board Policy 5280) governs reductions in staff employed by the ESD for nonpersonal reasons, including, but not limited to, reduction in funding, reduction or abolishment of a staff position, the reduction or abolishment of a program, activity, or service performed by the ESD, or the elimination of specific positions. Refer to the policy for specifics on applicable criteria and procedures.

This Organization Participates in E-Verify



This employer will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each new employee's Form I-9 to confirm work authorization.

IMPORTANT: If the Government cannot confirm that you are authorized to work, this employer is required to give you written instructions and an opportunity to contact DHS and/or the SSA before taking adverse action against you, including terminating your employment.

Employers may not use E-Verify to pre-screen job applicants and may not limit or influence the choice of documents you present for use on the Form I-9.

To determine whether Form I-9 documentation is valid, this employer uses E-Verify's photo matching tool to match the photograph appearing on some permanent resident cards, employment authorization cards, and U.S. passports with the official U.S. government photograph. E-Verify also checks data from driver's licenses and identification cards issued by some states.

If you believe that your employer has violated its responsibilities under this program or has discriminated against you during the employment eligibility verification process based upon your national origin or citizenship status, please call the Office of Special Counsel at 800-255-7688, 800-237-2515 (TDD) or at www.justice.gov/crt/osc.

E-Verify Works for Everyone

For more information on E-Verify, please contact DHS:

888-897-7781

www.dhs.gov/E-Verify

NOTICE:
Federal law requires all employers to verify the identity and employment eligibility of all persons hired to work in the United States.



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Disclaimer

The Lyle Community Schools Rights & Responsibilities Handbook is provided as a guide and resource for staff to summarize rights, responsibilities and expected practices detailed in the district's Board Policies and Procedures, CBAs and employee contracts.

In the event of a conflict between provisions in this handbook and the district's Board Policies and Procedures, CBAs and employee contracts, or State/Federal law, the conflict will be resolved in the following order: (a) Federal and State statutes and regulations; (b) Applicable CBA/employee contract; (c) Lyle School District policies and procedures; (c) Employee Rights & Responsibilities Handbook.

Lyle School District reserves the right to update and/or revise policies, procedures and other statements made in this Employee Handbook. Nothing in this handbook is intended, nor shall it be construed as, or promise of, specific treatment in specific situations. No individual rights or benefits are to be created or guaranteed by the issuance of this handbook.

The Lyle School District Board Policies and Procedures are available online at <https://lyleschoolbp.wp.iescentral.com/board-policy/>.