


Revised May 2013



CLASSIFIED

HANDBOOK



Lewistown
Public
Schools

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Classified Staff Handbook

Revised 3/2013

Board Policies are located on the Lewistown Public School Website at: lewistown.k12.mt.us

The material covered within this classified staff handbook is intended as a method of communicating to employees regarding general district information, rules, and regulations and is not intended to either enlarge or diminish any Board policy, administrative regulation, or negotiated agreement. Material contained herein may, therefore, be superseded by such Board policy, administrative regulation, negotiated agreement, or changes in state or federal law.

Any information contained in this classified staff handbook is subject to unilateral revision or elimination, from time to time, without notice.

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

School Board Meetings

Unless otherwise specified, all regular meetings will be held in the Lincoln Building Board Room. Regular meetings shall be held at 7:00 p.m. on the 2nd Monday of each month. June, July and August meetings will meet at 5:30 p.m. Everyone is welcome to attend.

Equal Employment Opportunity and Non-Discrimination

Board Policy #5010

The District shall provide equal employment opportunities to all persons, regardless of their race, color, religion, creed, national origin, sex, age, ancestry, marital status, military status, citizenship status, use of lawful products while not at work, physical or mental handicap or disability, if otherwise able to perform the essential functions of the job with reasonable accommodations, and other legally protected categories.

The District will make reasonable accommodation for an individual with a disability known to the District, if the individual is otherwise qualified for the position, unless the accommodation would impose an undue hardship upon the District.

Inquiries regarding discrimination should be directed to an administrator. Specific written complaints should follow the Uniform Complaint Procedure. (Board Policy #5240P)

Fair Labor Standards Act

Board Policies #5221, #5336

Regular working hours for all classified staff will be set by their supervisor. Classified Staff are not to work before, beyond, or outside their established working hours and are not to work overtime without prior authorization from their supervisor.

Failure to comply will result in disciplinary action in accordance with applicable provisions of Board policy, administrative regulations, and negotiated agreements.

Continuing Education Units (CEU'S)

Classified personnel employed by Lewistown Public Schools will be able to earn CEU's by taking pre-approved classes related to the employees' related area of work according to the following:

1. **Paid By The Employee:** These will include classes offered through Community Education and college-level courses. These classes will equate to 1 CEU per hour of instruction. NOTE: Some classes will be related to employment and have prior approval for all classified employees as designated by the School Board. If in doubt, the employee should ask the supervisor.
2. **Paid by The District:** These will include classes required to maintain employability with the district designed for teachers but open to classified employees. These classes will equate to .50 CEU's per hour of instruction.

The responsibility of collecting proof of workshop or class attendance is solely upon the registrant. Certificates of attendance must be provided on the district designed form available in IMC. For additional advancement on the salary schedule the employee must accumulate CEU's in 15 CEU increments to a maximum of 45 CEU's. **All documentation for movement on the salary schedule must be kept track of and submitted by the employee** to the School District Business Office prior to June 30 of each year for the next year's contract. If an employee is laid off, his CEU's will be "frozen" and can be credited toward advancement on the salary schedule if rehired.

CEU's do not pertain to Certified Para-Professionals.

Non-Teaching Personnel Evaluation

Board Policy #5222

It shall be the responsibility of the Superintendent to develop, implement and supervise the operation of a non-teaching personnel evaluation system. The evaluation system shall be considered administrative policy and will be done by your immediate supervisor yearly. Such evaluation system shall minimally include procedures and criteria for evaluating the employee's specific work habits and skills, attitude towards staff, students, the public, and specific work assignments.

Contracts & Compensation

Board Policy #5140

Each classified employee will be employed under a written contract of a specified term, of a beginning and ending date, within the meaning of § 39-2-912, MCA; such employee shall have no expectation of continued employment beyond the current contract term.

The District reserves the right to change employment conditions affecting an employee's duties, assignment, supervisor, or grade. The Board will determine salary and wages for classified personnel.

Payroll

All regular employees of the Lewistown Public Schools will be paid on a semi-monthly basis. The dates for pay are the 15th and 30th of each month. If the 15th or the 30th fall on a Saturday or Sunday, employees will be paid on the Friday before. No early payments will be made.

If you have any questions regarding your paycheck, health insurance, dental insurance, time clock, other deductions, etc. please contact the Payroll Clerk at the Lincoln Building. 535-8777 Ext. 115.

Compensatory Time and Overtime/Classified Employees

Overtime is defined as hours worked in excess of forty (40) hours per week. All overtime worked must be mutually agreed on between the immediate supervisor and the employee, with approval from the Superintendent's office. The District's work week will start at 12:01 a.m. on Saturday and end at 12 midnight on Friday.

Non-Teaching Employees Vacation

Board Policy #5334P

Vacation

All classified employees, except those in a temporary status, serving more than six (6) months, are eligible to earn vacation leave credits retroactive to the date of employment. Leave credits may not be advanced nor may leave be taken retroactively. A seasonal employee's accrued vacation leave credits may be carried over to the next season, if management has a continuing need for the employee, or paid out as a lump-sum payment to the employee when the season ends (generally in June). The employee may request a lump-sum payment at the end of each season.

Vacation is earned according to the following schedule:

RATE-EARNED SCHEDULE (Per 12 Month Employee)

<u>Years of Working</u>	<u>Days Employment Credit per Year</u>
1 day - 10 years	15
10 - 15 years	18
15 - 20 years	21
20 years on	24

Maximum Accrual of Vacation Leave

All full-time and part-time employees serving in permanent and seasonal positions may accumulate two (2) times the total number of hours they are eligible to earn per year, according to the rate-earned schedule.

Lump-Sum Payment upon Termination

An employee who terminates employment for reasons not reflecting discredit on the employee shall be entitled, upon the date of such termination, to cash compensation for unused vacation leave, assuming that the employee has worked the qualifying periods set forth in ' 2-18-611, MCA. The District shall not pay accumulated leave to employees who have not worked the qualifying period.

Non-Teaching Personnel Medical/Hospitalization Insurance

Board Policy #5331

Insurance Benefits for Employees

Newly hired employees will be eligible for insurance benefits offered by the District for the particular bargaining unit to which the employee belongs. Other employees will be offered benefits consistent with the District's benefit plan, with the exceptions noted below:

- Classified employees who are less than half time (that is, who are regularly scheduled to work the greater of the District's benefit plan minimum or seventeen and one-half (17½) hours per week) will not be eligible for group health, dental, and life insurance, and will not be considered to be a member of the defined employee insurance benefit groups.

In the absence of a collective bargaining agreement, the District will pay classified insurance benefits as follows:

- Full time employees (classified employees contracted to work at least 35 hours per week): During the period of actual service, the District will pay the employee's portion of any District sanctioned group health and dental plan plus half of the premium for additional covered dependents. The District will also pay the employee premiums for the District sanctioned group life and disability insurance during the period of service. Premiums due for the months outside of service are the sole responsibility of the employee.
 - Half time employees (classified employees eligible for insurance, but contracted to work less than 35 hours per week): During the period of actual service, the District will pay half of the employee's portion of any District sanctioned health and dental plan plus 25% of the premium for additional covered dependents. The District will also pay the employee premiums for the District sanctioned life and disability insurance during the period of service. Premiums due for the months outside of service are the sole responsibility of the employee.
2. Any permanent employee who works half time or more is eligible for group health and/or dental insurance irrespective of the unit to which the employee belongs. All medical and dental insurance premiums shall be prorated in the amount of the full contract in terms of full-time equivalency times the District's maximum contribution as prescribed by the applicable collective bargaining agreement or Board policy.

If an eligible employee wishes to discontinue or change health insurance coverage, it is incumbent upon the employee to initiate the action by contacting the Payroll Clerk and completing the appropriate forms.

Anniversary dates of the health insurance policies for the District shall be September 1st through August 31st.

Leaves of Absence

Board Policy #5321 & #5321P

Sick and Bereavement Leave

Classified employees shall be granted sick leave benefits in accordance with ' 2-18-618, MCA. For classified staff, "sick leave" means a leave of absence, with pay, for a sickness suffered by an employee or his or her immediate family. "Immediate family" is defined as the employee and spouse and their grandparent, father, mother, sister, brother, daughter, son and grandchild. Nothing in this policy guarantees approval of the granting of such leave in any instance. Each request will be judged by the District in accordance with this policy and the governing collective bargaining agreements.

An employee who has a death in the immediate family shall be eligible for bereavement leave. The Superintendent shall have the authority to give bereavement leave for up to five (5) days. Bereavement leave of greater than five (5) days must be approved by the Board. Such leave shall not exceed three (3) months, unless prescribed by a physician. To be paid for bereavement, a Classified Employee must use their accumulated sick leave hours.

Non-Teaching Employees Sick Leave and Sick Leave Benefits

1. Sick Leave Definition:
 - a. Sick leave means a leave of absence with pay for a sickness suffered by an employee or his immediate family
2. Calculation and Accumulation of Sick Leave:
 - a. Employees must work continuously for ninety (90) calendar days before they qualify to use earned sick leave or are eligible for a lump sum payment for unused sick leave credit, as stipulated by termination benefits
 - b. Employees will be granted sick leave with full pay at the rate of one (1) working day for each month of service without restriction as to the number of working days he/she may accumulate.
3. Eligibility for Sick Leave
 - a. All non-teaching employees are eligible for sick leave provided they work the qualifying period of ninety (90) days of continuous employment.
4. Termination Benefits
 - a. All permanent, temporary and seasonal employees who terminate their employment with the district are entitled to a lump-sum payment equal to one-fourth (1/4) of the pay attributed to their accumulated unused sick leave.
 - b. Employees who transfer within the district shall not be entitled to a lump-sum payment at the time of the transfer.
 - c. The computation on the value of the unused sick leave will be based on the employee's salary rate at the time of termination.
5. Abuse of Sick Leave
 - a. Abuse of sick leave is cause for dismissal and forfeiture of the lump-sum payment.
 - b. Abuse of sick leave occurs when an employee misrepresents the actual reason for charging an absence to sick leave; or when an employee used sick leave for unauthorized purposes.
 - c. Improper absences should be charged to Vacation Leave or leave without pay at the discretion of the employee's immediate supervisor, or other administrative authority.
 - d. The employee's immediate supervisor, at his/her discretion, may require written substantiation of any sick leave charged against an employee's sick leave credits in the form of a physician's certificate.

Jury Duty

Leaves for service on either a jury or in the legislature shall be granted in accordance with state and federal law.

An employee who is summoned to jury duty or subpoenaed to serve as a witness may elect to receive their regular salary or take annual leave during jury time. If the employee elects not to take annual leave, however, all juror and witness fees and allowances (except for expenses and mileage) must be remitted to the employer. An employer may request the court to excuse an employee from jury duty if he or she is needed for the proper operation of the school.

Military Leave ~ Leave of Absence

- a. If an employee is called into military service on an involuntary basis, he/she shall be granted a leave of absence on an involuntary basis.
- b. If a member of the Active Reserve or National Guard is called to active duty, he/she shall be granted a leave of absence for the time he/she is on active duty as a result of said call.

Family and Medical Leave Act (FMLA)

Board Policy #5328 & #5328P

Eligibility

Employees are eligible if they have worked for the District for at least one (1) year, and for one thousand two hundred fifty (1,250) hours over the previous twelve (12) months, **and** if there have been at least fifty (50) District employees within seventy-five (75) miles for each working day during twenty (20) or more work-weeks in the current or preceding calendar year.

Length/Purpose of Leave

In accordance with provisions of the Family Medical Leave Act of 1993 (FMLA), a leave of absence of up to twelve (12) weeks during a twelve (12) month period may be granted to an eligible employee for the following reasons: 1) birth of a child; 2) placement of a child for adoption or foster care; 3) a serious health condition which makes the employee unable to perform functions of the job; 4) to care for the employee's spouse, child, or parent with a serious health condition; 5) because of a qualifying exigency (as the Secretary shall, by regulation, determine) arising out of the fact that the spouse or a son, daughter, or parent of the employee is on active duty (or has been notified of an impending call or order to active duty) in the Armed Forces in support of a contingency operation.

Workers' Compensation

Board Policy #5337

An employee who is injured in an industrial accident may be eligible for Workers Compensation benefits. Use of sick leave must be coordinated with receipt of Workers Compensation benefits on a case-by-case basis, by contacting the Workers Compensation carrier.

All employees of the District are covered by workers' compensation benefits. In the event of an industrial accident, an employee should:

1. Attend to first aid and/or medical treatment during an emergency;
2. Correct, or report as needing correction, a hazardous situation as soon as possible after an emergency situation is stabilized;
3. Report the injury or disabling condition, whether actual or possible, to the immediate supervisor, within forty-eight (48) hours, on the Employer's First Report of Occupational Injury or Disease; and
4. Call or visit the administrative office after medical treatment, if needed, to complete the necessary report of accident and injury on an Occupational Injury or Disease form.

Holidays

Board Policy #5333

Holidays for certified staff are dictated in part by the school calendar. Temporary employees shall not receive holiday pay. Part-time employees shall receive holiday pay on a prorated basis.

The holidays required for classified staff, by 20-1-305, MCA, are:

1. Independence Day
2. Labor Day
3. Thanksgiving Day
4. Christmas Day
5. New Year's Day
6. Memorial Day
7. State and national election days when the school building is used as a polling place and the conduct of school would interfere with the election process of the polling place.

All classified employees will receive six (6) paid holidays per school year as follows:

1. Labor Day
2. Thanksgiving Day
3. Day After Thanksgiving
4. Christmas Day
5. New Year's Day
6. Memorial Day

Twelve-(12)-month employees will be granted an additional two (2) floating days per year, plus Independence Day.

In those cases where an employee, as defined above, is required to work any of these holidays, another day shall be granted in lieu of such holiday unless the employee elects to be paid for the holiday in addition to the employee's regular rate of pay for all time worked on the holiday.

Twelve (12) month employees in cases where one of the above holidays falls on a Saturday or Sunday, the preceding Friday and/or the following Monday shall not be a holiday. Seasonal employees shall be granted all holidays listed above no matter which day of the week the holiday falls.

If a holiday occurs during the period in which vacation is being taken by an employee, the holiday shall not be charged against the employee's annual leave.

Classified Sick Leave Bank

Board Policy #5510, #5510F

The Sick Leave Bank is meant to provide temporary assistance during an extended illness or injury. It is not meant as a full means of support.

A Sick Leave Bank will be available for all classified employees who have passed the probationary period of 6 months.

Donation and use of sick leave credits to the sick leave bank are governed by the terms of the current Board Policy and Classified Council.

Please contact any Classified Council Representative if you have questions regarding the Sick Leave Bank.

Emergency Closures

In the event of hazardous or emergency conditions, all district schools or selected schools or grade levels may be closed or schedules altered to provide delayed openings of school and/or early dismissal of students as appropriate.

A phone tree will be distributed to all staff for use in the event of delayed openings or school closures. Additionally, the local radio station KXLO AM 1230 & KLCM 95.9 FM report delayed openings and school closures.

Emergency Procedures and Disaster Plans

Board Policy #8301

A copy of the District's Emergency Procedures Plan is located by each telephone and is available to staff detailing responsibilities in the event of such emergencies as; disorderly behavior, unlawful assembly, disturbances at school activities, natural disasters, fire, illness or injury of a student or staff member, and the authorized use of force on school property. Additional copies of the plan may be obtained in IMC.

In an Emergency When you hear it. Do it.



Lockout



Lockdown



Evacuate



Shelter

Lockout! Secure the Perimeter.

Students

Return inside
Business as usual

Teachers

Bring students into the building
Increase situational awareness
Take roll
Business as usual

Lockdown! Locks, Lights, Out of Sight.

Students

Move away from sight
Maintain silence

Teachers

Lock classroom door
Turn out the lights
Move away from sight
Maintain silence
Wait for responder to open door
Take roll

Evacuate! (Directions to Follow.)

Students

Leave your stuff behind
Form a line
Hand in hand

Teachers

Lead evacuation to location
Take roll
Notify if missing, extra or injured students

Shelter! (Directions to Follow.)

Students

Shelter types:
1. For tornado
2. For bomb
3. For hazmat
Shelter methods:
1. Drop, cover and hold
2. And seal
3. In silence

Teachers

Shelter type
Shelter method
Take roll



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Employee Electronic Mail and On-Line Services Usage

Board Policy #5450

The District e-mail and Internet systems are owned by the District and are intended to be used for educational purposes only. While occasional personal use is allowed, employees should have no expectation of privacy when using the electronic mail or Internet systems for any purpose.

All e-mail/Internet records are considered District records and should be transmitted only to individuals who have a need to receive them.

The District reserves the right to bypass individual passwords at any time and to monitor the use of such systems by employees.

District records and e-mail/Internet records are subject to disclosure to law enforcement or government officials or to other third parties through subpoena or other process. Consequently, the District retains the right to access stored records in cases where there is reasonable cause to expect wrong-doing or misuse of the system and to review, store, and disclose all information sent over the District e-mail systems for any legally permissible reason, including but not limited to determining whether the information is a public record, whether it contains information discoverable in litigation, and to access District information in the employee's absence.

All District employees should be aware that e-mail messages can be retrieved, even if they have been deleted, and that statements made in e-mail communications can form the basis of various legal claims against the individual author or the District.

E-mail sent or received by the District or the District's employees may be considered a public record subject to public disclosure or inspection. All District e-mail and Internet communications may be monitored.

Travel

Board Policies #7336P, #8121, #8122

Prior to travel, an employee must request their travel and a district vehicle, if needed, on the Lewistown Public Schools website. This online request form can be found at www.lewistown.k12.mt.us under Staff Resources – District Travel Info. Click on *Travel Request/Notice Form for School District Employees* to complete the request. Please note that it is requested that employees use a District School Vehicle whenever possible, as it is more cost-effective for the District.

Immediately upon returning from travel, an employee must complete the *LPS Travel Reimbursement Form* located on the Lewistown Public School website under Staff Resources – District Travel Info. A copy of the conference itinerary and any other receipts for registration, hotels and gas (only if a District Vehicle is used) must be attached to this form and turned into the Business Office. Food reimbursement is on a per diem basis, so no receipts are needed. The *LPS Travel Reimbursement Form*, along with all receipts, must be turned in **no later than 30 days after travel** or payment may be denied. If a trip is taken in June, the paperwork must be turned in **no later than June 25th**.

If you have questions or need help, please contact Accounts Payable in the Lincoln Building, 535-8777, ext. 113.

Use of Private Vehicles for District Business

Board Policy #8122

The use of private vehicles for district business, including the transportation of students, is generally discouraged. Staff members should use district-owned vehicles whenever possible, scheduling activities and other transportation far enough in advance to avoid any non-emergency use of private vehicles.

Procedures for Use of School Car

(To guarantee reimbursement for your trip, the following procedures must be followed.)

1. **You must** submit an online request to the Transportation Director, at www.lewistown.k12.mt.us under Staff Resources – District Travel Info. Click on *Travel Request/Notice Form for School District Employees* to complete the request. Only one request is needed, but names of all individuals traveling together must be included in the request. Whoever requests the travel and use of the car is responsible for turning in the required paperwork.
2. Only use the Wright Express/Montana State Credit Card provided in the vehicle. The credit card may be used for car expenses only. No personal charges are allowed. Upon return, attach the credit card receipt(s) to the *LPS Travel Reimbursement Form*. **DO NOT LEAVE CREDIT CARD RECEIPTS IN THE CAR!!!**
3. Upon return of your trip, leave the car at the bus barn. Leave the credit card and the keys in the glove box. Lock the car.

Health and Safety Free Environment

Smoke/Tobacco-Free Environment

Board Policy #5225

The Lewistown Public Schools has adopted as one of its goals: “Learn about, develop, and maintain a healthy body and mind.” The use of tobacco products violates the spirit of the district’s goal. Smoking and the use of tobacco products shall be prohibited in or on all School District buildings and property.

Gun-Free Schools – Weapons

Board Policy #3310

Anyone who uses, possesses, controls, or transfers a firearm, an object that can reasonably be considered a firearm, or a weapon, shall be subject to immediate suspension with the possibility of dismissal recommendation to the District Superintendent and School Board. A weapon includes, but is not limited to, a firearm or knife, sword, straight razor, throwing dart, nun-chucks, firecrackers, brass or other metal knuckles, or any instrument, article, or substance that, regardless of its primary function, is used to harm, threaten to harm, or cause injury to another.

Chemicals/Drugs/Alcohol-Free Workplace

Board Policy #5226 (#5228P - Transportation)

All District workplaces are drug and alcohol-free workplaces. All employees are prohibited from:

- Unlawful manufacture, dispensing, distribution, possession, use, or being under the influence of a controlled substance while on District premises or while performing work for the District.
- Distribution, consumption, use, possession, or being under the influence of alcohol while on District premises or while performing work for the District.

As a condition of employment, each employee shall:

- abide by the terms of the District policy respecting a drug and alcohol-free workplace; and
- notify his or her supervisor of his or her conviction under any criminal drug statute, for a
- violation occurring on the District premises or while performing work for the District, no later than five (5) days after such a conviction.

Reasonable Suspicion Testing

Employees in covered positions may be subject to a fitness-for-duty evaluation, including urine and breath testing, when there is reason to believe drug or alcohol use is a potential factor affecting job performance.

District Action upon Violation of Policy

An employee who violates this policy may be subject to disciplinary action, including termination. Alternatively, the Board may require an employee to successfully complete an appropriate drug or alcohol-abuse, employee-assistance rehabilitation program.

Sexual Harassment, Bullying and Intimidation

Board Policies #5010, #5012, #5015

Harassment of staff members is strictly prohibited on district property, including non-district property while a staff member is at any district-sponsored, district-approved, or district-related activity or function, such as field trips or athletic events, in which students are under the control of the district or where the staff member is engaged in district business.

Harassment includes, but is not limited to, harassment on the basis of race, color, religion, national origin, age, marital status, disability, and sexual harassment.

Sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

1. The staff member's submission to the conduct or communication is made a term or condition of employment;
2. The staff member's submission to, or rejection of, the conduct or communication is the basis for decisions affecting employment and assignment;
3. The conduct or communication has the purpose or effect of substantially interfering with an individual's work performance;
4. The conduct or communication has the effect of creating an intimidating, hostile, or offensive working environment.

Other types of harassment may include, but not be limited to, jokes, stories, pictures, or objects that are offensive, tend to alarm, annoy, abuse, or demean certain protected individuals and groups.

A staff member whose behavior is found to be in violation of Board policy may be subject to discipline up to and including dismissal. A student whose behavior is found to be in violation of Board policy may be subject to discipline up to and including expulsion.

Any staff member who is subject to, or knows of, such harassment is directed to notify the building principal or superintendent immediately. If the complaint is not satisfactorily settled, the staff member may file a complaint directly with the Montana Human Rights Commission or with the U.S. Department of Labor, Equal Employment Opportunity Commission. Such complaints may also be filed with the appropriate enforcement agency, in lieu of the district's complaint process, at any time, as provided by law.

There will be no retaliation by the district against any person who, in good faith, reports harassment.

Child Abuse Reporting

Board Policies #5232, #5232F

Any staff member who has reasonable cause or reasonable suspicion to believe that any child under 18 years of age with whom he/she has come in contact has suffered abuse or neglect, or that any adult with whom he/she is in contact has abused a child, shall immediately orally report to the Department of Family Services or local law enforcement agency. The building principal/supervisor is also to be immediately informed. **Hot Line # 866-820-5437**

Failure to report a suspected child abuse is a violation punishable by law and by district disciplinary action up to and including dismissal.

Participation in Political Activities

Board Policy #5224

Staff members may exercise their right to participate fully in affairs of public interest on a local, county, state, and national level, on the same basis as any citizen in public or private employment and within the law.

Staff members may, within the limitations imposed by state and federal laws and regulations, choose any side of a particular issue and support their viewpoints as they desire, by vote, discussion, or persuading others. Such discussion and persuasion, however, may not be carried on during the performance of district duties.

Staff members are expected to make clear that the viewpoints they represent are personal and are not to be interpreted as the district's official viewpoint.

School Food Program

All classified employees are able to have a meal account in their name to use at any school building in the district.

Deposits may be made in the elementary buildings with the secretary and at the secondary schools in the kitchen with the food servers. Online deposits to meal accounts may also be made through the district computer system, Infinite Campus, using a credit or debit card.

The cost of an adult meal is printed on the menu. They are published monthly and are available on the district website. Breakfast and lunch serving times are also posted in each building. Elementary buildings submit a daily estimated lunch count by 9:00 a.m.

Accounts are expected to be kept in good standing. If you have any questions about School Food Service, please contact the Food Service Director in the Lincoln Building at 535-5261.

Instructional Media Center (IMC)

IMC is the School Districts' "Print Shop", where everything from Graphic Design, layouts, forms, booklets, programs, certificates, tablets, binding, copying and laminating can all be done.

ALL District forms are created and available through this office, as are handbooks, programs rosters etc. Any copying of 25 or more should be sent to IMC, to save on use of building copiers and save money. Items may be emailed or sent via inter-department mail and an IMC Request Card must be filled

out and sent over with each project. IMC Request Cards are available in your School office. Please allow time for all jobs to be delivered to IMC, finished and sent back to you.

Please only send over the current years' copying; do not send over items for the following school year as budgeting is not set for this. In May of each year, up to 2 weeks of copying may be sent to be done for the following school year only.

Please feel free to contact the IMC Technician, located in the Lincoln Building at 535-8777, ext. 124. Guidelines are available on the School Website.

Staff Conduct

Board Policy #5223

Employees are expected to maintain high standards of honesty, integrity and impartiality in the conduct of district business.

In accordance with state law, an employee should not dispense or utilize any information gained from employment with the district, accept gifts or benefits, or participate in business enterprises or employment which creates a conflict of interest with the faithful and impartial discharge of the employee's district duties. A district employee may, prior to acting in a manner which may impinge on any fiduciary duty, disclose the nature of the private interest which creates a conflict. Care should be taken to avoid using, or avoid the appearance of using, official positions and confidential information for personal advantage or gain.

Further, employees should hold confidential all information deemed to be not for public consumption as determined by state law and Board policy. Employees shall also respect the confidentiality of people served in the course of the employee's duties and use information gained in a responsible manner. Discretion should be employed even within the school system's own network of communication.

Don't Be Late

- a. Get to work on time.
- b. Organize your time.
- c. If an emergency arises, communicate the problem to your supervisor as soon as possible.

Staff Dress and Grooming

All staff are expected to be neat, clean, and to wear appropriate dress for work that is in good taste and suitable for the job at hand.

Classified Council

Classified Council is made up of a representative from each school/department, meeting once a month. Classified Council has given Classified Staff a "voice" with Lewistown Public Schools and in-turn keep you informed. They are always open to suggestions, problems, compliments etc. and are in charge of the Classified Sick Leave Bank.

If you have any questions or concerns, please contact a Classified Council Representative.

NOTES

Phone Numbers

Central Office (Lincoln Building) - Phone: 535-8777 Fax: 535-7292

Accounts Payable – ext. 113
Business Office Manager – ext. 116
Central Kitchen – ext. 125 (or 535-5261)
Curriculum – ext. 133
Instructional Media Center (IMC) – ext. 124
Maintenance (Building & Grounds) – ext. 114
Payroll – ext. 115
Shipping & Receiving – ext. 111
Superintendent & Administrative Secretary – ext. 110
Technology Supervisor – ext. 132
Technology Support Staff – ext. 118,121,128, 134

Fergus High School – Phone: 535-2321 Fax: 535-3835

Lewistown Junior High – Phone: 535-5419 Fax: 535-2300

Lewis & Clark Elementary – Phone: 535-2811 Fax: 535-2812

Garfield Elementary – Phone: 535-2366 Fax: 535-2367

Highland Park Elementary – Phone: 535-2555 Fax: 535-4617

Central Montana Education Center – Phone: 535-9022 Fax: 535-5578

Bus Barn – 535-3287 Fax: 535-8534

**Central Montana Learning Resource Center (COOP) – Phone: 535-9012
Fax: 535-5578**