



MATANUSKA-SUSITNA
BOROUGH SCHOOL DISTRICT

Employee Handbook

"Preparing all students for success."

Welcome to MSBSD,

As an employee in the Mat-Su Borough School District, new or returning, there are employment related informational items that are important for you to know and understand. The following employee handbook is provided to familiarize you with the policies and practices related to your employment.

In addition, the Human Resources and Payroll Departments are here to help you with any questions or needs that you may have during your career. Our goal is to provide you with exceptional customer service while ensuring that we accurately and efficiently process all employment actions. In doing so we make the following guarantees to you:

- We will approach each customer engagement with kindness and empathy. We want each customer to leave our office feeling listened to, understood, and that they were our most important priority.
- We are not all experts in everything, but each of us is an expert in something. This means that we will always connect you with someone who can answer your question or address your need.
- We are driven to provide exceptional service and want to learn about our level of service from our customers. We need to hear from you about how we are excelling and what improvements we can make to the services we provide.

Our contact information is below, please do not hesitate to reach out if we can be of assistance.

	Human Resources	Payroll
Office Hours:	M-F 7:00 am to 4:30 pm	M-F 7:00 am to 4:30 pm
Website:	www.matsuk12.us/domain/101	www.matsuk12.us/domain/110
Phone Number:	(907) 761-4357 opt. 3	(907) 761-4357 opt. 4
Email:	HR@matsuk12.us	Payroll@matsuk12.us

On behalf of the Mat-Su Borough School District school board and administration, we welcome you to our community where we work together in our various roles to prepare all students for success.

Sincerely,

Katherine Gardner,

Executive Director of Human Resources and Payroll

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1. GENERAL EMPLOYMENT PRACTICES AND EXPECTATIONS

1.1 Mandatory Reporting of Child Abuse and Neglect

Consistent with Alaskan Statute [A.S. 47.17.020.](#), all school employees are required to immediately report to the Alaska Office of Children's Services (OCS) if they have reasonable cause to suspect Child Abuse or Neglect. Those who fails to report such abuse willfully or knowingly are guilty of a class B misdemeanor. In order to help employees be well informed on this subject, MSBSD provides training through SafeSchools concerning how to identify victims of abuse and the process of reporting.

1.2 School Safety

The Mat-Su Borough School District is dedicated to keeping our schools safe for students and staff. In light of this, there are a number of resources listed below to educate staff about the ways MSBSD is working to prevent school violence as well as how employees can be prepared and equipped to play their own vital role in maintaining safe schools.

[Keeping Schools Safe](#)
[School Violence Prevention Flier](#)
[School Violence Prevention PowerPoint](#)

1.3 Workers' Compensation Coverage and Reporting Responsibilities

MSBSD provides Workers' Compensation to district employees who are injured while performing their job duties. Please reference our guide on [Employee Reporting Responsibilities](#) to learn the process for Worker's Comp claims and the role employees play. Moreover, employees can find the reporting forms referred to in the guide on [MSBSD's Knowledge Base](#).

1.4 Alcohol, Tobacco, and Drug-Free Workplace

The School Board believes that the maintenance of drug, tobacco, and alcohol-free workplaces is essential to school and district operations. No employee shall unlawfully manufacture, distribute, dispense, possess, use or be under the influence of any alcoholic beverage, drug or controlled substance before, during or after school hours at school or in any other district workplace. To read the full policy please click [here](#).

1.5 Attire Guidelines

All employees must exercise good judgment in their choice of professional appearance for work and work-related activities by always appearing in a way that is appropriate to the situation, and that will invoke:

- A positive impression from the community,
- Provide appropriate role modeling for students,
- Promote a working and learning environment that is free from unnecessary disruption.

The following are examples of attire which are not generally acceptable:

- Sweatpants, exercise wear, or sleepwear,
- Yoga pants and leggings unless covered by a skirt, dress, or shirt which is not more than three inches above the knee,
- Shorts,
- Immodest or revealing dress to include visible cleavage or other private parts, visible undergarments, bare midriffs, skirts more than three inches above the knee, spaghetti strap tops, strapless tops or tops with straps less than two inches wide,
- Clothing that is ripped, frayed, rumpled or disheveled,
- Bare feet or no shoes.

Please read the complete attire guidelines [here](#).

1.6 Unauthorized Release of Confidential Information

District employees shall maintain the confidentiality of all confidential records until such time as laws, state regulations and/or bylaws of this district permit disclosure. Information and records pertaining to executive sessions, negotiations and student records are not subject to public disclosure.

Any employee who willfully releases confidential information about students, staff, or any topic properly confined to an executive session shall be subject to disciplinary action up to and including dismissal from district service. Any action by an employee which inadvertently or carelessly results in release of confidential information shall be recorded, and the record shall be placed in the employee's personnel file.

Depending on the circumstances, the Superintendent or designee may deny the employee further access to any privileged information and shall take any steps necessary to prevent any further unauthorized release of such information.

1.7 Gifts

Employees will not accept gifts from students or parents of students unless such gifts are considered de minimis. The Board considers as more welcome and more appropriate the writing of letters to employees to express gratitude and appreciation.

All district employees are prohibited from accepting, in the course of employment, things of material value from parents, companies, organization, or individuals doing business with the District.

This policy does not apply to gifts that are not connected to the recipient's status as a district employee, such as a birthday or wedding gifts from a personal friend or relative unless it can be reasonably inferred that the gift was intended to influence an official action or decision by the district employee. Additionally exempt are the acceptance of minor items that are generally distributed by companies, organizations, or other entities through their public relations programs.

1.8 Code of Ethics – Professional Teaching Practices Commission

The School Board expects district employees to maintain the highest ethical standards, to follow district policies and regulations, and to abide by state and national laws. Employee conduct should enhance the integrity of the district and the goals of the educational program.

The Board encourages district employees to accept as guiding principles the codes of ethics published by professional associations to which they may belong.

Members of the teaching profession are obligated by law to abide by the code of ethics and professional standards adopted by the Professional Teaching Practices Commission ([20 AAC 10.010](#)). For more information, please read the [Handbook for AK Educators](#).

1.9 Non-Discrimination in Employment

The Matanuska-Susitna Borough School District is an Equal Opportunity Employer and seeks to provide a workplace which is free from unlawful discrimination, as defined in applicable State and Federal statutes and regulations, based on sex (including gender identity and sexual orientation), age, marital status, race, religion, color, ancestry, national origin, physical or mental disability, marital status, change in marital status, pregnancy, parenthood or protected veteran status. This means it is the policy of the District to prohibit discrimination against any employee in compensation or in a term, condition, or privilege of employment because of that person's sex (including gender identity and sexual orientation),

age, marital status, change in marital status race, religion, color, ancestry, national origin, physical or mental disability, pregnancy, parenthood or protected veteran status.

Employees who engage in prohibited discrimination will be subject to disciplinary action, up to and including discharge. For a complete copy of Board Policy 4030.1, please click [here](#).

2. PAYROLL PROCESSING

2.1 Per Period Calculations

MSBSD pays employees on the 15th and 31st of each month. If these dates fall on a weekend, employees will be paid the Friday prior. The district pays on an average, which means we calculate the number of days and hours staff work in a year and divide them equally amongst the paychecks. This results in each paycheck being the same amount.

2.2 Special Payment Types and Timelines

Longevity

All CEA employees who remain at step 10 on the salary schedule shall receive an amount equal to 5% of their prior fiscal year wages earned at step 10 of their permanent position, but not less than \$1,500. CEA employees will receive notification via email of their payment amounts no later than October 1. If an employee believes there is a discrepancy in the earnings amount used to calculate the longevity payment, the employee must notify the Payroll Department within 7 working days. Payment for the longevity will be made on the October 31st Payroll.

MSEA members who do not receive a step increment due to their placement at the end of columns B+60/M+15, M+30, M+45, or D shall receive an amount equal to a step increment added to their base salary in each year. The amount shall be paid one lump sum on the October 31st payroll.

Retirement Incentive

In special recognition of longevity and extraordinary services provided to the District by selected teachers, the district offers a Service Recognition Program. For certificated staff, this shall only apply to those who are eligible to retire and who notify the Human Resources Department to be received no later than December 31st of their intention to, and who do in fact, retire at the end of the current school year. Certificated staff shall receive a set amount per year of service, and the increase shall be paid in one lump sum in the final paycheck.

For non-certificated staff, employees are eligible to retire under PERS and who notify the Human Resources Department of their intention to retire at least 90 days prior to their retirement date. They shall receive a set amount per year of service, and the increase shall be paid in one lump sum in the final paycheck. It is understood that the amount of the incentive will not be included in the PERS retirement calculation.

National Board

MSEA members who provide documentation to the Human Resources Department not later than forty-five (45) days after the start of a new semester of national board certification or other national certification deemed as comparable to national board certification by the Human Resources Department will be eligible for an increase to their annual salary of three thousand (3,000) dollars for the life of the certificate, provided the teacher is employed in a position in the area of such certification. Teachers who submit proof of certificate in the second semester will receive only one thousand five hundred (1,500) dollars.

Co-Curricular Payments

All co-curricular assignments shall be voluntary. The co-curricular athletic and non-athletic activities shall be paid on the extra-curricular salary schedule contained in section [4. B. 3](#) of the MSEA collective bargaining agreement. Payment for the extra-curricular contract shall be provided to the employee with the regular payroll within thirty (30) days of the last scheduled event. Yearlong co-curricular stipends are paid in four quarterly payments. Payments are made on the October 15th, December 15th, March 15th, and May 31st payrolls.

2.3 Payroll Calendar

You can view the pay dates for the different employee categories by clicking [here](#).

2.4 Understanding your Pay Advice

A few days before each paycheck, employees will receive a Pay Advice. These are passcode protected with the password being the last four digits of the employee's Social Security number. The pay advice will hold a great deal of important information about deductions, benefits and earnings. In order to assist staff in fully understanding this document, Payroll has created a detailed explanation of where information appears on the paycheck, what the abbreviations mean, and how to understand the different items shown. In order to view these tips, please click [here](#).

2.5 Reviewing your pay

We want all employees to understand and have confidence in the accuracy of their pay. In order to help guarantee this, we recommend that all staff review each pay advice on a regular basis. The Payroll department has created a helpful form to provide employees with guidance about the specific items they should be reviewing.

Reviewing Your Pay Form

2.6 Comparing your Pay Advice to your Form W-2

Employees can compare their final pay advice to the Form W-2 in order to verify their taxable income. The document [here](#) provides direction in the process.

2.7 Salary Advancement – MSEA Only

According to the MSEA Negotiated agreement, “The salary schedule is based upon the degree, experience, and additional semester hours earned (24).” In light of this, teachers can advance on the salary schedule if they provide official transcripts to the Human Resources department proving they have earned additional educational credits. These credits must be 400 level and above courses that are related to the teacher’s educational area. If the documentation is submitted on or before September 30th, it will be retroactive for all 185 days. Requests and documentation filed after September 30th but prior to February 1st will result in column movement beginning with the next full pay period after the filing.

2.8 Pay Options for Teachers

MSEA employees have the option of receiving 20 or 24 equal payments each year. The election must be made no later than the first workday of the school year in which the wages are earned. Once this election is made, it cannot be changed or withdrawn for the current school year. However, employees may change their number of pays for the following school year. Those that have elected for 20 payments will received their final paycheck of the year on June 15th. Those that have elected for 24 payments will receive 5 separate payments on June 15th.

2.9 Summer Pay Election – CEA Only

Because many classified employees are not paid year-round, MSBSD offers a summer pay election to help alleviate financial hardships this may cause. Classified employees may choose to have a flat amount or percentage of their net pay withheld from their paychecks. At the end of the year, they will receive the withheld amount in one lump sum payment on their last paycheck of the fiscal year. For further information about this opportunity, please read this [form](#).

3. BENEFIT OPTIONS

3.1 Teachers Retirement System Tier Chart

Certificated staff in the Mat-Su Borough School District participate in TRS (Teachers' Retirement System) in accordance with [AS 14.25.001-14.25.590](#). Those hired prior to June 30, 2006 are members of the Defined Benefit plan, and those hired after that date are members of the Defined Contribution plan. There are three different tiers depending on when the employee joined the system. For a plan comparison chart, please view the form [here](#). The handbooks below provide more detailed information:

[TRS Defined Benefit Handbook](#)

[TRS Defined Contribution Handbook](#)

3.2 Public Employees Retirement System Tier Chart

Non-certificated employees who work at least 30 hours per week in the Mat-Su Borough School District are part of PERS (Public Employees' Retirement System) in accordance with [AS 39.35](#). Those hired prior to June 30, 2006 are members of the Defined Benefit plan, and those hired after that date are members of the Defined Contribution plan. There are four different tiers in this plan depending on when the employee joined the system. For a plan comparison chart, please view the form [here](#). The handbooks below provide more detailed information:

[PERS Defined Benefit Handbook](#)

[PERS Defined Contribution Handbook](#)

3.4 Supplemental Benefits System

The Alaska Supplemental Annuity Plan is a defined contribution plan governed by section 401(a) of the Internal Revenue Code. The district contributes a mandatory portion of an employee's income before it is taxed. Then, the amount set aside, plus any change in value (interest, gains, and losses), is payable to the employee or their beneficiary at a future date. The wages will be reduced by a certain amount. This money, along with contributions from the district, will then be placed into the plan. For further information, please reference this [handbook](#).

3.5 Not covered by Social Security Notice

Employees of MSBSD do not pay into Social Security. At the point of hire, all employees are required to sign a document acknowledging that they have been made aware of this fact. If a staff member wishes to review this form, they can access it [here](#).

3.6 Tax Sheltered Annuities (403/457)

While the district provides excellent retirement plans, we also understand that many employees desire to increase their retirement savings in

order to prepare for the future. In light of this, the OMNI Group administrates our 403(b) and 457(b) Retirement Plans. OMNI is a leading 403(b) Administrator and will take on the responsibility to ensure that the district, its employee participants, and each of our investment providers and their agents adhere to the many compliance regulations issued by the IRS. To learn more about these plans and benefits, please read this [flier](#). You may also contact OMNI by visiting their website at www.omni403b.com or by phone at 1 877.544.6664.

3.7 Alaska 529

The Alaska 529 college savings plan gives employees the option of locking in today's tuition value at the University of Alaska. The guarantee ensures that employee earnings will match or surpass the rate of tuition increases at UA. For those who invest in the ACT Portfolio each contribution they make locks in tuition credits for future use at UA. To learn more about the Alaska 529 plan payroll deduction, visit their website at <https://www.alaska529plan.com/>.

3.8 Flexible Spending and Dependent Care

The district partners with American Fidelity to provide an opportunity to establish a Flexible Spending Account and Dependent Care Account on a pre-tax basis. For more information, please see the attached flier or contact American Fidelity directly at 800-662-1113.

[American Fidelity Information](#)

4. HEALTH AND LIFE INSURANCE

4.1 Health Insurance Plan Options

MSBSD provides Health Insurance for employees through the Public Education Health Trust. There are various options for the different employee groups. Please reference the plan summaries below to learn more about what the district offers. If an employee wishes to change their plan, they may do so during open enrollment, which takes place in May and June.

MSEA

[Plan A/B Summary](#)

[Plan C/B Summary](#)

[Plan F/B Summary](#)

CEA

[Plan A/B Summary](#)

[Plan C/B Summary](#)

[Plan F/B Summary](#)

[Plan HDHP Summary](#)

MSPA

[Plan A/B Summary](#)

[Plan C/B Summary](#)

[Plan F/B Summary](#)

[Plan HDHP Summary](#)

MLMA & EXEC

[Plan A/B Summary](#)

[Plan C/B Summary](#)

[Plan F/B Summary](#)

[Plan HDHP Summary](#)

If an employee chooses not to participate in health insurance through the school district, there is the option of joining the Health Insurance Marketplace. To learn more about eligibility and how to apply, please view the form [here](#).

4.2 Choosing the right plan

Choosing a Health Insurance plan can be a challenging process due to the numerous factors each family must take into consideration. In order to help employees feel confident and assured in their decision, the district has created guides with specific questions and plan comparison charts. For further information, please call the Payroll Department at 907-761-HELP.

[Finding the Health Plan That's Right for You CEA](#)

[Finding the Health Plan That's Right for You MSEA](#)

[Finding the Health Plan That's Right for You MSPA](#)

[Finding the Health Plan That's Right for You MLMA](#)

4.3 Go 365 Wellness Plan

Go365 is an incentive program designed to help employees make healthy choices. The goal is to incorporate healthy habits into daily activities and have fun while doing it. The program gives employees the opportunity to receive a personalized report with information about their health, set wellness goals, and receive various prizes through a point system. Employees can even compete in the program by involving a spouse, kids, friends, or co-workers. Go365 also has a mobile app that makes reaching goals easier. To learn more about this program, please visit their website at www.pehtak.com. Employees can also access an informational packet [here](#).

4.4 Teledoc

Teledoc is a benefit that allows staff members to talk to a doctor at any time of the day or night by web, phone or mobile app. If necessary, a prescription can be sent to a pharmacy. When staff or their family member's need immediate help with an illness that may be classified as non-emergent, they can save money by using Teledoc instead. Click the link here to learn more about Teledoc and the common health issues remote healthcare can treat:

<https://www.teladoc.com/how-does-it-work/>

4.5 Support Link – Member Assistance Program

Employees enrolled in a District health insurance plan have access to counseling and other benefits through the SupportLinc Member Assistance Program (MAP). The program is a confidential resource that focuses on navigating life's challenges. Some examples of personal and work-related concerns are:

- Stress
- Depression
- Marriage and Relationship Problems
- Grief and Loss
- Substance Abuse
- Anger Management
- Work-Related Pressures
- Anxiety

Staff can contact the SupportLinc anytime at 1-888-881-LINC (5462). For further information, please visit their website: <https://www.supportlinc.com/pehtak>

4.6 Life Insurance Plan Options

The district automatically provides life insurance at no cost to employees. The amount of life insurance varies depending on the bargaining unit to which an employee belongs. CEA employees who work at least 2 hours a day or more are automatically covered at \$15,000 of Life Insurance and \$15,000 of Accidental Death and Dismemberment. MSEA employees are covered at \$50,000 of Life Insurance and \$50,000 of Accidental Death and Dismemberment. MLMA employees are automatically covered at \$50,000 of Life Insurance and \$50,000 of Accidental Death and Dismemberment. MSPA employees are automatically covered at \$150,000 of Life Insurance and \$150,000 of Accidental Death and Dismemberment.

Employees have the option to add an additional \$15,000 of coverage for \$1.28 per pay period. Moreover, employees can increase their Life Insurance by multiples of their salary. If an employee is interested in this opportunity, they can work with the Payroll Department to establish the amount needing to be deducted per paycheck.

5. MUNIS SELF-SERVICE

The district offers Munis Self-Service, which allows employees to review and update their personal information in our database. Employees can access the Munis Self-Service by navigating to the Employee Quick Links tab on the district website. The username will be the first initial of the employee's first name, the first initial of the employee's last name, the number 0 and their ID number (example: AB012345). The password will be the employees Active Directory.

5.1 Reviewing Personal Information and Pay

Employees can click the "Personal Information" tab to view their hire dates, status, address, contact information, and tax form delivery. Moreover, staff can select "Pay/Tax Information" to view the details of each of their paychecks. In fact, staff can select "View paycheck image" to look through an old pay advice. This tab also includes tax forms, direct deposit information, and a paycheck simulator.

5.2 Updating Address, Phone Number and Emergency Contact

The district highly recommends that employees use Munis Self-Service to keep their information up to date. Employees can update their contact information by going to the "Personal Information" tab and then choosing the "Contact" button at the top of the page. Here staff members can add new addresses or edit the existing address on file. Moreover, this page also allows employees to add emergency contacts by selecting "Add New" and inputting the information.

5.3 Updating Your Direct Deposit

An employee can update their direct deposit information by clicking the "Pay/Tax Information" tab and choosing "Direct Deposit," which is the last option in the drop-down menu. Users can edit or completely change their current banking information by selecting the "Edit" button following the "Percentage" box. Furthermore, if an employee wishes to split their pay checks into multiple bank accounts, they simply need to select "Add an amount-based account." They will be asked to provide the bank name or routing number, account number, account type, and the amount of money desired to be deposited per paycheck. When finished, select the "Save" button to submit the new data.

5.4 Updating Your W4

Munis Self-Service allows users to update their W-4 information. Under the "Pay/Tax Information" section there is a button called "W-4." This will bring users to a screen that shows their current selections. On this tab, employees can change their marital status, exemptions and additional amounts. Once submitted, the new information will be directed to Payroll where they will update the district's database.

5.5 Entering an Expense Claim

District employees can enter Expense Claims through Munis Self-Service by clicking "Expense Reports" on the right-hand side of the main page and then selecting "Add Claim." Employees will be asked to provide the following information: Claim Type, Department, Description, Start Date, and End Date. On the next screen, employees must add the expense amounts and attach the receipts. Please note that out-of-district travel cannot be entered until after the event has occurred. Moreover, travel requires an Aesop number to be added under the "Informational Expenses" drop down. If an employee is entering mileage, they must make sure to select the correct year. Once the information has all been entered, click the "Review" button to ensure everything is accurate. If everything is in order, click "Submit."

6. LEAVE ACCRUAL AND REPORTING

6.1 Leave Types and Accruals

There are four types of paid leave the district provides to employees. These include the following: Paid Time Off, Sick Leave, Floating Holiday, and Comp Time. Paid time off can roll over from one year to the next. Employees can only accrue hours up to a certain point, depending on the bargaining unit to which they belong. Once they reach this number, the extra hours begin to be deposited into the Sick Leave Bank. Employees must notify the Payroll Department in writing if they do not wish the extra hours to be given to the Sick Leave Bank. Unlike paid time off, sick leave may be accrued indefinitely. Floating holidays expire at the end of each fiscal year, making it advantageous for employees to use them first. Finally, comp time is given at a 1.5 rate like overtime pay. This will be cashed out at the end of the fiscal year if unused.

All leave is front loaded and available to employees at the beginning of the fiscal year. Nevertheless, if an employee resigns from their position while having used more leave than they would have earned by that point in the year, the district will deduct the amount from their final paycheck. Moreover, if the paycheck cannot cover the sum, the employee must reimburse the district. Accrual rates are listed below. The rate of accrual is based upon years of service and varies amongst the different bargaining groups. Please note that the numbers listed below are based on full time employees. If there are any further questions, please reference the Negotiated Agreement.

MSEA: Each Certified Teacher receives 4 paid personal leave days at the beginning of the year and accrues 1.33 sick leave days each month of employment. Leave may be taken on a one-half or full day basis only. Employees can accrue no more than eight days of personal leave. MSEA employees can cash in

up to 3 days of personal leave each year if the request is received by May 1st. For additional information regarding leave please see the MSEA Negotiated Agreement, Article IV Leaves.

CEA: New employees can earn up to 14 hours per work month of personal leave. In addition, employees working a full assignment year earn 5 floating holidays. Annual leave cannot exceed 480 hours (60 days) as of June 30th of each year. For additional information regarding leave please see the CEA Negotiated Agreement, Article VII, Section D. Annual Leave.

MSPA: Depending on the position, principals can earn up to 9.5 personal days each year and up to 7.5 days can be cashed in at the end of the school year. Personal leave may be taken on a one-half or full day basis. For additional information regarding leave please see the MSPA Negotiated Agreement, Article VII Leaves.

MLMA: Supervisors can earn 288 hours of personal leave per year with a maximum accrual rate of 528 hours. Moreover, they can cash in up to 80 hours of personal leave if the request is received by May 1st of the year requested. Full-time supervisors accrue 1.33 sick leave days each month of employment.

6.2 Transferring Sick Leave from another District

According to Alaska Statute [14.14.107](#), "A certificated school district employee who changes employment from one school district to another district, may transfer all of the cumulative sick leave to the new employer. It is the responsibility of the employee to notify the new employer, within 90 days of commencing work, of the number of days to be transferred." Please note, however, that the teacher's service must be continuous, which means the teacher must have worked "up to the last day of a school term and [begin] within 30 days of the start of the next school term" ([4AAC 15.040](#)). The Payroll department must receive an official form, letter or email from the school with the amount of sick leave to be transferred. Only teachers are able to transfer sick leave.

6.3 Entering an Absence

In order to enter an absence, staff must navigate to Frontline through the Employee Quick Links tab on the district website. Next, they will select "Absence Management." Once the page has loaded, click "Absences" and then choose "Create Absence." Begin by selecting the date of the absence. Next, choose the absence reason (Paid Time Off, Floating Holiday, Sick Leave, etc..). Staff can select a full day, half day or custom day to choose the time of the absence. If there are any notes the staff member would like to leave for the administrator, they can do so in the text box at the bottom of the page. Moreover, the employee can attach a file to the absence if it would be helpful to the administrator or the substitute filling their position. After reviewing the information, the employee should choose one of two options. If the employee's position requires a substitute, such as a

classroom teacher, they will select "Create Absence & Assign Sub." If it does not, the employee can simply select "Create Absence."

6.4 Viewing Leave Balances

Leave balances can be viewed on Frontline under Absence Management. When logged in, staff can select "Account." There they will need to choose "Absence Reason Balances." This will show the amount of Sick Leave, Paid Time Off, Floating Holiday, and Comp Time accrued and used. Employees can gain a more detailed history of all their absences by selecting "Absences" on the left of the screen and then choosing "Past Absences." The employee can see as recently as the past 60 days or choose to do a custom search as far back as they desire. For more help with Absence Management, please reference the Absence Management guides [here](#).

6.5 Family and Medical Leave

In accordance with federal and state mandated law, the District has instituted the ability for eligible employee's to request and take Family and Medical Leave (FMLA). Because the District is a covered public employer, employees are eligible to take up to 18 weeks in a 24 month period of paid or unpaid, job-protected leave to eligible employees for qualifying family and medical reasons under the Alaska Family Leave Act (AFLA). Employees are eligible if they have been employed by a covered employer for a least 35 hours a week for a least six consecutive months or for at least 17.5 hours a week for at least 12 consecutive months immediately preceding the leave. An employee may also be eligible to take FMLA leave if they either have exhausted AFLA or do not meet the qualifications. FMLA provides up to 12 weeks in a 12 month period of paid or unpaid, job-protected leave to eligible employees for qualifying family and medical reasons. Employees are eligible if they have worked for the District at least one year, and for 1,250 hours over the previous 12 months. Both AFLA and FMLA occur concurrently with any accrued paid leave. Under AFLA and FMLA employees benefits are protected and should the employee be in an unpaid status, they will be responsible for paying any associated benefit premiums

6.6 Short-Term Leave of Absence without Pay

Classified employees may request a short term, unpaid leave of absence where the maximum amount of leave shall not exceed 90 calendar days. Employees who work under the MSEA, MLMA, and MSPA bargaining agreements do not have access to short term, unpaid leaves of absence.

6.7 Sick Leave Bank

Employees are given the opportunity to join the Sick Leave Bank upon hire. Current CEA employees have until October 15th each year to change their election and MSEA and MSPA employees have until September 15th to make a change. Separate applications are required for bank members requesting leave

donations due to their own illness or for a family member's illness. CEA Sick Leave Bank members will have a ½ day of paid time off deducted from their balance on the October 31st paycheck each year and deposited in the bank balance. MSEA and MSPA new hires that have elected to be members of the bank will have 1 day of sick leave deducted from their August 31st paycheck. MSEA and MSPA employees do not contribute again unless the bank establishes an open enrollment period due to a depleted balance. Employees hired mid-year will have leave deducted from their balance upon hire.

7. MANDATORY TRAINING

7.1 Required Employee Training

At the beginning of each school year, all MSBSD employees are assigned mandatory trainings to complete by March 30. Currently, the district requires trainings from three different websites: ALICE, SafeSchools, and KnowB4. Each of these trainings has a different safety focus. The ALICE training prepares and empowers staff for an active shooting scenario. Its purpose is to teach staff how to respond wisely and safely so as to protect both themselves and their students if ever threatened by gun violence. SafeSchools offers a multitude of trainings to protect students and staff by informing them about key issues such as Dating Violence, Child Abuse, Alcohol and Drug Related Disabilities, and Suicide Awareness and Prevention. Moreover, SafeSchools trainings coincide with the State of Alaska requirements, allowing teachers to use the training when renewing their teacher certification. Finally, KnowB4 is a newly implemented program that informs staff about the dangers of phishing attacks and provides them with tactics to avoid falling prey to scams.

7.2 SafeSchools Login

Employees log in to SafeSchools by navigating to the Employee Quick Links tab on the district website and clicking the SafeSchools icon. The username will be the employee's first initial, last initial, the number 0, and ID number (example: AB012345). The password will be the same as their active directory. The assigned trainings will be on the front page after log in. To access more trainings, employees can click the "Extra Trainings" tab on the left side of the screen.

7.3 ALICE Login

At the beginning of the year, all staff members will be emailed an individualized link from ALICE to access and complete the training. Because each link is unique, it cannot be forwarded to other staff members for use. After clicking the link, users will be prompted to set up a username and password for the program. Please note that this password is not connected to an employee's Active Directory and will not automatically update when the employee updates their Active

Directory password. If a staff member has questions or needs the link re-sent, they can contact the Human Resources department administrator at 907-746-9250.

7.4 KnowBe4 Login

Similar to SafeSchools, this icon can be found under the Employee Quick Links tab on the district website. Employees will enter their work email when prompted. Upon doing so, they will be taken to the training. If employees have any questions or troubles with log-in or completing this training, they can contact the IT Department at 907-761-4357.

8. COLECTIVE BARGAINING UNITS AND AGREEMENTS

There are four different collective bargaining units which employees may voluntarily elect to join. These four are MSEA, CEA, MSPA, and MLMA. The four bargaining units and their negotiated agreements are listed below. MSBSD highly encourages employees to read carefully through their respective Negotiated Agreements, as these documents provide an abundance of information concerning wages, leave, transfers, benefits, workplace expectations and more.

8.1 Mat-Su Education Association (MSEA)

MSEA is the exclusive representative of all certificated employees to include nurses except for certificated administrators and certificated substitutes. Employees can view the negotiated agreement by clicking [here](#).

8.2 Classified Employees Association (CEA)

CEA is the exclusive representative of all classified employees except for managerial, confidential, mid-level management employees, temporary employees and substitute employees. Employees can view the negotiated agreement by clicking [here](#).

8.3 Mat-Su Principals Association (MSPA)

MSPA is the sole negotiating agency for principals. This includes both principals and assistant principals at all levels. Employees can view the negotiated agreement by clicking [here](#).

8.4 Mid-Level Management Association (MLMA)

MLMA is the exclusive bargaining representative for the middle managers consisting of supervisor, assistant supervisors and professional employees as identified. Employees can view the negotiated agreement by clicking [here](#).

9. IMPORTANT POLICIES AND ADMINISTRATIVE REGULATIONS

9.1 Employee Use of District Information Technology

BP 3523 - Technology, including, but not limited to the Internet, electronic mail, hardware, software, and online resources including social media and social media networking sites, is a valuable tool supporting teaching and learning through access to resources and information, learning activities, interpersonal communication, research, training, and collaboration and dissemination of successful education practices, methods, and materials.

The Board of Education supports the use of technology by staff that is consistent with the District's goals and recognizes that technology resources can enhance employee performance by offering effective tools to assist in providing a quality instructional program; facilitating communications with parents/guardians, students, and the community; supporting District and school operations; and improving access to and exchange of information. The Board expects all employees to learn and use available technology resources to assist them in the performance of their job responsibilities. As needed, employees shall receive professional development in the appropriate use of these resources.

The Board directs the Superintendent to develop security regulations for staff use of technology. Such regulations shall include a process for classifying information based on its purpose and sensitivity; developing appropriate controls to protect confidentiality and unauthorized alteration while making information available for appropriate use; monitoring online activities of employees and minors; and protecting both employees and minors from visual depictions considered to be obscene, considered to be child pornography, or, with respect to use of District information technology by minors, considered to be harmful to them. Each user is charged with the responsibility to report any suspected infractions to the appropriate District technology official.

Employees shall be notified that all District computer files and electronic communications, including email, voice mail, and District social media are not private. Monitoring may occur at any time without advance notice or consent. Technology resources shall not be used to transmit confidential information about students, employees, or District operations without authority. Further, employees shall be responsible for the appropriate use of technology and shall use the District's technology resources primarily for purposes related to their employment.

Employees who work with students are expected to make every reasonable effort to ensure students use technology appropriately and responsibly. Administrators, teachers, and staff have a professional responsibility to help students develop intellectual skills needed to discriminate among information sources, to identify information appropriate to their age and developmental levels, to evaluate and use information to meet their educational goals, and to learn appropriate online behavior, including cyberbullying awareness and response and interacting with other individuals on social networking sites, in chat rooms, etc.

Use of District technology resources demands personal responsibility and understanding of and agreement with District responsible use procedures. Staff use of District technology is a privilege, not a right. General rules for behavior and communications apply when using technology, including social media and social networking sites. Improper use includes, but is not limited to, violating copyright or intellectual property rights, the Family Educational Rights and Privacy Act (FERPA), the Alaska Public Records Act (ARPA), Alaska Professional Teaching Practices Commission Code of Ethics and/or applicable local, state, and federal laws. Use of District technology shall comply with all applicable District policies, regulations, and procedures.

Any employee who violates this policy and/or corresponding regulations and procedures may have their system access privileges suspended and shall be subject to discipline up to and including termination of employment. The Superintendent, or designee, shall provide copies of related policies, regulations, and procedures to all employees who use the District's technology resources. Employees shall be required to acknowledge in writing they have read and understood the District's Responsible Use Agreement.

BP 4419.5 Electronic Communications Between Employees and Students

The District requires that all communications between District employees and students be appropriate and in accordance with applicable federal, state, and local laws and applicable District policies, regulations, and procedures. All electronic or any other communications by District employees to students at any time shall be professional, acceptable in content to any reasonable person, and limited to information that is school-related or that is acceptable to both student and parent/guardian.

All electronic communication, including electronic mail, from a District employee at a school to a student enrolled at that school relative to the educational services provided to the student shall be made using appropriate technology. The District prohibits the use of District technology to electronically communicate with a student for a purpose not related to such educational services or that is acceptable to both student and parent/guardian.

This policy is not intended to limit the use of technology as an effective teaching tool.

Notification

The Superintendent, or designee, shall ensure that at the beginning of each school year each employee, student, parent, or other person responsible for a student's attendance be notified about the provisions of this policy and any related procedures or practices regarding communications between District employees and students.

The parent or guardian responsible for a student's attendance shall also be notified of his or her right to request that his or her child not be contacted through electronic communication by any District employee unless the purpose of such communication is directly related to the child's educational services and is sent to and received by more than one student at the school.

Social Networking Sites

The same professional standards that dictate an adult should never be alone with a student in an isolated space (e.g., one student, one teacher together in a classroom with the door closed before or after school operating hours) shall also apply to online environments. The District encourages students and employees to use District-provided websites, blogs, and email for communication and collaboration.

Employees who believe mainstream social networking sites (e.g., Facebook, MySpace, etc.) add educational value that cannot be attained without the use of such sites shall receive permission to use a personal social networking site for educational purposes from the school principal and from the District's Chief Information Officer, or designee. Employees shall communicate their intent to use the personal social networking site for educational purposes to the parents/guardians of their students.

Professional staff using personal social network sites shall:

- Not initiate friendships with students;
- Not discuss students or coworkers or publicly criticize District policies or personnel; and/or
- Not post images that include students without parental release forms on file.

Inappropriate Communication

The District is aware that the reputations and careers of students and educators have been damaged due to inappropriate communications between parties. Therefore, it is the intent of the Matanuska-Susitna Borough School District to ensure all District employees and students are made aware of District expectations and procedures regarding proper use of all electronic communication devices when used to communicate with each other.

District employees shall be required to comply with all District policies, procedures, and practices regarding direct communications with a student. Any failure to do so may result in disciplinary action, up to and including termination of employment. Extreme circumstances may constitute willful neglect of duty. Should an employee's failure to comply also violate federal or state law, the Superintendent, or designee, shall report such violation to the proper authorities.

Violations

Any violation of this policy shall be immediately investigated by the employee's supervisor. The investigation shall include date(s), the name of the person reporting the allegation, and the specific allegation made. The supervisor shall meet with the employee to document his or her response to the allegation. The employee shall be required to cooperate fully with the investigation. The supervisor shall provide all information about the investigation to the Superintendent, or designee.

Violations of this policy or any implementing regulations or procedures may result in discipline of the employee up to and including termination of employment.

Definitions

- **Electronic Communication:** Includes any direct communication facilitated by computers, voice or text-based telecommunication devices, or both, as well as by those devices that facilitate indirect communication using an intermediate method including, but not limited to, Internet-based social networks. It shall also include transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature in whole or in part by wire, radio, electromagnetic, photoelectric, or photo-optical system and pertains to both personal and District-issued devices.
- **Electronic Mail:** The transmission of text-based information or communication by use of the Internet, computers, a facsimile machine, a pager, a cellular telephone, a video recorder or any other electronic device or means sent to a person identified by a unique address or address number and received by that person.
- **Computers:** Pertains to any all computers.
- **Social Networks:** Locations on the Internet where users may interact with other users (e.g., Facebook, YouTube, and other social networks available on the Internet).
- **Improper or Inappropriate Communications:** Any communication between employee and student, regardless of who initiates the communication, that may be viewed as derogatory, sexual or lewd in content, threatening or harassing, discriminatory, simple fraternization, or suggestive in nature.

9.2 Employment of Relatives and Consensual Relationships

BP 4015 Employment of Relatives – All Personnel

No employee shall be assigned to a department or unit where the employee will be in a supervisory relationship with another member of the same family. If two employees in the positions previously described become members of the same family, they shall give immediate notice to the Superintendent or designee. The decision to transfer an employee to another District assignment will be made by the Superintendent or designee.

The District may refuse to assign family members to the same department, school, or facility if the work involves potential conflict of interest.

Current employees will not be involved in the hiring of a family member, including, but not limited to, serving on a screening or hiring committee.

An employee may request approval from the Board for an assignment with a family member.

A spouse, child, parent, or sibling of a Board member shall not be hired by the District, except upon written approval of the Commissioner. There is no restriction on the continued employment of an individual whose immediate family member is seated on the School Board after the individual's initial hiring.

A spouse, child, parent, or sibling of the Superintendent shall not be employed by the District, except upon written approval of the Board. There is no restriction on the continued employment of an individual whose immediate family member is hired as the Superintendent after the individual's initial hiring.

AR 4015 Employment of Relatives – All Personnel

- A. The District's Employment of Relatives policy is designed to foster confidence in the integrity of the District, to avoid conflicts of interest, and to protect the District's interest when facilitating the hiring of permanent and temporary employees.
- B. This policy also applies to the employment/hire of co-curricular coaches and sponsors, substitute employees, paid student workers, paid interns, student teachers, and administrative interns.
- C. The following definitions apply to this policy.
 - 1. "Immediate family member" means an employee's parent, child, brother, sister, spouse, child of a spouse, or a regular member of the employee's household.
 - 2. "Student Worker" means a currently enrolled student or recent graduate who has been hired to serve in a temporary position and who will receive pay for hours worked.
 - 3. "Paid Interns" means an individual over the age of 18 who is employed on a temporary basis as part of an arrangement where by the District is providing pay for hours worked in addition to providing the benefit of work experience as part of an education or work study program.
- D. In the event that an employee must serve in a subordinate or supervisory capacity to another immediate family member, all decisions and actions related to employment to include but not limited to interviewing and selection, performance evaluation, promotion, demotions, termination, investigation, or disciplinary action will be carried out by the immediate supervisor of the supervisor or other designee. Such need will be evaluated and determined by the Superintendent.
- E. This policy does not apply to individuals who are serving as bona fide volunteers who do not receive remuneration from the District for the services rendered or hours worked.

- F. Nothing in this policy should be interpreted as prohibiting individuals from volunteering in a department or unit where they may be in a direct supervisory relationship with another member of the immediate family.

BP 4015.1 Consensual Relationships – All Personnel

The School Board intends to provide a positive working climate for all employees and is concerned that a consensual relationship between a supervisor and his/her supervised employee could increase the possibility of sexual harassment in the workplace and could contribute to a climate of actual or perceived favoritism. It is the purpose of this policy to define prohibited consensual relationships between supervisors and employees, and to state the actions which should be taken to resolve such situations.

A Consensual Relationship is defined as a romantic or sexual relationship.

No supervisor shall be assigned to a department or unit in which he/she is in a consensual relationship with an employee over whom he/she will have supervisory or evaluative authority. In addition, current employees will not be involved in the hiring of individuals, with whom they are engaged in a consensual relationship, including, but not limited to, serving on a screening or hiring committee. It will be the responsibility of the individuals involved to disclose immediately such conflicts as soon as they arise or are known.

A supervisor/administrator involved in a consensual relationship with an employee over whom he/she has supervisory or evaluative authority must immediately report the relationship to the Human Resources Director.

Upon notification, the Superintendent or designee may take appropriate action to eliminate the conflict. This may include reassignment of the work location or reassignment of the supervisory/evaluative responsibilities.

Unless and until appropriate reassignment is addressed, continuation of the consensual relationship will be considered a violation of this policy and cause for disciplinary action up to and including dismissal from employment.

Failure to immediately report involvement in a consensual relationship as described above will be considered a violation of this policy and cause for disciplinary action up to and including dismissal from employment.

This policy is intended to address relationships between supervisors and the employees they supervise and is not intended to prohibit all romantic relationships between coworkers. However, in the event that a consensual relationship between coworkers

- neither of whom has supervisory or evaluative authority over the other - becomes disruptive to the work environment or results in misconduct, the Superintendent or

designee will be authorized to take appropriate action to limit or eliminate the workplace disruption caused by the relationship.

9.3 Political Activities of Employees

BP 4055 - The School Board believes that district employees have an obligation to prevent the improper use of school time, materials or facilities for political or partisan purposes. The Superintendent or designee shall regulate political activities on school property during the instructional day. Employees are prohibited from engaging in any activity in the presence of students during performance of the employee's duties, where the activity is designed or intended to promote, further, or assert a position on any voting issue, board issue, or collective bargaining issue. This prohibition does not apply to classroom instruction that is part of the approved curriculum.

The Board respects the right of school employees to engage in political activities on their own time. When engaging in political activities, employees shall make it clear that they are acting as individuals and not as representatives of the district. Nothing in the policy shall prevent the District or Board from disseminating factual information regarding school bond projects or the Board's adopted legislative priorities.

10. ESTABLISHED COMPLAINT PROCEDURES

10.1 Public Complaints Concerning School Personnel

AR 1312.1 - In order to promote fair, timely, and constructive communication, the following procedures shall govern the resolution of complaints not handled in another formal procedure. Every effort should be made to resolve a complaint at the lowest possible stage, including directly with the employee and supervisor prior to lodging a complaint with the Chief School Administrator/Superintendent. Duplicate hearings shall be avoided and prior decisions on the same matter held before the Association of Labor Relations Agency (ALRA), Professional Teaching Practices Commission (PTPC), Office of Civil Rights (OCR), special services due process, legal proceeding, or grievance procedures in collective bargaining agreements may be deferred to avoid costly duplicate hearings. Parents/guardians are encouraged to attempt to orally resolve concerns with the staff member personally.

1. All written complaints regarding district personnel other than administrators shall be initially filed with the principal or immediate supervisor. If the complaint regards a principal or central office administrator, the written complaint shall be initially filed with the Chief School Administrator/Superintendent or designee. If the written complaint concerns the Chief School Administrator/Superintendent, it shall be initially filed with the Board President.

2. If the complaint cannot be resolved informally by the persons involved, the complainant may submit the complaint in writing to the school principal or immediate supervisor. A written complaint must include the name of each employee involved and a brief but specific summary of the complaint and the facts surrounding it. It must also include a specific description of a prior attempt to discuss the complaint with the employee involved and the failure to resolve the matter. (see Form E1312.1)

3. The principal or immediate supervisor shall investigate and attempt to resolve the complaint to the satisfaction of the person(s) involved. If the complaint is resolved, the principal will so advise all concerned parties, including the Chief School Administrator/Superintendent or designee.

4. If the complaint remains unresolved after review by the principal or the immediate supervisor, the written complaint may be sent to the Chief School Administrator/Superintendent or designee for final appeal. Verbal complaints must be rendered to writing on the form provided, and verification that the investigation has begun and the person assigned to conduct the investigation will be made in writing.

5. If the person filing the complaint is not satisfied with the results, the person may present an appeal to the President of the School Board within ten (10) working days after the receipt of the decisions from the Chief School Administrator/Superintendent or his or her designee. The person making the complaint may request a meeting with the School Board to discuss this appeal. The School Board will render a decision at the next regularly scheduled meeting. A written notice of the School Board's decision will be made available within ten (10) working days.

10.2 Equal Employment Opportunity Complaint Procedure

AR – 4030 ADA Grievance Procedure

The Mat-Su Borough School District has adopted an internal grievance procedure providing for prompt and equitable resolution of complaints alleging any action prohibited by the US Department of Justice regulations implementing title II of the Americans with Disabilities Act. Title II states, in part, that "no otherwise qualified disabled individual shall, solely by reasons of such disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination" in programs or activities sponsored by a public entity.

Complaints should be addressed to: ADA Coordinator, 501 N. Gulkana, Palmer, AK 99645 (907) 746-9200.

A complaint should be filed in writing or verbally, contain the name and address of the person filing it, and briefly describe the alleged violation of the regulations.

A complaint should be filed within ten (10) days after the complainant becomes aware of the alleged violation. An investigation shall follow a filing of complaint. The investigation shall be conducted by the ADA Coordinator. These

rules contemplate informal but thorough investigations, affording all interested persons and their representatives, if any, an opportunity to submit evidence relevant to a complaint.

A written determination as to the validity of the complaint and a description of the resolution, if any, shall be issued by the ADA Coordinator and a copy forwarded to the complainant no later than ten (10) days after its filing.

The ADA Coordinator shall maintain the files and records of the Mat-Su Borough School District relating to ADA complaints filed.

The complainant can request reconsideration of the case in instances where he or she is dissatisfied with the resolution. The request for reconsideration should be made within five (5) days to the Superintendent.

The right of a person to a prompt and equitable resolution of the complaint filed there under shall not be impaired by the person's pursuit of other remedies such as filing of an ADA complaint with the responsible federal department or agency. Use of this grievance procedure is not a prerequisite to the pursuit of other remedies.

These rules shall be construed to protect the substantive rights of interested persons to meet appropriate due process standards and to assure that the Mat-Su Borough School District complies with the ADA and implementing regulations.

10.3 Complaints from Employees

AR 4090 - The following guidelines shall prescribe the manner in which complaints are handled:

1. A "complaint" shall be defined as an alleged misapplication of the district's policies, regulations, rules or procedures. Procedures for the resolution of Employee complaints provide a route of appeal through administrative channels and to the board, if necessary. If the complaint is related to Discrimination or harassment, the district's procedure for complaints concerning discrimination should be used.
2. So as not to interfere with school schedules, meetings related to a complaint shall be held before or after the complainant's regular working hours.
3. All matters related to a complaint shall be kept confidential. Only those individuals directly involved in resolving the complaint shall be informed of the complaint.
4. All documents, communications and records dealing with the complaint shall be placed in a district complaint file. No such material shall be placed in an employee's personnel file.
5. No reprisals shall be taken against any participant in a complaint procedure by reason of such participation.
6. Time limits specified in these procedures may be reduced or extended in any specific instance by written mutual agreement of the parties involved. If

Specified or adjusted time limits expire, the complaint may proceed to the next step.

7. Any complaint not taken to the next step within prescribed time limits shall be considered settled on the basis of the answer given at the preceding step.

Informal complaints

Employees are encouraged to resolve complaints informally. Formal complaint procedures shall not be initiated unless informal efforts to resolve the complaint have been exhausted and the complainant has provided a written description of such efforts.

Formal complaint procedure - STEP 1

If a complaint has not been satisfactorily resolved by informal procedures, the complainant may file a written complaint with the immediate supervisor or principal within 20 working days of the act or event, which is the subject of the complaint.

Within five working days of receiving the complaint, the immediate supervisor or principal shall conduct any necessary investigation and meet with the complainant in an effort to resolve the complaint.

The immediate supervisor or principal shall present all concerned parties with a written answer to the complaint within ten working days after the meeting.

Formal complaint procedure - STEP 2

If a complaint has not been satisfactorily resolved at step 1, the complainant may file the written complaint with the superintendent or designee within five working days of receiving the answer at step 1. All information presented at step 1 shall be included with the complaint, and the immediate supervisor or principal shall submit to the superintendent or designee a report describing attempts to resolve the complaint at step 1.

Within five working days of receiving the complaint, the superintendent or designee shall conduct any necessary investigation and meet with the complainant in an effort to resolve the complaint.

The superintendent or designee shall present all concerned parties with a written answer to the complaint within ten working days after the meeting.

If a complaint has not been satisfactorily resolved at step 2, the complainant may file a written appeal to the school board within five working days of receiving the answer at step 2. All information presented at steps 1 and 2 shall be included with the appeal, and the superintendent or designee shall submit to the board a report describing attempts to resolve the complaint at step 2.

An appeal hearing shall be held at the next regularly scheduled board meeting, which falls at least 12 days after the appeal, is filed. This hearing shall be held in executive session if the complaint relates to matters properly addressed in executive session.

The board shall make its decision within 30 days of the hearing and shall Mail its decision to all concerned parties. The board's decision shall be final.