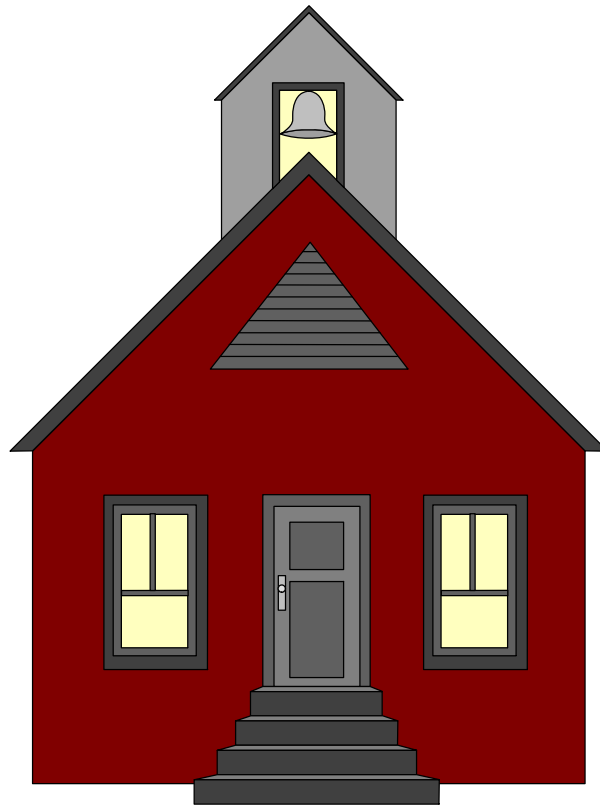


Lebanon School District



Employee Handbook

2009-2010

Mission Statement

The Lebanon School District aspires to create a safe community in which people explore ideas and learn together in an atmosphere of mutual good will.

Our Schools will:

Impart essential knowledge and skills,

Cultivate analytic and imaginative thought,

Challenge each student to strive for academic excellence,

Encourage artistic expression and athletic endeavor,

Develop responsible and active citizens, and

Instill a desire for inquiry and learning beyond the classroom.

Updated 8/25/09

Welcome to Lebanon School District

It is with much pleasure that I welcome you to the Lebanon School District, and I hope that you find this *Employee Handbook* to be helpful as you begin your employment with the district. Given the many details that must be arranged when anyone begins work with a new employer, it is the hope of the district administration that this handbook can supply you with the information that will facilitate your decisions regarding those many arrangements. One of the goals of this administration has been the improvement of the district's personnel practices, and this handbook is an important part of that improvement process.

Policy GA of the Lebanon School Board states the following:

The Board recognizes that a dynamic and efficient staff dedicated to education is necessary to maintain a constantly improving educational program. The Board is interested in its personnel as individuals, and it recognizes its responsibility for promoting the general welfare of the staff.

Pressures on school staff are increasing nationally because of demands for accountability and in Lebanon because of the changing nature of the community. It is critical that school staff members in Lebanon be skilled in the delivery of their services and personable in their relations with students, parents and the public. It is also critical that the district administration recognize those pressures and respond with support for its employees. The district administration has tried to become more efficient and more friendly in its interaction with employees, and this handbook is an important component in its overall support of its staff.

Best wishes,

Michael Harris, Superintendent

About Lebanon School District

In 1999 Lebanon School District became a single district School Administrative Unit, SAU #88. The District serves Lebanon and West Lebanon students from preschool through grade 12. Students from Grantham attend Lebanon Junior High and Lebanon High School and students from Plainfield attend Lebanon High School under a special agreement. Total enrollment is approximately 2000. The average class size district-wide is 20 or less.

The District includes three elementary schools, a junior high, a senior high, and a central administrative office located at 84 Hanover Street in Lebanon.

The School District employs approximately 200 full and part time professional staff, 15 school and SAU administrators, and 150 support staff including secretaries, paraprofessionals, custodians and maintenance workers, bus drivers, and SAU support staff. Food services are provided under a contract with Café Services of Londonderry, NH.

The School District is governed by a nine-member board, a third of whom are elected each year for three year terms. The Board also includes a non-voting high school student member. The School Board meets twice monthly at 7:00 PM, usually the second Wednesday at Mt. Lebanon School and the fourth Wednesday, at Hanover Street School. Employees are welcome to attend these meetings.

Lebanon School Board

2009-2010

Laura Dykstra, Chair

Douglas Gross

Barbara Parker

Alan Patterson Sr.

Jeffrey Peavey, Vice Chair

Hank Tenney

Mary Jane Thibodeau, Secretary

Andrew White

Beth White

School Administrative Unit #88

SAU #88 provides an array of educational and administrative services to the school district. Positions, names and role descriptions are listed below, along with Regular office hours are 8:00 AM to 4:00 PM; the phone number is (603) 448-1634.

Administration & Staff

Dr. Michael Harris	Superintendent of Schools
Dr. Shirley Ferguson	Assistant Superintendent for Curriculum & Instruction
James Fenn	Business Administrator
Phyllis McKenna	Director of Special Services
Dianne Estes	School & Community Relations Publications and press releases; monthly calendar; Wellness Team; staff recognition; volunteer records; Opera House liaison; Title IX
Martha MacDonald	Administrative Assistant to the Superintendent Superintendent's calendar/schedule; postings for meetings and elections; correspondence; materials for superintendent and board; data base of track changes & educational records; policy manuals; job vacancy postings, materials for collective bargaining, support staff supervision, substitutes
Sonia Monette	Receptionist Phones, mail; copying; professional development records; district-wide forms
Marty Smith	Administrative Assistant to Director of Special Services Secretarial support to Director and nurses; special ed. reports; SPEDIS information to Dept. of Ed.; tuition bills and invoices; home schooling; Cat.Aide, Chap. 402, state & federal reports
Bill Waste	Director of Technology District-wide technology leadership

SAU 88

Administration & Staff Con't.

Allison Mollica	Applications Administrator District-wide applications, District Webmaster, State Information and Communication Technology Standards.
Wanda Hastings	Transportation Coordinator Coordinates student transportation. Oversees maintenance of district vehicles.
Annette Hollatz	Benefits Clerk Benefits, retirement, insurance (health, dental, life, disability, cafeteria plan)
Pam Moore	Accounts Payable All accounting functions of accounts payable
David McBride	Facilities Manager Supervises custodians & maintenance workers in maintenance and repair of buildings, fields, parking lots; planning, bidding, supervising work of outside contractors; custodial supplies
Julie Laramie	Administrative Assistant to Facilities Manager Correspondence, custodial and maintenance supplies, booking room reservations and rentals
Heidi Preston	Payroll/Personnel Clerk Payrolls; payroll deduction; tax sheltered annuities; employee payroll & personnel files; contracts; database of absence and sick time; state and federal reporting for payroll
Karen Wessells	Assistant Business Administrator Correspondence; state and federal statistical reports; SAU supplies; tuition; accounts receivable; scholarship fund records, accident reports; district insurances; federal funds reports, free and reduced lunch coordinator

SAU #88
Administration & Staff Con't.

Judy Filkins	K-8 Math and Science Coordinator
Judy Klunder	K-8 Language Arts Coordinator

Lebanon Elementary Schools

Mt. Lebanon School – preschool – 4
5 White Avenue, West Lebanon
298-8202
Michael Foxall, Principal

Hanover Street School – Kindergarten—4
193 Hanover Street, Lebanon
448-2945
Scott Bouranis, Principal

Seminary Hill School – grade 5—6
20 Seminary Hill, West Lebanon
298-8500
Martha Langill, Principal

Our elementary schools maintain a friendly, child-centered atmosphere. The curriculum provides a solid foundation in academic skills and knowledge, supplemented by many enriching experiences. Traditional, multi-age and team-taught classrooms are options at various grade levels. Specialists provide weekly instruction in art, music, and physical education. Librarians, guidance counselors and nurses instruct groups and work with individuals. Special educators and paraprofessionals work with classroom teachers to meet individual learning needs. All students learn to use the computer. Parent and community volunteers are an integral part of the instructional program and life of the schools.

Lebanon Junior High School

Grade 7-8

75 Bank Street, Lebanon

448-3056

Andrew Mellow, Principal

Daniel Poisson, Assistant Principal

Howard Burnham, Guidance

Lebanon Junior High School has a middle school philosophy. Grades 7 and 8 are a time to reinforce and apply the basic skills, plus an opportunity to explore new and exciting opportunities. Emphasis is placed on writing and study skills in preparation for high school. The students are organized into four interdisciplinary teams to which they belong for both years. In addition to basic academic subjects, students explore technology, family and consumer science, art, music, physical education and health. Advanced math, foreign language and various musical groups, intra mural and interscholastic athletics are additional options. Computer use is integrated into the instructional program. Teams build social and citizenship skills through community service, field trips, unity days, and special projects.

Lebanon High School

Grade 9-12

195 Hanover Street, Lebanon

448-2055

Nan Parsons, Principal

Gina Moylan, Assistant Principal

Kristin Wilson, Assistant Principal

Daniel Whitaker, Director of Curriculum & Instruction

Kelley Carey , Director of Athletics and Co-curricular Activities

Lebanon High School offers a comprehensive high school program which prepares students for college or for employment. In addition to the traditional academic requirements, each graduate completes courses in physical education and health, fine arts and computer science. Advance placement and honors courses are available in all academic areas. Students may enroll in a half-day program at the Hartford Area Career and Technology Center during their junior and senior years. Alternative programs and summer school courses help to accommodate individual needs. Students are encouraged to take advantage of co-curricular opportunities in athletics, the arts, community service, academic competitions, and a variety of clubs.

Policies and Procedures

You need to understand certain policies and procedures that could affect your welfare or employment in the District. They are summarized, alphabetically, below. Ask your supervisor for the complete policy if you need to know more.

Bullying (Policy JHFF)

Bullying is a form of student harassment which is prohibited. Bullying is a pattern of conduct which subjects a student to insults, taunts, or challenges, whether verbal or physical, which are likely to intimidate or provoke a violent or disorderly response from the student. Bullying has three characteristics:

- Repetitive, negative actions aimed at a specific victim or series of victims,
- An imbalance of power between the bully and the victim, and
- Injury that is inflicted on the victim's body, property, self-esteem, or group acceptance as a result of the actions

Any employee who has observed or has reliable information that a student has been bullied at school or at a school event should report the incident to the principal or superintendent for investigation.

Child Abuse Reporting (Policy JHG)

If an employee suspects that a child is being abused or neglected, that information should be reported to the school principal or designee. A report may also be made directly to DCYF (Division for Children, Youth and Families) by phone at 448-2918. If the report is made in good faith, the reporter is immune from any civil or criminal liability.

Confidentiality (Policy JO)

Information about students, including student records, is confidential. Only authorized District personnel and the students' parents have access to student records. An employee should keep information about students in strict confidence and discuss a student ONLY with school employees serving that student, *i.e.* student's teacher, special educator, nurse, guidance counselor, or principal. Paraprofessionals should direct all parents' questions to the teacher. Employees should not discuss students outside of school.

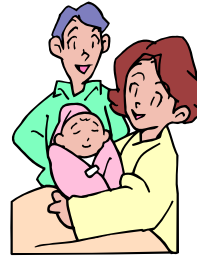
Policies and Procedures

Drug-Free Workplace (Policy GBCBA—also GCPD)

The manufacture, distribution, dispensation, possession or use of illicit drugs and alcohol is prohibited in the workplace, including any official school functions no matter where they take place. Violation of this policy could result in suspension, termination of employment or required satisfactory participation in a drug abuse resistance or rehabilitation program. You will receive a copy of this policy and are required to sign it to acknowledge your receipt.

Family and Medical Leave Act (Policy GBN)

The School District complies with the federal Family and Medical Leave Act that provides eligible employees who have worked at least 1250 hours in a year with up to 12 weeks of unpaid, job-protected leave in any 12 month period. Leave may be taken to care for a child after birth, adoption or foster placement; to care for a parent, spouse or child with a serious health problem; or when the employee is unable to work because of a serious health condition. In some situations the employee may use accumulated sick leave, personal or vacation days for part of the 12 week period.



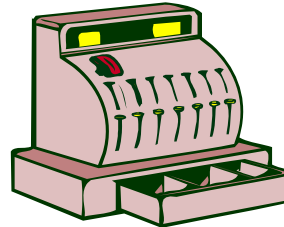
Nondiscrimination (Policy AC)

Lebanon School District does not discriminate in its education programs, activities or employment practices on the basis of race, color, national origin, religion, age, sex, marital status, sexual orientation or disability. Questions and complaints may be made to Superintendent of Schools.

Purchasing and Expenditures (Policy DJ)

All expenditures are to be approved prior to commitment of District funds. Employees should not purchase materials assuming that they will automatically be reimbursed. Most goods and services are ordered with an official purchase order, signed by an authorized administrator. If an employee has an opportunity to save the District money or acquire something available for a limited time only, he/she **must** get verbal permission from a principal or an SAU administrator.

Requests for reimbursement of approved expenses should be made on a reimbursement or mileage form and supported by original receipts. Requests must be signed by the employee and approved by his/her supervisor.



Policies and Procedures

Reproduction of Copyrighted Materials (Policy EGAAA)



Employees should not duplicate any copyrighted print or non-print materials unless such reproduction meets “fair use” standards or unless written permission from the copyright holder has been received. A summary of fair use standards is available in each school.

In general fair use cannot be applied if the copied materials are a substitute for the purchase of books or periodicals, the materials are recopied for the same teacher from term to term, the materials being copied create or replace anthologies, and if the copying of the works is intended to be consumable, *i.e.* workbooks, standardized tests or answer sheets.

Sexual Harassment and Sexual Violence (Policy GBMA—also JHFE)

The School District prohibits any form of sexual harassment or sexual violence in the learning and working environment. It is a violation of the policy for any employee to harass a student or employee through conduct or communication of a sexual nature or to be sexually violent to a student or employee of the School District. Any report of sexual harassment or violence will be investigated. If the complaint is found to be valid, the employee will be subject to disciplinary action that could include warning, suspension or immediate discharge. If you are uncertain what sexual harassment or sexual violence means, refer to the policy for complete definitions.

If an employee believes that he or she has been subjected to sexual harassment, he or she should report the incident to a supervisor. The matter will be thoroughly investigated while keeping it as confidential as possible. Appropriate action will be taken, depending on the circumstances and severity of any confirmed incident.



Smoking (Policy GBK—also JFCG and KGC)

Smoking and the use of smokeless tobacco products are prohibited in all school buildings, in school vehicles, and on all school property at all times. This is a state law.

Policies and Procedures

Technology (Policy IIBG and IIBG-R)

The purpose of technology access and support is to conduct school business. Only those staff members with a job related need shall be given the privilege of access to the Internet and E-mail. Staff members are advised that E-Mail and/or Internet correspondence is not privileged or confidential. From time to time, communications may be monitored by the administration to assure that Internet use is in support of school district goals.



Privileges and Responsibilities.

While exercising their privileges to use the Internet as a resource, staff members shall also monitor and accept the responsibility for all material received. Staff members have the responsibility of keeping all pornographic material, inappropriate text files, or files dangerous to the integrity of the network from entering the school via the Internet, and to report all violations. Only curriculum-related materials are allowed to be downloaded. Staff members are responsible for maintaining the integrity of the electronic mail system, to be responsible for all mail received, to not knowingly receive electronic mail containing pornographic material, inappropriate information, or text-encoded files that are potentially dangerous to the integrity of the hardware on school premises, and to report all inappropriate materials (solicited or unsolicited) to the technology department. Staff members may create a personal web page with the approval of the building page master. Material placed on this web page must be related to the individual's school, curriculum, or career preparation activities; it is the responsibility of the staff member to keep this web page current. All files and programs on the computer belong to someone. Users may not erase, modify, rename, or make unusable anyone else's files or programs, nor copy, change, or transfer any software provided by the school, or other staff members without permission from the originator. Users may not copy copyrighted software, as it is illegal to copy any software which has a copyright without the express permission of the author of the software. Users may not intentionally introduce a computer virus. Users may not deliberately use the computer to annoy or harass others or intentionally damage the system, damage information not belonging to you, misuse system sources, or allow others to misuse system sources. Hacking is not allowed. Users may not use the network for financial or commercial gain.

Policies and Procedures

Electronic Mail (E-mail)

All employees with a need for e-mail for school business will be provided with an account upon employment. It is the district expectation that these employees will check their school e-mail daily. E-mail equipment and messages are school district property. Messages that are created, sent, or received using the school district e-mail system are the property of the school district. The school district reserves the right to access and disclose the contents of all messages created, sent, or received using its e-mail system. All e-mail communication must be handled in the same manner as a letter, fax, memo, or other written communication. E-mail messages must not contain content that may be considered offensive or disruptive. Offensive content includes but is not limited to obscene or harassing language or images, racial, ethnic, sexual, or gender specific comments or images or other comments or images that would offend someone on the basis of their religious or political beliefs, sexual orientation, national origin, or age. E-mail messages are considered public records and so must protect the privacy rights of children and families. For protection from



viruses, e-mail from an unknown sender should not be opened, nor should chain letters or warnings of viruses be forwarded within the district system. Photographs of students may be used only with written parental/guardian permission. Students may not be identified. Incidental and occasional personal use of e-mail is permitted. Such messages become the property of the school district and are subject to the same conditions as business e-mail.

Technology Equipment and Software

All employees with a need for technology equipment for school business will be provided with access to such equipment upon employment. To be issued a district computer, including laptops, is an employee privilege and not a right. All technology equipment (including laptops) and software used on this equipment are school district property. Only district owned programs are to be loaded onto any district computer, including laptops. Any technology equipment or software used in the schools that are NOT district property may not have any connectivity to the district server and will receive no district technology support. The school district reserves the right to deny service to any technology equipment or software that is NOT district property. All software installed will have the prior approval of the school and/or the district technology committees. The school district reserves the right to monitor any and all programs installed on computers. Software is not to be downloaded from any website. (Programs downloaded from the w.w.w. are prime sources of virus infections.)

Policies and Procedures

Technology Equipment and Software (continued)

For protection from viruses, e-mail from an unknown sender should not be opened, nor should chain letters or warnings of viruses be forwarded within the district system. Regular and periodic storage of back-up data is the responsibility of the user. The district assumes the responsibility for the installation and maintenance of virus protection. Virus protection must not be removed or disabled. Incidental and occasional personal use of computers, including laptops, is permitted. Such usage is limited ONLY to that of the faculty member responsible for the laptop. Family members or friends of employees are not to use district computers. Any damage to a laptop that occurs during non-business use is the employee's liability. The District makes no guarantee that the functions or services provided by or through the District system will be error-free or without defect. The District will not be responsible for any damage any user may suffer, including but not limited to the loss of data or interruptions of service. The District is not responsible for the accuracy or quality information obtained through or stored on the system. The district will not be responsible for financial obligations arising through an unauthorized use of the system. A staff member may be financially responsible for any harm to the system as a result of intentional misuse by the staff member. Violation of this policy may expose an employee to discipline in accordance with the master contract, up to and including immediate termination.



Policies and Procedures

Tutoring (Policy GCQAB)

No teacher may receive pay for tutoring one of his/her own pupils during the regular school year. This does not apply to home bound instruction assigned by the school administration.

Use of Private Vehicles to Transport Students (Policy EEBB)

An employee may not transport students for school purposes without permission of the Superintendent or designee. Any employee using his/her own or a rented vehicle to provide authorized student transportation must submit proof of auto liability insurance of not less than \$300,000 Combined Single Limit prior to any trip. The vehicle must be equipped with a seat belt for each passenger and a current state inspection sticker. The driver must possess a valid driver's license. An employee providing unauthorized student transportation does so at his/her own expense and liability.



Snow or Emergency Days

Emergency school closing is communicated through the AlertNow telephone system, posted on the district website at <http://sau88.net/>, and announced on several radio stations and TV channels starting about 6:00 AM. Employees contracted to work while school is in session (teachers, paraprofessionals, administrators, secretaries, and bus drivers) do not work on snow/emergency days. Custodians, SAU employees, and any others who work the calendar year are expected to report for work or take a vacation or emergency day.

Health and Safety

Pre-employment Physicals



All new employees are required to have a physical examination prior to employment. The purpose is to make sure that you are physically capable of performing the duties included in your job description. The Office of Occupational Health at Alice Peck Day Hospital provides this examination at no charge to you or you may have it done by your personal physician at your own expense.

Work-Related Injury or Illness

If you are injured on the job or have a work-related illness, you should report this immediately to your supervisor and complete the *Employer's First Report of Occupational Injury or Disease* form. Return the form to the SAU office within 48 hours. This is important, even if you don't think your injury or illness is serious. Failure to file could interfere with worker compensation benefits if your injury or illness causes future lost time or medical expense.

Universal Precautions for Handling Bodily Fluids

The District has a plan to prevent your exposure to blood or other potentially infectious materials. All body fluids and wastes should be treated as if they are infectious. The most important step in preventing exposure to and transmission of any infection is anticipating potential contact with infectious materials. Thorough hand-washing, using soap and running water, should be done often and is essential after physical contact with a person, equipment or substances which may carry infection. Disposable gloves should be worn to prevent contact with blood or other potentially infectious materials. Waste products and needles should be bagged separately and disposed of properly. Spill areas should be properly decontaminated by a custodian.

Employees with "occupational exposure" are those who have a high likelihood of coming in contact with blood or other potentially infectious materials. Employees with "occupational exposure" should be vaccinated for hepatitis B. Your supervisor will discuss the possibility of "occupational exposure" with you and arrange vaccinations within 10 days of employment if you are at risk. You have the right to refuse vaccination by signing a waiver.

If by accident blood or other potentially infectious material does have contact with your broken skin or mucous membrane, you should immediately wash the area thoroughly, report to the school nurse, complete and Incident Exposure Form, and seek medical advice.

Health and Safety

Joint Loss Management Committee

The District has a committee of administrators, teachers, secretaries, and support staff established in compliance with NH Dept of Labor Rule 600. The purpose of this committee is to carry out the purpose of RSA 281-A: 64, by bringing workers and management together in a non-adversarial, cooperative effort to promote safety and health in each workplace. A joint loss management committee assists the employer and makes recommendations for change. Their responsibilities include the review workplace accident and injury data to help establish the committee's goals and objectives in creating specific safety programs which will identify hazards, with recommended control measures, to the person(s) most able to implement controls, assist with safety and health training for employees.

Presence of Asbestos Notice

In accordance of EPA regulation, each school has been inspected for friable materials that contain asbestos. Friable asbestos-containing material may cause health problems. Asbestos-containing materials may be present in any facility within Lebanon School District.



A record of the inspection, a diagram of the location(s) of friable asbestos-containing materials, and a copy of relevant EPA regulations are available in the main office of each school building as well as the SAU 88 office at 84 Hanover Street in Lebanon, New Hampshire.

For additional information, contact the designated person(s) below:

David Vivian, LHS/HSS Night Supervisor	(603)448-2055
David McBride, SAU 88 Facilities Manager	(603) 448-1634
Jim Fenn, SAU 88 Business Manager	(603) 448-2055

Hazard Communication

Employees are considered to be the primary hazard identifiers in their respective areas. You are required to take necessary action to prevent initial or further injuries whenever you identify a hazard. If correction is not immediately possible, you should prepare a "maintenance work order" which is marked "SAFETY" to correct the problem. These work orders are given priority to make sure that the hazard is eliminated as soon as possible.

Wellness Team

The District has a Wellness Team of representatives from each school, the SAU and transportation. The team’s mission is to promote and support employee health and wellness through education, fitness activities, and programs that increase awareness of the benefits of a healthy lifestyle. Wellness activities have included a flu shot clinic, exercise and yoga class, walking and nutrition program, educational workshops, discussion groups; dissemination of materials, and recreational bus trips. The team meets monthly and membership is open to any interested employee.

Corporate Membership in the Carter Community Building Association



The District has a corporate membership at the Carter-Witherell Center in Lebanon. An employee may be added to the membership list by calling Community Relations (448-1634 x114) and paying a one-time-only fee of \$10. Once on the list you and/or your family members will receive 15% to 25% off CCBA membership and special programs. Activities include swimming, conditioning, fitness classes, racquetball and tennis, spinning and more.

Communication

The District hopes that employees will keep themselves well-informed about what’s going on in our schools and participate in school events as time and interest allow. The District is also interested in the activities of employees including the accomplishments of their students, special projects with students or for the school, professional development activities and service to the community. The SAU payroll and benefits clerks need to know of any change in status—address, phone number, dependents, *etc.*—that would affect pay or other benefits.



Pony Express

When school is in session a daily courier service brings mail to and from each school and the SAU office. Employees may use the pony for work-related communication with anyone in the District.

Communication

Email

Administrators and teachers have District email accounts. If you use a computer in your work, you may ask the technology coordinator for an email account. Once on line, you are encouraged to use email to conduct District business. If you don't know another employee's email address, try:

First initial and last name as one word, followed by
@sau88.net

Example: mmacdonald@sau88.net

Newsletters

The SAU Office of Community Relations publishes various newsletters and informational brochures throughout the year. Employees are encouraged to submit news items and photographs at any time.

The Back to School Report (August), *Annual Report* (January), & *End of Year Report* (July) are larger (16 to 40 page) publications mailed to all residents plus parents of Grantham and Plainfield students. They report school and school district news, student assessment results, annual statistics, and information for voters regarding the proposed school budget and other warrant articles. *Lebanon School Matters and Wellness News* are quarterly newsletters distributed through the schools.

An effort is made to send press releases to area newspapers whenever a newsworthy school event takes place. Staff are requested to send news details of noteworthy projects or accomplishments to Community Relations. For press coverage the information should be offered well in advance.

Telephones

The use of District phones for personal calls should be limited to brief, essential calls. Employees should use a credit card or prepaid phone card when making toll calls.

Vacancies

All vacancies are posted in the SAU "Job Openings Book," in District Announcements on First Class, and on EdJobsNH. Employees are welcome to apply for any opening for which they are qualified.

Communication



Web Site & District Calendar of Events

The SAU keeps a monthly calendar of school district events available through the First Class and the district website. Employees are asked to consult this calendar and inform the Office of School & Community Relations of events to be included. Efforts should be made to avoid scheduling events in conflict with one another.

Basic information about the District, newsletters, calendar, and sports can be found on the district website. Lebanon School Board agendas and minutes are posted on the website. Useful district forms such as reimbursement, direct deposit, and facilities use applications are found on the business office pages.

District Facility Use

School Buildings and grounds are used heavily by outside groups after school, evenings, weekends and during vacations. As an employee of this district, you are responsible for requesting the space you need beyond school hours. To insure that the district classroom, field, or gym space is available for your use, please follow these guidelines:

1. Please access our "SchoolDude" School Calendar by going to our District Website and using the link provided.
2. Obtain a step by step "Requester Guide" which is available at each school in the Main Office of every building in the district to help walk you through the requesting process.
3. Call the Facilities Department with any questions, (603)448-1634.
4. Please allow 5 business days for processing each request.

Pay and Benefits

Unions

Four unions have negotiated agreements with the Lebanon School Board.

- *Lebanon Education Association* represents teachers, counselors, librarians, tutors, nurses, psychologists, curriculum coordinators and special educators.
- *Lebanon Support Staff Association* represents custodians, maintenance workers and paraeducators.
- *Lebanon Secretaries Association* represents all office support personnel in the schools.
- *Lebanon Administrative Group* represents principals, assistant principals, director of guidance, director of co-curricular and athletic activities, and director of curriculum and instruction.

Bus drivers, SAU support staff and SAU administrators are not unionized.

Payroll Schedule

Employees are paid every two weeks. Teachers, paraeducators and secretaries hired before the school year starts may choose 22 or 26 pays. Those choosing 26 pays receive the balance of their contracted pay in their last paycheck in June. Any teacher, paraprofessional or secretary hired after the school year starts will be on the 26 pay schedule.

Administrators receive their salaries in 26 pay periods from July 1-June 30 of the contract year. Other employees receive a payroll check every two weeks during their contracted year—ten or 12 months.

All employees except teachers and administrators fill out a payroll Time Sheet every two weeks. Extra time worked beyond your contracted hours must be submitted on a pink Time Sheet. The Time Sheet must be submitted to your supervisor by Monday following the end of a pay period.

Absences must be requested in a timely manner as required by union agreements using building-specific procedures.

Pay checks are delivered to the schools, held at the SAU office, or mailed according to the employee's direction. Direct deposit is available.

Any errors or questions about paychecks should be reported to Heidi Preston, payroll clerk. Any change in status (address, phone number, etc.)

Pay and Benefits

Payroll Schedule con't.

should also be reported to Heidi in writing. Any changes in status affecting insurance should be reported to Annette Holatz, benefits clerk.



Personnel Records

The payroll office maintains files on all current employees. Files contain contracts, evaluations, information about benefits and professional development, and related correspondence. To review your file, contact Martha MacDonald, Assistant to the Superintendent.

Summary of Salary and Benefits

The attached is a summary of main benefits available to each employee group. For detailed information, consult the enclosed copy of your contract or Heidi Preston.

Responsibilities of the Schools

Guided by the Mission Statement, the Lebanon School District will:

- Provide a stimulating and disciplined environment in which students and staff can work and learn.
- Set high expectations and promote the pursuit of excellence.
- Provide and teach a challenging, district-wide curriculum that is rich in content, skills, and processes, accessible to all students.
- Offer a variety of programs to cultivate students' artistic, athletic, social, and cultural interests.
- Employ teachers of the highest quality and professionalism to educate our students.
- Provide the necessary support services and materials for successful teaching and learning.
- Honor students' efforts and achievements.
- Acknowledge and reward the spirit of inquiry and self-directed learning.
- Recognize the importance of parents' support and participation in their children's education.
- Collaborate with the community in educating students.
- Improve our schools based on regular assessment and evaluation.
- Reinforce the core values of honesty, integrity, responsibility, and compassion.

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