

PERSONNEL POLICIES LIST



OAKES PUBLIC SCHOOL 2022-23

PHILOSOPHY OF OAKES PUBLIC SCHOOL (AAA)

The purpose of the Oakes Public School District is to provide an education for its students and to foster and develop the moral and ethical judgment of each student, realizing this will be affected by society, culture, and the environment, in which the individual lives. To achieve this philosophy, the Oakes Public School District must act as an innovator and practitioner of its values in cooperation with the family, the home, and the community.

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For Additional Policies - Please go to <http://ndsba.org/policies/oakes/index.asp>

DISCLAIMERS & DEFINITIONS

At-Will Status

Unless under contract, employees and the Oakes Public School District (hereafter District) are engaged in an at-will employment relationship. This means either party is free to terminate the relationship at any time, with or without reason or notice. The District is not bound by any oral promises concerning a non-contracted employee’s length of employment.

Contracts Supersede Policy & Regulations (BDAA)

Any contract entered into between the Board and another party supersedes district policy and regulations whenever a conflict exists between a policy or regulation and the contract language. Contracts include, but are not limited to, the negotiated agreement and individual teaching and administrative contracts.

Definitions (DAB)

Except as otherwise specified, the policies in this handbook apply to all Oakes Public School District employees. When policy language is only applicable to certain classifications of employees, the following definitions shall apply:

- Administrators: Individuals who work in positions requiring an administrative credential from the North Dakota Department of Public Instruction (DPI) and the following positions unless otherwise specified by policy: Activities Director.
- Ancillary or classified staff: Employees working for the District on an at-will basis. Examples include, but are not limited to: paraprofessionals, administrative assistants, custodians, coaches, bus drivers, cooks, technology coordinator and business manager.
- Full-time employee is defined as a staff member working an average of 40 hours per week. All employees not meeting or exceeding this threshold are considered part-time. This definition shall apply except when superseded by the negotiated agreement or law (e.g., the Patient Protection and Affordable Care Act).
- Licensed teachers: Individuals who work in positions requiring licensure from the Educational Standards and Practices Board (ESPB), including, but not limited to: classroom teachers, librarians and counselors.

Handbook Language Disclaimer

This handbook shall not be construed to form a contract of employment between the District and its employees. The Oakes Public School Board (hereafter Board) reserves the unilateral right to change the handbook at any time unless a previous agreement exists under a negotiated agreement between the Board and negotiating unit.

Savings Clause (BDAB)

Should any policy of the District be found to conflict with requirements in law or be declared illegal by a court of competent jurisdiction, said policy shall be automatically rescinded to the extent that it violates the law. The remaining policies shall remain in full force and effect until rescinded or amended by Oakes Public School Board.

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Breaks – DGH
Lactation/Breastfeeding – DGHA
Staff Attendance – DEAB
Storm Days & Other Natural Disasters – ACAAA

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Childcare Leave – DDAD
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Family & Medical Leave – DDAA
Family & Medical Leave Regulations – DDAA-BR
Instructional Staff Extra Duty – DHBC
Jury & Witness Duty – DDEA
Military Leave – DDBD
Political Leave – DDCA
Sick Leave – DDA
Sick Leave Bank for Classified Staff – DDAE
Tuition Repayment – DHBAA
Unpaid Leave – DDC
Vacations – DDBA
Holidays – DDBB

COMPLAINTS & GRIEVANCES

Nondiscrimination & Anti-Harassment Policy – AAC
Discrimination & Harassment Grievance Procedure – AAC-BR
Designation of Responsible Employees – AAC-AR
Contact Business Manager for current copy.
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PAYROLL & FINANCE

Definition of Workweek & Overtime & Compensatory Time – DCB
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Handbook Approved:

FORMS



2022-23 Personnel Handbook

Handbook Acknowledgement Form

I, _____ (print name), have received a copy of the employee handbook, and I have read and understand the content, requirements, and consequences for violating it. I agree to abide by all the directives and other requirements contained in the employee handbook. I understand that if I have questions at any time regarding the handbook, I will contact the Oakes Public School's Superintendent.

Employee's Signature

Date

TO BE PLACED IN EMPLOYEE'S PERSONNEL FILE