

AUBURN SCHOOL DISTRICT
AND
CANDIA SCHOOL DISTRICT

CLASSIFIED EMPLOYEE HANDBOOK

**School Administrative Unit #15
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June 2005

WELCOME

It is a pleasure to welcome you to New Hampshire School Administrative Unit #15. SAU #15 is comprised of the school districts of Auburn, Candia, and Hooksett.

The responsibility of school operation is extremely important, and to a large extent our success depends upon the dedication, loyalty, and dependability of faculty and staff employees.

This Classified Employee Handbook outlines in brief detail the privileges, benefits and responsibilities which are yours as an employee of the Auburn and Candia school districts. It is our belief that such a statement of policy can be of service to you in your employment, and that it also reduces the likelihood of any misunderstanding regarding such matters.

The procedures, benefits and practices outlined in this Handbook may be changed from time to time in the event the school district in which you are employed deems it necessary to effect such changes. You will be advised of these as they are implemented. After you have read your copy of the Handbook, please keep it in a convenient place for future reference and updating.

It is our hope that your association with the school district in which you will be working will be long, pleasant, and fruitful.

Welcome to the school team!

- An Equal Opportunity Employer -

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The following positions will be covered under the Classified Employee Handbook.

1. Para Educators:
 - Class I – Clerical/Custodial
 - Class II – Instructional
 - Class III – Para Certified/Highly Qualified
 - Class IV – Teacher Certified/Title I Tutor
2. Secretaries:
 - General Secretarial
 - Principal's Secretary
3. Custodian/Maintenance Employees
4. Food Service Employees

I. POLICIES AND WORKING CONDITIONS

TEAMWORK

When an individual goes to work for a school district, that person becomes part of a team. Each person is part of the departmental team doing the best job in a cooperative manner. In an organization such as ours, each department is dependent upon the others. Teamwork and cooperation among employees and departments are of the greatest importance.

Whatever job you perform, it is necessary to the efficient and successful operation of the entire school.

ATTENDANCE

If an employee cannot come to work, call your immediate supervisor at the school as soon as the supervisor arrives for work and give the reason for the absence. This procedure should be repeated for each day of the absence by the employee except in those cases where your doctor has informed you as to how many days you will be out of work, or if there is a funeral in the family. In cases such as these, this information should be given to the immediate supervisor in advance of the absence.

Attendance and Lateness

Regular attendance and punctuality contribute greatly to the efficiency and smooth operation of the school. We particularly stress the importance of developing good work habits which indicate your dependability and add to your desirability as an employee. It is essential for you to have a good attendance record and to be on time for work. When illness or some other important reason makes it necessary to be absent, your promptness in reporting an absence permits your supervisor to plan accordingly, avoiding possible work problems and inconvenience to your fellow employees.

Lateness

Employees are expected to be on time. If you are going to be unavoidably detained, you should phone the school and let them know.

Continued lateness will not be tolerated and may result in the employee's dismissal.

Snow Days

Your supervisor or the principal will notify you as to whether or not you will be expected to work on snow days.

RESPONSIBILITY AND CONDUCT

There are certain standards of common honesty and decent human behavior which are an integral part of good citizenship and respect for the rights of others and which most people follow.

The following are rules of conduct in our schools. If you do not understand any one or more, be sure to discuss it with your supervisor as soon as possible.

Violation of any one of these rules could cause your discharge without warning:

1. Falsification of any reports; reports pertaining to absence from work, claims pertaining to injuries occurring on school premises, claims for any benefits provided by the school, communications or records including personnel records.
2. Giving false fire alarms, or causing false fire alarms to be given, or tampering with school protection equipment.
3. Sabotage or subversive activity of any kind.
4. Misuse or removal from the premises, without proper authorization, of any school property, or possession of any property removed from school premises without proper authorization.
5. Bringing, using, or having in possession on school premises at any time, transporting, selling or promoting the use of alcohol, any intoxicant, any narcotic, any barbiturate, any amphetamine, any hallucinogen, or any other stimulating or depressing drug on school premises at any time.
6. Striking or mishandling another person or fighting while on the school premises at any time.
7. Striking a supervisor at any time in connection with any job-related matter.
8. Theft of any property on school premises, or theft of school property at any time.
9. Willful abuse, or deliberate destruction of school property, tools or equipment or of any property on school premises at any time.
10. Reporting for work under the influence of or when suffering from a hangover from alcohol, any intoxicant, any narcotic, any barbiturate, any amphetamine, any hallucinogen, or any other stimulating or depressing drug.
11. Immoral or indecent conduct.
12. Threatening, intimidating, or coercing any person or child on school premises at any time.
13. Sleeping on school time.

Violation of any of the following rules could cause penalties ranging from a reprimand to discharge from the school district:

14. Low production.
15. Improper performance of job.
16. Handling or operating machines, tools or equipment which do not come within your authority.
17. Careless or negligent use or operation of school tools or equipment.
18. Unauthorized making of personal articles on school premises.
19. Violation of, or disregard of, safety rules or safety practices; carelessness endangering the life or safety of another person.

20. Failure to immediately report injury or accident to one's supervisor upon return to work. See Worker's Compensation section page 9.
21. Unsafe by reason of chronic injury record.
22. Repeated violation of rules of conduct or safety rules.
23. Creating or contributing to unsanitary or unclean conditions.
24. Horseplay.
25. Loafing on job and/or unwarranted failure to report on job or to stay on job assignment during working hours.

SAFETY AND HEALTH

Safe performance of your job is of utmost importance. Therefore, the following Safety Policy has been implemented by the school board:

Safety Policy Statement

The school district is committed to providing the safest possible conditions for its students, employees and visitors, and to minimizing the environmental, health and safety risks to which they are exposed. Risks must be anticipated and dealt with responsibly, systematically and in advance by all members of the school community. The school district will comply with all safety laws and regulations. The school district will provide the equipment, facilities, training and supervision necessary to achieve a risk control program that prevents or reduces all types of potential losses to a minimum. This program will include:

1. Development and enforcement of safety and health rules.
2. Compliance with the rules as a condition of employment, subject to established discipline policies.
3. Establishment of an individual Building Safety Committee and a program of safety and health inspections, to find and eliminate unsafe conditions or practices, and to comply fully with safety and health standards.
4. Prompt investigation of accidents/incidents to determine the causes and prevent a recurrence.
5. Shared responsibilities among supervisors, staff and students for implementation of all aspects of the safety and health program.
6. Collaboration with other public safety and community resources in the development of and training for execution of a comprehensive catastrophe plan.

As part of the insurance program of the school district, just prior to the opening of school and at midterm each principal, head custodian, and/or supervisor of buildings and grounds must conduct a safety inspection of the school and submit a report to the business administrator. State safety standards will be met.

For your safety, please don't hesitate to ask your supervisor about any phase of your job that may seem to be hazardous or unfamiliar. It is only through the joint efforts of all of us that accidents can be prevented.

PROPERTY

Care of School Property

1. Employees should not work in a manner that willfully obstructs or hinders another employee from completing his or her assigned duties.
2. Unauthorized removal of school property from the premises or its conversion to personal use will be considered cause for suspension and/or dismissal.

COURTESY

1. Employees should not work in a manner that willfully obstructs or hinders another employee from completing his or her assigned duties.
2. Employees should operate in a manner both safe to themselves and their fellow workers.
3. Personal problems between employees should not be pursued at work.
4. When leaving the school for other than lunch, all employees should have the permission of their supervisor who will know why, where, and for how long they will be gone. Employees who work in the office area will also tell the receptionist where they are going and when they expect to return. Returning employees should check in with the receptionist and/or their supervisor. Should supervisors be leaving the work area for any extended period of time, they should tell their subordinates whom to contact in case of emergency.
5. In case of sickness, all employees must contact their supervisor by phone promptly in the morning. For extended illnesses, a doctor's statement may be required.
6. All employee information will be posted on bulletin boards.
7. Any employee who changes his or her address or family status should report it in writing to the principal who will pass it on to the finance office at SAU #15.

TELEPHONE COURTESY

When you call any place of business as one of its current or potential customers, you expect courtesy, and this affects your feelings about that company as a whole. Likewise, parents and others judge us based on telephone conversation. Often the telephone is the only contact some taxpayers have with us, and courteous telephone calls can greatly enhance the school's success. Discuss all matters with the same courtesy that you would appreciate, and treat every call as if it were extremely important – because it is!

SEXUAL HARASSMENT

Sexual harassment on the job is illegal. The school districts prohibit sexual harassment of its employees in any form. Such conduct may result in disciplinary action up to and including dismissal. When such incidents occur, they should be brought to the attention of your immediate supervisor.

CONTRIBUTIONS, SOLICITATIONS OR DISTRIBUTIONS

We have a policy which prohibits all employees from soliciting others for any service, product, or organization during working hours, unless it has been previously approved by the principal. In addition, we discourage distribution of anything unrelated to work during working hours, or at any time in work areas.

GAMBLING

Gambling is not allowed on school grounds.

DRESS CODE

Although no formal dress code exists, you are asked to wear clothing suitable to the type of work you perform and the work environment in which you work. Articles of clothing should be neat, clean, in good taste, and not constitute a safety hazard. Interpretation of this code will be left to the principal.

REPORTING CHILD ABUSE

Per RSA 169-C:29-30-31: Any person having reason to suspect that a child has been abused or neglected shall report same to the NH Division of Children and Youth Services (DCYS). An oral report shall be made immediately by telephone or otherwise, and followed within 48 hours by a report in writing, if so requested, to the bureau. Each report shall, if known, contain the name and address of the child suspected of being neglected or abused and the person responsible for the child's welfare, the specific information indicting neglect or the nature and extent of the child's injuries (including any evidence of previous injuries), the identity of the person or persons suspected of being responsible for such neglect or abuse, and any other information that might be helpful in establishing neglect or abuse or that may be required by the bureau.

II. WORKING CONDITIONS

WORK HOURS/DAY AND WORK YEAR

Definitions of Full-Time, School Year, and Part-Time Employees

Full-Time Employees

Are those whose normal work week consists of a minimum of thirty-five (35) hours or more and whose normal work year consists of fifty-two (52) weeks inclusive of vacation and holidays. Minimum of 1666 hours/year.

School-Year Employees

Are those whose normal workweek consists of thirty-five (35) hours and whose normal work year consists of thirty-seven (37) weeks inclusive of holidays. Minimum of 1295 hours/year.

Part-Time Employees

Are those whose normal work week consists of thirty (30) hours and whose normal work year is thirty-six (36) weeks inclusive of holidays. Minimum of 1080 hours/year.

Other

No benefits for employees working less than 30 hours per week.

BENEFITS

Full-Time Employees

Vacation

0 – 5 years: 10 days non-cumulative accrued at 0.833 days/month
6 – 20 years: 15 days non-cumulative accrued at 1.25 days/month
Over 20 years: 20 days non-cumulative accrued at 1.67 days/month

Sick Leave

10 days per year, cumulative to 30 days. A physician's note is required after 3 consecutive days. Cumulative sick leave is not payable upon separation.

Personal Leave

2 days per year, non-cumulative, granted at the discretion of the Superintendent upon advance written notice.

Bereavement Leave

3 days for immediate family (parents, grandparents, siblings, spouse, children, grandchildren).

Medical Insurance

Health plan with employee contribution of 0% for single plan, 25% for two-person plan, or 35% for family plan.

Dental Insurance

Dental plan with employee contribution of 0% for single plan, 25% for two-person plan, or 35% for family plan.

NH Retirement System

Mandatory for all employees working 35 or more hours per week.

Life Insurance

District paid plan of 100% term life of present salary

Holidays

12 paid (Independence Day, Labor Day, Columbus Day, Veterans Day, Thanksgiving and day after, day before Christmas and Christmas, New Years, Martin Luther King, Presidents, and Memorial). If school is in session, compensatory time will be arranged by the SAU office.

School-Year Employees

Sick Leave

8 days per year, cumulative to 30 days. A physician's note is required after 3 consecutive days. Cumulative sick leave is not payable upon separation.

Personal Leave

2 days per year, non-cumulative, granted at the discretion of the Superintendent upon advance written notice.

Life Insurance
District paid plan of \$15,000.

Bereavement Leave
3 days for immediate family (parents, grandparents, siblings, spouse, children, grandchildren).

Medical Insurance
\$5,000 cap toward the premium of a health plan offered by the district.

NH Retirement System
Mandatory for all employees working 35 or more hours per week.

Holidays
9 paid (Labor Day, Columbus, Veterans, Thanksgiving, Christmas, New Years, Martin Luther King, Presidents, and Memorial Day). If school is in session, compensatory time will be arranged by the SAU office.

Part-Time Employees

Sick Leave
5 days per year, cumulative to 30 days. A physician's note is required after 3 consecutive days. Cumulative sick leave is not payable upon separation.

Personal Leave
2 days per year, non-cumulative, granted at the discretion of the Superintendent upon advance written notice.

Life Insurance
District paid plan of \$15,000.

Bereavement Leave
3 days for immediate family (parents, grandparents, siblings, spouse, children, grandchildren).

Holidays
5 paid (Labor Day, Thanksgiving, Christmas, New Years, and Memorial Day).

HEALTH INSURANCE BUY-OUT

Each year that an employee elects not to receive any medical insurance which is offered by the school district, the employee shall receive a bonus of \$750. The administration may require written proof that the employee has coverage under medical insurance that is not offered by the district as a condition of paying said bonus.

COMPENSATION

The daily hours (or shifts where applicable) shall be determined by your supervisor/principal with approval of the superintendent or his/her designee. In addition, there shall be a lunch period of not less than one-half nor more than one hour. The length of the lunch period shall be determined by the principal with approval of the superintendent or his/her designee.

All work performed up to forty hours in a single week will be paid at the straight-time hourly rate, regardless of the length of the regular workweek. Work performed in excess of forty hours in a single week, as previously approved by one's supervisor, will be paid at one and one-half times the straight-time hourly rate.

Paychecks

Employees are paid every two weeks. If you are absent on payday and wish to have someone obtain your check for you, you must send a signed note authorizing the school district to give your check to the bearer. This note is to be presented to the principal/supervisor/principal's secretary. We will not give your check to anyone but you without this written authority.

If you lose your check, immediately notify the SAU office at 622-3731. If your check has not been paid by the bank, the finance office will issue a stop payment notice. You will be required to sign a document that your check has been lost and a new check will be issued.

Shortages or overpayments on your check should be called to the attention of your supervisor at once. Promptness will enable the SAU office to make an adjustment, when necessary, on the following payday. You will be notified as to the results of the investigation as soon as possible.

More than three garnishments in any twelve-month period resulting from more than one indebtedness could cause your discharge without warning.

Overtime

When work schedules require overtime in a given job classification, our practice is to offer overtime opportunities to those who are performing the same or similar work, and who desire the overtime. The supervisor must approve all overtime in advance of the work to be done. It is not up to the employee to decide on his/her own to work additional hours.

Certain supervisory employees are exempt from overtime provisions. Exempt employees do not receive overtime compensation.

Credit Union

SAU #15 employees may have deductions taken out of their paychecks to be forwarded to the specified credit union for their particular school district.

Holidays Within An Illness Absence

For those who receive paid holidays, when an observed holiday falls within an absence due to illness and the employee is being paid under sick leave, the holiday shall be paid but not charged to the employee's absence allowance.

Holidays Within Vacations

When an observed holiday falls on a regular working day within an employee's vacation period, the employee shall be entitled to an extra day's paid vacation in lieu of holiday pay.

Pay For Time Not Worked

All employees eligible for holiday pay will receive an amount equivalent to the straight time pay they would have received if the holiday had been a regular working day.

Pay For Time Worked On An Observed Holiday

Employees required to work on an observed holiday will be given another day to compensate for the holiday.

Vacations

School Year Limitation

The accrued vacation allowance is based on a school year from July 1 of one year through the following June 30th. An employee must use any entitled vacation time before school starts in the fall of the following school year. Any vacation time unused by this time will be forfeited.

Approval of Vacation Period

Employee vacation requests must be approved by your supervisor and/or the principal. The following guidelines will be used in reviewing employee vacation requests:

- The convenience and desires of the employee will be met whenever possible.
- Where conflicts occur between employees' requests, seniority will be considered.
 - Unless it is a highly unusual situation, an employee may not take a vacation when school is in session. The superintendent or his/her designee must approve all requests of this nature.
 - Normally, vacation time will not be approved for the week preceding the opening of school.

Time of Payment

Employees will be paid on regular paydays even if they are on vacation.

Worker's Compensation Insurance

All employees are covered by Worker's Compensation Insurance which is purchased by the school district. This insurance covers occupational illness and injury in accordance with the laws of the State of New Hampshire. If injured, report it immediately to your supervisor or principal.

An employee who has an occupational injury has obligations as follows:

1. You are required by law (RSA 281:16-17) to report promptly to your employer an occupational injury or disease, even if you deem it to be minor. Form No. 8aWCA, Notice of Accidental Injury or Occupational Disease, obtained from the principal, must be used for that purpose (RSA 281:18-19) (see Appendix B). When you have completed Form 8aWCA, return it to the principal, who will send it to the superintendent for signing. A copy of the signed document will be returned to you. In addition, a First Report of Injury or Disease (Form 8-WC) requires employee-employer completion and signatures and must be filed with the State Department of Labor in a timely manner.
2. You cannot sue your employer as a result of a work-connected injury or disease by reason of eligibility for benefits under the Worker's Compensation Law.

On-The-Job

1. Regardless of the nature or severity, all injuries incurred while on the job must be reported

to the supervisor at once, during the same shift in which the injury occurred, or if evening shift, the next morning.

2. The school district insures employees against accidental injuries under the Worker's Compensation Act of the State of New Hampshire.
3. An injured employee who is sent home by the supervisor will be paid for the remainder of the workday.
4. Any employee who fails to report an injury during the shift in which the injury was incurred, or the next morning, will be subject to disciplinary action unless the employee was sent to a hospital.

III. EMPLOYMENT PRACTICES

PERFORMANCE REVIEWS

Evaluating employee performance is one of the most important responsibilities of a supervisor. Evaluations based on a clearly defined rating system can accomplish the following:

1. Improve employee performance by allowing the employee to actively participate in the rating process.
2. Let the employee know where he/she stands.
3. Give credit for work well done.
4. Provide data for personnel decisions – promotion, demotion, transfer, layoff, dismissal.
5. Assist in determining salary increases and applicable maximums.

Because you are going to be rated, and because you want to be rated as fairly as possible, a system has been devised – a means of everyone doing it alike.

How Often Is Rating Conducted?

Normally, you will be rated upon completion of three (3) months' service from the date of your appointment or promotion. All classified employee will be rated twice annually, once first semester and once second semester.

Rating Scale

A rating scale has been developed and will be used in your evaluation. A copy of this rating scale may be found at the end of this book under Appendix A.

Disposition of Employee Ratings

After your supervisor has completed your written evaluation on the "Classified Employee Evaluation Form," a conference will be held with you. You will be asked to sign the copy of the "Classified Employee Evaluation Form." In signing this form, it does not mean that you agree with your evaluation. It only indicates that you agree you have received a copy of your evaluation. As soon as your evaluation form has been signed by you and your supervisor, a copy of your written evaluation will be given to you.

After all of the written evaluations for a rating period have been completed, the building principal will keep one copy of your evaluation in your file, and forward the original copy of the evaluation along with a summary form for all classified employees to the superintendent's office.

PERSONAL DATA CHANGES

Employee personnel records, as required by law and deemed essential for efficient operations, will be maintained by the SAU #15 office. Employees are requested to report promptly and in writing changes in status as listed below, to the principal, who will forward this information to the superintendent's office:

Change of

Name, address, telephone number, dependents.

Person(s) to notify in case of emergency.

Physical condition or limitation.

Insurance plans, i.e., retirement, health, dental, etc.

PRIVACY

The school district recognizes the individual employee's right to privacy. At the same time the employee should recognize that RSA 91:A (The Right To Know Law) gives the public certain rights to gain information from public bodies such as school districts.

PROBATIONARY PERIOD

Everyone is hired on a probationary basis for the first three months of employment. During this period, an overall evaluation will be made as to whether you have the ability to perform your job on a permanent basis.

All factors involved in your being able to make a positive contribution to the school district will be considered. This includes productivity, quality of work, punctuality, attendance, ability to learn, initiative, attitude and conduct. Separation from employment may take place at any time during the probationary period if the overall evaluation of an employee is not satisfactory.

ORIENTATION

New employees are constantly learning about their work environment including such items of interest as work rules, employee benefits and how to get things done. Early in your probation period, you will be invited to attend an orientation meeting with your immediate supervisor who will summarize the policies, procedures and benefits program and give you a chance to ask specific questions of interest to you.

TERMINATIONS

Notice of Termination

As outlined under Section I. Responsibility and Conduct, if action to terminate an employee is initiated by the school district, the employee will be given notification at least two weeks in advance, unless circumstances make such notice impractical, or other provisions set forth in this Handbook call for immediate discharge or dismissal. When the termination is initiated by the employee (i.e., resignation), the employee is expected to give the school district notice at least two weeks in advance.

Resignation

Resignation is defined as voluntary termination of employment initiated by the employee. At resignation, the employee is eligible to receive payment for accrued unused vacation if two weeks' notice is given prior to the termination. No severance payments will be made.

IV. EMPLOYEE RIGHTS

EQUAL EMPLOYMENT OPPORTUNITY

It is our intention to judge those who apply for employment strictly according to the requirements of the job. Their work history and other background will be considered as necessary for the job openings to be filled.

In addition, as an employee of the school district, you will be treated on an equal basis with all other employees without regard to race, creed, color, national origin, age, handicap, disability, sex, or veteran status. This applies to every work relationship, including promotion, demotion, transfer, recruitment of others, layoff or other terminations, recall from layoff, rates of pay and other benefits.

FAMILY AND MEDICAL LEAVE ACT

FMLA requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to "eligible" employees for certain family and medical reasons. Employees are eligible if they have worked for a covered employer for at least one year, and for 1,250 hours over the previous 12 months, and if there are at least 50 employees within 75 miles.

HIGHLIGHTS OF RSA 227-A, WORKER RIGHT-TO-KNOW LAW

The following highlights of the NH Worker Right-To-Know Law are provided by the New Hampshire Safety Council. It is not intended to be a definitive description of the law.

Chemical Agents

During the 1983 session of the New Hampshire General Court, a statute was adopted dealing with toxic substances in the workplace, cited and also known as RSA 277-A "Worker's Right To Know Act."

The New Hampshire "Right To Know" law (RSA 277-A) guarantees that:

- You be notified by a posting of the long and short-term health hazards of all toxic substances with which you may come into contact.
- You be trained by your employer in the safe use and handling of these toxic materials.
- You have the right to request complete information, in the form of a Material Safety Data Sheet, from your employer on any toxic substance with which you may have contact. Your employer must respond to this request within five working days.

Employees Have a Right To Know

1. The chemical name, generic name, trade name, and any common name of the toxic substance and of each of the component toxic substances contained in any mixture.
2. The hazards of the substance, including its flammability, explosiveness, and reactivity.
3. The acute and chronic health effects and risks from exposure.

4. The potential routes and symptoms of entry.
5. The proper precautions, handling practices, necessary personal protective equipment, and other necessary or beneficial safety precautions.
6. Emergency procedures for spills, fire, disposal, and first aid.
7. A description, in non-technical language, of the specific potential health risks posed by the toxic substance.
8. The date this information was compiled and the name and address of the manufacturer, producer, or formulator responsible for compiling the data.

Employers Are Required To

1. Inform their employees of their rights under RSA 277-A, including the right to request a Material Safety Data Sheet (MSDS). NH Department of Labor (NHDOL) will provide a poster to assist in compliance.
2. Train their employees in the safe usage of toxic substances within 30 days of being hired.
3. Post "WARNING" notices of all toxic substances to which employees may be exposed.
4. Have MSDS available for the inspection and reproduction by employee.
5. Provide the local fire department with a copy of MSDS, along with the locations of the toxic substances within the workplace.
6. Maintain a copy of the MSDS for 30 years after the discontinuation of use. In the event of company closure, MSDS must be turned over to the NHDOL.

GRIEVANCES

A grievance is a complaint you may have about your hours of work, your rights under personnel policies, your wages, seemingly unfair or unequal treatment or discipline, or other problems related to your employment.

The best way to clarify a misunderstanding, solve a complaint, or resolve a difference of opinion is to discuss the problem directly with your supervisor. There may be an instance where you do not understand the supervisor's position on such a matter and would like to have it further clarified. In these instances you may request to see the principal. If you are still not satisfied concerning the disposition of your grievance, you may take the grievance to the superintendent or his/her designee after first putting your grievance in writing.

APPENDIX A

**PERFORMANCE APPRAISAL
for
Classified Employees**

Employee Name: _____ **Position:** _____
Department: _____ **Date of Hire:** _____
Evaluation Type: Annual **Effective Date:** _____

TO THE EMPLOYEE:

This appraisal is to inform you how you have performed on the job in the judgment of your supervisor. You and your supervisor should discuss, assess, and summarize your performance based on objectives, responsibilities, and performance factors. You and your supervisor should clarify expectations, set specific objectives, and identify actions you can take to maintain or increase your effectiveness.

DEPENDABILITY: Regularly demonstrates the ability to perform the duties/responsibilities of his/her position well within a minimum of supervision; consistently meets deadlines.

Exceeds Requirements

Meets Requirements

Partially Meets Requirements

Comments:

DISCRETION: Appropriately exhibits and applies discretion within the parameters of authority established for his/her position.

Exceeds Requirements

Meets Requirements

Partially Meets Requirements

Comments:

COMMUNICATION: Communicates effectively with supervisor, administration, school officials, and peers. Deals courteously and tactfully with the public. Projects a positive image for the SAU.

Exceeds Requirements

Meets Requirements

Partially Meets Requirements

Comments:

INITIATIVE: Regularly demonstrates the willingness and ability to initiate and expand work assignments; does not wait for direction from supervisor to initiate work.

Exceeds Requirements

Meets Requirements

Partially Meets Requirements

Comments:

ORGANIZATION: Manages time effectively to plan and complete work. Sets and revises priorities as appropriate. Maintains orderly desk, files, and work area.

Exceeds Requirements

Meets Requirements

Partially Meets Requirements

Comments:

JOB KNOWLEDGE:

Understands the overall job function and responsibilities as well as specific tasks. Applies new concepts and skills. Knows and follows standard district and departmental practices and procedures.

Exceeds Requirements

Meets Requirements

Partially Meets Requirements

Comments:

SUPERVISOR'S SUMMARY:

Supervisor's Signature / Date

EMPLOYEE'S COMMENTS:

Attach additional sheets, if needed.

Employee's Signature / Date

Please Note: The employee's signature on this appraisal does not represent the employee's agreement with the appraisal, only that the employee has received the appraisal.

APPENDIX B

**THE STATE OF NEW HAMPSHIRE
DEPARTMENT OF LABOR
CONCORD, NEW HAMPSHIRE**

NOTICE OF ACCIDENTAL INJURY OR OCCUPATIONAL DISEASE

THIS IS TO NOTIFY YOU

.....
(Name of Employer)

.....
(Address of Employer)

IN ACCORDANCE WITH RSA 281:18

THAT I
(Name of Injured Employee)

OF
(Address of Injured Employee)

while in your employ, sustained an injury _____ or contracted an occupational disease _____
of the following description or nature:

.....
.....
.....
.....
.....

By date of.....

My physician is.....

Whose address is.....

(Employer's Signature)

(Employee's Signature)

NOTICE TO EMPLOYER
YOU MUST FILE AN EMPLOYER'S FIRST REPORT, FORM NO. 8WC, WITH THE LABOR COMMISSIONER AND THE NEAREST CLAIMS OFFICE OF YOUR INSURANCE CARRIER AS SOON AS POSSIBLE AFTER ACQUIRING KNOWLEDGE OF THE OCCURRENCE OF AN OCCUPATIONAL INJURY OR DISEASE TO ONE OF YOUR EMPLOYEES OR UPON PRESENTATION OF THIS NOTICE BY HIM/HER, BUT NO LATER THAN FIVE DAYS THEREAFTER. FAILURE TO COMPLY CARRIES AN AUTOMATIC CIVIL PENALTY OF \$25.00 (RSA 281:46)

EMPLOYER'S COPY – White

EMPLOYEE'S COPY – Yellow