

BASIC WORK RULES AND EXPECTATIONS APPOINTED NON-INSTRUCTIONAL EMPLOYEES

Welcome to North Colonie Central School District. We are excited that you have chosen to work at our District and hope your time with us will be a productive and rewarding experience.

We have some basic work rules and expectations that we would like to share with you. Please thoroughly review this document. If you have any questions, please speak with your immediate supervisor or the Human Resources Department.

ATTENDANCE, PUNCTUALITY AND REPORTING TO WORK*

**The attendance rules/expectations listed below pertain to all appointed non-instructional employees except those who work in the Transportation Department.*

Every employee is important to the overall success of our District. Tardiness and absenteeism place a burden on your co-workers, especially if someone else must do your job when you are not at work. You are expected to be reliable and punctual in reporting for scheduled work.

You are expected to report to work on time at the scheduled start of your work shift. Reporting to work on time means that you are ready to start work, not just arriving at your scheduled start time.

For those instances when you cannot avoid being late to work as scheduled:

- You must personally contact the employee designated in your work area to take absence calls prior to the start of your work shift. It is important to provide as much notice as possible, especially if a substitute needs to be contacted to work your shift.
 - If the designated employee is not available, you should contact the designated backup employee or the school or department main office.
 - Leave a phone number where you can be reached so that your immediate supervisor can return your call.
- You need to provide the reason for your tardiness or absence.
- You need to indicate what time you expect to arrive at work.
- If you are going to be later than anticipated, you must contact your designated contact as soon as this becomes apparent to you to indicate a revised arrival time.
- Notifying a co-worker that you are going to be tardy is not acceptable.

For those instances when you are unable to report to work at all on a scheduled shift:

- You must personally contact the employee designated in your work area to take absence calls prior to the start of your work shift. It is important to provide as much notice as possible, especially if a substitute needs to be contacted to work your shift.
 - If the designated employee is not available, you should contact the designated backup employee or the school or department main office.
 - Leave a phone number where you can be reached so that your immediate supervisor can return your call.
- You need to provide the reason for your absence.
- You need to indicate if you plan to return to work for your next scheduled shift.
- If your absence exceeds one work day, you must call your immediate supervisor every day of your absence, unless you have provided a doctor's note excusing you for multiple days.
- Notifying a co-worker that you are going to be absent is not acceptable.

If you will be tardy or absent from work for a pre-arranged, approved absence (e.g. paid time off or a leave of absence):

- Notify your supervisor of your upcoming absence as far in advance as possible using the appropriate leave form, as required by your union contract (if applicable).
- If your absence is for a medical reason, you may need to provide a doctor's note along with the leave form. Refer to your union contract for details (if applicable).
- You should also contact the Human Resources Department to request information on Family and Medical Leave for absences of more than three consecutive days.

Excessive tardiness and/or absences, including unpaid absences, repeated absences or tardiness or a pattern of absences and/or tardiness (i.e. tardiness or absences the day before or after a weekend, particular days of the week or month; the day before or after a holiday), may be grounds for disciplinary action. Failure to properly report your tardiness/absence may also result in disciplinary action.

WORKDAY HOURS AND SCHEDULING

Confirm your work hours and days with your immediate supervisor. Information on work schedules may also be found in your union contract (if applicable).

Information on breaks and meal periods may be found in your union contract (if applicable). Specific times should be scheduled with your immediate supervisor.

- Typically, breaks are 15 minutes in length and meal periods are 30 minutes.
- The meal period is typically unpaid and all contracted employees are required to take a meal break.
- No employee is authorized, without prior supervisory approval, to perform work during the lunch period.

RECORDING HOURS WORKED

All hourly paid employees are required to complete a time card on which you accurately record hours worked and reasons for absences.

- When you meet with your assigned payroll representative, you will be provided instruction on how to accurately complete a time card.
- Time cards must be signed by your immediate supervisor and submitted to the Payroll Department according to the District pay schedule (which has been provided to you as part of your new hire orientation paperwork).
- Your immediate supervisor and payroll representative can provide you with specific dates to turn in time cards.

PAY PERIODS AND PAY DAYS

- You have been provided with a chart showing pay period dates and pay dates as part of your new hire orientation. Your payroll representative will go over this chart with you when you meet.
- You will also receive an updated chart each new school year.
- Pay checks or notices (for those with direct deposit) will be sent to your primary work location.
 - If a pay date occurs on a day that you are not at work, you may pick up your pay check/notice at your work location. Pay checks/notices that are not picked up on the pay date are returned to the Central Office Business Office where they may be picked up or mailed to the employee's home address on record.
 - Substitute employees who do not have a designated work location or regularly scheduled days and hours may elect to have their pay check or pay notice mailed to the home address.

MAINTAINING YOUR PERSONAL RECORDS

It is your responsibility to provide current information regarding your address, telephone number, insurance dependents and beneficiaries, change in dependents, change in name, etc.

- Contact the Human Resources Department to obtain the necessary form to make any of these changes.
- Before your name can be changed, you must obtain a new Social Security card showing your desired name.

PERSONAL APPEARANCE OF EMPLOYEES

Dress, grooming and personal cleanliness standards contribute to the morale of all employees and affect the professional image presented to students, parents and visitors.

- You are expected to present a clean, neat appearance and to dress in clothing appropriate for the work to be done.
- Employees in certain positions are issued a uniform or may be required to wear designated safety items, such as steel toe shoes.

PERSONAL PHONE CALLS, VISITS AND BUSINESS

The company expects the full attention of its employees while they are working. We recognize that employees may occasionally have to take care of personal matters during the workday.

- Employees should try to conduct personal business either before or after the workday or during breaks or meal periods and should keep personal phone calls short.
- Employees should limit incoming personal calls, visits or personal transactions.
- District phones are available to serve the District's needs. A pattern of excessive personal phone calls using District phones, personal visits and/or private business dealings while at work is not acceptable and may lead to disciplinary action.
- Personal long-distance calls and faxes using District equipment are not permitted.
- In emergency situations, using a District phone for personal long distance calls may be allowed as long as a personal telephone credit card is used.

CELL PHONE USE

Use of District Cell Phones/PDAs

The use of District-issued cell phones/PDAs is outlined in Policy 8332, Cell Phone Policy.

- Employees who are provided with a district-issued cell phone receive a copy of the policy and are required to sign the Cell Phone Agreement.

2. Use of personal Cell Phones/PDAs

- While at work, employees are expected to exercise the same discretion in using personal cell phones and PDAs as is expected for the use of District phones (cell or land line).
- Excessive personal calls or texting during the work day, regardless of the phone used, can interfere with employee productivity and be distracting to others. Employees are encouraged to make personal calls or texts on non-work time where possible, and to ensure that family members and friends are aware of this District policy.
- Cell phones can be a distraction in the workplace. Employees are expected to refrain from using cell phones/PDAs when engaged in supervising students or performing job duties of a normal work day.
- Employees are asked to set their cell phone to vibrate, rather than ring, and to allow non-important calls to go to voice mail and reply to non-important texts at a later time. Some examples of important calls or texts would include a call or text from a family member regarding a family emergency, a call or text from your child's school nurse or even a call or text from your child indicating that he/she has returned home from school safely. Some examples of non-important calls or texts would include family members or friends calling to chat or a family member calling or texting to tell you that your cousin Tillie is engaged.

SAFETY RULES

The District believes in maintaining safe and healthy working conditions for our employees. To achieve our goal of providing a safe workplace, each employee must be safety conscious. We ask all employees to continually be on the lookout for unsafe working conditions or practices.

- If you observe an unsafe condition, please warn others and report the condition to your supervisor immediately.
- If you have a question regarding the safety of your workplace and practices, please ask your supervisor for clarification.

Any work-related injury or accident, no matter how minor, is to be reported to your supervisor immediately and a Worker's Compensation injury report completed.

- Injury reports can be obtained from your supervisor, the school nurse, the school office or the Human Resources Office.
- Minor cuts or abrasions should be treated on the spot, typically by the school nurse.
- If emergency medical care is required, the employee should go to the nearest emergency center, doctor or hospital.

SMOKING

Smoking or use of any other tobacco products on school premises is prohibited. School premises means any building, structure or surrounding grounds contained within the District's legally defined property boundaries, and vehicles used to transport children or school personnel.

For more information or if you have questions, please contact the Human Resources Office at (518) 785-8591, ext. 3123 or HR@ncolonie.org.