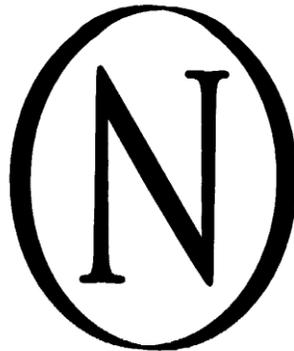


October 2015

The Staff Handbook has been updated for the 2015-2016 school year. It contains important information for your review such as: Employee Benefits, Workers Compensation, Payroll Dates, District Policies, and an Employee Data Form on the last page. Please fill out the form and return it to the Human Resources office. For questions, contact the Human Resources office at 847-2100 x245.



NEWPORT PUBLIC SCHOOLS



STAFF HANDBOOK

2015-2016

Newport Public Schools
15 Wickham Road
Newport, RI 02840-4232
Phone: 401-847-2100
Fax: 401-849-0170

CONTENTS

Mission, AAEOE Statement, School Committee..... Page 1

Salaries, Payroll Deductions, Absences, and Leave Requests..... Page 2

Benefits, Work-Related Injuries,
Employee Files Page 3

Performance & Disciplinary Action, Staff Vacancies, Policies,
Inclement Weather, Employee Data Form, Payroll Dates..... Page 4

Employee Data Form..... Page 5

Attachment: U.S. Department of Labor Fact Sheet #28: “The Family & Medical Leave Act (FMLA)”

This handbook is designed to provide you with a brief outline of Newport Public Schools' policies, procedures, and employee benefits. For more detailed information on topics in this handbook or topics that are not covered, please consult your union contract or union representative, School Committee Policy, building administrator, the Human Resources office at 847-2100 or go to Newport Public Schools' home page at www.npsri.net.

Nothing contained in this handbook should be considered a contract between Newport Public Schools and an employee. Policies and practices are subject to change as conditions, union contracts, or legal regulations warrant.

MISSION

The mission of the Newport Public School System, in partnership with students, families, and the community is to provide a challenging education with appropriate supports so that all students will possess the knowledge, skills, and character essential to productive citizenship, lifelong learning, and the ability to adapt successfully in a rapidly changing world.

AFFIRMATIVE ACTION / EQUAL OPPORTUNITY EMPLOYER

The Newport School Department does not discriminate on the basis of race, age, sex, religion, sexual orientation, gender identity or expression, national origin, color, disability or veteran status.

Inquiries regarding compliance with Newport Public Schools' Non-Discrimination Policy should be addressed to:

Colleen Burns Jermain, Superintendent of Schools
Newport Public Schools
15 Wickham Road, Newport, RI 02840-4232
(401) 847-2100, Extension 212
colleenjermain@npsri.net

OR

Office for Civil Rights Boston Office
U.S. Department of education
8th Floor
5 Post Office Square, Boston, MA 02109-3921
(617) 289-3921
ocr.boston@ed.gov

A copy of the Newport Public Schools Statement of Non-Discrimination and Affirmative Action (Policy 4500) is available in the Principal's Office of each school or at the School Administration Office at 15 Wickham Road, Newport, RI.

This notice is provided as required by Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, the Age Discrimination in Employment Act of 1975, Executive Order 11246 The Equal Pay Act, Section 402 of the Vietnam Era Veterans Readjustment Act of 1974, and the Immigration and Reform and Control Act of 1986 and the Americans with Disabilities Act of 1990.

SCHOOL COMMITTEE

Jo Eva Gaines, Chairperson
David C. Hanos, Jr., Vice Chairperson
Rebecca Bolan
David R. Carlin III
Sandra J. Flowers, Ph.D.
Robert J. Leary
Kathleen M. Silvia

EMPLOYEE BENEFITS

Salaries

Salaries for both teachers and support staff, including support staff overtime, are determined by union contract.

Teachers may request a salary reclassification in the event that credit for courses may change their salary. Call the Human Resources office and request a form for salary reclassification. Complete the form and attach all documentation for courses and return it to the Human Resources office. You will be contacted to set up an appointment for a salary review.

Payroll Deductions

Newport Public Schools will make payroll deductions that are required by law and any deductions for which you have provided written authorization. Paychecks will provide you with information concerning your salary. The stub attached to your check will show earnings, deductions (including union dues), and leave balances.

For employees wishing to change the number of dependents for withholding tax purposes, contact the Business Office (847-2100) and request a W-4 form or go to the NPS website to the Human Resources link to Public Forms.

The Payroll Schedule for the 2015-2016 school year is included in this handbook. Any questions concerning paychecks should be addressed to Payroll (847-2100, ext. 231).

Absences and Leave Requests

Leave for teachers and support staff is per union contract, the Teachers' Association of Newport and Council 94/Local 841, respectively. ***Per union contracts, personal leave may not be taken immediately before or after school vacations or holidays unless there are extenuating circumstances.***

All absences must be entered into AESOP. As with all leave, it must be approved by the building administrator before it can be approved by central administration. To change leave that has been entered into AESOP, have your building administrator e-mail Human Resources to request the changes that need to be made. Contact Human Resources if you have questions regarding the use of AESOP. ***IMPORTANT: If for any reason you are unable to enter an absence into Aesop, call the Main Office at your school to report your absence.***

Requests for long-term leave and Family Medical Leave (please see fact sheet attached to the handbook) must be made in writing to the Human Resources Office. Information regarding who qualifies for Family Medical Leave and under what circumstances is included in the fact sheet.

All employees play an important role in the operation of Newport Public Schools. Your presence at work is necessary in order to successfully perform your job. Sick leave should only be used for personal or family illness. Use of sick leave for other reasons may be deemed as abuse of leave.

- 1. CONTACT THE HUMAN RESOURCES OFFICE BEFORE REQUESTING LEAVE TO DETERMINE HOW YOUR LEAVE WILL AFFECT YOUR BENEFIT COVERAGE AND COST SHARES.***
- 2. IT IS ALSO IMPORTANT TO CONTACT HUMAN RESOURCES PRIOR TO TERMINATING EMPLOYMENT IF POSSIBLE SO THAT YOUR FINAL SALARY AND BENEFIT COVERAGE CAN BE DETERMINED.***
- 3. PLEASE BE AWARE THAT NEWPORT PUBLIC SCHOOLS DOES NOT PARTICIPATE IN THE STATE'S TEMPORARY DISABILITY INSURANCE (TDI) PROGRAM.***

Benefits

IMPORTANT: Employee benefits have been affected by the “Patient Protection and Affordable Care Act.” Effective July 1, 2011, Newport Public Schools will provide continued coverage of dependent children to the age of 26 according to federal law.

Regular employees (TAN and C94/Local 841) may be entitled to the following benefits: Health, Dental, Buy-Back Option for Health and Dental, Group Life Insurance, Automatic Deposit, Pension, and Tax Sheltered Annuities. Newport Public Schools uses a third party administrator – The Omni Group – to manage employees’ tax sheltered annuities. To learn more about The Omni Group and setting up a tax sheltered annuity, go to omni403b.com. Payroll deductions cannot be made for tax sheltered annuities without going through The Omni Group. Benefit eligibility and cost shares are outlined in your union contract. Cost shares will be made through payroll deduction.

All new employees (Administrators, TAN, C94/Local 841) must contact the office of Human Resources (847-2100) in order to receive any of the above benefits. You will not automatically be enrolled. Existing employees must contact the office of Human Resources in order to make changes to their current coverage or to reinstate coverage during the open enrollment period in July, after a leave of absence, or at any time if there is a qualifying event.

Employees who are terminating employment may be eligible to continue their Health/Dental coverage under COBRA. Contact Human Resources to make arrangements for COBRA and go through the exit process (return any badges, keys, or other items that may have been issued).

Work-Related Injuries

All employees are covered by Workers’ Compensation. In the event of an accident, immediately report to your school’s main office and your school nurse or building administrator will fill out and process the First Report of Injury Form. Human Resources will file the First Report of Injury with our workers’ compensation insurance carrier. Our insurer will investigate your claim and determine eligibility for workers’ compensation benefits.

UNTIL YOUR ELIGIBILITY FOR WORKERS COMPENSAION HAS BEEN DETERMINED, YOUR ABSENCES RELATED TO YOUR INJURY WILL BE CHARGED TO SICK LEAVE.

Please remain in contact with Human Resources if there is loss of work due to your injury. Only Human Resources can enter Workers Compensation leave into Aesop. During absences due to injury all information needs to be submitted to Human Resources (dates of absence, doctor’s notes, progress reports, return to work date, etc.). A doctor’s note is needed prior to returning to work.

Employees requiring medical treatment may go to Susan M. Green M.D. MPH, Occupational Medicine of Newport, 333 Valley Road, Middletown, RI (401) 619-1540 or you may choose your first medical provider. Treatment at an emergency room following the accident/injury does not count as your first choice. Your first provider may refer you to a specialist without prior approval.

Workers’ Compensation is outlined in more detail in your union contract. Questions should be directed to Human Resources.

Employee Files

Employee files are maintained in the Human Resources office. Employees may view their files at any reasonable time other than the employee’s work hours. The review must be scheduled in advance and take place in the presence of a Human Resources representative. Reviews may be scheduled by calling Human Resources.

Teacher certifications are maintained in the Human Resources office. It is important that if you are issued a new or renewed certificate that you either send a copy of the certification or notify Human Resources.

Performance Evaluation & Disciplinary Action

Performance evaluation and disciplinary action shall be followed as outlined in the union contracts.

Staff Vacancies

When a position becomes vacant, the vacancy will be posted on School Spring. Notices of such vacancies shall be distributed to all staff members via e-mail. Staff members may apply to open positions on SchoolSpring (www.schoolspring.com). If you need assistance using School Spring contact Human Resources.

Policies

All employees are required to do an annual policy review. Please review each of the policies listed below. They are available on the Newport Public Schools’ website.

- <http://www.npsri.net>
- About Us
- Policy Manual

#4550	Harassment
#4740	Drug Free Workplace
#4750	No Smoking
#5335	Internet Use
#5551	Physical Restraint
#5145	Security and Confidentiality Guidelines

For policy violations and complaint procedures, contact the Superintendent’s office at 847-2100.

Inclement Weather

In the event that school is cancelled due to inclement weather, it will be posted on our website (www.npsri.net) and announcements will be made on the following stations:

WADK	1540 AM
WJAR TV	Channel 10
WLNE TV	Channel 6
WPRI TV	Channel 12

Employee Data Form

The last page of this handbook consists of an **Employee Data Form**. The intent of this form is to provide you with an annual review of policies and to make sure that Human Resources has current employee information for the Staff Directory. **Please return this form within one week after receipt of the Staff Handbook.**

Payroll Dates 2015-2016

- September 11*, 25>(*first payroll for the 2015/2016 School Year)
- October 9, 23
- November 6, 20
- December 4, 18, 31
- January 15, 29
- February 12, 26
- March 11, 25
- April 8, 22
- May 6, 20
- June 3, 17** (**last payroll for all employees; [TAN-26 pays = First payroll is September 11, 2015 and payroll of June 17, 2016 will include 6 pays])

Reminder: During school vacations, payroll checks will be available in the Payroll Department.

ALL CHECKS NOT PICKED UP BY 3:00 PM WILL BE MAILED

NEWPORT PUBLIC SCHOOLS
OFFICE OF HUMAN RESOURCES

Employee Data Form
2015-2016

SECTION I Check (✓) if your information includes a: _____ new address / ___ name change

First name: _____ Last name: _____
Address: _____ Phone: _____ Unlisted (✓) _____
Position/Grade: _____ School(s): _____

Para Educators check one:

- Kindergarten Classroom Para Teacher: _____
 Special Ed Classroom Para Teacher: _____
 Individual Para
 Para Ed/Child Outreach Screener

License Plate/Car Make Model: _____

Birthday (year not necessary) : _____ not for announcements

SECTION II

Person to contact in case of emergency:

First name: _____ Last name: _____
Address: _____ Phone: _____ Unlisted (✓) _____

SECTION III

The following information is for EEOC reporting purposes and is strictly voluntary.

Please check (✓):

- 1) _____ Male
_____ Female
- 2) _____ American Indian or Alaskan Native
_____ Asian American or Pacific Islander
_____ African American
_____ Hispanic
_____ White

SECTION IV

I, _____ (print name), acknowledge that I have received and reviewed Newport Public Schools' Staff Handbook, including policies on Harassment, Drug-Free Workplace, Smoking, Internet Use, Physical Restraint, and Security & Confidentiality Guidelines (See Page 4 for information on policy review).

Signature

Date

Please complete and return this form to your school's main office by within one week after receipt of the Staff Handbook. For questions, call the Human Resources office at 847-2100. Thank you for your cooperation.

Fact Sheet #28: The Family and Medical Leave Act

The Family and Medical Leave Act (FMLA) entitles eligible employees of covered employers to take unpaid, job-protected leave for specified family and medical reasons. This fact sheet provides general information about which employers are covered by the FMLA, when employees are eligible and entitled to take FMLA leave, and what rules apply when employees take FMLA leave.

COVERED EMPLOYERS

The FMLA only applies to employers that meet certain criteria. A **covered employer** is a:

- Private-sector employer, with 50 or more employees in 20 or more workweeks in the current or preceding calendar year, including a joint employer or successor in interest to a covered employer;
- Public agency, including a local, state, or Federal government agency, regardless of the number of employees it employs; or
- Public or private elementary or secondary school, regardless of the number of employees it employs.

ELIGIBLE EMPLOYEES

Only eligible employees are entitled to take FMLA leave. An **eligible employee** is one who:

- Works for a *covered employer*;
- Has worked for the employer for at least *12 months*;
- Has at least *1,250 hours* of service for the employer during the 12 month period immediately preceding the leave*; and
- Works at a location where the employer has at least *50 employees within 75 miles*.

* Special hours of service eligibility requirements apply to airline flight crew employees. See Fact Sheet 28J: Special Rules for Airline Flight Crew Employees under the Family and Medical Leave Act.

The 12 months of employment do not have to be consecutive. That means any time previously worked for the same employer (including seasonal work) could, in most cases, be used to meet the 12-month requirement. If the employee has a break in service that lasted seven years or more, the time worked prior to the break will not count *unless* the break is due to service covered by the Uniformed Services Employment and Reemployment Rights Act (USERRA), or there is a written agreement, including a collective bargaining agreement, outlining the employer's intention to rehire the employee after the break in service. See "FMLA Special Rules for Returning Reservists".

LEAVE ENTITLEMENT

Eligible employees may take up to **12 workweeks** of leave in a 12-month period for one or more of the following reasons:

- The birth of a son or daughter or placement of a son or daughter with the employee for adoption or foster care;
- To care for a spouse, son, daughter, or parent who has a serious health condition;
- For a serious health condition that makes the employee unable to perform the essential functions of his or her job; or
- For any qualifying exigency arising out of the fact that a spouse, son, daughter, or parent is a military member on covered active duty or call to covered active duty status.

An eligible employee may also take up to **26 workweeks** of leave during a "single 12-month period" to care for a covered servicemember with a serious injury or illness, when the employee is the spouse, son, daughter, parent, or next of kin of the servicemember. The "single 12-month period" for military caregiver leave is different from the 12-month period used for other FMLA leave reasons. *See Fact Sheets 28F: Qualifying Reasons under the FMLA and 28M: The Military Family Leave Provisions under the FMLA.*

Under some circumstances, employees may take FMLA leave on an intermittent or reduced schedule basis. That means an employee may take leave in separate blocks of time or by reducing the time he or she works each day or week for a single qualifying reason. When leave is needed for planned medical treatment, the employee must make a reasonable effort to schedule treatment so as not to unduly disrupt the employer's operations. If FMLA leave is for the birth, adoption, or foster placement of a child, use of intermittent or reduced schedule leave requires the employer's approval.

Under certain conditions, employees may choose, or employers may require employees, to "substitute" (run concurrently) accrued paid leave, such as sick or vacation leave, to cover some or all of the FMLA leave period. An employee's ability to substitute accrued paid leave is determined by the terms and conditions of the employer's normal leave policy.

NOTICE

Employees must comply with their employer's usual and customary requirements for requesting leave and provide enough information for their employer to reasonably determine whether the FMLA may apply to the leave request. Employees generally must request leave 30 days in advance when the need for leave is foreseeable. When the need for leave is foreseeable less than 30 days in advance or is unforeseeable, employees must provide notice as soon as possible and practicable under the circumstances.

When an employee seeks leave for a FMLA-qualifying reason for the first time, the employee need not expressly assert FMLA rights or even mention the FMLA. If an employee later requests additional leave for the same qualifying condition, the employee must specifically reference either the qualifying reason for leave or the need for FMLA leave. *See Fact Sheet 28E: Employee Notice Requirements under the FMLA .*

Covered employers must:

- (1) Post a notice explaining rights and responsibilities under the FMLA (and may be subject to a civil money penalty of up to \$110 for willful failure to post);
- (2) Include information about the FMLA in their employee handbooks or provide information to new employees upon hire;

- (3) When an employee requests FMLA leave or the employer acquires knowledge that leave may be for a FMLA-qualifying reason, provide the employee with notice concerning his or her eligibility for FMLA leave and his or her rights and responsibilities under the FMLA; and
- (4) Notify employees whether leave is designated as FMLA leave and the amount of leave that will be deducted from the employee's FMLA entitlement.

See [Fact Sheet 28D](#): Employer Notice Requirements under the FMLA.

CERTIFICATION

When an employee requests FMLA leave due to his or her own serious health condition or a covered family member's serious health condition, the employer may require certification in support of the leave from a health care provider. An employer may also require second or third medical opinions (at the employer's expense) and periodic recertification of a serious health condition. See [Fact Sheet 28G](#): Certification of a Serious Health Condition under the FMLA. For information on certification requirements for military family leave, See [Fact Sheet 28M\(c\)](#): Qualifying Exigency Leave under the FMLA; [Fact Sheet 28M\(a\)](#): Military Caregiver Leave for a Current Servicemember under the FMLA; and [Fact Sheet 28M\(b\)](#): Military Caregiver Leave for a Veteran under the FMLA.

JOB RESTORATION AND HEALTH BENEFITS

Upon return from FMLA leave, an employee must be restored to his or her original job or to an equivalent job with equivalent pay, benefits, and other terms and conditions of employment. An employee's use of FMLA leave cannot be counted against the employee under a "no-fault" attendance policy. Employers are also required to continue group health insurance coverage for an employee on FMLA leave under the same terms and conditions as if the employee had not taken leave. See [Fact Sheet 28A](#): Employee Protections under the Family and Medical Leave Act .

OTHER PROVISIONS

Special rules apply to employees of local education agencies. Generally, these rules apply to intermittent or reduced schedule FMLA leave or the taking of FMLA leave near the end of a school term.

Salaried executive, administrative, and professional employees of covered employers who meet the Fair Labor Standards Act (FLSA) criteria for exemption from minimum wage and overtime under the FLSA regulations, 29 CFR Part 541, do not lose their FLSA-exempt status by using any unpaid FMLA leave. This special exception to the "salary basis" requirements for FLSA's exemption extends only to an eligible employee's use of FMLA leave.

ENFORCEMENT

It is unlawful for any employer to interfere with, restrain, or deny the exercise of or the attempt to exercise any right provided by the FMLA. It is also unlawful for an employer to discharge or discriminate against any individual for opposing any practice, or because of involvement in any

proceeding, related to the FMLA. *See* [Fact Sheet 77B](#): Protections for Individuals under the FMLA . The Wage and Hour Division is responsible for administering and enforcing the FMLA for most employees. Most federal and certain congressional employees are also covered by the law but are subject to the jurisdiction of the U.S. Office of Personnel Management or Congress. If you believe that your rights under the FMLA have been violated, you may file a complaint with the Wage and Hour Division or file a private lawsuit against your employer in court.

For additional information, visit our Wage and Hour Division Website:

<http://www.wagehour.dol.gov> and/or call our toll-free information and helpline, available 8 a.m. to 5 p.m. in your time zone, 1-866-4-USWAGE (1-866-487-9243).

This publication is for general information and is not to be considered in the same light as official statements of position contained in the regulations.

U.S. Department of Labor
Frances Perkins Building
200 Constitution Avenue, NW
Washington, DC 20210

1-866-4-USWAGE
TTY: 1-866-487-9243
[Contact Us](#)