

BIE
Dennehotso Boarding School

Navajo District



STAFF HANDBOOK
2022/2023

BIE Dennehotso Boarding School

STAFF HANDBOOK 2022/2023

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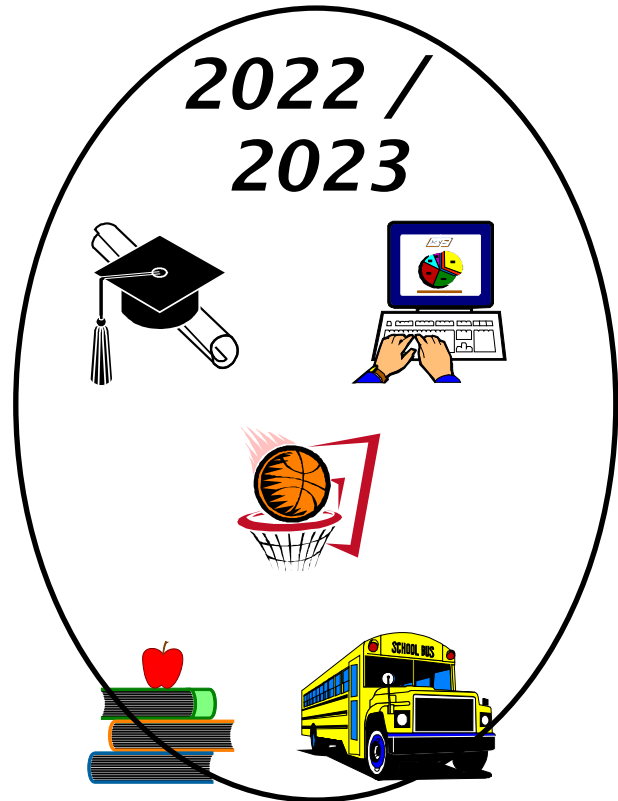
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1.0 INTRODUCTION

1.1 About the BIE Dennehotso Boarding School

The Bureau of Indian Education (BIE) provides supervision for programs at Dennehotso Boarding School located on the Navajo Nation. The school serves students in Kindergarten through Eighth grade, and is funded separately for its Baby FACE program. Dennehotso Boarding School is part of the Bureau of Indian Education (BIE) in the Department of the Interior (DOI) of the Federal Government.

The Dennehotso Boarding School Board represents Dennehotso Boarding School communities. The School Board usually meets on the second Tuesday each month.

1.2 Reference Manuals

Regulations from which the information found within this handbook was developed can be found in:

- 62 BIAM 11 -- BIA Manual on Contract Personnel
- Contract between DOI BIE and Federal Indian Service Employees Union (FISE).
- 25 CFR – Code of Federal Regulations
- Dennehotso Boarding School Board Policies

1.3 School Calendar

1.3.1 School-Year Calendar

The school calendar is developed each Spring with input from the staff and is then presented to the school board for approval. It includes instructional dates, staff work days, vacation days, and major holidays. An approved school calendar is provided to each staff member when they are offered a contract. An additional calendar will be attached at the end of this handbook.

Other important dates such as, school Cultural Day, school pictures, in-service dates, and graduation/promotion are entered on the Agency's master activity calendar developed during the summer each year. Specific activities for each school such as school pictures, athletic and activity events will be entered on each school's master activity calendar as they are scheduled.

1.3.2 Master Activity Calendar

The school master activity calendar will be kept in the school office. Staff members should consult this calendar when planning activities. Events will be written on this calendar after approval by the Principal.

1.4 School Profiles

1.4.1 SCHOOL PROFILE – Dennehotso Boarding School

**PO Box 2570
Dennehotso, AZ 85634**

**Phone: (928) 658-3201 / 3202
Fax: (928) 658-3221**

Principal: Delbert M. Ortiz

Enrollment: 150

Mission

In keeping with the Diné philosophy of life, all stakeholders of Dennehotso Boarding School will nurture lifelong learners to apply the principles of success:

- Thinking
- Planning
- Living
- Assurance

Thus, ensuring that our students walk in beauty.

Philosophy

Dennehotso Boarding School believes that every student should have the opportunity to learn and achieve to his/her fullest potential. We further believe that traditions and beliefs of the community promote aspects of a harmonious life. Dennehotso Boarding School supports the retention of these cultural attributes for the students.

General Information

Dennehotso Boarding School is located at East Highway 160, 25 miles east of Kayenta AZ, at mile marker 418.

Dennehotso Boarding School serves students Kindergarten through Eighth grade who live within the Dennehotso community on the northern edge of the Navajo reservation.

Section 2.0

2.0 POLICIES, RULES AND REGULATIONS

2.1 B.I.E. Employee Conduct

All staff should review the following policy statement. Remember that you signed this statement and certified that you understood it when you accepted your job.

Employees of the BIE are expected to maintain especially high standards of honesty, integrity, impartiality, and conduct to ensure the proper performance of government business and the continued trust and confidence of citizens in their government. This responsibility extends to employee conduct involving students, parents and community.

Any act(s) of child abuse or sexual abuse by Bureau personnel shall not be tolerated nor shall attempts by personnel to cover up these acts. Specific incidents of child abuse or sexual abuse must be reported immediately and must follow BIA procedures. Sexual relations with a minor or student is illegal, unethical, unprofessional, and will be viewed as a serious conduct violation.

Employee use of illegal drugs or distribution of alcohol and illegal drugs to students is against the law. Consumption of alcohol while on official duty status is not permitted. Any use of illegal drugs is strictly prohibited. The school is a drug, weapons, and violence free zone.

These acts can result in disciplinary action up to and including removal. Please be advised that social media venues such as Facebook are widespread and commonly used by staff and students alike. Therefore, it is strongly urged to avoid posting of material or messages that may be offensive to students, parents or colleagues. The use of phones/cell phones, tablets and/or computers for personal use (texting, Facebook, tweeting, banking, etc) is limited to appropriate break times.

All staff will receive training on cultural awareness and sensitivity.

2.2 Mandatory Reporting of Child Abuse

Any employee who knows, or has reasonable suspicion that a child is abused in Indian Country is required, by law, to immediately report such abuse or action to local law enforcement and local child protective services.

To report abuse, you need to provide information on the Suspected Child Abuse/Neglect (SCAN) form. Your school Principal or designee can help you complete the required forms and determine the Level of Seriousness to assign the incident.

You will need to report the incident to the Local Law Enforcement and Child Protective Services within the time frame listed for the Level of Seriousness. The BIA Law Enforcement will also be notified if the incident involves a staff member.

When you report the incident to local law enforcement and child protective services you will need to provide the following:

- a) the name, age, sex and tribal affiliation of the child;
- b) the present state of the child (does the child need immediate medical attention, is the child in imminent danger);
- c) the location or address and phone number where the child can be found;
- d) the name, address and telephone number of the child's parent or other person responsible for the child's care;
- e) the indicators that led you to believe the child is a victim of abuse.
- f) Staff members need to abide by all SCAN processes and confidentiality requirements.**

2.3 Ethics and Conflict of Interest

Standards of Conduct, Executive Orders, and Bureau/Office Policies provide ethics guidance for employees regarding gifts, dual compensation, conflict of interest, and use of government time, equipment and information, as well as other conduct issues.

- a. An Employee Ethics Guide is available in each school office and assistance in ethics issues will be provided by the Office of Indian Education Programs Personnel Office in Albuquerque.

- b. Employees who take a second job are required to provide information to their supervisor about the proposed job and receive prior ethics approval before starting the second job.
- c. Another issue of special interest to school staff concerns outside employment and activities regulated by 5CFR 3501.105. The section states that BIE employees may not hold a position on a tribal election board or on a tribal school board which oversees BIE schools. It also states that (except for membership on a tribal election board or school board) an eligible person employed by the BIE may become a candidate for office in his/her local tribe or may be appointed as a representative of his/her local tribe if prior approval is obtained from his/her ethics counselor before accepting the appointment or running for the position. Your school Principal can obtain the necessary forms for you.

2.4 Violence Policy

It is the Bureau of Indian Education' policy to promote a safe environment for its employees. At the core of this policy is a commitment to work with employees to maintain a work environment free from violence, threats of violence, harassment, intimidation, and other disruptive behavior. The school is a drug, weapons, and violence free zone.

Violence, threats, harassment, intimidation, and other disruptive behavior in our workplace will not be tolerated. Such behavior can include oral or written statements, gestures, or expressions that communicate a direct or indirect threat of physical harm. Any reports of such behavior will be taken seriously and will be dealt with appropriately. Individuals who commit such acts may be removed from the premises and face appropriate disciplinary and/or criminal penalties.

Do not ignore violent, threatening, harassing, intimidating, or other disruptive behavior. If you observe or experience such behavior, report it immediately to a supervisor or manager. If there is a threat or assault requiring immediate attention, security or law enforcement should be immediately contacted.

Bureau of Indian Education complies with the DOI PB 18-01 Prevention and Elimination of Harassment Conduct Policy:

- (1) defining unacceptable conduct that violates this policy;
- (2) outlining the rights and responsibilities of employees, supervisors, and managers; and
- (3) establishing reporting procedures and accountability measures.

2.5 Sexual Harassment

Sexual harassment is a form of sex discrimination and is prohibited in the Bureau of Indian Education. An employee engaging in this form of misconduct shall be subject to disciplinary action. Sexual harassment is often characterized by unwelcome sexual advances, suggestive comments, and gestures.

In schools, sexual harassment can cause classroom or hallway disruptions and behavior problems; students will be less productive, and may drop out. Each staff member is expected to report and/or intervene in incidents of sexual harassment involving students.

Staff members will receive copies of the Bureau Sexual Harassment Policy, and will have training about sexual harassment related to students.

2.6 Information Technology

Computers are available in all our schools for use by students and employees. Because there are many possibilities in today's environment for unauthorized access to the school and government (BIA) networks and data, it is important for all employees to be aware of proper security precautions to be taken in regard to use of the Internet. All employees using school computers and/or the Internet must complete the on-line Internet Security Awareness Training (FISSA) within 30 days of the beginning of their employment and yearly after that, and provide their supervisor with a copy of the completion certificate. That training is available at the website

<https://www.doi.gov/doitalent/>.

A copy of the Internet Acceptable Use Policy is available at the following website: <http://www.bie.edu> >Information Technology Appropriate Use of the Internet Policy. Staff members are expected to read and implement the policy.

It is the policy of the Department of Interior that employees whose supervisor determines that Internet access is in the best interest of the Government, be provided access and encouraged to become proficient in its capabilities. The policy delineates acceptable use of the Internet by Departmental employees, volunteers, and contractors while using Government-owned or –leased equipment, facilities, Internet addresses, or domain names registered to the Department of the Interior.

Employees should familiarize themselves with the restrictions that apply to this privilege. Supervisors are responsible for the implementation of this policy. It is the responsibility of the employee's supervisor to determine if Internet access is in the best interest of the Government. Basically, if it is during work hours and is related to your job, you may use the Internet; if it is during personal time, you may retrieve non-job-related information if it will develop or enhance Internet-related skills.

The BIE Dennehotso Boarding School has approved Guidelines for Student Internet Use. The purpose statement from those guidelines also governs the staff use of the Internet. It states that the sole purpose of Internet access through the schools is to support education and research by providing students and teachers with access to unique resources and an opportunity for collaborative work. All uses of the schools Internet access (like all other uses of school computer facilities) must be in support of and consistent with these educational objectives. The IT system is monitored remotely and users will have no expectation of privacy.

2.7 Duty Hours

Instructional and office staff members normal work hours are from 7:30 a.m. to 4:00 p.m. with thirty minutes for lunch. Any exceptions to this must be approved by the principal.

Food service, residential, maintenance, custodial staff, and bus drivers have individual assigned duty hours.

2.8 Absences and Reporting

All leave is obtained (1) by completing an official leave slip (OPM-71) obtained from the school clerk/secretary, **and** (2) personally submitting it to your supervisor for approval/disapproval, **and** (3) receiving approval for the leave requested. **Leaving notes or telephone calls with the school secretary, another staff member, or your supervisor does not constitute approval.**

All leave must be approved in **advance** unless you have an unexpected emergency or become ill. **If you cannot notify your supervisor ahead of time be sure to call your supervisor before work, or within one hour of the beginning of your duty schedule and every day thereafter during the absence, to arrange for your absence.** Please do not expect another staff member to take a message and/or deliver it to your supervisor. Please do not send a message with one of the students. Make every effort to notify your supervisor directly.

Staff members who do not have their absence approved prior to their duty hours or within the first hour of their scheduled duty time will be recorded as absent without leave on their time sheet. The same may happen for staff members who do not sign in at the school office daily; this is because without signing in there is no verification that you were present. If you have any questions about procedures for reporting your absences please see your supervisor for more complete explanations.

Staff members who are taking college classes will need to schedule those classes at times when school work assignments will not be affected. You may request personal or annual leave to attend classes.

2.9 Employee Responsibilities and Standards of Conduct

In accordance with 43 Code of Federal Regulations Part II, 20.735.2 employees are expected to maintain especially high standards of honesty, integrity, impartiality, and conduct. The conduct of employees should reflect the qualities of courtesy, honesty, consideration, and loyalty to the United States, and to the public it serves.

In instances where a family member of an employee has a dispute with the school, the school staff member is expected to maintain loyalty to the school (employer) and to not take sides in the issue or further enflame the situation by discussing the issue outside the school.

Gossip (talking about other staff members and their perceived deficiencies) almost always results in reduced efficiency in our educational programs and is not a positive problem solving technique. Gossip, whether it is in the school or in the community, is considered unprofessional behavior and will not be tolerated. Disciplinary action, up to and including removal, will be taken.

A good rule to follow is to avoid any activity which could create even the appearance of conflict of interest, preferential treatment, personal gain or similar improper actions and activities. All BIE employees are expected to abide by these requirements knowing that violations may be used as a basis for disciplinary action.

Be advised that social media venues such as Facebook are widespread and commonly used by staff and students alike. Therefore, it is strongly urged to avoid posting of material or messages that may be offensive to students, parents or colleagues. The use of phones/cell phones, tablets and/or computers for personal use (texting, Facebook, tweeting, banking, etc) is limited to appropriate break times.

Employees are responsible to retain active Bureau of Indian Education Email account, PIV cards, certifications, required trainings, Internet access, and maintain their government work requirements.

2.10 Line of Supervision and Communication Protocols

Your immediate supervisor is responsible for assisting you with all job-related questions or concerns you have. This is referred to as “chain of command.” If they are away from their duty station or unavailable to you, they will leave a delegation of authority so each employee will have someone from whom they can request assistance.

All communications with the Navajo District staff members and with the School Board are done through the principal. Questions and concerns should be directed to your supervisor who will provide you with assistance in contacting the appropriate person to assist you with your concern.

This information can be found in 62 BIAM and in the Memorandum for Administrative Protocol. Executive Order 12674 Policy on Standards of Conduct, 12/29/03.

2.11 Right to Union Representation (This serves as your annual Weingarten Notice)

The law that regulates labor-management relations between Federal agencies and employee labor unions, 5 U.S.C. 7101, et.Seq., provides union representation rights for bargaining unit employees in certain investigatory examinations which the employee reasonably believes may result in disciplinary action against him/her self. Specifically, that provision is codified at Section 7114(a) of Title 5, United States Code. The statute also requires that each agency annually inform its employees represented by a union of this right.

The 5 United States Code 7114(a) states that:

“(2) An exclusive representative of an appropriate unit in an agency shall be given the opportunity to be represented at –

(B) any examination of an employee in the unit by a representative of the agency in connection of any investigation if –

(1) the employee reasonably believes that the examination may result in disciplinary action

- against the employee; and
(ii) the employee requests representation.”

2.12 Grievance Procedures

Grievance means any complaint by an employee concerning any matter relating to his/her employment. The grievance procedure does NOT apply to:

- a. Matters relating to political activities which are prohibited.
- b. Retirement, life insurance, or health insurance.
- c. Examination, certification or appointment.
- d. Non-selection for promotion from a group of properly ranked and certified candidates.
- e. Non-selection for detail.
- f. Furloughs of employees under appointments subject to furlough.
- g. Termination of a temporary promotion.
- h. Termination or Expiration of Temporary Appointments.
- i. Termination of Time-limited Appointments.
- j. Termination During Probationary Period;
- k. The classification of a position which does not result in the reduction in grade or pay of an employee.
- l. Counseling with a proper oral warning between supervisor and employee.
- m. Proposal of disciplinary, adverse, or performance related.
- n. Suspension or Removal for National Security purposes (5 USC, Section 7532).
- o. Removal for failure to pass background investigation based on suitability (e.g. PL 101-630).
- p. Periodic discussions of performance between the supervisor and employee during the appraisal period.
- q. Content of written policies and regulations of OPM, DOI, BIE and BIA.
- r. Non-adoption of a suggestion; disapproval of quality step salary increases, performance awards or other kinds of discretionary or honorary awards.

Most grievances arise from disputes or misunderstandings which can be resolved on an informal basis with the employee's supervisor if addressed promptly. **Please discuss any cause of dissatisfaction with your supervisor in an effort to resolve the matter prior to raising the issue as a grievance.** The Union is also invited to have discussions with management in an effort to resolve matters prior to raising the issue as a grievance.

Normally a grievance is presented in WRITING by the grievant to the immediate supervisor and is initiated within twenty-one (21) calendar days of the incident. The grievance must contain specific information and specific steps must be followed in a formal grievance. Please refer to the Negotiated Contract for more complete information on grievance procedures.

2.13 Equal Employment Opportunity

The regulation which governs the processing of complaints of discrimination filed against the Department of the Interior can be found at 29 CFR 1614.

If you believe you have been discriminated against on the basis of race, color, religion, sex, national origin, age, handicap, or retaliation, you should consult an Equal Employment Opportunity (EEO) Counselor prior to filing a complaint in order to try to informally resolve the matter. You need to present the matter for informal resolution to the EEO Counselor within 45 calendar days of the date the incident occurred or, if a personnel action, within 45 days of the effective date of the action.

To acquire a list of EEO Counselors for the BIE Dennehotso Boarding School **please refer to the EEO notification that is posted on the staff bulletin board at each school.**

2.14 Staff Dress Code

All staff should dress appropriately while school is in session.

All staff members are expected to meet or exceed the dress code policy for students. What is usually described as “casual office” would present a professional, businesslike atmosphere and suitable role models for our students. Male staff members may wear the school dress code mandated for students, or dress or casual slacks, and collared shirts, polo shirts, loafer or tie shoes, dress sandals, and boots. Female staff members may wear the school dress code mandated for students, or dresses or skirts, dress or casual slacks, blouses, sweaters, dress or casual shoes, dress sandals, and boots. For staff members needing heavy duty clothing, uniform twills or work uniforms are appropriate.

In order to provide appropriate role models staff members will need to follow the clothing guidelines approved by the School Board. **No athletic shorts or sweat pants may be worn and hats may not be worn in the school building except when deemed appropriate.** (Jeans may be worn on “Dress Down” Friday- as directed by the Principal). Please refer to the student guidelines for more information.

Questions regarding appropriate dress should be directed to the school Principal.

All staff members are expected to enforce the student dress code policy.

2.15 Staff Meals

Pursuant to the BIE and FISE Negotiated Labor Agreement, Article 30, Section 5: “When an employee is required to work through lunch while supervising or instructing students, lunch will be provided at no charge.”

Staff members at the BIE Dennehotso Boarding School who have a duty-free lunch period and wish to purchase lunch at the school will need to complete the form required for payroll deduction. The cost for one meal daily for the 2022/2023 school year will be **\$4.00 or current year price.**

Staff members are expected to act as role models and adhere to the nutrition standards while consuming foods and beverages within sight of students (i.e. soda pop, chips, etc.).

2.16 Smoke-Free Environment

All schools are a smoke-free environment. Smoking is not allowed on any school campus.

2.17 Telephone Calls / Cell Phones

Telephones in all government spaces are for official use only. Please limit your personal calls (both in and out) to those that are essential and/or emergency.

No long distance calls are to be dialed direct from any school phone. We are REQUIRED to use Federal Calling Cards to make any long distance call. This includes long distance directory assistance. You must use the school calling card or have the school secretary or the principal dial your call.

No collect calls or long distance personal calls are permitted to be charged to the school's phone numbers. You can use your personal calling card number or charge the call to your home phone if you need to make a personal call during work hours.

If you are going to be away from campus on school business and might need to call the school, please see the Principal for the correct calling card numbers.

Cell phones are not to be used while you are supervising or transporting students except in cases of emergency.

2.18 Government Vehicles/ Safe Driver Policy

Only those employees with a valid driver's license can drive a government vehicle. You must provide the school clerk/secretary with a copy (both sides) of your Driver's License each school year.

Each employee driving a government vehicle or driving any vehicle while in a travel status is required to complete the GSA Safety Course annually. The GSA Form 3607 Motor Vehicle Operator's License and Driving Record is completed annually, and is submitted to the BIA Regional Safety Officer for determination if the employee's driving record is suitable for driving a GSA in duty status. Employees who do not complete the requirements or whose driving record is determined to be unsafe will not be allowed to drive a GSA vehicle while on duty status.

Rules regarding use of government vehicles are **very strict**. It is important to remember that all school vehicles are NEVER to be used for personal purposes. Government vehicles may not be used to transport family members or pets. Employees can have their GSA driving privileges suspended and/or revoked.

Government vehicles may not be used for personal transportation (to and from work, shopping, etc); this includes riding a school bus in lieu of driving your own vehicle.

All use of government vehicles assigned to the school/agency is done on a check-out/check-in basis through the school office. Each person using a vehicle is responsible for cleaning out all trash prior to check-in. All vehicles refueling will be done only at Dennehotso Market gas station. Government vehicles are to be parked in the vehicle yard at the school after use.

Only staff members with a CDL license with a Passenger Endorsement and a School Bus Drivers Certificate are allowed to drive a school vehicle with more than 16 passengers.

It is BIE Policy not to text while driving a GSA vehicle. Also, for safety reasons, bus drivers should pull over during a call, and calls should be limited to school business only.

2.19 Travel Authorizations

Each employee must have a Travel Authorization with them each time they drive a government vehicle. The general "No Cost" travel authorization issued at each location at the beginning of the school year will do for local travel.

All travel off the reservation, whether in a government vehicle or personal vehicle, which is an overnight, has costs attached, or involves students, requires an individual travel authorization for that event which must be approved by your supervisor. **You must be sure your travel request is submitted to your supervisor at least six (6) weeks prior to the actual travel date to insure approval.** This will allow time for the school clerk or business technician to arrange travel, prepare the travel authorization form, and get signatures.

Do not make reservations until your travel request has been approved. Please follow up prior to your travel to ensure that you're approved from Bureau of Indian Education and in Concur System. Unauthorized purchases will be the responsibility of the employee.

All receipts (except meals) from travel and your travel log must be turned in to the school clerk or business technician within 24 hours of your return as she has less than one week to complete all the forms and submit them for payment.

Travel Authorizations must be done through the Concur system. Employees are required to keep and maintain their Concur access and passwords.

2.20 Travel Cards

Government employees who travel overnight on government business are required to use a government Travel Card to pay for travel expenses.

In order to apply for the travel card employees must have completed the Travel Card Training found at the website <https://cctrain.nbc.gov>. A copy of their completed Training Certificate must

be attached to their Travel Card application. **Employees who are going to travel need to apply for the card within the first thirty days of employment. All cardholders are required to re-take cardholder training yearly; those who do not will have their card closed and can no longer travel.**

Travel will not be approved for employees who do not have the required Travel Card. As a general policy, the employee will pick up their travel card from the business manager prior to travel and will return it to the business manager directly after the approved travel.

Government employees who have their travel card privileges revoked may have disciplinary measures taken up to and including removal.

The DOI Travel Card Program was updated in memorandum dated 01/25/20, in adherence to DOI-AAAP-0157.

2.21 Emergency Drills

- a. Fire drills will be held monthly. This will be done in cooperation with facility management staff. Every classroom must have a posted diagram of the proper fire and fire drill procedures. Teachers must explain these procedures to the students.
- b. Lockdown drill will be held quarterly.
- c. School Evacuation drills will be held semi-annually.
- d. School bus evacuation drills will be held semi-annually.

2.22 Safety and Reporting Accidents or Incidents

Accidents are a waste of human and economic resources and most can be prevented. Your suggestions regarding safety will be welcomed by the Safety Officer/Committee at each location.

- a. Hazard Communication Program – In complying with the OSHA Hazard and Communication Standard, the BIA will provide a list of hazardous chemicals with which employees work and maintain a set of Material Safety Data Sheets with specific information about the chemicals on the list. Employees working with hazardous chemicals will be notified and provided appropriate training.
- b. The Board Infection Control policy being finalized states that when working with young children as school staffs do, it is important to know how to control infections. Research has shown that the incidence of infectious diseases among children who attend school is two to three times greater than children who do not go to school. The goal of the school is to reduce the amount of infectious diseases transmitted among children and to their families, and to the staff.

Infectious diseases including sexually transmitted diseases are caused by germs which can be spread through the air, on a surface, or from human contact. School staffs when working with children will ensure that precautions to prevent illness through infection will be followed. School administrators will ensure that information regarding sexually transmitted diseases is provided to students at the appropriate ages.

As school staff members, it is our responsibility to try to control infections or diseases. Recovering from infections or diseases may cause excessive absences. By following a few simple rules, we can all fight infection.

School staff will ensure that the following precautions to prevent illness from infection are followed:

- Wash hands with liquid soap any time where there is a potential for hands to have contact with blood or bodily fluids.
- Encourage students to wash hands thoroughly when using the restrooms.
- Wear disposable gloves when necessary to have contact with blood or bodily fluids.
- Try to prevent children from biting or scratching each other.
- Mop spills up with absorbent paper towels and dry thoroughly.

- Cover any cuts or abrasions adequately with a waterproof dressing and change it as necessary when wet.
- Try to prevent children from sharing combs, brushes, or hair ties.
- Try to prevent children from coughing or spitting on each other.

Symptoms Requiring Removal of a Child from the Classroom:

If a child is suffering from any of the signs of illness listing below, the supervisor to the child will:

- Immediately separate the child from the other children.
- Send the child to the office or the nurse. Provide an escort, if necessary.
- Observe the child for other signs of illness.
- Notify parents or guardians of possible illness or infection, if nurse is not available.
- Severe Head Lice

Signs of Illness or Possible Infections:

The school staff will observe the children for the following signs of illness or possible infections and take the necessary precautions:

- Diarrhea (runny, watery, or bloody stools)
- Vomiting (on more than one occasion during the day)
- Body rash and fever
- Sore throat with fever and swollen glands
- Severe coughing
- Yellowish, red, or pink eyes
- Irritability, continuously crying, or requires more attention than you are able to provide without compromising the safety of the other children in your care.
- Continuous scratching of the body, especially the head.
- Head lice

- c. Injuries that occur in the job are covered by the U.S. Department of Labor Office of Workman's Compensation. Benefits include continuation of pay for traumatic injuries, compensation for wage loss, medical care and other assistance for job-related injury or death.

All accidents, regardless of their nature, should be reported to your supervisor. An Accident-Incident Report Form must be filled out on all accidents that occur at work. A poster on the staff bulletin board at each location explains the reporting procedures for staff. The following guidelines shall be followed:

For accidents while on duty involving injury to staff members. Forms CA16 and CA1 need to be completed.

CA16 is used to authorize medical treatment, and there is a section to be completed by the doctor you see. If possible, this form should be taken with you when you go for emergency treatment. If it is not possible to take it with you for initial treatment, you will need to get it to that doctor as soon as possible after treatment.

The CA1 is your report to your supervisor of injury. You should turn it in to your supervisor within two (2) working days of the injury. *This report is prepared at the following website:* <https://www.smis.doi.gov>.

Your supervisor will be required to file an accident report using the Internet. They will use your report on the CA1 and CA16 to complete this form.

For accidents involving students which require medical assistance, the Accident-Incident Report Form is completed by the staff member who was supervising the student at the time of the accident. It is to be completed and turned in to your supervisor for any accident/injury

to a student which requires medical assistance.

2.23 Facilities Maintenance

All repair work to the school buildings and to housing is done by the school's Facilities Department. Work Orders (request forms) are available in the school office. Give your work orders to the designated school contact. Please sign the work request yourself, but leave room in the space for the principal's signature as well. A copy of each work request will be kept at the school.

2.24 Quarters

Housing assignments are made by the Principal after consultation with the Housing Committee. Requests for quarters on campus should be made in writing. The Principal will notify Quarters Contact of housing needs who will arrange for Quarter's Agreements and Reports to be prepared. The person requesting quarters will then complete the necessary papers with the Principal and the assigned Facility contact at their campus.

Each occupant is responsible for yard maintenance, regular house cleaning, and for bagging and depositing trash in their designated trash bin. ***Vehicles at the quarters should be in operating condition. Those not operable need to be removed from the campus within 30 days.***

Occupants who damage their quarters beyond regular and normal use will be charged for the cost of repairs (i.e.: holes in walls or doors, unclean vent filters above the kitchen range, unsafe/unsanitary conditions caused by pets).

Occupants need to complete a written work ticket for necessary repairs in their quarters. These will be processed and completed by the staff member assigned to quarters. Quarters and facilities personnel will be completing regular inspections of quarters to identify maintenance needs that have not been reported. Refer to CBA for housing specifications, assignments rules and regulations.

2.25 Emergency Procedures

Each location, and the Agency office, has a Continuation of Operations (COO) Plan which is a written document whose purpose is to provide policy and guidance for that location to ensure that essential operations and activities continue during an emergency or threat of emergency. The plan identifies essential functions, essential equipment, key staff, emergency preparation needs and duties, management succession, relocation sites, staff orientation and plan testing requirements, and basic information needed for contacting staff, relocating, and resuming/continuing services. This plan will be reviewed with staff at the beginning of each school year.

The Dennehotso Boarding School Emergency Procedures should be inserted after this page including:

- COOP Plan
- Bomb Threat or Threat Calls
- Communicable Diseases (HIV/AIDS)
- Death Related Crisis
- Major Disturbance on Campus
- Medical Emergency Procedure
- Suicide Intervention Protocol
- Emergency Evacuation Plan

Section 3.0

3.0 LEAVE, SALARY, and BENEFITS

3.1 Time Sheets/Payroll Reports

Time sheets are prepared every two weeks at the end of a pay period. **All leave requests and compensatory/overtime forms must be in to your timekeeper by Thursday morning at the end of each pay period. You need to make sure your leave slips are signed by your supervisor and submitted before taking leave. Not doing so may result in being reported as AWOL.**

As an employee, you are responsible for keeping track of your leave status. You are expected to request only leave for which you have hours credited. **You can find your leave status on each of your leave and earning statements at the bottom of the page.**

All compensatory time/overtime requests must be approved by your supervisor prior to working. The Comp Time/Overtime form must be signed by your supervisor and given to the timekeeper by Wednesday afternoon at the end of a pay period.

Pay checks are received by electronic transfer every two weeks, usually on Tuesdays or Wednesdays. Persons new to the BIE system typically do not receive a check for six weeks.

The timekeeper keeps all pay and time records. If you have questions about your pay the school secretary can research the problem and provide you with information. It is not usually possible to get an immediate answer to payroll problems. It may take several hours, several days, or even several weeks to correct an error. If the school timekeeper cannot identify the cause of the pay problem, you may want to call the 1-800 number that is printed on your Leave and Earnings Statement, so you can track the problem personally. **An employee may access their Leave and Earnings statement on Employee Express <https://www.employeeexpress.gov> . To contact Employee Express you may call 1-888-353-9450. Again, staff members are encouraged to refer to Employee Express to verify current leave balances.**

3.1.a- Electronic Official Personnel File

Employees may access their own personnel files at <https://eopf.nbc.gov/doi/> . The Help desk phone number is 1-866-275-8518.

3.2 Types of Leave

The following types of leave are available to **CONTRACT EMPLOYEES**:

3.2.1 Sick Leave

Approved absence due to injury or illness, not related to or incurred on the job, and for medical appointments. Sick leave is earned at the rate of four hours each pay period that the employee is in a pay status. There is no limit on the amount of sick leave you may carry over from one contract year to the next. No pre-credit, advance, or liquidation of unused sick leave can be authorized.

3.2.2 School Vacation Leave

School-Year contract employees (not including those on the DOD pay scale) may receive up to seventeen days of school vacation leave during the school year when school is NOT in session. This leave is authorized by the Board approved school calendar.

3.2.3 Personal/Emergency Leave

This applies only to School-Year contract employees. Full time employees receive 48 hours of personal leave to be used for personal reasons. **Eight of those 48 hours are donated to the sick leave bank for each school.** Part-time employees scheduled for more than 20 hours per week receive 20 hours of personal/emergency leave. This leave is credited provided the length of the contract exceeds 24 weeks. No carryover of personal

leave is authorized. **Employees will receive 70% of any unused personal leave or travel/comp leave at the end of their contract.**

3.2.4 Vacation Leave

Year-Long contract employees are credited with vacation leave at the beginning of each contract. 160 hours vacation leave is received by employees during their first five contract years; 200 hours vacation leave is received by employees after their first five contracts.

3.2.5 Court Leave

Court leave is the authorized absence without charge to your leave or loss of pay granted to an employee for jury duty. The employee provides the supervisor with proof of the requested court appearance, completes a leave slip, and gives it to their supervisor. **Employees need to provide their timekeeper with verification that they were at jury duty when they return to work.**

3.2.6 Approved Leave Without Pay

An employee who has used all available sick leave and vacation or personal leave who needs to take additional leave will need to request approval for leave without pay (LWOP). The immediate supervisor can approve up to five days of leave without pay during the contract year. An employee who has already used five days LWOP and is requesting more leave without pay, will need to receive approval for any additional LWOP from the Education Program Administrator.

The following types of leave are available to **STATUS QUO (GS) and WAGE GRADE EMPLOYEES:**

3.2.7 Sick Leave

Approved absence due to injury or illness, not related to or incurred on the job, and for medical appointments. Sick leave is earned each pay period the employee is in a pay status.

3.2.8 Annual Leave

Annual leave is earned each pay period and may be used for school vacations and personal or emergency leave.

3.2.9 Court Leave (see 3.3.4 above).

3.2.10 Leave Without Pay (see 3.2.6 above)

3.3 Health and Life Insurance Benefits

Health Benefits are available to most employees through the Federal Employees Health Benefits (FEHB) program. Generally, the Government contributes toward the total cost of your premium; the Government contribution will not be more than 75% of the total premium for any plan. The Government contribution for part-time employees may be different than for full-time employees.

There are no waiting periods, required medical examinations, or restrictions because of age or physical condition. You have a choice of plans and options: managed fee-for-Service plans, plans offering a Point of Service product, and Health Maintenance Organizations.

New employees may enroll within a 30-day time after they begin working for the Bureau. Each year you have the opportunity to enroll or change plans. **The Open Season for enrollment usually begins in November and lasts approximately one month.**

Information about the Federal Employees Health Benefits program can be found on the Internet at www.opm.gov (go to the Index and locate Health Insurance).

Group term life Insurance is provided through the Federal Employees' Group Life Insurance (FEGLI). It does not build up any cash value or paid-up value. It consists of Basic life insurance coverage and three options. In most cases, if you are a new Federal employee, you are automatically covered by Basic life insurance and your payroll office deducts premiums from your paycheck unless you waive the coverage. In addition to the Basic, there are three forms of Optional insurance that you can elect. You must have Basic insurance in order to elect any of the options. Unlike Basic, enrollment in Optional insurance is not automatic—you must take action to elect the options.

The cost of Basic insurance is shared between you and the Government. You pay 2/3 of the total cost and the Government pays 1/3. Your age does not affect the cost of Basic insurance. You pay the full cost of Optional insurance, and the cost depends on your age. FEGLI offers Basic – equal to your salary rounded up to the nearest thousand, plus two thousand dollars.
Option A – Standard, in the amount of \$10,000.
Option B – Additional, in the amount from one to five times your annual basic pay.
Option C – Family, coverage for your spouse and eligible children.

3.4 Retirement Benefits

The Federal Government has two available retirement programs. Almost all employees hired after December 31, 1983 are covered by FERS (Federal Employees Retirement System). Employees who were with the Federal Government prior to December 31, 1983 may be covered by CSRS (Civil Service Retirement System).

FERS (Federal Employees Retirement System) is a three-tiered retirement plan. The three Components are:

- Social Security Benefits
- Basic Benefit Plan
- Thrift Savings Plan

The three components of FERS work together to give you a strong financial foundation for your retirement years. You pay full Social Security taxes and a small contribution to the Basic Benefit Plan. In addition, your agency puts an amount equal to 1% of your basic pay each pay period into your Thrift Savings Plan (TSP) account. You are able to make tax-deferred contributions to the TSP and a portion (usually up to 5% of your basic pay) is matched by the Government.

You become vested (eligible to receive your retirement benefits from the Basic Benefit plan if you leave the Federal service before retiring) if you have at least 5 years of creditable civilian service. Survivor and disability benefits are available after 18 months of civilian service.

Your contribution to the Basic Benefit Plan is the difference between 7% of your basic pay and Social Security's old age, survivor, and disability insurance tax rate, or 0.80%.

You may withdraw your basic benefit contributions if you leave Federal employment. However, if you do, you will not be eligible to receive benefits based on service covered by the refund.

Eligibility for retirement benefits in the Basic Benefit Plan is determined by your age and number of years of creditable service. In some cases, you must have reached the Minimum Retirement Age (MRA) to receive retirement benefits. The MRA ranges from 55 years to 57 years depending upon your year of birth. (For example: if you were born before 1948, the MRA is 55; if you were born from 1953 through 1964, the MRA is 56; if you were born in 1970 or after, the MRA is 57.) If you meet one of the following sets of age and service requirements, you are entitled to

an immediate retirement benefit:

62 years old with 5 years of service
60 with 20
MRA with 30
MRA with 10*

(reduced benefit unless postponed to lessen or eliminate age reduction)

FERS basic retirement benefits are based on “High-3” salary and length of service.

The Thrift Savings Plan (TSP) is the third part of the FERS plan. The TSP is a tax-deferred retirement savings and investment plan that offers you the same type of savings and tax benefits that many private corporations offer their employees under 401(k) plans. By participating in the TSP, you have the opportunity to save part of your income for retirement, receive matching agency contributions, and reduce your current taxes.

Your TSP account is the part of your retirement that you control—you decide how much of your pay to put in your thrift account, how to invest it, and, when you retire, you decide how you want your money paid out.

The best way to assure that your retirement income meets your needs is to start investing in the Thrift Savings Plan at the beginning of your Federal service, and to continue to do so throughout your career.

All Federal employees covered by FERS are eligible to participate in the Thrift Savings Plan (TSP).

You may contribute up to 12% of the basic pay you earn each pay period up to the IRS limit. Agency contributions will only be paid on your contributions up to 5% of your basic pay.

You must meet the TSP vesting requirement to be entitled to your Agency Automatic (1%) Contributions. For most employees, this requirement is 3 years of Federal civilian service. You are immediately vested in your own contributions and your Agency Matching Contributions.

There are three Thrift Savings Plan investment Funds. The Funds differ in the rate of return and amount of risk involved. You may invest any percentage of future contributions to your account in any of the three investment Funds. You can also transfer any portion of your existing account balance among the three Funds.

To begin contributing to the Thrift Savings Plan, you must complete an Election Form and submit it to your agency.

Staff members can access information regarding TSP at the website www.tsp.gov

CSRS (Civil Service Retirement System) is a single benefit defined contributory retirement system. Retirement benefits are based on “High-3” salary and length of service.

The employee’s contribution is made automatically through the payroll system.

You may retire under the CSRS at the following ages, and receive an immediate annuity, if you have at least the amount of Federal service shown:

62 years old with 5 years service
60 years old with 20 years service
55 years old with 30 years service

Your basic annuity is computed based on your length of service and “high-3” average pay. You also receive credit for unused sick leave if you retire on an immediate annuity. Your “high-3” average pay is the highest average basic pay you earned during any 3 consecutive years of service. Generally, your basic annuity cannot be more than 80% of your “high-3” average pay.

You can learn more about health insurance, life insurance and retirement programs on the Internet at www.opm.gov (find the Index and look for the category you need).

You can use the Internet site www.employeeexpress.gov to make changes in financial allotments, health benefits, TSP, direct deposits, federal and state taxes, and home address.

3.5 Salary Schedules

Salaries for positions with Dennehotso Boarding School are set by Federal salary schedules.

All new employees are considered contract employees and their salary levels are determined using the Education Pay Schedule or the Teacher, Home Living Specialist, Counselor Pay Schedule. Some continuing staff member's salaries are determined using the GS pay schedule or the WG/WS pay schedule.

Copies of the current pay schedules for each type of employee are included:

- Education Pay Schedule
- Teacher, Home Living Specialist
- Counselor Pay Schedule
- GS Pay Schedule
- WGWS Pay Schedule

Education Pay Schedules and GS (General Schedules) usually become effective with the first full pay period in January and incorporate the cost-of-living pay raise approved for Federal employees.

Teacher, Home Living Specialist, and Counselor Pay Scales become effective at the end of July/beginning of August each year. They incorporate pay raises for each level and step based on the Department of Defense pay scale.

WG/WS (Wage Grade Schedules) take effect early in May each year and incorporate cost-of-living pay raises for employees in this pay system.
(Pay scales are attached.)

Section 4.0

4.0 FINANCIAL PROCEDURES

4.1 School Activity Account Fund Procedures

Student fund raising activities should not interfere with the instructional program of the classroom or the school.

A staff member will be designated by the Principal to be the school banker. They will be responsible for maintaining the student account records for the school.

Staff members who have a specific interest may sponsor a student organization and will need to be familiar with Government requirements for handling student funds. Basic information is in this handbook and more instruction on requirements will be provided at an in-service meeting for student activity account sponsors.

All classes and clubs must adopt a constitution and elect officers before they may earn or spend any money. Constitution forms are available in the Principal's office. Before any fund raising or banking business can be done, a completed CONSTITUTION AND PLAN OF OPERATIONS must be approved and on file in the Principal's office. In addition:

- a. All money earned by clubs and school organizations must be stored safely after a fund-raising event. **DO NOT KEEP MONEY IN YOUR ROOM OR TAKE IT HOME.** Sponsors are accountable for any organization activity funds.
- b. Your organization must deposit all money by 12PM the day after their fundraising activity in the student activity bank account. Be sure a "Receipt for Money to be Deposited in Bank" form is turned in to the school banker along with the bank deposit receipt. That way the deposit will be credited to the proper student group.
- c. To spend student activity account funds, the following procedures must be used:
 1. The club/organization must have a Meeting Agenda and discuss and approve the use of the funds in a duly called meeting.
 2. The approval must be recorded in the club minutes.
 3. A student officer or the sponsor will request funds by turning in a "Request for Payment" or "Authorization for Disbursement" to the school banker. **Minutes from the club meeting approving the expenditure of club funds must be turned in with the Request.**
 4. The school banker will prepare the cash or a check and notify the club when it is ready.
 5. Be sure to allow at least two days for the check or cash to be prepared.
 6. Any individuals or vendors must be paid with a SAA check. There will be no cash payments.
 7. Receipts must be obtained for all purchases and given to the school banker to be filed with the voucher and meeting minutes.
 8. The club sponsor must complete a Student Activities-Facilities Use Form if the activity is conducted on school campus after school hours. This needs to be completed 1 week before the scheduled activity.

4.2 Food Served & Sold on Campus

Food or beverages sold or served on school grounds or at school-sponsored events during the normal school day shall meet the nutritional standards approved by the Arizona Department of Education. This includes food served in the food service program, and food and beverages sold in vending machines, snack bars, school store, and classrooms. This conforms with the State of Arizona HB 2544.

A list of acceptable and unacceptable food items will be provided by the school Principal.

Persons selling food on school campuses must have a current food handler's card on file with the school office.

Classroom parties will be limited to those for major holidays (Halloween, Christmas, and Valentine's Day), and the type of refreshments that do not conform to the nutrition standards

should be limited. All other parties must have prior approval from the Principal.

4.3 Requisitions/Purchase Orders

Authorization to order supplies and materials is based on allocations from the school budget. The principal will review the budget status with staff members and ask their input on spending priorities. Dennehotso Boarding School complies with the Buy Indian Act and any non-Indian purchase request must comply with this process.

Purchasing is a complex process and may take many weeks. A staff member who has been approved to spend a certain amount of money will be responsible for locating vendors, gathering price quotations for the items wanted, and preparing a legible requisition. If they need help, the school office staff will assist them. It is very important that the prices quoted be accurate and that they not change after the requisition is prepared, since we cannot pay a vendor a different amount than that which appears on an approved purchase order. A sample requisition form (with the questions that must be answered before the requisition can be processed) is included in this section of the handbook. Your Principal can request an in-service session on purchasing procedures which will assist all staff members in learning this process.

The school Principal is the Authorized Fiscal Agent for the school and must approve (sign and date) all requisitions before the item is purchased. The school business technician/clerk is able to purchase small items using a credit card (after the Principal approves the requisition and identifies the program funding the purchase). For items which cannot be purchased using the credit card, the school business technician/clerk prepares the purchase order request which is submitted to the Agency office for review and forwarded to a warranted fiscal officer for preparation of the purchase order and approval/signature.

- **Do not buy anything you are not authorized to purchase! That is considered an unauthorized purchase and we cannot process requests in that way; you will have to pay the bill yourself.**
- **Also, do not register/reserve/order something on approval. There will be no way we can get the company paid by the government; again, you will end up paying for the items you ordered.**
- **Disciplinary action may be pursued up to dismissal from the BIE.**
- **OPM may use administrative wage garnishment to garnish the disposable pay of an individual to collect delinquent non-tax debts owed to the United States in accordance with the requirements of 31 U.S.C. 3720D and 31 CFR 285.11.**
- **If Dennehotso Boarding School pays for an improper purchase/commitment incurred by a staff member, we are authorized to use the OPM procedures in collecting debts owed to the Federal Government.**

Section 5.0

5.0 PROFESSIONAL DEVELOPMENT

5.1 Certification

All professional personnel are expected to have an Arizona certificate which must be on file with the Principal and comply with State and Federal HQT guidelines. It is the individual's responsibility to remove all deficiencies and/or renew certification prior to the certificate's expiration date in order to insure continuation of contract status.

All certified staff members must have completed the Structured English Immersion endorsement as required by the Arizona Department of Education and are required to provide a copy of their certification to their Principal. Failure to complete the training will mean the employee is not qualified for the position. *For information refer to the Arizona Department of Education website, under Teacher Certification.*

5.2 Official Transcripts

Each instructional employee must have a complete set of official transcripts on file at the school.

Any additions to official transcripts provided during the Spring when budget and contracts are being prepared will be used to increase the employees salary during contract renewal. If not submitted in the Spring, transcripts should be turned in to the school Principal along with a written explanation of the purpose of the transcripts (i.e.: transcripts just for the record, transcripts that qualify the employee for a salary increase, etc.). An employee who wants to receive a salary increase based on the added college credit will need to submit the transcripts to the school Principal in time for the transcripts to be received in Human Resources (Albuquerque) by September 30 if they want the pay to be retroactive to the beginning of the school year. Transcripts not meeting the September 30 deadline will be credited for salary increase based on the date received in Albuquerque.

5.3 Professional Qualifications Information

Each year, in accordance with the No Child Left Behind Act, Part A, Sec. 1111 (H)(6)(A), the professional qualifications and experience of all teachers and paraprofessionals will be made available to parents. This will be published in the Student/Parent Handbook.

Certified Staff Members qualifications and credentials are available to the public on the Arizona Department of Education website under the Online Arizona Certification Information System (OACIS).

5.4 Professional Development Credits (Artifact File)

Verification of approved in-service activities and programs for professional development will be issued through the office of the Principal. The documented training/coursework will be used for renewal of professional development clock hours required for teacher certification.

5.5 Individual Development Plans (IDPs)

All **certified staff** are required to prepare an IDP as it assists you with setting career goals and increases the possibility you will meet them.

*Each **certified** staff member who plans on upgrading themselves by attending workshops, conferences, or formal classes must develop an IDP at the beginning of the school year.* Training listed on IDPs must support the goals of the school improvement plan (NCLB Title I Section 1114 plan). The IDP must be reviewed and approved by their supervisor. That IDP can be changed during the school year, if necessary.

5.6 Performance Appraisal

Every employee is evaluated at least annually based on the critical results that the employee is expected to achieve during the rating period. A critical element means a work assignment or responsibility that is critical to overall success in the position. It is of such significance that failure to accomplish the result may be cause for reassignment, reduction in pay level, or removal.

Critical elements must be in place within sixty days after the school year begins.

Periodic progress reviews by the supervisor with the employee are held during the appraisal period; and the progress review section of the appraisal form is dated and signed by both.

At the end of the appraisal period the supervisor completes the narrative description of performance for each element and calculates the numeric summary rating.

For information related to low performance ratings refer to the Employee Performance Appraisal Plan Form.

An employee who is dissatisfied with the summary rating may request reconsideration of the rating by the reviewing official. An employee's request for reconsideration must be in writing, must state the basis for the request and must be submitted to the supervisor and reviewing official within ten (10) calendar days following the employee's discussion of the rating with the Rating Official.

First year employees will receive progress reviews three times during the school year. This will be about once every three months.

Employees in their second and subsequent years will receive at least one progress review during the school year. An employee must be in his/her position, and under the supervision of the same supervisor for a period of at least ninety days before receiving a performance appraisal. Every supervisor who is responsible for rating employees and who, for whatever reason, is leaving his/her position conducts a performance appraisal prior to leaving for each employee who has been under his/her supervision for at least ninety (90) days.

Section 6.0

6.0 SCHOOL INFORMATION

6.1 Staff List

Staff Handbook Verification of Receipt

I verify that I have received, read, and understand the policies and procedures in the BIE Dennehotso Boarding School 2019/2020 Staff Handbook.

Printed Name

Signature

Date