



Employee
Handbook 2025-2026

Table of Contents

| | |
|--|-------------------------------------|
| WELCOME LETTER FROM THE SUPERINTENDENT | 3 |
| PAYETTE SCHOOL DISTRICT – AN OVERVIEW | 4 |
| ACTIVITY PASSES | 5 |
| ANNUITY/QUALIFIED RETIREMENT PLANS | 5 |
| BADGES | 5 |
| BENEFITS..... | 5 |
| CELL PHONE (AND OTHER PERSONAL ELECTRONIC DEVICES) USE | 5 |
| CLAIM FORMS | 5 |
| COBRA | 6 |
| CODE OF ETHICS FOR IDAHO PROFESSIONAL EDUCATORS | 6 |
| COLLABORATION..... | 6 |
| CONFERENCE/WORKSHOP PROCEDURES..... | 6 |
| CONFIDENTIALITY | 6 |
| CREDIT REIMBURSEMENT..... | 7 |
| DISTRICT CALENDAR | 7 |
| EDUCATOR MANDATORY REPORTING LAWS | 7 |
| EMERGENCY PREPAREDNESS | 8 |
| EMPLOYEE PERSONNEL FILES | 8 |
| EVALUATIONS | 8 |
| FEDERAL TIME REPORTING | 9 |
| FIELD TRIPS | 9 |
| GRIEVANCE PROCEDURE..... | 9 |
| HEALTH INSURANCE | 10 |
| JOB VACANCIES AND TRANSFERS | 10 |
| LEAVE TYPES..... | 10 |
| LIFE INSURANCE..... | 12 |
| MEDIA RELEASES | 12 |
| PASSWORDS..... | 12 |
| PAYDAY CUTOFF DATES..... | 12 |
| PERSI CONTRIBUTION RATES..... | 12 |
| PERSONNEL INFORMATION..... | 13 |
| PROFESSIONAL DRESS | Error! Bookmark not defined. |
| PROFESSIONAL RELATIONSHIPS | 14 |
| RADIOS & REPEATERS..... | 14 |
| SEXUAL HARASSMENT POLICY..... | 14 |
| SOCIAL MEDIA..... | 15 |
| TECHNOLOGY ACCEPTABLE USE POLICY (AUP) | 15 |
| TITLE IX COMPLIANCE..... | 16 |
| TRANSPORTATION/VAN USAGE..... | 16 |
| WORKER'S COMPENSATION | 16 |
| WHISTLEBLOWER PROTECTION..... | 17 |

Welcome Letter from the Superintendent

I want to start by expressing my sincere appreciation for each of you. Whether you are returning for another year with the Payette School District or joining our team for the first time, your commitment to our students and community is what makes this district a truly special place to work and learn.

Our mission in the Payette School District is simple but powerful: to support, educate, and empower **every student, every day**. Achieving that goal takes all of us—teachers, paraprofessionals, support staff, administrators, bus drivers, custodians, and countless others who contribute their time, talent, and energy to making our schools safe, welcoming, and inspiring.

This handbook is designed to serve as a guide and a resource for you throughout the school year. Inside, you'll find information, policies, and tools that will help you navigate your responsibilities with clarity and confidence. But beyond the handbook, know that you are surrounded by a team that is here to support you. Collaboration, communication, and teamwork are at the heart of our district's success, and your voice and efforts are an essential part of that.

As we begin this new school year, I encourage you to take pride in the impact you make each day, to celebrate both the small victories and the big achievements, and to continue finding joy in the important work of serving students. Together, we will continue to create opportunities for learning, growth, and success for every child who walks through our doors.

Thank you for choosing to be part of the Payette School District family. Your dedication makes a difference—not just for our students, but for the entire Payette community. I look forward to working alongside you to make 2025–2026 another year of progress, achievement, and meaningful connections.

Sincerely,

Dr. Glen Croft

Superintendent, Payette School District

PAYETTE SCHOOL DISTRICT – An Overview

Mission

Payette School District will provide high-quality instruction in a collaborative and respectful learning environment, with opportunities to explore and develop personally, positioning students for future success.

Vision

Preparing students to be leaders, innovators, and difference makers in the classroom and the world.

Core Beliefs

We believe learning:

- is essential to life
- is transformational
- is a collective responsibility
- is maximized together
- should be respectful & safe
- creates academic and career pathways
- is attainable

Future Picture:

Every day in every classroom, students receive quality instruction and exhibit personal growth. We provide a safe and inclusive environment that celebrates and supports our diverse student community in meeting their learning needs and desired sense of belonging, enabling them to navigate life’s opportunities and challenges in healthy ways with compassion for others. We share responsibility with our community and its leaders. We embrace students, staff, parents, caregivers, and the community as vital partners in the education and success of the district.

We want our district to be the place where people choose to work, take pride in our efforts, and are invested in the success of the community through our students.

Board of Trustees
Andy Kirkendall - Chairman
Terrie Shurte - Vice-Chairman
John Thebo Barbara Wilson
Sarah Gutierrez
Angela Fletcher - Clerk

Payette School District

Employee Handbook

ACTIVITY PASSES

Employees of Payette School District receive an activity card admitting them and a guest to any home sports activity sponsored by the district. The passes are a benefit that incurs a cost to the athletic department. Any unauthorized use of the activity card could result in the employee losing the right to use it.

ANNUITY/QUALIFIED RETIREMENT PLANS

Payette School District Policy 402.5 states that “premiums for payment of annuities may be deducted from the salaries of personnel provided that written application for such deductions shall be on file with the Clerk-Treasurer.” Additionally, each participant shall complete a *Hold Harmless Agreement for Tax-Sheltered Annuity or Other Voluntary Deduction*. A list of qualified vendors may be obtained at the district office.

BADGES

Employees will be issued an official badge and photo ID. Badges are to be always worn while on school premises to assist with the quick identification of employees and visitors. If people are found in buildings without official photo identification, it is the responsibility of **all** employees to escort such individuals to the office to obtain a visitor pass. If unable to escort, notify the office immediately of the situation.

BENEFITS

Employees working twenty (20) hours or more per week for five or more consecutive months qualify for the school district's benefit package. All employees with benefits are eligible to participate in the Cafeteria Plan, a fringe benefit “menu” of tax-sheltered deductions, authorized through IRS Code 125. August is an open enrollment month, with the effective date of change on September 1st. Any benefit changes must be submitted before August 31st.

CELL PHONE (AND OTHER PERSONAL ELECTRONIC DEVICES) USE

Personal cell phones should not be used during instructional time, except in cases of emergency. All employees are expected to model appropriate use and ensure phones do not interfere with student learning.

CLAIM FORMS

The District must approve non-payroll items, such as reimbursements for professional development credit and mileage. A reimbursement claim must be submitted to the district office.

COBRA

As an employee covered by the Group Health Plan, you have the right to choose continuation coverage if you lost your group health plan coverage because of a reduction in hours or the termination of your employment. Regence will contact you with information regarding the continuation of your coverage. If you do not hear from Regence, call the number on your membership card. Remember, you are responsible for providing a current address if you move.

CODE OF ETHICS FOR IDAHO PROFESSIONAL EDUCATORS

“Believing in the worth and dignity of each human being, the professional educator recognizes the supreme importance of pursuing truth, striving toward excellence, nurturing democratic citizenship, and safeguarding the freedom to learn and to teach while guaranteeing equal educational opportunity for all. The professional educator accepts the responsibility to practice the profession according to the highest ethical principles.”

The Code of Ethics for Idaho Professional Educators symbolizes the commitment of all Idaho educators and provides principles by which to judge conduct. Payette educators are expected to review and abide by the Code of Ethics for Idaho Educators.

[Code of Ethics for Idaho Educators](#)

COLLABORATION

Payette School District provides and expects collaboration to improve student learning during the contracted workday. Building administrators direct the proper use of this time, but it should focus on data, instruction, and curriculum mapping in teams, rather than in isolation. Staff should not schedule appointments during this time, as your absence affects other team members.

CONFERENCE/WORKSHOP PROCEDURES

All conference and workshop travel arrangements are made through the district office. The IRS has strict regulations governing employer payments of business reimbursements. Travel expenses will be reimbursed by submitting proper documentation, including receipts, to the district office promptly. The maximum daily meal reimbursement rate is \$35 (exceptions may apply). If a school van is not available for travel, mileage may be claimed with prior approval.

CONFIDENTIALITY

All employees, regardless of their position, are required to comply with the Family Educational Rights and Privacy Act (FERPA), which governs the confidentiality of student records. Only employees with a direct need for student information should

Payette School District

Employee Handbook

access student records or the District Student Information System (Infinite Campus). Employees will be required to complete Safe Schools FERPA training on an annual basis.

CREDIT REIMBURSEMENT

Payette School District will reimburse certified staff \$50.00 per semester credit hour of postgraduate training or the actual cost, whichever is less. Each employee may request reimbursement of up to four (4) credits per year.

Employees returning for the subsequent year may submit a reimbursement request form and include their transcript(s) or electronic transcript(s). These documents must be submitted to the district office within one (1) year following course completion to receive reimbursement. A contract for the ensuing year must be signed to receive reimbursement for spring and summer courses.

DISTRICT CALENDAR

A full-year district calendar, including professional development days and holidays, is available on the Payette School District website: [District Calendar](#).

EDUCATOR MANDATORY REPORTING LAWS

Educators are legally required to report suspected child abuse or neglect. This duty exists to protect students and ensure their safety and well-being. In Idaho (and most states), teachers, school staff, and school administrators are ALL considered “mandatory reporters.”

Key Elements of Reporting Laws:

1. **Immediate Reporting:** If you suspect that a child is being abused, neglected, or is in imminent danger, you must report it immediately, you do not need proof.

Reports are made to local law enforcement, the Idaho Department of Health and Welfare (Child Protection), or both.

2. **Who Must Report:** All school employees, including teachers, aides, office staff, bus drivers, and administrators. This responsibility is individual; telling a supervisor does not remove your legal obligation to report.

3. **How to Report:**

- a. Call Idaho CareLine 2-1-1 (ask for Child Protection) or local law enforcement. Provide the child’s name, your observations or concerns, and any relevant information you know.
- b. If possible, report to the building administrator. Keep your supervisor in the loop so the school is aware, and we are supporting the student.

4. **Confidentiality and Protection:** Reports are confidential, and your identity as a reporter is protected. Good faith reporters are legally protected from liability, even if

the report is not substantiated.

5. **Failure to Report:** Failure to report suspected abuse or neglect is a misdemeanor under Idaho law and may result in legal or professional consequences.

Remember: Your role is to report, not investigate. It is always better to report a suspicion than to risk a child's safety by staying silent.

EMERGENCY PREPAREDNESS

All employees should familiarize themselves with the District Emergency Response Guide and attend the training provided. In the event of an actual emergency, staff should feel empowered to respond appropriately, with the safety of students as their top priority.

EMPLOYEE PERSONNEL FILES

It is important that information in personnel records be kept up-to-date and accurate. Each employee is responsible for assuring that the Human Resources Department and their supervisor are informed of changes in status, address, or other personal information pertinent to employment with the District.

A comprehensive personnel record will be maintained for each employee. The employee may review all documents they are legally entitled to review and/or receive copies of such documents upon request. Salary records and service records are matters of public information. The District continually places relevant documents in each employee's personnel file. Refer to Idaho Code §33-518 Employee Personnel Files.

EVALUATIONS

CERTIFIED STAFF

Each building administrator is responsible for supervising and evaluating the certified staff in their building. The administrative staff will continuously observe the services of the professional personnel and submit written evaluation(s) to the superintendent. All staff will be observed a minimum of two times per year.

First and second-year teachers will be evaluated twice annually, with at least one evaluation to be completed during the first semester of the school year. Continuing contract teachers will be reviewed at least once annually. Additional observations and evaluations may be required as deemed necessary by the Board and/or administration. Evaluations will be reviewed cooperatively. The superintendent will recommend to the Board of Trustees certified staff members for rehiring for the coming year.

Payette School District has adopted "Enhancing Professional Practice: A Framework for Teaching" by Charlotte Danielson as the research-based text upon which the district's evaluation model is based. Evaluation forms will be completed and kept on file in the

Payette School District

Employee Handbook

District Office. Employees may review materials in their personnel file.

Certified employees who are determined to need remediation shall meet with their building principal to discuss areas needing improvement and the strategies and resources available.

An appeal of the teacher evaluation means a disagreement by a professional employee with the ranking or rating they have received in any or all areas of a formal or informal evaluation. The professional employees shall follow the appeal procedure as outlined in Payette School District Policy.

Building administrators will analyze trends and patterns in the evaluation data collection to identify any professional development needs specific to their building staff.

CLASSIFIED STAFF

Classified employees will receive at least one written evaluation per year. Evaluations are in writing on a form adopted by the district administration and will be reviewed cooperatively.

FEDERAL TIME REPORTING

Programs administered by Payette School District that are funded through federal sources are obligated to meet federal guidelines to qualify. If federal funds are used for an employee's salary, the employee is required to record time spent working on a federal program on their timesheet as hours worked through means of "positive time reporting". "Positive time reporting" refers to recording the *actual* time spent working on activities that are applicable and allowable under the terms and conditions of the funding source.

Employees are responsible for correctly charging actual time worked to the appropriate funding source(s) associated with any federal programs. Employees will work with their supervisor to determine the correct index(es) to use on their timesheet.

Supervisors are required, each pay period, to verify hours spent working directly on the federal programs.

FIELD TRIPS

Administrative permission is required for field trips. Arrangements for school bus transportation will be made by the principal (or their designee) through a requisition. Prior School Board approval is required for any overnight field trip.

GRIEVANCE PROCEDURE

Payette School District's policies and practices are designed to benefit both employees and the organization. Initially, employees are encouraged to discuss the problem or concern with their supervisor to resolve the matter promptly and informally when

Payette School District

Employee Handbook

appropriate. For specific information, refer to Payette School District Policy.

- Classified employees who believe they have been mistreated or in a manner inconsistent with established policies may question or challenge a decision or action through the District's formal grievance system.
- Certified employees who allege a violation of Board-approved District policies or a breach of the Master Agreement between the District and the teachers' association may do so in writing.

HEALTH INSURANCE

Medical and vision insurance with Regence Blue Shield, as well as dental insurance with Blue Cross of Idaho, are provided for all benefit employees at the base plan rate. Employees have the option to upgrade coverage and to purchase coverage for family members.

JOB VACANCIES AND TRANSFERS

When a job vacancy occurs, the position may be filled by transferring a current employee. Job openings will be posted on the District website and, as a courtesy, emailed to staff. Current employees interested in an open position may apply through the internal application portal, which is linked to the District's website.

LEAVE TYPES

The following is a general overview of the types of leave available to benefit employees. All types of leave require notification through ReadySub, our online substitute tracking program. Professional leave requires a leave request form to be completed by the employee and approved by the principal or supervisor. Notification must be completed regardless of whether a sub is needed or not. Falsifying, deliberately misrepresenting, or deliberately omitting reasons for absences or leaves is a violation of Principle IV of the Code of Ethics for Professional Educators.

Full-time employees are not eligible for paid leave for the first 90 days of employment. The Superintendent must approve any exceptions; otherwise, absences during the 90 days will be unpaid and deducted from payroll.

1. Sick Leave

- a. One day of sick leave per contracted month of employment will be posted in the payroll file in advance
- b. Sick leave balance is shown monthly on the pay stub
- c. Sick leave must be reported in the ReadySub online tracking system
- d. Sick leave days accumulate from year to year with no cap

- e. Sick leave is to be used for absences caused by accident or illness, and includes childbirth and illness of a member of the employee's immediate family
- f. District employees may participate in the sick leave bank. Before utilizing the sick leave bank, employees will be charged one day's pay

2. Personal Leave

- a. Personal leave is intended for professional employees without vacation benefits to attend to personal matters that arise during contracted employment days.
- b. Personal days must be submitted through ReadySub at least 24 hours in advance and require approval. An approved substitute must be available.
- c. Personal leave during the first and last two weeks of school, as well as days immediately preceding or following holidays or breaks, must be approved by the Superintendent.
- d. Personal leave may accumulate up to four (4) days.
- e. Certified employees will be compensated at the end of the year for unused personal leave exceeding one (1) day.

3. Bereavement Leave

- a. Bereavement leave must also be reported in the ReadySub online system
- b. Classified bereavement leave is covered in district policies
- c. Certified bereavement leave is addressed in the Master Agreement

4. Jury Duty

- a. Employees will be excused for jury duty and receive full pay while on such duty.
- b. Jury Duty must be listed in the ReadySub online system

5. Professional Leave

- a. The employee is requested or approved by the principal or director to attend a workshop, meeting, or other event.
- b. Requests must be submitted in advance through ReadySub to allow for appropriate substitute arrangements.
- c. The Superintendent and Administrator must approve professional leave on the submitted form.

6. Vacation Leave

- a. Full-time, twelve-month employees are entitled to paid vacation days. See Policy 5450 for the complete vacation policy.
- b. Vacation days do not accumulate from year to year.
- c. Requests for vacation days in combination with paid holidays require the approval of the principal or director.

7. Family Medical Leave

- a. The Family Medical Leave Act entitles eligible employees to take up to twelve weeks of unpaid, job-protected leave each year for a specific family and medical reasons. An employee must have worked for Payette School District for at least twelve (12) months and at least 1250 hours during the year preceding the start of the leave. Eligible employees may have up to twelve (12) weeks of unpaid leave for the following reasons:
 - i. For the birth or placement of a child for adoption or foster care
 - ii. To care for an immediate family member (spouse, child, or parent) who has a serious health condition; or
 - iii. To take medical leave when the employee is unable to work because of a serious health condition.
- b. Family medical leave must be requested in writing and prearranged through the Human Resource office.

LIFE INSURANCE

The district provides \$40,000 (premium paid) life insurance coverage for every benefit-eligible employee.

MEDIA RELEASES

We have established a positive media relations program with local broadcast and print media organizations. To ensure continuity of information dissemination, all press releases must be approved by the appropriate principal or supervisor before submission to any media organization.

PASSWORDS

Passwords are to be kept **secure** and confidential. Do not share your passwords with others.

PAYDAY CUTOFF DATES

Payette School District has designated the 20th of each month as payday. If the 20th falls on a weekend, pay will be issued on the Friday before. Direct deposit notices will be sent electronically via email each month. Changes affecting payroll must be made in person at the District Office by the 10th of the previous month. Changes submitted after that will result in the shift being delayed until the following month.

PERSI CONTRIBUTION RATES

As a benefit of the Payette School District, a fund has been set up for you with the Public Employee Retirement System of Idaho (PERSI). To be a member of PERSI, you must be employed 20+ hours or more per week for five or more months. Per State Code, you will have a deduction from your pay equal to 7.18/8.08% (classified/certified) of your gross salary. Your Payette School District contributes an amount equal to 11.96/13.48% (classified/certified) of your gross salary. Refer to

your PERSI online handbook for more information: <https://persi.idaho.gov/>

PERSONNEL INFORMATION

Inform the district office of any address or telephone change. Report any other qualifying events that may affect changes in insurance coverage, such as births, marriages (of the policyholder or a dependent), or divorces. All changes related to payroll or benefits must be submitted in person, accompanied by written and signed verification. No email, scan, fax, or phone changes will be approved.

PROFESSIONAL DRESS

All professional educators and support staff are expected to model professionalism in their attire, making wardrobe choices that reflect sound judgment, reduce distractions for students, and promote a positive school culture. Staff should wear business casual attire each day.

Business Casual Attire for Educators

Business casual attire is professional clothing that presents a neat, polished appearance without requiring a full suit or highly formal wear. Clothing should be comfortable for a school environment while reflecting the professional standards of the district.

- T-Shirts may be worn if they are educationally themed or Pirate gear.
- Blue jeans may be worn on Thursdays when paired with spirit attire or school colors.
- Colored denim, besides blue, may be worn (No rips or tears).
- Blue jeans are permitted on non-student-facing professional development days.
- Staff may participate in student spirit dress-up days when applicable.
- Shorts, leggings (unless under a dress or tunic), or athletic wear are not appropriate outside of PE/athletic duties.
- Dresses and skirts should be of appropriate length.
- Clothing should be modest and appropriately revealing. (bare midriff, exposed undergarments, nothing below the armpit.
- Sleeveless are acceptable as long as modest. Spaghetti straps cannot be worn.

Exceptions:

1. Gym Teachers: Gym clothing as appropriate to activity, shorts restricted to gym or outdoor P.E. areas.
2. Field Trips/Field Days: Modest clothing appropriate to the activity.
3. Special Days: Holiday clothing, school spirit clothing, and thematic clothing with Principal's permission.
4. The principal may grant exceptions based on job-related needs (ex. CTE skilled labor teachers); and
5. Non-student contact days may include jeans and casual dress unless out of

District, professional guidelines should be followed.

Staff members are not to wear hats inside the building during the school day, unless they are medically necessary or part of a designated spirit day. Staff representing the District at training, meetings, or external events must maintain a professional appearance and dress.

PROFESSIONAL RELATIONSHIPS

Employees are prohibited from establishing personal relationships with students that are unprofessional and thereby inappropriate. Examples of unprofessional relationships include, but are not limited to: employees fraternizing or communicating with students as if employees and students were peers such as writing personal letters or emails; 'texting students; calling students on cell phones or allowing students to make individual calls to them unrelated to homework or classwork; gifting to students beyond classroom incentives; furnishing or encouraging use of alcohol or illegal or unauthorized drugs, sending inappropriate pictures to students; discussing or revealing to student personal matters about their private lives or inviting students to do the same (other than professional counseling by a school counselor); and engaging in sexualized dialogue, whether in person, by phone, via the internet or in writing. (See Principle II of the [Code of Ethics for Idaho Professional Educators](#).)

RADIOS & REPEATERS

Each school incorporates radios for use in communication throughout the school grounds. These radios can be accessed on public scanners and should not be considered private conversations. Use discretion when communicating confidential information in radio conversations.

REMOTE WORK EXPECTATIONS

If remote work is required due to weather closures or emergencies, employees are expected to:

- Check your email daily for updates and assignments
- Be available during regular work hours
- Log activities and work completion as required by their supervisor

SEXUAL HARASSMENT POLICY

All employees have the right to work in an atmosphere free from all forms of discrimination or any conduct that is considered harassing. Sexual harassment of students or employees is not condoned. All incidents should be reported regardless of who the offender may be. For more information, refer to Principle X of the [Code of Ethics for Professional Educators](#) and Payette School District Policy. Employees are required to complete Safe Schools Bully and Harassment training annually.

SOCIAL MEDIA

Employees are responsible for the content they publish online and are expected to maintain professionalism in all digital interactions. Social media use should adhere to the same standards of respect, discretion, and ethical conduct as those upheld in face-to-face communication. As representatives of the Payette School District, staff should consider how their online presence may influence students, families, and the broader school community.

To protect the integrity of our learning environment and maintain student trust, the following expectations apply:

- Content shared online should be appropriate and align with the district's values and principles.
- Confidential student or staff information must never be posted.
- Cyberbullying will not be tolerated. Any incident should be reported to a building administrator as soon as possible.
- Staff may not accept or initiate social media “friend” requests with currently enrolled students. Exceptions may be made for official school accounts or communication platforms monitored by multiple adults.
- Advisors and coaches using group messaging tools must include another advisor, coach, or parent in all student communication.
- If a student contacts an employee directly via social media or text, the response must include another adult or administrator and should be reported immediately.

Additional Social Media Guidelines:

- Do not post identifiable student images without proper consent.
- Avoid commenting (sharing, adding emojis) on confidential school matters.
- Refrain from engaging in topics that could be perceived as polarizing or controversial, as they may negatively reflect on the district.
- Maintain clear boundaries between personal and professional social media accounts.
- These guidelines are designed to promote a safe, respectful, and productive school environment, both in-person and online.

TECHNOLOGY ACCEPTABLE USE POLICY (AUP)

Employees are expected to use district-provided technology and internet access in a responsible and professional manner. The following actions are prohibited:

- Accessing inappropriate websites or materials
- Sharing login credentials with unauthorized individuals
- Using the district email for personal or political use
- Installing unapproved software or hardware

Violations of this policy may result in disciplinary action, up to and including termination of employment. Staff may be required to turn in district-owned equipment periodically

for updates and maintenance.

TITLE IX COMPLIANCE

The Payette School District is committed to providing a learning and working environment free from discrimination, including sexual harassment, in accordance with Title IX of the Education Amendments of 1972. Any student, employee, or applicant who believes they have experienced or witnessed sexual harassment should contact the District Title IX Coordinator:

Title IX Coordinator

Marci Holcomb, Assistant Superintendent

Email: maholcomb@payetteschools.org

Phone: (208) 642-9366

Reports may be made in person, by mail, phone, or email at any time.

TRANSPORTATION/VAN USAGE

The District has vans available for use to transport student groups or staff for professional development travel. Vans are reserved by completing the vehicle request form on the PSD website. Fifteen passenger van drivers must undergo annual training through Safe Schools and obtain approval from the District Transportation Director. Vans are to be returned clean and fueled.

Report any maintenance concerns and dashboard messages.

WORKER'S COMPENSATION

Your health and well-being are of the utmost importance to us. We have safety protocols in place with the hope that they will help all of us work safely and be aware of safety hazards that might affect our coworkers, students, and visitors. However, accidents do happen, and we are here to help you recover from any work-related injuries that may occur. The information that follows outlines the steps you need to take to receive the follow-up care you require and for the district to file the claim with our insurance provider on your behalf.

1. If you are injured, inform your supervisor or principal immediately, even if no medical intervention is required at the time. If you seek treatment, use a clinic, **not the Emergency Room**, unless it is an actual emergency. MRI, CT, and specialists must be referred by Workers' Compensation to be covered.
2. Complete the Accident Report Form (available in all school building offices, the nurse's office, and the district office). If possible, complete this form before seeking medical attention. If this is not possible, please complete it as soon as physically possible. This will ensure that we handle your accident or injury in a timely and appropriate manner.
3. Turn in the completed form to your supervisor. The district office will submit a claim based on the Supervisor's Accident Investigation form. Untimely submission of the accident report form may result in the denial of your claim by

Payette School District
Employee Handbook
the State Insurance Fund.

Please address any questions or concerns regarding the employee handbook with your building supervisor or the District Office.

WHISTLEBLOWER PROTECTION

Employees who report concerns in good faith related to fraud, safety violations, harassment, or discrimination are protected from retaliation under district policy and state law. Reports may be made confidentially to the Assistant Superintendent or Superintendent.

ACKNOWLEDGEMENT

After reading the handbook, please click on this link, or scan the QR code to acknowledge you have read the handbook,

<https://bit.ly/4mpd13E>

