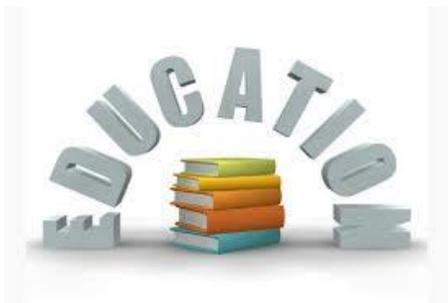




Employee Handbook



Johnston Public Schools

10 Memorial Avenue

Johnston, Rhode Island 02919

Statement of Assurance

1. The Johnston Public Schools (hereafter called the District) Employee Handbook (Handbook) is neither intended to be an employment contract or agreement, nor does it contain promises or commitments of any kind to employees. The contents should not be construed otherwise. Any references to or discussion of matters related to employment shall not be treated as a contractual agreement or guarantee of employment.
2. The employment relationship established with the District is terminable at will (except for employees covered by a Collective Bargaining Agreement), by either the employee or the District at any time, for any reason, with or without cause. Therefore, the contents of this Handbook shall not be construed as creating a right to employment for any specific period of time.
3. This Handbook applies to employees represented by a labor union only to the extent that the Handbook's provisions are not in conflict with a specific term or condition stated in the Collective Bargaining Agreement (CBA). To the extent that the Handbook is in conflict with a term or condition of the employee's applicable CBA, the provision in the CBA shall take precedence.
4. Where provisions in this Handbook are in conflict with Local, State, or Federal statutes, those laws prevail.
5. The District reserves the right to change any of the policies or procedures in this Handbook at any time at its sole discretion without notice.
6. This Handbook is subject to all policies promulgated by the Johnston School Committee and does not replace or substitute any policy promulgated by the Johnston School Committee.
7. Failure to adhere to any provision of this Handbook does not create rights nor constitute a waiver.
8. No person is authorized to make oral exceptions to this Handbook. Written exceptions are permitted only when signed/approved by the Superintendent and the School Committee.
9. Upon adoption by the Johnston School Committee this Handbook shall constitute a policy of the Johnston School Committee.



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Welcome to the Johnston Public Schools

This Handbook is designed to acquaint you with Johnston Public Schools and provide you with information about working conditions and policies and procedures affecting your employment. You must read, understand, and comply with all provisions of the Handbook. It describes many of your responsibilities as an employee and outlines the District's policies and procedures.

No employee handbook or policy can cover every circumstance or situation. Johnston Public Schools reserves the right, from time to time, to revise or modify any of its policies, including any policy set forth in this Handbook as the need may arise.

Disclaimer

It is the intent of the Johnston Public Schools that all procedures and information contained in this Employee Handbook are accurate and up-to-date as of the "distribution" date. The District reserves the right to add new policies, to delete existing policies, and/or to change policies at any time. The District will make a good faith effort to do so in a reasonable and equitable manner.

If this Handbook or any of the provisions herein conflict with any terms in an employee's applicable labor contract, **except for federal or state law**, the terms of the contract shall prevail. No administrator, principal, or supervisor has any authority to vary, by contract or otherwise, the employment relationship between the employees and the District, except for the School Committee (or its designee). This Handbook, including the practices and benefits provided herein, do not constitute a contract between the District and any employee.

This Handbook shall be interpreted so as to conform to local, state, and federal laws. In the event of conflicts or ambiguities, the District shall interpret the provisions herein. If an employee has a question about the interpretation of a Handbook provision(s), the employee should contact Human Resources for assistance.

Employees are advised to visit the District website to familiarize themselves with the details of the Johnston Public Schools Policies and Regulations Manual, which is referenced throughout this Handbook: www.johnstonschools.org (under School Committee tab)



EMPLOYMENT

Equal Employment Opportunity Statement

Johnston Public Schools does not discriminate on the basis of race, color, national origin, disability, gender, age, religion, or sexual orientation in admission to, access to, treatment in, or employment in its services, programs and activities.

National Criminal Background Check

Pursuant to **R.I.G.L. §16-2-18.1**, known as criminal records review, an offer of employment is conditioned upon not having any disqualifying information on a state and national background check. A national criminal background check (fingerprinting) must be initiated by bringing the *Intent to Employ* letter (included in the appropriate District employment application packet) to your local police department or the Bureau of Criminal Investigation, Office of the Rhode Island Attorney General. Potential employees are responsible for any fees associated with this process.

Recruitment and Selection

The District is committed to hiring the most qualified individual for every position. The most qualified applicant shall receive the position based upon education, training, experience, ability, certification, previous employment record, and the specific requirements of the position to be filled. Selection criteria established by the Superintendent will be used for an applicable position to ensure a consistent methodology is used in narrow candidate pool.

Reference: School Committee **Policy GCC**

PROFESSIONAL RESPONSIBILITY

Attendance and Tardiness

The District considers their faculty and staff as professionals and holds them in high regards in all aspects. It is therefore the District's expectation that employees will report to their respective buildings to adhere to his/her assigned schedule, to perform all assigned duties, and to work all scheduled hours during each designated workday, unless the employee has received approved leave. Moreover, an employee must notify his/her direct supervisor/principal as far in advance as possible, but not later than one hour before his/her scheduled starting time if he/she expects to be late or absent. An employee who fails to contact his/her direct supervisor/principal may be considered as having voluntarily resigned.



Breaks and meal periods may only be taken during times designated by the employee's direct supervisor/principal. Any deviation from assigned hours must have prior approval from the employee's direct supervisor/principal.

All teachers and support staff shall enter their absences in AESOP for the purpose of notifying the principals and securing a substitute for the period of the absence(s). Any time spent not working during an employee's scheduled day must be accounted for with approved leaves of absence.

The District will monitor attendance and absence patterns. The following examples of incidents will be investigated and may result in the appropriate level of discipline including oral and /or written warning, suspension and/or possible dismissal from employment:

- Theft of time and/or improper modification of time worked records;
- Misuse of sick leave (*i.e.*, always absent on Fridays, absent on same week every year); and/or
- Failure to notify his/her direct supervisor/principal of an absence.

An individual that is deemed to have demonstrated a pattern will be addressed by the Superintendent or his/her designee.

Bloodborne Pathogens Exposure

The District has developed and maintains a Bloodborne Exposure Control Plan that complies with the Occupational, Safety and Health Administration (OSHA) requirements. The purpose of this plan is to create a healthy work environment through a plan to control or minimize occupational exposure to Hepatitis B Virus (HBV), Human Immunodeficiency Virus (HIV), and other Bloodborne pathogens for employees who face a health risk from exposure to blood and other potentially infectious materials. For specific information, please speak with your school nurse.

Reference: School Committee **Policy GBEB (Also JHCC)**

Change of Personal Status

If your personal information changes (*i.e.*, name, address, phone number, marital status), please complete the "Personnel Information Update Form" located on the JPS website under Human Resources Department and forward it to the attention of Human Resources. Click [HERE](#) to access form.



Conflict of Interest

The School Committee members and School Department employees must adhere to the highest standards of ethical conduct; respect the public trust and the rights of all persons; be open, accountable, and responsive; avoid the appearance of impropriety; and not use their position for private gain or advantage. The School Department shall at all times comply with R.I.G.L. §36-14-1 et seq., known as the Rhode Island Code of Ethics in government, and the statutory and regulatory references therein and the *Code of Professional Responsibility and Ethics Policy*, which is located on the Johnston Public Schools website, as may be amended from time to time.

Confidentiality

District employees frequently come to know about confidential student, family, employee and District information.

Student information that an employee obtains as a result of his/her employment with the District is confidential and not to be disclosed unless that information has been designated as student directory data by School Committee policy and state statute. Respect for students and the law requires that student issues are only discussed with employees and parent(s)/guardian(s) who need to know the information.

Any violation of confidentiality may be cause for disciplinary action up to and including termination.

Dress Code

Employees are expected to dress professionally on a daily basis in order to set an appropriate example for students, coworkers, and the general public during school days and school related activities. The direct supervisor/principal will notify each employee about the specific dress code for his/her position in the District and any changes related thereto throughout the school year. The direct supervisor/principal will enforce the dress code. A direct supervisor/principal may, at his/her discretion, make an exception(s) to attire in specific situations when appropriate.

Drug-Free Workplace

Johnston Public Schools supports a policy of drug-free workplace and does not tolerate any violation of our Drug and Alcohol Policy.

Reference: School Committee **Policy JFCI**



Employee Evaluation

The District's certified staff is evaluated using the current RI Department of Education Evaluation model. Certified staff is also supported through a process as agreed to in the labor contract. Non-certified staff is evaluated using a District's established evaluation model.

Harassment Bullying Free Workplace

No student, school employee, contractual agent, volunteer or other member of the school community shall at school engage in, nor solicit and/or encourage any other individual to engage in any action of harassing, intimidating and/or bullying any other person.

Sexual Harassment Policy

The District will maintain an educational and working environment free of sexual harassment in any form. Supervisors, administrators, and all other employees, as well as students, are absolutely prohibited from engaging in sexual harassment of District employees, students, and visitors.

Reference: School Committee [Policy GBO](#)

Health and Wellness

The District promotes healthy schools by supporting wellness, good nutrition, and regular physical activity as part of the total learning environment. The District supports a healthy environment where children learn and participate in positive dietary and lifestyle practices. Schools contribute to the basic health status of children by facilitating learning through the support and promotion of good nutrition and physical activity to prevent obesity. Moreover, the District recognizes that improved health optimizes student and staff performance potential.

Tobacco-Free Schools

Tobacco product use is prohibited inside any part of school buildings, on school busses or any other vehicle transporting students, in parking lots, on athletic playing fields, or any other areas designated as school property (owned, rented or leased). This policy includes school events held on and off school property and non-school events held on school property, (24 hours per day / 7 days per week) and pertains to all students and visitors, including contractors and business invitees. Tobacco product use shall mean the smoking or use of any substance or item which contains tobacco, including but not limited to: cigarettes, cigars, pipes, other smoking tobacco, or the use of



snuff or smokeless tobacco, or having in one's possession a lighted cigarette, cigar, pipe, or other substance or item containing tobacco. The use of electronic cigarettes (e-cigs or e-cigarettes) is also prohibited.

Reference: School Committee **Policy JFCG**

Nondiscrimination

The District does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, sexual orientation, gender identity or expression, citizenship, status as a disabled veteran or past or present honorable military service with respect to access to, the provision of, or employment in its educational services, programs, and activities, including admissions, athletics, and other Department programs. It is the policy of the Johnston School Committee to maintain an educational and working environment free of unlawful discrimination and harassment in any form. Supervisors, administrators and all other employees, as well as students, are absolutely prohibited from engaging in unlawful discrimination and/or harassment of District employees, students and visitors.

Parking

The District provides ample parking for faculty and staff. Johnston Public Schools/Town of Johnston is not responsible for damage to personal vehicles parked on Town of Johnston property, unless said damage was caused by the negligence and willful intent by the District.

Personal Safety

The District makes every effort to provide a safe work place. Security cameras and lockdown procedures are in place to control access to the buildings. Johnston Public Schools does not tolerate misconduct by employees, students, or visitors. Since employees play an integral part in maintaining a secure environment, any witness or knowledge of such act/potential act should be reported to immediate supervisor/principal. Johnston Public Schools has adopted a bullying policy and embraces the Professional Learning Community (PLC) philosophy. Furthermore, the District has embedded Positive Responsive Classroom Behavior that encourages students to behave respectfully during the school day and school activities.



Technology Resources Responsible Use

Johnston Public Schools is pleased to offer authorized users access to District computers, the Internet, and an array of technology resources to promote educational excellence. Authorized users include students, staff, and guests hereafter referred to as simply users. Each user is responsible for his/her use of technology whether personal or district-provided. While using district or personal technology resources on or near school property, in school vehicles, and at school-sponsored events, as well as using the District's technology resources via remote access, each user must act in a manner consistent with school, District, and legal guidelines.

The District reserves the right to review, audit, intercept, monitor, access, disclose, copy and/or download any communication created, transmitted, or maintained on any of the District's computer or electronic communication systems.

Reference: School Committee [Internet Use Policy](#)

Employee Copier Access and Usage

The IT Department will assign a Copier Code to all District employees. This Copier Code is only to be used by that individual. Upon request to the IT Department, scan-to-email functionality can be added to the employee's copier account so they can scan documents to their *JohnstonSchools.org* email address. All District employees will be allotted 5,000 copies per school year. It is highly recommended that employees utilize the District Print Center for all larger quantity copy jobs. Once an employee meets their quota, it can only be increased by approval from the Superintendent. Exceptions to this rule will be certain Special Education, Clerical and/or Administrative staff.

Whistle Blowing Policy

The District's whistleblower policy is intended to provide a mechanism for the reporting of illegal activity or the misuse of District assets while protecting employees who make such reports from retaliation.

Reference: Rhode Island State and Federal Law (posters located in all school buildings)



BENEFITS

Health and Dental Insurance

The District currently offers health and dental coverage to regular full-time employees who make contributions to the cost of their medical plan as per their applicable labor contract. Interested employees have up to 30 days from their employment date to select the appropriate medical plan (*i.e.*, individual plan or family plan). Changes to the selected plan may be made during *Open Enrollment*, which takes place every October, or if there is a *qualifying event* such as marriage, divorce, birth of child, or as otherwise outlined in the plan. An employee who wishes to terminate their coverage or remove a member from their plan may do so at any time throughout the year. For a complete up-to-date description of plan benefits, all covered employees are encouraged to create an online account at: www.bcbsri.com

Employee Assistance Program (EAP)

The District offers a voluntary and professional service that provides information, counseling, and referral services to all full-time and part-time employees and their family members who may be experiencing personal stress in their lives. Coastline EAP, the District's contracted agency, offers confidential consultation or support anytime, day or night for **all employees and family members** – 24 hours a day / 7 days a week – by simply calling their toll-free number: **1-800-445-1195**. EAP consultants are available to assist employees and family members with concerns, including: ▶ *Family Problems* ▶ *Depression, Anxiety, Stress* ▶ *Addictions* ▶ *Anger, Violence* ▶ *Childcare/Eldercare* ▶ *Relationship Conflicts* ▶ *Legal Issues* ▶ *Financial Worries*

Family and Medical Leave Act (FMLA)

The Family and Medical Leave Act (FMLA) is a Federal law that guarantees certain employees up to 12 workweeks of unpaid leave per year with no threat of job loss. FMLA also requires that employers covered by the law maintain the health benefits for eligible workers just as if they were working.

The District shall provide leave under the Federal and State Family and Medical Leave Act to all “eligible employees”. The District will use a rotating calendar to determine the leave cycle. Employees are entitled to up to 13 weeks of leave as defined in **R.I.G.L. §28-48-2**, known as parental leave and family leave requirements, within the rotating calendar cycle. After five (5) consecutive days out of work or upon receipt of a doctor's note for more than five (5) days, the employee will be notified of the start of FMLA leave for 13 weeks, if eligible, in accordance with state and federal laws. Employees are required to use their accrued sick days for any medical leave, which would run concurrently to FMLA leave.

Reference: School Committee **FMLA Policy**



Health Insurance Portability and Accountability Act (HIPAA)

The District by vote of its School Committee will comply with the Privacy Regulations of the Health Insurance Portability and Accountability Act of 1996. The School Department shall limit the use of and access to Protected Health Information held by the School Department or its lawful agents. Protected Health Information (PHI) is any written, oral or electronic form of information relating to a person's past, present or future health condition, delivery or payment of health services that identifies an individual, or where there is a reasonable basis to believe the information could be used to identify an individual. Administrative, technical and physical safeguards established to limit use and access to protected health information are stated as an integral part of this policy. Established as part of daily operating procedures and will be maintained by all responsible staff and representatives of lawful agents and business associates of the School Department. [\(HIPAA Employee Privacy Notice\)](#)

Leave

Leave shall include but is not limited to the following items. Please refer to your applicable labor contract.

- I. Jury and Subpoena Leave
- II. Vacation Leave
- III. Medical Leave
- IV. Time Off Without Pay
 - a. Time Off Without Pay must be requested in writing in advance through the Superintendent, for School Committee approval

Leave of Absence Without Pay

Please refer to your applicable labor contract.

Maternity/Paternity Leave

Please refer to your applicable labor contract. This leave is credited towards employee's annual entitlement to Family Medical Leave under state and federal law. The employee must obtain from his/her physician, in writing, the period of time he/she will be physically unable to perform their duties following the birth of their child.



Return to Work

Employee must provide a doctor's note (confirming fitness for duty) when returning from an illness/injury/medical leave that is more than five (5) consecutive days or as requested by the Superintendent or his/her designee.

Personal Property

A. Liability

The District does not assume any responsibility for loss, theft, and/or damages to personal property. In order to minimize risk, the District advises employees not to carry unnecessary amounts of cash or other valuables. If employees bring personal items to work, they are expected to exercise reasonable care to safeguard them. The District does not assume responsibility for any potential damage occurring during a police search of District buildings and grounds. The District carries no accident insurance or other insurance coverage for any loss of property or injury for which the District does not have legal responsibility.

B. Search of Personal Effects and Work Spaces

Employees shall have no expectation of privacy to items in plain view, including but not limited by enumeration to: automobiles parked on the District's property, items left on top of or within desks and cabinets, lockers, etc. Items not in plain view and contained within personal property (e.g., purse, satchel, wallet, coat, backpack, etc.), may be searched in accordance with applicable state and federal law. Employees shall also have no expectation of privacy with respect to any item or document stored in or on District-owned property, which includes but is not limited to: desks, filing cabinets, mailboxes, lockers, tables, shelves, electronic network, electronic devices (e.g., computers, flash drives, etc.), and other storage spaces in or out of the classroom. Accordingly, the District may at any time and in its sole discretion conduct a search of such property, regardless of whether the searched areas or items of furniture or storage are locked or unlocked or password protected, in accordance with applicable state and federal law.

Payroll Policy Statement & Procedure

All District employees are encouraged to participate in a direct deposit of their payroll compensation. An employee's net compensation (wages less deductions) is deposited into his/her checking or savings account as long as the financial institution is connected to the Automated Clearing House (ACH). It is the employee's responsibility to notify the payroll clerk of changes to his/her financial institution. Direct deposit statements will be distributed to all employees. It is the responsibility of the employees to save these statements for future reference. To take advantage of direct deposit, click [HERE](#) to access the Direct Deposit Form.



Pay Period Cycle

Employee's paycheck is issued on a biweekly basis. The pay cycle is established each year based on the previous year's cycle.

Personnel Records

A confidential personnel file is maintained for each employee in the District and contains such information as applications, college credentials, transcripts, references, evaluations, and other pertinent employment information. Human Resources maintains a current file on each District employee in accordance with established procedures.

Access to employment records is limited to the employee, Superintendent, Business Manager, and other appropriate personnel within Central Office. An employee wishing to review their personnel file must submit a request to Human Resources in advance to schedule an appointment. An employee shall have the right to review personnel records as permitted by state and federal laws. The District may duplicate file materials for an employee for a nominal fee.

Requests for information resulting from a court order or government request will be honored in accordance with Public Records Law when a written release of information is obtained from the employee. Otherwise, employee information available to the public is limited to the name of the employee, assignment, dates of employment, and compensation.

Professional Development

The District believes in lifelong learning, improvement, and achievement for its students and employees. The District encourages and supports professional development for all staff to enhance their knowledge and skill base, improve their performance, and to promote student learning and achievement. Professional development is provided through and by the District, and the District encourages self-initiated professional growth as well. Whether through self-initiated or District provided professional development, all employees are expected to learn and to incorporate new knowledge, concepts, skills, and best practices into their performance.

Travel and Expense Reimbursement

The District will pay the necessary expenses of employees when authorized to travel on official school business. Travel expenses that may be reimbursed include, but may not be limited to: transportation, conference registration, meals, and/or lodging. Direct supervisor/principal and Superintendent approval must be obtained prior to travel and for reimbursement of travel expenses.



In-District Travel

Employees whose job assignment includes multiple locations shall be reimbursed for travel from one school property to another calculated at the current IRS standard mileage rate.

Out-of-District Travel

Pre-approval is required for all out-of-district travel.

1. Eligible expenses include the following:
 - a. Transportation will be reimbursed to the extent of the actual fare paid for bus, taxi, tolls, airfare, and airport shuttle as documented by receipts. Car rental may be approved when advantageous to the District. Automobile travel will be reimbursed at the current IRS standard mileage rate plus necessary parking costs;
 - b. Meal expenses will be reimbursed in accordance with the per diem meal allowance approved annually by the school committee. Meals included as part of a registration shall not be reimbursed to the employee. The per diem meal allowance does not cover alcoholic beverages, but does include tips, nonalcoholic beverages, and meals. Meals for out-of-district travel that do not require an overnight stay will not receive reimbursement.
2. Individuals seeking reimbursement for mileage and/or travel expenses may obtain a form from the Business Office.

Tuition Reimbursement

Please refer to your applicable labor contract for approval process, reimbursement limits and time table.

Workers' Compensation

The District is committed to the promotion of safety awareness and accident prevention. Occasionally, an employee may have an accident or suffer a work-related illness. The District ensures that the employee will receive the appropriate medical care and treatment provided the employee provides immediate notification regarding a work-related injury, so that the employee can return to good health and employment as soon as possible.

In accordance with state law, the District provides workers' compensation benefits to employees who suffer a work-related illness or are injured on the job. Benefits help pay for medical treatment and provide state regulated income while recovering. An employee injured on the job is required to report an injury immediately, or as soon as practical, to his/her direct supervisor/principal using the district's "Employee Injury Report" form. The "Employee Injury Report" will be submitted to the employer's workers' compensation insurance carrier and state reporting agency for any work-



related injury. The direct supervisor/principal will then report the incident to the Human Resources office. Any employee who is unable to report to work after an injury must provide a doctor's statement with an anticipated length of absence. Before returning to work, the employee must provide a doctor's statement affirming that the employee can return to full duty, without restrictions or must specify the employee's restrictions.

THERE IS A 3-DAY WAIT PERIOD: UNTIL YOUR ELIGIBILITY FOR WORKERS' COMPENSATION HAS BEEN DETERMINED, YOUR ABSENCES RELATED TO YOUR INJURY WILL BE CHARGED TO SICK LEAVE.

Reference: www.dlt.ri.gov

PENSION

Employees' Pension Benefits

Eligible employees are required to participate in the State of Rhode Island's pension system known as the Employees' Retirement System of Rhode Island (ERSRI). This plan covers both certified and non-certified staff. Certified staff is covered under the ERSRI and non-certified staff is covered under the Municipal Employees Retirement System (MERS). This plan is also known as a **defined benefit plan**. For specific information about your plan, please visit <https://www.ersri.org/home.jsp>

In addition to the employee and employer contribution to a defined benefit plan, there is also a contribution made to a defined contribution plan through TIAA-CREF. There are certain restrictions when accessing TIAA-CREF funds upon separation of employment.

State of Rhode Island Forfeiture Process

TIAA-CREF

The State of Rhode Island Defined Contribution Plan is a 3-year cliff vesting plan with a 5-year reinstatement period.

If an employee terminates prior to being fully vested and

- 1) Does not request a distribution:
 - a. The funds will remain in the contract until the 5-year time frame from termination has expired. The funds will then be moved to the location level forfeiture account.
- 2) Does request a distribution:



- a. The non-vested portion of the contract will be moved to the location level forfeiture account at the time of distribution.
 - b. The forfeiture account balance may be used to offset future remittances for that location.
- 3) Requested a distribution and returns before the 5-year reinstatement period expires:
- a. The previous location where they worked is responsible for resubmitting the non-vested portion to the employee's contract.
- 4) Requests a distribution and works for a school district:
- a. The initial steps are the same as in #2 above.
 - b. The non-vested amounts moved to the forfeiture account are reported to RIDE on a monthly basis. RIDE will deduct 40% of the employers 1% contribution of the non-vested balance from the school district's future reimbursement.

RETIREMENT

Medicare Eligible Retirees – (Certified Staff)

Medicare eligible employees must opt for Part A. If an employee's spouse is working and provides coverage, the employee may defer Part B; if both the employee and spouse are retired, they would need to apply for Part B. As changes are made on a regular and sometimes infrequent basis, we strongly recommend discussing these options with a Social Security Administration representative for clear guidance.

What is Medicare?

Medicare is the Federal health insurance program for people who are 65 years of age and older, certain younger people with disabilities, and people with End-Stage Renal Disease (ESRD). **Medicare Part A** (Hospital Insurance) covers inpatient hospital stays, care in a skilled nursing facility, hospice care, and some home health care. **Medicare Part B** (Medical Insurance) covers certain doctors' services, outpatient care, medical supplies, and preventive services.

Plan 65 C (Medicare Supplement Insurance) covers the copayments, coinsurance, and deductibles for original Medicare Parts A and B. It also provides coverage for skilled nursing facilities (up to Medicare benefit limits) and pays part of foreign travel emergency services. You can receive care from any Medicare participating provider, anywhere in the United States.

To be eligible for Plan 65 C, you must be: (1) a Rhode Island Resident, and (2) enrolled in Medicare Part A **and** Part B.

Blue MedicareRx (PDP) (Prescription Drug Plan) offers **Part D** plans focused making sure your prescription drugs are covered at an affordable price, and offering a large pharmacy network from which to choose a convenient location.



Windfall Elimination Provision – *(Certified Staff)*

The Windfall Elimination Provision affects how the amount of a retirement or disability benefit is calculated if an employee receives a pension from work where Social Security taxes were not taken out of your pay. A modified formula is used to calculate an employee's benefit amount, resulting in a lower Social Security benefit than you otherwise would receive. Please refer to SSA Website: <http://www.socialsecurity.gov/> and search for Windfall Elimination Provision.



District Policy on Loaned Technology Equipment

As a Johnston Public School employee, I understand that the device assigned me is property of the School Department and all policies regarding Acceptable Use, Security, Responsibilities and Basic Care must be adhered to at all times regardless whether within or outside of the District facilities.

- I agree to read and follow the District's Acceptable Use Policy and all other District policies related to Technology and Information Security.
- I understand that my device needs to be with me at work/school every day.
- I understand I am permitted to take my device home with me at the end of the work/school day or I may leave the device at work/school locked up and secure.
- I will not leave my device in my car as this can encourage theft or damage due to environmental conditions.
- I will protect my device from misuse or possible damage by exercising adequate care, storage and use.
- If the device is stolen or damaged the Building Principal and IT Director must be notified.
- This device is intended for the assigned staff member's use only and will not be used by family members, friends or other staff.
- The device is school property and can be collected at any time for usage reports and compliance by the appropriate authorities.
- The device must be returned to the Building Principal in the event of resignation, termination or extended leave.
- All repairs will be handled through the District's IT Department.
- In the event of non-warranty covered damage, negligence, loss or other irresponsible type of accident, the loaned is responsible for 10% of the repair/replacement costs.
- A MacBook/Laptop is intended for sole use only. Upon acceptance, the loaned forfeits all other devices issued by the District (*i.e.*, desktop or other mobile devices).

Upon signing of this document, the signee does acknowledge these procedures and policies aforementioned and understands each item.

Staff: _____ School: _____

Signature: _____ Date: _____

Device: _____

Serial #: _____



ACKNOWLEDGEMENT AND RECEIPT

I have received a copy of the Employee Handbook outlining the responsibilities of an employee and the responsibilities of Johnston Public Schools. I have read the information contained in this handbook. If I have any questions, I should contact the Human Resources office. I understand that the Employee Handbook is not an employment contract, but does provide the organizational employment policies and procedures by which I am governed.

The Johnston School Committee policies for the school department are published on our District website (under the "School Committee" tab) at: www.johnstonschools.org. I have read the policies as published by the school department as of the date below and I agree to comply with the guidelines, policies and procedures of Johnston Public Schools.

This Handbook is subject to change without notice. It is understood that changes in procedure will supersede or eliminate those found in this book and I will be notified of such changes through normal communication channels.

EMPLOYEE SIGNATURE

EMPLOYEE NAME (PLEASE PRINT)

DATE

TO BE PLACED IN EMPLOYEE'S PERSONNEL FILE



PLEASE TEAR OUT, SIGN, & RETURN PAGE TO YOUR IMMEDIATE SUPERVISOR.