

## Employee Rights and Responsibilities

Policies regarding personnel procedures are developed to provide guidelines for fair, equal, and legal treatment of all ESD 123 employees and prospective employees. ESD 123 shall provide fair and equal opportunities for all staff and employee applicants.

Should any provisions of these policies, or any application of these policies to any employee or group of employees covered hereby be determined contrary to law, such policy shall have effect only to the extent required by law.

ESD 123 employees shall be directly responsible to the site supervisor and/or site program administrator(s) to which the employee has been assigned to work as well as ESD 123's Central Office administrators.

1. **Duties:** Employees shall perform duties as assigned by their department, program, and/or site supervisor. Employees shall complete and maintain required reports and records.
2. **Service:** Each employee is responsible for performing all assigned duties to the best of their ability.
3. **Training:** Each employee is expected to participate in assigned staff development training.
4. **Courtesy:** Each employee shall be courteous when interacting with the public and with fellow employees, whether in person, by telephone, or by e-mail.
5. **Confidentiality:** Each employee may have the opportunity to hear and see confidential information concerning students and their home/family situations. All such information shall be kept confidential and not discussed with anyone other than those who must be involved for the welfare of the student.
6. **Personal Conduct:** Employees are expected at all times to present themselves in such a way as to be a credit to ESD 123.
7. **Safety/Liability:** Each employee is expected to practice personal safety practices/habits for his/her own protection, fellow employees, and students. This involves seeing to it students under their charge are not left unsupervised (see Policy 6511).
8. **Orientation:** New employees are responsible for becoming acquainted with as much of the total ESD 123 program as possible.

All employees of ESD 123 are responsible for extending courtesy to new employees. The administrator(s) responsible for a new employee(s) shall be responsible for acquainting each employee with their duties. ESD 123 wishes to do whatever is necessary to ensure each new employee's job success. The Personnel/Payroll Department shall assist as requested.

1. **Public Relations:** Good public relations are an important responsibility within every employee's job. No matter what position is held, employees represent ESD 123. The people with whom employees interact, both on and off the job, will form an opinion about ESD 123 based upon employees' conduct, appearance, and attitudes. Citizens, who directly and indirectly provide employees' salaries, have every right to expect courtesy, understanding, and cooperation.
2. **ESD 123 Property:** Telephones, office supplies, equipment, and all other property are to be used only for the conduct of ESD 123 business and are not to be used for personal business (correspondence, travel information, shopping, etc.) and not to be removed from ESD 123 premises without administrative approval (see Policy 4260). Further, the staff is responsible for taking reasonable steps to protect ESD 123 equipment/property that they must remove from the work site for job-related purposes (see Policy 6500), including securing in locked home/hotel room for safer keeping if it is necessary to transport.
3. **Appearance:** Each member of ESD 123 staff is expected to maintain an appropriate appearance. The attire of employees during business hours will be held to the following standards.

- A. Dress should reflect the position of the employee and not cause a substantial disruption to the educational or working environment.
- B. Attire should be that which is commonly accepted in a professional office setting.
- C. Dress should be exemplary to any students with whom the employee interacts.
- 4. **Working Hours:** Employees assigned to program sites will work the number of hours authorized for the position held. Additional working hours, if any, will be determined by the supervisor with the approval of the program cabinet member and Superintendent, or designee. Hourly employees are not permitted to work extra hours beyond their authorized assignment without prior written permission from their supervisor.
- 5. **Work Year:** Employees will be assigned a normal 260-day work year subject to the needs of ESD 123. Each employee is expected to comply with the service year established for the position to which assigned unless prior approval for adjustment is provided by the supervisor and Superintendent, or designee.
- 6. **Employment Notification:** ESD 123 shall notify employees of continuous employment (see Policy 5005).
- 7. **Reporting Absence:** Employees are responsible for immediately contacting their supervisor, or a designated person if they are unable to report for work with the reason for absence.
- 8. **Reimbursement for Travel Expenses:** ESD 123 shall reimburse staff member(s) or officer(s) of ESD 123 for approved travel expenses. The Superintendent shall establish a reimbursement rate schedule for expenses incurred by staff or officers of ESD 123 (see Policy 6213).
- 9. **Personnel Records:** ESD 123 office shall maintain the records which contain information concerning the employees, including personnel folders. These records are open to inspection by employee(s) upon written request, with an ESD 123 representative present.
- 10. **Closure/Delay Because of Abnormal Conditions:** During periods of inclement weather or other conditions, the following will apply:
  - A. ESD 123 offices will remain open unless conditions are extremely hazardous as determined by the Superintendent.
  - B. Remote/cooperative program staff shall follow the closure/delay status of the school district in which they are physically located.
  - C. The Superintendent will make every effort to update the Flash Alert system and send an email to all ESD 123 staff by 6:00 AM in the event of inclement weather necessitating closure/delay.
  - D. A delayed opening, as determined by the Superintendent, is also an option that might be used when conditions are unfavorable in the early morning.
  - E. Employees who miss work because of road or weather conditions must make up the time, take accrued leave or have a deduction from pay unless the Superintendent approves the use of emergency leave.
  - F. Workdays missed because of office closure called by the Superintendent because of road or weather conditions may be made up, vacation used, emergency leave granted, deducted from pay, or other work arrangements as determined by the supervisor and Superintendent. Time missed of two (2) hours or less need not be made up.
  - G. Other closure conditions may be determined by the Superintendent.
- 11. **Legal Defense:** ESD 123 may arrange for and pay the costs of defense, attorney fees, and any obligation of payment arising from an action, claim or proceeding instituted against a director, employee, or agent of ESD 123 arising out of such person's performance or failure of performance of duties for ESD 123 unless the court finds that such person was not acting in good faith or within the scope of their employment with or duties for ESD 123.
- 12. **Payroll Warrants:** Payroll warrants should be issued on the last working day of the ESD 123 office each month. The pay period cut-off date is approximately the 15th day of each month.

Employees will only be paid for hourly or supplemental time verified as worked via their submitted timesheet.

13. **Mandatory Deductions:** Each employee's wages are subject to the following deductions:
- A. Federal Income Tax
  - B. Social Security/Medicare
  - C. State Industrial Accident Insurance
  - D. State Employee Retirement System (if eligible)
  - E. Washington Paid Family and Medical Leave
  - F. Other taxes mandated by Washington State
14. **Grievance Procedure:** A grievance is any condition, action, or lack of action, by ESD 123 which the employee believes to be unjust. A grievance may result from an alleged misinterpretation or misapplication of ESD 123 policy, site procedures, regulations, or any other acts which the individual judges to be detrimental to his/her welfare. Matters for which another method of review is available or required by law shall be excluded from this grievance procedure. Grievances shall be processed as rapidly as possible as delineated in Policy 5274.

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**Reference:**

[RCW 28A.310.080 ESD board—Members—Elections, calling and notice.](#)  
[RCW 28A.310.210 ESD board—Payment of member expenses—Payment of dues into statewide association of board members, restrictions.](#)  
[RCW 28A.310.220 ESD board—Delegation of powers and duties to superintendent.](#)

**Cross Reference:**

Policy 4330  
Policy 5111  
Policy 5274  
[Policy 6213 - Reimbursement for Travel Expenses, Meals with Meetings and Light Refreshments](#)  
[Policy 6511 - Staff Safety](#)