

**FRCS 2024-2025 EMPLOYEE HANDBOOK
KEY CHANGES**

Updated 3/29/24

**Handbook
Section**

Subject

Change Note

1.3	Employment Classifications	FRCS may hire Independent Contractors for specific services. Independent Contractors are issued a 1099 at the end of the calendar year and are not considered employees. They have a contract with payment terms and are paid from operating expenses. Independent Contractors are not entitled to benefits and do not receive them.
2.5	Work Schedules	Clarified work hours for front office administrative assistants in each building: Elementary school front office administrative assistants work Monday through Friday from 7:15 am and 3:30 pm with a one-hour lunch. Middle and High School front office administrative assistants work Monday through Friday from 7:15 am to 3 pm with a 45-minute lunch.
2.6	Alternative Work Arrangements	Some staff seemed to have arrangements that they feel they are grandfathered into per previous supervisors. We need to reset expectations and make new arrangements within the letter of the law if needed. Any and all special arrangements to individual schedules such as start and end time, work locations, or attendance expectations must be reviewed annually by the supervisor and HR for the SY24-25 and HR before the start of the school year. In many cases documentation will be required especially for reasonable accommodations.
2.11	Payment for Advanced Degrees	Added in more detail about the process for qualifying for payment for earning a degree. This includes informing HR and Finance of the date the employee is expected to graduate no later than January 1st prior to the graduation year so that their salary can be adjusted in the following year's budget. Steps for confirming the conferred degree with HR are detailed.
2.12	Salary and Wage Adjustments	Employees that received a base salary adjustment in January and thereafter of the current school year, are not eligible for a salary increase in the next fiscal year, unless the adjustment was made for the purposes of correcting erroneous or inequitable base pay. Subject to budget approval and approval of the Executive Director.
3.1	Holidays	12-month employees are required to work December break, February break, April break and summer breaks unless using accrued paid-time off.
3.2, 3.3, 3.5	Unpaid Time	Tightened language about unpaid time and how it should be rare and pre-approved in most cases.
3.2	Paid Vacation	Added that building principals will be given the week of December break off, unless they are notified differently for specific reasons in a given year.
3.3	Paid Sick Time	Removed sick time for per diem subs
3.3	Call Out Time	5:30 AM, after which employee must call their supervisor/principal so they can coordinate coverage with HR.
3.4	Personal Days	Added clarifying language regarding principals/managers having the right to enforce "no more than 2 people taking a personal day at a time" policy.
3.5	Bereavement	In order to be more equitable and reasonable, changed bereavement from up to 3 day to up to 5 days, particularly for the loss of a close family member. Some employees need to travel across the world when there is a loss due to foreign origin. Added a bereavement "schedule" to outline circumstances where 5 days would apply and when 1 day would apply, for example.
5.1	Inclement Weather	Added more language to clarify that when school is closed that staff, including 12-month district staff are not required to work from home when school is closed. Executive leadership team members and other administrative district or building staff may be called for questions or assistance in case of emergencies.
5.3	Health and Safety "Personal Electronic Device Use"	Personal Electronic Device Use Employees are expected to exercise discretion when using personally owned electronic devices such as cell phones, smart phones, Ipads, tablets, and laptops for work or personal business...additionally, employees are responsible for safely storing their personal devices in a locked desk, cabinet, vehicle or other secure location, and out of reach of students when not in use.

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**(New)
Addendum 6:
Substitute
Compensation
Schedule**

Substitute Compensation

Added the pay rate schedule for substitutes teachers.

6

Student Welfare

Added link to DESE's Safe and Supportive Schools Framework.
Added language about inappropriate **language** in addition to the previous
inappropriate **touch** language.

5.2, 8.2

**Coverage for field trips and
professional development**

Added language to include informing HR about coverage needs for field trips
(in advance)

7.1

Technology Use Policy

USB, external storage devices are prohitod under no circumstance or with
prior approval from Direcr of IT to prevent cyber attacks and contamination of
network.
Copier, faxes, phones, technology department/building tech associate

School-issued devices are the property of FRCS and should not be
personalized by the employee. Specified what staff should refrain from doing
with their device.

9.3

Final Pay

10 month and 10 +10 employees that finish the school year will recieve all
pay and benefits through the August 15th paycheck