

CANTON AREA SCHOOL DISTRICT GENERAL INFORMATION



EMPLOYEE HANDBOOK 2024/2025 SCHOOL YEAR

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General Information for all Employees

TO: Employees of the Canton Area School District

This section has been developed by the Superintendent and Business offices. It does not supersede the district policy book or labor contracts. It is meant to supplement them by providing you with a resource of important topics handled by our offices.

We have tried to cover items that we have had questions on over the years, however, we are sure there are other things you may want included. If you have suggestions or comments to make this manual better, please contact or write to the Superintendent or Business Manager.

The complete Board Policy Book can be found online, at www.canton.k12.pa.us.

**DIRECTORY FOR SERVICES PROVIDED BY THE SUPERINTENDENT AND BUSINESS OFFICES
INITIAL CONTACT PERSON, BY TOPIC**

Accounting Supervisor	Mark Jannone
Accounts Payable/Receivable	Lisa Lee
Act 48	Amy Martell
Alarm System	Deanna Watkins
Blue Cross, Blue Shield, Highmark	Shelly Gowin
Budget	Mark Jannone
Building and Facilities Use Approval	Deanna Watkins
Business Office Secretary	Shelly Gowin
Cafeteria	Asti Tillotson
Certification (professional)	Brandie Frye
Child Accounting	Lisa Lee
COBRA	Shelly Gowin
Computer Repair, Maintenance, Operation	Jeff Karpinski
Computer Network Operations	Jeff Karpinski
Dental Insurance	Shelly Gowin
Direct Deposit of Paychecks	Shelly Gowin
Employee Portal	Shelly Gowin / Mark Jannone
Foster	Amy Repard (Foster Liaison)
Grant reporting (federal, state etc.)	Deanna Watkins
Harassment, Title IX	Brandie Frye (Title IX Coordinator)
HIPAA	Mark Jannone (Privacy Officer)
Homeless	Amy Repard (Homeless Liaison)
Life Insurance	Shelly Gowin
Maintenance	Fred Richter
Non-Discrimination	Amy Martell
Payroll	Shelly Gowin
Personnel Records	Brandie Frye
Phone System Management	Fred Richter
Retirement (PSERS)	Shelly Gowin
Right To Know (hazardous chemicals, MSDS)	Fred Richter
Supply Bids	Deanna Watkins
Tax--Occupation	Deanna Watkins
Tax--Real Estate	Deanna Watkins
Tax Sheltered Annuities	Shelly Gowin
Transportation (regular)	Shelly Gowin
Transportation (field trip, sports)	Deanna Watkins
Tuition Billing	Lisa Lee
Tuition Reimbursement (college credits)	Brandie Frye
Unemployment Compensation	Mark Jannone
Wage Tax (earned income tax)	Shelly Gowin
Web Page: www.canton.k12.pa.us	Deanna Watkins
Worker's Compensation	Brandie Frye

Everyone can be reached by e-mail. All e-mail accounts are set up in the following way: first initial of the first name, full last name, @canton.k12.pa.us (no spaces).

Shelly Gowin would be: sgowin@canton.k12.pa.us

ABSENCE REPORTING: Building secretaries will report absences and substitutes to the Superintendent's Office for all employees on a daily basis. **All requests for absence must be entered in the Employee Portal.**

1. All employees must request and report absences through their immediate supervisor.
2. All absences must receive the approval of your immediate supervisor, prior to the employee taking the time off.
3. All absences must be reflected on time sheets and be requested through the Employee Portal.
4. Funeral leave must be approved by the immediate supervisor.

ACCOUNTS PAYABLE: The district processes its bills on a bi-weekly basis so that we are able to provide timely payments to employees and vendors. Also see "Purchasing" below.

BUILDING ALARMS: Each of the district's buildings is equipped with a security alarm system. The alarm is set around 10:45 p.m. on weekdays. "General Access" will be granted between 6:45 AM and 10:30 PM on weekdays. Weekend general access is 8:30 A.M. to 8:30 P.M. Building keys and entry fobs are assigned only to employees that have entry needs. They may be given different levels of access, based on need.

BUILDINGS AND GROUNDS USE: If you are a coach, advisor or leader of a CASD school group, you can schedule the use of the buildings and equipment through the principal. A Building and Use form must be completed. You are asked to try scheduling your needs around the normal custodial schedules (weekdays 3:30 p.m. to 10:00 p.m.). The form should be completed a minimum of two weeks before your need. In some cases, insurance coverage is required. There may be other fees for rental and labor. Approval of such requests is done by the principal, business manager, athletic director and superintendent.

CAFETERIA: The Canton Area School District's cafeterias are managed by the Nutrition Group. The Director assigned to the district is Asti Tillotson.

COMPLAINTS / GRIEVANCE POLICY: Complaints and grievances should be resolved using the procedures described in board policy #326 or professional contract.

COMPUTERS, NETWORKS ETC.: Jeff Karpinski is the district's Technology Leader, assisted by Brant Buchanan. They can help with computer set-up, basic training, repair and network operations. Repair and help requests are to be requested via the "Spiceworks" Work Request System, found on the district's webpage: www.canton.k12.pa.us. Before asking for help, employees are expected to consult operating manuals to learn how to operate their software and hardware. We now have over 1,000 technology devices in the district with several labs and network systems that he is responsible for. Jeff also approves all requests for purchases of computer equipment, software and contracted repairs. He has an office in the JR/SR High School building. Jeff and Brant carry a maintenance radio so better service can be provided, but please use Spiceworks for non-emergency requests.

CONFIDENTIALITY: All employees are expected to maintain a high level of confidentiality. There is a confidentiality form that must be signed annually, at the end of this document.

COPIERS: Copiers are machines and they do break down. The district has maintenance agreements with sales and service companies to provide quick repair. **Please plan ahead for your**

copying needs. When a copier breaks down, it can sometimes be 24 hours for a routine repair and longer if parts are needed.

COPIERS--PERSONAL USE: Employees can use the copiers for personal use at the cost posted in each copy room. The payment should be made to the Superintendent's secretary.

COURSE REIMBURSEMENT: Employees offered tuition reimbursement must request prior approval from the Superintendent on the Application for Professional Development and Education Improvement form (available from the superintendent's secretary). Upon completion of the course, employees must submit proof of grade and a copy of the tuition invoice. The Superintendent's Office will review and forward to the business office for payment.

DRESS AND GROOMING: All employees shall be physically clean, neat and well groomed; dress in a manner consistent with the needs of the job performed, dress in a fashion that is commonly accepted in this community, utilize safety gear as needed, and be presented in a way that hair style and self-expression does not disrupt the educational process. Hats are not to be worn inside district buildings, unless they are protective in nature and required or recommended for job safety.

EMPLOYEE PORTAL: The employee portal is a secure network that you can sign into to view your direct deposit pay stub, instead of printing a hard copy. **Your User ID is your first initial, full last name and last four of your SSN (i.e. mjannone1234). Your password will have been emailed to you when you are created in the system. When you log in for the first time, you will be required to change your password. Your password must be at least 8 characters long and must use at least one, upper case, lowercase, number and special symbol (!@#\$%&).**

When you sign into the portal, you will first see mandatory announcements. After you sign in, select the "staff portal" tab and then the "my information" subtab to view pay stubs and to request time off. While in the portal, you will be able to not only view your current pay stub, but also be able to review history of your pay stubs since the implementation of the CSIU payroll application. Additionally, you will be able to review your absenteeism, which has been deducted from your accrued leave, as well as the current balance of your accrued leave. You will also verify or change your demographic information through the Employee Portal.

FERPA (Family Educational Rights and Privacy Act): The Family Rights to Privacy Act is a federal law that not only gives many rights to parents regarding their children's education records, but also places strict duties upon all employees of the school district (this means everyone) to maintain the confidentiality of certain information of all past and present students. The school district has a detailed policy #216 about FERPA. Please familiarize yourself with it.

FORMS: All forms referenced in this Desk Reference can be found on the District's website under "Administration", "Business Manager", "Faculty and Staff Forms". You must sign in to the webpage to be able to view the forms.

HIPAA (Health Information Portability and Accountability Act): This federal law requires the school district to protect your personal health information (PHI) in its operations. This is a far reaching, complicated and confusing law that became effective in April, 2004 for CASD and most other school districts. In addition to the requirement to maintain confidentiality of your PHI, we are obligated to give you a "Notification of Privacy Practices." The HIPAA law also applies to student health information that is not covered by FERPA.

HARASSMENT: The Board strives to provide a safe, positive working climate for its employees. Therefore, it shall be the policy of the district to maintain an employment environment in which harassment, in any form, is not tolerated. The Board prohibits all forms of unlawful harassment of employees by all district students and staff members, contracted individuals and vendors, and volunteers or visitors in the schools. All complaints should be directed to Brandie Frye, Title IX Coordinator and Secretary to the Superintendent. See board policy #104 for additional information.

HOMELESS: The 2001 reauthorization of the McKinney-Vento Act required the designation of a local homeless education liaison in every school district. The Canton Area School District has designated Amy Repard as the liaison. If any employee suspects that they know of any children within the Canton Area School District boundaries who might be homeless, they should report their suspicion to the building secretary or directly to Amy Repard, Director of Special Education.

INJURY – EMPLOYEE: If you are injured, please report it immediately to your supervisor and then to the Superintendent's office, even if it seems insignificant at the time. Electronic submission of forms need to be sent to our insurance carrier. If you are injured and want to know what your rights are, please contact the Superintendent's office, so they can provide you with an outline. Workers' Compensation provides wage, medical and other benefits. The Canton Area School District utilizes a "Physicians List" for workers' compensation claims. SEE "Workers' Compensation" for more details.

INSURANCE – COBRA BENEFITS LAW: COBRA is the Consolidated Omnibus Budget Reconciliation Act of 1985. It is a federal law that allows former employees and dependents of employees the right to continue health care benefits with the employer under certain conditions. The following is an example but is not all-inclusive:

1. An employee that had medical and/or dental insurance who leaves employment for reasons such as resignation, elimination of position, lay-off, firing (in some instances), etc., has the right to continue coverage of medical and dental benefits for 18 months at the employer's premium rate.
2. Dependents of covered employees, who become ineligible for the employer's health and dental plans, are eligible for COBRA for a maximum of 36 months from the date of ineligibility. If you are an employee with a dependent losing his benefits, please contact the business office as soon as possible to get the necessary paperwork completed so there is no lapse in coverage. Basic examples of situations where benefits terminate for dependents are as follows:
 - A. At the end of the calendar year of their 26th birthday. (for healthcare)
 - B. At the end of the month a full-time student graduates from college. (for dental)
 - C. At the end of the month a college student is no longer a full-time status college student. (for dental)

INSURANCE – DENTAL: We are insured with Delta Dental. A booklet is provided to all eligible employees.

The basics are:

1. No deductible.
2. 100% coverage for most services.
3. Maximum coverage is \$1,000 per year per person.
4. If a dental bill is expected to be \$100 or more, a pre-determination form should be filed.

INSURANCE – LIFE: The current broker is Henry Dunn Insurance Company. The carrier is Sun Life. Coverage is for the employee only. Qualified employees are covered with a \$50,000 policy. Employees should periodically review their beneficiary designations. Changes can be made through the business office. Also, make sure someone in your family is aware of what coverage you have.

INSURANCE – MEDICAL: The district belongs to the Northern Tier Insurance Consortium along with 12 other school districts, BLaST, and the Northern Tier Career Center. The selected carrier for the Consortium is Highmark Blue Cross / Blue Shield.

INSURANCE – OPEN ENROLLMENT: New employees may select a benefit plan during their first week of employment. Existing employees may make changes to their coverage plan during the annual enrollment period which occurs around the end of May each year. Once an employee has chosen which type of medical coverage they want, the employee must keep it the whole year, unless there is a life-altering situation (i.e. death, divorce, loss of job).

****Employees who opt-out of Canton Area School District's health plan may qualify for a cash payment in lieu of benefits. Ask the business office if you qualify and how much the payment is.**

LEAVE WITHOUT PAY: Leave without pay days are not days that are available to take, such as personal, sick, or vacation. They are the result of not having any accrued leave time, yet an unavoidable situation has prevented you from being at work. **Days without pay must be pre-approved when possible**, or retroactively granted, when pre-approval is not possible. If leave without pay is granted you may be responsible for reimbursing the district for the daily cost of your benefits.

MAINTENANCE WORK NEEDED: If you have something that needs repaired, requests are to be submitted via the "Spiceworks" Work Request System, found on the district's webpage: www.canton.k12.pa.us. All maintenance workers carry radios for better service to staff, but routine issues should be submitted using the "Spiceworks" Work Request System. Emergencies are given priority.

The district employs 4 people to do skilled maintenance. They are:

Fred Richter	Maintenance Leader
Steve Turner	Maintenance II
Adam Ayers	Maintenance III
Cam Route	Maintenance III

NON-DISCRIMINATION: The Board declares it to be the policy of this district to guarantee to all persons equal access to all categories of employment in this district, regardless of race, color, age, creed, religion, gender, sexual orientation, ancestry, national origin or handicap/disability. All employees have the right to file a complaint with the Compliance Officer if they feel that this has not been followed. See board policy #104 for further information.

PAYROLL:

1. W-4'S: Your W-4 can be updated anytime throughout the year. If your marital status changes, or if you change your address, be sure to complete a new form. You can elect to have additional money withheld if you feel you need to because of your prior year's tax return.
2. ADDRESS CHANGE: Be sure to verify or change your address in the Employee Portal. You must also fill out a new residency certification form. It affects the mailing of documents, earned income tax deposits, insurance, retirement, etc.
3. DIRECT DEPOSIT: Direct deposit of paychecks is required for all Employees. Your check will be directly deposited to your account in any bank. Forms are available in the business office.
4. PAY DATES: The district pays bi-weekly on Friday. If you are salaried and a regular full time employee, your salary will be prorated and you will receive your first check on the first pay date after you start work. If you are paid hourly, your first paycheck will be the second pay date after you start work. That check will be for hours or days worked during the first pay period.
5. TAX SHELTERED ANNUITIES (403b): The district offers payroll deduction services without charge to employees wanting to use IRS 403b investments. Any part-time or full-time employee can participate in a 403b plan. We use the services of a clearing house and there are a limited amount of authorized funds. Contact the business office for information on how to participate.
6. IRS 125 Plan: You may be required to contribute to the cost of certain insurances through a payroll deduction agreement. Your contribution may be non-taxable income (local, state, and federal). You may also elect to purchase certain insurances (cancer, disability, etc.) voluntarily which may be non-taxable. To have your contribution non-taxed, you must sign the proper forms. There is an annual enrollment period, usually in May, to do this or make changes to what you currently have. New employees are allowed to enroll immediately upon employment. Check with the business office benefits accountant for additional information and help.
7. HOLIDAY PAY: Paid holidays for support personnel are different based on your employment status. Your supervisor will explain how many and which holidays are paid.
8. TIME SHEETS: All hourly paid employees must fill out a time sheet. The time sheet is to be completed at the end of each day worked. Times that work began and ended must be reflected accurately.
9. OVERTIME: Overtime must be approved by the employee's immediate supervisor **before the work is done**. All overtime must be reported on the payroll time sheet along with a small description on the front or back referenced to the day worked. The district pays for overtime beyond fifteen minutes or more per day. Anything less is considered incidental.

PERSONAL AND FAMILY CHANGES: Please report all changes in address, marital status, births or deaths to the business office immediately as these changes affect insurances and other matters handled by the offices of the Business Manager and Superintendent.

PHONE – PERSONAL USE: There is no charge for use of phones by employees for non-toll calls. However, for toll calls, employees must use their personal credit cards or call collect. The school will not pay for personal calls or bill you for them.

POLICY BOOK: The School Board has a formal policy book which addresses many issues. You should make yourself familiar with it. This book is available on our website: www.canton.k12.pa.us. The Policy Book is continuously being revised by the Board and Administration. Your suggestions and comments can be forwarded to the superintendent.

PROBATIONARY PERIOD: Classified employees shall be considered on probation for the first ninety days of employment. During these ninety days, the employee shall be subject to discharge without notice and shall be evaluated every thirty days by their immediate supervisor. If the average of the evaluations is deemed to be “satisfactory”, the employee shall be granted regular employment status. For more detailed information, see board policy #308.1.

PURCHASES: The Superintendent and Business Manager are the only authorized purchasing agents for the district. All purchases are to be made with purchase orders signed by one of them. With “on-line” purchasing becoming more common, there are certain circumstances that would allow for the purchase of items with a district credit card. The building Office Secretaries are authorized to utilize this method, after gaining prior approval from the Business Manager. Blanket purchase orders are issued allowing various employees to make “as needed” purchases without issuing an individual purchase order each time. This is done for such things as home economics’ food, maintenance supplies, maintenance gas, etc.

Purchases by employees who are seeking reimbursement must be cleared beforehand with your supervisor. Reimbursement is not to be assumed without such approval. Generally, such a purchase is allowed if a minimal amount. The school district is exempt from paying sales tax. Such purchases by a private person may require sales tax to be paid. Generally, the district will reimburse for that sales tax payment in lieu of shipping costs it might normally incur. A request for reimbursement with sales receipt attached must be filled out for reimbursement by the district. Caution is to be exercised in such purchases.

The business office must have any and all packing slips that arrive with any shipment before payment can be made. Such packing slips must be compared to the purchase order, signed by the person opening the merchandise that it is OK and turned in to the business office immediately (within two days). Our objective in the business office is to make prompt payments to vendors to avoid penalties as well as have merchandise checked immediately so problems can be taken care of in a timely way.

RETIREMENT: The district and eligible employees are subject to contributing to the state retirement system which is known as the Public School Employees Retirement System (PSERS). The state's retirement system is one of the best in the country. When you have money deducted, you automatically become a member. You will receive correspondence and updates on your retirement account periodically. Some basics follow:

1. All employees of Canton Area School District must participate in the Retirement System.

2. Payroll deduction: The class in which you will be enrolled depends on your hire date and the class dictates the employee and employer contributions that will be made.
3. Retirement pension is based on years of service and age. Non-penalized pensions are given at retirement if you have 35 years of service regardless of age or at age 60 with 30 years of service, or age 62 with one year of service. The pension is systematically reduced for anything less unless the state is offering special incentives.
4. Retirement pension is calculated based on 50 years of service: thus 30 years of service gets you 60% in regular retirement class or 75% in the "TD" class, of the annual average of your highest paid 36 months of pay in your career.
5. Both the state and school district contribute to your pension in addition to yourself.
6. You are not vested permanently into the retirement system until you have completed 5 years of service (10 years of service for "TE" and "TF").
7. You get credit for one year of service if you work at least 180 days out of the year.
8. The PSERS offers a disability pension to qualifying employees.
9. You will receive an annual statement via your PSERS portal, which outlines your years of service, contributions, interest earned and death benefit accumulated.
10. You need to be sure your beneficiary designation is current to your wishes. This can be changed with a form available in the business office.

TOBACCO USE: The Board prohibits tobacco use by all employees in a school building and on any property, buses, vans, and vehicles that are owned, leased, or controlled by the school district. This is detailed in board policy #323.

TECHNOLOGY - ACCEPTABLE USE: The Canton Area School District is a leading example of integrating technology with education. With these capabilities come responsibilities. All employees are expected to act in a responsible, ethical, and legal manner in accordance with district policy #815, accepted rules of network etiquette, and federal and state law.

TRAVEL REIMBURSEMENT: Travel must be pre-approved and submitted on a Staff Travel Form. This form should be completed and submitted at least 2 weeks prior to travel. This is especially important when advance money is needed. If pre-registration is required, **it is your responsibility to make sure it is completed**. Reimbursement for lodging, meals (for overnight conferences only) parking, tolls, and miscellaneous expenses will only be made with the submission of proper receipts. Mileage must be measured accurately. Mileage allowed will not exceed the distance from your school building to the conference and back. If you leave from home and/or return to your home and that is less mileage, you will only be paid for that mileage. Travel at the conference site (for meals, lodging etc.) is to be included. Tips are reimbursed up to a maximum of 15% (unless it is a mandatory gratuity which is built into the bill). In some cases, the business office can advance money to the employee, but such a request must be made in a timely way. Expense reimbursement forms must be turned in by June 30th each year. Reimbursement for meals for non-overnight conferences must be requested on a separate form and paid through payroll as a taxable reimbursement.

PAYMENT: The district processes checks for reimbursement on the bi-weekly paydays.

WEB SITE USE: Employees are reminded to check the school district's web site for information. The web site is being expanded each year to include those things that are most commonly used or asked for such as sports schedules, policies, forms, legal notices for FERPA, HIPAA, etc. The web site is not intended to replace the school's policy book, etc.

WORKERS' COMPENSATION: Employees experiencing a work related injury **must first notify the building nurse and then report to Brandie Frye, Secretary to the Superintendent.**

In order for a claim to be filed under worker's comp, the injured employee must utilize the district's workers' compensation physicians list. The employee's rights and obligations are described below.

EMPLOYEE ACKNOWLEDGEMENT OF RIGHTS AND DUTIES

Workers' Compensation is designed to provide wage loss benefits and payment for reasonable medical care for one who is injured on the job.

Remember: It is important to tell your employer about your injury immediately.

Your employer, in compliance with the Workers' Compensation Act, has posted a list of at least six (6) medical providers from which you must select. You must obtain treatment from one or more of these providers for ninety (90) days from the date of your first visit.

If you have a medical emergency, you may go to the closest hospital, physician or other health care provider of your choice. If follow up treatment is needed, you must then seek treatment from a physician or other health care provider listed on your employer's physician panel list for the first ninety (90) days from the date of your first treatment.

If during the initial 90-day period you wish to change medical providers, you must once again revisit your employer's panel and select a new physician. If you seek treatment from a non-panel provider within the first ninety (90) days following your first visit, your employer will not have to pay for those services.

In the event invasive surgery is prescribed by a physician or other health care provider on your employer's panel, you are entitled to a second opinion from any other health care provider of your choice. If the opinion differs from the one provided by the panel provider, you may choose which course of treatment to follow. However, the second opinion must state a specific course of treatment. If you choose the treatment offered by the second opinion you must receive that treatment from a panel provider for a period of ninety (90) days from the date of the visit to the provider of the second opinion.

After the initial 90-day period, if additional or continued treatment is needed, you may now choose to go to another physician or health care provider of your choice. Should you decide to change providers, you must notify your employer within five (5) days of your first visit with your new provider. Failure to notify your employer will relieve your employer of the responsibility for the payment of services rendered if such services are determined to have been unreasonable or unnecessary. The non-panel provider must provide an initial report to the employer, within ten (10) days of the first treatment and every thirty (30) days thereafter, as long as the treatment continues.

Any person who knowingly and with intent to defraud any insurance company or other person files an application for insurance or statement of claim containing any materially false information or conceals for the purpose of misleading, information concerning any fact material thereto commits a fraudulent insurance act, which is a crime and subjects such person to criminal and civil penalties.

Canton Area School District General Information Handbook Signature Page:

**** Please sign and return to your Supervisor. It will be kept on file for the school year.**

Please read the handbook information carefully. There are procedures that you need to be aware of. I, the undersigned, have received and read the General Information for all Employees Section.

Employee Name (Print) _____

Employee Signature _____ Date _____

Employee Confidentiality Policy

All persons have a reasonable expectation of privacy that personal information related to their health, taxes, employment or education remains private. The District creates and maintains sensitive and/or confidential information concerning employees, parents, taxpayers and students.

In the course of discharging their duties, employees may come across sensitive or confidential information, which if shared with others would violate another person's reasonable expectation of privacy. Examples might be unfiled personnel or student records or correspondence laying on a desk, or draft or actual letters or documents thrown in the trash but still readable upon examination. Also, filing cabinets or desks containing sensitive information may be unlocked, allowing anyone with access to such desks or cabinets the opportunity to inspect sensitive and/or confidential information.

Employees shall not read, inspect and/or review files, papers, personal notes, whether on a desk, in an unlocked filing cabinet or desk, on the floor, in the trash or anywhere in the workplace. Documents, files and papers in the trash are to be discarded without inspection. Unlocked desks and filing cabinets are not to be accessed. If an employee unintentionally reads any information about a student, employee, parent or taxpayer, the employee is to refrain from talking about that information with anyone.

Employees who violate this policy are subject to discipline and/or discharge, the level of punishment being dependent upon the facts and circumstances of the policy violation.

Employee Signature

Date

Off Site Use of Confidential Information by Employees

Employees often have a need to take student, personnel and other confidential records off-site to meetings or to work with such records at home. Before removing any portion of a student or personnel record from the District, employees must have a legitimate need for such removal, at all times, when such records are off site. Any time an employee is questioned regarding the need to have confidential records off site, he/she should be able to articulate the specific reason and/or need for the removal of such records from the District. Neglecting to return confidential records to the District for secure storage is unacceptable.

Whenever confidential records are removed from District premises, such records shall be secured at all times, e.g. lockable brief cases or containers, locked automobiles, etc. If confidential records are removed in a digitized format, employees shall not download such reports onto their personal computers. Confidential records taken off site on downloadable medium remain on such medium at all times. Employees using downloadable mediums, CDs, DVDs and flash drives, shall vigilantly monitor the location of and secure such mediums at all times. When downloadable mediums are no longer being used or are damaged, the employee shall ensure destruction of the same.

Employees using any portable electronic device provided by the District shall use password to ensure that access to data stored on the device is restricted to the employee assigned to such device.

Your signature below indicates that you have read these policies and understand your obligations as an employee. Your signature also confirms that the District has offered to fully explain this policy and answer any questions you might have concerning your obligations.

Employee Signature

Date