

Southern Plains Employee Handbook

Changes 2018-19

REMINDERS

- Be sure to post how to report your absence somewhere so you will have it with you at all times.
- Remember to give details. It is not that Megan wants to be nosy. This is required per the master agreement (and OFTEN leads to people getting a better “deal” by giving additional information).
- Policy changes:
 - Cannot discriminate based on gender identity or expression;
 - Added the entire Harassment policy – because we are legally obligated to include it;
 - Added for bullying, harassment, and violence: that gender identity and expression are protected classes
- Added clarification that patterns of absenteeism and tardiness may result in disciplinary action, even if leave has not been exhausted. If the leave is a result of FMLA – this will not result in disciplinary action.
- We fixed a bunch of typos and contact information. (Dawn gets Timesheets and Megan gets notified of injuries)

SOUTHERN PLAINS GOES GREEN!

The Southern Plains Education Cooperative Employee Handbook is available on the website.

1. Go to www.southernplainedcoop.org
2. Click on “Staff Resources” located in the orange band near the top of the page
3. Click on “Southern Plains Employee Handbook”
4. You are responsible for reading the handbook
5. Once you’ve read the handbook, please print the **last page only**, sign, and return to Megan at the Southern Plains office.

Please return the acknowledgement signature page to Megan Heller by September 15, 2018

YOU’LL ALWAYS HAVE ONLINE ACCESS TO THE HANDBOOK! NO MORE SEARCHING FOR IT!