

**TABLE OF CONTENTS**

**POLICY**

**General Personnel Policies and Policies Applicable to All Personnel**

1. Recruitment and Selection..... 4001

2. Equal Opportunity Employment..... 4002

3. Anti-discrimination, Anti-harassment and Anti-retaliation..... 4003

    Notice of Nondiscrimination..... 4003A

    Complaint Form.....4003B

4. Duty Hours of Employees ..... 4004

5. Absence of Employees ..... 4005

6. Absence From Building..... 4006

7. Family and Medical Leave Policy..... 4007

    Application for Leave ..... 4007A

    Notice of Eligibility .....4007B

    Certification of Qualifying Exigency for Military Family Leave .....4007C

8. Adoption Leave ..... 4008

9. Drug and Substance Use and Abuse..... 4009

    Applicant’s Consent to Obtain Past Drug and Alcohol Test Results.....Document 1

    Applicant’s Certification of Past Drug and Alcohol Test Results .....Document 2

    Request for Past Test Results.....Document 3

    Report of Past Drug and/or Alcohol Test Results.....Document 4

10. Bloodborne Pathogen Compliance Plan ..... 4011

11. Infectious Diseases ..... 4012

12. Personnel Files ..... 4013

13. Receiving Agents, Salespersons, and Other Business Representatives..... 4014

14. Unauthorized Purchases ..... 4015

15. Use of School Facilities and Equipment by School Employees..... 4016

16. Activity Passes ..... 4017

17. Community Relations – Political Activity ..... 4018

18. Fair Labor Standards Act (Minimum Wage and Overtime)..... 4019

19. Shredding Consumer Reports..... 4020

20. Social Security Numbers ..... 4021

21. Military and Family Military Leave ..... 4022

    Application for Leave Under The Family Military Leave Act ..... 4022A

22. Notification of Arrest/Criminal Charges, Certificate/License or Child Abuse Complaints ..... 4023

23. Wage and Deduction Information ..... 4024

24. Professional Boundaries Between Employees and Students ..... 4025

25. Prohibition on Aiding and Abetting Sexual Abuse ..... 4026

26. Workplace Privacy Policy ..... 4027

27. Employee Fundraising..... 4028

28. Wage Information..... 4030

29. Injury Leave ..... 4031

**Certificated Employees**

1. Qualifications for Appointment as Teacher ..... 4100

2. Qualifications for Appointment to Administrative and Supervisory Positions ..... 4101

3. Contract ..... 4110

4. Certification..... 4111

5. Resignations ..... 4112

- 6. Probationary Certified Employees ..... 4120
- 7. Permanent Certified Employees ..... 4121
- 8. Assignment of Duties ..... 4130
- 9. Agents/Tutors ..... 4131
- 10. Student Teachers and Pre-Student Teachers ..... 4132
- 11. Substitute Teachers..... 4133
- 12. Professional Growth ..... 4140
- 13. Teacher Training ..... 4141
- 14. Evaluation of Teachers ..... 4150
- 15. Reduction in Force Policy for Certificated Staff ..... 4160
- 16. Leave of Absence ..... 4170
- 17. Dual Sponsorship of Activities..... 4180
- 18. Standards of Ethical and Professional Performance..... 4190

**Non-Certificated Employees**

- 1. Qualifications of Non-Certificated Employees ..... 4200
- 2. "At Will" Employees ..... 4201
- 3. Hiring/Dismissal..... 4210
- 4. Contract ..... 4220
  - Classified Employee’s Employment Agreement ..... Regulation 4220A
- 5. Assignment and Transfer..... 4230
- 6. Complaint Procedure ..... 4240
- 7. Bus Drivers..... 4250
  - Activity Trips ..... 4250
- 8. Standards of Performance for Non-Certified Employees ..... 4260
- 9. Staff Payments During Closure ..... 4270