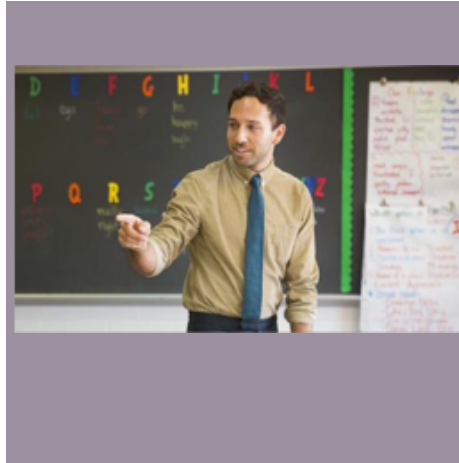




ASBA's Employee Handbook Services





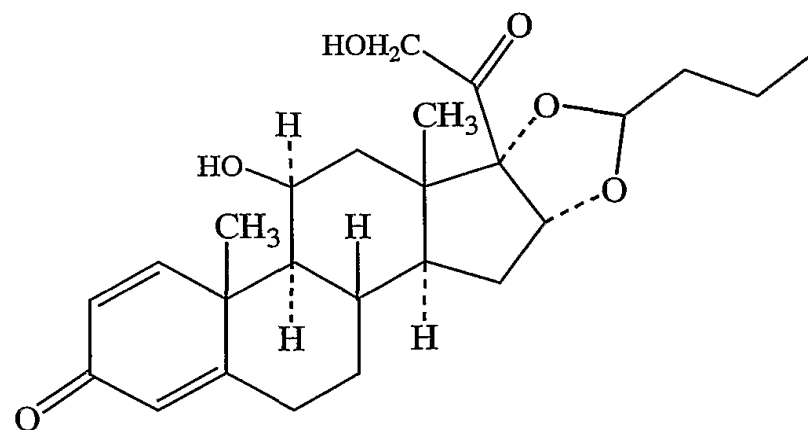
- Advise employees of important aspects of the district's unique culture and organizational mission
- Communicate conditions of employment, conduct and behavior
- Chronicle organizational expectations along with aspects of compliance with federal and state laws/regulations
- Provide employees with guidance regarding specific questions that may arise as a member of the staff
- Help defend against employment claims presented to the district
- Aid organization and consistency in the workforce
- Provide for a common need to be informed and be a productive member of the team



... a replacement
of a district policy
manual.



Structure of the Handbook





- **Superintendent Cover Letter**

- **Section 1:** Introduction to the District

- District Mission Statement
- District Administration
- District Map
- Yearly Calendar

- **Section 2:** Governing Board

- Governing Board Members
- Governing Board Policy Manual





Section 3: Aspects of Employment

- A. Personnel Policies**
- B. Assignment and Responsibilities**
 - 1. Support Staff**
 - 2. Professional Staff**
- C. Assistance Programs**
 - 1. Employee Assistance**
 - 2. Workers Compensation**
 - 3. Wellness Programs**
- D. Conflict of interest**
- E. Drug Free Workplace**
- F. Nondiscrimination / Equal Opportunity**
- G. Resignation/Retirement**
 - 1. Support Staff**
 - 2. Professional Staff**
 - 3. Retirement of Professional and Support Staff**
- H. Nondiscrimination & Equal Opportunity/ Harassment**
 - 1. Nondiscrimination & Equal Opportunity**
 - 2. Sexual Harassment**
- I. Staff Ethics/Conduct**
 - 1. Staff Ethics**
 - 2. Staff Conduct**
- J. Use of Physical Force**





Section 3: Aspects of Employment

H. Nondiscrimination & Equal Opportunity/Harassment

- 1. Nondiscrimination & Equal Opportunity – The Governing Board is committed to a policy of nondiscrimination and providing equal opportunity to all staff members in relation to race, color, religion, sex, age, national origin, and disability.**

Employees are expected to conduct themselves in a matter that does not represent any form of discrimination or that compromises equal opportunity toward other staff members, students, the public, educational programs and services, and individuals with whom the Board does business.

Reference: Governing Board Policy AC





2. Sexual Harassment - All staff members employed by the District including, but not necessarily limited to, the administration, professional staff, and support staff, part or full time, are expected to conduct themselves at all times so as to provide an atmosphere free from any form of sexual harassment. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when made by a member of the school staff to a student or to another staff member.

Anyone who is subject to sexual harassment, or who knows of the occurrence of such conduct, should inform the compliance officer, as provided in administrative regulation ACA-R. A substantiated charge against a staff member in the District shall subject such staff member to disciplinary action. All matters involving sexual harassment complaints will remain confidential to the extent possible.

*Reference: Governing Board Policy ACA
Administrative Regulation ACA-R
Administrative Exhibit ACA-E*



+ Section 4: Employee Benefits

D. Employee Benefits

1. Bereavement Leave: An employee may be granted, upon request to the _____, up to _____(____) days of leave per year, with pay, to be used in the event of death in the employee's family as defined in Policy GCCA.

Extensions of bereavement leave may be granted upon personal request to the _____. If approved, all such extensions of bereavement leave shall be deducted from the employee's accrued sick leave.

In the absence of any accumulated sick leave, and upon request, the Superintendent may approve an unpaid leave of absence for each day of extended bereavement leave used.

Reference: Governing Board Policy GCCH

2. FMLA: The District fully complies with the Family and Medical Leave Act (FMLA) and all interim and final regulations interpreting the FMLA issued by the U.S. Department of Labor. FMLA requires the District to provide up to twelve (12) weeks of unpaid, job-protected leave to "eligible" employees for certain family and medical reasons. Employees are eligible if they have worked for the District for at least one (1) year, and for a minimum of one thousand two hundred fifty (1,250) hours over the previous twelve (12) months. The FMLA permits employees to take leave on an intermittent basis or to work a reduced schedule under certain circumstances. (not for Districts that are exempt due to size)

*Reference: Governing Board Policy GCCC
Administrative Exhibits GCCC-EA through GCCC-EE*



Section 4: Employee Benefits

- A. Compensation**
 - 1. Support Staff**
 - 2. Salaried Staff**
- B. Involuntary Deductions**
- C. Voluntary Deductions**
- D. Employee Benefits**
 - 1. Bereavement Leave**
 - 2. FMLA**
 - 3. Jury Duty**
 - 4. Leave Without Pay**
 - 5. Maternity Leave**
 - 6. Military Leave**
 - 7. Personal Leave**
 - 8. Leave for Conferences/Visitations /Workshops**
 - 9. Sabbatical Leave**
 - 10. Sick Leave**
 - 11. Vacation**
 - a. Professional Staff**
 - b. Support Staff**

Section 5: Evaluation of Staff

- A. Teachers**
- B. Support Staff**
- C. Administrators**
- D. Other Staff**





Section 6: Additional Topics

- A. Appropriate Work Attire
- B. Arrangements for a Substitute Teacher
- C. Certification
- D. Child Abuse Reporting
- E. Communication with Students and Parents
- F. Conduct with Students
- G. Copyright Compliance
- H. Curriculum/Lesson Plans
- I. District Keys
- J. District Vehicles
- K. Emergency Procedures
- L. Employee Discipline
 - 1. Professional Staff
 - 2. Support Staff
- M. Employee Grievances
- N. Employment Outside the District
- O. Drugs/Alcohol
- P. Identification Badges
- Q. Participation in Political Activities
- R. Personal Property
- S. Physical Restraint/Seclusion
- T. Prohibited Personnel Practices
- U. Public Records
- V. Purchasing Procedures
- W. Receipt of Legal Papers or Threats of Litigation
- X. Smoking/Tobacco
- Y. Staff Meetings
- Z. Use of District Equipment/Property
- AA. Weapons





Section 7: Related Student Information

- A. Attendance
- B. Cell Phone
- C. Ceremonies and Observations
- D. Release Time for Religious Instruction
- E. Student Evaluation and Grading
- F. Special Instructional Programs
- G. Students 504 Plans
- H. Student Rights
- I. Student Conduct, Rules and Discipline
- J. Supervision of Students

