

## TABLE OF CONTENTS

		POLICY
A.	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 .....	4003
	Complaint Form .....	4003
4.	Duty Hours of Employees .....	4004
5.	Absence of Employees .....	4005
6.	Absence From Building .....	4006
7.	Family and Medical Leave Policy .....	4007
	Family and Medical Leave Policy documents .....	4007A
8.	Adoption Leave .....	4008
9.	Drug and Substance Use and Abuse, with attached Appendix .....	4009
	Drug and Alcohol Testing Policy .....	4009.01
10.	Intellectual Property and Work-for-Hire .....	4010
11.	Bloodborne Pathogen Compliance Plan .....	4011
12.	Infectious Diseases .....	4012
13.	Personnel Files .....	4013
14.	Receiving Agents, Salespersons, and Other Business Representatives .....	4014
15.	Unauthorized Purchases .....	4015
16.	Use of School Facilities and Equipment by School Employees .....	4016
17.	Activity Passes .....	4017
18.	Community Relations – Political Activity .....	4018
19.	Fair Labor Standards Act (Minimum Wage and Overtime) .....	4019
20.	Shredding Consumer Reports .....	4020
21.	Social Security Numbers .....	4021
22.	Military and Family Military Leave .....	4022
23.	Notification of Arrest, Criminal Charges, and Certificate, License or Child Abuse Complaints .....	4023
24.	Wage and Deduction Information .....	4024
25.	Professional Boundaries Between Employees and Students .....	4025
26.	Prohibition on Aiding and Abetting Sexual Abuse .....	4026
27.	Workplace Privacy Policy .....	4027
28.	Employee Fundraising .....	4028
29.	Leave for Court .....	4029
30.	Wage Information .....	4030
B.	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.	Probationary Certified Employees .....	4120
6.	Permanent Certified Employees .....	4121

- 7. Assignment of Duties.....4130
- 8. Agents/Tutors.....4131
- 9. Student Teachers and Pre-Student Teachers .....4132
- 10. Substitute Teachers .....4133
- 12. Teacher Training.....4141
- 13. Evaluation of Teachers .....4150
- 14. Reduction in Force Policy for Certificated Staff .....4160
- 15. Early Retirement Incentive Plan.....4165
- 16. Leave of Absence.....4170
- 17. Dual Sponsorship of Activities .....4180
- 18. Standards of Ethical and Professional Performance – Certificated Staff.....4190

C. 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
  - Complaint Form
- 7. Bus Drivers .....4250
- 8. Standards of Performance for Non-Certified Employees .....4260
  - Form for Classified Employee Notice of Performance Concerns