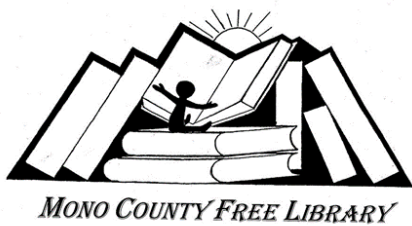
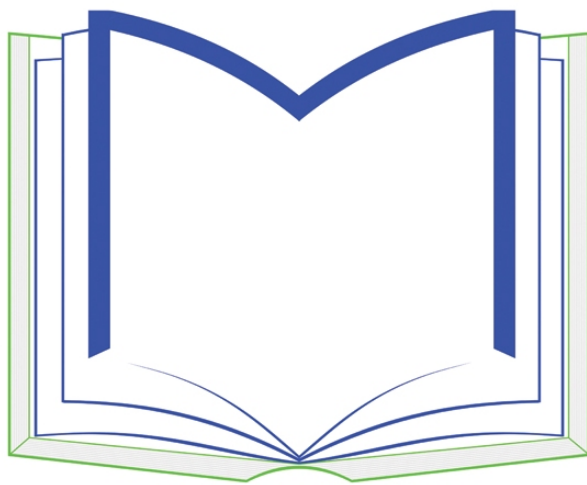


# Employee Handbook



Mono County Office of Education

## **SECTION CONTENTS**

- I. EMPLOYEE HANDBOOK**
- II. FORMS & PROCEDURES MANUAL**
- III. INDEX OF SUPERINTENDENT'S POLICIES**

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July, 2019

TO: Employee  
FROM: Office of Education Staff  
SUBJECT: Employee Orientation Information

Congratulations on being hired as an employee of the Mono County Office of Education! – Welcome to the Mono County Office of Education, Mono County Free Library System and First 5 Mono.

This booklet contains important information regarding your employment. Each section should be read carefully. If further clarification is needed, please contact any member of the Human Resources Department at (760) 934-0031 and they can refer you to the appropriate staff member for assistance.

Welcome!

**Office of Education Administration**

Stacey Adler, Ph.D., Mono County Superintendent of Schools

**Board of Education Elected Trustees**

<b>Trustees</b>	<b>Term Expires</b>
Dave Titus, (Trustee Area #3) 61 Lager Lane Crowley Lake, CA 93546-9790 (760)914-3762	2020
Sue Bouska, (Trustee Area #3) PO Box 542, Mammoth Lakes, CA 93546-0542 (760) 934-8467, WK 934-3929, FAX 934-3951	2022
Greg Jennison, (Trustee Area #3) PO Box 8235, Mammoth Lakes, CA 93546-8235 (760) 934-2511, FAX 934-4644	2022
Kathy Mandichak (Trustee Area #1) 107746 Highway 395, Coleville, CA 96107 (530) 495-2251	2020
Jake Suppa PO Box 13, Lee Vining, CA 93541 (760) 914-0003	2022
Area #1 Antelope & Bridgeport Area #2 Lee Vining, June Lake, Benton & Chalfant Valley Area #3 All precincts within the Mammoth Unified School District Boundary	

## **I. MISSION STATEMENT**

**Making Community Opportunities through Education**

## **II. PURPOSE**

The purpose of the handbook is to explain to all employees their benefits, opportunities and responsibilities while employed by MCOE.

## **III. POLICY**

Each employee will be given an Employee Handbook at the time of employment. The handbook includes summaries of key policies, procedures, benefits and standards governing employment. The MCOE Employees will be asked to read it carefully, and acknowledge in writing that they have received it and understand it. An index of all Superintendent's Policies will be included in the handbook so that employees may request a specific policy from their supervisor.

Your bargaining unit negotiates a collective bargaining agreement which also contains important information you need to know.

This handbook has been prepared to introduce you to our agency and acquaint you with the policies, rules, pays and benefits, which apply to your employment with this office.

Please read this handbook carefully and keep it handy for future reference. One of your first responsibilities is to become familiar with its contents and to review it with your supervisor.

## **EMPLOYMENT POLICIES**

### **EQUAL OPPORTUNITY**

The MCOE maintains a policy of non-discrimination with all employees and applicants for employment. All aspects of employment with this agency are governed on the basis of merit, competence, and qualifications and will not be influenced in any manner by race, color, religion, sex, age, natural origin, handicap, or veteran status.

All decisions made with respect to recruiting, hiring and promoting for all job classifications will be made solely on the basis of individual qualifications related to the requirements of the position. Likewise, the administration of all other personnel matters such as compensation, benefits, transfers, education, and social/recreation programs will be free from any illegal discriminatory practices.

### **PERSONNEL RECORDS**

Important events in the employee's history with the MCOE will be recorded and kept in the personnel file as per Education Code. Annual performance reviews, change of status records, and educational attainment records are examples of records maintained.

The employee will receive a copy of any record initiated by MCOE. Also, the employee personnel file is available online at <https://monocounty.ted.k12.com>

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## SALARY SCHEDULE

For **classified personnel**, range advancement is obtained once per year on July 1.

For **certificated personnel** your step is determined by your number of years of experience. You may move across the schedule if you obtain appropriate additional units. Please refer to your collective bargaining agreement for further information.

### PAY DAY

All employees are paid monthly on the last classified working day of the month.

All required deductions, such as for federal and state taxes, and all authorized voluntary deductions, such as for health insurance contributions, will be automatically withheld from your paychecks.

Please review your statement of earnings for errors. If you find a mistake, report it to the MCOE Business Office immediately. They will take the steps necessary to correct the error.

The Mono County Office of Education offers direct deposit of your paycheck. All full-time and part-time employees are given the option of having their paychecks deposited into a bank account. We can deposit to most banks and credit unions. Just give the business office a call and we'll let you know.

Your paycheck will be automatically deposited each payday to a checking account of your choice.

Direct Deposit is especially attractive when you're not here in person to collect your check. Instead of waiting for that check to arrive by mail, it will be sitting in the bank waiting for you! You will receive a statement of earnings via the employee self-service site at <https://employeeselfservice.monocoe.k12.ca.us> for the pay period and year to date information.

### LOSS OF PAYCHECK

In the event an employee's paycheck is lost or stolen, it should be reported to the Business Office immediately. Upon receipt of this information, the payroll department will endeavor to put a stop payment notice on the check. If it is able to do so, the MCOE will issue the employee another paycheck. Unfortunately, if the MCOE Business Office is unable to stop payment on any such check, the employee shall be responsible for any loss incurred.

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## Cell Phone Policy

There are two categories of mobile phone subsidy by MCOE.

### Category One

Fully Covered:

Cabinet Members  
IT Department  
Maintenance Department

### Category Two

\$30/mo. Stipend--\$20 for less than 30 hours/week

Itinerant personnel **whose job requires regular** travel and work at multiple school sites, and family homes shall receive a \$30 stipend for use of personal cellular phone in order to conduct related school and business work such as phone calls, texts, and use of the Internet when needed.

Category Two eligible staff by department:

- ◆ First 5 home visitor & Childcare Quality staff
- ◆ Special Education Service Providers
- ◆ Business Office
- ◆  
◆ Human Resources
  - Human Resources Associate
- ◆ Educational Services
- ◆ Library
  - Early Literacy Coordinator
  - Youth Library Programming Manager

## Dress Code Policy

The following guidelines must be adhered to at all times during normal business hours (or official MCOE-sponsored events), so that MCOE/Mono County Libraries may maintain a safe, positive, presentable and equitable working environment for all employees, irrespective of department or position

### Policy

#### In General:

- ***Neat, clean, & presentable***: An overarching guideline for any/all articles of clothing.
- ***Restrictions***: No profanity, alcohol/tobacco/drug-related logos, religious or political messages-

#### Pants:

- Jeans/Khakis/Capri's are ok.
  - No tears/holes; cannot be excessively faded.
  - Cut/style:
    - *As with all clothing items*, must provide appropriate undergarment and/or body coverage when standing, bending, reaching, etc.
- Leggings are ok.
  - Wearer must provide *additional coverage* from torso to mid-thigh (i.e. worn with tunic/shift dress).

Shorts are ok.

No cut-offs.

Must cover majority of thigh and provide appropriate coverage while standing, bending, reaching, etc.

#### Skirts/Dresses:

- Must cover majority of thigh and provide appropriate coverage while standing, bending, reaching, etc.
- Slits must not interfere with aforementioned coverage expectations.

#### Shirts/Tops:

- Blouses/Shirts/Tops:
  - Full coverage, including undergarments.
    - No cleavage.
    - Provides adequate torso coverage (i.e. no bare midriff/torso).

- Mesh, sheer or any “see-through” fabric must include an undershirt providing appropriate/full coverage.
  - Shoulder coverage should be *at least* 3 average adult fingers in width.
- T-shirts:
  - Ok, provided they do not violate General Guidelines.

**Shoes:**

- Must be situationally/environmentally safe, tasteful/appropriate and *worn at all times during normal business hours*.
  - No beach-style shoes (i.e. “flip-flops”).

**Other:**

- Body Jewelry: Must be neat, clean, presentable and situationally safe.
- Hats: Hats may not be worn inside the workplace at any time.
- Undergarments: There is to be no exposed (*or observable lack-of*) undergarments.
- Active Wear: Must be *appropriate* for the work task being performed (i.e. physical education, outdoor education, and field trips) and provide appropriate/full coverage. *Otherwise, it cannot be worn during normal business hours.*

## LEAVE BENEFITS



## VACATION BENEFITS

### (Classified Personnel Only)

Because we recognize the importance of vacation time in providing the opportunity for rest, recreation, and personal activities, MCOE grants annual paid vacations to its classified full-time and part-time regular employees. Vacation time is to be taken at times of the year when it will not interfere with the normal operations of the department where you are assigned. Vacation time requires prior approval by your supervisor.

You may obtain vacation request forms on our website.

### Accrual Rate

The amount of vacation to which you are entitled depends on your position as to a full-time equivalent, and on your length of service as of your anniversary date, as follows:

Hire date	to	Anniversary date	5/6 working day/mo.
First year anniversary	to	Ten years of service	1 ¼ working days/mo.
Ten years of service	to	Separation/retirement	1 2/3 working days/mo.

Newly hired full-time or part-time regular employees may take their vacation entitlement **after completing six (6) months of employment**. Your current leave benefits will be reflected on the employee self-service site.

*If vacation time is not taken it shall accrue for use in the following year; however, accrued vacation may not exceed 30 working days or 240 hours.*

## SICK LEAVE BENEFITS

### General Guidelines

Sick leave with pay due to illness or injury is a privilege granted to employees to protect their welfare. You are encouraged to use your sick leave when you are ill to enable you to regain and remain in good health.

Employees are expected to call in on each occasion of absence from work. They should contact the MCOE prior to the start of the workday.

Employees may be required by MCOE to furnish a doctor's certificate to support their absences. Excessive absenteeism in the opinion of MCOE may be cause for disciplinary action, up to and including dismissal from employment.

### Accrual Rate

Thirteen (13) days per year for full-time classified employees and twelve (12) those certificated personnel working a contract of 191-days or more. Ten (10) days earned for certificated personnel working a contract of 180-190-days. Sick leave will be pro-rated for part-time classified and certificated personnel working less than a 180-day contract. Sick leave not taken will be accumulated from year to year.

Please contact the Business Manager at (760) 934-0031 if you need any further information. Check your pay stub for current update of accrued sick leave.

**OTHER LEAVE BENEFITS**

Please review your contract for other appropriate reasons for leaves. Paid leave may include, but not be limited to, personal necessity, bereavement, jury duty, military, and emergency leave. Refer to your contract for the amount of days allowed for leaves. Please remember, if possible, that all leaves should be requested in advance in writing to your supervisor.

**Industrial Accident and Illness Leave**

Industrial Accident and Illness leave shall be granted for illness or injury incurred within the course and scope of an employee's assigned duties. The employee who has sustained a job-related injury shall report the injury to their supervisor immediately and follow-up with a memo indicating who, what, where, when and how the accident occurred. Please telephone the MCOE Human Resources Department within twenty-four (24) hours to also let them know.

**HOLIDAY BENEFITS-CLASSIFIED EMPLOYEE**

You are notified before the beginning of each fiscal year of the actual dates on which each holiday is observed. To be eligible to receive holiday pay, you are required to work your regularly scheduled hours the workday preceding or the workday following the holiday. In accordance with MCOE policy, an approved vacation day or any other excused and paid day off is considered a day worked for purposes of holiday pay eligibility.

Holidays provided by MCOE:

New Year's Day (2)	Labor Day
Martin Luther King's Birthday	Admission Day
Lincoln's Birthday	Veterans Day
Washington's Birthday	Thanksgiving Day
Memorial Day	Christmas Day (2)
Independence Day	Floating Holiday (2)

### **Court**

Time off with pay is allowed for jury duty provided the employee remits jury fees to the employer. When an employee is a litigant, the time off is without pay. If the employee is entitled to vacation, he/she must use vacation credits, could use a personal business day, or take a loss of pay.

### **Personal Necessity**

Certificated employees may use up to 10 days of sick leave for personal necessity leave within a contract year. Classified employees may request to utilize eight (8) days for personal necessity leave. Such leave shall not be used for professional advancement or the participation in any withholding of services from the Mono County Superintendent of Schools. No such accumulated leave in excess of the time allowed may be used in any school/fiscal year for purposes enumerated below and will be deducted from accumulated sick leave.

### **Bereavement**

Leave not to exceed three (3) days in state or five (5) days if out-of-state travel is allowed for death of an immediate family member. (No deduction from salary/other leave for the three (3) or five (5) days. Additional days may be available as part of or from time allowed for personal necessity.)

### **Military Leave**

Requests for military leave shall be made in writing and shall be consistent with the provisions of the law as set forth in the California Military and Veterans Code Sections 395 and 395.4. Requests for inactive military leave shall be arranged with and approved by the County Superintendent of Schools and shall be taken as part of the employee's regular time off if at all possible.

**Mono County Office of Education  
Employee Leaves General Guidelines**

**Personal Illness and Injury Leave**

Classified

- 13 days per year for full time 12 month employee (part time pro rata)
- 8 of 13 can be used for personal necessity (see SP 4281.00)

Certificated

- 10 days per year
- 7 of 10 can be used for personal necessity (see policy SP 4181 .00.)
- 5 of 7 of the personal necessity days may be used for personal business (see policy AR4181.00)

**Military Leave**

State Military Reserve

- Employees are entitled to 15 days per calendar year without pay for military training, drills, unit training assemblies or similar inactive duty.
- Employees are entitled to 30 days per calendar year with pay who have worked for MCOE for at least one year and are ordered into active military duty not to exceed 180 days

**Bereavement Leave**

Death of a member of the immediate family: Mother, father, grandmother, grandfather, grandchild of the employee or of the spouse of the employee, spouse, son, son-in-law, daughter, daughter-in-law, brother, or sister of the employee, or any relative living within the immediate household of the employee

Days of allowable paid leave

- Three in state
- Five out of state

If additional days of leave are needed

- Certificated: Personal necessity leave
- Classified: Personal necessity leave, vacation if requested

**Family Care and Medical Leave Policy & California Family Rights Act**

12 weeks **unpaid** with a school year

Must have worked for MCOE for at least one year

Continuation of benefits

Reasons:

- Birth of the employee's child (12 weeks doesn't run concurrently)
- Adoption
- Care of family member with serious health condition
- Employee's health serious condition

**Industrial Accident/Illness Leave**

Refer to the MCOE Human Resources Department

**Maternity/Paternity Baby Bonding Leave**

12 weeks of leave with differential pay within one (1) year of the child's birth or adoption.

### **Inclement Weather**

Living in or near the Eastern Sierra necessitates an inherent risk that weather conditions or other acts of God may affect the ability of employees to get to work. As an employee it is your responsibility to make a reasonable effort to get to your worksite on the days and hours of your work schedule.

When the MCOE Superintendent or an employee's direct manager calls a yellow day, Classified employees and Classified Library staff will be compensated for contracted hours away from the workplace caused by the yellow day. A yellow day is a two (2) hour delay to an employee's start time.



## **COMPENSATION POLICIES**

### **Examination for Tuberculosis**

All employees, upon initial employment, shall present evidence of having submitted to examination (chest x-ray, skin test, or other tests designated as acceptable by the Mono County Health Department), to determine that they are free of active tuberculosis PRIOR to commencing service and every four (4) years thereafter, or more often if directed by the county superintendent upon recommendation of the local health officer. The cost of examinations (skin test at the Mono County Health Department), will be reimbursed by the employing agency after employment.

### **Hepatitis Vaccinations**

The Mono County Office of Education offers a Pre and Post exposure hepatitis A and B plan at the cost to the employer. Please see the Employee Safe Practices Manual for details.

### **Fingerprints**

Assembly Bills 1610 and 1612 requires all classified and certificated employees to have Department of Justice clearance prior to first day of work. Fingerprints must be obtained through an authorized California Livescan Agency for submission to the Department of Justice.

### **Work Hours**

As a full-time classified employee of MCOE your regular workweek will consist of forty (40) hours and your normal workday will be set by your supervisor.

Part-time classified employees will work a schedule as dictated by program needs.

Certificated employees will work the number of days and hours as specified in their contract.

### **Off-Site Work Guidelines**

It may be possible for Classified Employees to work from a site other than their designated workplace from time to time. Off-site work must receive prior approval from the employee's supervisor.

### **Lunch & Rest Periods**

The lunch period for most classified employees is a minimum of thirty (30) minutes up to one (1) hour depending on the department. Each employee is entitled to a fifteen (15) minute break for each four (4) hours of work or major fraction thereof. Please check with your supervisor for best time to take lunch. All of these periods are important for your rest and well-being.

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## **CERTIFICATED EMPLOYEES**

### **TEACHER SALARY PLACEMENT/ADVANCEMENT REGULATIONS**

#### **A. Initial Placement Procedures**

1. For initial preliminary placement on the salary schedule a certificated employee must possess and submit adequate official documentation to allow placement on Step 1, Column 1, before the beginning of the assignment.
2. For initial placement on the salary schedule the Human Resources Department must be in receipt of official verification of training and experience by December 1 of the first year of employment. Official verification includes transcripts with institution seal, or a time stamped letter from the registrar or other appropriate official, signatory by appropriate school seal or letterhead. In absence of such official material, certificated employees will be placed on the column and step for which adequate official documentation has been received.
3. It is the certificated employee's responsibility to have official documentation sent to the Human Resources Department. If he/she fails to have official documentation provided to the Human Resources Department by December 1 of the first year of employment he/she will have waived his/her to further initial placement other than that granted prior to December 1.

#### **B. Advancement Procedures**

1. All official transcripts of acceptable course work, which may result in column advancement, must be received by the Human Resources Department by October 15 to be implemented for the current school year.
2. Acceptable course work is restricted to upper division and graduate courses from accredited institutions. Acceptable coursework shall be pertinent to the employee's area of professional preparation. It is the responsibility of the County Superintendent or designee to determine acceptable course work.
3. All coursework will be converted to semester units. One quarter (1/4) unit is equivalent to two-thirds (2/3) of a semester unit.

## EMPLOYEE BENEFITS AND SERVICES

### GROUP INSURANCE

MCOE offers a comprehensive package of group insurance and other benefit programs for its employees. Health, dental, vision, and prescription drug card benefits are provided to you based on a pro-rata portion of your position to a full-time equivalent.

For classified employees the employer pays for the employee portion of Medical (includes Health/Rx card), dental, vision and life insurance, with a possibility of an out-of-pocket employee cost, dependent on the benefit package selected.

For certificated employees the employer pays for the vast majority of the employee and dependents Medical (includes Health/Rx card), dental, and vision insurance. Employee pays a negotiated monthly out-of-pocket cost, dependent on the benefit package selected. Life insurance is for employee only.

### \*COBRA CONTINUATION

#### *Eligibility - Qualifying Events*

If a school district or County Office of Education has twenty (20) or more employees they must offer continuation coverage to enrolled members who lose medical coverage through the County Office insurance plan for reasons other than gross misconduct. They are entitled to continue the County Office insurance coverage for a period of time not to exceed eighteen (18) months for the following **Qualifying Events**. . .

#### **A. For Employee and Family Members . . .**

1. Termination (except for gross misconduct);
2. A reduction in the hours worked; or
3. Retirement (when an employee is not allowed to continue coverage through the County Office upon retirement).

If an employee is considered to be totally and permanently disabled by Social Security Administration (Title II or Title XVI of the Social Security Act) at the time of the **Qualifying Event**, they may continue coverage for eleven (11) additional months. The family members are only entitled to the original eighteen (18) months. It is the employee's responsibility to notify the County Office within sixty (60) days of the date Social Security makes this determination.

If a dependent of an employee loses coverage, they are entitled to continue the County Office coverage for a period of time not to exceed thirty-six months for the following **Qualifying Events**  
...

#### **B. For Family Members . . .**

1. Death of the Employee;
2. The spouse's divorce or legal separation from the Employee; or
3. The end of a child's status as a dependent child, no longer a dependent according to IRS, over age, marriage, and etc.

## **Non-Eligible - When Continuation Coverage Ends**

### **A. Non-Eligible Employees and Family Members . . .**

1. Employees terminated for gross misconduct
2. Employees or family members who are entitled to Medicare benefits;
3. Employees and family members covered by other health insurance (that does not contain a pre-existing clause).

### **B. When Continuation Coverage Ends . . .**

1. At the end of eighteen (18) months for employees terminating or retiring, twenty-nine (29) months if disabled at the time of the qualifying event, thirty-six (36) months for family members;
2. Employees or family members who become entitled to Medicare benefits;
3. Employees and family members who become covered by other health insurance (that does not contain a pre-existing clause).

**COBRA Election** - When a member qualifies to elect continuation coverage under COBRA, the member may elect medical coverage only (Core coverage) or medical coverage along with dental and/or vision coverage (Non-Core coverage). If the member does not elect medical coverage, they may not continue any dental and/or vision coverage.

**Core** coverage includes any drug card coverage as well as any behavioral health program.

**Non-Core** coverage is vision or dental.

**\* All questions, notifications and collection of premium, will be handled by Self-Insured Schools of California personnel.**

## **PENSION PLANS**

### **PUBLIC EMPLOYEES' RETIREMENT SYSTEM (PERS)**

Persons who are already members of PERS do not need to "re-qualify" for membership, unless they are reentering employment after a termination of membership (including withdrawal of any accumulated PERS contribution and interest). This applies if membership was established through employment with another agency, and even though you are not currently working and are on "inactive" status with PERS. Classified full-time regular employees should enter PERS membership immediately upon employment; however, part-time employees must work a certain number of hours/days (commonly referred to as "qualifying time") before they can qualify for membership.

### **STATE TEACHERS' RETIREMENT SYSTEM (STRS)**

All certificated employees of California's public schools are eligible to become members of STRS. The number of hours or days an employee is required to work determines whether membership is mandatory or elective. Full-time certificated employees qualify for membership on the first day work is performed. Membership is a condition of employment. Part-time certificated employees qualify for membership after completing sixty (60) hours, or ten (10) days, of service with one district in a single pay period. Membership is established on the first day of the pay period in which additional service is performed following completion of the qualifying time providing it is in the same school year.

### **SISC DEFINED BENEFIT PLAN**

In general, employees who are not participating in any other retirement plan will participate in SISC Defined Benefit Plan. Your employer pays the full cost of the plan. If you are hired after January 1, 2014 the employer will pay 2.1% and the employee will pay 1.6% of earning to the plan. You are 100% vested in any benefits you accumulate beginning on your date of participation. Employees who are members of, or retired from PERS or STRS are not eligible for this plan. Participation begins upon your date of enrollment in the plan. If you become eligible for PERS or STRS, your employer contributions to the SISC Defined Benefit Plan end, and you enroll in PERS or STRS. The benefit accumulated under this plan is not paid until you terminate employment and apply for benefits.

If you have questions regarding pension plans, contact the MCOE Business Department.

## **BENEFITS MANDATED BY LAWS AND REGULATIONS**

### **State Unemployment Insurance (SUI)**

MCOE contributes to the State Unemployment Insurance Fund. You make no contribution. The purpose of this insurance is to protect you from a total loss of wages when you are unemployed through no fault of your own and assuming you are available, able, and actively seeking other employment. Since the amount paid by the company into this fund is affected by our experience rating, all aspects of this program are carefully monitored.

### **Social Security (FICA)**

As a county office of education, MCOE is a Section 218 employer, and does not contribute to Social Security.

### **Workers' Compensation**

If you are injured or become ill on the job, you must immediately report such injury or illness to your supervisor or designee. This ensures that the MCOE can assist you in obtaining appropriate medical treatment. Your failure to follow this procedure may result in the appropriate workers' compensation report not being filed in accordance with the law, which may consequently jeopardize your claim for benefits in connection with the injury or illness.

## **EMPLOYEE DEVELOPMENT**

### **PERFORMANCE APPRAISALS**

#### **CLASSIFIED EMPLOYEES**

To ensure that you perform your job, to the best of your abilities, it is important that you be recognized for good performance and that you receive appropriate suggestions for improvement when necessary. Consistent with this goal, your performance will be evaluated by your supervisor on an ongoing basis. You will receive periodic written evaluations of your performance. Such evaluations will normally occur within the first sixty (60) days, and at the end of the fifth (5<sup>th</sup>) month of employment, on your first anniversary date, and annually thereafter. The performance evaluation is a vehicle for your supervisor to discuss your general performance. It will cover your strengths as well as ways in which you may be able to improve. It is also an opportunity for you to discuss your job concerns and career development goals.

#### **CERTIFICATED EMPLOYEES**

As per County policy, certificated employees shall be evaluated each year for the first two years of employment. Upon receiving a satisfactory evaluation, the teacher may then be evaluated every other year for the first 10 years then every 5 years with satisfactory evaluations. If a teacher receives an unsatisfactory evaluation, he/she shall then be evaluated the following year and be referred to the Peer Assistance and Review Program (PAR) or other assistance program.

## **MCOE RULES AND STANDARDS OF CONDUCT**

### **CODE OF ETHICS**

Employees of the Mono County Superintendent of Schools, who are in daily contact with the many phases of educational work and public library services, occupy positions requiring public trust. Such positions of public trust influence community members. Therefore, employees should demonstrate professional and personal conduct within the workplace, community and public view that is beyond reproach. Employees should sincerely believe in the advancement of education and knowledge in order to provide better public education and services.

### **SMOKE-FREE WORKPLACE**

The Mono County Board of Education and Mono County Superintendent of Schools believe that the maintenance of a smoke-free working environment is essential to the success and well-being of each person in the performance of their employment. Therefore, it shall be the policy of MCOE to maintain a smoke-free work environment for all employees. This would include school sites, offices, classrooms, vehicles and private homes (this is to include e. cigarettes and vapor cigarettes).

### **DRUG-FREE WORKPLACE**

The unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance (drugs) is prohibited in all of the workplaces of MCOE. A workplace is defined as those locations under an employee's control and/or for which he/she is responsible during working hours. This would include school sites, offices, classrooms, vehicles and private homes. Violation of this may result in disciplinary action, up to and including dismissal.

### **SEXUAL HARASSMENT PREVENTION**

It is the policy of MCOE to prohibit and prevent sexual harassment with its employees in the work environment and/or students in their educational environment. It is the intent of MCOE to provide a working and educational environment for all individuals which is free of harassment and discriminatory intimidation whether based on race, color, religion, sex, pregnancy, marital status, age, national origin, political affiliation, handicap or status of military service. MCOE will not condone, permit, or tolerate sexual harassment of employees or students in any manner whatsoever. Persons engaging in such harassment may be subject to discipline up to and including discharge from employment or expulsion from school.

### **USING THE COMPANY TELEPHONE**

Telephone facilities are required to keep all departments operating smoothly. Circumstances come up occasionally where it is necessary to make or receive personal telephone calls during business hours but they should be limited in both length and frequency. No personal calls shall be billed to MCOE.

## **ATTENDANCE STANDARDS**

MCOE expects all employees to assume diligent responsibility for their attendance and promptness. It is essential, therefore, that your attendance be regular and punctual. If you must be absent from work due to illness or other reasons, we ask that you notify your supervisor before work begins. The MCOE phone number is (760) 934-0031. When reporting your absence, please try to give your expected date of return.

## **CONFLICT OF INTEREST**

Due to the demands of our agency, we have a special concern with regard to potential conflict of interest that arises mostly through additional employment. While we recognize your right to engage in other activities outside of your job here, we do expect you to devote your full working time and best efforts to our affairs. The primary guideline in this area is one of full disclosure. We ask that you discuss and/or notify in writing all possible conflicts of interest with the Superintendent of Schools.

## **RESOLVING EMPLOYEE COMPLAINTS**

Misunderstandings or conflicts can arise in any organization. To ensure effective working relations, it is important that such matters be resolved before serious problems develop. Most incidents will resolve themselves naturally; however, if a situation persists that you believe is detrimental to you or the MCOE, free discussion with your immediate supervisor or the County Superintendent of Schools is encouraged. These individuals will endeavor to work out a satisfactory solution to the problem.

## **CONFIDENTIALITY OF INFORMATION**

It is the policy of the MCOE to ensure that the operations, activities, and affairs of the MCOE and its students be held in the strictest of confidence and kept confidential to the greatest possible extent and not to be discussed with outsiders. Employees are also responsible for the internal security of such information.

## **APPEARANCE**

Discretion in style of dress and behavior is essential to the efficient operation of MCOE. Employees are, therefore, required to dress in appropriate business attire and to behave in a professional, businesslike manner. Please use good judgment in your choice of work clothes and remember to conduct yourself at all times in a way that best represents you and the MCOE. Physical cleanliness is of extreme importance when dealing with the public.

## **Risk Management Requirements**

Per our agreement with our Workers' Compensation / Risk Management Insurance carrier, each year all employees, substitutes, and volunteers must complete designated modules by October 1<sup>st</sup>.



## **EMPLOYEE HEALTH AND SAFETY**

We make every effort to provide safe working conditions for our employees. We observe the safety laws of the governmental bodies within whose jurisdiction we operate. No one will knowingly be required to work in any unsafe manner. Safety is every employee's responsibility. Therefore, all employees are requested to point out potential hazards and do everything reasonable to keep the company a safe place to work.

### **ACCIDENTS**

If an injury occurs on the job, no matter how slight, report it immediately to your supervisor Human Resources. Failure to report an injury could affect a subsequent Workers' Compensation claim. (See Workers' Compensation Page 7)

### **FIRST AID**

First aid kits are located in strategic areas of all work sites. These contain standard supplies, such as bandages, antiseptic spray, gauze, adhesive tape, and gauze pads. If a first aid situation exists, and you are not certain how to handle it, ask your immediate supervisor for assistance and call for help immediately.

### **CHANGES IN POLICY**

The policies contained in this employee handbook may be changed when, in the opinion of management, circumstances require it. While it is our intention to provide you with advance notice of any changes, it may not always be possible. Therefore, do not consider this to be a fixed document. Stay in close communication with your supervisor to be sure you are up-to-date and recognize that changes in policy are management's prerogative.

## **Mono County Office of Education**



## **FORMS and PROCEDURES**

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## **TIME SHEET**

**Please check with your supervisor monthly for timecard due dates as these dates change monthly due to weekends and holidays.**

**If you have listed vacation, sick or overtime hours, approved and signed leave slips must accompany your timesheet.**

**Blank timesheets are available at both MCOE-S and MCOE-N offices and online.**



MONO COUNTY OFFICE OF EDUCATION – TIME SHEET

SSN \_\_\_\_\_ PERIOD: BEGINNING \_\_\_\_\_ ENDING \_\_\_\_\_

NAME \_\_\_\_\_ POSITION \_\_\_\_\_

CERTIFICATED ☐ CLASSIFIED ☐ SUBSTITUTE ☐ LOCATION \_\_\_\_\_ ho did  
you sub for? \_\_\_\_\_ DEPT \_\_\_\_\_

USE REMARKS COLUMN FOR SPECIFIC DAY

DATE	REG HRS	SICK LEAVE	PERS LEAVE	VAC	*NON PAID OT EARNED	CTO (OFF)	REMARKS (USE THIS COLUMN TO EXPLAIN TIME ON/OFF -- SEE REVERSE)
1	7						
2	3		4*				Personal Necessity
3	7						
4	7						
5	SAT						
6	SUN						
7		7*					Sick
8	3			4*			Vacation
9							
10							
11	7						
12	SAT						
13	-						
14	SUN						
15							
16							* Requires a signed approval slip
17							
18							
19							
20							
21							
22							
23							
24							
25							
26							
27							
28							
29							
30							
31							
TOTALS							CERTIFICATED CONTRACT DAYS:

SIGNATURE \_\_\_\_\_ MUST HAVE  
EMPLOYEE'S SIGNATURE DATE SUPERVISOR'S  
SIGNATURE

PAYROLL DEPARMENT USE ONLY

ACCOUNT NUMBER \_\_\_\_\_ RATE \_\_\_\_\_  
REGULAR HOURS \_\_\_\_\_ @  
\$ \_\_\_\_\_ ACCOUNT NUMBER \_\_\_\_\_ RATE \_\_\_\_\_

\$ \_\_\_\_\_  
ACCOUNT NUMBER

\_\_\_\_\_  
RATE

DATE PAID \_\_\_\_\_ TOTAL PAID

SUBMIT TIME SHEET IMMEDIATELY FOLLOWING CLOSE OF TIME PERIOD WITH APPROPRIATE LEAVE SLIPS  
\*CLASSIFIED OVERTIME MUST HAVE PRIOR WRITTEN APPROVAL FROM SUPERVISOR

## MONO COUNTY OFFICE OF EDUCATION – ABSENCE INFORMATION

**VACATION:** Not earned for certificated personnel unless allowed by individual contract. For classified personnel: Amount of vacation depends on position as to a full-time equivalent and on length of service as of the anniversary date as follows:

Hire date	to	Anniversary date	5/6 working day/mo
First year anniversary	to	Ten years of service	1 1/4 working days/mo
Ten years of service	to	Separation/retirement	1 2/3 working days/mo

**BEREAVEMENT:** Leave is allowed for the death of an immediate family member. Leave shall not exceed three (3) days in state and five (5) days if out-of-state travel is necessary. (No deduction from salary/other leaves for the three or five days. Excess days will be deducted from the time allowed for personal necessity.)

**COURT:** Time off with pay is allowed for jury duty provided the employee remits jury fees to the employer, along with the jury summons. When an employee is a litigant, the time off is without pay. If the employee is entitled to vacation, he/she must use vacation credits or take a loss of pay. Insert proper code on the front of the form in the "Remarks" column: J = Jury Duty or L = Litigant.

**SICK LEAVE:** Twelve (12) days per year for full-time classified employees and those certificated personnel working a contract of 191 days or more. Ten (10) days per year are allotted for 10-month certificated teachers. Sick leave will be prorated for part-time classified employees and those certificated personnel working less than five (5) days per week.

**PERSONAL NECESSITY:** Classified employees may request to utilize eight (8) for personal necessity days and certificated employees may request to utilize five (5) days of the seven (7) days allowed for personal necessity leave for personal business. Such leave shall not be used for professional advancement or the participation in any withholding of services from the Mono County Superintendent of Schools. No such accumulated leave in excess of the time allowed may be used in any school/fiscal year for purposes enumerated below. (*See Education Code §§44981, 45207 and the bargaining unit agreements for certificated and classified employees.*)

The employee must submit a written request to take personal necessity for personal business to the County Superintendent or his/her designee at least three (3) days prior to the day on which the leave is to be taken. If, due to circumstances beyond the employee's control, it is impossible to request advance permission and the employee determines he/she must take time off, the employee shall give verbal notice to the County Superintendent or designee and shall file the leave request immediately upon return to duty.

For Certificated employees no reason for taking personal necessity leave is required when the three-day advance notification is made. When the three-day notice is NOT met, the personal necessity leave request shall be granted to the employee at his/her election only for the following reasons:

For Classified employees no reason for taking personal necessity leave is required.

- a) As a result of an accident, illness, or death of a member of the employee's immediate family.
- b) As a result of an accident or illness involving an employee's person or property or the person/property of his/her immediate family.
- c) Appearance in a court matter as a witness under an official order of the court.

**NOTE:** For recording absences that do not have a designated column on the time sheet, please use the "Remarks" column. For bereavement leave, insert a "B" in the column and include relationship of the family member. Immediate family members include: mother, father, grandmother, grandfather, or a grandchild of the employee or of the spouse of the employee, and the spouse, son, son-in-law, daughter, daughter-in-law, brother, or sister of the employee, or any relative living in the immediate household of the employee.

**When in doubt, consult the Education Code and/or bargaining unit agreements, as new laws and requirements are added annually.**

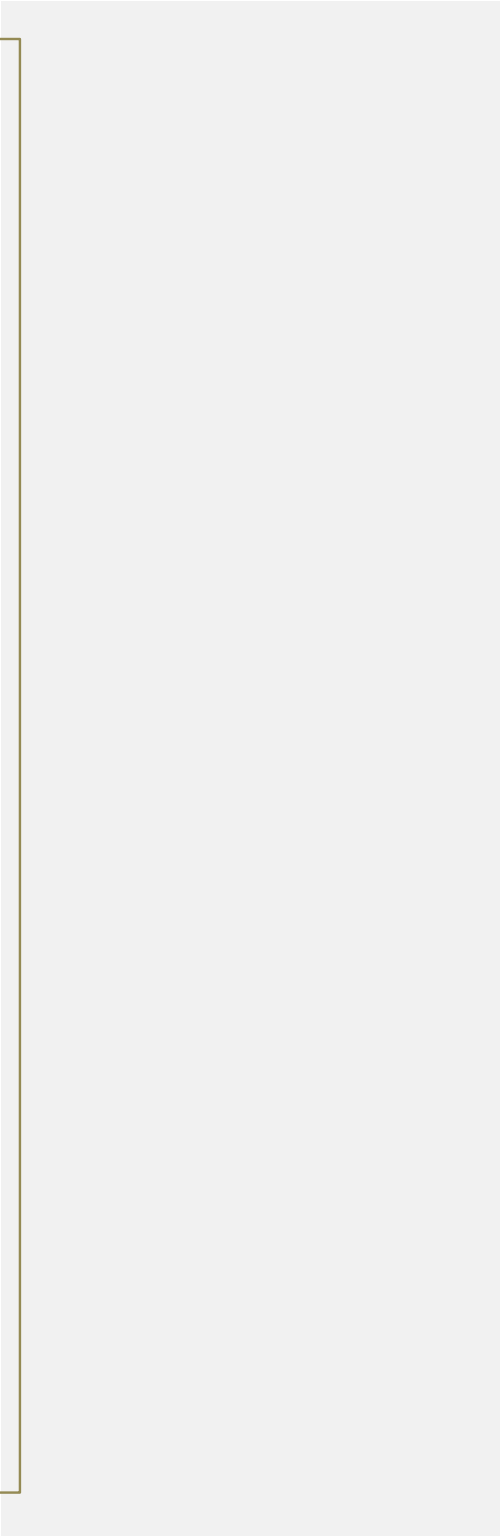
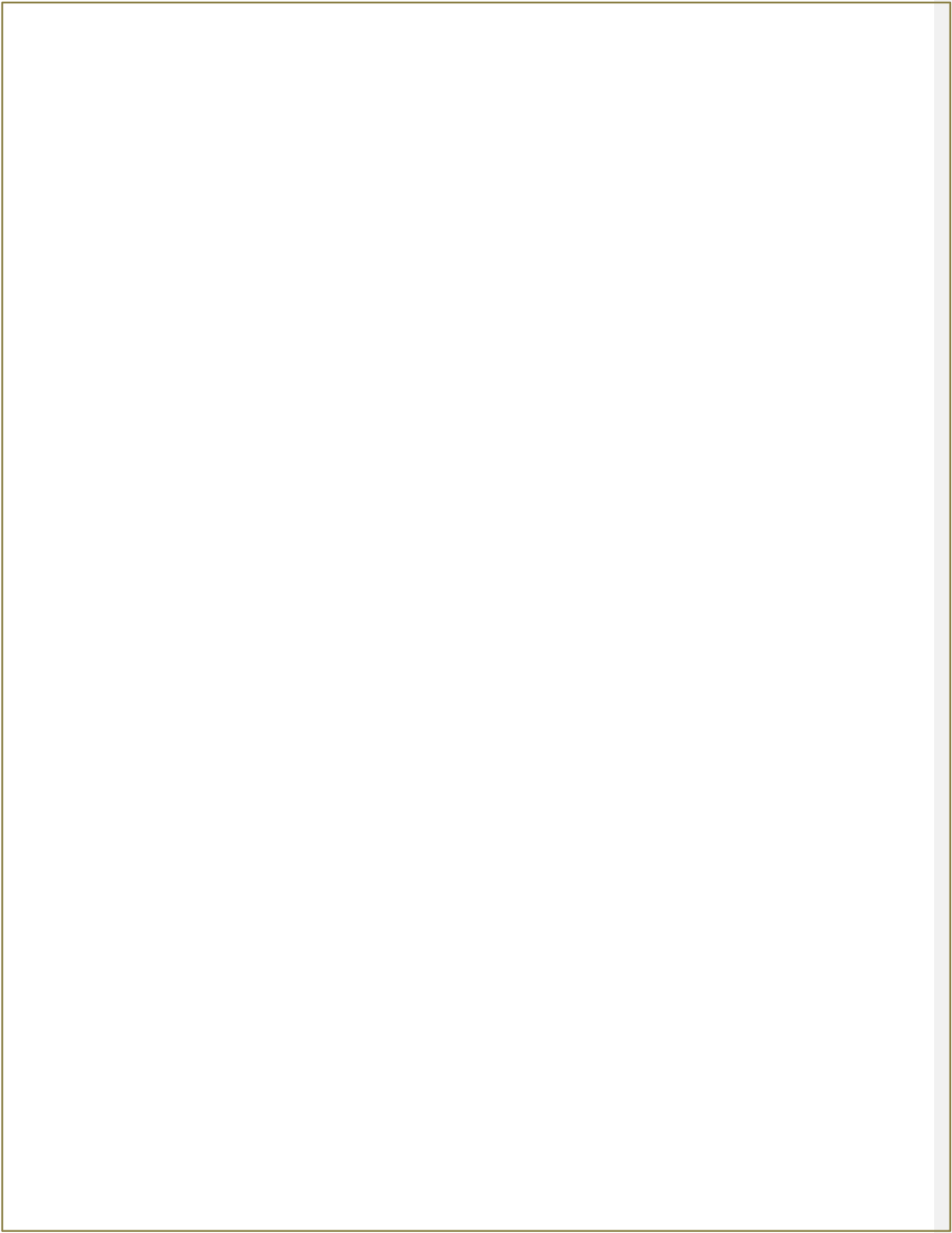


## REQUISITION FORMS

**Please contact the Business Office before placing an order if you would like to order from a vendor outside of our normal vendors (Amazon, Staples, Pearson, etc.). If you are unsure if your vendor is on this list please call the business office to verify.**

**Requisition forms must be filled out **completely**, approved and signed by your supervisor. Please include a copy of your cart if ordering online so the Business Office can find your desired items easier. Some vendors, (Apple Education, Cambridge, etc.) require the employee to get a quote before completing a Purchase Order, if this is the case please attach the Requisition when submitting to the Business Office. Your order will be placed through the business office as your budget allows.**





MONO COUNTY OFFICE OF EDUCATION  
REQUISITION FORM

FROM: CALEDARS SHIP TO: Mono County Office of Education  
 ADDRESS: PO BOX 400 ADDRESS: 37 Emigrant Street  
 CITY: SIDNEY CITY: Bridgeport  
 STATE: NY ZIP CODE: 13838 STATE: CA ZIP CODE: 93517  
 TELEPHONE: 1-800-880-2472 FAX: \_\_\_\_\_ REQUESTED BY: Jane Doe DATE: 8/7/02

QTY	UNIT	CATALOG/ITEM NUMBER	DESCRIPTION	UNIT PRICE	TOTAL
1	ea	70-074-05, black	At-A-Glance Academic/Fiscal Administrator 2002-2003 Sept 2002 – Dec 2003	13.55	420.05
SUBTOTAL					420.05
SALES TAX					
SHIPPING/HANDLING					
TOTAL					

Please send this form and all correspondence to: **FOR OFFICE USE ONLY:**

ATTENTION: PURCHASING      Requisition Nbr. \_\_\_\_\_ Purchase Order Nbr. \_\_\_\_\_

Mono County Office of  
Education

Checked to Budget: \_\_\_\_\_

Account Nbr.

Approved by \_\_\_\_\_ Date \_\_\_\_\_

**Mono County Superintendent of Schools**  
**“Life of a Purchase”**

PLEASE NOTE WE ARE A PUBLIC ENTITY AND THE PUBLIC HAS ACCESS TO VIEW OUR RECORDS AT THE BOARD MEETING EVERY MONTH!!!

Employee: “Hey, let’s buy some red ribbons and safe and drug free pencils for our program.”

Employee: “I think we need a new desk and these color coordinated files.”

Paperwork begins.....

**Requisition\***

(You fill this sheet out)

The employee will acquire a requisition form, fill it out, as much as possible and turn in to their supervisor for approval signature\* and proper account to be charged.

The employee **does not** need to shop, order, phone vendor, or spend any extra time away from their duties to search for items they would like. Purchasing Department will do this to maintain effective purchasing procedures so that accurate records are maintained in accordance with the law.

If there is a certain vendor that you would like to use the purchasing department will try to accommodate you upon your request. Please be sure to include the vendor’s name, address, phone number and fax number on your requisition.

\*A requisition is an internal document that authorizes the purchasing agent to issue a purchase order for the desired goods or services.

\*A required approval signature, from your supervisor, on the document and budget account must be included on the document.

### **Purchase Order\***

Upon receiving a requisition, the business-purchasing department will check the requisition against budget for purchase order approval. Items on the requisition will be entered into the computer to restrict funds and create the purchase order. Then it will be forwarded to the vendor for the purchase of goods or services either by facsimile, mail, or phone. Purchase orders will be generated weekly or as often as necessary.

### **Receipt of the goods or services**

This is an important part of the purchase process. The receiving slips, packing slips and/or invoice must be signed and dated by the person who opens the box and counts the goods.

Upon receipt, all paperwork must be immediately forwarded to the Business Office where it will be included with the invoice and accounting purchase order.

### **Invoices**

The Bridgeport Business Office is the actual billing address for all purchases. Invoices are mailed directly to Bridgeport where all paperwork is reconciled with each other. This is the final process before auditing. **YES, WE GET AUDITED.** Each purchase or reimbursement must include the following: an **itemized** invoice/receipt, a purchase order, and a packing/receiving slip.

\* A purchase order tells a vendor to order the goods and that we agree to pay for them. A purchase order also encumbers funds to the budget that was specified by the requisition. That way the spending of funds can be monitored and over spending-\$\$\$ is avoided.

\*Authorized signatures on requisitions must be from one of these administrators: County Superintendent of Schools, Assistant Superintendent, or a Director

## TRAVEL REQUESTS

Travel requests must be filled out **completely** PRIOR to your travel. You can find the Travel Request Form at [www.monocounty.tedk12.com](http://www.monocounty.tedk12.com) under Blank Docs. Once completed it will be forwarded to the appropriate parties.

**Supervisors are:**

**Stacey Adler**, Management

**Jennifer Weston**, Business Office Personnel

**Tammy Nguyen**, C&I, and Alt Ed Personnel

**Nnamdi Uzor**, Special Ed., Preschool Personnel

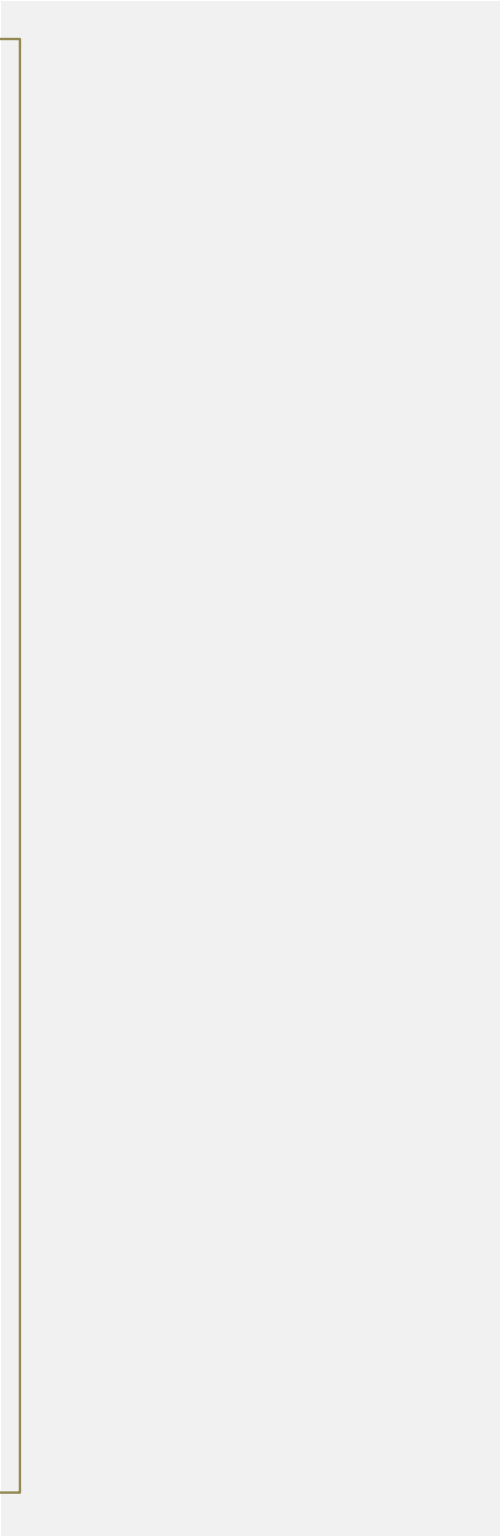
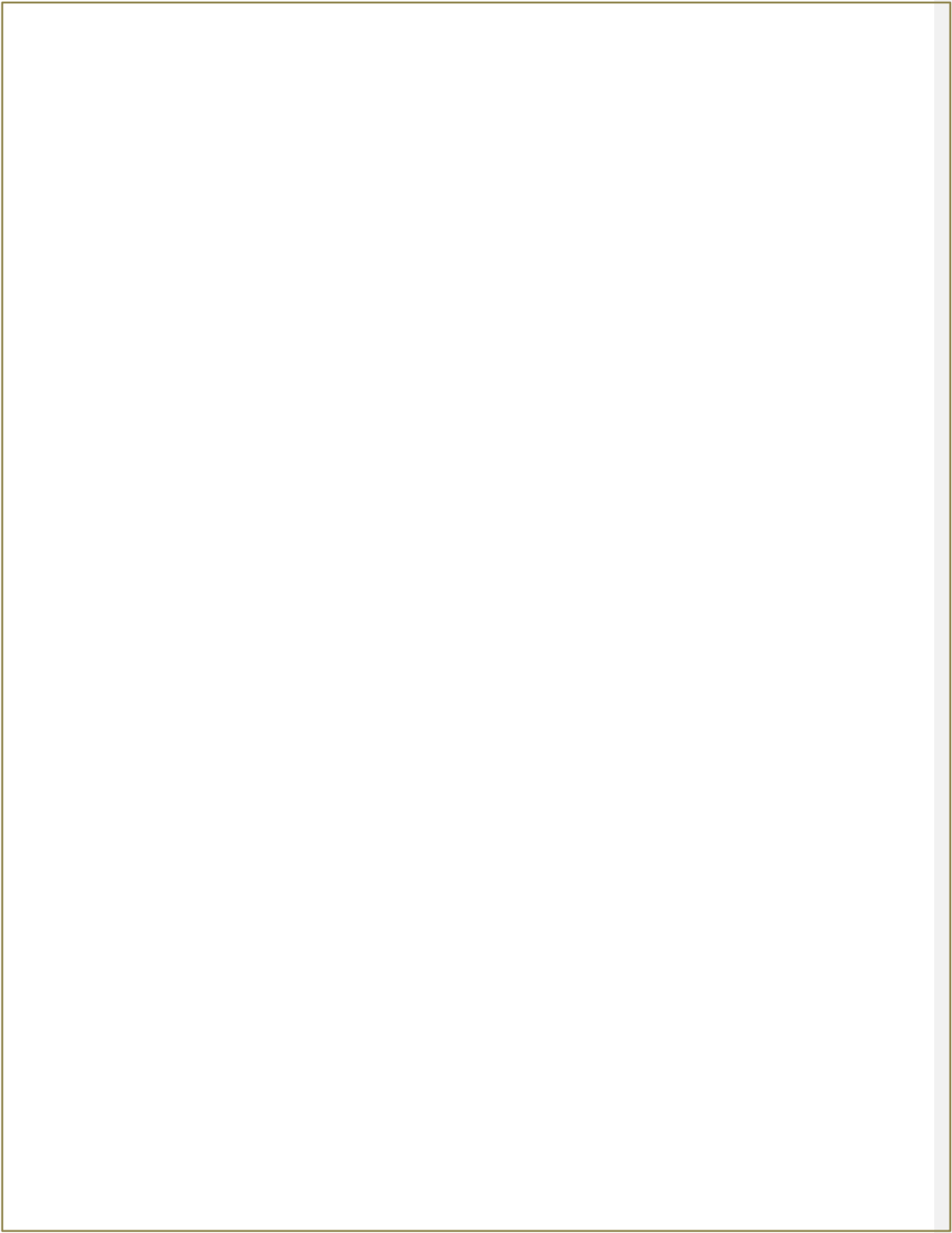
**Christopher Platt**, Library Personnel

**Joe Griego**, Information Technology Personnel

**Molly DesBaillets**, First 5 Personnel

**Dyanna Hernandez**, Human Resources Personnel





## **CLAIMS FOR REIMBURSEMENT OF EXPENDITURES**

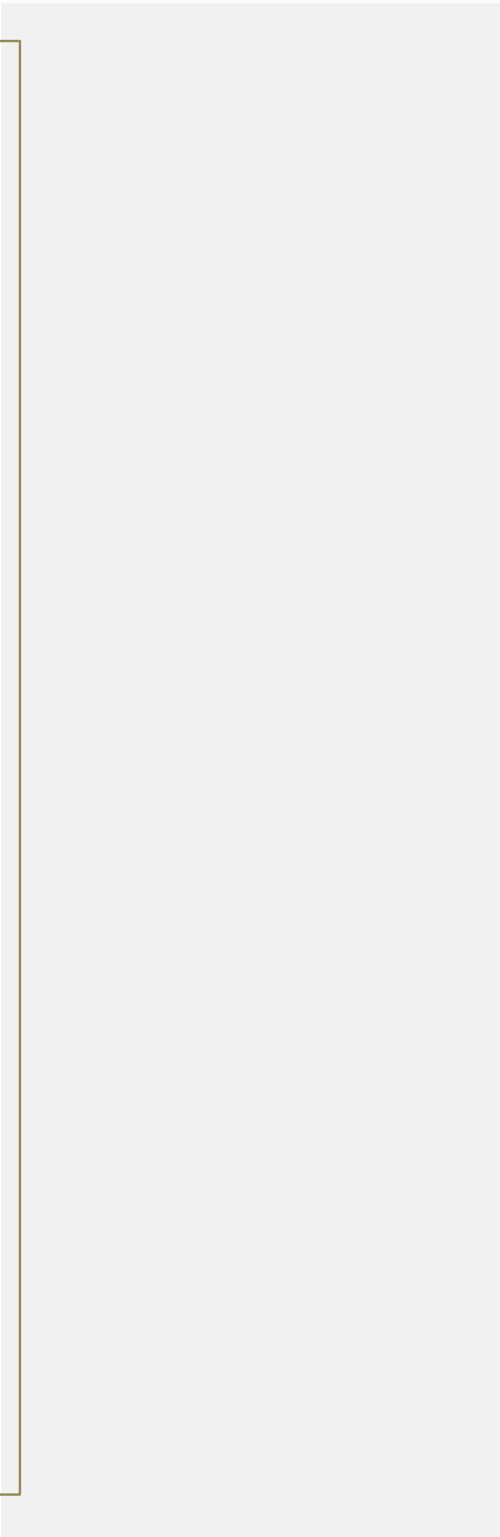
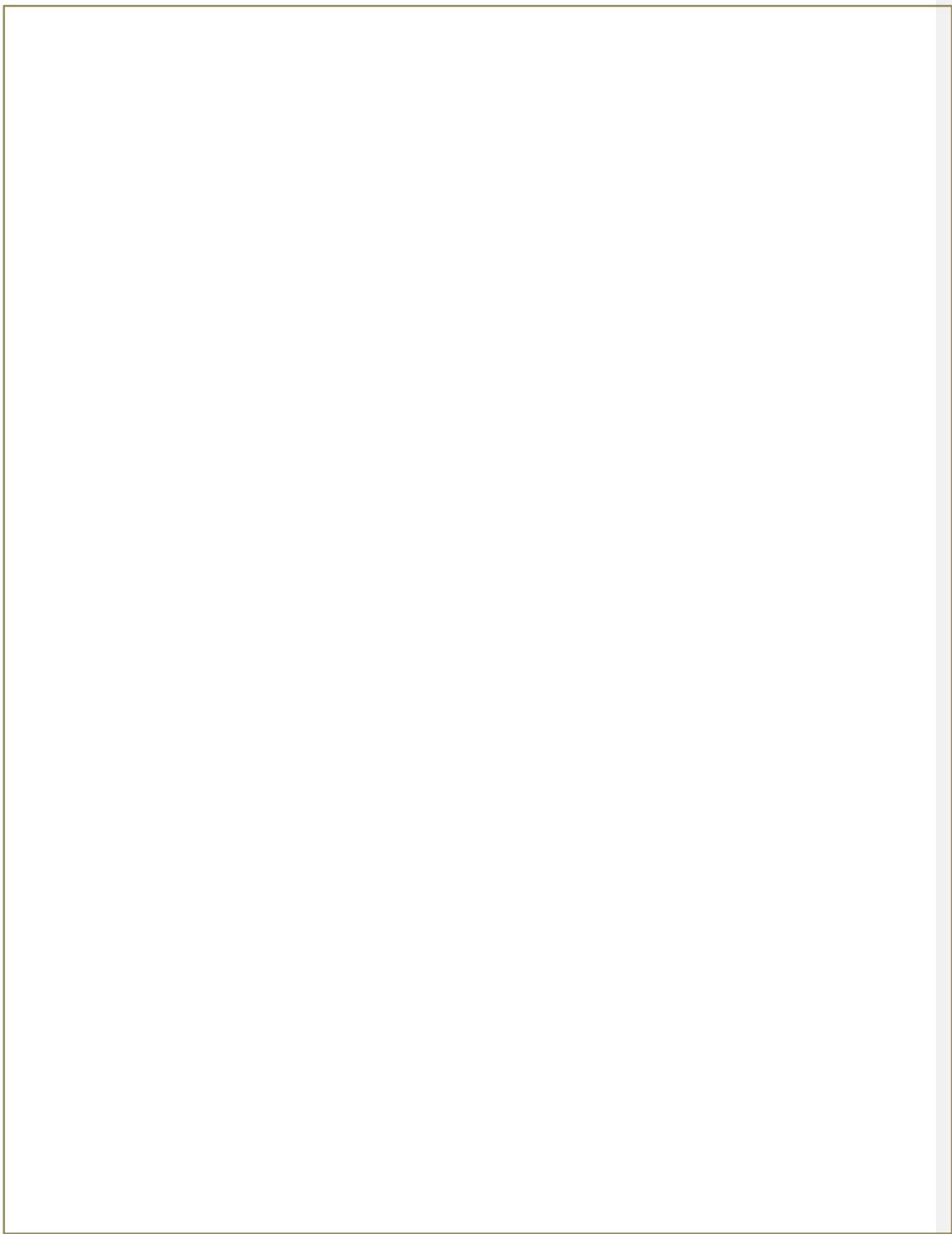
**Prior to purchasing, the employee must fill out a Preauthorization Reimbursement Form and get it approved by their supervisor. To obtain reimbursement, the employee must submit the approved Preauthorization Reimbursement Form with an approved Expenditure Reimbursement Form, along with all associated itemized receipts. On a separate piece of paper, please attach original receipts for items purchased.**

**Receipts must be submitted with any reimbursement claim, failure to include associated receipts will result in employee not receiving reimbursement, no exceptions.**

**For work related travel, please attach travel request, and attach original receipts on a separate paper to be reimbursed for meals, lodging, gas and/or parking. The forms and attachments must be sent to the Business Office for processing.**







**MONO COUNTY OFFICE OF EDUCATION  
CLAIM FOR REIMBURSEMENT OF MISCELLANEOUS EXPENDITURES  
DOCUMENTATION OF CREDIT CARD EXPENDITURES**

<b>Jane Doe</b>		000-00-0000		
			CREDIT CARD NUMBER	VENDOR NUMBER
CLAIMANT PO Box 000-		SOCIAL SECURITY NUMBER		
MAILING Address (PO Box or Street)			ACCOUNT NUMBER	
Bridgeport	CA	93517		
CITY	STATE	ZIP	ACCOUNT NUMBER	
DATE	DESCRIPTION OF EXPENDITURES	AMOUNT		
		DOLLARS	CENTS	
8/10	Breakfast #1	10	00	
8/10	Lunch #2	12	00	
	Dinner #3	25	00	
8/10	Class Supplies	12	46	
8/11	Breakfast #5	4	99	
8/11	Dinner #6	28	49	
	All receipts must be attached to this claim form. If out of town trip, a copy of the travel Request must be attached.			
Note: Claims must be submitted within 30 days following purchase.		92	94	
		Total Claim		

The undersigned, under penalty of perjury, states: That the above claim is true and correct and that no part has been previously paid, the amount is justly due, and that the claim is submitted within the current fiscal year. If this is for documentation of credit card charges, the documentation must be submitted monthly or following a conference. All receipts must be submitted with claim for reimbursement or credit card documentation.

Signature of Claimant \_\_\_\_\_ Date \_\_\_\_\_

Approved by County Superintendent or designee: \_\_\_\_\_ Date

\_\_\_\_\_

## **MILEAGE REIMBURSEMENT CLAIM**

**Mileage reimbursement claim forms must be completed with an authorized signature of approval and submitted with a copy of the mapped directions showing the mileage amount Business Office for processing. If an employee requests to take a personal vehicle, he/she must have a **PRIOR** approval with an authorized signature.**



**MONO COUNTY OFFICE OF EDUCATION  
MILEAGE REIMBURSEMENT CLAIM  
EMPLOYEES, CONSULTANTS, ETC.**

(DO NOT USE FOR CLAIMING HOME-TO-SCHOOL TRANSPORTATION)

CLAIMANT <u>Jane Doe</u> <u>000-00-0000</u> Social Security Number Mailing Address <u>PO Box 0000</u> City <u>Bridgeport</u> State <u>CA</u> ZIP <u>93517</u>	<u>FOR ACCOUNTING PURPOSES ONLY</u>  BUDGET ACCOUNT _____ BUDGET ACCOUNT _____ BUDGET ACCOUNT _____
---	---

Date	Destination (From/To)	Miles	Rate	Amount
8/10	Mammoth to Coleville *	91	*	
8/12	Round trip Mammoth to Sacramento **	502	*	
	** This trip is out of County and requires an approved travel request.			
TOTALS				

**Reimbursement Rates: MCOE vehicle not available standard IRS rate MCOE vehicle available 80% of standard IRS rate**

Note: Use of personal vehicles must have a supervisor's prior approval. Claims must be submitted within 30 days following travel.

The undersigned, under penalty of perjury, states: That the above claim and the mileage claimed are true and correct; that no part has been previously paid and the amount is justly due.

Signature of Claimant \_\_\_\_\_ Date \_\_\_\_\_

Expenditures authorized and approved by \_\_\_\_\_ Date \_\_\_\_\_

# INDEX OF SUPERINTENDENT POLICIES

### III. INDEX OF SUPERINTENDENT'S POLICIES

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Bereavement Leave	AR 4180.06, 4280.06, 4380.06
Vacation Leave	AR 4280.07, 4380.07
Jury Duty and Official Court Appearance Leave	AR 4180.08, 4280.08, 4380.08
Personal Necessity Leave	SP 4181.00, 4281.00, 4381.00
Personal Business Leave	AR 4181.00
Personal Business Leave	AR 4281.00, 4381.00
Employees with Infectious Diseases	SP 4900.01
Employee Use of Technology	SP 4900.02
Employee Use of Technology	AR 4900.02
Employee Privacy in the Workplace	AR 4900.03
Vehicle Usage	SP 4900.04
Vehicle Usage	AR 4900.04
Out-of-County Travel	AR 4900.05
Out-of-State Travel	AR 4900.06
In-County Mileage Chart	AR 4900.07
Credit Cards	AR 4900.08