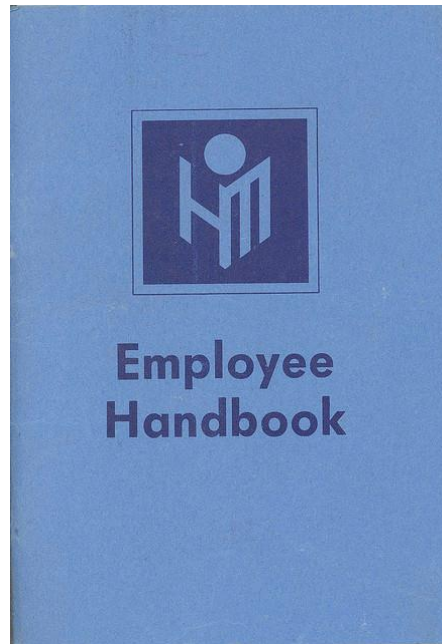




5776 South Crocker Street  
Littleton, Colorado 80120

# **CLASSIFIED STAFF PERSONNEL HANDBOOK**



**Produced by the Human Resources Department**

Revised August 2017

# IMPORTANT NOTICE

THIS HANDBOOK IS DESIGNED TO ACQUAINT YOU WITH THE DISTRICT AND PROVIDE YOU WITH INFORMATION ABOUT WORKING HERE. THE HANDBOOK IS NOT ALL INCLUSIVE, BUT IS INTENDED TO PROVIDE YOU WITH A SUMMARY OF SOME OF THE DISTRICT'S GUIDELINES.

EMPLOYMENT WITH LITTLETON PUBLIC SCHOOL DISTRICT IS AT-WILL. EMPLOYEES HAVE THE RIGHT TO END THEIR WORK RELATIONSHIP WITH THE ORGANIZATION, WITH OR WITHOUT ADVANCE NOTICE FOR ANY REASON. THE DISTRICT HAS THE SAME RIGHT. THE LANGUAGE USED IN THE HANDBOOK AND ANY VERBAL STATEMENTS MADE BY MANAGEMENT ARE NOT INTENDED TO CONSTITUTE A CONTRACT OF EMPLOYMENT, EITHER EXPRESS OR IMPLIED, NOR ARE THEY A GUARANTEE OF EMPLOYMENT FOR A SPECIFIC DURATION. NO REPRESENTATIVE OF LITTLETON PUBLIC SCHOOL DISTRICT, OTHER THAN THE SUPERINTENDENT, HAS THE AUTHORITY TO ENTER INTO AN AGREEMENT OF EMPLOYMENT FOR ANY SPECIFIED PERIOD.

WHERE A BENEFIT PLAN, HEALTH OR LIFE INSURANCE PROVISION OR STATUTE IS DESCRIBED IN GENERAL TERMS, THE COMPLETE AND CONTROLLING DESCRIPTION IS THE OFFICIAL DOCUMENT OR STATUTE.

**IT IS THE RESPONSIBILITY OF EACH CLASSIFIED STAFF EMPLOYEE TO READ AND BECOME FAMILIAR WITH THE CONTENTS OF THIS HANDBOOK AND BOARD OF EDUCATION POLICIES AVAILABLE ON THE INTRANET AT [WWW.LITTLETONPUBLICSCHOOLS.NET](http://WWW.LITTLETONPUBLICSCHOOLS.NET).**

NO EMPLOYEE HANDBOOK CAN ANTICIPATE EVERY CIRCUMSTANCE OR QUESTION. AFTER READING THE HANDBOOK, IF YOU HAVE QUESTIONS PLEASE TALK WITH YOUR IMMEDIATE SUPERVISOR, A MEMBER OF THE EXECUTIVE LEADERSHIP STAFF, CLASSIFIED STAFF ADVISORY COUNCIL OR THE HUMAN RESOURCES DEPARTMENT. THIS HANDBOOK SUPERSEDES ALL PREVIOUSLY ISSUED EDITIONS. ALSO, THE NEED MAY ARISE TO CHANGE THE GUIDELINES DESCRIBED IN THE HANDBOOK. EXCEPT FOR THE AT-WILL NATURE OF THE EMPLOYMENT, THE DISTRICT RESERVES THE RIGHT TO SUSPEND, TERMINATE, INTERPRET OR CHANGE ANY OR ALL OF THE GUIDELINES MENTIONED, ALONG WITH ANY OTHER PROCEDURES, PRACTICES, BENEFITS, OR OTHER PROGRAMS OF LITTLETON PUBLIC SCHOOLS. THESE CHANGES MAY OCCUR AT ANY TIME, WITH OR WITHOUT PRIOR NOTICE.

ALL CLASSIFIED STAFF ARE CONSIDERED HOURLY, NON-EXEMPT EMPLOYEES AS DEFINED BY THE FAIR LABOR STANDARDS ACT.

A COPY OF THIS HANDBOOK IS ALSO AVAILABLE ON THE DISTRICT'S INTRANET AT:  
[HTTP://WWW.LITTLETONPUBLICSCHOOLS.NET](http://WWW.LITTLETONPUBLICSCHOOLS.NET) .

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**LITTLETON PUBLIC SCHOOL DISTRICT IS AN EQUAL OPPORTUNITY EDUCATIONAL INSTITUTION AND WILL NOT DISCRIMINATE ON THE BASIS OF RELIGION, RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX (WHICH INCLUDES MARITAL STATUS), SEXUAL ORIENTATION, AGE, GENETIC INFORMATION, OR DISABILITY, IN ITS ACTIVITIES, PROGRAMS OR EMPLOYMENT PRACTICES. THE PROHIBITION AGAINST HARASSMENT INCLUDES A PROHIBITION AGAINST HARASSMENT BASED ON RELIGION, RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX (WHICH INCLUDES MARITAL STATUS), SEXUAL ORIENTATION, AGE, GENETIC INFORMATION, OR DISABILITY. FOR INFORMATION REGARDING CIVIL RIGHTS OR GRIEVANCE PROCEDURES, CONTACT HUMAN RESOURCES, 5776 S. CROCKER ST., LITTLETON, CO 80120, (303) 347-3375 OR THE OFFICE OF CIVIL RIGHTS, U.S. DEPARTMENT OF EDUCATION, REGION VIII, FEDERAL OFFICE BUILDING, 1244 NORTH SPEER BOULEVARD, SUITE 310, DENVER, COLORADO 80204, (303) 844-5695.**

# Absences from Work

## ABSENCES

When an employee is absent from work, the employee must notify the Littleton Absentee Reporting System (LARS) prior to his/her regularly scheduled start-time and comply with his or her building/department's absence notification process.

Failure to follow proper absence reporting procedures may disqualify the employee from using available paid leave and/or result in disciplinary action.

After three consecutive work days of absence, the Board may inquire into the nature and anticipated duration of the leave.

Leave of absence paperwork is required for all absences of more than three consecutive days and, except in cases of emergencies, must be requested 30 days before the leave of absence begins. To request leave of absence paperwork, contact the Risk Manager/Human Resource Specialist, Human Resources, at 303-347-3450. Please include your name, school and/or location, position, the date the leave will begin, the date the leave will end (if you know it), and the reason for the leave in your voicemail. A leave of absence may be requested for the following situations:

1. Due to an employee's medical condition
2. Due to the medical condition of an employee's family member, spouse, civil union partner or domestic partner.
3. Due to the birth of a child.
4. Due to the placement with the employee of a child for adoption or foster care.
5. Due to a qualifying need arising out of the fact that the employee's spouse, son, daughter, or parent is a covered military member or "covered active duty".
6. Due to other circumstances that may require a leave of absence.

When an employee is absent they must use available leave, where applicable, to cover the absence. If an employee exhausts all paid leave benefits the employee should contact the Human Resources Department regarding available unpaid leave options. Unpaid leave options will be explored and approved by the Department of Human Resources in accordance with district policy and state and federal law.

All absences which do not qualify under Board policy are considered unexcused and may be subject to disciplinary action.

Failure to contact the immediate supervisor or designee for three consecutive days of absence will result in termination of employment.

## **SICK LEAVE ([Ref Policy GBGG](#))**

Sick leave may be taken for personal illness, personal medical appointments or for the necessary care and attendance of a member of the employee's immediate family. For sick leave purposes, the term "immediate family" shall be spouse, partner in a civil union, children, parents, sibling, in-laws, grandchildren and grandparents or any person living in the immediate household of the employee as a member of the family.

Classified staff shall earn one day of sick leave per month for each month of work.

An earned day of sick leave will be equivalent in hours to the number of hours the employee normally works on a daily basis or standard day.

If all accumulated sick leave has been used, an employee may take up to an additional 15 days of sick leave per school year at the amount equal to Step 1 of the employee's current pay grade.

Deduction of sick leave may be made in minimum increments of one hour.

## **GENERAL LEAVE**

General leaves of absence may be granted without pay to part-time and full-time classified employees after they have worked for the district for one year. A general leave combined with another type of leave may not exceed a total time of one year.

## **VACATION**

Classified staff working 246 or more days a year are entitled to paid vacation at the rate of 5/6 day per month during the first five years of employment in the position. Upon completion of five years of employment, the employee will earn 1-1/4 days of vacation per month, and after 10 years of employment, the employee will earn 1-2/3 days of vacation per month.

All vacations will be scheduled and approved by the administrator in charge.

Upon termination of employment, payment will be made for current unused vacation accrued up to a max of 320 hours. Unused vacation shall be reimbursed at the employee's hourly rate.

## **HOLIDAYS**

Classified staff working on a 12 month basis shall receive 11 ½ paid holiday per year. Such holidays shall be determined by the superintendent. Classified staff working less than 12 months shall receive five paid holidays per year, except Nutrition Services employees.

## **SICK LEAVE BANK (Ref. Policy [GBGH](#), [GBGH-R](#), [Classified SLB Procedures](#))**

The purpose of the sick leave bank is to provide a source of sick leave for a district employee who sustains a long illness and uses up all accumulated leave or for the new employee who likewise sustains a long illness or accident and does not have accumulated leave to use. The sick leave bank will consider all illnesses, including medical conditions related to pregnancy.

The following conditions will cover the granting of sick leave days from the sick leave bank:

1. The sick leave bank will be administered by a sick leave bank committee.
2. Decisions of the sick leave bank committee with respect to eligibility for sick leave banks days shall be final.
3. Admission to the bank shall be allowed during the month of August, or within 30 days of initial employment.
4. The bank will be funded by an initial contribution of two days of sick leave from each participating member's individual sick leave.
5. Sick leave bank days will carry over from year to year and an additional contribution will not be required until the total days in the bank drops below 300 days. At this time, an additional contribution of 2 days of sick leave will be required of each employee who desires to continue participation as a member of the bank.
6. Sick leave bank benefits shall be restricted to the employee's own illness or serious health condition.
7. Application for sick leave bank days shall be made in writing. Application forms will be made available through the human resources department. An employee will not be able to withdraw days from the bank until his/her fully-paid leave is depleted.
8. A doctor's statement will be requested specifying the nature of the illness, the dates of medical service and the date of the patient's release for return to duty.
9. Individuals withdrawing sick leave days from the bank will not be required to replace days, except as contributing members.
10. An employee who withdraws from the bank will not be able to withdraw his/her contributed days.

## **FAMILY AND MEDICAL LEAVE (Ref. Policy [GBGF](#) , [GBGF-R](#))**

The Family and Medical Leave Act (FMLA) of 1993 provides eligible employees up to 12 weeks of unpaid leave, per school year, for the following reasons:

- The birth and care of the employee's newborn child;
- The placement of a child with the employee for adoption or foster care;
- To care for an employee's spouse, partner in civil union, domestic partner, parent or child with a serious health condition;
- When the employee is unable to perform the essential function of his or her position because of the employee's own serious health condition; or
- Any qualifying exigency arising out of the fact that the employee's spouse, son, daughter or parent is on covered active duty in the Armed Forces or has been notified of an impending call or order to covered active duty in the Armed Forces.

Terms used in this policy and its accompanying regulation, such as "serious health condition," "qualifying exigency," "covered active duty," "covered service member," and "serious injury or illness" shall be as defined by FMLA and its implementing regulations. The terms "partner in a civil union" and "domestic partner" shall be as defined by state law.

Spouses who are both employed by the district shall be entitled to a total of 12 weeks of leave (rather than 12 weeks each) per year for reasons (1), (2), (3) and/or (5) specified in the immediately preceding paragraph.

Employees must use any accrued sick, vacation or personal leave, and other paid time off/leaves toward the 12 work weeks for which they are entitled under the FMLA at the beginning of the leave.

Entitlement for child care leave shall end after the child reaches age one or 12 months after adoption or foster placement. Leave to care for a child shall include leave for a step-parent or person *in loco parentis*.

An eligible employee who is a spouse, son, daughter, parent or next of kin of a covered servicemember with a serious injury or illness incurred or aggravated in the line of duty on active duty shall be entitled to a total of 26 weeks of leave during a single 12-month period to care for the covered servicemember.

The single 12-month period shall begin on the first day the employee takes leave for this reason and shall end 12 months later. During that 12-month period, the eligible employee is entitled to a combined total of 26 weeks of leave under this policy. Only 12 weeks of the 26 week total may be for a FMLA-qualifying reason other than to care for a covered servicemember.

Spouses who are both employed by the district shall be entitled to a total of 26 weeks (rather than 26 weeks each) in a single 12-month period if the leave is to care for a covered servicemember with a serious injury or illness, or a combination of caring for a covered servicemember and reasons (1), (2), (3), and/or (5) above.

### **Intermittent or reduced FMLA leave**

Leave may be taken on an intermittent or reduced leave schedule. The district may require the employee to transfer temporarily to an alternative position which better accommodates recurring periods of absence or a part-time schedule provided that the position has equivalent pay and benefits.

Intermittent leave or leave on a reduced schedule shall not be allowed because of the birth of an employee's child and to care of a newborn child, or because of the placement of a child with an employee for adoption or foster care.

### **Group health insurance and benefits**

The district shall maintain group health insurance coverage for any employee who is granted an approved leave of absence under this policy for the duration of the leave (up to 12 weeks). Such coverage shall be maintained at the same level and under the same conditions as coverage would have been provided if the employee were not on leave. The district reserves the right to seek reimbursement for this benefit in the event that an employee elects not to return to work, as allowed by law.

Employees whose leave extends beyond the 12-work week FMLA entitlement may continue their health insurance coverage by paying the full premium upon the time paid leave runs out.

The use of FMLA leave shall not result in the loss of any employment benefits accrued prior to the start of the FMLA leave.

Reinstatement shall be determined in accordance with applicable law.

Notice of the FMLA's rights and responsibilities can be found on the Littleton Public Schools website; <http://www.littletonpublicschools.net>, select HR home.

*Eligibility is defined in Board policy GBGF.*

### **BEREAVEMENT LEAVE (Ref. Policy [GBGJ](#))**

Two days of paid bereavement leave shall be granted to all eligible employees in case of the death of an employee's immediate family member (spouse, partner in a civil union, children, parents, siblings, in-laws, grandchildren and grandparents or any person living in the immediate household of the employee as a member of the family). Absence necessitated by a death in the employee's family of someone other than a member of the immediate family may be given the same consideration as a death in the immediate family upon recommendation of the employee's immediate supervisor and approval of the superintendent or designee.

Additionally, employees may use available sick or personal leave days for bereavement leave, subject to the approval of their immediate supervisor.

Bereavement leave shall not be cumulative.

### **MATERNITY/PATERNITY/PARENTAL LEAVE (Ref. Policy [GBGE](#))**

Medically necessary sick leave for maternity purposes shall be available to any female employee who becomes pregnant. Such leave shall be administered in accordance with this policy. The leave will be allowed at any time between the commencement of the pregnancy and a reasonable time immediately following termination of the pregnancy or as is medically necessary to safeguard the health of the mother and/or child. The request must include the period of anticipated leave and shall not exceed one year.

#### **Notice**

Except in cases of emergency, employees shall provide notice to the superintendent or designee at least 30 calendar days prior to the date on which the leave is to begin. A health care provider's statement certifying the pregnancy shall accompany the request for leave.

#### **Benefits**

An employee on maternity leave for medical necessity as determined by the employee's physician shall receive pay, insurance and other benefits to the same extent and on the same basis as sick leave used for other purposes. The district may request a health care provider's statement at any time during the leave. Where necessary, the period of leave may be extended by the superintendent or designee. Any additional leave granted by the superintendent or designee for maternity purposes beyond that which is medically necessary shall be without pay or other benefits unless the provisions of the federally-mandated family leave policy apply.



### **Parental Leave**

An employee may request parental leave of absence without salary and fringe benefits for the purpose of child rearing, child care or adoption. Parental leave may be granted for a period of time not to exceed one year. The leave need not be taken all at once, but must be taken in increments which coincide with the planning needs of the district.

Where necessary, the period of leave may be extended. Employees shall provide notice to the superintendent or designee at least 30 calendar days prior to the date on which the leave is to begin, except in cases where circumstances prevent. A health care provider's statement shall accompany the request for leave.

An employee on parental leave for a period of 12 work weeks or less shall be returned to the same position whenever possible. Employees on parental leave of more than 12 work weeks but not more than one school year shall be reemployed subject to the positions available at the time of return to work.

If the employee fails to return to work after the expiration of the leave, the employee will be deemed to have resigned.

### **STAFF LEGAL LEAVE (Ref. Policy [GBGK](#))**

Employees shall be granted leave with full pay when called to jury duty or pursuant to subpoena or other court order.

Pursuant to state law, after the first three days of jury service, the state pays each juror \$50 per day. Because employees will be receiving their regular wages from the district, which in most instances is more than \$50 per day, shall forward such payment from the state to the district as an offset. If an employee's regular wages are less than \$50 per day, the district will supplement the employee's regular wages to bring the daily wage up to \$50.

### **MILITARY LEAVE (Ref. Policy [GBGI](#))**

An employee who is a member of a reserve or National Guard unit or any other branch of the military organized under state or federal laws shall be granted military leave with a right of reinstatement in accordance with state and federal laws.

The employee shall receive full salary and benefits during such leave up to a maximum of 15 days annually. The leave year shall be as established by the district. All remaining leave to fulfill the annual military obligation shall be unpaid leave.

An employee taking leave under this policy shall provide written notice, as far in advance as possible, of pending military service. Employees on military leave resulting in an absence shall forward a copy of their military orders to their immediate supervisor.

Reinstatement shall be in accordance with state and federal laws.

### **PERSONAL LEAVE (Ref. Policy [GBGM\\*](#))**

Two days of paid personal leave shall be made available for each employee annually. Personal leave may accumulate to a maximum of two days each year. Unused personal leave will be added to the employee's sick leave balance in July.

Personal leave may not be used for seeking other employment, recreation, or accompanying a spouse on a trip, unless an exception is made by the employee's supervisor. Personal leave requests for the period of time immediately before or after holidays or at the beginning or ending of the school term will be governed by deductible personal leave unless the employee's supervisor waives this requirement.

# Benefits

## **TAX SHELTERED ANNUITIES (457, 403b)**

Current employees may elect to participate by payroll deduction in tax-sheltered annuity plans approved by the district. Tax-sheltered annuities are plans under which the employee may set aside a portion of salary in the annuity which is not taxed by the federal government until it is withdrawn. All costs are borne by the employee. More information can be found on the Littleton Public Schools website; <http://www.littletonpublicschools.net>, select HR home.

## **RETIREMENT**

All employees are currently required to participate in the Public Employees Retirement Association (PERA). Any employee participating in PERA may also participate in the group life insurance programs sponsored by PERA at the employee's own expense. PERA also has a 401k plan and 457 plan for interested employees.

Currently, under state law, the Littleton Public School District pays a portion of your gross wages to PERA for your retirement. More information is available on the PERA website at [www.copera.org](http://www.copera.org).

## **PROFESSIONAL DEVELOPMENT**

The continuing education and skill development of employees is essential for the successful accomplishment of our School District objectives in this ever changing and challenging work environment.

Employees are encouraged to discuss their self-development and career objectives with their immediate supervisor or building administrator.

### **Site-Based Staff Development**

Opportunities for professional growth and training are available within your department or school. See supervisor for additional information.

# Evaluation

## **Evaluation of Classified Staff**

The Board believes that the development of a competent classified staff is essential to the smooth functioning of a school system. Therefore, the district has adopted an evaluation system designed to ensure the highest quality of services for the district's students, staff and community. This system shall assist supervisors and classified employees in understanding the evaluation process.

While adherence to the following elements is not required for purposes of making personnel decisions, the following shall be followed to the extent feasible.

### **Designation of evaluators**

Any classified employee's performance evaluation will be completed by the immediate supervisor. Input may be secured from other administrators/supervisors as needed to complete the evaluation.

### **Schedule of evaluations**

Supervisors shall meet with classified employees each year to discuss performance, review goals and professional development and to discuss evaluation expectations. A written performance evaluation shall be completed for all classified employees during the first year of employment and every alternating year thereafter (2 year cycle) with an approved performance rating of 2.70 and above. Any performance

rating of 2.69 and below requires annual evaluation and the development of a Remediation Plan to assist in improving performance.

### **Evaluation criteria**

The evaluation will cover the major areas of the employee's specific position responsibilities as defined by the essential functions of the employee's position description. The employee will be evaluated based on the following district performance standards: Standard 1: Job Knowledge; Standard 2: Job Competence; Standard 3: Professionalism; Standard 4: Communications and Interpersonal Skills; and Standard 5: Goals/Professional Development.

The employee shall be advised by the supervisor of the evaluation process and criteria to be used. Unless the supervisor acts in bad faith or maliciously with respect to the application of a procedure associated with the evaluation process, any misapplication of a procedure, failure to apply a procedure, failure to inform the employee of the process and criteria to be used, or failure to adhere to a prescribed timeline shall not render invalid the evaluation nor any action based on the evaluation.

### **Observation and ongoing performance feedback**

Over the course of the employment year, the supervisor will make observations of the employee's work. The supervisor will maintain a record and sufficient documentation of these observations in order to accurately rate the employee's work on each performance factor.

The supervisor will share observations of the employee's performance on an ongoing basis. When observations reveal performance concerns, the supervisor will communicate with the employee to identify needed improvements and provide assistance as required.

### **Evaluation report**

District provided procedures and forms will be used for all evaluations. The supervisor will complete the performance evaluation report for each classified staff member according to a specific time schedule. The supervisor will review records, secure additional input as necessary and fill out the appropriate evaluation forms.

### **Evaluation conference**

All evaluations shall include a conference involving the immediate supervisor and employee. The employee will sign the evaluation report and any attachments, and receive a copy for his/her records. Such signing does not imply agreement with the evaluation, but indicates the evaluation has been reviewed, in conference, with the immediate supervisor. Copies of all completed evaluations will be directed to the human resources department for inclusion in the employee's personnel file.

The employee may respond to the report in writing within seven working days of the conference. Two copies of the written report are required; one copy is provided to the supervisor and the other copy to the building administrator.

### **Remediation plan**

When an employee's overall performance rating falls below a score of 2.69 the employee will be placed back onto an annual evaluation cycle and a Remediation Plan will be developed. The purpose of the written Remediation Plan is to provide the employee notice of specific performance concerns, suggestions and assistance in making the changes required to improve performance and a timeline for demonstrating progress on the goals of the plan. The ultimate responsibility for improved performance rests with the employee.

The supervisor is responsible for the development and implementation of the Remediation plan which should include specific performance concerns, skill or job knowledge deficiencies, and/or specific behaviors or attitudes needing improvement. The plan must also include specific steps to be taken in achieving improvements, and a timeline for review of progress and re-evaluation(s). Employee input into the plan may be secured at the discretion of the supervisor.

Prior to the implementation of the plan, it will be reviewed with the employee, and signed by the employee and the supervisor. The employee's signature indicates that the plan has been reviewed with and explained by the supervisor. Signing the plan does not indicate agreement with the content of the plan.

A copy of the assigned plan will be forwarded to the building administrator. A copy will be retained by the supervisor and a copy will be provided to the employee. Re-evaluations which document insufficient progress toward improvement will result in a recommendation for termination of employment.

### **"At will" status of classified staff**

Classified staff employees, unless otherwise designated by contract, shall be considered "at will" employees who serve at the pleasure of the Board and shall have only those employment rights expressly established by Board policy. Nothing in this handbook shall diminish the district's ability to employ classified staff employees only for such time as the district is in need of or desirous of the services of such employees. The district reserves the right to discipline or terminate the employment of a classified staff employee without regard to the outcome of any past or pending evaluation or whether evaluations have been conducted.

## **General Information**

### **AWARENESS OF POLICIES, LAWS, AND REGULATIONS**

It is the responsibility of each employee to be familiar with certain specific laws, Board of Education policies and building or department regulations. The district has the responsibility to make these documents available to you and the employee has the responsibility to read and seek answers to any questions about any law, policy, or regulation. One of the main purposes of this handbook is to begin to provide you with the information you will need as an employee of the district. Being aware of and complying with the laws, policies, and regulations governing your employment will help avoid problems for you and the district. District policies and regulations can be found on the district web-site at: [www.littletonpublicschools.net](http://www.littletonpublicschools.net).

### **CHANGING YOUR PERSONAL INFORMATION**

Employees may update their phone number and/or address through employee online or by completing the Change of Name and/or address/telephone form located on Inside LPS in Human Resources.

Employees should also change their personal information with PERA at [www.copera.org](http://www.copera.org) or 1-800-759-7372.

### **EMPLOYEE ON-LINE**

Employees can access a variety of information and review records such as:

- Personal Information – home address, phone number/s, LPS email and hire date information
- Payroll Information – direct deposit, 401k, 403b, 457, check stubs, tax info and W-2 information
- Job Information – Current job, historical jobs, license courses, tuition reimbursement, education and training
- Benefits- family information, insurance, other benefits, tax affidavit, eligibility affidavit

### **EMERGENCY SCHOOL CLOSING**

Notice of an emergency school closing (whether prior to school start or during school hours) shall be communicated to department leaders, building principals, radio stations, Denver television stations and posted on the district website.

### **Full Closure Prior to Start of School Day**

- A. If the decision to close schools/buildings is due to inclement weather:
- Maintenance, grounds, and custodial personnel responsible for facility/building systems, security and snow removal must report to work as usual. The lead custodian at each building will be responsible for checking mechanical operations in their building. Other maintenance personnel will be on call to respond to emergency calls until released by the director of operations or designee.
  - Other district employees will not report for work unless directed otherwise by their building administrator/supervisor.
- B. If the decision to close schools/buildings is due to reasons other than inclement weather: all employees will report for work at the normal starting time unless directed otherwise by their building administrator/supervisor.

### **Early Dismissal Schedule**

If weather or other emergency conditions are serious enough to close schools prior to the end of the school day, employees must remain on duty until dismissed by the immediate supervisor.

### **Makeup Days**

The scheduling of makeup days is at the discretion of the Board and subject to CDE requirement. All employees will be required to report for work on makeup days.

## **Operating Practices**

### **EMPLOYEE HOURS AND WORK YEAR**

A classified staff employee's normally scheduled work hours and work year is determined by the job classification held and specific assignment.

A list of classifications and schedules is available from the Human Resource Department.

### **PROVISIONS FOR OVERTIME**

This policy affects all non-exempt classified staff personnel.

Overtime is defined as the hours worked in excess of 40 hours per work week for nonexempt employees.

For purposes of calculating authorized overtime pay, the following definitions will be used:

- The work week is the seven-day period beginning with 12:01 a.m. Sunday and ending on the following Saturday at 12:00 midnight, with the exception of transportation employees.
- Paid sick leave, special leave, vacation, and legal holidays as designated by the district will be considered as time worked in calculating overtime.

Overtime, except in emergency, must be approved in advance by the immediate supervisor. Overtime, as defined above, shall be compensated at the rate of one and one-half times the employee's regular rate of pay. Classified employees required to work on district-designated holidays shall be compensated at double the employee's regular rate of pay up to the number of hours for the employee's regular workday. Any additional time over and above the regular number of work hours which are worked on a district-designated holiday that exceed forty (40) hours for that week shall be paid at time and one-half the employee's regular rate of pay.

When overtime is required, overtime work will be assigned by the immediate supervisor. The immediate supervisor can choose overtime or compensatory time. Refusal to report for assigned overtime constitutes insubordination.

## **COMPENSATORY TIME**

For non-exempt employees, in lieu of payment for overtime, compensatory time equal to one and one-half times the additional hours worked in excess of forty (40) hours in a work week shall be recorded and accumulated to a maximum of eighty (80) hours. Compensatory time can be taken as approved paid time off, but must be approved by the immediate supervisor in advance of the time taken. Any unused compensatory time will be paid in full at the time of termination, resignation, or retirement at the current rate of pay.

## **CALL TIME**

When an employee in the Maintenance, Grounds, Custodial, or Transportation Department is required to work outside of normal working hours (called back, meaning that the employee has left the work site, was not notified he/she has to return to work, and is called back), the employee will be paid for two hours straight time rate for the call back and will also be paid for the number of hours worked. Only those hours worked in excess of 40 hours per week as defined in "Provisions for Overtime" will be paid at overtime rate.

## **EMERGENCY CLOSURE PAY**

Regular work hours on an emergency closure day designated by the district shall be considered as time worked. Classified employees required to work when there is an emergency closure of schools or a single school, i.e., a snow day, shall be compensated at double the employee's regular rate up to the number of hours for the employee's regular workday. Any additional time over and above the regular number of work hours which are worked on a district-designated emergency closure day that exceed forty (40) hours for that week shall be paid at time and one-half the employee's regular rate of pay.

In the event of an emergency school closure, employees not required to work will receive their regular pay. Employees who are required to work on days declared as emergency closure for the school district shall be compensated at their regular rate for their regularly scheduled hours. In addition, they will be paid at their regular rate of pay or will receive time off at a one-to-one ratio for the number of hours actually worked on that emergency closure day. Use of time off must be scheduled with the employee's supervisor.

In the event that employees are required to report to work before the announcement of an early morning school/district closure, nonexempt employees shall be compensated at their regular rate for regularly scheduled hours of work regardless of hours actually worked.

## **BREAKS AND LUNCH**

Employees who work six or more hours per day are provided a minimum of one-half hour unpaid, uninterrupted/duty free lunch. Work performed during the employee's lunch, even if voluntary, must be compensated at the rate of pay.

Employees who work less than six hours per day may or may not have an unpaid lunch period, depending on the building administrator, the nature of the work schedule and the job performed.

Full-time employees are permitted to take a paid fifteen minute morning and afternoon break. An employee working more than three consecutive but less than 7.5 consecutive hours is permitted to take one paid fifteen minute break per day.

The time of day that breaks occur is determined by the immediate supervisor.

## **RE-EMPLOYMENT**

Persons reemployed in the same job classification within one year of his/her separation date may be paid up to the salary attained at the time of separation, or the minimum of the range, whichever is greater.

Employees considered for rehire with the district will need to meet satisfactory performance and attendance standards. Employees separated from employment through no fault of their own in the judgment of the district may also be considered for rehire.

Employees dismissed by the district are not considered for rehire.

The above actions will be at the suggestion of the immediate supervisor and subject to the approval of the Department of Human Resources.

## **RESIGNATION**

When an employee becomes aware that they will be leaving the district they are required to give a minimum of two weeks' notice, in writing, to his/her immediate supervisor. An employee who resigns during the term of the assignment shall be paid the prorated amount of the annual salary for each day the employee has been on duty.

An employee who has used any paid leave (annual, vacation) in excess of his/her actual accrued amount or who has incurred other debts to the district which remain unpaid at the date of separation shall have the amount deducted from the final paycheck.

Upon resignation or termination any earned vacation hours up to 320 will be paid at the employee's hourly rate. Any earned and unused sick or personal days will not be paid out.

## **REDUCTION IN FORCE**

If the superintendent or the Board determines that reasons for a reduction in the number of positions in a specific employee group exist, the following factors will be used in making termination decisions:

- needs of the district
- skills and experience
- performance evaluations
- educational or technical training
- time in district/position

# Payroll

## **Payroll Distribution**

Salaried classified employees (20 hours or more hours per week) shall be paid on the 20th of each month for the current month of service. The annual salary of classified employees who work less than 12 months shall be prorated over 12 months from August 20 through July 20. Hourly classified employees (less than 20 hours per week) will be paid on the 20th of each month for services performed for the previous month of service. Time sheets reflecting the time worked for each day during the previous month for hourly classified employees shall be submitted to the Payroll Office by the supervisor or principal for each pay period.

All absences reported through the Littleton Absentee Reporting System (LARS) will be reflected on the next month's paycheck.

When the payroll date falls on a holiday or on a weekend, the payday shall be the last working day at the district office preceding the holiday or weekend. All classified employees are encouraged to have their pay directly deposited in a bank of their choice.

## **Compensation of Substitute Classified Employees**

Substitute classified employees will be paid at the current rate as established by the district for the specific position. District retired classified employees returning to substitute in a classified position will be paid a minimum of eighty (80) percent of the current salary schedule at their grade and step at the time of their retirement unless otherwise approved by the assistant superintendent of human resources, or designee.

## **Classified Staff Assignments and Transfers**

Transfers may be at the initiative of the Superintendent or designee for any purpose which, in the judgment of either the Superintendent or designee, is for the welfare of the employee or the District. An employee who is being administratively transferred or reassigned may request a conference with the Superintendent or designee for an explanation of the reason. The decisions of the Superintendent or designee shall be final.

A person transferring or being transferred to a position within the same grade shall retain present increment.

In transferring or being transferred to a higher grade, the employee shall be placed on the closest increment which will provide an hourly salary increase of at least 3.5 percent per hour.

In transferring or being transferred to a lower grade, the employee shall be placed on the increment that is nearest to but not more than current salary rate.

When the district performs a market adjustment for salary grade the employee is moved to the higher grade and is placed on the closest increment which will provide an hourly salary increase of at least 3.5 percent per hour on the salary schedule.

## **Salary Schedule Advancement**

To be eligible for the increment, an employee must have been employed prior to January 1 in the District.



# Safety/Reporting Of Injury

## **SAFETY STATEMENT**

All employees of the district are responsible for maintaining a safe and healthy work place and ensuring that safety precautions and practices are followed. You are expected to immediately report any injuries, unsafe working conditions or safety problems to your supervisor. Until corrective action is taken, be sure that the area or condition is restricted and that cautionary devices, i.e., cones, temporary fencing, floor signs, etc., are in place so that others are not affected or injured.

In order to safely perform your job, you must familiarize yourself with the safety rules specific to your position. You must wear personal protective equipment whenever required, ask for assistance if the task requires more than one person and, if you're unsure how to perform a task safely, stop and ask your supervisor for instruction before continuing.

## **WORKERS' COMPENSATION**

An employee is eligible for workers' compensation leave from the district during the period of time the employee is temporarily disabled as the result of any injury arising out of and in the course of employment which qualifies for an indemnity payment from the workers' compensation division of the Colorado Department of Labor and Employment.

Workers' compensation leave shall be available only to those persons who sustain a temporary total disability and are unable to perform services for the district while disabled.

### **Work-related bodily injury/illness**

District employees who are injured while performing duties within the scope of their jobs will be provided medical and lost time benefits in accordance with the Colorado Workers' Compensation Act. Employees who are authorized by the district's designated physician to miss work as a result of a compensable work-related injury/illness will be paid their full salary through district payroll for a period not to exceed the first three calendar days from the date of injury, less any compensation paid by the insurer for those three calendar days. No part of such temporary absence when authorized by the district's designated physician will be charged against the employee's sick leave. The Colorado Workers' Compensation Act requires every employee who sustains an injury as a result of a work-related accident to notify his/her employer of the injury within four days of the occurrence and to provide a written, signed and dated statement of the injury. Claims may be denied or benefits reduced if the work-related accident resulted from a violation of policy or failure to wear personal protective equipment or otherwise follow safety program rules.

In accordance with the Colorado Workers' Compensation Act, the district shall have the right to select the primary treating physician(s) for examination and/or treatment of injured employees and to assign temporary alternative duty which meets the work restrictions placed by the designated physician(s). The designated physician(s) also will assist the district in determining temporary work restrictions; length of time the employee is temporarily unable to perform duties and to assure the disability is attributable to a work-related injury.

# Salary Schedule Regulations

## EMPLOYMENT STATUS

1. A full-time classified employee is one who works a 40 hour week. These employees are eligible for leaves and insurance benefits.
2. A part-time classified employee is one who works at least 20 but less than 40 hours per week. These employees are eligible for leaves and insurance benefits.
3. Classified employee who works at least 10 hours per week, but less than 20 hours per week are eligible for leaves and may qualify for the district's group medical insurance benefits as defined under the Patient Protection and Affordable Care Act, but are not eligible for any other district group insurance benefits.
4. Classified employees who work at least 1 hour per week, but less than 10 hours per week, may qualify for the district's group medical insurance benefits as defined under the Patient Protection and Affordable Care Act, but are not eligible to accrue leave benefits or any other group insurance benefits.
5. A temporary classified employee is an hourly-paid employee who works up to 40 hours per week for an indeterminate number of working days and includes classified employees who have retired from the district, but who return to district employment on a temporary or special assignment. These employees may qualify for the district's group medical insurance benefits as defined under the Patient Protection and Affordable Care Act, but are not eligible for leaves or any other group insurance benefits.
6. A substitute classified employee is one who is employed at an hourly rate for an indeterminate number of working days to perform the work of an absent employee and includes classified employees who have retired from the district but return to district employment on a substitute basis. These employees may qualify for the district's group medical insurance benefits as defined under the Patient Protection and Affordable Care Act, but are not eligible for leaves or any other group insurance benefits.

## Staff Conduct

Employment status is only considered for purposes of determining an employee's entitlement to benefits. Classified staff employees are notified by the Human Resources Department when there is a change in their classification and/or salary.

## OPEN HIRING/EQUAL EMPLOYMENT OPPORTUNITY

(Ref. Policies [GBA](#), [GBAA](#), [AC](#), [AC-R](#))

The Board subscribes to the principles of the dignity of all people and of their labors. It also recognizes it is both culturally and educationally sound to have persons of diverse backgrounds on the district's staff.

Therefore, the district shall promote and provide for equal opportunity in recruitment, selection, promotion, and dismissal of all personnel. Commitment on the part of the district towards equal employment opportunity shall apply to all people without regard to race, color, creed, sex, sexual orientation, religion, national origin, ancestry, age, genetic information, marital status, or disability.

The district prohibits retaliation against any employee for filing a complaint under this policy or for assisting in a complaint investigation.

If you believe there has been a violation of our non-discrimination, equal opportunity or retaliation standard, please follow the complaint procedure contained in policies AC, AC-E and AC-R.

## Harassment/Bullying

Repeated offensive or cruel behavior that intentionally targets a specific person or persons for the purpose of intimidation, to frighten, to undermine or obtain control over another person is prohibited. Such conduct can occur through a written, verbal or electronically transmitted (cyberbullying) expression or by means of a physical act or gesture. Harassing/Bullying conduct is prohibited on district property and off school property when such conduct has a nexus to work. Retaliatory action taken against an employee who files a complaint is also prohibited.

### **Sexual Harassment (Ref. Policies GBAA)**

The district is committed to a learning and working environment that is free from sexual harassment. The district strongly opposes sexual harassment and inappropriate sexual conduct. Sexual harassment is recognized as a form of sex discrimination and thus a violation of the laws which prohibit sex discrimination.

It shall be a violation of policy for any member of the district staff to harass another staff member or student through conduct or communications (including using personal communication devices) of a sexual nature. Any conduct of a sexual nature directed toward students by teachers or others to whom this policy applies shall be presumed to be unwelcome. Sexual harassment committed by an employee of the district in the course of employment shall be deemed a breach of duty and as such, shall subject the offending employee to disciplinary action. This policy similarly applies to non-employee volunteers or any other persons who work subject to the control of school authorities.

For purposes of this policy, unwelcome sexual advances, requests for sexual favors, or other unwelcome verbal or physical conduct of a sexual nature constitutes sexual harassment if:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of a person's employment or educational development.
2. Submission to or rejection of such conduct by an individual is used as the basis for employment or education decisions affecting such individuals.
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance or creating an intimidating, hostile, or offensive working or educational environment.

All employees are expected to conduct themselves in a professional and businesslike manner at all times. The prohibition against sexual harassment applies whether the harassment is between people of the same or different gender.

Sexual harassment as defined above may include, but is not limited to:

1. Sex-oriented verbal "kidding," abuse or harassment.
2. Pressure for sexual activity.
3. Repeated remarks to a person with sexual implications.
4. Unwelcome touching, such as patting, pinching, or constant brushing against another's body.
5. Suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades, employment status, or similar personal concerns.
6. Sexual violence.

### **Complaint Procedure**

If you believe there has been a violation of the Sexual Harassment policy please use the following complaint procedure. The district expects employees to make a timely complaint to enable the district to promptly investigate and correct any behavior that may be in violation of this policy.

Report the incident to an administrator or supervisor. Your complaint will be kept as confidential as practicable. If you feel you cannot go to either of these individuals with your complaint, you should report the incident to the Director of Human Resources.

If the district determines that an employee's behavior is in violation of this policy, appropriate disciplinary action will be taken, up to and including termination of employment.

The district prohibits retaliation against an employee for filing a complaint under this policy or for assisting in a complaint investigation. If you perceive retaliation for making a complaint or for your participation in the investigation, please contact Human Resources. The situation will be promptly investigated.

### **DISCIPLINARY ACTION (Ref. Policy [GBEB](#) )**

All employees have a responsibility to make themselves familiar with, and abide by federal and state laws as these affect their work, the policies, and regulations of the district.

As employees of the district and role models for students, all staff shall demonstrate and uphold high professional, ethical, and moral standards. Employees shall conduct themselves in a manner that is consistent with the educational mission of the district and shall maintain professional boundaries with students at all times. Interactions between staff members must be based on mutual respect and any disputes will be resolved in a professional manner.

### **Rules of conduct**

Each employee shall observe rules of conduct which specify that district employees shall not:

1. Disclose or use confidential information acquired in the course of employment to further substantially the employee's personal financial interests.
2. Accept a gift of substantial value or substantial economic benefit tantamount to a gift of substantial value which would tend to improperly influence a reasonable person in the position to depart from the faithful and impartial discharge of the staff member's duties, or which the staff member knows, or should know, is primarily for the purpose of a reward for action taken
3. Engage in a substantial financial transaction for private business purposes with a person whom the employee supervises.
4. Perform any action in which the employee has discretionary authority which directly and substantially confers an economic benefit tantamount to a gift of substantial value on a business or other undertaking in which the employee or his/her family member has substantial financial interest or is engaged as counsel, consultant, representative, or agent.

It shall not be considered a breach of conduct for an employee to:

1. Use school facilities and equipment to communicate or correspond with constituents, family members, or business associates on an occasional basis.
2. Accept or receive a nominal benefit as an indirect consequence of transacting school district business.

Essential to the success of ongoing school operations and the instructional program are the following specific responsibilities, which shall be required of all personnel. These include, but are not limited to:

1. Regular and prompt attendance at work.
2. Support and enforcement of policies of the Board and regulations of the school administration in regard to students.
3. Diligence in submitting required reports promptly at the times specified.
4. Care and protection of school property.

5. Concern and attention toward the safety and welfare of students, including the need to ensure that students are appropriately supervised

***This list is meant for illustrative purposes and is not all inclusive.***

**SUSPENSION, DEMOTION, AND DISMISSAL** Suspension is defined as the temporary removal of a classified employee from an assigned position and constitutes a warning to the employee that such removal may precede demotion or dismissal. Suspension may be with or without pay and benefits pending investigation and clarification of all charges resulting in suspension. Demotion is defined as the administrative reassignment of a classified employee to a lower grade position. Dismissal is defined as termination of employment.

The District may reprimand, suspend, demote, or dismiss a classified employee for reasonable cause, including, but not limited to, the following:

Absence without notification;

Excessive absence or tardiness;

Abuse of any leave privileges;

Discourteous, offensive or abusive conduct or language toward other employees, students, or the public;

Unethical or obscene actions, gestures, or statements toward other employees, students, or any other person while on District property, during working hours, or at any time and place to the extent the conduct may adversely affect the operations of the District or the employee's fitness to perform his or her duties;

Dishonesty;

Possessing, using, transmitting, addiction to or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, chemical, controlled substance, or intoxicant of any kind not prescribed by a physician, while on duty or while on District property at any time as an employee;

Falsifying any information supplied to the District, including, but not limited to, information supplied on application forms, employment records, or any other District records;

Incompetency or inefficiency in the performance of duties, including, but not limited to, failure to follow or carry out instructions or failure to perform a job assignment in a satisfactory manner, or unsatisfactory performance as documented in the evaluation process for classified employees;

Insubordination, including, but not limited to, refusal to promptly perform assigned work;

Failure to possess a valid driver's license when it is a requirement of the position;

Failure to follow District policies, safety regulations, procedures or practices, or failure to report conditions or situations which could be injurious to personnel or equipment;

Provoking, instigating, or participating in a fight or scuffle on District property or while on duty;

Temporary or permanent removal, use, or possession of District property without proper authorization;

Conduct by an employee at any time or in any place which may adversely affect the health, safety, or welfare of students or personnel, the operation of the District, or the employee's fitness to perform his or her duties;

Immorality;

Justifiable decrease in positions, reduction or change in responsibilities, or the scope and nature in which the function is needed;

Other good and just cause.

### **Dismissal**

The supervisor of any classified employee may recommend to the Superintendent or his/her designee that the classified employee be dismissed. The classified employee shall be notified the day that the recommendation for dismissal is made to the Superintendent, unless the employee is unavailable, and, in that case, shall be notified of said recommendation by certified mail.

Classified employees with the District, who are being recommended for dismissal, shall be provided with notice of the recommendation, including a written statement of the reason(s) for the recommendation for dismissal. If possible, the supervisor should provide an explanation to the employee of the facts supporting the reason(s) and an opportunity for the employee to respond to this information before submitting the recommendation for dismissal to the Superintendent or his/her designee.

Any employee who has been dismissed for cause will be ineligible for reemployment.

Any employee whose employment is terminated through dismissal for cause will forfeit all accrued rights and privileges, including reimbursement for leave entitlement and vacations.

### **DRUG-FREE WORKPLACE (Ref. Policy [GBEC](#))**

Littleton Public Schools is concerned about the health, safety, well-being, and satisfactory job performance of its employees. The use, or abuse, of alcohol and/or illicit drugs constitutes behavior that reflects on the integrity of the district. This can seriously affect the health of employees, threaten their own safety and that of coworkers and students, and impair job performance. Accordingly, it shall be a violation of Board policy for any district employee to possess, use or be under the influence of alcohol or illicit drugs on district property, in or on district vehicles, at any school-sponsored or district-sponsored activity or event, or off district property when the employee is on duty.

For purposes of this policy, "illicit drugs" means narcotics, e-cigs, synthetic cannabis compounds, drugs and controlled substances as defined in law, including so-called medical and recreational marijuana. Although some actions involving marijuana are no longer prohibited by state law, federal law still prohibits the manufacture, sale, distribution, possession and use of marijuana. As a recipient of federal funds, the district has an obligation to maintain a drug-free workplace. Thus, any marijuana, whether medical or recreational, is an "illicit drug" for purposes of this policy. "Illicit drugs" also includes any prescription or over-the-counter drug that does not meet the following four criteria: 1) the employee has a current and valid prescription for the drug or the drug is sold over-the-counter; 2) the drug is used or possessed for the purpose for which it was prescribed or sold over-the-counter; 3) the drug is used or possessed at the dosage prescribed or recommended; and 4) the drug is used or possessed consistent with the safe and efficient performance of the employee's job duties.

### **REPORTING CHILD ABUSE/CHILD PROTECTION (Ref. Policy [JLF](#))**

In adopting the Child Protection Act of 1987, the Colorado legislature declared its intent to protect the best interests of children in this state and to offer protective services in order to prevent any further harm to children suffering from abuse. To this end, the act requires reporting of known or reasonably suspected child abuse or neglect to county social services or local law enforcement, immediate investigation of all such reports, and intervention, including protective custody, when appropriate.

Persons who in good faith make a report, facilitate investigation of a report, participate in a judicial proceeding, or otherwise perform duties under the act are granted immunity from liability, civil and criminal, and from termination of employment for their involvement, unless a court determines that such persons' involvement was willful, wanton, and malicious. Good faith on the part of such persons is presumed. Any person who willfully violates the reporting requirement or who willfully and knowingly makes a false report may be charged with a class three misdemeanor and may be liable for civil damages proximately caused thereby.

The investigation by the department of social services and/or local law enforcement must include an interview with the subject of the alleged abuse wherever the child may be located. No court order or consent of parents or guardians is required by the act before a child may be interviewed at school.

## **STAFF USE OF DISTRICT TECHNOLOGY DEVICES, THE INTERNET AND ELECTRONIC COMMUNICATIONS (Ref. Policy [GBEE](#))**

The Internet and electronic communications (email, chat rooms and other forms of electronic communication) have vast potential to support curriculum and learning. The Board of Education believes they should be used in schools as a learning resource to educate and to inform.

The Board of Education supports the use of the Internet and electronic communications by staff to improve teaching and learning through interpersonal communication, access to information, research, training and collaboration and dissemination of successful educational practices, methods, and materials.

The Internet and electronic communications are fluid environments in which users may access materials and information from many sources. Staff members shall take responsibility for their own use of district technology devices to avoid contact with material or information that violates this policy. For purposes of this policy, "district technology device" means any district-owned computer, hardware, software, or other technology that is used for instructional or learning purposes and has access to the Internet.

### **Public records**

Electronic communications sent and received by district employees may be considered a public record subject to public disclosure or inspection under the Colorado Open Records Act. All employee electronic communications shall be monitored to ensure that all public electronic communication records are retained, archived and destroyed in accordance with applicable law.

### **Confidentiality**

Staff members shall not access, receive, transmit or retransmit material regarding students, parents/guardians, district employees or district affairs that are protected by confidentiality laws unless such access, receipt or transmittal is in accordance with their assigned job responsibilities, applicable law and district policy. It is imperative that staff members who share confidential student information via electronic communications understand the correct use of the technology, so that confidential records are not inadvertently sent or forwarded to the wrong party. Staff members who use email to disclose student records or other confidential student information in a manner inconsistent with applicable law and district policy may be subject to disciplinary action.

If material is not legally protected but is of a confidential or sensitive nature, great care shall be taken to ensure that only those with a "need to know" are allowed access to the material. Staff members shall handle all employee, student or district records in accordance with applicable district policies.

Disclosure of confidential student records, including disclosure via electronic mail or other telecommunication systems, is governed by state and federal law, including the Family Educational Rights and Privacy Act (FERPA).

### **Use of social media**

Staff members may use social media within school district guidelines for instructional purposes, including promoting communications with students, parents/guardians and the community concerning school related activities and for purposes of supplementing classroom instruction. As with any other instructional material, the application/platform and content shall be appropriate to the student's age, understanding and range of knowledge.

Staff members are encouraged to keep all communications with students through public channels. Staff members are expected to protect the health, safety and emotional well-being of students and to preserve the integrity of the learning environment. Online or electronic conduct that distracts or disrupts the learning environment or other conduct in violation of this or related district policies may form the basis for disciplinary action up to and including termination.

**Staff member use of technology is a privilege**

Use of technology, the Internet and electronic communications demands personal responsibility and an understanding of the acceptable use of such educational resources. Staff member use of the Internet, electronic communications and district technology devices is a privilege, not a right. Failure to follow the use procedures contained in this policy and its accompanying regulation shall result in the loss of the privilege to use these tools and restitution for costs associated with damages and may result in disciplinary action and/or legal action. The school district may deny, revoke or suspend access to district technology or close accounts at any time.

**TOBACCO FREE SCHOOLS/WORKPLACE (Ref. Policy [ADC](#))**

To promote the general health, welfare and well-being of students and staff, smoking, including e-cigs, chewing, or any use of any tobacco product by staff, students, and members of the general public is prohibited on all district property.

Employees found to be in violation of this policy shall be subject to appropriate disciplinary action.

## Committee Activity

**CLASSIFIED EMPLOYEE’S ADVISORY COUNCIL (CEAC)**

The Board of Education and the Executive Leadership Staff consider the CEAC to be the primary communication and problem-solving link with regard to classified staff issues, concerns and ideas.

For additional information please reference the CEAC link located on the district website, under HR Home.

## Questions?

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# Notes: