



EMPLOYEE HANDBOOK

EL PASO COUNTY SCHOOL DISTRICT 49
10850 E. WOODMEN ROAD, PEYTON CO 80831
EFFECTIVE JULY 1, 2019

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IMPORTANT NOTICE

AT SCHOOL DISTRICT 49, NEITHER THE EMPLOYEE NOR THE DISTRICT IS COMMITTED TO AN EMPLOYMENT RELATIONSHIP FOR A FIXED PERIOD OF TIME, UNLESS OTHERWISE SPECIFIED IN AN EMPLOYMENT CONTRACT. EMPLOYMENT WITH SCHOOL DISTRICT 49 IS AT-WILL, UNLESS OTHERWISE SPECIFIED IN AN EMPLOYMENT CONTRACT. AT-WILL EMPLOYMENT ALLOWS THE EMPLOYEE OR ADMINISTRATION THE RIGHT TO TERMINATE THE EMPLOYMENT RELATIONSHIP AT ANY TIME, FOR ANY REASON. WHERE AN EMPLOYMENT CONTRACT EXISTS, THE TERM OF EMPLOYMENT AND TERMINATION PROVISIONS WILL BE AS STATED THEREIN.

THE LANGUAGE USED IN THIS HANDBOOK AND ANY VERBAL STATEMENTS BY ADMINISTRATION ARE NOT INTENDED TO CONSTITUTE A CONTRACT OF EMPLOYMENT, EITHER EXPRESS OR IMPLIED, NOR IS THERE A GUARANTEE OF EMPLOYMENT FOR ANY SPECIFIC DURATION FOR AT-WILL EMPLOYEES. NO REPRESENTATIVE OF SCHOOL DISTRICT 49, OTHER THAN THE BOARD OF EDUCATION OR THE CHIEF EDUCATION OFFICER, HAS AUTHORITY TO ENTER INTO AN AGREEMENT OF EMPLOYMENT FOR ANY SPECIFIED PERIOD AND SUCH AGREEMENT MUST BE IN WRITING, SIGNED BY THE BOARD PRESIDENT OR THE CHIEF EDUCATION OFFICER AND THE EMPLOYEE.

THE BOARD OF EDUCATION ESTABLISHES THE POLICIES OF THE DISTRICT. SUCH POLICIES TAKE PRECEDENCE OVER ALL OTHER WRITTEN DOCUMENTS, INCLUDING THIS EMPLOYEE HANDBOOK. IN THE EVENT THAT ANY CONFLICTS EXIST BETWEEN THE PROVISIONS OF THIS HANDBOOK AND BOARD POLICY, BOARD POLICY SHALL PREVAIL.

THE CONTENTS OF THIS HANDBOOK ARE SUMMARY GUIDELINES FOR EMPLOYEES AND THEREFORE ARE NOT ALL INCLUSIVE. THIS HANDBOOK SUPERSEDES ALL PREVIOUSLY ISSUED EDITIONS.

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 SCHOOL DISTRICT 49. THESE CHANGES MAY OCCUR AT ANY TIME, WITH OR WITHOUT NOTICE.

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EMPLOYMENT

Equal Employment Opportunity/Unlawful Harassment (See Policy GBA)

The District is dedicated to the principles of equal employment opportunity. We prohibit unlawful discrimination against applicants or employees on the basis of race, color, creed, sex, sexual orientation (which includes transgender), religion, national origin, ancestry, age 40 and over, genetic information, marital status, disability or conditions related to pregnancy or childbirth, military status, or any other status protected by applicable state or local law.

This prohibition includes unlawful harassment based on any of these protected classes. Unlawful harassment includes verbal or physical conduct which has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment. This policy applies to all employees, including managers, supervisors, co-workers, and non-employees such as customers, clients, vendors, consultants, etc.

ADA and Religious Accommodation

The District will make reasonable accommodation for qualified individuals with known disabilities unless doing so would result in an undue hardship to the District or cause a direct threat to health or safety. The district will make reasonable accommodation for employees whose work requirements interfere with a religious belief, unless doing so poses undue hardship on the District. Employees needing such accommodation are instructed to contact Human Resources immediately.

Pregnancy Accommodation

Employees have the right to be free from discriminatory or unfair employment practices because of pregnancy, a health condition related to pregnancy, or the physical recovery from childbirth.

Employees who are otherwise qualified for a position may request a reasonable accommodation related to pregnancy, a health condition related to pregnancy or the physical recovery from childbirth. If an employee requests an accommodation, the district will engage in a timely, good-faith, and interactive process with the employee to determine whether there is an effective, reasonable accommodation that will enable the employee to perform the essential functions of her position. A reasonable accommodation will be provided unless it imposes an undue hardship on the district's business operations.

The district may require that an employee provide a note from her health care provider detailing the medical advisability of the reasonable accommodation. Employees who have questions about this policy or who wish to request a reasonable accommodation under this policy should contact Human Resources.

The district will not deny employment opportunities or retaliate against an employee because of an employee's request for a reasonable accommodation related to pregnancy, a health condition related to pregnancy, or the physical recovery from childbirth. An employee will not be required to take leave or accept an accommodation that is unnecessary for the employee to perform the essential functions of the job.

Sexual Harassment (See Policy GBAA)

The district strongly opposes sexual harassment and inappropriate sexual conduct. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when:

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

All employees are expected to conduct themselves in a professional and businesslike manner at all times. Conduct which may violate this policy includes, but is not limited to, sexually implicit or explicit communications whether in:

1. Written form, such as cartoons, posters, calendars, notes, letters, e-mails.
2. Verbal form, such as comments, jokes, foul or obscene language of a sexual nature, gossiping or questions about another's sex life, or repeated unwanted requests for dates.
3. Physical gestures and other nonverbal behavior, such as unwelcome touching, grabbing, fondling, kissing, massaging, and brushing up against another's body.

Harassment and Discrimination Complaint Procedure (See Policy AC-R)

If you believe there has been a violation of the EEO policy or harassment based on the protected classes listed above, including sexual harassment, please use the following complaint procedure. The district expects employees to make a timely complaint to enable the district to investigate and correct any behavior that may be in violation of this policy.

Report the incident to the appropriate administrator within your department or the district's Compliance Officer*. If the employee's direct administrator or supervisor is the offending person, the report should be made to the next higher level of authority. Your complaint will be kept as confidential as practicable. If you prefer not to go to either of these individuals with your complaint, you should report the incident to the Director of Human Resources or Human Resources Manager.

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 EEO or retaliation standard, please follow the complaint procedure outlined above.

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

** El Paso County School District 49 Compliance Officer: Dr. Louis Fletcher, 10850 E. Woodmen Road, Peyton, CO 80831. 719-495-1105. lfletcher@d49.org*

Ethics and Professionalism

All staff members shall have a responsibility to make themselves familiar with and abide by federal and state laws as these affect their work, and the policies and regulations of the district. As representatives of the district and role models for students, all staff shall demonstrate and uphold high professional, ethical and moral standards.

Staff members 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.

District 49's identity, vision, and philosophy relies on the cultural compass, which represents the eight core values that guide the way the district learns, works, and leads. The inner compass rose represents our expectations for how members of the district's work family interact with each other, with students and with our community. The outer compass rose represents our core values as related to our work and expectation for continuous learning and leadership at all levels.

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DEFINITIONS OF EMPLOYEE STATUS

Employees are assigned to positions defined as exempt, non-exempt, full-time, part-time, substitute, or seasonal/temporary and are subject to the control and direction of District 49 in the performance of their duties.

Exempt Employee. Employees whose positions meet specific criteria established by the Fair Labor Standards Act (FLSA) and are exempt from overtime pay requirements.

Non-Exempt Employee. Employees whose positions do not meet FLSA criteria for being exempt from overtime pay are paid one and one half times their regular rate of pay for hours worked in excess of 40 hours in a workweek.

Full-time Employee. An employee normally scheduled to work at least 30 hours per workweek (or transportation employees who work at least 25 hours per workweek).

Part-time Employee. An employee normally scheduled to work less than 30 hours per workweek.

Substitute Employee. An employee who is hired in a job established for an as needed basis.

Seasonal/Temporary Employee. An employee who is hired in a job established for a seasonal or temporary period or for a specific assignment.

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EMPLOYEE BENEFITS

Insurance Benefit Plans

The district comprehensive benefits package includes a number of different plans for full-time staff members. The following plans are currently offered:

- Medical Insurance Plan – helps pay covered medical expenses for you and your family.
- Dental Insurance Plan – helps pay covered dental expenses for you and your family.
- Vision Insurance Plan – helps pay covered vision expenses for you and your family.
- Life Insurance Plan – provides term insurance coverage equal to one time your annual salary.
- Long-Term Disability (LTD) Plan – helps replace a portion of your salary if you suffer a covered disability.
- Personal Accident Insurance Plan – provides payments in case of accidental death or dismemberment.

For more information about these plans, please refer to the [Employee Benefits](#) web page or contact the Risk and Benefits Manager. In the event the above information conflicts with the actual terms and conditions of coverage, the latter governs.

Holidays

The district currently observes the following holidays as days off with pay for full-time/full-year employees:

Independence Day	Christmas Eve through New Year's Day
Labor Day	Martin Luther King, Jr. Day
Wednesday before Thanksgiving	President's Day
Thanksgiving Day	Memorial Day
Friday after Thanksgiving	

All district holidays are approved by the board of education. If one of the observed holidays occurs during an employee's vacation period, the employee is not required to use a vacation day for the board approved holiday.

Holiday time is not counted as hours worked in the computation of overtime. Full-time/full-year, non-exempt employees who are authorized to work on a board approved holiday will be paid their regular pay for the holiday in addition to their hourly rate of pay for the hours worked.

Snow Days/Delayed Start

When a delay or closure is declared, full-time employees are paid using "snow day leave." Part-time employees are not eligible for snow day leave for either a delay or closure.

Staff designated as "Essential Personnel" may be required to report for work on district snow days and during delayed starts. Essential Personnel who report as required for a delayed start or closure will receive pay for the delay or closure and pay for time actually worked during the delay or closure.

Sick Leave (See Policy GBGG)

Sick leave may be accumulated up to a maximum of 120 work days or the equivalent sick hours for the position. An employee shall be paid at the rate of one half the substitute rate for that position for each day of unused sick leave accumulated over 120 days. Payment will be made on an annual basis at the end of the fiscal year in which an overage has been accumulated.

Sick leave may be taken for personal illness, personal medical appointments, and bereavement 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 defined as spouse, partner in a civil union, children and parents. Educational Support Personnel shall be permitted to use sick leave in quarter hour increments except in the instance of Family and Medical Leave Act which permits leave usage in as little as hourly increments.

Evidence of illness may be required for approval of sick leave pay. Sick leave shall not apply during vacation leave or paid holidays.

A completed leave of absence form may be required for leaves less than five (5) consecutive work days in duration but in all cases will be required for leaves of five (5) or more days in duration.

Upon retirement, an employee who has worked for the district for fifteen (15) or more years or who is eligible for Public Employees Retirement Association (PERA) retirement and has at least five consecutive years' service in the district shall be reimbursed for earned but unused sick leave hours at the current substitute rate of pay for that position up to a maximum of 120 days. Documentation from the Public Employees Retirement Association verifying retirement eligibility will be required of all retiring employees who have been employed with the district for less than fifteen (15) years.

In cases related to retirement or unused sick leave accumulated over 120 days, Administrative, Professional/ Technical, and Instructional staff shall be paid at the base substitute rate for teachers.

When unable to report to work due to illness, employees must give their supervisor as much advance notice as possible before the start of their shift.

Personal Leave (See Policy GBGG)

Full-time employees who work 30 hours or more per week may be absent for the purpose of personal leave according to the sick and personal leave accrual schedule. Personal days not used by the end of the fiscal year shall be added to the employee's sick leave balance for the following fiscal year.

Employees should submit a request for personal leave to their immediate supervisor at least three days prior to the day for which it is requested. Requests for personal leave less than three days prior may be granted at the discretion of their immediate supervisor. Personal time can be used only in full and half day increments, and can be used only in the year it was earned.

Employees may not take personal leave the school day before or the school day after a school break unless his/her supervisor pre-approves the request.

Sick and personal leave accrual schedule

Full-time/full-year employees accumulate twelve (12) sick days per fiscal year or one (1) day for each month worked and two (2) personal days or one half day for each school quarter worked.

Full-time instructional staff and school year Educational Support Personnel accumulate sick and personal leave according to the following schedule:

	At Hire	At Start of Year 5	At Start of Year 10	At Start of Year 15
Sick Days per fiscal year	10	9	8	7
Personal Days per fiscal year	2	4	6	8
Total Sick & Personal Days	12	13	14	15

Full-time extended school year employees who are scheduled to work 201 to 220 days will accumulate sick and personal leave each year according to the following schedule:

	At Hire	At Start of Year 5	At Start of Year 10	At Start of Year 15
Sick Days per fiscal year	11	10	9	8
Personal Days per fiscal year	2	4	6	8
Total Sick & Personal Days	13	14	15	16

Sick and personal leave for all full-time staff hired after the beginning of the fiscal year will be pro-rated. Full-time employees working in a position that is .8 FTE or greater but less than a 1.0 FTE will receive pro-rated sick and personal leave benefits.

At the time of separation from the district, any earned but unused sick leave is not paid out to the employee except in the instance of retirement as stated above. Personal leave, earned but unused, will be paid to the employee at his/her per diem rate of pay. In the instance of separation where the entire fiscal year is not completed, any overused sick or personal leave (used but not earned) will be deducted from the employee's final paycheck.

Vacation Leave (See Policy GBD)

Employees assigned to full-year administrative, educational support and professional-technical positions are eligible for vacation leave. Vacation leave is granted and available for use to eligible personnel at the beginning of each fiscal year. However, vacation leave is earned as the year progresses on a monthly basis.

Employees eligible for 10 vacation days will earn leave at the rate of .83 days per month
Employees eligible for 15 vacation days will earn leave at the rate of 1.25 days per month
Employees eligible for 20 vacation days will earn leave at the rate of 1.67 days per month

At the time of separation from the district, any earned but unused vacation time will be paid to the employee at his/her per diem rate of pay. In the instance of separation where the entire fiscal year is not completed, any overused vacation time (used but not earned) will be deducted from the employee's final paycheck.

All requests for vacation leave require the preapproval of the employee's immediate supervisor. Vacation leave may be taken in one-half day or full-day increments only.

Administrative Personnel

All full-time administrative personnel working full year (260/261 days) per fiscal year shall be entitled to annual vacation leave of twenty (20) days per year.

Vacation leave for administrative personnel hired after the beginning of the fiscal year will be pro-rated. Vacation leave will be granted at the rate of 1.67 days per month for each month worked during the current fiscal year. Vacation leave must be used by June 30th in the fiscal year given. Administrative personnel forfeit any unused vacation leave remaining at the end of the fiscal year. An extension for use, up to 5 vacation days, may be approved by the immediate supervisor and/or appropriate Chief Officer and must be used no later than October 1st of the following fiscal year.

Educational Support and Professional-Technical Personnel

All full-time educational support and professional-technical personnel working full year (260/261 days) per fiscal year shall be entitled to vacation based on the following:

Date of hire to end of first fiscal year	.83 vacation days per month
One to three years	10 vacation days
Four years and up to and including ten years	15 vacation days
Eleven or more years	20 vacation days

Employees hired between April 1 and June 30 will be considered 1st year on July 1 of the following year.

Vacation days granted during a fiscal year must be used by June 30th of the following fiscal year. Unused vacation days are forfeited if not by used by the end of the second fiscal year.

Transfer Credit

For the purpose of vacation day computation, personnel working a school-year calendar who subsequently transfer to a full year (260/261 day) calendar position will be given credit for the months and years of service to the district on a month-for-month basis.

Workers' Compensation (See Policy GBDG)

It is the policy of the district to provide a workers' compensation program that covers injuries sustained in the course of employment. Workers' compensation provides medical benefits and wage replacement (if needed) to employees injured in the course and scope of their job.

Any employee who sustains a work-related injury should inform his or her supervisor, the district's Risk and Benefits Manager, or the school secretary immediately. No matter how minor an on-the-job injury may appear, it is important that it be reported immediately. The employee should complete a First Report of Injury packet and submit it to the district's Risk and Benefits Manager so that a claim can be submitted to the workers' compensation insurer. The Risk and Benefits Manager

will help the employee and the employee's supervisor arrange for appropriate medical treatment.

Neither the employer nor the insurance carrier will be liable for the payment of workers' compensation benefits for injuries that occur during an employee's voluntary participation in any off-duty recreational, social or athletic activity arranged by the employer.

It is the policy of the district to support the practice of bringing injured employees back to work, as soon as they are medically able, to a position within the district compatible with any physical restrictions they may have. Current positions can be modified to fit an injured employee's medical restrictions by modifying workstations, altering specific tasks or reducing hours. If this is not possible, temporary transitional jobs may be made available either with the employee's department or through a temporary assignment with another department until their restrictions are lifted. Workers' compensation accommodations and benefits continue until the employee is placed at maximum medical improvement by the designated provider.

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LEAVES OF ABSENCE

Family and Medical Leave

The district provides up to 12 weeks of unpaid, job-protected leave to eligible employees for the following reasons:

- Incapacity due to pregnancy, prenatal medical care, or child birth.
- To care for the employee's child after birth, or placement for adoption or foster care.
- To care for the employee's spouse, son or daughter, or parent who has a serious health condition.
- Serious health condition that makes the employee unable to perform the employee's job.

An eligible employee who is a covered servicemember's spouse, child, parent, or next of kin may also take up to 26 weeks of FMLA leave in a single 12-month period to care for the servicemember with a serious injury or illness. An employee does not need to use leave in one block. When it is medically necessary or otherwise permitted, employees may take leave intermittently or on a reduced schedule. Employees may choose, or an employer may require, use of accrued paid leave while taking FMLA leave. If an employee substitutes accrued paid leave for FMLA leave, the employee must comply with the employer's normal paid leave policies.

Benefits and Protections

During FMLA leave, the district maintains the employee's health coverage under any group health plan on the same terms as if the employee had continued to work. Employees must continue to pay their portion of any insurance premium while on leave. If the employee is able but does not return to work after the expiration of the leave, the employee will be required to reimburse the district for payment of insurance premiums during leave.

Upon return from FMLA leave, most employees are restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms. Certain highly compensated employees (key employees) may have limited reinstatement rights. Use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave. As with other types of unpaid leaves, paid leave will not accrue during the unpaid leave. Holidays, funeral leave, or employer's jury duty pay are not granted on unpaid leave.

Eligibility Requirements

Employees are eligible if they have worked for this district for at least 12 months, for 1,250 hours over the previous 12 months, and if they work at a work site with at least 50 employees within 75 miles.

Definition of Serious Health Condition

A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job, or prevents a qualified family member from participating in school or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than three consecutive full calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

Use of Leave

The maximum time allowed for FMLA leave is either 12 weeks in the 12-month period as defined by the district, or 26 weeks as explained above. The district uses the 12-month period measured forward from the first day of an employee's leave.

An employee does not need to use this leave entitlement in one block. Leave can be taken intermittently or on a reduced leave schedule when medically necessary. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the district's operations. Leave due to qualifying exigencies may also be taken on an intermittent basis. Employees taking intermittent or reduced schedule leave based on planned medical treatment and those taking intermittent or reduced schedule family leave with the district's agreement may be required to temporarily transfer to another job with equivalent pay and benefits that better accommodates that type of leave.

Substitution of Paid Leave for Unpaid Leave

The district requires employees to use accrued paid leave while taking FMLA leave. Paid leave used at the same time as FMLA leave must be taken in compliance with the district's normal paid leave policies. If an employee's leave of absence does not constitute paid leave as defined in the district's paid leave policies, the employee cannot use accrued paid leave, but can take unpaid leave. FMLA leave is without pay when paid leave benefits are exhausted.

Employee Responsibilities

Employees must provide 30 days' advance notice of the need to take FMLA leave when the need is foreseeable. When 30 days' notice is not possible, the employee must provide notice as soon as practicable and generally must comply with the district's normal call-in procedures. Employees must provide sufficient information for the district to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions; the family member is unable to perform daily activities; the need for hospitalization or continuing treatment by a health care provider; or circumstances supporting the need for military family leave. Employees also must inform the district if the requested leave is for a reason for which FMLA leave was previously taken or certified.

Employees also may be required to provide a certification and periodic recertification supporting the need for leave. The district may require second and third medical opinions at the district's expense. Documentation confirming family relationship, adoption, or foster care may be required. If notification and appropriate certification are not provided in a timely manner, approval for leave may be denied. Continued absence after denial of leave may result in disciplinary action in accordance with the district's attendance guideline. Employees on leave must contact the Human Resources Manager at least two days before their first day of return.

The District's Responsibilities

The district will inform employees requesting leave whether they are eligible under FMLA. If they are, the notice will specify any additional information required as well as the employees' rights and responsibilities. If they are not eligible, the district will provide a reason for the ineligibility. The district will inform employees if leave will be designated as FMLA-protected and the amount of leave counted against the employee's leave entitlement. If the district determines that the leave is not FMLA-protected, the district will notify the employee.

Unlawful Acts

FMLA makes it unlawful for the district to:

- Interfere with, restrain, or deny the exercise of any right provided under FMLA.
- Discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

Enforcement

An employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against the district. FMLA does not affect any federal or state law prohibiting discrimination, or supersede any state or local law or collective bargaining agreement which provides greater family or medical leave rights. Please refer to the full board policy regarding family and medical leave for additional information and qualifications, or contact Human Resources.

Family Care Act Leave

The district provides up to 12 weeks of unpaid leave to eligible employees to care for their partners in a civil union or domestic partnership, who have serious health conditions. Generally, leave under the Family Care Act is administered consistent with FMLA regulations.

Military Leave

Employees granted a military leave of absence are re-instated and paid in accordance with the laws governing veterans' re-employment rights. The district pays for the first 15 days of leave. After that time, leave is without pay.

Domestic Abuse Leave

An employee may request or take up to three working days of leave from work in any 12-month period, with or without pay, if the employee is the victim of domestic abuse, stalking, sexual assault, or any other crime related to domestic abuse.

Jury Duty Leave

The district recognizes jury duty as a civic responsibility of everyone. When summoned for jury duty, an employee will be granted leave to perform his or her duty as a juror. If the employee is excused from jury duty during his or her regular work hours, he or she is expected to report to work promptly.

Employees receive regular pay for jury duty if they were scheduled to work and they provide confirmation of juror service.

Beginning the fourth day and thereafter, employees, as jurors, are paid \$50.00 per day by the State of Colorado for state district or county court jury duty. For jury duty in excess of three days, employees are to sign their state issued check over to the district. Employees continue to receive their full salary during jury duty leave.

Student Teaching Leave of Absence

Current district employees may apply for an unpaid leave of absence to student teach. Approval of this type of leave of absence is subject to administration discretion based on business need. Approval must be obtained by both the losing and gaining administrator. A request for student teaching must be facilitated by the employee. A request for a student teaching leave of absence should be made as far in advance as possible to assist with securing coverage. If the leave is approved, all vacation and personal time will be used concurrently until all leave is exhausted.

Personal Leave of Absence

Current employees who have worked for the district for six consecutive months may request an unpaid leave of absence for a non-medical personal reason. Approval of this type of leave of absence is subject to administrative discretion based on business need. If the leave is approved, all vacation and personal time will be used concurrently until all leave is exhausted.

Catastrophic Leave

The purpose of the Catastrophic Leave Bank is to provide a source of income continuation for a participating employee who sustains a catastrophic illness or injury and has not yet qualified for disability benefits or for an employee who needs to care for a family member with a catastrophic illness or injury.

The responsibility for this bank with regard to the allotment of days or benefits to those participating is not the responsibility of the district; this is an activity independent of district benefits and was established by those who wish to contribute to help members in the case of catastrophic illness or injuries. Membership under these guidelines is voluntary.

The Catastrophic Leave Bank shall be available only for those contributing staff members who meet with the following definition of catastrophic diagnosis: An illness or injury of such magnitude that the employee's life is endangered and/or his/her health is impaired to such an extent that he/she has no option but to seek immediate medical treatment that requires extended time away from the job. If you have any questions regarding a leave of absence, contact your supervisor or Human Resources.

Voting

Voting is an important responsibility we all assume as citizens. We encourage employees to exercise their voting rights in all municipal, state, and federal elections. Under most circumstances, it is possible for employees to vote either before or after work. If it is necessary for employees to arrive late or leave work early to vote in any election, employees should arrange with their supervisor no later than the day prior to Election Day.

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COMPENSATION

Overtime

From time to time, employees may be required to work overtime. In these instances, employees are given as much advance notice as practical. Non-exempt employees are paid at the rate of one and one-half times their regular hourly rate for hours worked in excess of 40 during the established workweek. The established workweek begins at 12:01 a.m. on Sunday and ends at 12:00 p.m. midnight on Saturday. For purposes of calculating overtime payments, only hours actually worked are counted.

Paydays

Employees are paid on the 15th of each month, for time worked in the previous month (e.g., time worked during the month of November is paid on December 15th). If the regular payday occurs on a holiday or weekend, the payday is the last working day prior to the holiday or weekend.

On each payday, employees may view their statement showing gross pay, deductions, and net pay through the online employee service portal.

Automatic deductions such as additional tax withholding, contributions to voluntary benefit plans, and individual savings plans may be arranged through Payroll.

For the employees' convenience, we offer the option of having their paycheck automatically deposited to their bank account.

Pay for Exempt Employees

Exempt employees must be paid on a salary basis. This means exempt employees will regularly receive a predetermined amount of compensation each pay period on a monthly basis. The district is committed to complying with salary basis requirements which allows properly authorized deductions.

If you believe an improper deduction has been made to your salary, you should immediately report this information to Payroll. Reports of improper deductions will be promptly investigated.

Time Reporting

Time reporting is used by the district to calculate employee pay and paid time off balances. It is very important that they are accurate and complete. Non-exempt employees are expected to submit accurate and complete time records reflecting all hours worked. Employees should contact their supervisors or Payroll with any questions about how their pay is calculated. Employees must promptly notify their supervisors or Payroll of any mistakes in their time records or pay. Employees also must notify Payroll or Human Resources if they perceive that anyone is interfering with their ability to record their time accurately and completely.

All reports will be investigated and appropriate corrective action will be taken. The district will not tolerate retaliation against employees for making a report or participating in an investigation.

Non-exempt employees are required to utilize the time clock at their work location to clock in at the beginning of their shift, for a lunch period (when applicable) and at the end of the shift. Exempt employees are required to report with as much advance notice as possible to their department manager time off from their regular work schedule.

Clocking In and Out

The district utilizes an automated timekeeping system to improve accuracy and efficiency in accounting for the hours worked by support staff. Non-exempt employees are expected to use the automated timekeeping system consistently and in accordance with district procedures. Specifically, non-exempt employees are expected to:

- Consistently clock in and out according to your assigned work schedule. You may clock in and out through any time clock within the district. Note that, in most instances, you should clock in at the time clock located where you will be working. You should not clock in through one time clock and then report to another location to work unless you have prior approval to do so or doing so is required through the scope of your work.
- Report to your assigned work location early enough to allow time to take care of personal tasks prior to the start of your shift. You should be ready to work at the start of your assigned shift.
- Clock in at your appointed start time and perform work only when clocked in. You may clock in and out as many times as needed throughout the day to accurately capture the actual time that you worked.
- Clock out if you leave district property during your shift for a personal reason such as to attend an appointment, pick up a child, run an errand etc. This also includes if you leave during a scheduled break. You do not need to clock out if you leave district property to attend a district-sponsored event such as a meeting or training at another location.
- Not perform any work before you clock in (e.g., starting your computer, checking email, checking voice mail or reviewing files).
- When you clock out for the day, leave the building. Do not go back to your workspace to finish up work or help out a student or teacher.

Blue Sheets

Blue sheets are intended to correct exceptions or errors in an employee's time record. These exceptions occur when an employee fails to clock in or out, a time clock malfunctions and does not record a punch or when an employee performs work at a location where a time clock is not available. Regarding blue sheets, you are expected to:

- Use blue sheets very rarely. The need for a blue sheet more than three or four times per month is considered excessive.
- When a blue sheet is needed, include a valid reason in the "Reason for Edit" space.
- Submit all requests for paid time off (e.g., sick or personal time) through the automated timekeeping system (in addition to reporting through the absence management system if a substitute is needed).
- Not use blue sheets to modify your time in the event that you clocked in early or late. The district will calculate your hours based on the hours reported in the automated timekeeping system.

Break Periods

Breaks are important for our overall well-being, providing us an opportunity to step away from our work and find refreshment. Regarding break periods:

- All support staff are expected to clock out for an unpaid, duty-free 30-minute break (commonly known as a “lunch break”) whenever you work five or more hours consecutively.
- You are expected to leave your work area during your lunch break.
- You are expected to not perform any work while on your lunch break.
- You may not combine this 30-minute lunch break with the start or end of a workday. The lunch break is not intended to shorten a workday.
- The lunch break must be evidenced in the time clock system. This means you must clock out and back in to the timekeeping system.
- Note that your clock out and in times do not have to fall at a set time, such as 11:30am to 12:00pm. Nor do the times need to fall at the top and bottom of the hour. The total time just needs to cover a 30-minute window. Communicate and coordinate with your supervisor regarding optimal times for your school or department.
- All staff are encouraged to take two short, paid 10-15 minute breaks; typically one in the morning and one in the afternoon. These breaks are not required but are encouraged. Staff should not work during these short breaks. If you leave district property during one of these breaks, non-exempt employees must clock out and back in when you return. Communicate and coordinate with your supervisor regarding optimal times for your school or department.

Work Away from Normal Location

Employees are expected to work at the office or school location to which they are assigned. On very rare occasions, employees may be required to work at a location without a time clock. Any and all arrangements to work out of the office must be pre-approved by the employee’s supervisor. If this occurs:

- You must record your time on a blue sheet with a thorough explanation and obtain your supervisor’s approval on the form.
- You must submit a blue sheet that shows your time worked, an explanation with prior approval, and your supervisor’s signature.

Pre-approval of Extra Time and Overtime for Non-Exempt Employees

If you work extra time, your supervisor may adjust your scheduled hours later in that same week to ensure you do not exceed your scheduled hours for the week. If you work beyond your scheduled hours, you will be paid extra time or overtime after 40 hours within that workweek. If you work extra time or overtime without prior approval, you can expect your supervisor to counsel you. The district does not use “comp time.” The district pays employees for time worked in each workweek. The district is required to pay overtime (1.5 times your regular hourly rate of pay) for any hours worked in excess of 40 in a work week.

Submitting Timesheets

When you approve and submit your timesheet in the timekeeping system, you certify that the record is accurate and complete. You are expected to carefully review your hours before you submit them. If at any time you are directed to ignore these rules or feel pressured to work off the clock, you must contact Human Resources to report the situation. If you have any questions regarding these

expectations, you should contact Human Resources or your immediate supervisor.

Employees who deviate from scheduled work hours without prior authorization, who fail to consistently use the automated timekeeping system, who are consistently tardy, or who falsify time records may be subject to corrective action up to and including termination.

Calendars

Switching work days does not alter your calendar. When you do not work a day on which you have been scheduled, your time will be docked. Conversely, if you work a day that is not scheduled on your calendar, you will be paid for the time you worked.

The work year for all employees who are scheduled to work less than 12 months shall be determined by the job classification as approved by the Chief Officer or designee. The work year for 12-month employees shall be determined by the official calendars adopted annually by the Board of Education. If the Board declares a fiscal emergency during a budget year as allowed by state law, it may alter the work year of all employees. Three general categories of calendars have been established.

- Full year. Any employee who is hired for a full- or part-time position and is scheduled to work 260/261 days per year.
- Extended year. Any employee who is hired for a full- or part-time position and is scheduled to work more than the district approved school calendar days in a given year.
- School year. Any employee who is hired for a full- or part-time position and is scheduled to work the district approved school calendar days in a given year.

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TECHNOLOGY AND COMMUNICATIONS SYSTEMS

Communication Systems (See Policy GBEE)

The district's computer network, access to internet, e-mail and voice mail systems are business tools intended for employees to use in performing their job duties. Staff members shall have no expectation of privacy when using the internet or electronic communications. These systems are intended for employees to use in performing their jobs. Therefore, all documents and files are the property of the district. All information regarding access to the district's computer resources, such as user identifications, modem phone numbers, access codes, and passwords are confidential district information and may not be disclosed to non-district personnel.

All computer files, documents, and software created or stored on the district's computer systems are subject to review and inspection at any time. Employees should not assume that any such information is confidential, including e-mail either sent or received.

Computer equipment should not be removed from the district premises without written approval from a department head. Upon separation of employment, all communication tools should be returned to the district.

Personal Use of the Internet

Some employees need to access information through the internet in order to do their job. Use of the internet is for business purposes during the time employees are working. Personal use of the internet should not be on business time, but rather before or after work or during breaks or lunch period. Regardless, the district prohibits the display, transmittal, or downloading of material that is in violation of district guidelines or otherwise is offensive, pornographic, obscene, profane, discriminatory, harassing, insulting, derogatory, or otherwise unlawful at any time.

Software and Copyright

The district fully supports copyright laws. Employees may not copy or use any software, images, music, or other intellectual property (such as books or videos) unless the employee has the legal right to do so. Employees must comply with all licenses regulating the use of any software and may not disseminate or copy any such software without authorization. Employees may not use unauthorized copies of software on personal computers housed in district facilities.

Unauthorized Use

Employees may not attempt to gain access to another employee's files of e-mail messages or send a message under someone else's name without the latter's express permission. Employees are strictly prohibited from using the district communication systems in ways that administration deems to be inappropriate. If you have any question whether your behavior would constitute unauthorized use, contact your immediate supervisor before engaging in such conduct.

E-mail

E-mail is to be used for business purposes. While occasional personal e-mail is permitted, it is to be kept to a minimum and should be done before or after work or during breaks or lunch. The district prohibits the display, transmittal, or downloading of material that is offensive, pornographic,

obscene, profane, discriminatory, harassing, insulting, derogatory, or otherwise unlawful at any time. No one may solicit, promote, or advertise any outside organization, product, or service through the use of e-mail or anywhere else on district premises at any time. The district may monitor e-mail at any time, with or without notification to the staff member.

Employees are prohibited from unauthorized use or sharing of encryption keys or the passwords of other employees to gain access to another employee's e-mail messages, computer files, or access to online software or databases.

District 49 is a public employer, and as such, employee correspondence through district e-mail may be made public under the public records law, and may be subject to public inspection.

Voice Mail

The district voice mail system is intended for transmitting business-related information. Although the district does not monitor voice messages as a routine matter, the district reserves the right to access and disclose all messages sent over the voice mail system for any purpose. Employees must use judgment and discretion in their personal use of voice mail and must keep such use to a minimum.

Telephones/Cell Phones/Mobile Devices

Employee work hours are valuable and should be used for business. Excessive personal phone calls can significantly disrupt business operations. Employees should use their break or lunch period for personal phone calls.

Phones and mobile devices with cameras should not be used in a way that violates other district guidelines such as, but not limited to, EEO/Sexual Harassment and Confidential Information.

For safety reasons, employees should avoid the use of cell phones and mobile devices to make calls while driving. Texting while driving is prohibited.

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WORK ENVIRONMENT

Alcohol and Drugs (See Policy GBEC)

Alert and rational behavior is required for the safe and adequate performance of job duties. Therefore, working after the apparent use of alcohol, a controlled substance or abuse of any other substance is prohibited. This includes working after the apparent use of marijuana.

Furthermore, it is a violation of board policy for an employee to manufacture, distribute, dispense, possess, use or be under the influence of alcohol or illicit drugs on district property, in or on district vehicles or any other school approved vehicle, at any school-sponsored activity or event, or off district property when the employee is on duty.

Anti-Violence (See Policy GBEB)

Employees must not engage in intimidation, threats or hostile behaviors, physical abuse, vandalism, arson, sabotage, use of weapons, carrying weapons on to district property, or any other act, which, in the administration's opinion, is inappropriate to the workplace. In addition, employees must refrain from making bizarre or offensive comments regarding violent events and/or behavior. Employees are expected to report any prohibited conduct to administration.

Employees should contact their supervisor, the Director of Safety and Security, or directly contact proper law enforcement authorities if they believe there is an immediate serious threat to the safety and health of themselves or others.

Appearance, Attire and Hygiene (See Policy GBEB)

Employees are expected to dress in a manner normally acceptable in a learning environment. Employee dress and grooming should be appropriate to the work situation. Radical departures from what the district considers conventional dress or personal grooming are not permitted regardless of the nature of the job performed.

Supervisors have the responsibility to interpret and enforce the dress code policy. Interpretation may vary between buildings. If employees report for work improperly dressed or groomed in the district's opinion, their supervisor may instruct them to return home to change clothes.

Attendance and Punctuality

All employees are expected to be on time and punctual for showing up to work. In addition, regular attendance is considered an essential function and is necessary for the efficient operation of the school and/or department.

Employees who are going to be absent or late must contact their supervisor/manager as soon as possible prior to the start of their shift. Failure to call in when absent for three consecutive days may result in disciplinary action up to and including termination.

Children in the Workplace

As a general rule, children of employees are not permitted to be in the workplace at any time except in emergency situations. This rule is in place to avoid disruptions in job duties of the employee and

co-workers, help maintain a professional work environment, and reduce the district's liability.

If bringing a child to work with the employee is unavoidable, the employee must contact his/her supervisor as soon as possible to discuss the situation and obtain permission to have the child accompany the employee while working. Factors the supervisors will consider are the age of the child, how long the child needs to be present, the work environment in the employee's area, and any possible disruption to the employee's and co-workers' work. Consideration will not be given to allowing a child with an illness to come to work with the employee.

A child brought to the workplace in unavoidable situations will be the responsibility of the employee and must be accompanied and be under the direct supervision of the employee parent at all times.

If you have questions regarding children in the workplace, please discuss these with your immediate supervisor. Failure to adhere to these guidelines could result in disciplinary action.

Confidential Information (See Policy GBEA)

Employees of the district may have access to confidential information of the district and our staff and/or students.

Disclosure of confidential information may seriously damage the district's reputation and credibility, and therefore such action will not be tolerated. This non-disclosure prohibition applies both during and after an employee's employment. Any copying, reproducing, or distributing of confidential information in any manner must be authorized by an administrator. Confidential information remains the property of the employer and must be returned to the district upon separation or at any time upon demand.

Conflicts of Interest (See Policy GBEA)

District policy requires that employees protect District information and avoid outside activities or relationships, which do or could adversely influence their decisions or actions on the job.

To minimize conflict of interest concerns, the District prohibits the following regarding close relationships:

1. No employee may exercise supervisory, evaluative, appointment, dismissal, or disciplinary authority over another employee when they share a close relationship.
2. The Chief Officers may not recommend employment of any person who shares a close relationship with a current: Director of the Board of Education, Chief Officer, Director of Human Resources, or any of their administrative assistants.
3. The Chief Officers may not recommend employment or reassignment of any closely related person of a Zone Leader, Executive Director, Director, Principal, or Assistant Principal ("program leader") to a position under the supervision and authority of that program leader.
4. No staff member employed in the central offices for Human Resources, Communications, Business, or Safety shall exercise any access to information about or activity by another employee when they share a close relationship.

“Close relationship” and “closely related persons” refer to relationships that could cause a conflict of interest and include individuals related by biology, adoption, marriage, domestic partnership or business partnership. Close relationships also refer to sexual or romantic relationships or those sharing a household.

Employees are required to disclose any close relationship or outside activities to Human Resources department. If employees have any question whether a situation is a conflict of interest, employees should discuss the matter with Human Resources.

Discipline/Discharge

Occasionally performance or other behavior falls short of our standards and/or expectations. When this occurs, the administration takes action, which in its opinion, seems appropriate.

Disciplinary actions can range from a formal discussion with the employee about the matter to immediate discharge. Action taken by the administration in an individual case does not establish a precedent in other circumstances.

Gifts

The district recognizes that from time to time, the desire to give, accept or exchange gifts arises.

Employees shall not accept gifts from students except as such gifts represent tokens. Token gifts from parents or students may be received by staff, but must not be solicited. The district considers letters from students expressing gratitude and appreciation to be appropriate.

Individual employees shall refrain from giving gifts to staff members who exercise any administrative or supervisory jurisdiction over them either directly or indirectly. The collection of money for group gifts shall be discouraged except in special circumstances such as bereavement, serious illness or mementos at retirement.

Employees are prohibited from accepting gifts of other than minimal value from companies or organizations doing business with the district. An employee shall not accept a gift from any district or organization if the acceptance of the gift would unduly affect the employee in the performance of district duties. The acceptance of minor items, which are generally distributed by the district or organization through its public relations program, is appropriate for employees to receive. Gifts offered to all employees through the district’s approved programs are appropriate.

To ensure all students have reasonable assistance without charge from their own teachers and to avoid placing a teacher in a position where he or she may have a conflict of interest, teachers shall not be permitted to receive money from parents or any source other than the district for tutoring any student they have in class or upon whose evaluation or assignment they will be called on to pass.

Identification Cards and Fobs

The district issues an identification (ID) card to each employee upon hire. The ID cards provide a measure of security by giving the district a way to verify the identity of persons who are on district property. Employees are expected to carry and display the ID card at all times.

Some ID cards contain technology that activates building access readers, but most do not. For employees who are not issued a card that allows access, the district will also issue a fob that will activate access readers. Human Resources sets access for each employee based on the position and the buildings to which each employee needs access. Both cards and fobs are district property and are to be returned to Human Resources upon termination of employment.

Inspections

After notice is given and with the employee's consent, we may conduct searches of employees' personal effects. This may include, but is not limited to, lunch bags, boxes, purses, personal computers, packages or vehicles.

We may conduct searches of the above items without employee consent if we have a reasonable suspicion to believe that illegal activity is taking place and after obtaining a warrant to do so. Any illegal and unauthorized articles discovered may be taken into custody and will be turned over to law enforcement representatives.

Employees do not have a reasonable expectation of privacy in lockers, desks, cabinets or file drawers, all of which are keyed by the district and copies of those keys are kept by the district.

Job-Related Problems

If you have a concern, please communicate directly with the staff member with whom you have the concern, with the goal of resolving the matter informally. Communication is essential to resolving concerns and conflicts. It is important that the staff member understands your concern so they may fully address and resolve it. It is important to explain your concerns, the resolution you are seeking and your suggested remedy.

Employees who disagree or are dissatisfied with a district practice should promptly discuss the matter with their immediate supervisor, where appropriate. Normally, this discussion should be held within three to five days of the incident, or in a timely manner. Discussions held in a timely manner will enhance our ability to resolve concerns while they are fresh in everyone's mind. The majority of misunderstandings can be resolved at this level.

If the concern is not resolved to your satisfaction, you may submit a Stakeholder Grievance Form (found online at www.d49.org/grievance) within twenty working days of receipt of the original response. Please fill out the form thoroughly. Your submitted form will be sent to the district administrators designated as grievance facilitators, one of whom will be assigned to facilitate your grievance. The assigned facilitator will contact you to confirm receipt and review the grievance process.

You are not required to directly confront the person who is the source of your report, question or complaint before notifying any of those individuals listed. Nevertheless, you are required to make a reasonable effort to bring forward a report or complaint so concerns or conflict may be resolved.

Personnel Records (See Policy GBJ)

The district maintains for each employee a personnel file, which includes records related to job

performance, attendance, training records, credentials, experience and education. Employees may inspect their personnel files upon request. To request an inspection, employees shall submit a written request to the Director of Human Resources. Human Resources will then arrange a meeting with the employee to review the file within five (5) business days.

References

If employees receive a call inquiring about an employee (former or current), please refer the caller to Human Resources. Only Human Resources is authorized to respond to such inquiries. This restriction includes recommendations on social media sites.

Safety/Reporting of Injury

The district is committed to a safe work environment for employees. Employees should report any unsafe practices or conditions to their supervisor.

If employees are injured on the job, no matter how minor, they must immediately report this fact in writing to the Risk and Benefits Manager. Each work location should provide injured employees with the “First Report of Injury” form to complete.

If medical treatment for an on-the-job injury is needed, it must be obtained from one of the district’s designated physicians. If not, the employee may be responsible for the cost of medical treatment.

Smoking/Tobacco Free

It is our objective to provide a smoke-free and tobacco-free environment within our district. Smoking and the use of tobacco products, as well as electronic cigarettes, is prohibited within all district campuses, to include parking areas and district vehicles. This restriction applies to all employees and visitors, at all times, including non-business hours.

Separation of Employment

We request that employees who wish to resign their positions notify the district of their anticipated departure date and go over the “check out” procedures at separation with their direct supervisor/administrator or Human Resources.

Employees may be considered for re-employment provided they qualify for the position of interest and maintained satisfactory performance and attendance while they were employed with the district.

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BOARD OF EDUCATION POLICIES AND REGULATIONS

The Board of Education considers policy development one of its chief responsibilities. The Board delegates to the chief officers the responsibility to carry out board policy through the development and implementation of regulations.

The policies developed by the Board and the administrative regulations developed to implement policy are designed to increase the probability of an effective and efficient school system. Consequently, it is assumed that all district employees and students will carry them out willingly. Disregard for Board policy and administrative regulations by employees may be interpreted as insubordination and/or willful neglect of duty.

The Board's policy manual is a public record and is open for inspection online at d49.org/policies. All employees are expected to be familiar with and abide by Board policies and associated regulations.

ACKNOWLEDGMENT OF RECEIPT

I HAVE RECEIVED A COPY OF THE EMPLOYEE HANDBOOK DATED JULY 1, 2019. I UNDERSTAND THAT I AM TO BECOME FAMILIAR WITH ITS CONTENTS. FURTHER, I UNDERSTAND:

- UNLESS OTHERWISE SPECIFIED IN AN EMPLOYMENT CONTRACT, EMPLOYMENT WITH DISTRICT 49 IS AT-WILL. AT-WILL EMPLOYEES HAVE THE RIGHT TO END THE WORK RELATIONSHIP WITH THE DISTRICT, WITH OR WITHOUT ADVANCE NOTICE FOR ANY REASON. THE DISTRICT HAS THE SAME RIGHT.
- NO REPRESENTATIVE OF DISTRICT 49, OTHER THAN THE BOARD OF EDUCATION OR THE CHIEF EDUCATION OFFICER, HAS THE AUTHORITY TO ENTER INTO AN AGREEMENT OF EMPLOYMENT FOR ANY SPECIFIED PERIOD AND SUCH AGREEMENT MUST BE IN WRITING, SIGNED BY THE BOARD OF EDUCATION OR THE CHIEF EDUCATION OFFICER AND MYSELF.
- THE LANGUAGE USED IN THIS HANDBOOK AND ANY VERBAL STATEMENTS OF THE ADMINISTRATION ARE NOT INTENDED TO CONSTITUTE A CONTRACT OF EMPLOYMENT, EITHER EXPRESS OR IMPLIED, NOR ARE THEY A GUARANTEE OF EMPLOYMENT FOR A SPECIFIC DURATION.
- THE HANDBOOK IS NOT ALL INCLUSIVE, BUT IS INTENDED TO PROVIDE EMPLOYEES WITH A SUMMARY OF SOME OF THE DISTRICT'S POLICIES, PROCEDURES, AND GUIDELINES.
- I AM RESPONSIBLE TO BECOME FAMILIAR WITH AND ABIDE BY ALL BOARD OF EDUCATION POLICIES AND REGULATIONS, TO WHICH I HAVE ACCESS AT WWW.D49.ORG/POLICIES.
- THIS EDITION REPLACES ALL PREVIOUSLY ISSUED HANDBOOKS. THE NEED MAY ARISE TO CHANGE THE GUIDELINES DESCRIBED IN THE HANDBOOK, EXCEPT FOR THE AT-WILL NATURE OF EMPLOYMENT. THE DISTRICT THEREFORE RESERVES THE RIGHT TO INTERPRET THEM OR TO CHANGE THEM WITHOUT PRIOR NOTICE.

Employee Signature

Printed Name

Date