

5000 SERIES—PERSONNEL

Goals5000

Hiring

- Hiring Process and Criteria.....5100
- Procedures for Obtaining Personnel Records for Applicants5100P
- Authorization for Release of Information Form5100F1
- Request to Employer Form5100F2
- Request for Verification of Certificate Form.....5100F3
- Certificated Personnel Reemployment.....5105
- Informal Review5107
- Criminal History / Background Checks5110
- Equal Employment Opportunity and Non-Discrimination5120
- Reporting New Employees5125
- Administrative Leave.....5130

Employee Rights, Responsibilities and Conduct

- Applicability of Personnel Policies.....5200
- Job Descriptions.....5205
- Work Day.....5210
- Assignments, Reassignments, Transfers.....5220
- Accommodating Individuals with Disabilities.....5230 Health
- Examinations5235
- Sexual Harassment/Sexual Intimidation in the Workplace5240
- Sexual Harassment/Sexual Intimidation in the Workplace Acknowledgement5240F
- Certificated Staff Grievances5250
- Abused and Neglected Child Reporting.....5260
- Report of Suspected Child Abuse, Abandonment or Neglect.....5260F
- Personal Conduct5270
- Professional Standards Commission (PSC) Code of Ethics5280
- Solicitations5285
- Political Activity - Staff Participation.....5290
- Professional Employee Representation for Purposes of Negotiations5295
- Tobacco Free Policy.....5310
- Drug-Free Workplace5320
- Drug and Alcohol Abuse Testing Program and Procedures5320P
- Drug and Alcohol Abuse Testing Acknowledgement5320F1
- Drug and Alcohol Abuse Testing Agreement5320F2
- Employee Use of Social Media Sites, Including Personal Sites.....5325-5325P
- Employee Electronic Mail and On-Line Services Usage.....5330
- Employee Electronic Mail and On-Line Services Usage Acknowledgement.....5330F
- Employee Use of Electronic Communications Devices (Staff Allowed to Take Devices Home).....5335
- Mobile Computing Device Agreement.....5335F
- Evaluation of Certificated Personnel5340
- Parent and Guardian Input Form5340F
- Certified Personnel Resignation (Release from Contract).....5350

Dress and Appearance.....	5360
Nonschool Employment by Professional Staff Members	5370
Professional Research and Publishing	5380
Compensation and Benefits	
Leaves of Absence	5400
Proof of Illness	5405
Family Medical Leave.....	5410-5410P
Jury Duty.....	5412
Witness for Court Appearance Leave	5413
Long-Term Illness/Temporary Disability	5420-5420P
Insurance Benefits for Employees / Trustees	5430
School Holidays	5440
Vacation Leave	5450
Workers' Compensation Benefits	5460
Leaves of Absence – Military Leave.....	5470
Leadership Premiums.....	5480
Certified Personnel Records	
Personnel Records.....	5500
Personnel Records Procedure.....	5500P
Employee Health and Welfare	
Staff Health	5600
Prevention of Disease Transmission.....	5610
Employment Practices	
Substitutes	5700
Teachers' Aides/Para-educators.....	5710
Volunteers / Contractors	5720
Private Service Providers / Consultants.....	5725
Volunteer--Authorization to Release Information	5730
Reduction in Force.....	5740-5740P
Employing Retired Teachers & Administrators.....	5750
Classified Employees	
Classified Employment, Assignment and Grievance.....	5800-5800P
Compensatory Time and Overtime/Classified Employees	5810
Employee Compensation Non-Annualized Election	5815
Evaluation of Non-Certificated Staff	5820
Drug and Alcohol Testing for School Bus and Commercial Vehicle Drivers	5830-5830P