



CLASSIFIED STAFF GUIDEBOOK

(Non-Certified Staff)

Equal Opportunity Employer

The Board of Education subscribes to the fullest extent to the principles of the dignity of all people and of their labors. It also recognizes that it is both culturally and educationally sound to have persons of diverse backgrounds on the District's staff. The RE-1 Valley School District is an equal opportunity employer and shall not discriminate in its employment practices and policies with respect to hiring, compensation, terms, conditions, or privileges of employment because of an individual's disability, race, color, creed, sex, sexual orientation, gender identity, gender expression, marital status, national origin, religion, ancestry, need for special education services, age, genetic information or conditions related to pregnancy or childbirth.

As allowed by Colorado law, the District adheres to the "employment at-will" doctrine. "Employment at-will" means that when an employee is hired for an indefinite duration either the employer or the employee may terminate the employment relationship for any reason, other than an illegal one. This Guidebook will not change the employees' at-will status which may not be modified by any oral or written representations.

This Guidebook was created to provide each staff member with essential information regarding RE-1 Valley School District (District) employment policies and practices. The Board of Education (Board) establishes the policies for the District; this Guidebook does not encompass each policy in total. A complete policy manual is available for online viewing on the District Website under the School Board tab. Where appropriate, the location of numbered policies is noted as "File: ####" for reference. State/Federal law will supersede should any discrepancies exist. All staff members have a responsibility to become familiar with and abide by federal and state laws as these affect their work, and the policies and regulations of the District.

The Guidebook will be updated periodically or as changes necessitate.

Your signed receipt of the Guidebook contains the following statement:

By accessing this electronic Guidebook, I understand that:

- *I am expected to read the Guidebook and become familiar with its contents.*
- *this Guidebook outlines my privileges and benefits, as well as my responsibilities and obligations, as an employee of the RE-1 Valley School District.*
- *the information contained in this Guidebook is subject to change and the District may modify or supersede the policies, guidelines and/or benefits as stated, and any such changes will be reflected in memorandum or notices circulated or announcements made to District employees or in future revisions to this Guidebook.*
- *the Board establishes the policies for the District; this Guidebook does not encompass each policy in total.*

a complete policy manual is available for online viewing and may be accessed through the District's website at: re1valleyschools.org following the Policies link under the School Board tab.

Approved by the Board of Education on September 20, 2023.

Searchable: press ctrl F then type your keyword in the text box



PHILOSOPHY OF EDUCATION

The RE-1 Valley School District Board of Education's philosophy of education: Our mission, vision and beliefs will be the focus of the Board of Education, the administration, the instructional and support staff of the District and the RE-1 Valley Community.

OUR MISSION

RE-1 Valley School District's mission is "Preparing Each Student Today for Tomorrow."

OUR VISION

RE-1 Valley School District's vision creates a quality learning environment which provides:

- respect and value for individual students
- innovative and effective teaching, and instructional delivery methods to meet student needs
- curriculum, programs and technology that prepare students for the 21st century skills of:
 - ◆ Critical Thinking – *Think Deep, Think Differently*
 - ◆ Collaboration – *Work Together, Learn Together*
 - ◆ Information Literacy - *Untangle the Web*
 - ◆ Invention – *Create Solutions*
 - ◆ Self Direction – *Own Your Learning*

OUR BELIEFS

To achieve the RE-1 Valley School District mission, we believe:

- The staff, students, families and RE-1 Valley community must work in a cooperative and collaborative effort to provide a quality educational system.
- Staff, students, families and the RE-1 Valley community have a shared responsibility to be involved in the development of moral standards, work ethics, values, and respect for all.
- Each individual is entitled to respect and opportunities to experience success in a safe and developmentally appropriate environment.
- Each student will be provided a safe learning environment with highly qualified staff.
- Curriculum will provide the opportunity for each student's academic growth based on District and state standards.

The RE-1 Valley School District will be a place where the trust level encourages a climate of growth to meet new challenges.



EMPLOYMENT

DEFINITIONS OF EMPLOYMENT	1
<i>CLASSIFIED STAFF POSITIONS (File: GDA, GDAA, EEAE, EEAEAA*, EEAEAA*-E).....</i>	<i>3</i>
<i>CLASSIFIED STAFF NOTICE OF ASSIGNMENTS AND COMPENSATION PLANS (File: GDF/GDQD).....</i>	<i>3</i>
<i>CLASSIFIED STAFF RECRUITING/HIRING (File: GDE/GDF).....</i>	<i>4</i>
<i>CLASSIFIED STAFF ASSIGNMENTS AND TRANSFERS (File: GDJ)</i>	<i>4</i>
<i>PERSONNEL RECORDS AND FILES (File: GBJ)</i>	<i>4</i>
<i>CLASSIFIED STAFF SALARY SCHEDULES (File: GDBA).....</i>	<i>5</i>
<i>ESTABLISHMENT OF SALARIES AND FRINGE BENEFITS (File: GBD).....</i>	<i>5</i>
<i>PAYROLL PROCEDURES/SCHEDULES.....</i>	<i>5</i>
<i>SALARY DEDUCTIONS (File: DKB, DLB)</i>	<i>5</i>
<i>CLASSIFIED STAFF SUPPLEMENTARY PAY PLANS (File: GDBC)</i>	<i>6</i>
<i>BUS DRIVERS SENIORITY.....</i>	<i>7</i>
<i>EMPLOYMENT OF RELATIVES (NEPOTISM) (File: GBEA)</i>	<i>7</i>
<i>STAFF CONDUCT (File: GBEB)</i>	<i>7</i>
Felony/Misdemeanor Conviction	8
Unlawful Behavior Involving Children	8
Child Abuse	9
Possession of Deadly Weapons	9
Personnel addressing health care treatment for behavior issues	9
<i>EVALUATION OF CLASSIFIED STAFF (File: GDO, GDO-R).....</i>	<i>9</i>
<i>STAFF CONCERNS/COMPLAINTS/GRIEVANCES (File: GBK & GBK-R).....</i>	<i>10</i>
<i>DISCIPLINE, SUSPENSION AND DISMISSAL OF CLASSIFIED STAFF</i>	<i>10</i>
<i>CHANGE OF INFORMATION.....</i>	<i>11</i>
<i>DRESS CODE (File: GBEBA)</i>	<i>12</i>
Exceptions	12
<i>LUNCH PERIOD/REST BREAKS.....</i>	<i>12</i>
PERSONAL COMMUNICATION (Files: EGAEA & GBEB)	12
<i>NON-SCHOOL EMPLOYMENT.....</i>	<i>13</i>
<i>TERMINATION OF EMPLOYMENT.....</i>	<i>13</i>
Quit Without Notice -	13
Reduction in Force -	13
Discharge-	13
(Retirement)	13
<i>REDUCTION IN FORCE</i>	<i>14</i>
<i>DISCLOSURE OF INFORMATION TO PROSPECTIVE EMPLOYERS (File: GBJA)</i>	<i>14</i>
<i>CLASSIFIED STAFF FRINGE BENEFITS (File: GDBD).....</i>	<i>14</i>
<i>TAX SHELTERED ANNUITIES (403b) (DLB).....</i>	<i>15</i>
<i>PUBLIC EMPLOYEE'S RETIREMENT ASSOCIATION (PERA)</i>	<i>15</i>
<i>INSURANCE PROGRAM/RISK MANAGEMENT (File: EI)</i>	<i>15</i>
<i>ANNUAL LEAVE AND HOLIDAYS (File: GDD)</i>	<i>15</i>
<i>CLASSIFIED STAFF LEAVE (File: GBGG)</i>	<i>16</i>
<i>SICK LEAVE BANK (File: GBGH)</i>	<i>17</i>
<i>CLASSIFIED STAFF LEGAL/BEREAVEMENT LEAVE (File: GBGK, GBGJ).....</i>	<i>18</i>
<i>STAFF MILITARY LEAVE (File: GBGI)</i>	<i>18</i>
<i>STAFF VICTIM LEAVE (File: GBGL)</i>	<i>19</i>
<i>POLITICAL ACTIVITY</i>	<i>20</i>
<i>DIRECT DEPOSIT.....</i>	<i>21</i>
<i>To facilitate an efficient system of issuing payroll and to be aligned with common business practice, all employees will be required to enroll in direct deposit.</i>	<i>21</i>
<i>RETURN TO WORK PROGRAM</i>	<i>22</i>



FAMILY AND MEDICAL LEAVE ACT (FMLA) (File: GBGF & GBGF-R)	23
TRAINING	24
RETIREMENT OF CLASSIFIED STAFF MEMBERS (File: GDQCA*)	24
EMPLOYMENT OF RETIRED CLASSIFIED STAFF MEMBERS	24
NO SMOKING (File: ADC)	25
DRUG-FREE WORKPLACE (File: GBEC)	26
DRUG AND ALCOHOL TESTING OF MOTOR VEHICLE OPERATORS (File: EEAEAA & EEAEAA-R)	26
PREVENTION OF DISEASE/INFECTION TRANSMISSION (File: EBBA)	26
ACCIDENT REPORTS (File: EBBB)	27
STAFF PERSONAL SECURITY AND SAFETY (File: GBGB)	27
IDENTIFICATION BADGE	27
SAFETY POLICY	28
EMERGENCY RESPONSE & MANAGEMENT (File: KDE)	31
CONFIDENTIALITY	32
SOLICITATION	32
ELECTRONIC NETWORK AND COMPUTER USE (Files: EGAD, EGAEA, EGAEA-R-1, EHB) ...	32
NONDISCRIMINATION (Files: AC, AC-R, AC-E-2)	34
NONDISCRIMINATION ON THE BASIS OF SEX (File: AC-R-2)	35
AMERICANS WITH DISABILITIES ACT	38
ANTI-HARASSMENT	38
BOARD COMMUNICATIONS WITH STAFF (Files: GBD)	39
SCHOOL BUSES (File: JICC, EEAFB, EEAFB-R)	39
EXPENSE AUTHORIZATION/REIMBURSEMENTS (File: DKC)	40
SCHOOL CALENDAR (File: IC/ICA)	40
SCHOOL CLOSINGS AND CANCELLATIONS (File: EBCE)	40
RENTAL OF SCHOOL FACILITIES (KF & KF-R)	41
PUBLIC RELATIONS/MEDIA CONTACT	41
POLICIES AND RULES DEVELOPMENT	41
ADDRESSES / PHONE NUMBERS / HOURS OF OPERATION	42
HELPFUL WEB SITES	43
RE-1 Valley Online Application:	43
USE OF SCHOOL VEHICLES	44
COMPLAINT FORM (File: AC-E-2)	44
EMERGENCY CONTACT INFORMATION	44
EMPLOYMENT FORMS	44
PAYROLL CALENDARS	44
CHANGING PERSONAL INFORMATION	44
RENTAL OF SCHOOL FACILITIES AND SERVICES	44
REQUEST FOR LEAVE	45
TIME SHEET	45



DEFINITIONS OF EMPLOYMENT (File: GD)

The following definitions apply to classified employees:

Classified Staff	Employees who are not required to have teaching or supervisory/administrative certification in order to hold their positions; may include exempt or non-exempt status.
Full-time	Employees working 30 hours or more per week and are employed for 3 consecutive months or more.
Part-time	Employees working 29.75 hours or less per week.
Temporary	Employees working a predetermined period of less than 3 consecutive months and whose job will terminate upon completion of the period.
Substitute	Employees called in to perform the work of an employee who is absent.

9-Month Employees	Classified staff hired for the school year based on the current working days calendar.
10-Month Employees	Classified staff hired to work 189 days of the school year
11-Month Employees	Classified staff hired to work 204 days of the year
12-Month Employees	Classified employees hired to work 260 days of the year
Summer Employees	Classified employees hired to work temporarily, generally during June, July or August
Prorated salaries are calculated based on the assigned length of service (i.e., 9-month, 10-month, etc.) and assigned hours per week; if assigned workdays or hours/week are not worked and accrued leave is not used in lieu of hours worked, a reduction in pay will occur. Salaries are prorated for staff whose length of assignment is less than twelve months but who are paid over twelve months.	

CLASSIFIED STAFF POSITIONS (File: GDA, GDAA, EEAE, EEAEAA*, EEAEAA*-E)

All new regular, full-time classified staff positions will be established initially by the Board. Job descriptions for classified staff positions will be developed and maintained by Human Resources with appropriate approval. Classified positions will be designated as exempt or non-exempt according to the Fair Labor Standards Act (FLSA).

Duties and hours of service may be adjusted from time to time by the District's policies, procedures or appropriate administrative or supervisory officials. Classified staff are considered at-will employees and do not hold rights to on-going employment with the District. Employment may be terminated by either party with or without cause at any time usually with two weeks' notice.

Paraeducators/Teacher Assistants: All Paraeducators/Teacher Assistants who provide instructional support for students in Title I School-wide or Targeted Assistance programs shall meet the qualifications set forth by the District or in Federal Law and Regulations at the time of employment.

Bus Drivers: Bus Drivers are required to hold a Commercial Driver License (CDL); applicants who do not hold a CDL license at the time of employment will be reimbursed the CDL application fee upon completion of one full school year. Bus Drivers are required to follow the Bus Safety Program policy as well as the Drug & Alcohol for Bus Drivers policy.

CLASSIFIED STAFF NOTICE OF ASSIGNMENTS AND COMPENSATION PLANS (File: GDF/GDQD)

All classified staff shall sign an agreement that defines their specific assignment; it is expected that each employee will attend as scheduled, arrive to work on time and depart as scheduled. Bus drivers in rural areas must agree to be available for activity trips. Colorado follows the legal doctrine of "employment-at-will" which provides that neither an employer nor an employee is required to give



notice or advance notice of termination or resignation. The District will make every attempt to provide two (2) weeks' notice of termination when possible and expects two (2) weeks' notice of resignation for an employee to remain eligible for rehire.

CLASSIFIED STAFF RECRUITING/HIRING (File: GDE/GDF)

The Board shall establish and budget for classified staff positions in the District on the basis of need and financial resources. The recruitment of candidates and hiring for these positions shall be the responsibility of the Superintendent or their designee.

All vacancies shall be made known to present staff. When feasible, notice will be posted internally before being advertised externally; however, time constraints may determine posting of a position simultaneously. Application may be made online from the District's website at <http://www.applitrack.com/re1valley/onlineapp/>. Anyone qualified for a position may submit an application.

Prior to hiring any person, in accordance with state law, the District must conduct background checks with the Colorado Department of Education and previous employers. All applicants, including previous District employees, recommended for a position in the District shall submit a set of fingerprints and information about felony or misdemeanor convictions as required by law. This requirement does not apply to any student currently enrolled and employed in the RE-1 Valley School District. Upon the hiring of any employee, information required by federal and state child support laws will be forwarded to the appropriate agency.

CLASSIFIED STAFF ASSIGNMENTS AND TRANSFERS (File: GDJ)

The Superintendent or their designee shall make assignments and transfers of classified staff as the best interests of the District indicate. Such transfers and assignments may be permanent or temporary. The preferences of employees shall be taken into consideration; employees may request a transfer of assignment. Within individual schools, a principal may assign classified staff to tasks appropriate to their position and qualifications.

PERSONNEL RECORDS AND FILES (File: GBJ)

A confidential personnel file for each employee is maintained in the District administrative office. Each employee, upon written request, may schedule a review of the contents of their own file with the exception of references and recommendations which are provided to the District on a confidential basis. An employee may respond in writing to any material in their file. The response will be attached to the file copy of the related material.

Lists of District employees' names and addresses shall not be released for general public or commercial use. District employees' medical records shall be kept in separate files and shall be kept confidential in accordance with applicable law and Board policy.

It is important that personnel files be up to date. If a required document is missing from an employee's file, a second request will be sent to the employee and the appropriate principal/supervisor notified. If a third request is necessary, the employee will be asked to provide the documentation prior to the receipt of their next paycheck.



CLASSIFIED STAFF SALARY SCHEDULES (File: GDBA)

Classified Employees: Salaries for classified employees will be paid according to their classification and level on the adopted salary schedule or according to their assignment. Employees working less than 12-months will be notified of re-employment for the following year prior to the end of the current fiscal year. Hourly employees will be paid for time worked.

Food Services: When cooks are called in to fill the position of a manager for a period of more than five days, they will receive a pay differential (as noted on the Classified Salary Schedule) during this time. Food service personnel will be paid for the number of serving days according to the annual Board adopted calendar. Additionally, Food Service personnel will be paid for extended duty time required to set up the program at the beginning of the year and for extra duty required to clean and close out the school year.

Bus Drivers: Drivers with satisfactory service at the end of the second year of employment will be eligible for longevity settlement. Drivers must be employed more than five months during the first year to qualify for the second year longevity settlement. Termination of employment returns a driver to first year status.

ESTABLISHMENT OF SALARIES AND FRINGE BENEFITS (File: GBD)

Salary schedules and fringe benefits shall be considered concurrently with the general fund budget each year. Individuals may address the Board in open meeting. The administrative staff may also meet with interested groups or individuals for exchanges or clarification of information, ideas or proposals, but the Board bears responsibility for final budget approval.

PAYROLL PROCEDURES/SCHEDULES

All employees will be paid on the 20th day of each month. When a payday falls during a holiday or weekend, the payday will be the last working day preceding the holiday or weekend. The payroll calendar is available on the district website; click the departments tab, then Accounting and Business Office. The District utilizes online time and leave tracking systems; leave requests are to be submitted within these systems. To facilitate an efficient system of issuing payroll and to be aligned with common business practice, all employees will be required to enroll in direct deposit.

When an employee's pay is prorated (i.e., an employee who works nine months but is paid over twelve months), the monthly pay is calculated based on the length of the assignment or number of working days assigned and the hours per day. An employee's pay may be docked if the expected number of days or hours per day are not worked or not covered by accrued leave.

SALARY DEDUCTIONS (File: DKB, DLB)

Deductions shall be made from the paychecks of all employees for mandatory retirement and federal and state income tax in keeping with federal and state requirements and Medicare tax if applicable. Salary deductions shall be made for absences not covered by leave policies; such deductions shall be calculated on the basis of the employee's work year. Except for deductions required by court order (i.e. wage garnishment, court ordered child support, etc.) other deductions shall require Board approval and permission of the employee. All employees are entitled to take advantage of the provisions of Section 403(b) of the Internal Revenue Code (annuity account). An employee may not concurrently participate in the 403(b) plan with more than one 403(b) or 401(k) provider.



CLASSIFIED STAFF SUPPLEMENTARY PAY PLANS (File: GDBC)

All non-exempt employees are required to document all time worked on their time sheet.

Supervisors should never direct an employee to do otherwise. Employees may contact Human Resources or Payroll for questions or clarification of documenting time worked.

Overtime: Non-exempt employees will be paid overtime at the rate of one and one-half times the regular rate of pay for hours worked in excess of 40 in any workweek. A week, for these purposes, will begin on Monday and end on Sunday. All overtime work will require advance approval of the employee's principal and/or other immediate supervisor. An effort shall be made whenever possible, not to schedule non-exempt employees for more than 40 hours per week. All hours worked will be accurately recorded in the manner required by the employee's supervisor.

All work performed, whether it is on or off-site, during or after hours, must be recorded and must be approved by the supervisor. This includes use of District or personal cell phones, tablets, computers or laptops to perform District work. Employees who do not record hours worked correctly or work without permission may be subject to disciplinary action.

Compensatory Time: In lieu of overtime compensation, non-exempt employees may receive compensatory time off at a rate of one and one-half regular time for each hour of employment that overtime compensation is required. A determination as to whether overtime will be compensated by overtime pay or by compensatory time should be made prior to the performance of the work. An employee will be permitted to use compensatory time within a reasonable period of time after making a request to their supervisor. Such requests will be granted if use of the compensatory time does not unduly disrupt the operations of the District. A non-exempt employee may accrue not more than 240 hours of compensatory time in accordance with federal law. Every attempt should be made to reduce accumulated compensatory time.

Volunteer Time: Wage and hours law is clear regarding employee's volunteer time. Non-exempt employees may not volunteer or refuse wages for the same work they are paid to do for the District. Non-exempt employees may volunteer without pay only when the volunteer activity is unrelated to regular duties, volunteer activity is occasional and sporadic, and the employee clearly agrees to work with no pay. Human Resources, Payroll or the Superintendent should be contacted for any questions, concerns or clarification. Employees are not prohibited from volunteering as a parent in school activities.

Custodians: When a custodian is required to check the furnace in a building during the heating season, they will be paid appropriately for overtime for each weekend day and each holiday if they have worked 40 hours that week. If they have not worked 40 hours, they will be paid straight time for any additional hours worked. Custodians required to work at the school for an approved Sunday activity will receive double pay. If an event involving no admission charge is approved by the administration and the building custodian wishes to provide their services free of charge, the fee will be waived. In the event the fee is not waived; overtime pay conditions will be applicable.

Maintenance Personnel: Maintenance employees called in to work on a holiday will be paid double time.



Bus Drivers: Drivers will be paid the current rate per hour for driving and per meal allowance as established by the Board from the time the bus leaves until it returns at a maximum established by the Board. Meal tickets must be submitted at the end of each trip.

BUS DRIVERS SENIORITY

Bus routes shall be assigned on a seniority basis. Drivers with the highest seniority shall have first preference on vacancies as they occur. Termination of employment shall void all seniority.

EMPLOYMENT OF RELATIVES (NEPOTISM) (File: GBEA)

The employment within the District of more than one member of the same family is permitted however, the district prohibits an employee from exercising supervisory, appointment, dismissal authority, evaluation authority or disciplinary action over a member of the employee's immediate family. Immediate family for these purposes means a person who is related by blood, marriage, civil union, or adoption. In addition, an employee may not audit, verify, receive or be entrusted with moneys received or handled by a member of the employee's immediate family. An employee shall not have access to the employer's confidential information concerning a member of the employee's immediate family, including payroll and personnel records. Also, a district employee shall not participate in the selection, award or administration of a contract supported by a federal award if the employee has a conflict of interest as defined by the Uniform Grant Guidance (UGG).

STAFF CONDUCT (File: GBEB)

As representatives of the District and role models for students, all staff must demonstrate and uphold high professional, ethical and moral standards. Staff members must conduct themselves in a manner that is consistent with the educational mission of the District and must maintain professional boundaries with students at all times, in accordance with this policy's accompanying regulation. Interactions between staff members must be based on mutual respect and any disputes will be resolved in a professional manner.

Each staff member shall observe rules of conduct established in the law which specify that an employee must not:

1. Disclose or use confidential information acquired in the course of employment to substantially further 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 staff member supervises.
4. Perform an action which directly and substantially confers an economic benefit tantamount to a gift of substantial value on a business or other undertaking in which the staff member has a substantial financial interest or is engaged as counsel, consultant, representative or agent.

All staff members are expected to carry out their assigned responsibilities with conscientious concern.

It is not considered a breach of conduct for a staff member to:

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



Essential to the success of ongoing school operations and the instructional program are the following specific responsibilities that shall be required of all personnel:

- Faithfulness and promptness in attendance at work.
- Support and enforcement of policies of the Board and regulations of the school administration in regard to students.
- Diligence in submitting required reports promptly at the times specified.
- Care and protection of school property.
- Concern and attention toward the safety and welfare of students including the need to ensure that students are appropriately supervised at all times.

A staff member may request an advisory opinion from the Secretary of State concerning issues relating to conduct that is prescribed by state law.

Felony/Misdemeanor Conviction

If, subsequent to beginning employment with the district, the district has good cause to believe that any staff member has been convicted of, pled nolo contendere to, or received a deferred or suspended sentence for any felony or misdemeanor other than a misdemeanor traffic offense or infraction, the district must make inquiries to the Department of Education for purposes of screening the employee.

In addition, the district shall require the employee to submit a complete set of fingerprints taken by a qualified law enforcement agency, or any third party approved by the Colorado Bureau of Investigation. Fingerprints must be submitted within 20 days after receipt of written notification of employment. The fingerprints shall be forwarded to the Colorado Bureau of Investigation for the purpose of conducting a state and national fingerprint-based criminal history record check utilizing the records of the Colorado Bureau of Investigation and the Federal Bureau of Investigation.

Disciplinary action, which could include dismissal from employment, may be taken against personnel if the results of fingerprint processing and/or name-based criminal history record check results provide relevant information. Non-licensed employees must be terminated if the results of the fingerprint-based or name based criminal history record check disclose a conviction for certain felonies, as provided in law.

Employees shall not be charged fees for processing fingerprints under these circumstances.

Notification Concerning Arrests

District employees must notify the district when they are arrested for specific criminal offenses, in accordance with GBEB-R.

The district must notify students' parents/guardians when district employees are charged with specific criminal offenses, as required by state law and in accordance with applicable Board policy.

Unlawful Behavior Involving Children

The district may make an inquiry with the Department of Education concerning whether any current employee of the District has been convicted of, pled Nolo Contendere to, or received a deferred sentence or deferred prosecution for a felony or misdemeanor crime involving unlawful sexual behavior, an allegation of a sexual act involving a student who is eighteen years of age or older, regardless of whether the student consented to the sexual act, or unlawful behavior involving



children. Disciplinary action, including termination, may be taken if the inquiry discloses information relevant to the employee's fitness for employment.

Child Abuse

All District employees who have reasonable cause to know or suspect that any child is subjected to abuse or to conditions that might result in abuse or neglect must immediately upon receiving such information report such fact in accordance with Board policy and state law. The Superintendent is authorized to take any necessary steps if information is received from a County Department of Human Services or a law enforcement agency that a suspected child abuse perpetrator is a District employee. Such information must remain confidential except that the Superintendent must notify the Colorado Department of Education of the child abuse investigation.

Possession of Deadly Weapons

The provisions of the policy regarding public possession of deadly weapons on school property or in school buildings applies to district employees. However, the restrictions do not apply to employees who are required to carry or use deadly weapons in order to perform their necessary duties and functions.

Personnel addressing health care treatment for behavior issues

School personnel are prohibited under state law from recommending or requiring the use of psychotropic drugs for students. They are also prohibited from testing or requiring testing for a student's behavior without giving notice to the parent/guardian describing the recommended testing and how any test results will be used and obtaining prior written permission from the student or from the student's parent/guardian.

EVALUATION OF CLASSIFIED STAFF (File: GDO, GDO-R)

The development of a strong, competent classified staff is essential to the smooth functioning of a school system. The Board expects all employees to make continuous efforts to improve their work and expects supervisors to assist them through supervision and evaluation processes.

The fully signed original evaluation report shall be reviewed and signed by the Superintendent and retained in the employee's personnel file in Human Resources at the Administration Center. Copies of the evaluation will be returned to the immediate supervisor and employee.

90-Day Evaluation Period: The purpose of the 90-day evaluation period is to permit the training and observation of the newly hired employee in the new job setting and to determine the employee's suitability for the particular job and fitness for continued employment. Evaluations will be accomplished at least twice during the probationary period, no later than six-week intervals. The employee will be informed of any deficiencies and evaluated again at the end of a two-week period. The employee may be terminated if ineffective performance continues. Staff is not eligible for any Board of Education approved increases during the probationary period.

Annual Evaluation: Subsequent evaluations will be accomplished annually by the 30th of April. Any employee who assumes a different position will be evaluated after six months and one year in the new position. An employee may be terminated for ineffective performance.



When an employee is rated with ineffective performance, the supervisor should work with the employee to develop an improvement plan that includes performance expectations, timelines to accomplish the expectations and outline the consequences of not meeting the expectations.

STAFF CONCERNS/COMPLAINTS/GRIEVANCES (File: GBK & GBK-R)

Procedures for settling differences provide for prompt and equitable resolution at the lowest possible administrative level; each employee is assured an opportunity for orderly presentation and review of complaints without fear of reprisal. All employment decisions remain within the sole and continuing discretion of the administration and/or Board, as appropriate, subject only to the conditions and limitations prescribed by Colorado law. The following steps should be followed:

Employee grievance procedure

The employee may choose a person to assist them at any step of the grievance procedure. Any costs resulting from such assistance shall be the employee's responsibility.

Individual or group grievances of employees shall be filed within 30 working days of the incident that is the subject of the grievance. Any grievance filed outside of this timeline shall not be considered pursuant to this regulation. A grievance shall be resolved as follows:

Step 1. The grievance shall first be presented in writing to the persons having direct administrative or supervisory responsibility over the work of the employee involved in the grievance. The written grievance shall: (1) explain the specific incident that is the subject of the grievance in sufficient detail; (2) include a description of prior attempts to resolve the matter and the results of these attempts; and (3) discuss the reasons why the employee(s) is/are not satisfied with the prior results. The supervisor or administrator shall render a written decision within 10 working days.

Step 2. If the grievance is not solved at Step 1, the employee(s) may present the written grievance to the director of personnel who shall review the grievance and the report from Step 1 and render a written decision within 10 working days of receipt of the report from Step 1.

Step 3. If the grievance is not solved at Step 2, the employee(s) may present the written grievance to the superintendent who shall conduct a hearing within 10 working days of receipt of the report from Step 2 and shall render a written decision within 10 working days of the hearing.

Step 4. If the grievance is not solved at Step 3, the employee(s) may file a written request for review by the Board of Education, which will be held within 15 working days of receipt of the report from Step 3. The Board's review of the grievance may be held in executive session at the request of the employee(s), the superintendent or the Board. The decision of the Board shall be final and shall be made in writing within 15 working days of the Board's review.

Notwithstanding the steps of the grievance procedure described above, an employee may discuss any problem at any time with any district supervisor or administrator.

DISCIPLINE, SUSPENSION AND DISMISSAL OF CLASSIFIED STAFF

(File: GDQD)

Support/Classified staff employees, unless otherwise designated by contract, are considered "at will" employees who serve at the pleasure of the Board and will be employed for such time as the district is in need of or desirous of the services of such employees.



The superintendent has the authority to dismiss support/classified personnel, they may delegate this authority to other appropriate personnel such as the principal or direct supervisor. All dismissals of support/classified employees shall be reported to the Board at its next regular meeting.

The superintendent also may suspend employees from their assignments as a disciplinary measure, with or without pay.

If an employee is dismissed or resigns as a result of an allegation of unlawful behavior involving a child, including unlawful sexual behavior, or an allegation of a sexual act involving a student who is eighteen years of age or older, regardless of whether the student consented to the sexual act, which is supported by a preponderance of evidence, the superintendent is delegated the responsibility for notifying the Colorado Department of Education (CDE) as soon as possible but no later than 10 business days after such dismissal or resignation.

The superintendent must provide any information requested by the department concerning the circumstances of the dismissal or resignation. The district also must notify the employee that information concerning the dismissal or resignation is being forwarded to CDE.

If the district learns that a current employee has been convicted of, pled *nolo contendere* to, or received a deferred sentence or deferred prosecution for any felony or misdemeanor crime involving unlawful sexual behavior or unlawful behavior involving children, the superintendent must immediately report this information to CDE.

The district shall not obtain consumer credit reports on a current employee unless the district is evaluating the employee for promotion, reassignment or retention. In all cases where credit information or reports are obtained and/or relied upon for purposes of reassigning, terminating or denying the promotion of an employee, the district shall comply with the Fair Credit Reporting Act and applicable state law.

Bus Drivers: Bus drivers are employed on a monthly basis with continuity of employment conditioned only upon satisfactory performance. In the event of failure to perform as required, the Superintendent or their designee may immediately suspend employment. Any bus driver in their first year of employment who has an "at fault" accident may be subject to dismissal. Any driver, after completing their first year of employment, who has two "at fault" accidents in any period of three years, may be subject to dismissal. In the event a driver is notified that they are subject to dismissal for an accident in which they do not admit being "at fault," they may request a hearing before the Board. This request must be made in writing within five days from the date of the dismissal notice; otherwise, the dismissal shall not be subject to review and shall be final.

A "year" shall represent the school term including any or all summer programs. "At fault" shall be defined as an accident where the driver is clearly or admittedly at fault and involves the safety of passengers.

CHANGE OF INFORMATION

Whenever an employee's personal information, such as home address or telephone number, changes, the employee is required to log in to their iVisions portal to make the necessary changes.



DRESS CODE (File: GBEBA)

District employees project an image to the community and to students about the professionalism of the District. During the workday and at all work-related activities, employees shall adhere to a professional standard of dress and shall be neat and clean in appearance.

Examples of professional attire include, but are not limited to, collared shirts, dress slacks, ties, dresses and coordinated separates. The principal has the final authority to decide what is professional attire.

Unacceptable items

The following items are deemed disruptive to the classroom environment or to the maintenance of a safe and orderly school and are not acceptable in school buildings, on school grounds, or at school activities:

1. Shorts, dresses, skirts or other similar clothing shorter than mid-thigh length
2. Sunglasses and/or hats worn inside the building
3. Inappropriately sheer, tight or low-cut clothing (e.g., midriffs, halter tops, backless clothing, tube tops, garments made of fishnet, mesh or similar material, muscle tops, etc.) that bare or expose traditionally private parts of the body including, but not limited to, the stomach, buttocks, back and breasts
4. Tank tops or other similar clothing with straps narrower than 1.5 inches in width
5. Any clothing, paraphernalia, grooming, jewelry, hair coloring, accessories, or body adornments that are or contain any advertisement, symbols, words, slogans, patches, or pictures that:
 - Refer to drugs, tobacco, alcohol, or weapons
 - Are of a sexual nature
 - By virtue of color, arrangement, trademark, or other attribute denote membership in gangs which advocate drug use, violence, or disruptive behavior
 - Are obscene, profane, vulgar, lewd, or legally libelous
 - Threaten the safety or welfare of any person
 - Promote any activity prohibited by the student code of conduct
 - Otherwise disrupt the teaching-learning process

Exceptions

Appropriate athletic clothing may be worn when teaching or assisting with physical education classes, or when coaching athletic activities.

Additional "Special Days" will be determined by the building principals in compliance with building norms and District expectations.

LUNCH PERIOD/REST BREAKS

Supervisors are responsible for staggering lunch periods and allowing rest breaks as appropriate to maintain proper staffing. Lunch periods and rest breaks may not be taken at the start or close of the employee's scheduled workday. Rest breaks may not be added to the lunch period.

PERSONAL COMMUNICATION (Files: EGAEA & GBEB)

District telephones and computers are for school business. Use of communications equipment for personal business should be limited. Personal long distance calls must be reported to the



Administration Center so arrangements may be made for payment. District electronic mail systems are not intended for personal use by employees of the District and employees should have no expectation of privacy when using the District's electronic mail systems. The District retains the right to review, store and disclose all information sent over the District electronic mail systems for any legally permissible reason, including but not limited to determining whether the information is a public record, whether it contains information discoverable in litigation and to access District information in the employee's absence.

Use of personal cell phones during regular school/business hours should be limited to emergencies or business calls that cannot be made after hours (i.e., doctor's offices). Supervisors will be responsible for determining times when such calls are appropriate.

Permission from the Superintendent or designee must be obtained for use of the District's electronic email for personal announcements/requests or for use of the "_All-RE1 Staff" email group.

NON-SCHOOL EMPLOYMENT

Classified employees shall not be excused during their regularly assigned work schedule to perform outside work. Classified employees shall engage in no outside employment that, by nature or duration, will impair the effectiveness of their assigned duties.

TERMINATION OF EMPLOYMENT

There are four main types of separation:

Resignation – An employee who resigns with proper notice may be eligible for rehire <i>The number of times an individual is rehired may be limited in order to maintain continuity of work and support to staff and students</i>	A classified employee who separates service from the District should give their supervisor at least a two-week written notice. Proper notice of resignation by employees is important so the District has adequate time to process the separation and implement steps to find a replacement. The written resignation should designate the last day to be worked. Employees are expected to work regularly scheduled days during the notice period. Use of accrued leave will be at the discretion of the supervisor.
Quit Without Notice - May negatively affect the opportunity for rehire.	A classified employee who leaves without notice or with less than required notice. (Also referred to as Job Abandonment.)
Reduction in Force - May be eligible for rehire.	A separation from employment by the District resulting from lack of work, reorganization or financial considerations.
Discharge- Not eligible for rehire in most instances.	An involuntary separation initiated by the District (usually due to disciplinary action).

(Retirement)

(Addressed in the next section of this Guidebook)

Before the final day of work, the employee must schedule an exit interview with their supervisor to discuss the employee's separation benefits (when applicable), return school property (if issued), complete any necessary paperwork and determine disbursement of the final paycheck.

Continuation of Health Coverage (COBRA): The Consolidated Omnibus Budget Reconciliation Act (COBRA) gives workers and their families who lose their health benefits the right to choose to continue group health benefits provided by their group health plan for limited periods of time under certain circumstances such as voluntary or involuntary job loss (but not including discharge for



reasons of gross misconduct), reduction in the hours worked, transition between jobs, death, divorce, and other life events. Qualified individuals may be required to pay the entire premium for coverage up to 103 percent of the cost to the plan.

Coverage through the District ends on the last day of the month in which the qualifying event occurs; the ending date of coverage should be confirmed with Human Resources or Payroll. A packet of information regarding coverage under COBRA is emailed and mailed to the employee (or dependent) within 14 days of the qualifying event.

REDUCTION IN FORCE

If the Superintendent determines the need to reduce the number of classified positions, the Superintendent shall recommend a reduction in force to the Board. The Board shall have the responsibility for determining the number of classified positions to be reduced and specific employees to be released.

DISCLOSURE OF INFORMATION TO PROSPECTIVE EMPLOYERS (File: GBJA)

In regard to current staff or staff separated from the District, the District shall disclose to a prospective employer information relative to the employee's suitability for re-employment, including their work-related skills, abilities and habits. In the case of a former employee, the District shall also disclose the reason for the employee's separation.

When the District provides written information about a current or former employee to a prospective employer, it shall send a copy of that information to the employee upon written request. The District shall also make such written information available to the current or former employee upon written request during normal business hours. A fair and reasonable price shall be charged by the District for any copies of the written information requested by the employee.

VERIFICATION OF EMPLOYMENT

When a verification of employment is required for a loan or regarding previous employment the third party requestor must use the following process:

1. Log in at <https://www.verifent.com/log-in>. Please note that all new third party Verifent users will need to register and create an account before proceeding.
2. When prompted, enter our unique organization code: **6ECD90**.
3. Please be prepared to provide the employee's date of birth and last four digits of the Social Security Number.

CLASSIFIED STAFF FRINGE BENEFITS (File: GDBD)

The District shall contribute an amount established by the Board annually toward a combination health/vision/life insurance policy for each eligible employee. Employees must work thirty (30) hours per week to qualify for insurance coverage. Employees on approved leave of absence may participate with full cost borne by the employee. Qualified employees shall be provided, at District expense, the group life insurance policy for single coverage.

Certain other forms of insurance coverage under a Cafeteria Plan (Section 125) may be available to eligible employees.



Full-time employees (authorized to work 30.00 hours per week or more), currently have a choice of three health insurance options, single coverage provided by the District. The District provides single coverage for vision insurance and \$25,000 life/AD&D insurance (\$30,000 for Administrators). Eligible employees may choose optional dental coverage and additional life insurance. Benefits for classified staff begin the first of the month following full-time employment and end the last of the month of separation or change in employment status. Open enrollment is announced and usually occurs in May.

TAX SHELTERED ANNUITIES (403b) (DLB)

Each employee may contribute to a non-forfeitable annuity plan by payroll deduction.

PUBLIC EMPLOYEE'S RETIREMENT ASSOCIATION (PERA)

PERA is a substitute for Social Security for most public employees. Benefits are pre-funded, which means while a member is working they are required to contribute a fixed percentage of their salary to the retirement trust funds. This percentage is 11% for members. The employer also contributes a percentage of pay to the trust fund; currently, that rate is 21.4%. The trust funds are then invested by PERA under the direction of a board of trustees. PERA's investment strategy uses actuarially established investment objectives with long-term goals and policies. PERA members can also enroll in a 401k contribution plan.

INSURANCE PROGRAM/RISK MANAGEMENT (File: EI)

The Board has the responsibility for maintaining an adequate insurance program covering its buildings, grounds, fleet and employees carrying out official duties for the District. The Board may also authorize and participate in insurance programs for employees and students. The administration shall make reasonable effort to obtain insurance at the best available rates.

ANNUAL LEAVE AND HOLIDAYS (File: GDD)

Annual Leave: Annual leave for first year employees will be prorated at one day per month at the end of the third month of employment. Accrued leave may be taken beginning in the fourth month.

Annual Leave Accrual for 12-Month Employees	
Years of Service:	# of Annual Leave Days
1-7 Years	10 Days
8-15 Years	15 Days
16-20 Years	20 Days
21 & Over	25 Days

Annual leave days are subject to approval by the employee's immediate supervisor and the Administration Center. Paid annual leave days may be accumulated up to twenty (20) days, not including the annual allocation. Every effort will be made to grant annual leave for the time requested, however, the need for adequate staffing will sometimes necessitate adjustments in leave schedules. Employees should make requests for leave as far in advance as possible. During a notice of separation period (i.e., resignation or retirement), use of leave will be at the discretion of the supervisor based on business need.

Less than twelve-month employees will not be granted paid annual leave.



Holidays: Twelve-month employees will receive paid holidays determined annually by administration to include one unassigned holiday that may be used anytime during the school year and should be scheduled as far in advance as possible. 12-month employees will be paid scheduled holidays based on their assigned full-time equivalent (FTE).

Less than 12-month, part-time employees (less than 30 hours) will not receive pay for holidays.

All eleven and twelve-month employees are entitled to one (1) floating holiday per calendar year to be used when school is not in session and should be scheduled as far in advance as possible.

CLASSIFIED STAFF LEAVE (File: GBGG)

For purposes of Paid Time Off (PTO), immediate family means a member of the employee's immediate family (a person who is related by blood, marriage, civil union, or adoption), a child to whom the employee stands in loco parentis or a person who stood in loco parentis to the employee when the employee was a minor, or a person for whom the employee is responsible for providing or arranging health- or safety-related care. Exceptions may be made by the superintendent.

Upon employment, staff will receive PTO according to the following:

- Nine-month employees will be granted 10 PTO days per school year;
 - 10-month employees will be granted 11 PTO days per school year;
 - 11-month employees will be granted 12 PTO days per school year;
 - 12-month employees will be granted 13 PTO days per school year.
- (PTO will be prorated based on hire date for the first school year)

Sick Leave

PTO days not used by the end of the employee's anniversary month/end of school year will be moved to the employee's sick leave balance at a rate of 1.5 (time and one-half) in the month of the anniversary of the employee's date of hire.

Full-time classified staff, food service personnel, paraeducators, preschool early educators, teacher assistants, and transportation personnel will be granted leave for personal illness or for a serious illness or death in the immediate family. Sick leave may be accumulated to a maximum of 90 days, not including the annual allocation.

Sick leave is not a payable benefit except for the following:

At the end of each year, days accumulated over 90, will be paid out at \$75 per day. Employees with a minimum of 5 years of continuous service will, upon amicable separation (including retirement); be paid \$50 per day, up to \$4,500.

Generally, leave for less than 12-month employees will not be granted for days immediately prior to or following a scheduled break or holiday as listed on the District school calendar. Granting of requests for such leave will be at the discretion of the building administrator.

Employees shall not be terminated from their jobs due to illness or accident until accumulated sick leave has been depleted. It is understood that anyone on sick leave is not physically capable of working and shall not be granted paid leave if working at another job. Known violations regarding use of sick leave may result in termination of employment.



An employee who cannot come to work because of personal injury or illness is expected to notify their supervisor prior to or at the beginning of the work period, allowing sufficient time to assure adequate staffing. Notification is to be made on each of the first four days of absence. Paid Sick Leave or granting of excused absences will be contingent upon proper notification of absence. Proof of illness, in the form of a doctor's statement, may be required by the supervisor at any time. In the event of extended absence (five days or more), the employee's supervisor will determine how often the employee should make contact regarding the expected date of return. When an employee is off five days or more, payment of Sick Leave may be contingent upon receipt of an acceptable physician's verification of the employee's inability to work and expected date of return. An acceptable physician's authorization to return to work may be required following any medical leave of consequence such as surgery, childbirth, accident or serious illness.

Benefits in Case of Catastrophe: On rare occasions employees may have a catastrophic sickness or accident, which causes them to use up their regular sick leave as accrued. In case of such catastrophe, employees may be granted extended sick leave days. under the guidelines of Policy GBGG.

PERA Short Term Disability: PERA members with five (5) or more years of earned service credit are eligible for short term disability.

Classified Staff Maternity/Paternity/Paternal Leave: (File: GBGE) Pregnancy will be covered under the sick leave policy and in no way will be defined or handled differently from any other illness or health condition.

SICK LEAVE BANK (File: GBGH)

Any employee entitled to sick leave may become a member of the Sick Leave Bank (SLB) by donating one day of sick or flex leave to the SLB on the first month of employment, by September 10 of each school year, or as needed, when required by the established Sick Leave Bank Committee (SLBC). When the accumulated balance of sick leave in the bank reaches 500 days at the end of a school year or by determination of the SLBC, current members will be waived from donating a day of sick leave to the SLB for the following school year. New employees or those wishing to become members will donate one day of leave to join.

The SLBC will be comprised of one representative selected from each school – with Hagen, Bus Barn, and Administration Center staff being one group, and shall determine the validity of member employees' requests and whether it will be denied, granted, or granted in part. The SLBC will consider the following factors in determining eligibility: 1) member's past conservation and fair use of leave policies; 2) the seriousness of past and current illnesses and injuries; and 3) any unusual circumstances involved. The SLBC will review information presented by member employees and may consider information available from any source. The SLBC may request a letter from the attending physician stating the individual is not able to perform the normal duties of their job or is needed to care for an immediate family member. Members will make written application to the SLBC through the superintendent's office for use of the SLB and the SLBC will notify the applicant, the Superintendent's office and payroll of its decision in writing. The superintendent's office shall be informed quarterly of balances of donated days and usage of days. SLB end-of-year balance shall carry over to the next school year.



CLASSIFIED STAFF LEGAL/BEREAVEMENT LEAVE (File: GBGK, GBGJ)

Legal Leave: All employees called for jury duty will be granted paid leave. Jury duty leave will not be charged against any of the employee's accumulated leave time. The Jury Service Certificate issued by the court is required to be submitted with the employee's time sheet. Employees who receive compensation for service as a juror shall submit to the District any compensation they receive for scheduled work days. The District will pay no other costs related to jury duty leave. Employees are expected to return to work or use PTO if not selected for jury duty service. Likewise, if an employee is subpoenaed to appear in court in relation to District business, the employee will be granted paid leave. A subpoena to appear in court for non-District business may require the employee to use accumulated leave or leave without pay.

Bereavement Leave:

Five days of paid bereavement leave shall be granted to all eligible employees in case of the death of an employee's immediate family member (a person who is related by blood, marriage, civil union, or adoption) a child to whom the employee stands in loco parentis or a person who stood in loco parentis to the employee when the employee was a minor, or a person for whom the employee is responsible for providing or arranging health- or safety-related care.

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.

Employee absences which extend beyond the number of days allotted due to a death in the family shall be charged to the employee's Paid Time Off (PTO) unless the employee requests leave without pay.

STAFF MILITARY LEAVE (File: GBGI)

Annual Military Leave: An employee who is a member of a reserve or National Guard unit or any other branch of the military organization under state or federal law shall be granted military leave with a right of reinstatement in accordance with state and federal law.

The employee shall receive full salary and benefits during such leave up to a maximum of 15 days annually. All remaining leave to fulfill the annual military obligation shall be unpaid leave. An employee who is required by state or federal government to continue military service beyond the time for which leave with pay is allowed shall be granted a leave of absence without pay for such additional service.

Emergency Military Leave: Military leave of absence without pay shall be granted to any employee who enlists for military duty with any branch of the United States armed forces or who is called into active military service in time of war or other emergency declared by the proper authority of the state or United States. The employee shall be considered on a leave of absence during military service.

Notice of Military Service: An employee taking leave under this policy shall provide written or oral notice, as far in advance as possible, of pending military service. Employees on military leave resulting in absence of more than 30 days shall forward a copy of their military orders to the Superintendent.



Using Paid Leave in Lieu of Unpaid Military Leave: An employee taking leave under this policy may, at their discretion (but is not required to), use accrued vacation or other paid leave during time of military service.

Hiring Substitute: Where necessary to protect the public interest, a substitute employee may be hired by the school district to perform the duties of the employee on military leave until such time as the employee returns to work.

Reinstatement After Service: Upon completion of military service, the employee shall be reinstated in the same or a similar position of like seniority, status and pay if such is available at the same salary and benefits which they would have received had leave not been taken. The employee must also meet the applicable statutory requirements, including notification to the district of the employee's intent to return to work within the time period set out in law.

Upon reinstatement, the employee shall have the same rights with respect to accrued and future annual leave or sick/PTO leave, public retirement benefits and other benefits as if they had actually been employed during the time of such leave.

STAFF VICTIM LEAVE (File: GBGL)

Any staff member with accrued paid sick leave may take sick leave for any of the following purposes:

1. to seek medical attention for the employee or the employee's family member to recover from a mental or physical illness, injury, or health condition caused by domestic abuse, sexual assault, or harassment;
2. to obtain services from a victim services organization;
3. to obtain mental health or other counseling;
4. to seek relocation due to the domestic abuse, sexual assault, or harassment; or
5. to seek legal services, including preparation for or participation in a civil or criminal proceeding relating to or resulting from domestic abuse, sexual assault, or harassment.

For the purpose of using paid sick leave to take victim leave, the term "family member" means a member of the employee's immediate family (a person who is related by blood, marriage, civil union, or adoption), a child to whom the employee stands in loco parentis or a person who stood in loco parentis to the employee when the employee was a minor, or a person for whom the employee is responsible for providing or arranging health- or safety-related care. Exceptions may be made by the superintendent.

When applying accrued paid sick leave to take victim leave, the following crimes/actions are as defined in state law:

1. domestic abuse
2. harassment
3. sexual assault

Staff victim leave taken by using accrued paid sick leave will follow the provisions outlined in the Board's staff sick leave policy.



Any staff member who has been employed with the district for at least 12 months and is the victim of certain crimes/actions (listed below) may request and shall be granted up to three working days of leave during any 12-month period, either using accumulated leave or leave without pay, for any of the following purposes:

1. to seek a civil restraining order to prevent domestic abuse as it is defined in state law
2. to obtain medical care or mental health counseling or both for the employee or their children to address related physical or psychological injuries
3. to make their home secure from the perpetrator or to seek new housing to escape from the perpetrator
4. to seek legal assistance to address related issues and attend and prepare for court-related proceedings

Except in cases of imminent danger to the health or safety of the employee, an employee seeking victim leave shall provide as much advance notice to the district as possible, as well as, appropriate documentation requested by the employee's supervisor.

All information related to the employee's leave must be kept confidential and copies of any related documents retained by the district shall be marked confidential and stored in a secure location separate from routine personnel documents.

This leave applies to the following crimes/actions as defined in state law:

1. domestic abuse
2. stalking
3. sexual assault
4. any other crime where a court finds that the underlying factual basis includes an act of domestic violence

POLITICAL ACTIVITY

The Board believes that it is in the best interest of the District and the community for staff members to participate in the political process. Supervisors should make every effort to allow time for employees to vote.

The Fair Campaign Practices Act (FCPA) outlines what activities Colorado school district employees are permitted or not permitted to engage in during a campaign. The following guidelines should help staff determine what is permitted and not permitted in the FCPA.

ACTIVITY	PERMITTED	NOT PERMITTED
PHONE CALLS	<ul style="list-style-type: none"> Employees are allowed to give <u>undisputed factual responses</u> about a campaign issue on school telephones in response to unsolicited telephone inquiries. Employees may make telephone calls stating their position with respect to a candidate or ballot issue on their own time and on their own personal telephone. 	<ul style="list-style-type: none"> Employees CANNOT work to promote or defeat a candidate or ballot issue during work time or while using school telephones.
<i>Continued on next page</i>		
TALKING TO PARENTS	<ul style="list-style-type: none"> During the work day, employees are allowed to respond to unsolicited questions with strictly <u>factual answers</u> regarding a campaign issue. Such responses must not contain partial conclusions or otherwise tend to urge a particular vote. Presentations which express a position 	<ul style="list-style-type: none"> During work time, employees CANNOT work to promote or defeat a candidate or ballot issue. "Work hours" include all times employees are on duty during regular hours or in attendance as a work requirement beyond regular work hours.



	on a campaign issue or candidate may be made outside of employee work hours.	
SCHOOL MATERIALS AND EQUIPMENT		<ul style="list-style-type: none">• School materials and equipment CANNOT be used under any circumstances to prepare, post, sort, or distribute any materials or information expressing a position concerning an election. This includes the use of paper, copy machines, typewriters, telephones, bulk mailing permits, etc.
SCHOOL FACILITIES	<ul style="list-style-type: none">• School facilities use by organization, groups or committees should be governed by individual district facilities use policies.• If a PTO or other school-related organization is going to use school facilities for a meeting in which an election is to be discussed, the usual nonprofit rental fee should be paid for that meeting to avoid any conflict with the Act.	<ul style="list-style-type: none">• Individuals, groups or organizations that advocate social or political change by use of violence will be denied the use of facilities.
WEARING OF BUTTONS, POSTING CAMPAIGN LITERATURE, BULLETIN BOARDS, ETC.		<ul style="list-style-type: none">• Employees SHOULD NOT wear, display, or distribute campaign materials at the work site.
FLIERS	<ul style="list-style-type: none">• Employees and employee organizations may distribute materials on their own time to promote or defeat a candidate or ballot issue outside of school grounds as long as the distribution is not done in connection with a school activity.	<ul style="list-style-type: none">• On Election Day, electioneering materials are specifically PROHIBITED from public display in a school being used as a polling place.• Campaign information SHALL NOT be included in school newsletters or any information sent home to parents.
INTERACTING WITH STUDENTS		<ul style="list-style-type: none">• Employees SHALL NOT take any stand on a candidate or ballot issue with students while on duty.• Employees SHALL NOT distribute to students during work time any materials which express a position on elections issues.• Employees SHALL NOT enlist the services of students, either during school time or outside of school hours, to work on any campaign. (Pro and Con organizations may enlist student help.)
VOTING	<ul style="list-style-type: none">• Employees are encouraged to register and exercise their voting rights.	
CAMPAIGN CONTRIBUTIONS	<ul style="list-style-type: none">• Employees may make personal contributions to any candidate or organization supporting a ballot issue.	<ul style="list-style-type: none">• Employees may not solicit or accept cash or other campaign contributions during work time.
PUBLIC RECORDS ACTS	<ul style="list-style-type: none">• Employees should respond to Public Records Act requests from candidates or election organizations in the same manner they would respond to such a request from a member of the public at large	<ul style="list-style-type: none">• Employees MUST NOT release students' and employees' names, addresses or telephone numbers unless such information is contained in a directory otherwise available to the public.

DIRECT DEPOSIT

To facilitate an efficient system of issuing payroll and to be aligned with common business practice, **all employees** will be required to enroll in direct deposit.



WORKER'S COMPENSATION (File:GBGD)

As required by law, RE-1 Valley School District carries Worker's Compensation Insurance. Should any employee be injured while at work, they are entitled to the benefits provided by law. Any employee experiencing any work-related accident must follow these steps:

- Report the incident to supervisor immediately.
- Complete Employee Accident Report and submit to Human Resources at the Administration Center as soon as possible or within two days of the incident.
- If necessary, seek medical treatment from one of the District's approved providers or, if more immediate care is necessary, go to the closest emergency room. Follow up care must be at one of the approved providers.
- Supervisor, not the injured employee, is to complete Accident/Incident Investigation Report immediately and submit to Human Resources at the Administration Center.

Early reporting of a work related injury is not only beneficial to employee health; it can significantly improve the District's cost rating with the insurance carrier.

RETURN TO WORK PROGRAM

Studies show that injured employees who return to productive work as early as possible following a work-related injury heal faster and better than those injured employees who remain off work. Injured employees who return to work during their healing period tend to require fewer medical treatments. Work becomes part of the medical treatment and rehabilitation and allows the injured employee to take an active role in their recovery.

The designated Administrator of the Return to Work Program is the Human Resources Director located at the Administration Center. All injuries/incidents must be reported as outlined under the Worker's Compensation policy (GBGD) and outlined in the previous section. All efforts will be made to eliminate situations that could cause accidents, injuries or illnesses. When making assignments or modifications for employees under the program, aspects of the job that could cause further risk or harm will be considered and avoided.

The treating physician is responsible for providing information regarding the abilities of the injured employee so that the District may make informed return to work determinations. The treating physician is required to send to the District, and the District's insurer, a completed Physician's Report stating the injured employee's ability to carry out job tasks. Changes in the condition of the injured employee are also reported periodically by the treating physician until the injured employee is fully released to return to work.

The District will review the Physician's Reports to determine if there is suitable work available that accommodates the employee's medical restrictions. The District may submit a list of proposed job tasks to the treating physician; if the determination is made that suitable work is available for the employee, the District may make a bonafide job offer for modified duty. Modified duty will continue until the treating physician releases the injured employee to full duty, and/or maximum medical improvement is reached, and/or it is feasible that the modified duty continue. While on modified duty, the modified job tasks and the employee's performance will be reviewed.

The return to work program provides opportunities for an employee who is injured on the job to return to work. If the injured employee is not physically capable of returning to full duty, the program provides opportunities for the employee to perform their regular job with modifications or, when available, to perform alternate temporary work that meets the injured employee's physical capabilities.



FAMILY AND MEDICAL LEAVE ACT (FMLA) (File: GBGF & GBGF-R)

The Board shall provide a plan for leaves and absences designed to help members of the classified staff maintain their physical health, care for family members and other personal emergencies in accordance with the Family and Medical Leave Act of 1993. To be eligible for leave under this policy, an employee shall have been employed for at least 12 months and shall have worked at least 1,250 hours during the 12-month period preceding the commencement of the leave. A full-time classroom teacher shall be deemed to meet the hourly requirement but must also meet the 12-month requirement to be eligible for FMLA leave. Eligible employees are entitled to a combined total of 12 weeks of leave per year under particular circumstances that include:

1. The birth and care of the employee's newborn child;
2. The placement of a child with the employee for adoption or foster care;
3. To care for the employee's spouse, parent or child with a serious health condition;
4. When the employee is unable to perform the essential functions of their position because of the employee's own serious health condition; or
5. 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.

Spouses who are both employed by the District shall be entitled to a total of 12 weeks leave jointly (not 12 weeks individually) per year for reasons (1), (2), (3) and/or (5) specified in the immediately preceding paragraph.

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 service member 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 service member.

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 an FMLA-qualifying reason other than to care for a covered service member.

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 service member with a serious injury or illness, or a combination of caring for a covered service member and reasons (1), (2), (3) and/or (5) above.



TRAINING

Professional training opportunities are available with approval of supervision.

RETIREMENT OF CLASSIFIED STAFF MEMBERS (File: GDQCA*)

Employment decisions by the Board are based on the assessment of an individual employee's ability to perform competently in the position assigned. Therefore, no employee shall be forced to retire solely because they have reached a particular age.

Employees are encouraged to make their own retirement decisions and to give written notice, at least two weeks prior to the expected last day worked, to the Board once a retirement date has been established. The written notice should include the anticipated last day worked and the effective date of retirement. It is the employee's responsibility to contact the Public Employee's Retirement Association (PERA) for appropriate retirement information and necessary forms and/or documentation.

Employees are expected to work regularly scheduled days during the notice period. Use of leave will be at the discretion of the supervisor based on business need.

EMPLOYMENT OF RETIRED CLASSIFIED STAFF MEMBERS

Any classified staff member who has completed 5 years of continuous employment with the District and is eligible to receive retirement benefits from PERA based on age and years of service is eligible to participate in this program. The employee must begin receiving a PERA retirement annuity in order to participate.

Written notice of the employee's intent to retire and a request for a transition contract must be received by the superintendent no later than April 15 of the school year prior to the requested transition year. The employee must also submit a formal letter of retirement at least 30 days prior to the date of the anticipated retirement.

Retired employees working after a transition year in a like or similar position may be contracted for post-retirement employment of no more than 110 days or 720 hours per calendar year, except that the District may designate up to 10 employees each year who are authorized to work up to 140 days or 916 hours in any calendar year. Retired employees will be placed in the same lane and on the same step as they were upon retirement. If the employee's role in the district changes, they will be placed on the appropriate salary schedule.

Employees with a transition contract will receive district paid health, vision and life insurance benefits, they will also be eligible to purchase dental and disability insurance. The employee's salary shall be subject to employer PERA contributions, which shall be paid by the District in accordance with state law and PERA rules. The employee shall pay the member contribution required by PERA.

Employees with a transition contract will be granted Paid Time Off (PTO) days as follows:

- 9-month employees will be granted 10 PTO days;
- 10-month employees will be granted 11 PTO days;
- 11-month employees will be granted 12 PTO days;
- 12-month employees will be granted 13 PTO days.

PTO days granted in a transition year cannot be accrued.



NO SMOKING (File: ADC)

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

For purposes of this policy, the following definitions apply:

1. "School property" means all property owned, leased, rented or otherwise used or contracted for by a school including but not limited to the following:
 - a. All indoor facilities and interior portions of any building or other structure used for children under the age of 18 for instruction, educational or library services, routine health care, daycare or early childhood development services, as well as for administration, support services, maintenance or storage. The term does not apply to buildings used primarily as residences, i.e., teacherages.
 - b. All school grounds over which the school exercises control including areas surrounding any building, playgrounds, athletic fields, recreation areas and parking areas.
 - c. All vehicles used by the district for transporting students, staff, visitors or other persons.
 - d. At a school sanctioned activity or event.
2. "Tobacco product" means:
 - a. Any product that contains nicotine or tobacco or is derived from tobacco and is intended to be ingested or inhaled by or applied to the skin of an individual, including but not limited to cigarettes, cigars, pipe tobacco, snuff and chewing tobacco, or liquid nicotine/e-liquids; and
 - b. Any electronic device that can be used to deliver nicotine to the person inhaling from the device, including but not limited to an electronic cigarette, vape pen, cigar, cigarillo or pipe.
 - c. "Tobacco product" does not include any product that has been approved by the appropriate federal agency as a tobacco use cessation product.
3. "Use" means lighting, chewing, smoking, ingesting inhaling, vaping, or application of any tobacco product.

STAFF HEALTH (File: GBGA)

The Board may require medical examinations of its employees or applicants for employment. The district shall pay for all such medical examinations. Results of such medical examinations must be maintained in separate medical files and not in the employee's personnel file and may be released only in limited circumstances.

Readily-transmitted communicable diseases

An employee with an acute, common communicable disease must not report to work during the period of time when contagious/infectious. The district reserves the right to require a physician's statement prior to the employee's return to work.

An employee diagnosed with a serious, readily-transmissible disease or condition shall be encouraged to report the existence of the condition or illness in case there are precautions that must be taken to protect the health of others.



DRUG-FREE WORKPLACE (File: GBEC)

The unlawful manufacture, distribution, dispensing, possession or use of alcohol or a controlled substance by employees is prohibited in the workplace. For the purpose of this policy, workplace is defined as school district property when school is in session or when school or administrative activities are taking place. For the purposes of this policy, controlled substances include but are not limited to narcotic drugs, hallucinogenic or mind-altering drugs, or substances, amphetamines, barbiturates, stimulants, depressants, marijuana, anabolic steroids, any other controlled substances as defined by law, or any prescription or non-prescription drug, medicine, vitamin or other chemical substances not taken in accordance with the Board policy. By policy, an employee shall be suspended, without prejudice, immediately after arrest for possession or for being under the influence of a controlled substance. Observance of this policy is a condition of employment; violation shall subject the employee to appropriate disciplinary action that may include suspension and/or termination and referral for prosecution.

DRUG AND ALCOHOL TESTING OF MOTOR VEHICLE OPERATORS (File: EEAEAA & EEAEAA-R)

The safe operation of District motor vehicles is of paramount importance, especially with respect to the transportation of students. The Board recognizes that the use of drugs and/or alcohol by employees performing safety-sensitive functions concerning motor vehicles may adversely impact this commitment to safety. Accordingly, employees performing such safety-sensitive functions are prohibited from reporting for or remaining on duty under the influence of alcohol or under the influence of a drug that has not been prescribed by a physician. Employees performing such safety-sensitive functions are also prohibited from possessing or using alcohol or prohibited drugs while on duty. A program of drug and alcohol testing in compliance with governing state and federal law has been established for employees who perform safety-sensitive functions with respect to the District's motor vehicles.

PREVENTION OF DISEASE/INFECTION TRANSMISSION (File: EBBA)

All employees shall be advised of routine procedures to follow in handling body fluids that will provide effective precautions against transmission of diseases. These procedures must be standard health and safety practices developed in consultation with medical personnel. Training and appropriate supplies shall be available to all personnel including those involved in transportation and custodial services. The term "all employees" refers to paid and unpaid persons working in school settings who have the potential for exposure. In addition to ensuring that these health and safety practices are carried out on a district-wide basis, special emphasis shall be placed in those areas of school district operation that potentially present a greater need for these precautions. Under no circumstances may students be directed or knowingly be allowed to handle body fluids other than their own.

BUSINESS TRAVEL (DKC)

All employees must complete and sign a Motor Vehicle Records request form with Transportation.

All state and federal laws regarding operation of a motor vehicle must be adhered to including the use of seat belts; hands-free use of cellular communication may be allowed except for Bus Drivers who must follow laws regarding student transportation at all times when operating a school bus. It is preferable for Bus Drivers to use cellular devices outside the vehicle or when seated in a seat other than the driver's seat.



A 50% safety rule violation on the compensation part of a worker's compensation claim may be made for employees involved in an accident who are not following these District guidelines for travel.

ACCIDENT REPORTS (File: EBBB)

Adequate and prompt accident reporting is essential if similar accidents are to be prevented. Prompt reporting also ensures insurance coverage. The Board requires that an accident report be filed for every accident that takes place on school property or that involves a school vehicle, students or staff on school-sponsored trips and staff involved in business travel. Reports are required whether or not injuries or property damage are immediately evident.

STAFF PERSONAL SECURITY AND SAFETY (File: GBGB)

The following procedures will be followed in instances of assault, disorderly conduct, harassment, knowingly making a false allegation of child abuse, or alleged offense under the "Colorado Criminal Code" by a student directed towards a teacher or school employee. These same procedures will be followed in instances of damage by a student to the personal property of a teacher or school employee occurring on school district premises:

- The teacher or employee will file a written complaint with the building principal, the Superintendent's office and the Board of Education
- After receipt of complaint and adequate proof of the charges, the principal will suspend the student for three (3) days
- The Superintendent will initiate procedures for the further suspension or expulsion when injury or property damage has occurred
- The Superintendent or designee will report the incident to the district attorney or appropriate local law enforcement for further investigation to determine the appropriateness of filing criminal charges or initiating delinquency proceedings.

The principal or designee will communicate discipline information concerning any student enrolled in the District who, based on prior behavior, could pose a threat to the health and safety of other students and school personnel, to all teachers and counselors who have direct contact with that student. Any employee who is assigned a student with known serious behavior problems will be informed of the student's behavior record. Any staff member who is provided this information shall maintain its confidentiality.

Staff safety concerns regarding co-workers, patrons or parents should be reported to administration for appropriate resolution.

IDENTIFICATION BADGE

The safety and security of students and staff is of utmost importance to the RE-1 Valley School District. In an effort to quickly and easily identify persons in our buildings, the District has implemented the use of identification badges. Safety measures have been implemented to include video surveillance in and around District buildings and a card key access system. Protocols will be determined for each building's entrance and all staff trained.

All certified and classified staff (regular full-time and part-time), substitute teachers, student teachers, regular bus drivers, sub bus drivers, summer workers and contracted service providers are required to wear an identification badge, issued by the District, at all times while on duty or while representing the District. Substitute and Volunteer staff may be issued a non-photo identification



badge on a daily basis to be returned at the end of each work day. Summer-only staff not working with students will be issued a non-photo identification badge or an access fob to be returned at the conclusion of their summer assignment. Summer-only staff working with students (i.e., Extended School Year staff, Summer School staff) will be issued a photo identification badge to be worn daily and returned at the conclusion of their summer assignment if not employed during the school year. During times of major construction, contractors and construction workers will be issued a photo identification badge with an expiration date.

The identification badge must be displayed unobstructed and in plain view. The District will provide either a lanyard or magnet for use in displaying the identification badge; staff may use personal lanyards, retractable clips, etc. as long as the front and back of the identification badge is not obstructed. Stickers, pins, etc. may not be attached to the identification badge; access badges contain a chip that can be damaged if punctured.

Staff should become familiar with their building's procedures for visitors and know how to direct individuals who are not wearing appropriate identification. Check with your supervisor for your building's emergency plan.

If lost or stolen, the photo identification badge must be replaced at a cost of \$5.00 to the employee. Upon separation, the badge must be returned or the final paycheck may be reduced by the cost of the badge. The identification badge will be replaced at no cost if broken or damaged due to normal wear. *Possession of an RE-1 Valley School District identification badge does not authorize the holder to represent or make purchases on behalf of the District.*

SAFETY POLICY

It is the policy of the District that the safety of its employees, students and the public is of chief importance. The prevention of accidents and injuries takes precedence over expedience. In the conduct of our business, every attempt will be made to prevent accidents from occurring. The District requires that its employees, as a condition of employment, comply with all applicable safety regulations as listed in the policy manual.

Employees are encouraged to bring to the attention of their immediate supervisor any unsafe conditions or practices. Supervisors will communicate these concerns to the Superintendent's office within 24 hours.

Employer Responsibilities:

- Provide a safe workplace
- Provide safety and health education and training
- Annually review and update workplace safety rules

Employee Responsibilities:

- Report all unsafe conditions
- Immediately report all work-related injuries
- Wear the required personal protective equipment as appropriate
- Abide by the District's General Safety Rules at all times.

Safeguards for Workplace Safety: RE-1 Valley School District is committed to preventing workplace violence and to maintaining a safe work environment. The following guidelines are to be followed to address intimidation, harassment or other threats of or actual violence



that may occur onsite or offsite during work-related activities. All employees are covered under these guidelines.

All employees will refrain from being insubordinate, threatening, intimidating, disrespectful to, or assaulting any supervisor, co-worker, patron, vendor or business associate. Employees are expected to refrain from fighting, "horseplay" or other conduct that may be dangerous to others. Conduct that threatens, intimidates or coerces another employee, patron, vendor or business associate will not be tolerated and may result in disciplinary action including termination. District resources may not be used to threaten, stalk or harass anyone at or outside the workplace. The District treats threats coming from an abusive personal relationship as it does other forms of violence.

Indirect or direct threats of violence, incidents of actual violence and suspicious individuals or activities should be reported as soon as possible to a supervisor, security personnel, human resources, member of the threat assessment team or any administrator. When reporting a threat or incident of violence, the employee should be as specific and detailed as possible. Employees should not place themselves in peril, nor should they attempt to intercede during an incident.

Employees should promptly inform Human Resources of any protective or restraining order that they have obtained that lists the workplace as a protected area. The District will not retaliate against employees making good-faith reports. The District is committed to supporting victims of intimate partner violence by providing referrals to available community resources and by following the Employee Domestic Abuse Leave Law.

The District will promptly and thoroughly investigate all reports of threats of violence or incidents of actual violence and of suspicious individuals or activities related to the workplace. The identity of the individual making a report will be protected as much as possible. The District will not retaliate against employees making good-faith reports of violence, threats or suspicious individuals or activities related to the workplace. To maintain workplace safety and the integrity of its investigation, the District may suspend employees suspected of workplace violence or threats of violence, either with or without pay, pending investigation.

Anyone found to be responsible for threats of or actual violence or other conduct that is in violation of these guidelines will be subject to prompt disciplinary action up to and including termination of employment.

The District encourages employees to bring their disputes to the attention of their supervisors or Human Resources before a situation escalates. The District will not discipline employees for raising such concerns.

Upon observance or notification of any threat or actual act of violence, supervisor(s) and/or building administrator(s) may:

- Attempt to de-escalate the situation if immediately necessary or call emergency responders if needed
- Contact Human Resources, the Superintendent's office or Assistant Superintendent's office
- Document the incident or notification of the report of threat and forward to Human Resources
 - Provide form AC-E-2 to the employee to document a formal complaint



Investigations may be made by Human Resources or by building administration working closely with Human Resources. It is important to be consistent and thorough in the investigation process. An employee may be placed on administrative leave with or without pay during the investigation. Further action will be determined from the facts obtained during the investigation. Possible resources or resolutions may include:

- Mediating for employees involved
- Utilizing the threat assessment team
- Connecting the employee with Centennial Mental Health
 - Where applicable, employee's benefits may include treatment
- Establishing a return to work plan
- Confer with or refer to law enforcement

Positive Relationships and Bullying Prevention: Just as the District is concerned with bullying between students, bullying between employees is of concern. Bullying is harmful to the employees of the District and may result in reduced productivity, efficiency and morale, and increased absenteeism and turnover. In providing a productive and safe working environment, the District believes that its employees should be able to enjoy a workplace free from all forms of bullying conduct.

It is against the policy of RE-1 Valley School District for any employee, whether a principal, supervisor or co-worker to bully another employee. This policy applies to all District activities and events as well as publicly accessible off-duty activities related to the workplace including social media.

Prohibited bullying occurs whenever there is severe, repeated mistreatment that targets one or more persons which, through verbal abuse, offensive conduct, or interference, creates an intimidating, hostile, or offensive working environment; interferes with a person's work performance; or otherwise adversely affects a person's employment opportunities with the District.

Bullying conduct could include, but is not limited to, repeated and aggressive:

- Teasing, name-calling, slandering, ridiculing, or maligning a person or his/her family
- Screaming, shouting, yelling, or swearing at another in public or private
- Persistent phone calls, voicemails, emails, or postings to or about another person
- Unreasonable public criticism, reprimands, or trivializing of another's work
- Excluding others from meetings or social situations related to the workplace, or giving the "silent treatment"
- Destructive gossip, rumors or innuendo
- Physical pushing, shoving, throwing things
- Non-verbal threatening gestures or glances, staring or glaring
- Intentional interference with another's work; for example, through impossible deadlines, supplying insufficient or incorrect resources or information.

Evaluative work performance comments by one's supervisor relating to deficiencies, constructive feedback, and counseling are appropriate and reasonable and do not constitute bullying behavior.



Any employee who believes s/he has been bullied in violation of this direction should report the conduct immediately to his or her supervisor; or, if that person is responsible for the behavior, to Human Resources. The employee always has the option of reporting the conduct directly to Human Resources, an Administrator, the Superintendent or Assistant Superintendent if s/he prefers.

A thorough and impartial investigation of all complaints will be conducted in a timely and confidential manner. Confidentiality will be maintained during the investigation to the extent possible without jeopardizing the thoroughness of the investigation.

Any employee who has been found, after investigation, to have bullied another employee in violation of this policy may be subject to a required apology, counseling, training and or disciplinary action up to and including termination.

Retaliation against the individual reporting the bullying behavior is expressly prohibited.

In signing for receipt of this Guidebook, employees acknowledge understanding the importance of following this directive not only in their own behavior but in their responsibility to report inappropriate behavior as outlined above.

EMERGENCY RESPONSE & MANAGEMENT (File: KDE)

The RE-1 Valley School District has developed a *Crisis Response & Management* policy covering all District properties. The policy includes:

- an Emergency Quick Reference Guide available for review by employees in all District buildings;
- evacuation procedures posted throughout all District buildings;
- a Crisis Response & Management policy binder available for review in all District buildings by employees.

All staff should be aware that:

- they are to become familiar with the plan for their specific area/department and know their part in administering the plan;
- all staff have a responsibility to ensure the safety of students;
- they will be expected to participate in drills;
- they are expected to attend complete any required annual training activities.

MANDATORY REPORTER TRAINING

Because school employees have multiple opportunities to talk to children, all people who work for a school district are mandated reporters in the State of Colorado. As a school district, we are required to provide annual training to employees about child abuse reporting. This training is available at <https://coloradocwts.com/mandated-reporter-training/>. All employees must (click on My Account to enter a user ID and password to save your work). All employees must complete this annual training and submit a copy of the Certificate of Completion to the Personnel office.



CONFIDENTIALITY

It should be the desire of all staff to maintain a dignified and professional work environment, not only to set an example for students, but to help create a work environment focused on student learning. It is never appropriate to share or act on gossip/hearsay.

Information learned within the District, whether student- or staff-related, should be handled in a confidential manner, be discussed only with the appropriate District personnel and only discussed as needed. Information learned that affects the safety or well-being of students or staff should be discussed privately with the appropriate administrator or supervisor.

The principal or designee shall communicate discipline information concerning any student enrolled in the District to all District staff who have direct contact with that student. Any District staff assigned a student with known serious behavior problems will be informed of the student's behavior record. Any school employee who is provided this information shall maintain its confidentiality and shall not communicate it to any other person.

Violations of the privacy rights of students or staff could result in disciplinary action up to and including termination of employment.

SOLICITATION

Solicitations of the District: All persons seeking to sell, solicit or display an item relating directly to expenditures of District funds to any school employee on school premises must first secure permission from the building principal or Superintendent before any appointment is made with the vendor.

Solicitations by Employees: Solicitations of student or other school employees by staff members during regular school hours for any reason other than school-sponsored activities are prohibited. Use of District email to send personal items or solicitations is prohibited without prior consent from the Superintendent. Permission from the Superintendent or designee must be obtained for use of the District's electronic email for personal announcements/requests or for use of the "_All-RE1 Staff" group.

Solicitations of Employees: Solicitations of staff members by any vendor, student, other District employee or patron during normal business hours are prohibited unless the employee's supervisor grants permission.

Outside Communications: Any group or organization wishing to present information to employees or students must submit their material to the Superintendent's office for prior approval.

ELECTRONIC NETWORK AND COMPUTER USE (Files: EGAD, EGAEA, EGAEA-R-1, EHB)

The District has several policies in place, both for staff and students, to ensure appropriate use of its network, Internet access and electronic applications. The District Information Technology (IT) staff, building and District administrators and directors are responsible for revising, updating and implementing these policies as approved by the Board of Education. All staff will be expected to follow the policies directing appropriate use of electronic communications, copyright/licensure laws, hardware and software purchases and to understand the consequences of any misuse of the District's network.



The following regulation is developed for the implementation of School Board Policy EGAEA - Electronic Communication. This regulation is designed to be consistent with the general purpose and principles outlined in Policy EGAEA, as well as consistent with federal and state statutes, and local ordinances.

Introduction

The RE-1 Valley School District encourages the use of social media technologies to enhance education, learning, engagement, collaboration and communication in support of its mission. The District acknowledges that technology can provide significant educational and professional benefits to students and staff.

RE-1 Valley strives to create professional social media environments that mirror the academically supportive environments of our schools.

The District is committed to demonstrating expectations of social media use that will define the boundaries of appropriate use and communications; protect the confidentiality of student and staff information, and maximize the potential of new technologies.

Definitions

Social Media is defined as media based on the use of web and mobile technologies that allow for user-generated exchanges of information. With proper administration, social media can foster collaboration and communication as an interactive dialog, enhancing the value of conversations across a global audience.

Professional Social Media is a work-related social media activity that can be either school based (e.g., a District principal establishing a social networking page for their school, or a teacher establishing a social media site for their class), or non-school-based (e.g., a District office establishing a social networking page to communicate with the larger District community).

Personal Social Media use is a non-work-related social media activity (e.g. a District employee establishing a social networking page for their personal use).

Applicability

All existing and future policies and behavior guidelines currently applicable to students and staff similarly apply to the online environment. Any employee or associated person engaging in inappropriate conduct involving the use of social media may be subject to discipline up to and including termination.

Professional Social Media Use

Employees who engage in strictly personal social media activities must maintain separate professional and personal email addresses, and may not use their professional email address for personal social media activities.

All communications through professional social media tools must remain professional and appropriate, and employees maintain no expectation of privacy with respect to those communications. Employees must obtain their supervisor's approval prior to engaging in a professional social media presence.



Supervisors and their designees are responsible for ensuring access to of all professional social media accounts within their school or department, via log-in information and/or administrators' rights when possible.

Professional social media communications will be in compliance with existing RE-1 Valley School Board Policies and department procedures or directives, including prohibitions on the disclosure of confidential information, and prohibitions on the use of harassing, obscene, discriminatory, defamatory, or threatening language. No confidential or proprietary information about students or staff may be posted by District employees on social media sites without securing appropriate permission.

Personal Social Media Use

In order to maintain a professional and appropriate relationship with students, District employees shall not communicate with students who are currently enrolled in RE-1 Valley School District through personal social media activities.

Use of District logos or images on a personal social media website is prohibited; any promotion of professional events must be posted on a previously approved professional social media website.

Enforcement: The Superintendent or designee will periodically conduct Internet searches to see if teachers or other staff members have posted inappropriate materials online. When inappropriate use of computers and websites is discovered, the building administrator and/or Superintendent will review the information and consider appropriate disciplinary action.

NONDISCRIMINATION (Files: AC, AC-R, AC-E-2)

The Board is committed to providing a safe learning and work environment where all members of the school community are treated with dignity and respect. The schools in the district are subject to all federal and state laws and constitutional provisions prohibiting discrimination on the basis of disability, race, creed, color, sex, sexual orientation, gender identity, gender expression, marital status, national origin, religion, ancestry or need for special education services. Discrimination against employees and applicants for employment based on age, genetic information and conditions related to pregnancy or childbirth is also prohibited in accordance with state and/or federal law.

The following shall be objectives of the District:

1. To promote the rights and responsibilities of all individuals as set forth in the state and federal constitutions, pertinent legislation and applicable judicial interpretations.
2. To encourage positive experiences in human values for children and adults who have differing personal and family characteristics or who come from various socio-economic, racial and ethnic groups.
3. To carefully consider, in all decisions made which affect the schools, the potential benefits or adverse consequences that those decisions might have on the human relations aspects of all segments of society.
4. To utilize educational experiences to build each individual's pride in the community in which they live.
5. To initiate a process of reviewing all policies and practices of this school District in order to achieve the objectives of this policy to the greatest extent possible.
6. To investigate and appropriately discipline staff and students found to be responsible for incidents of harassment or discrimination in violation of board policy.



The district will take appropriate action to promptly and impartially investigate allegations of unlawful discrimination and harassment, to end unlawful behavior, to prevent the recurrence of such behavior and to prevent retaliation against the individual(s) who files the complaint and/or any person who participates in the investigation. When appropriate, the district will take interim measures during the investigation to protect against further unlawful discrimination, harassment or retaliation.

The Staff Concerns ~ Complaints ~ Grievances form can be found on the district website under careers then employee forms.

The compliance officer shall be responsible for conducting an investigation and coordinating all complaint procedures and processes for any alleged violation of federal or state statute or Board policy prohibiting unlawful discrimination or harassment.

Specific complaints of alleged discrimination or harassment under Section 504 or the ADA (disability/need for special education) should be referred to:

Director of Special Services
301 Hagen Street
Sterling, Colorado 80751
Telephone: 970-522-0792
Email maulere@re1valleyschools.org

Specific complaints of alleged discrimination and/or harassment including Title IX (sex) and/or race, color, national origin, ancestry, creed, religion, sexual orientation, or exercise of legal or constitutional rights should be referred to:

Superintendent of Schools
301 Hagen Street
Sterling, Colorado 80751
Telephone: 970-522-0792
Email fosterm@re1valleyschools.org

NONDISCRIMINATION ON THE BASIS OF SEX (File: AC-R-2)

The district is committed to maintaining a learning environment that is free from sex-based discrimination, including sexual harassment. It is a violation of policy for any staff member to harass students or for students to harass other students through conduct or communications of a sexual nature, or to retaliate against anyone that reports sex-based discrimination or harassment or participates in a harassment investigation.

For purposes of this regulation, these terms have the following meanings:

- "Complainant" means an individual who is alleged to be the target of conduct that could constitute sex-based discrimination or sexual harassment.
- "Decision Maker" means an individual(s) who assess the relevant evidence, including party and witness credibility, to decide if the district has met the burden of proof showing the respondent to be responsible for the alleged sexual harassment. The decision maker may not be the investigator. The district's decision maker is the Superintendent.



- "Education Program or Activity" means locations, events, or circumstances over which the district exercises substantial control over both the complainant and respondent and the context in which the sexual harassment occurs.
- "Investigator" means an individual trained to objectively evaluate the credibility of parties and witnesses, synthesize all available evidence - including both inculpatory and exculpatory evidence - and take into account the unique and complex circumstances of each situation. The investigator may be the Title IX Coordinator, but cannot be the decision maker.
- "Respondent" means an individual who has been reported to be the perpetrator of conduct that could constitute sex-based discrimination or sexual harassment.
- "Sexual Harassment" means conduct on the basis of sex that satisfies one or more of the following:
 1. A school employee conditioning education benefits on participation in unwelcome sexual conduct (i.e., quid pro quo);
 2. Unwelcome conduct that a reasonable person would determine is so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the school's education program or activity; or
 3. Sexual assault, dating violence, domestic violence, or stalking.
- "Supportive Measures" mean non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, without fee or charge, to the complainant or respondent, before or after the filing of a formal complaint or where no formal complaint has been filed.

Filing a complaint

A complainant, or a parent or guardian with the legal right to act on the complainant's behalf, may file a complaint. Complaints must be filed in writing and signed by the complainant. Forms for this purpose are available on the District website at <https://www.re1valleyschools.org/>.

Completed forms must be filed with the Superintendent's Office. If a complaint form is given to a district employee, the district employee will promptly forward the complaint to the Title IX Coordinator. An alternate will be designated in the event it is claimed that the respondent is the one who committed the alleged discrimination or some other conflict of interest exists. Complaints must be filed within 180 days of the event giving rise to the complaint or from the date the complainant could reasonably become aware of such occurrence. The complainant will receive assistance as needed in filing a complaint.

Retaliation against the complainant, respondent, or any person who filed a complaint or participated in an investigation, is prohibited. Individuals found to have engaged in retaliatory behavior will be subject to disciplinary measures.

Investigation

Once a complaint is received, the Title IX Coordinator or investigator ("investigator") will first determine if the alleged conduct occurred in the district's education program or activity. If the alleged conduct is not part of the education program or activity, the complaint must be dismissed under these procedures. A dismissal does not prohibit the complainant from pursuing other remedies



under state or federal law or local board policy, nor does it prohibit the district from addressing the allegations in any manner the district deems appropriate.

Following this determination, the investigator will begin the investigation in a reasonably prompt manner and adhere to the following:

- The investigator must apply the "presumption of innocence" standard during the course of the investigation.
- The investigator must adhere to all timeframes. If a timeframe cannot be met, the investigator will notify the complainant, respondent, and decision maker.
- The investigator will protect the complainant from inappropriate questions and evidence about the complainant's prior sexual history.
- The investigator must provide written notice of the allegations to the parties involved.
- The investigation may also include, but is not limited to, the following:
 - Implementation of supportive measures for both the complainant and the respondent;
 - A request for the complainant to provide a written statement regarding the nature of the complaint;
 - A request for respondent to provide a written statement;
 - A request for witnesses identified during the course of the investigation to provide a written statement;
 - Interviews of the complainant, respondent, or witnesses; and
 - Review and collection of documentation or information deemed relevant to the investigation.
- Within a reasonably prompt timeframe, the investigator must issue a report to the decision maker. After finalizing the report, the investigator will provide a copy to the complainant and respondent and will wait ten days prior to providing the report to the decision. The investigator's report must be advisory and must not bind the decision maker to any particular course of action or remedial measure.

Decision

The decision maker will apply the preponderance of the evidence standard when making a decision and must notify the complainant and respondent of the decision. The decision must include a written determination regarding responsibility, explain how and why the decision maker reached the conclusions outlined in the report, and detail any disciplinary measures taken in response to the conduct. The decision of the decision maker in no way prejudices either the complainant or the respondent from seeking redress through state or federal agencies, as provided in law.

Appeal

The investigation is closed after the decision maker issues a decision, unless either party appeals the decision within 10 days by making a written request to the decision maker detailing why the decision should be reconsidered.

Notice and training

To reduce unlawful discrimination and harassment and ensure a respectful school environment, the administration is responsible for providing notice of these procedures to all district schools and departments. The policy and complaint procedures must be prominently posted on the district's website, referenced in student and employee handbooks and otherwise be made available to all students, staff, and members of the public through electronic or hard-copy distribution.



All students and district employees will receive periodic training related to recognizing and preventing sexual harassment. District employees must receive additional periodic training related to handling reports of sexual harassment. Training materials are available to the public on the district's website.

AMERICANS WITH DISABILITIES ACT

The Americans with Disabilities Act (ADA), signed into law on July 26, 1990, prohibits discrimination against people with disabilities in employment, transportation, public accommodation, communications, and activities of state and local government.

Anyone with a physical or mental impairment substantially limiting one or more major life activities, has a record of such impairment or is regarded as having such an impairment, is considered a person with a disability. In terms of employment, the law defines a "qualified individual with a disability" as a person with a disability who can perform the essential functions of the job with or without reasonable accommodation.

The District is committed to maintaining non-discriminatory employment application procedures, qualification standards and selection criteria and in all other terms and conditions of employment. The District may make reasonable accommodation to the known limitations of a qualified applicant or employee unless to do so would cause an undue hardship.

ANTI-HARASSMENT

The Board and administration are committed to providing a positive and productive working and learning environment free of sexual harassment and other forms of harassment on the basis of:

- (1) Disability
- (2) Race
- (3) Creed
- (4) Color
- (5) Sex
- (6) Sexual orientation
- (7) Gender identity
- (8) Gender expression
- (9) Marital Status
- (10) National Origin
- (11) Religion
- (12) Ancestry
- (13) Need for special education services
- (14) Age
- (15) Genetic information
- (16) Conditions related to pregnancy or childbirth

Sexual harassment includes unwelcome sexual advances or requests for sexual favors or other verbal or physical conduct of a sexual nature when

- submission to such conduct is made either explicitly or implicitly a term or condition of employment; or,
- submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individuals; or,
- such conduct has the effect of creating an intimidating, hostile, or offensive working environment.

Other forms of harassment are defined as any person's conduct that unreasonably interferes with another individual's work performance by creating an intimidating, hostile or offensive working



environment. It includes inappropriate acts toward an individual where such treatment is based typically on prejudiced stereotypes of a group to which that individual may belong. It also includes, but is not limited to, the use of words or phrases which are inappropriate, offensive or degrading, slurs, jokes, intimidation, verbal or physical attacks.

All employees should be aware that harassment in the work place is unacceptable and will not be tolerated. All employees, including supervisors and managers, will be subject to discipline, up to and including termination of employment, for harassment. A yearly review of the sexual harassment video is required for all staff; contact the Human Resources office for more information.

Instances of harassment should be reported using the process outlined in "Nondiscrimination on the Basis of Sex" found in the policy manual (File: AC-R-2*).

Persons inquiring about discrimination should contact the Colorado Civil Rights Division (303-894-2997) or the U.S. Equal Employment Opportunity Commission (800-669-4000) for information and guidance.

BOARD COMMUNICATIONS WITH STAFF (Files: GBD)

The Board of Education will consider input from the broadest possible sources as it determines salary schedules and fringe benefits for all employees of the District. The following guidelines will be followed in holding hearings and discussions and arriving at decisions in these matters:

1. Salary schedules and fringe benefits will be considered concurrently with the general fund budget beginning with the first Board meeting in March and ending with the final adoption of the budget each year.
2. Communiqués or public releases to be made as a result of meetings between organizations and the Board representatives will be made only upon joint approval of all parties following consensus - based decisions.
3. Representatives of employee organizations, including minority groups, may be granted recognition by the Board to serve as spokespersons for their organizations.
4. The administrative staff and representative groups may meet for exchanges or clarification of information, ideas or proposals in accordance with applicable state law. All decisions regarding salaries and fringe benefits shall be made by the Board.

SCHOOL BUSES (File: JICC, EEAFFB, EEAFFB-R)

Student Conduct: A list of basic rules shall be distributed to students; violation of bus regulations may result in suspension from the privilege of riding the bus.

Special Use of School Buses: Bus requests may be made for school activity trips by completing an **Application for Use of School Vehicle** form; food may not be consumed within the bus. Assignment of drivers shall be made by the bus foreman.

Use of School Buses by Community Groups: Transportation equipment purchased by the District is to be used primarily for school purposes. Nevertheless, it is the policy of the Board of Education to make available for use by appropriate community groups school vehicles to the extent that such use does not impinge upon or impair use for school district purposes. Community groups composed of citizens 65 years of age and older will be given special consideration as required by statute. Except in the case of public disaster or use by the Logan County Recreation Commission (strictly for support of the recreation program), transportation shall not be furnished to persons other than students enrolled in the District and persons officially representing the District. The Superintendent may make exceptions.



EXPENSE AUTHORIZATION/REIMBURSEMENTS (File: DKC)

Personnel and officials who incur expenses in carrying out their authorized duties shall be reimbursed by the district upon submission of a properly filled out and approved claims and such supporting receipts as required by the district. All claims, whether incidental or long-term, must be submitted on appropriate forms and approved a week in advance of the event. Teachers must have the prior approval of the building principal/department head and the superintendent. Administrators must have the prior approval of the superintendent. Travel costs shall mean the expenses for transportation, lodging, meals and related items incurred by district employees or Board members who are on district-related travel.

School vehicles will be used for transportation. If a conflict occurs, and is approved by the Superintendent/designee a private car may be used. The reimbursement rate for use of a private car will be at the IRS mileage rate for that calendar year. If more than one employee attends an event, carpooling is encouraged.

SCHOOL CALENDAR (File: IC/ICA)

The school calendar for the ensuing year shall be prepared by the Superintendent and presented for Board approval in the spring of each year. The number of hours/days of planned teacher-student instruction and of teacher-student contact shall must be consistent with the Board's definition of "actively engaged in the educational process," must meet or exceed the requirements of state law, and will include dates for all staff in-service programs. Administration will allow public input from parents and teachers prior to seeking Board approval, and any change in the calendar, except for emergency closings or other unforeseen circumstances, must be preceded by adequate and timely notice of no less than 5 days.

The Early Childhood Education calendar is prepared by the Program Coordinator and approved by the Superintendent.

SCHOOL CLOSINGS AND CANCELLATIONS (File: EBCE)

The Superintendent is empowered to close the schools or to dismiss them early in the event of hazardous weather or other emergencies that threaten the safety, health or welfare of students or staff members. In extreme emergencies, principals or head teachers of outlying attendance centers may make decisions appropriate to the emergency and relay information to the Administration Center.

All staff members, except for teachers and personnel who work only on teacher work days or on student days, unless otherwise notified are required to report to work as soon as possible on emergency days. If schools have not been closed and an employee is unable to report to work because of snow conditions, the absence will be considered a personal leave day. If the employee has used all of their Paid Time Off, pay shall be reduced accordingly.

In the event school is physically closed due to a public health emergency, students will be transitioned to remote learning. All staff will physically report to work unless notified otherwise. The District will utilize a form of remote instruction. Remote instruction allows students to access lessons provided by, and supported by, their regular teachers and allows them to continue their sequence of learning despite their inability to access facilities.



The supervisor should be notified as early as possible of the absence.

Official notification of school closings will be relayed to parents, students and school personnel as soon as possible through electronic communication from Thrillshare/Apptegy, school social media accounts and current information will also be posted on the District's website re1valleyschools.org. Emergency closing notices will be sent to radio stations KSTC/KNNG (1230 AM and 104.7 FM), KPMX (105.7 FM) and on television stations 4 News, 7 News, 9 News, and FOX31 News. Individuals are asked not to call the media or schools for closing information as telephone lines will be needed for necessary internal calls.

RENTAL OF SCHOOL FACILITIES (KF & KF-R)

School facilities are by the RE-1 Valley School District Board of Education. The Board will permit and encourage community organizations to use school facilities for programs that provide a wide range of educational, social, recreational and cultural activities for the citizens of the district when such use does not interfere with the school program. The Board seeks to avoid competition with existing or future businesses that may provide similar facilities, but the Board desires to make school facilities available to some organizations at nominal cost and to other organizations free of cost.

The group or organization wishing to rent a school facility should complete and sign a Rental of School Facilities and Services form and submit it to the office of the appropriate building. A Certificate of Insurance is required from the renter's insurance company. Facility availability will be verified and the form forwarded to the Administration Center. Fees charged will depend on the type of use and by the type of group or organization making the request. Charges may include facility rental fee, custodial fees and/or food service fees.

PUBLIC RELATIONS/MEDIA CONTACT

All contact by the media should be directed to the office of the Superintendent or to the building principal unless instructed otherwise.

POLICIES AND RULES DEVELOPMENT

In the development of personnel policies, rules and regulations, the Board shall, to the fullest extent practicable, involve employees with respect to ideas, comments and criticism.



ADDRESSES / PHONE NUMBERS / HOURS OF OPERATION

Schools:		Hours
Ayres Elementary 1812 Robin Road, Sterling	522-1409	7:15 a.m. - 4:15 p.m. Monday-Thursday 7:15 a.m. - 4:00 p.m. Friday
Caliche Elementary Caliche Jr./Sr. High School 26308 CR 65, Iliff	522-8330 522-8200	7:30 a.m. - 4:00 p.m. Tuesday – Friday (closed Monday)
Campbell Elementary 902 Clark Street, Sterling	522-2514	7:30 a.m. - 4:00 p.m. Tuesday – Friday (closed Monday)
Hagen Early Education Center 301 Hagen Street, Sterling	522-0432	7:30 a.m. – 4:00 p.m. Tuesday -Thursday (closed Monday)
Sterling High School 407 Broadway Street, Sterling	522-2944	7:30 a.m. - 4:00 p.m. Tuesday –Thursday (closed Monday) Custodial Shift 1: 7:00 a.m. - 400 p.m. Monday-Friday Custodial Shift 2: 1:00 p.m. - 10:00 p.m. Monday - Friday
Sterling Middle School 1177 Pawnee Avenue, Sterling	522-1041	7:30 a.m. - 4:00 p.m. Monday-Friday Custodial: 7:00 a.m. - 4:00 p.m. Monday-Friday
Other Buildings:		Hours
Administration Center 301 Hagen Street, Sterling	522-0792	8:00 a.m. – 5:00 p.m. Monday-Friday Summer: 7:30 a.m. - 4:00 p.m. Monday-Friday
Bus Garage Maintenance/ Warehouse 428 W. Broadway, Sterling	522-3027 522-3004	7:00 a.m. – 4:00 p.m. Monday-Friday

KEY CONTACT INFORMATION

RE-1 Valley Board of Education Steve Shinn, Board President c/o Hagen Administration Center 301 Hagen Street Sterling, CO 80751 (970) 522-0792 x1245	Office of the Superintendent Dr. Martin Foster Hagen Administration Center 301 Hagen Street Sterling, CO 80751 (970) 522-0792 x1231
Human Resources Director Amanda Sieck Hagen Administration Center 301 Hagen Street Sterling, CO 80751 (970) 522-0792 x1225	Payroll Accountant Heather Forster Hagen Administration Center 301 Hagen Street Sterling, CO 80751 (970) 522-0792 x1227
Compliance Officer Director of Special Services: <i>Section 504 or the ADA</i> (x1240) Superintendent of Schools: <i>all other areas</i> (x1230) Hagen Administration Center 301 Hagen Street Sterling, CO 80751 (970) 522-0792 x1230	The Denver Office for Civil Rights U.S. Department of Education, Region VII 1244 North Speer Boulevard, Suite 310 Denver, CO 80204-3582 (303) 844-5695 Email: OCR.Denver@ed.gov



HELPFUL WEB SITES

RE-1 Valley School District website:	http://re1valleyschools.org
RE-1 Valley Online Application:	http://www.applitrack.com/re1valley/onlineapp/
Student Insurance Health Special Risk, Inc. HSR Plaza II 4100 Medical Parkway Carrollton, Texas 75007-1517 972-512-5600 Main 972-512-5820 Main Fax	www.K12StudentInsurance.com
Colorado Department of Education (CDE) Main Phone: 303-866-6600	http://www.cde.state.co.us
Colorado Public Employees' Retirement Association (PERA) 1-800-759-7372	http://www.copera.org
Social Security Administration 1-800-772-1213 Monday - Friday 7 a.m. to 7 p.m. Local: 5400 W. 11 th Street, Greeley 80634 800-772-1213 Monday - Friday 9 a.m. - 4 p.m.	http://www.ssa.gov/
Colorado Association of School Boards (CASB) 2253 S. Oneida St., Ste. 300 Denver, Colorado 80224 303-832-1000 800-530-8430 303-832-1086 (FAX)	https://www.casb.org/ Board of Education policies online: https://www.re1valleyschools.org/ School Board ~ Policies
Colorado Association of School Executives (CASE) 2253 S. Oneida St., Ste. 201 Denver, Colorado 80224 303-762-8762 case@co-case.org	https://www.co-case.org/



USE OF SCHOOL VEHICLES

School vehicles are available for use by school personnel on school business or for transportation to and from professional development. Contact the transportation department to make arrangements. An Application for Use of School Vehicle form and a trip ticket, which is used for the actual mileage tracking and or fuel purchase, must be completed for each use.

The application form can be found in the front office of each building. The requestor will complete (items 1-11). Item #3 (Billing Instructions) must be completed (i.e., bill to Activity Fund, bill to Sponsors [sponsors address must be included in #11], etc.). Routing: Yellow copy retained by requestor, Pink and White copies are sent to the building principal for approval then both copies are forwarded to Transportation.

Transportation will complete the remainder of the form after the trip and return it, with the trip ticket, to Finance for billing. Finance bills the appropriate account(s) and returns the white copy to the requestor.

COMPLAINT FORM (File: AC-E-2)

This form may be completed by employees wishing to file a Nondiscrimination/Equal Opportunity (including harassment) complaint.

EMERGENCY CONTACT INFORMATION

This information is accessible through the iVisions/SchoolERP portal and should be updated by the employee as needed. The information is submitted on a voluntary basis and used only to assist the employee in emergency situations. The medical information will be shared with Emergency Medical Technician's (EMT's) in the event an employee is unable to provide the information for themselves.

EMPLOYMENT FORMS

Can be found on the District Web Site <https://www.re1valleyschools.org/>

PAYROLL CALENDARS

Payroll calendars indicate pay periods and pay dates and are available on the District's website under Departments ~ Accounting and Business Office.

CHANGING PERSONAL INFORMATION

This information is accessible through the iVisions – School ERP portal and should be updated by the employee when any personal information has changed.

RENTAL OF SCHOOL FACILITIES AND SERVICES

The top half of this form is to be completed by the person making the request. Complete, legible name and address information is needed. The requestor must sign the agreement section before the form is submitted for approval.



Routing: All copies of the form are submitted to the appropriate building administration for approval. Building staff will schedule the event and submit all copies to the Superintendent's Office. The Administration Center staff will complete the Charges section, mail the yellow copy to the requestor and return the pink copy to the building.

After the event, the building staff will complete the usage section on the pink copy (name of custodial or kitchen staff, number of hours, etc.) and return the pink form to the Administration Center Accounting department for billing.

REQUEST FOR LEAVE

Leave Requests are to be submitted through the iVisions-School ERP portal with as much notice as possible in order to be approved by administration.

TIME SHEET

All classified employees are to complete a weekly time sheet and submit it within the time frame listed on the Payroll Calendar. The time sheet must be signed by the employee and the supervisor. The back of the time sheet may be used for explanation of unscheduled hours worked. [The timesheet can be found on District Website~use the search icon at the top of the page and type time sheet.]



Read, print, sign and return this form to the personnel office at the Hagen Administration Center.

I acknowledge receipt of the Guidebook to the policies and practices of the RE-1 Valley School District (District). I understand that:

- I am expected to read the Guidebook and become familiar with its contents.
- this Guidebook outlines my privileges and benefits, as well as my responsibilities and obligations, as an employee of the RE-1 Valley School District.
- the information contained in this Guidebook is subject to change and the District may modify or supersede the policies, guidelines and/or benefits as stated, and any such changes will be reflected in memorandum or notices circulated or announcements made to District employees or in future revisions to this Guidebook.
- the Board of Education (Board) establishes the policies for the District; this Guidebook does not encompass each policy in total.
- a complete policy manual is available for online viewing from the School Board tab under policies; Board policy overrules any discrepancies between this Guidebook and Board policy.

Printed name: _____

Employee Signature: _____

Date of Signature: _____