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Series 4000: Personnel**Certified Personnel****Permanent Personnel****Recruitment and Selection**

The schools shall engage in fair, sound, and nondiscriminatory personnel practices in the appointment of all district employees in accordance with state statute 46a-81c.

The administration shall be responsible for establishing recruitment, selection, and appointment procedures. In addition, all prospective employees shall be tested to document that they are free of the presence of illegal or controlled drugs. In compliance with state law and Board of Education policy, all prospective employees shall be fingerprinted prior to hire to determine whether there has been prior criminal conviction. Failure to disclose a prior criminal conviction is grounds for termination. Within an appropriate period of time, approximately 30 days of starting the position, a physician shall certify to the Superintendent of Schools that said employee is in good health and is physically capable to perform job responsibilities.

The Superintendent of Schools is authorized to hire all certified and classified staff except for the Business Manager, Athletic Director, the Language Arts Coordinator and those certified administrators who have direct supervisory responsibilities of certified personnel. The Board of Education hires the Business Manager, Athletic Director, the Language Arts Coordinator and all administrators who have direct supervisory responsibilities of certified personnel. The Superintendent is also authorized to accept all staff resignations.

Legal Reference:

Connecticut General Statutes

10-151, Employment of teachers. Notice and hearing on termination of contract.

46a-81c, Discriminatory Employment Practices Prohibited

10-221d (a), Fingerprinting and Disclosure of criminal convictions

Policy adopted: December 1988

Policy revised: May 1994

Policy revised: April 2003

Policy revised: March 2006

Policy revised: October 2007

Series 4000: Personnel

Certified Personnel

Permanent Personnel

Recruitment and Selection

Recruitment and Selection of Certified Staff

In the employment of teachers and other certified personnel, primary consideration will be given to professional training, teaching experience and personal characteristics desirable in good teachers. Each candidate will complete an application form and submit:

1. Evidence of meeting the certification requirements of the state
2. Official college transcript(s)
3. A record of teaching and other work experience. Salary increments are based upon years of credited service.
4. Letter of recommendation

All candidates are expected to appear for a personal interview. Prior to initial employment, a physician shall certify to the Superintendent of Schools that the said employee is in good health and in fit condition for service consistent with state and federal law. Any and all medical information obtained by the district will only be utilized and maintained in a manner consistent with federal and state law.

Legal Reference:

Connecticut General Statutes

10-151, Employment of Teachers

10-153a to 10-153, Rights concerning professional organizations and negotiations

Regulation approved: April 1989
Regulation revised: April 2003
Regulation revised: March 2006

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Certified Personnel

Permanent Personnel

Recruitment and Selection

Certified Employee Selection Process

1. The vacancy is created.
2. Job responsibilities identified by supervising administrator are forwarded to the personnel manager on the "Personnel Request Form".
3. A Vacancy Notice is posted by the personnel manager in accordance with applicable employee contracts, local, state, and federal laws.
4. Completed applications are accepted in the personnel office until 4:00 p.m. of the closing date.
5. The personnel manager reviews applications. Candidates who meet the criteria set forth in the Vacancy Notice are identified.
6. The personnel manager forwards the applications of the qualified candidates for review by the supervising administrator.
7. The supervising administrator schedules interviews.
8. The supervising administrator confirms the recommended candidate's written references with past employers. An observation of the certified candidate is completed.
9. The supervising administrator recommends the candidate of his/her choice to the personnel manager utilizing the "New Hire Recommendation Form".
10. The special education supervisory staff interviews candidates for special education teaching or related service positions before recommendation is made to the personnel manager.
11. The personnel manager determines the salary in accordance with the bargaining contract and extends a verbal job offer to the prospective candidate.
12. Written notification of appointment via a signed Letter of Commitment is sent to the new employee by the Superintendent of Schools (prepared by the Personnel Office), pending completion of a medical examination, fingerprinting, a Tuberculin Intradermal Injection Test (Mantoux Test), and drug testing. No prospective employee is allowed into the school without the satisfactory completion of drug testing, Tuberculin Intradermal Injection, and return of finger print cards to the Personnel Office. Once hired, employee has 30-days to complete the required physical.

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Recruitment and Selection

Certified Employee Selection Process (continued)

- The new employee will schedule a drug test and a Tuberculin Intradermal Injection Test (Mantoux Test). This testing will be carried out at an approved lab with results to be forwarded directly to the personnel manager.
 - The new employee will schedule a fingerprint analysis with the local police department or other authorized agency.
 - The new employee is given and executes an authorization for the release of medical information, consistent with state and federal law, and schedules a physical with his/her physician so that the Health Examination Report can be completed.
13. The Superintendent of Schools submits the name to the Board of Education on the next personnel report following offer acceptance.
 14. The new employee signs for and is given a copy of the town's Code of Ethics.
 15. The personnel manager notifies all other interviewed candidates of the Superintendent's action.
 16. Personnel Department initiates all hiring paperwork including but not limited to authorizations of all payroll and fringe benefits forms.

Regulation approved: April 1989
Regulation revised: October 1993
Regulation revised: April 1994
Regulation revised: April 2003
Regulation revised: March 2006
Regulation revised: May 2007
Regulation revised: September 2007

FORMS FOR REQUIRED HEALTH EXAMINATION

NEW EMPLOYEES

Name of Applicant _____

Position Applied For _____

TO THE EXAMINING PHYSICIAN:

The Southington Board of Education requires that, prior to initial employment, all applicants receive a pre-employment physical examination. The individual whose name appears above has been recommended for employment and indicated that you are to be the examining physician.

The Board of Education asks that the physical examination include the following:

- Health History
- General Physical and Health Examination including height, weight, and blood pressure determinations
- A Tuberculin Intradermal Injection Test (Mantoux Test) or Chest X-ray if a known Tuberculin positive
- Vision Test
- Hearing Test
- A Hemoglobin or Hematocrit Test is recommended
- Urinalysis

Any additional examinations would be at your discretion.

The duties of the position held, or applied for, should be considered in evaluating and reporting on the examination. The detailed findings and related data should be kept in your files and the Board of Education recognized the confidentiality of your records consistent with state and federal law. We do, however, request that the attached form be completed and returned to the Board of Education in order to assist us in making a final determination regarding the employment of this individual. We also require that you execute the enclosed authorization for the release of medical information, consistent with state and federal law.

Very Truly Yours,

Superintendent of Schools

Return the attached form to:

Personnel Manager
49 Beecher Street
Southington, CT 06489

HEALTH EXAMINATION REPORT FORM

Individual's Name _____ Date _____

Address _____

The health examination required by the Board of Education has been made by me, or under my supervision, and the results follow:

Weight: Normal Under Obese

Blood Pressure: Normal Elevated Controlled with Therapy

Tuberculin Intradermal Injection Test (Mantoux Test):

Positive Negative Type of Test ___

Or, Chest X-Ray for known TB Test Reactor: Positive Negative

Hearing: Normal Mild Loss Moderate to Severe Loss

Hemoglobin or Hematocrit: Normal Abnormal

Vision: Normal Poor Adequately Corrected

In my opinion, this individual has no physical, emotional or mental disability and is able to perform the work assigned, is free from tuberculosis and other communicable diseases, and has no other defect which might threaten or endanger the well-being of co-workers or pupils.

In my opinion, this individual is physically and emotionally able at this time to perform work assigned, but has the following disabilities or limitations (Please indicate whether they are correctable and whether treatment is being received).

I would recommend modification of the work program as follows:

On the basis of my examination, I feel this individual is not presently capable of performing the work assignment for the following reason(s):

Signature: _____ MD

Address: _____

SOUTHINGTON PUBLIC SCHOOLS
Southington, Connecticut

R-4111 (2)

HEALTH HISTORY – STATEMENT BY APPLICANT

To be completed by recommended candidate and given to physician

1. Name _____
2. Date _____
3. Gender _____

4. Have you ever had or have you now (Check every item or write “Don’t Know”):

	Y	N		Y	N
Asthma			Glaucoma or Cataracts		
Back Problems			Headaches (frequent, severe)		
Bone or Joint Deformity			Hearing Difficulties		
Breath (shortness)			High Blood Pressure		
Broken Bones			Hoarseness		
Bone Disease			Insomnia		
Cancer			Kidney Stones (Blood in urine)		
Cyst, Growth, Tumor			Liver Disease		
Chest Pain or Pressure			Neuritis		
Chronic Cough			Numbness, Weakness, Fatigue		
Convulsions			Palpitations, Pounding Heart		
Coughing or Vomiting Blood			Rheumatism or Arthritis		
Diabetes			Rheumatic Fever		
Dizziness			Rupture		
Ear, Nose, Throat trouble			Scarlet Fever		
Epilepsy			Swelling Ankles or Feet		
Foot Trouble			Tuberculosis		
Fainting			Ulcers		
Gall Stones			Worry or Depression		

5. Do you now or have you had any illness, injury, examination or treatment by a physician within the past 5 years?
6. If the answer to question 5 is “yes,” please give the name and address of the attending physician; and complete the following:

Date of Accident	Name of Employer	Type of Injury

HEALTH HISTORY – STATEMENT BY APPLICANT (Continued)

7. Is an operation contemplated or has one been recommended by a physician? Yes No
If yes, give details _____

8. Have you ever been a patient in a health care facility?
Yes No
If yes, give details _____

9. Have you ever been declined or postponed for life or health insurance?
Yes No
If yes, give details _____

10. Have you ever been injured at work? Yes No
If yes, complete the following chart:

Date of Accident	Name of Employer	Type of Injury

11. Do you have a service-connected disability? Yes No
If yes, give details _____

12. Have you ever been disqualified for duty or discharged from the armed services for medical reason?
Yes No
If yes, give general details _____

13. Are you taking any medicines or drugs now? Yes No
If yes, give general details _____

Signature

Date

Series 4000: Personnel

Certified Personnel

Permanent Personnel

Recruitment and Selection

Certified Employee Selection Process (Continued)

11. The personnel manager determines the salary and extends a job offer to the prospective candidate.
12. Notification of appointment is sent to the new employee by the personnel manager, pending completion of a medical examination, fingerprinting, and drug testing.
13. The new employee schedules a physical with his/her physician so that the Health Examination Report can be completed.
14. The new employee will schedule a drug test and fingerprinting. This testing will be carried out at an approved lab with results to be forwarded directly to the personnel manager. No prospective employee is hired without the satisfactory completion of these three requirements.
15. The new employee will schedule a fingerprint analysis with the local police department or other authorized agency.
16. The Superintendent signs the contract and submits the name to the Board of Education on the next personnel report following completion of the health examination.
17. The new employee signs for and is given a copy of the town's Code of Ethics.
18. All other candidates are notified of the Superintendent's action by the personnel manager.
19. Payroll department initiates authorization and fringe benefits data file forms.

Regulation approved: April 1989
Regulation revised: October 1993
Regulation revised: April 1994
Regulation revised: April 2003

Series 4000: Personnel

Certified Personnel

School Principals

Recruitment and Selection

Procedures for the Selection of School Principals

The selection of a principal is a process which directly affects the school and the entire school community. The process is best served if all stakeholders have a role to play in the screening and selection process. With that concept in mind, the following procedures are to be followed in filling principal vacancies.

1. **Screening of Candidate Applications:**

This process will be conducted by the Superintendent and those members of his staff he may designate including the Assistant Superintendent for Curriculum and Instruction. Typically, 10 candidates will be selected for initial interviews. It is understood that local candidates will be given preferred consideration for interviews and this, among other factors, may cause a larger number of candidates to be referred to the screening committee.

2. **Conducting Initial Interviews:**

A screening committee consisting of the Superintendent, Assistant Superintendent, two (2) teachers, and two (2) parents will carry out the initial interviews of the principal applicants identified by the Superintendent and his staff. The parents on the committee will be selected by the parent organization of the school where the vacancy exists. The teacher members will be selected by the school's faculty. Utilizing a consensus approach to decision-making, the committee will typically select five (5) of the candidates interviewed for recommendation to the Superintendent of Schools. It is understood that the Superintendent retains his authority to dismiss any candidate from consideration whom he feels is clearly not suited for the principalship to be filled. From the five (5) candidates recommended by the screening committee, the Superintendent will typically select three (3) finalists to be presented for interview by the Board of Education.

3. **Board Level Interviews:**

The Board of Education will interview the principal finalists as recommended by the Superintendent. The selection of the successful candidate will be made by the Board with the input of the Superintendent.

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Recruitment and Selection

Procedures for the Selection of School Principals (Continued)

4. General Considerations:

Teacher and parent representatives on the screening committee must adhere to the Board's confidentiality requirements as they apply to personnel matters. The names of applicants are not to be released or made public. Interviews are treated as confidential meetings and the contents of such meetings are not to be divulged.

The administration will be responsible for an orientation of teacher and parent representatives serving on the screening committee. The purpose of the orientation is to provide a clear understanding of the purposes of the interview process, the characteristics desired in a principal and the role of the principal in the school setting.

The teacher and parent representatives are to be involved in the formulation of the interview schedule of questions which will be asked of the candidates. Each candidate is to have the opportunity to respond to the same series of basic inquiries.

Regulation approved: September 1996
Regulation reviewed: April 2003

Series 4000: Personnel

Certified Personnel

Permanent Personnel

Recruitment and Selection

Procedures for Staff Selection for Salary Differential Positions

The procedures outlined below apply to all personnel appointed by the Superintendent of Schools to stipend positions.

Appointments

1. A notice of any vacancy in a stipend position shall be posted in the appropriate location(s) of the building where the vacancy exists. If a problem in recruiting adequate applicants is anticipated, postings may be sent to additional schools. This posting shall be initiated by the building principal where the vacancy exists and shall comply with Article XXII, Section "A" of the teachers' contract. Copies of the posting shall also be sent to the Assistant Superintendent of Schools and the Personnel Manager.
2. All applicants will complete the stipend position job application form.
3. The building principal (and the athletic coordinator when the vacancy is in athletics) will screen all applicants and set up an interview schedule.
4. The selected applicants will be interviewed by representatives from the school's administration and the appropriate department (i.e. athletics). At the conclusion of the interviews, the principal will submit the following information to the Personnel Manager with his/her recommendation to fill the vacancy:
 - a. A copy of the vacancy announcement
 - b. A list of the names of the applicants
 - c. A list of the interviewed applicants and the date of each interview.
 - d. The recommendation of the top three candidates listed in rank order. (Copies of their applications, reference letters, etc., should be included).

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Permanent Personnel

Recruitment and Selection

Procedures for Staff Selection for Salary Differential Positions (Continued)

5. A form that summarizes the above requested information is available. It should be copied and used as a cover sheet for the recommendation package.
6. The Personnel Manager will submit the name(s) of the recommended candidate(s) to the Superintendent for appropriate action.
7. The building principal shall assume responsibility for notifying all unsuccessful applicants as soon as the position is filled.

Evaluations

1. All positions are one year appointments.
2. All individuals will be evaluated annually in writing. For coaching positions, the annual evaluation will take place following the close of the appropriate sports season (fall, winter, spring). All other evaluations will be completed in the spring by June 1. Recommendations for continuance or dismissal shall appear on the evaluation form which shall be signed by all parties.
3. Assistant coaches will be evaluated by the head coach; head coaches will be evaluated by the athletic coordinator and the principal and/or assistant principal. Other stipend positions will be evaluated by the principal and/or assistant principal.

Stipend Positions

Stipend positions (other than regular teaching assignments) are appointed by the Superintendent, paid a salary differential and listed in the SEA/Board of Education collective bargaining agreement.

Regulation approved: April 1989
Regulation revised: October 1993
Regulation revised: April 2003

Series 4000: Personnel

Recruitment and Selection

Employment of Relatives

Certified/Classified Nepotism

The following regulations shall govern conflict of interest in the employment of staff:

1. Persons related by blood or marriage to a member of the administrative staff shall not be appointed to a position that is in a line relationship involving supervision and evaluation of the position.
2. Members of the same family may be employed at the same department or work location only when approved in writing by the Superintendent or the Superintendent's designee. (Exception: members of the same family shall not be approved in direct line of supervision).

It is the intent of these rules to avoid any situation where a conflict of interest can arise on the part of a member of the administrative staff.

All staff members, certified and classified, are obligated to adhere to the Code of Ethics established for the Town of Southington.

Legal Reference:

Southington Code of Ethics

Regulation approved: April 1989

Regulation reviewed: April 2003

Series 4000: Personnel

Recruitment and Selection

Certified/Classified Staff Attendance

The school system's goal for each school year is to achieve a staff attendance rate of 97%. This goal can only be accomplished through a positive and supportive approach to staff.

GUIDELINES

1. The principal is to keep staff informed on a monthly basis of the building's staff attendance rate.
2. Each principal is to work with his/her staff to develop a plan for improving attendance.
3. The principal is to meet with any staff member who exhibits one of the following patterns and, in a positive manner, develop a plan for helping the staff member improve his/her attendance.
 - a. Two absences during a quarter on Fridays and/or Mondays
 - b. Two absences on a day before and/or after a holiday, or the same day of the week.
 - c. Absences on more than three occasions and each occasion thereafter.
4. Absences of five days or more may be required to be verified in writing by a physician's note stating the reason and expected date of return to work.
5. Chronic problems should be referred to the Personnel Manager.
6. Staff members who exhibit perfect or near perfect attendance should be annually commended in writing for their efforts by their immediate supervisor.

Regulation approved: April 1989
Regulation revised: April 2003

Series 4000: Personnel

Recruitment and Selection

Certified/Classified Staff Sign-in Procedures

The supervising administrator is responsible for seeing that all employees are on time. Sign-in and sign-out sheets serve as the attendance record for all personnel and time sheets are to reflect the exact arrival and departure times of classified employees. The supervising administrator is to document any problems of tardiness.

Regulation approved: April 1989

Regulation reviewed: April 2003

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Certified Personnel

Permanent Personnel

Recruitment and Selection

Certified/Classified Staff Dismissal Procedures on Early Closing Days Because of Inclement Weather

The following staff dismissal procedures on early closing days because of inclement weather will be the standard operating procedure unless otherwise modified by the Superintendent's office.

1. Administrators are allowed to leave thirty (30) minutes after the students in the schools have been dismissed unless an emergency dictates otherwise.
2. All certified staff, with the exception of personnel on duty, are allowed to leave fifteen (15) minutes after the students in their classes have been dismissed. Teachers on duty will remain a minimum of fifteen minutes or until all students are safely dismissed.
3. School nurses may leave twenty-five (25) minutes after the students in the schools have been dismissed.
4. School-based secretaries and paraprofessionals are allowed to leave thirty (30) minutes after the students in their schools have been dismissed unless required to stay longer because of an emergency situation.
5. Secretaries assigned to the Administrative Office building will work until excused by the Superintendent of Schools. Secretaries may elect to leave earlier but will not be paid for the missed work time.
6. Maintenance personnel and day and night time custodians will work regular hours unless otherwise notified by the Superintendent or his designee.

Regulation approved: April 1989
Regulation revised: October 1993
Regulation revised: April 2003

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Recruitment and Selection

Employee Assistance Program

The Board of Education participates in an Employee Assistance Program. The program provides free or low-cost, confidential, short-term counseling and referral service to address a wide range of personal problems. Such problems may include, but not be limited to, health appraisal, stress management, alcohol and/or drugs and interpersonal relations.

Supervising administrators shall disseminate information relative to such program(s) as well as recommend and counsel employees as to its availability.

All employee involvement and/or participation in the program shall be voluntary and confidential with no record being kept unless requested by the participating employee.

Regulation approved: April 1989
Regulation revised: October 1993
Regulation reviewed: April 2003

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Recruitment and Selection

Workday Guidelines for Part-time Teachers

The following guidelines are to be followed when scheduling the workday for part-time teachers:

Secondary Level – Academic Teachers

1. Four-fifths Time (4/5) Work week is 28 hours, 20 minutes, including 4 lunches and 20 teaching periods per week.
2. Three-fifths Time (3/5) Work week is 21 hours, 15 minutes, including 3 lunches and 15 teaching periods per week.
3. Two-fifths Time (2/5) Work week is 14 hours, 10 minutes, including 2 lunches and 10 teaching periods per week.
4. One-fifth Time (1/5) Work week is 7 hours, 5 minutes, including 1 lunch and 5 teaching periods per week.

Special Subject Area

All special subject area part-time teachers shall work the same number of hours outlined above, and may be assigned additional teaching periods, provided they are relieved of corresponding duties in keeping with the provisions of the Board of Education/Southington Education Association bargaining agreement.

Note: All teachers working half time (1/2) or more will fulfill other responsibilities such as preparation periods, duties and supervisions, meetings, etc., which are continuous as part of their work day, as provided for in the Board of Education/Southington Education Association bargaining agreement.

Regulation approved: May 1991
Regulation reviewed: April 2003

Series 4000: Personnel

Personnel – Certified/Classified

Family and Medical Leave of Absence (FMLA)

The Board of Education recognizes the rights of its employees under the Family and Medical Leave Act of 1993. Accordingly, the Board directs the Superintendent of Schools to develop and implement administrative regulations to insure compliance with the act.

Legal Reference:

29 U.S.C. Section 2601. etc. seq.

Policy adopted: April 1994

Policy reviewed: April 2003

Series 4000: Personnel

Personnel – Certified/Classified

Family and Medical Leave of Absence (FMLA)

Eligibility

Employees who have worked for the Board of Education for at least 12 months and at least 1,250 hours during the 12 months preceding commencement of the leave may take up to 12 weeks of paid or unpaid leave (FMLA leave) for the following reasons:

1. Birth and/or care of a child of the employee;
2. Placement of a child into the employee's family by adoption or by a foster care arrangement;
3. Care of the employee's spouse, child or parent who has a serious health condition; or
4. Inability of the employee to perform the functions of the employee's position due to a serious health condition.

Any FMLA leave taken by an employee during the applicable 12 month period will be used to determine the amount of available leave pursuant to the Family and Medical Leave Act. The method for calculating the 12 month period is described later in this regulation.

The right to family leave for the birth and/or placement of a child into an employee's family may only be taken within the 12 months after the date of the birth or placement of the child. In the case of unpaid leave for the birth or placement of a child, intermittent leave or working a reduced number of hours is not permitted, unless both the employee and the Board of Education agree. If both spouses are employed by the Board, the combined leave shall not exceed 12 weeks.

For purposes of this regulation, a serious health condition means an illness, injury, impairment or physical or mental condition that involves:

- any period of incapacity or treatment in connection with or consequent to in-patient care (i.e. an overnight stay) in a hospital, hospice, or residential medical care facility;

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Personnel – Certified/Classified

Family and Medical Leave of Absence (FMLA) (Continued)

- any period of incapacity requiring absence from work, school, or other regular daily activities of more than three (3) calendar days that also involves continuous treatment by (or under the supervision of) a health care provider;
- continuing treatment by (or under the supervision of) a health care provider for a chronic or long-term health condition that is incurable or so serious that, if not treated, would likely result in a period of incapacity of more than three (3) calendar days; or
- prenatal care.

Intermittent Leave/Reduced Hours

In the case of unpaid leave for serious health conditions, the leave may be taken intermittently or on a reduced hours basis only if such leave is medically necessary. Where an employee requests intermittent leave or leave on a reduced hours basis due to a family member's or the employee's own serious health condition, the Board has the option, in its sole discretion, to require the employee to transfer to a temporary alternative job for which the employee is qualified and which better accommodates the intermittent leave or reduced hours leave than the employee's regular job. The shortest period of time (one hour or less) that the payroll system uses to account for absences or leave shall constitute the minimum intermittent or reduced leave increment.

Substitution of Accrued Leave

Employees may be required to use their available accrued leave time, such as personal leave and/or vacation time during the 12 week FMLA leave period and available sick days when FMLA leave is taken because of a serious health condition of the employee. The Board's policies, practice(s) and/or collective bargaining agreement(s) regarding vacation time, personal days, sick days or other leave time will determine if an employee is eligible to receive accrued paid or unpaid leave. The employee will be notified immediately, in writing, which accrued leave, if any, will be counted towards the 12 weeks of FMLA leave. If written notice is not given to the employee by the date of expiration of the leave, the accrued leave will not be counted towards the employee's available 12 weeks of FMLA leave.

Series 4000: Personnel

Personnel – Certified/Classified

Family and Medical Leave of Absence (FMLA) (Continued)

Employee Notice – Foreseeable/Unforeseeable Need

When the necessity of leave is foreseeable due to the expected birth or placement of a child, the employee must provide the Board at least 30 day's notice of the employee's intention to take leave. If the date of birth or placement of a child requires the employee's leave to begin in less than 30 days from the date of notice to the Board, the employee must provide such notice as soon as practical. Where the necessity for leave is due to a family member's or an employee's own serious health condition and is foreseeable based on planned medical treatment, the employee must:

- give at least 30 day's notice, or as soon as practical if treatment starts in less than 30 days; and
- make a reasonable effort to schedule the treatment so as not to unduly disrupt the operation of the Board, subject to the approval of the health care provider.

Where the need for leave is unforeseeable, the employee must give notice as soon as practical.

Certification of Physician/Practitioner

Any leave request based on a family member's or employee's own serious health condition may have to be supported by certification from a health care provider. The employee must provide a copy of the certification to the Board in a timely manner. (15 calendar days will be allowed to provide the certification). Certification from the health care provider must contain:

- the date the serious health condition began;
- the possible duration of the condition;
- if the leave is based on the care of a spouse, child or parent, a statement that the employee is needed to provide the care and an estimate of the amount of time that need will continue;
- in the case of intermittent leave or leave on a reduced hours basis for planned medical treatment, the date the treatment is expected to be given and the duration of the treatment.

Series 4000: Personnel

Personnel – Certified/Classified

Family and Medical Leave of Absence (FMLA) (Continued)

Health Insurance

During FMLA leaves of absence, the Board will continue to pay its portion of the health insurance premiums and the employee must continue to pay his/her share of the premiums. Failure of the employee to pay his/her share of the health insurance premiums may result in the loss of coverage. If the employee does not return to work after the expiration of the leave, the employee will be required to reimburse the Board for payment of health insurance premiums during the FMLA leave, unless the employee does not return because of the presence of a serious health condition which prevents that employee from performing his/her job, or circumstances beyond the control of the employee.

Other Benefits

During FMLA leave, when no other leave is substituted, the employee shall not accrue any additional benefits. Employment benefits accrued by the employee up to the day on which the FMLA leave of absence begins will be available upon return from leave.

With respect to pension and retirement plans, FMLA leave will be treated as continued service for purposes of vesting and eligibility to participate.

Return to Work

The Board may require an employee on FMLA leave to report periodically on his/her status, and intention to return to work. Also, periodic re-certification of the medical condition may be required.

An employee taking leave due to the employee's serious health condition may be required to obtain certification that the employee is able to resume work prior to returning from any FMLA leave. The Board will consider the nature of the employee's serious health condition, and the demands of the employee's position when deciding whether to require certification of ability to resume work.

Employees who return to work from FMLA leave of absence within or on the business day following the expiration of the 12 weeks are entitled to return to their jobs or equivalent positions without loss of benefits or pay.

Series 4000: Personnel**Personnel – Certified/Classified****Family and Medical Leave of Absence (FMLA) (Continued)****Method for Calculating Twelve Month Period**

For purposes of this regulation, the following twelve month period shall apply: July 1 to June 30.

If an employee takes leave on an intermittent or reduced leave schedule only the amount of leave actually taken may be counted toward the 12 weeks of leave to which an employee is entitled. Where an employee normally works a part-time schedule, the amount of leave to which an employee is entitled is determined on a pro rata or proportional basis. If any employee's schedule varies from week to week, a weekly average of the hours worked over the 12 weeks prior to the beginning of the leave period is used for calculating the employee's normal workweek.

Instructional Employees

"Instructional employees" are those employees whose principal function is to teach and instruct students in a class, a small group, or an individual setting such as teachers, athletic coaches, and certain special education assistants. Teacher assistants or paraprofessionals who do not have as their principal job actual teaching or instructing are not considered "instructional employees" for purposes of this policy. Auxiliary personnel such as counselors, psychologists or curriculum specialists, whose principal function is not teaching or instructing students in a class, small group or individual setting are not considered "instructional employees." Cafeteria workers, maintenance workers and similar employees also are not "instructional employees."

Intermittent Leave/Reduced Leave – Instructional Employees

If an eligible instructional employee requests intermittent leave or leave on a reduced leave schedule to care for a family member, or for the employee's own serious health condition, which is foreseeable based on planned medical treatment, and the employee would be on leave for more than 20% of the total number of working days over the period the leave would extend, the Board of Education, at its option, may require the employee to choose either to:

1. Take leave for a period or periods of particular duration, not greater than the duration of the planned treatment; or
2. Transfer temporarily to an available alternative position for which the employee is qualified, which has equivalent pay and benefits and better accommodates recurring periods of leave than does the employee's regular position.

Series 4000: Personnel**Personnel – Certified/Classified****Family and Medical Leave of Absence (FMLA) (Continued)****Intermittent Leave/Reduced Leave – Instructional Employees**

An instructional employee who does not give required notice of foreseeable leave to be taken intermittently or on a reduced leave schedule may be required by the Board to take leave of a particular duration, or to transfer temporarily to an alternative position. Alternatively, the Board may require the employee to delay the taking of leave until the notice provision is met. This notice provision, however, shall not be interpreted to be more strict for purposes of FMLA leave than the Board requires from its employees otherwise taking comparable paid or unpaid leave.

Instructional Employees – Academic Term

The school year is divided into two academic terms. “Academic term” means the school semester which typically ends near the end of the calendar year or the end of spring each school year. An instructional employee who begins leave more than five (5) weeks before the end of a term may be required by the Board to continue taking leave until the end of the term if:

1. The leave will last at least three (3) weeks; and
2. The employee would return to work during the three (3) week period before the end of the term.

If an instructional employee begins leave for a purpose other than the employee’s own serious health condition during the five (5) week period before the end of the term, the Board may require the employee to continue taking leave until the end of the term if:

1. The leave will last more than two (2) weeks; and
2. The employee would return to work during the two (2) week period before the end of the term.

If the instructional employee begins leave for a purpose other than the employee’s own serious health condition during the three (3) week period before the end of the term, and the leave will last more than five (5) working days, the Board may require the employee to continue taking leave until the end of the term.

Series 4000: Personnel

Personnel – Certified/Classified

Family and Medical Leave of Absence (FMLA) (Continued)

Procedure

Notice by an employee of the need for a leave of absence under FMLA must be given to an appropriate supervisor at least 30 days before the leave is to commence, or as soon as possible if 30 day's notice is not possible. The Board may waive such notice requirement and designate accrued leave as FMLA leave if it would qualify, except for lack of the required notice.

Each employee taking leave which meets requirements for FMLA leave will be provided a copy of the Board's administrative regulations, the "Request for and/or Response to Leave Under the Family and Medical Leave Act of 1993" form, and the "Certification of Physician or Practitioner" form. Such forms are incorporated in, and made a part of, this regulation.

Records

Under the terms of FMLA, employers are required to maintain records in accordance with the record keeping requirements of Section 11 (c) of the Fair Labor Standards Act and in accordance with FMLA regulations. FMLA regulations require that such records contain the following:

1. Name, address and occupation of the employee; rate or basis of pay and terms of compensation; daily and weekly hours worked per pay period; additions to or deductions from wages; and total compensation paid;
2. Dates FMLA leave is taken by employee. Leave must be designated in records as FMLA leave;
3. If FMLA leave is taken in increments of less than one full day, the hours of the leave;
4. Any written notice of FMLA leave given by the employee, and copies of all notices given to employees as required by law and by this policy;
5. Any documents describing employee benefits or employer policies and practices regarding the taking of paid and unpaid leaves;
6. Payment of any employee benefits premium; and
7. Records of any dispute regarding designation of leave as FMLA leave, including any written statement from the Board or an employee of the reasons for the designation and for the disagreement.

Series 4000: Personnel

Personnel – Certified/Classified

Family and Medical Leave of Absence (FMLA) (Continued)

Medical Records

Records and documents relating to medical certifications, recertifications or medical histories of employees or employees' family members, shall be maintained in separate files/records and treated as confidential medical records.

Regulation approved: March 1994

Regulation reviewed: April 2003

Series 4000: Personnel**Certified Personnel****Permanent Personnel****Recruitment and Selection****Affirmative Action**

The Board of Education will provide equal employment opportunities for all persons without regard to race, color, religious creed, age, marital status, sexual orientation, national origin, gender, or disability. The Board of Education directs the administration to set as a goal the recruitment, selection and employment of qualified people among racial and ethnic minority groups.

No advertisement of employment opportunities may by intention or design restrict employment based upon discrimination as defined by law.

Legal Reference:

Connecticut General Statutes

10-153, Discrimination on account of marital status

46a-60, Discriminatory employment practices prohibited

Title VII, Civil Rights Act

Policy adopted: December 1988

Policy revised: April 2003

Series 4000: Personnel

Certified Personnel

Permanent Personnel

Recruitment and Selection

Affirmative Action

Procedures for Affirmative Action Recruitment

The administration will assume responsibility for recruiting the most qualified candidate for all vacancies.

All postings and advertising will indicate that the Southington Public Schools is an equal opportunity employer.

To reflect the heterogeneity of our nation, state and school district, the Personnel Manager and the Assistant Superintendent will recruit and screen qualified applicants from racial and ethnic minority groups for certified and classified job vacancies.

Activities directed toward this goal shall include, but not be limited to, placing job advertisements in newspapers and other print material directed at racial and ethnic minority groups and recruiting candidates from colleges and universities which place special emphasis on enrolling racial and ethnic minority students.

Records will be maintained in the personnel office as to all activities related to minority applicant recruitment.

Regulation approved: April 1989
Regulation revised: October 1993
Regulation revised: April 2003

Series 4000: Personnel**Personnel – Certified/Classified****Personnel – Records**

Personnel records shall be kept on all current employees and shall include information usually expected in good personnel administration.

A file shall be kept for all resigned or retired employees, including such essential information as shall seem appropriate to the administration.

The Superintendent, on behalf of the Board, shall immediately notify an employee and a collective bargaining representative, if any, in writing when a request is made for disclosure of the employee's personnel, medical or similar files, if the Superintendent reasonably believes disclosure would legally constitute an invasion of privacy.

The records will be disclosed unless written objection is received from the teacher or employee's collective bargaining representative, within seven business days from the receipt of notice by the employee or collective bargaining representative.

Records of a teacher's performance and evaluation shall not be released without the written consent of the teacher.

All written materials shall be made available for inspection by the employee and collective bargaining representative, if involved, at an off-duty time in the presence of an administrator. Upon request, a professional employee will be provided a copy of supervisory records and reports maintained in said employee's personnel file as a guide to evaluation of performance.

Legal Reference:

Connecticut General Statutes

1-19b, Agency administration. Disclosure of personnel and tax records

10-151a, Access of teacher to supervisory records and reports in personnel file

10-151c, Records of teacher performance and evaluation not public records

Public Act 87-285, An Act Concerning Personnel Records of Public Employees

Public Act 88-353, An Act Concerning Public Employee Personnel Records (Sect.

1[c]1-20a(c)Public Employment Contracts as Public Records

Policy adopted: December 1988

Policy revised: April 1989

Policy revised: April 2003

Series 4000: Personnel

Certified Personnel

Permanent Personnel

Appointment and Conditions of Employment

Personnel Records

Procedures for Certified/Classified Personnel Records

The Personnel Manager shall maintain and preserve all personnel files as confidential.

Employees may review their personnel files upon written request submitted to the Personnel Manager. To protect employees and to ensure no misuse of information in personnel files, access to such files will be limited by current Freedom of Information regulations and those who have a legitimate purpose in reviewing them.

Personnel folders shall include:

1. The individual's original application form and materials.
2. A copy of a valid teaching certificate (for all certified staff).
3. Transcripts documenting higher education degrees or certificates (for all certified staff).
4. All correspondence between the Board of Education and/or its representatives and the employee.
5. Such other data as may be required to be maintained in the course of administering the school system.

Any material found by the administration to contain errors of fact shall be removed from the personnel file at the request of the employee concerned.

Regulation approved: April 1989
Regulation revised: October 1993
Regulation revised: April 2003

**SOUTHINGTON PUBLIC SCHOOLS
Southington, Connecticut**

FORM FOR REQUESTING REVIEW OF PERSONNEL FILES*

Please accept this form as notice that I wish to review my personnel file on:

Date: _____ Time: _____

I understand that twenty-four (24) hour's notice is customary. The materials must be viewed during office hours and may not be taken from the office.

Signature

School/Department

Date of Request

*Upon request, an employee will be provided a copy of supervisory records and reports maintained in said employee's file as a guide to evaluation of performance.

Series 4000: Personnel**Social Security Number Privacy Policy and Operating Procedure**

It is the policy of the Southington Public Schools to protect the confidentiality of Social Security numbers obtained and used in the course of business from its employees and applicants. All employees are expected to rigorously adhere to this policy. Any employee violating the provisions of this policy and its operating procedures will be disciplined in accordance with district policy.

Operating Procedures

1. *Collection of Numbers.* Social Security numbers will be collected from applicants and employees as required in order to meet federal and/or state reporting requirements. These purposes include:
 - To conduct pre-employment background checks.
 - To verify eligibility for employment.
 - To withhold federal and state taxes.
 - To comply with state new-hire reporting.
 - To facilitate enrollment in company benefits plans.

Social Security numbers may also be collected from creditors, suppliers or independent contractors where no tax identification or employer identification number is accessible. Social Security numbers so obtained will be subject to the same provisions of the privacy policy as those for applicants and employees.

2. *Use of Numbers.* Except for verification and reporting uses for the above-referenced reasons, no Social Security number or portion of a Social Security number will be used in the conduct of the school district's business, and in addition:
 - No Social Security number or portion of a Social Security number will be permitted to be used for the following purposes: identification badges, parking permits, time cards, employee rosters, employee identification records, computer passwords, company account records, licenses, agreements or contracts.
 - No Social Security number or portion of a Social Security number will be used in open computer transmissions, school district distributions or through the intranet except where such transmission of information is by secure connection or is

Series 4000: Personnel**Social Security Number Privacy Policy and Operating Procedure****Operating Procedures (continued)**

- encrypted. As examples, reporting of payroll withholding taxes and benefit plan participation require such data; thus, such transmissions of data will be handled through secured computer transmission only.
3. *Storage.* All documents containing Social Security numbers shall be stored in locked secured areas. All computer applications containing Social Security numbers shall be maintained on secured, authorized-access computer stations only.
 4. *Access.* Only persons who have a legitimate reason will have access to Social Security numbers. Employees granted such access must take all necessary precautions to ensure the integrity of records that include such numbers when the records are not being used.
 5. *Destruction of Numbers.* Records that include Social Security numbers will be maintained in accordance with federal and state laws. When such documents are released for destruction, the records will be destroyed by shredding.

Source: SHRM.org

Policy Adopted: February 2009

Series 4000: Personnel**Personnel - Certified****Evaluation**

Because it is universally accepted that good teaching is the most important element in a sound educational program, teacher evaluation must be done.

Evaluation of teachers should serve three purposes:

1. To raise the quality of instruction and educational services to the children of our community.
2. To raise the standards of the teaching profession as a whole.
3. To aid the individual teacher to grow professionally.

Evaluation of teacher performance must be a cooperative, continuing process designed to improve the quality of instruction. The Superintendent shall evaluate or cause to be evaluated all certified employees. The teacher shares with those who work with the teacher the responsibility for developing effective evaluation procedures and instruments and for the development and maintenance of professional standards and attitudes regarding the evaluation process.

The Board of Education directs the Superintendent and the teachers' representatives to develop, in harmony with guidelines developed by the State Board of Education, a systemwide program for evaluating the instructional process and all certified personnel as one means to insure quality of instruction.

Legal Reference:

Connecticut General Statutes

10-151b, Evaluation by Superintendent of certain educational personnel

Policy adopted: December 1988

Policy revised: April 2003

Series 4000: Personnel**Certified Personnel****Permanent Personnel****Evaluation****Procedures for Teacher Evaluation**

The Teacher Evaluation Plan consists of two specific phases. There are the Induction Phase and the Professional Growth Phase.

1. Induction Phase (Non-tenure Teachers)

- a. The Induction Phase is designed to support and assess beginning teachers who are participating in the BEST Program and all non-tenured certified staff members. This is a four (4) year phase with specific requirements for each year.
- b. Newly hired staff possessing the Initial Educator Certificate and participating in the BEST Program are assigned to this phase while they complete the requirements of the BEST Program (usually two years).
- c. Certified Staff who have completed the BEST Program but who have not yet attained tenure are assigned to the Induction Phase for years three and four.
- d. Newly hired staff who have previously acquired tenure in another district are assigned to the Induction Phase until they receive tenure in Southington.
- e. New teachers will be provided support as outlined in the Southington New Teacher Induction Plan.

2. Professional Growth Phase (Tenured Teachers)

This phase is designed for certified staff with tenure who consistently demonstrate competence as described in the Connecticut's Common Core of Teaching (CCT). This phase recognizes that staff members are at different levels of development in their careers and may need variable growth plans and support systems to improve student learning. Therefore, the staff member has the option of working individually or on a collaborative team to develop objectives and a professional growth plan to support those objectives.

Series 4000: Personnel**Certified Personnel****Permanent Personnel****Evaluation****Procedures for Teacher Evaluation (Continued)****3. Professional Assistance Program – Non-Tenured and Tenured Teachers**

- A. The Professional Assistance Program is intended to aid the tenured or non-tenured educator who is having difficulty consistently demonstrating competence as described in Connecticut's Common Core of Teaching (CCT). This program is composed of two levels: Special Assistance and Intensive Assistance. Staff members assigned to the Professional Assistance Program will work cooperatively with their evaluator in a collegial relationship to develop and implement an individualized remediation plan designed to assist the staff member in meeting competence.
- B. Special Assistance
In general, a staff member will be placed in the first level – Special Assistance – to address area(s) of concern in his/her performance. The Superintendent and/or designee may, however, immediately place a staff member in the second level – Intensive Assistance – to address serious concerns. The Special Assistance Program will include sufficient opportunities for the staff member to obtain assistance from peers and the evaluator. The program may include participation in special training that is designed to build the staff member's competency. The staff member shall be advised by the evaluator to discuss placement in the Professional Assistance Program with a representative of the Southington Education Association (SEA). The staff member has a right to SEA representation in all subsequent meetings.
- C. Intensive Assistance
 1. When concerns are not alleviated through Special Assistance, the evaluator will confer with the Assistant Superintendent, who will follow up the conference with a written statement of the specific concern(s) the evaluator has about the staff member's performance, and what has been done to date under the assistance process. After discussion and review by the Assistant Superintendent, an Intensive Assistance Program will be initiated.

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Certified Personnel

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Evaluation

Procedures for Teacher Evaluation (Continued)

2. Intensive Assistance begins with a notice to the staff member that a meeting will be held with the evaluator to discuss the staff member's performance. The evaluator involved with the staff member will attend this meeting. It will be suggested that the staff member invite a representative of the Southington Education Association to attend as well. Other appropriate personnel may be invited. The purpose of this meeting is to establish that the concerns previously expressed by the immediate evaluator have not been successfully addressed. The concerns may be, but are not limited to, the following:
 - Inability to implement effectively one or more of the skills defined in the Common Core of Teaching
 - Violations of the Teachers' Code of Responsibility
3. A formal written plan of action will be developed which will include, but not be limited to, the following:
 - A clear statement(s) of what has to be done in order to alleviate the concern(s)
 - A time period, usually three to four months, with a regular schedule of observations at a designated frequency
 - Periodic meetings scheduled by the evaluator to review progress
4. The first meeting date to develop the plan of action will be within 10 school days following the initiation of the Intensive Assistance Program.
5. Although help will be available from the evaluator involved with the staff member, responsibility for the success of the plan is placed on the staff member.
6. The staff member must show clear evidence of an intensive effort to improve performance in the area(s) of concern.
7. Copies of all observation reports and conference summaries will be forwarded to the Assistant Superintendent's office.

Series 4000: Personnel**Certified Personnel****Permanent Personnel****Evaluation****Procedures for Teacher Evaluation (Continued)**

8. All observation reports, conference summaries, and written summaries of progress review meetings will be examined to determine whether there is improved performance. One of the following recommendations by the Assistant Superintendent and the evaluator will be made to the Superintendent.
 - If improved performance has occurred, the staff member should be taken off Intensive Assistance and returned to either the Induction Phase or the Continuous Professional Growth Phase of evaluation.
 - If improved performance has not occurred, the staff member will be informed that his/her performance continues to be unsatisfactory and the process of termination will begin.

Conflict Resolution**A. Disagreement with Evaluation Content**

The assessment of performance is solely the responsibility of the evaluator. However, a teacher disagreeing with the evaluator's assessment may request reconsideration or modification of an evaluation document and may add comments within a thirty (30) day period. (See Collective Bargaining Agreement Article XXX, B.1. In an attempt to settle disagreements, a teacher may have bargaining unit representation. In a like manner, the evaluator may request the input of another certified evaluator.

B. Disagreement of Evaluation Procedure

A teacher who believes that the prescribed evaluation procedures have not been followed may appeal to the Superintendent or designee within twenty (20) working days. At such an appeal, the teacher has the right of representation by the bargaining unit. If the Superintendent or designee finds that the evaluation procedure has been violated, he/she will take corrective action to insure proper evaluation procedures are implemented.

C. Disagreement on Objectives

If agreement cannot be reached on the collaboratively established objectives based on the Connecticut Common Core of Teaching, the teacher will select one and the evaluator will select one.

Series 4000: Personnel

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Evaluation

Procedures for Teacher Evaluation

Conflict Resolution (continued)

Evaluations and recommendations for all non-tenured teachers and teachers under consideration for non-renewal or intensive assistance shall be submitted to the Superintendent no later than the second week of January.

Details of all procedures, timelines and forms may be found in the Teacher Evaluation Manual.

Regulation revised: June 1989
Regulation revised: October 1993
Regulation revised: April 2003

Series #: 4000

Personnel

Policy Regarding Athletic Coaches

It is the policy of the Southington Board of Education (the “Board”) that an athletic coach employed by the Board shall:

1. Adhere to all Board policies, rules and regulations;
2. Shall conduct himself/herself in a professional manner;
3. Serve as a role model for students;
4. Demonstrate competence and proficiency in his/her role as an athletic coach of a particular sport.

For purposes of this policy, the term “athletic coach” means any person holding a coaching permit who is hired by a local or regional board of education to act as a coach for a sport season. This term “coach” under this policy shall include only coaches who have direct responsibility for one or more teams (including assistant coaches, who serve as coach to a team (e.g., JV)), and the term shall not include other assistant coaches and volunteer coaches.

I. Evaluations

Pursuant to state law, the Board requires that an athletic coach employed by the Board be evaluated on an annual basis by the coach’s immediate supervisor. An athletic coach shall be provided with a copy of any such evaluation. Other assistant and volunteer coaches may be evaluated as directed by the Superintendent of Schools or his/her designee.

II. Employment of an Athletic Coach

Athletic coaches serve at the discretion of the Superintendent, and their employment in their specific coaching positions (e.g., basketball, golf) may be non-renewed or terminated at any time except as follows:

If the athletic coach has served in the same coaching position for three or more consecutive school years, the following procedures shall apply. The Superintendent may non-renew the employment of any such athletic coach by providing written notification of that action within ninety (90) calendar days of the end of the season. The Superintendent may terminate the employment of any such athletic coach at any time for 1) reasons of moral misconduct, insubordination, failure to comply with the Board’s policies, rules and regulations; or 2) because the sport has been canceled. If a decision to terminate a coach’s employment is made during the athletic season, the Superintendent shall remove the coach from duty during the pendency of any hearing conducted pursuant to this policy.

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Policy Regarding Athletic Coaches (continued)

III. Hearing Procedures

An athletic coach who has served in the same coaching position for three or more consecutive years may appeal any such non-renewal or termination decision (except if such decision was due to cancellation of the sport) to the Board of Education in accordance with the following procedures:

- A. The athletic coach must file a written appeal with the Board within ten (10) calendar days of the Superintendent's written notification of non-renewal or termination. Such appeal shall set forth the basis on which the athletic coach seeks review of that decision, and a copy of said appeal shall be sent to the Superintendent. Failure to submit a timely written appeal shall constitute a waiver of said appeal opportunity.
- B. Within a reasonable period of time of its receipt of a written appeal of the Superintendent's decision, the Board or a committee of the Board as designated by the Chairperson shall conduct a hearing to consider such appeal. Reasonable notice of the time and place for such hearing shall be issued to the athletic coach prior to the commencement of the hearing.
- C. At the hearing, the athletic coach shall have an opportunity to present facts and evidence in support of renewal and/or reinstatement, and the Superintendent shall have the opportunity (but shall not be obligated) to present facts and evidence in support of the decision of non-renewal and/or termination. For good cause shown, the athletic coach may call a limited number of witnesses to testify if there is a clear need for witnesses to present factual information (rather than simply expressing an opinion on the skill or competence of the athletic coach). In any event, cumulative or redundant testimony shall not be allowed.
- D. The decision of non-renewal or termination shall be affirmed unless the Board determines that the decision is arbitrary and capricious. The coach shall bear the burden of proof on this point.

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Personnel

Policy Regarding Athletic Coaches (continued)

- E. Within a reasonable period of time following the hearing, the Board shall determine whether the Superintendent acted in an arbitrary and capricious manner in making his/her decision not to renew and/or to terminate, and shall provide a written decision to the coach. The decision of the Board shall be final.

Legal Reference:

Public Act 04-243

Policy Adopted: March 2005

Series 4000: Personnel

Certified Personnel

Permanent Personnel

Separation/Disciplinary Action

Resignation

Certified staff members shall give at least thirty (30) day's notice of their intent to terminate their services. Certified staff members who terminate their services prior to the end of the school year shall be compensated according to the following per diem formula:

Annual salary ÷ 1 / total number of working days

The number of workdays for each classification of certified staff is a matter of collective bargaining.

Policy adopted: December 1988

Policy revised: October 1993

Policy reviewed: April 2003

Series 4000: Personnel**Personnel - Certified****Dismissal/Suspension****Suspension**

A certified employee may be suspended by the Board of Education for an alleged or actual violation of any of the reasons for termination in C.G.S. 10-151(b) when insufficient cause for dismissal is considered to exist, or may be suspended pending Board or legal action for dismissal of the employee on charges of violation of one or more of said causes for termination. The Superintendent may suspend an employee pending Board action when, in the opinion of the Superintendent, continuation of the employee in the position presents a clear danger to the students, staff, property or reputation of the district, or to the employee.

Dismissal

No certified employee shall be dismissed from the service of the schools without cause. During the first forty (40) months of employment, a certified employee may be dismissed for any of the reasons for termination given in C.G.S. 10-151(b) provided that the employee is notified in writing prior to April 1st. A teacher so notified may request a written statement of the reasons for non-renewal of the contract, and the district will furnish such a statement within seven (7) days of the receipt of the request. Procedures for a hearing on non-renewal of a contract shall be those given in C.G.S. 10-151(b). A tenured employee shall not be terminated except for the reasons and under the procedures provided in C.G.S. 10-151(b).

Legal Reference:

Connecticut General Statutes
10-151(b), Employment of Teachers

Policy adopted: December 1988
Policy revised: April 2003

Series 4000: Personnel

Personnel – Certified/Classified

Staff Retirement

No employee can be required to retire based exclusively on age consideration.

Employees may voluntarily elect to retire at such time as they are eligible under the provisions and regulations of the Connecticut Teachers' Retirement System or the Connecticut Municipal Retirement Plan.

Legal Reference:

Age Discrimination in Employment Act (ADEA):
Title 29 USCA C.14 Sec. 621-634

Policy adopted: December 1988

Policy reviewed: April 2003

Series 4000: Personnel**Personnel – Certified/Classified****Misconduct of Staff Members**

Any staff member who advocates or abets disruption of the regular school program or is a threat to the health, safety or welfare of students and/or staff, shall be immediately suspended by the Superintendent of Schools with or without pay until a hearing has been arranged between the staff member and the Board of Education. Such a suspension shall be carried out in accordance with the legal and contractual rights of the employee.

Policy adopted: December 1988
Policy reviewed: April 2003

Series 4000: Personnel**Certified – Personnel****Permanent Personnel****Rights, Responsibilities and Duties****Civil and Legal Rights****Nondiscrimination**

The conditions or privileges of employment in the school district, including the wages, hours, terms and benefits, shall be applied without regard to race, color, religious creed, age, marital status, sexual orientation, national origin, gender, ancestry, present or past history of mental disorder, mental retardation, pregnancy or physical disability. The Board of Education seeks to extend the advantages of public education with full equality of educational opportunity to all students and personnel. The Board, any employee or any other person may not aid or compel the performance of an unfair labor practice as defined by law.

Sexual Harassment

The Board of Education is committed to safeguarding the right of all employees of the school district to a work environment that is free of all forms of sexual harassment. Therefore, sexual harassment is prohibited in the Southington Public Schools. Any employee found to have engaged in sexual harassment will be subject to immediate disciplinary action up to and including discharge from employment in appropriate cases.

Sexual harassment is defined as unwelcome conduct of a sexual nature, whether verbal or physical, including but not limited to insulting or degrading sexual remarks or conduct; threats or suggestions that an employee's submission to or rejection of unwelcome conduct will in any way influence an employment decision regarding that employee; or conduct of a sexual nature which substantially interferes with an employee's work performance or creates an intimidating, hostile or offensive work environment, such as the display in the work place of sexually suggestive objects or pictures.

This notice is made pursuant to the terms of state and federal law and applies equally to all personnel.

Any employee who believes he or she has been subject to sexual harassment should make a report immediately either orally or by written complaint to his/her immediate supervisor or the Personnel Manager. All such complaints will be investigated promptly.

Series 4000: Personnel**Certified – Personnel****Permanent Personnel****Rights, Responsibilities and Duties****Civil and Legal Rights****Nondiscrimination (Continued)****Discipline**

No employee will be disciplined, reprimanded, reduced in rank or compensation or deprived of any professional advantage without just cause.

Association Membership

No employee shall suffer any professional disadvantage by reason of the employee's membership in an employee association or participation in its lawful activities.

Grievances

No employee, employee association representative, member of any employee organization or any other participant in a grievance procedure shall suffer reprisals in any other way or suffer any professional disadvantage by reason of their opposition to any unfair labor practices or because of participation in the processing of any grievance. The Superintendent will provide procedures for reviewing alleged violations of Board policies, administrative regulations, and school district operations in general when not otherwise covered in employee organization agreements.

Cross Reference: 4111, 4135

Legal Reference:

Connecticut General Statutes

46a-60, Discriminatory Employment Practices Prohibited

10-153a, Rights concerning professional organization and regulations

Policy adopted: December 1988

Policy revised: November 1992

Policy reviewed: April 2003

Series 4000: Personnel

Nondiscrimination

Procedures for Reviewing Alleged Violations of Board Policy and Administrative Regulations

Employees, both certified and classified, are expected to adhere to the policies and regulations established by the Board of Education and Superintendent of Schools. The following procedures are to be followed when it appears as though the established school system policies and administrative regulations have not been followed.

1. The immediate supervisor of the employee who may have violated an existing policy/regulation will schedule a conference with the employee to review the situation and determine the facts of the matter.
2. If needed, the immediate supervisor will interview other staff or other individuals not employed by the school system who may be able to confirm the facts of the alleged violation.
3. Having determined that a violation has occurred, the immediate supervisor will meet with the employee in question to discuss his/her findings and to invoke an appropriate sanction based on the seriousness of the violation. Sanctions may range from a verbal warning to suspension/termination.
4. In considering sanctions, the immediate supervisor will consider all relevant factors including records of prior violations (if any).
5. The immediate supervisor will always consult with the Superintendent of Schools or the Assistant Superintendent before invoking a sanction more severe than a written reprimand.
6. Investigations of alleged violations of Board policy or administrative regulations will be carried out in keeping with current employee collective bargaining agreements and/or existing law.

Regulation approved: April 1989
Regulation reviewed: April 2003

Series 4000: Personnel

Personnel – Certified

Duties of Personnel

All employees of the school district are subject to the policies of the Board of Education, applicable laws, and current employee agreements.

Job descriptions shall include the following:

1. Job title
2. Type and extent of training required.
3. Duties to be performed.
4. Degree of responsibility assumed.
5. Other related factors.

The job descriptions shall determine the job classification of the employee on the salary schedule. In each instance the employee shall meet the requirements set forth in the job description. Job descriptions for all employees shall be provided by the Superintendent and maintained in a separate manual.

Policy adopted: December 1988

Policy reviewed: April 2003

Series 4000: Personnel

Duties

Certified Job Descriptions

All job descriptions are compiled in a separate manual that can be obtained in the Southington Board of Education personnel office.

Regulation approved: April 1989

Regulation revised: April 2003

Series 4000: Personnel**Personnel – Certified/Classified****Staff Ethics**

An effective educational program requires the service of men and women of integrity, high ideals and human understanding. To maintain and promote these essentials, the Board of Education expects all employees of the Southington Public Schools to maintain high standards of personal and professional behavior. Among those standards which the Board expects its staff members to maintain are the following:

To maintain fair and courteous relationships with students, parents, staff members and others;

To transact all official business with the properly designated authorities of the school district;

To represent the school district in such a manner that the contributions of the school district are recognized;

To place the welfare of children as the first concern of the school district;

To refrain from using school contacts and privileges to promote partisan politics and sectarian religious views;

To direct any criticism of other staff members or of any department of the school district only towards the improvement of the school district. Constructive criticism is to be made first directly to the particular school administrator who has the responsibility for evaluating the situation and then to the Superintendent of Schools;

To keep confidential such information as may be secured in confidence unless disclosure serves professional purposes or is required by law;

To properly use and protect all school properties, equipment, and materials;

To avoid conduct which will result in discredit or a lack of confidence in themselves, their colleagues, or the school district.

Policy adopted: December 1988

Policy reviewed: April 2003

Series 4000: Personnel

Personnel – Certified/Classified

Gifts

School personnel shall neither give nor accept gifts of significant value from students, parents or organizations associated with the schools. Gifts of token value may be given or received.

Policy adopted: December 1988

Policy reviewed: April 2003

Series 4000: Personnel**Social Networking**

The Board of Education recognizes the use of social media by its employees. As used in this policy, “social media” includes, but is not limited to, forums, and social networking sites, such as Twitter, Facebook, LinkedIn, YouTube, and MySpace. Moreover, the Board acknowledges that its employees have the right under the first amendment to speak out on matters of public concern. Use of social media by employees, however, may become a problem if it:

- interferes with the work of the school district;
- is used to harass coworkers or other members of the school community;
- creates a hostile work environment;
- breaches confidentiality of school district students or employees; or
- harms the goodwill and reputation of the Board of Education in the community.

The Board has the following standards for the use of social media by employees.

- Staff who post on social media and refer to the Board of Education or school system, must make clear that they are employed by the Board and that the views posted are theirs alone and do not represent those of the Board.
- Posts shall not mention other school employees or members of the school community without their expressed consent.
- The Board or District Logo may not be used in posts without written consent.
- Posts that reflect a disagreement with others should respond with factual information, not inflammatory comments.
- Staff members are responsible for what they write on social media.
- Employees may not use social media on the Board of Education equipment for non-work related activities without permission. Social media activities shall not interfere with duties at work. The Board reserves the right to monitor its network and computers for compliance with this restriction. All social media posts must comply with the Board’s policies concerning confidentiality.

Series 4000: Personnel

Social Networking

- Social media posts may not link to the Board website or contain Board materials without written permission from a supervisor.
- All Board policies that regulate off-duty conduct apply to social media activity.
- Violation of this policy may lead to discipline up to and including the termination of employment.

Series 4000: Personnel**Certified – Personnel****Permanent Personnel****Rights, Responsibilities and Duties****Alcohol and Drug Use**

The unlawful manufacture, possession, use or distribution of intoxicating liquors or illegally obtained drugs by school employees in school buildings or on school grounds, or during any school activity is prohibited. Compliance with these standards of conduct is mandatory and any employee who violates them shall be subject to discipline which may include immediate dismissal, and referral for prosecution. Employees may further be required to complete an appropriate rehabilitation program for substance abuse.

Employees may obtain information about drug and alcohol counseling, rehabilitation and re-entry programs from the office of the Personnel Manager.

The Board of Education directs the Superintendent of Schools to distribute this policy statement to all staff. Further, all potential new hires shall be given a copy of this policy and informed that they must abide by it. Further, all potential new hires must disclose any drug conviction as a condition of employment.

Policy adopted: December 1988
Policy revised: October 1990
Policy revised: May 1994
Policy reviewed: April 2003

Series 4000: Personnel**Certified – Personnel****Temporary and Part-time Personnel****Substitute Teachers**

A substitute teacher shall be a person fully qualified to instruct in our schools and who is employed for short periods of time in the absence of the regular teacher.

Suitable programs for training, assigning, orienting and evaluating the work of substitute teachers shall be provided by the certified staff under the direction of the Superintendent.

Rates of compensation for substitute teachers will be set by the Board of Education.

Substitute teachers will not participate in the health and welfare plans or other fringe benefits of the school system.

Retired teachers may be employed as substitute teachers without jeopardizing their retirement salary within the limits prescribed by law.

Legal Reference:

Connecticut General Statutes

10-183v, Re-employment of teachers

10-145a, Certificate of qualification for teachers

Policy adopted: December 1988

Policy reviewed: April 2003

Series 4000: Personnel

Certified – Personnel

Temporary and Part-time Personnel

Procedures for Substitute Certified Staff Employment

Qualifications

Any person applying for the position of substitute teacher in the Southington Public Schools must possess a bachelor's degree from an accredited four-year college, be in good health, and meet any other standards required by the State of Connecticut. The bachelor's degree need not be in the field of education. Verification of degree must be submitted along with the initial application.

Students who have completed their junior year as a teacher education major will qualify for substitute status if approved by the State Department of Education. Such approvals are given on an individual basis.

Individuals with an associate degree and experience working with children may be considered for substitute positions provided they are approved by the Connecticut State Department of Education.

Only those persons placed on the Superintendent's approved list will be eligible to serve as substitute teachers.

Payroll Data

The rate of pay for substitute teaching is available in the personnel office. Payroll checks are issued as listed on the teachers' payroll schedule which is available in each school office.

Answering Service

The answering service contacts substitutes as far in advance as possible and prudent. Most calls for substitutes, however, are made between 6:30 a.m. and 7:00 a.m. for secondary schools and between 7:30 a.m. and 8:00 a.m. for elementary schools.

Teachers are asked to call the service at least the night before the absence or, if necessary, before 6:00 a.m. of the day of the absence. Only emergency calls should be made to the service between 6:00 and 6:30 a.m.

Teachers not able to return the next day are asked to call their principal before school dismissal so the same substitute can be retained. The principal will then notify the service of the substitute's engagement.

Series 4000: Personnel

Certified – Personnel

Temporary and Part-time Personnel

Procedures for Substitute Certified Staff Employment

Answering Service (continued)

Upon calling a substitute, the answering service will provide the following information:

1. Name of school
2. Name of absent teacher
3. Assignment of absent teacher
4. Expected length of assignment
5. Time expected to arrive at school

Generation of Substitute List

For each school year, the substitute list will be generated in the following way:

1. During the month of August, applications will be mailed to all substitute teachers who served during the previous school year. Individuals returning these applications will be placed on the list.
2. Individuals who initiate applications prior to the beginning of the school year and who meet the qualifications will also be placed on the list.

Basis for Calling Substitutes

All applicants will be placed on the substitute list in alphabetical order along with a designated grade level or subject matter preference. Persons will be called in their order and the names will be rotated as called. Principals may also request substitutes for their schools who have performed in a particularly successful manner.

Excluding Substitutes from Service

A principal or assistant principal who is unsatisfied with the performance of a substitute and wants to exclude him/her from being called again to the school should:

1. Call the Personnel Manager to discuss the situation.
2. Be prepared to discuss with the substitute the reasons, with factual substantiation, for making the request.

The Personnel Manager will notify the substitute and the substitute service when a substitute is being excluded from a school.

Series 4000: Personnel**Certified – Personnel****Temporary and Part-time Personnel****Procedures for Substitute Certified Staff Employment (continued)****Reporting to School**

1. Substitutes are to report to school a minimum of 20 minutes before the start of school in order to prepare for the day.
2. They are to report immediately to the office, relate information obtained from the answering service, and pick up any necessary items such as the lunch tickets envelope, room key, etc.
3. During the course of the day, substitutes may not leave the building without the specific consent of the office.
4. Substitutes are to remain at school at least 30 minutes after student dismissal. The principal may excuse substitutes earlier if circumstances warrant.

Preparation for the Day

1. Once in the absent teacher's room, the substitute will need to locate:
 - a. lesson plans
 - b. seating charts
 - c. attendance slips
 - d. textbooks
 - e. paper, passes and other supplies
2. Substitutes will need to obtain information about the following procedures:
 - a. lunch
 - b. fire drill
 - c. student release from class
 - d. students wishing to see the school nurse
 - e. equipment to be used
 - f. emergencies such as accidents
 - g. special assignment teachers such as media, physical education, art and music
3. Substitutes will need to determine whether they are assigned to any of the following:
 - a. bus
 - b. cafeteria
 - c. hall supervision
 - d. others unique to the school

Regulation approved: April 1989
Regulation revised: October 1993
Regulation reviewed: April 2003

Series 4000: Personnel**Personnel - Certified****Consultants**

The Board of Education encourages the use of consultants when it is clear they can provide valuable and necessary specialized services not normally required on a continuing basis and which cannot be provided by district personnel because of limitations of time, experience or knowledge.

Funds for consultant help should be provided in planning specific projects or programs and will be charged to that particular budget category.

Policy adopted: December 1988
Policy reviewed: April 2003

Series 4000: Personnel**Certified Personnel****Temporary and Part-time Personnel****Certified Staffing for Summer School**

The Summer School operates on a self-sustaining basis and staffing for the program is to be carried out within the following guidelines:

1. Positions in the Summer School Program shall, to the extent possible, be filled by regularly appointed teachers in the Southington Public Schools.
2. In filling such positions, consideration shall be given to a teacher's area of competence, major and/or minor field of study and quality of teaching performance.
3. Summer School salary rates are a subject of collective bargaining between the Board of Education and Southington Education Association.

Policy adopted: December 1988

Policy revised: October 1993

Policy reviewed: April 2003

Series 4000: Personnel**Personnel – Certified****Professional Development**

Professional development is viewed by the Board of Education as a continuous systematic effort to improve educational programs in this school district through (1) staff involvement in organized program planning, implementation and evaluation efforts, and (2) activities to upgrade the knowledge and ability of the total school staff.

Teachers must constantly review curricular content, teaching methods and materials, educational philosophy and goals, social change and other topics related to education. The Board of Education recognizes that it shares with its certified staff responsibility for the upgrading and updating of teacher performance and attitudes. The Board of Education and teachers' organizations support the principle of continuing training of teachers and the improvement of instruction.

All employees shall be provided opportunities for the development of increased competence beyond that which they may attain through the performance of their assigned duties. The Board of Education shall reimburse employees and officials of the district for actual and necessary expenses incurred while using private vehicles, or while attending authorized meetings or conferences.

Special effort shall be made to prepare teachers and other school personnel to meet the needs of students of diverse cultural and ethnic backgrounds. Planning and implementation of such programs shall be done cooperatively by administration, teachers and parent advisory groups.

Professional development activities should respond directly to the educational needs of the student body, including, (a) content areas such as language arts including reading and writing, math, social science and science, (b) methodological areas such as motivation, teaching techniques, and classroom management, and (c) affective areas of interpersonal relations of students and faculty, pupil growth and development and staff communication, problem solving, and decision making.

The Superintendent shall provide the staff opportunities in areas such as the following:

1. Released time and leaves of absence for travel and study.
2. Visits to other classrooms and other schools.
3. Conferences involving other personnel from the district, county, state, region and nation.

Series 4000: Personnel**Personnel – Certified****Professional Development (continued)**

4. Membership in committees drawing personnel from such sources.
5. Training classes and workshops offered within the district.
6. Further training at or in cooperation with institutions of higher learning, as provided by law.
7. A full, up-to-date professional library for the certified staff, made available for optimum reference use.
8. Professional educational conferences.

The Superintendent of Schools shall report annually to the Board of Education on the status of the school district's professional development program.

Policy adopted: December 1988

Policy reviewed: April 2003

Series 4000: Personnel**Professional Development****Southington's Professional Development Program**

There are eight (8) levels of organized opportunities to plan and develop strategies and activities to improve the programs and services offered by the Southington Public Schools.

- ❖ District wide
- ❖ Administrative
- ❖ Building
- ❖ Departmental
- ❖ Individual
- ❖ Special areas
- ❖ Related Services
- ❖ Special Education Instructional Staff

District wide professional development activities address the priority needs identified by state and federal guidelines as well as the teaching and administrative staffs of the school district.

Administrative-level professional development activities address the needs identified by the district's certified administrators.

Building-level professional development activities address the priority needs identified by each building's teaching staff and administration.

Departmental professional development activities address the needs identified by curriculum committees, coordinators, and department heads.

Departmental, Special Areas, Related Services and Special Education Instructional Staff professional development activities address the needs identified by curriculum committees, coordinators and department heads.

Individual professional development activities provide the opportunity for individuals to attend conferences, workshops, institutes and other activities which ultimately result in the improvement of the student learning experience.

Representative personnel are elected or volunteer to participate in the committees that carry out such professional development responsibilities along with the personnel and professional development manager.

Series 4000: Personnel**Professional Development****Southington's Professional Development Program (continued)****Coordinator of the Professional Development Program**

The Assistant Superintendent of Schools will serve as the coordinator of the Professional Development Program.

Professional Development Steering Committee

The membership of the Professional Development Steering Committee shall include the following staff members:

- Assistant Superintendent of Schools
- Coordinators of mathematics and science, language arts and reading, health and physical education and special education
- Chairperson of each Building Professional Development Committee
- Chairperson of each curriculum committee
- Building Administrators from elementary, middle, and high school (one from each level)
- Representatives from the Teacher Evaluation Committee (2)
- Personnel Manager

Individual Building Professional Development Committees

The membership of the Building Professional Development Committees shall include the following staff members.

Elementary School Buildings

Primary teachers	(2)
Intermediate teachers	(2)
Special Area Teacher	(1)
Administrator	(1)

Middle and High Schools

Classroom teachers	(5)
Media Specialist	(1)
Technology Staff	(1)
Administrator	(1)

Series 4000: Personnel**Professional Development****Southington's Professional Development Program (continued)**

Each building will elect a chairperson to conduct meetings, coordinate professional development activities at the building level and serve as a representative to the Steering Committee.

Special Area Committees

- Art all staff
- Music all staff
- Physical Education all staff
- Library Media all staff
- Reading Recovery all staff

Each committee will elect a chairperson to conduct meetings, coordinate professional development activities and serve as a representative to the Steering Committee.

Related Services Committees

The membership of the Related Services Committees shall include the following:

- Guidance all staff
- School Psychologists all staff
- Social Workers all staff
- Alternative Education all staff
- Speech Pathologists all staff
- Special Education
 - ▶ Instructional Staff 6 teachers

Each committee will select a chairperson to conduct meetings, coordinate professional development activities and serve as a representative to the Professional Development Steering Committee.

Administrator's Committee

- Coordinators (2)
- Building Administrators (3)

Continuing Education Units (CEU's) Equivalency Committee

The Continuing Education Units Equivalency Committee will award equivalent CEU's to staff members who attend professional development activities at which the organization or presenter is not a State Department of Education approved provider.

Series 4000: Personnel

Professional Development

Southington's Professional Development Program (continued)

Continuing Education Units (CEU's) Equivalency Committee

The membership of the CEU Equivalency Committee will include the following:

- Assistant Superintendent of Schools
- Members of the Steering Committee (2)

Continuing Education Unit Manager

The Personnel Manager will oversee the awarding of all Continuing Education Units (CEU's) to staff members.

Responsibilities of the Professional Development Steering Committee

The responsibilities of the Professional Development Steering Committee are as follows:

- Act as a coordinating forum for collaborative decision making
- Serve as a channel for communication and planning between and among committees, individual buildings, administrators, teachers, students and parents
- Develop procedures for implementing district goals
- Arrange district professional development programs
- Establish ad hoc or sub-committees as needed

Responsibilities of the Building Professional Development Committees

The responsibilities of the Individual Building Professional Development Committees are as follows:

- Address the priority needs identified by each building's administration, School Improvement Committee, and staff as they relate to professional development
- Investigate and plan for Professional Development Programs which address each building's needs either singly or in collaboration with other buildings that have similar identified needs

Series 4000: Personnel

Professional Development

Southington's Professional Development Program (continued)

Responsibilities of the Building Professional Development Committees

- Coordinate a minimum of nine contact hours of professional development at the building level
- Evaluate and either approve or disapprove staff members' requests to attend individual conferences
- Conduct an annual evaluation of the professional development activities within the building

Responsibilities of the Special Areas Related Services and Special Education Instructional Staff Committees

The responsibilities of the Special and Related Services are as follows:

- Address the priority needs identified by each subgroup of the special and related services areas as they concern professional development
- Investigate and plan for professional development programs which address each subgroups needs either singly or in collaboration with other subgroups
- Coordinate a minimum of nine contact hours of professional development for each subgroup
- Evaluate and either approve or disapprove staff members' requests to attend individual conferences
- Evaluate and determine the level of funding for staff members' attendance at individual conferences
- Conduct an annual evaluation of the professional development activities promoted by each subcommittee

Series 4000: Personnel**Professional Development****Southington's Professional Development Program (continued)****Responsibilities of Administrators and Coordinators**

District administrators and coordinators must be both primary advocates and catalysts for professional development for teachers. Evaluators can take the lead in professional development participating in their own growth opportunities and facilitating professional development with their colleagues. In their role as evaluators and/or members of the Building Professional Development Committees, evaluators can provide guidance and support by attending staff development activities, in planning comprehensive professional development programs, and in decision-making about said activities.

Through administrative professional development, evaluators should acquire expertise in the areas of effective teaching practices, curriculum development, principles of good practice for professional development, and human resources training and management such as observation and conferencing techniques.

Responsibilities of the Continuing Education Units Manager

- Accept the Proposal for Professional Development Activity for CEU forms from the Building, Departmental Special Areas, Related Services, and individual staff members and refer them to the Assistant Superintendent for approval
- Maintain the staff attendance record and evaluation summary form for each professional development program
- Submit a contract for payment of approved expenses to the Assistant Superintendent for approval prior to the program
- Assign, record, and distribute approved CEU's and CEU equivalents to staff members upon successful completion of individual, building, departmental, administrative or district professional development activities

Responsibilities of the Continuing Education Units Equivalency Committee

- Review and either approve or disapprove all requests for equivalent CEU's
- Determine the number of CEU's to be awarded
- Details, procedures, and forms may be found in the Southington Public Schools Professional Development Manual

Regulation approved: April 1989

Regulation revised: April 2003

Series 4000: Personnel**Personnel – Certified****Tutoring**

It is expected that every effort will be made by the principal and teacher to resolve the learning problems of a student at school before recommending that parents engage a tutor or seek other outside professional help. The Board of Education believes that by maintaining high quality instructional staff and providing for a rich, varied curriculum, the need for individual tutoring is minimized.

Should, however, individual tutoring be recommended in exceptional cases, the Superintendent is directed to establish such rules as will protect both the school system and the teachers from charges of conflict of interest.

This policy shall not apply to supplementary or homebound instruction initiated and supervised by the school district.

Legal Reference:

Connecticut General Statutes

53-392b, Preparation of assignments for students attending educational institutes prohibited

Policy adopted: December 1988

Policy reviewed: April 2003

Series 4000: Personnel

Tutoring

Procedures for Certified Staff Involvement in Home Tutoring

The Pupil Personnel Services Department maintains a record of qualified and certified professionals who are interested in providing homebound instruction. As part of the information gathering process, the application for homebound instruction contains a section which refers to home tutoring. The applicant is asked if he/she would be available to provide tutoring at home. Potential tutors are also asked to provide specific times when they are available. Applicants give the Pupil Personnel Services Department permission to release their names to parents who are seeking tutorial services.

If a parent calls the Pupil Personnel Services Department seeking information about home tutorial services, a match is made in terms of the expertise of the potential tutor(s) and the area of interest expressed by the parent. The parent is provided with several names and phone numbers and pursues the issue from that point forward. The Pupil Personnel Services Department acts as a conduit with respect to providing information to parents who seek tutorial assistance for their children. Information is also provided to parents with respect to current hourly rates established by the Southington Public Schools for homebound instruction. This is done to formulate a guideline for parents who may be unfamiliar with this aspect of tutorial services.

Regulation approved: April 1989
Regulation reviewed: April 2003

Series 4000: Personnel**Personnel – Certified****Organization/Units****Teacher-Administrator-Board of Education Relationships**

Recognizing that providing a high quality education for children is the paramount aim of this school system, and good morale in the teaching staff is necessary for the best education of the children, the Board of Education encourages the participation of staff members in the activities of their professional organizations and encourages the organizations to exercise their rights and responsibilities that are clearly established by law:

1. The Board of Education, under law, has the final responsibility of establishing policies for the school system.
2. The Superintendent and staff have the responsibility of carrying out the policies established.
3. The certified teaching personnel have the ultimate responsibility for providing excellent education in the classroom.

Attainment of Goals

Attainment of the goals of the educational program conducted in the schools of the district requires mutual understanding and cooperation among the Board of Education, the Superintendent and administrative staff, the certified personnel, the non-certified personnel and other citizens of the community. To this end, free and open exchange of views is desirable, proper and necessary.

Teachers and Teachers' Organization

It is recognized that teachers have the right to join, or to refrain from joining, any organization for their professional or economic improvement and for the advancement of public education, but that membership in any organization shall not be required as a condition of employment of a teacher in the schools of the district.

Employee Organizations

All employees are free to join or not to join employee organizations. Decisions affecting the individual employee are made without regard to membership or non-membership in such organizations. Each employee is entitled to his/her individual legal or ethical rights and privileges.

Employees shall not be interfered with, intimidated, restrained, coerced or discriminated against, either by the school district or by employee organizations.

Series 4000: Personnel**Personnel – Certified****Organization/Units****Teacher-Administrator-Board of Education Relationships****Employee Organizations (continued)**

They shall have the right to participate through representatives of their own choosing in the presentation of their views to the Board of Education.

Policy Development and Review

The Superintendent is directed to consult with appropriate personnel and employee organizations in suggesting and establishing the desired policies and regulations relating to Board of Education-teacher-administrator relationships and other matters as provided by law.

Bargaining Units

Unit clarification petitions concerning the appropriate composition of an existing bargaining unit shall be filed with the Commissioner of Education.

Legal Reference:

Connecticut General Statutes

10-153a, Rights concerning professional organizations and negotiations

10-153b, Selection of teachers' representatives

10-153c, Disputes as to elections

10-153e, Strikes prohibited. Interference with the exercise of employees' rights prohibited

46a-60, Discriminatory employment practices prohibited

Policy adopted: December 1988

Policy reviewed: April 2003

Series 4000: Personnel**Personnel – Certified/Classified****Non-School Employment**

Personnel of the schools may receive compensation for outside activities and employment as long as they do not conflict with regularly scheduled hours of Board employment, do not interfere with the proper discharge of assigned duties or do not cause poor public relations within the community. It is expected that any outside activity or employment should be carried on in a businesslike and ethical manner.

Violations of the terms of this policy will be considered cause for such action as the Board is authorized to take, including dismissal from employment.

Policy adopted: December 1988

Policy reviewed: April 2003

Series 4000: Personnel**Personnel – Certified/Classified****Conflict of Interest**

Employees of the Board shall not engage in or have a financial interest, directly or indirectly, in any activity that conflicts or raises a reasonable question of conflict with their duties and responsibilities to the school district.

Any employee who has an interest in a proposed official act or action of the Board shall disclose the nature and extent of such interest to the Board of Education.

Employees shall not engage in any activity for financial gain where the source of gain is information exclusively obtained through employment in the school district.

Employees and members of the Board of Education are subject to the regulations of the Town of Southington Board of Ethics.

Legal Reference:

Southington Town Charter Chapter XI, Section 1107

Policy adopted: December 1988

Policy reviewed: April 2003

Series 4000: Personnel**Personnel – Certified/Classified****Solicitations**

No person or agent including school personnel shall be permitted to solicit the personal business of staff members or students on school property.

No lists of names of students or their addresses may be released to any organization for the purpose of solicitation of any kind.

Schools shall not promote or sponsor merchandise or activities, or engage in the sale of merchandise for the purpose of commercial enterprise. Schools may, though, sponsor or support non-profit activities that serve the schools or the community as a whole. Authorization for such sponsorship will rest with the Superintendent of Schools.

The school principal may authorize fund-raising activities sponsored by various school groups for the purpose of supporting those groups. Such authorizations shall be given with discretion and be structured through guidelines established by the Superintendent of Schools to ensure that all fund-raising proposals are reviewed in a fair and consistent manner.

No outside agent shall be engaged for any fund-raising activity without the prior approval of the Superintendent.

Cross Reference: Policy 1312

Policy adopted: December 1988
Policy reviewed: April 2003

Series 4000: Personnel

Solicitations

Procedures for Fund-Raising

Definitions

School Fund-Raisers: Activities that are intended to raise monies by and for school sponsored clubs, athletic teams and school-wide parent groups.

Charitable Fund-Raisers: Activities that are intended to raise monies or goods for donation to worthy non-profit causes.

Procedures for School Fund-Raisers:

1. Fund-raisers are to be approved in advance by the school principal.
2. Student participation in such activities is to be on a voluntary basis.
3. Fund-raising is not to be conducted for the purchase of basic school equipment or supplies.
4. Elementary students are not allowed to raise funds on a door-to-door basis.
5. Complete and accurate records are to be maintained at the school for all fund-raisers.
6. Monies are to be deposited in the appropriate school-approved account(s).
7. The use of third party vendors for school fund-raising is to be employed on a selected basis:
 - a. The schools are not to be involved with third party vendors who seek the school system's endorsement for their fund-raising in the community.
 - b. The schools should only work with third party vendors when, in the judgment of the principal, the school is to derive a fair percentage of gross or net receipts.
8. Fund-raisers are to be coordinated within the school and approved on a priority basis only. It is the school system's goal to minimize the number of times citizens are asked to support these activities.
9. Fund-raisers are in no way to interfere with or disrupt the school's educational program.

Series 4000: Personnel

Solicitations

Procedures for Fund-Raising

Procedures for School Fund-Raisers (continued)

10. Generally, fund-raisers are to be limited to the school's district boundaries. It is recognized that this limitation may be exceeded with certain unique activities such as school fairs or bazaars.

Procedures for Charitable Fund-Raisers

1. Schools are encouraged to support worthy non-profit organizations that serve the Southington community or those which have a regional or national base of operations.
2. Charitable fund-raisers are not to conflict with school fund-raisers.
3. Fund-raisers are to be approved by the school principal.
4. By November 1 of the school year, each principal is to submit to the Superintendent or designee a listing of the charitable fund-raisers his/her school intends to support during the year.
5. The Superintendent or designee will review the lists to ensure that the school system's support of worthy non-profit institutions is equitable and well coordinated. If deemed necessary, the non-profit organization may be asked to submit supplemental documentation about their fund-raising activities or about the organizations themselves.
6. Student participation in these fund-raisers is to be on a voluntary basis.
7. Complete and accurate records are to be maintained at the school of all funds raised.
8. Funds are to be turned over only to an acknowledged representative of the non-profit organization.
9. Fund-raising is to be limited to the respective school's district boundaries.
10. Fund-raisers are not to interfere with or disrupt the school's educational program.

Regulation approved: April 1989

Regulation reviewed: April 2003

Series 4000: Personnel

Solicitations

Fund-Raising by Booster Organizations

Booster organizations are those groups that support specific sports teams or specific school groups such as the school band. These organizations are currently limited to affiliation with Southington High School.

The booster organizations assist in providing many educational opportunities to Southington students. The school administration is committed to supporting these organizations in every appropriate way.

Fund-raising by booster organizations is viewed as an adjunct to school fund-raising and must be conducted under the direction of the Board of Education and school administration.

Procedures for General Fund-Raising (not including raffles)

1. Fund-raising is to be conducted within the operating guidelines of the Booster Club Council.
2. Each booster organization is to submit proposed fund-raisers to the school principal for advance approval.
3. To the degree possible, booster organization fund-raisers should not conflict with school fund-raisers.
4. Complete and accurate financial records must be kept for individual fund-raising activities and a full financial statement for each booster organization's activity for the school year is to be submitted to the school principal by June 30.
5. Fund-raising must not interfere with or disrupt the school's educational program.
6. Student participation in fund-raisers is subject to all of the procedures established for school fund-raisers.

Series 4000: Personnel

Solicitations

Fund-Raising by Booster Organizations (Continued)

Procedure for Raffles

Parent booster organizations may, on a limited basis, sponsor raffles in keeping with the following procedures.

1. All proposed raffles are subject to Board of Education approval.
2. Any one organization is limited to one (1) raffle per school year. An exception may be granted for extenuating circumstances.
3. Students may not be involved in the sale of raffle tickets.
4. The scheduling of raffles is to be coordinated so as to avoid conflicts and to reduce solicitation in the community at any one time. In order to facilitate this coordination, proposed raffles are to be submitted to the school principal by August 1. Each proposal is to include the following information:
 - a. Nature of the raffle
 - b. Timing
 - c. Intended use of funds
5. The principal will review the proposed raffles, adjust scheduling as needed, and submit the listing, along with his/her recommendations, to the Superintendent by September 1.
6. The Superintendent will present the listing of raffles, along with his/her recommendations, to the Board of Education by October 1.
7. All raffles are to be conducted within the requirements of local ordinance and state law.

Regulation approved: April 1989

Regulation reviewed: April 2003

Series 4000: Personnel**Personnel – Certified****Professional Research and Publishing**

The Board recognizes that it has certain proprietary rights to publications, instructional materials and devices prepared by employees, unless prepared by such employees on their time and without use of school facilities and/or equipment. However, the Board also recognizes the importance of encouraging the professional development of staff personnel and of sharing new developments with other school systems and is aware that professional publication of material by staff members serves to enhance the reputation of the Southington Public Schools.

The Superintendent of Schools will develop regulations related to the Board's proprietary rights to include the following guidelines:

1. To maintain and protect the Board's proprietary right in all matters and situations.
2. To identify the criteria and procedures for considering a waiver of the Board's proprietary right.
3. To identify the criteria and procedures for considering the field testing of materials in the Southington Public Schools.

Policy adopted: December 1988

Policy reviewed: April 2003

Series 4000: Personnel

Professional Research and Publishing

Procedures for Exercising the Board's Proprietary Rights

The following procedures are to be followed in matters related to the proprietary rights of the Board of Education.

1. Proprietary materials are defined as materials or devices developed in whole or part while in the employ of the school system and/or with school system funds.
2. Staff members are required to inform the Superintendent of Schools before undertaking the publication or production of proprietary materials.
3. The authorization of the Superintendent is required for the publication or production of proprietary material of any kind.
4. The Board's proprietary rights may be waived, if recommended by the Superintendent to the Board, for any of the following reasons:
 - a. The proprietary material is substantially the result of an individual's effort.
 - b. The publication or production of the proprietary material is for a non-profit purpose.
 - c. There is an undue hardship or inequity related to enforcing the Board's proprietary rights.
5. All proprietary materials must contain an acknowledgement of the Southington Public Schools.

Material prepared by employees shall not be field-tested in the Southington Public Schools without the authorization of the Superintendent, nor may such material be purchased by the Southington Public Schools unless purchased free of copyright or royalty charge.

Regulation approved: April 1989

Regulation reviewed: April 2003

Series 4000: Personnel**Personnel – Certified/Classified****Employee Protection**

An employee may use reasonable force as is necessary to protect himself/herself or others from immediate physical injury, obtain possession of a dangerous instrument or controlled substance, to obtain control of the student, protect property from physical damage, or to restrain or remove the student to another area to maintain order.

Physical force may not be used as a disciplinary measure.

Employees shall immediately report cases of assault suffered by them in connection with their employment to their principal or other immediate superior, and to local law enforcement agencies. Such notification shall be forwarded immediately to the Superintendent who shall comply with any reasonable request from the employee for information relating to the incident or the persons involved. The Superintendent shall act as liaison between the employee, the police and the courts.

No school administrator shall interfere with the right of a teacher or other school employee to file a complaint with the local police authority in cases of threats of physical violence or actual physical violence against such teacher or employee.

As required by law, the Board of Education will file a report annually with the State Board of Education indicating the number of threats and physical assaults made by students upon teachers, administrators and other school personnel, and the number of physical assaults involving dangerous weapons made by students upon other students.

If civil proceedings are brought against an employee alleging that the employee committed an assault in connection with his/her employment, such employee may request the Board of Education to furnish legal counsel to defend the employee in any civil action or proceeding brought against the employee within the limits set by law.

Series 4000: Personnel**Personnel – Certified/Classified****Employee Protection (Continued)**

The Board of Education shall protect and save harmless any member of such board or any teacher or other employee thereof or any member of its supervisory or administrative staff, from financial loss and expense, including payment of expenses reasonably incurred for medical or other service necessary as a result of an assault upon such teacher or other employee while such person was acting in the discharge of his or her duties within the scope of his employment or under the direction of the Board of Education, where expenses are not paid by the individual teacher's or employee's insurance, workers' compensation or any other source not involving an expenditure by such teacher or employee. (Per §10-236a. Indemnification of educational personnel assaulted in the line of duty).

Section 52-557b of the General Statutes grants immunity from liability for emergency medical assistance to a person in need of it when the assistance is given by a teacher or other school personnel on the school grounds, in a school building, or at a school function, provided that the teacher or other staff member has completed a course in first aid offered by the American Red Cross, the American Heart Association, the State Department of Health Services, or any municipal health department, as certified by that agency. Such immunity extends to civil damages for any personal injuries which result from acts or omissions by the person giving the emergency care or first aid, which might constitute ordinary negligence. Such immunity does not apply to act or omissions constituting gross, willful or wanton negligence.

Legal Reference:

Connecticut General Statutes

10-235, Indemnification of teachers, board and commission members and employees in damage suits; expenses of litigation

10-233g, Board to report school violence. Reports of principals to police authority

10-236a, Indemnification of educational personnel assaulted in the line of duty

52-557b, Immunity from liability for emergency medical assistance, first aid or medication by injection

53a-18, Use of reasonable physical force or deadly physical force generally

PA 89-186, The use of reasonable physical force defense by teachers and certain other persons

Policy revised: January 1990

Policy reviewed: April 2003

Series 4000: Personnel

Personnel – Certified/Classified

Lock-out, Tag-out-Procedures

In the process of maintenance and repair of equipment, the potential for serious injury resulting from the unexpected operation or movement precipitated by the release of stored energy is high.

These procedures are intended to prevent such injuries and are directed at personnel involved in the installation, repair, alteration, cleaning, inspection, or maintenance of equipment subject to unexpected movement or energy discharge.

Scope

These procedures are mandatory in all school system facilities where maintenance and repair operations take place.

Definitions

“Stored Energy” as used in these procedures refers to any of the following:

- a. Stored mechanical energy such as loading springs, elevated weight, pressurized air or gas, rotational potential energy, gravitational potential, heat, etc.
- b. Miscellaneous mechanical energy sources such as hydraulic and pneumatic pressure reservoirs.
- c. Electrical energy in the form of energized circuits or as stored charge in capacitors.
- d. Chemical energy as represented by its combustibility, corrosiveness, explosiveness, reactivity, toxicity, etc.

Procedures

1. Prior to beginning any service work, which may include the inspection, installation, repair, alteration, cleaning, maintenance, etc. of equipment, the service personnel will review the job scope.
2. The service personnel shall then determine if, in the course of the job, the possibility of an unexpected release of stored energy exists. When no such possibility exists, then these procedures need not be applied. When such a possibility does exist, then the following steps should be followed.
3. The service personnel shall determine the nature of the potential energy release. The best means of shutdown shall then be determined. Typical shutdown mechanisms may include:

Series 4000: Personnel**Personnel – Certified/Classified****Lock-out, Tag-out-Procedures (continued)**

- a. Physical blocking, pinning, chaining, etc. of elevated weight or rotating equipment.
 - b. Bleeding of hydraulic or pneumatic systems or physical blocking of hydraulic or pneumatic driven components.
 - c. Shutdown of transformers, panels, or circuit breakers. Removal of fuses, discharging of capacitors, grounding out static sources, etc.
 - d. Draining chemical lines, rinsing out, neutralization, etc.
 - e. Closing off valves, switches, lines, etc.
 - f. Any other action as appropriate to assure against unplanned startup, unplanned motion, or unplanned release of energy.
4. The service personnel shall then “LOCK-OUT” the system with an individually keyed lock. The “lock-out” shall be done in such a way as to ensure the system cannot be re-energized without removal of the lock.
 5. When the system can't be locked out, then the system will be tagged out and a watchperson may be posted at the location of the starting equipment, and personnel who would normally use the equipment shall be informed of the situation and instructed not to attempt to start the equipment. The service personnel shall determine that it is completely safe to proceed before beginning. When such assurance cannot be achieved, THE JOB WILL STOP.
 6. After completion of the service work, the lock-out device and/or tags shall be removed and the equipment shall be re-energized by the service personnel.
 7. The service personnel shall then inspect or test the equipment to determine proper working order.
 8. When proper working order is confirmed, then the service personnel shall notify operating personnel that the lock-out, tag-out procedure is no longer in effect and the equipment is ready for use.

Training

Training shall be provided to all personnel involved in service work regarding this lock-out, tag-out procedure. Such personnel shall also be provided access to tags and locking mechanisms as required to carry out these procedures.

Series 4000: Personnel

Personnel – Certified/Classified

Lock-out, Tag-out-Procedures (continued)

Documentation

Each employee shall sign a form stating that he/she has had training in these procedures and a copy of the same shall be entered in the employee's personnel file.

Responsibility

The responsibility for ensuring that these procedures are being followed rests with the Supervisor of Buildings and Grounds or his/her designated representative.

Regulation approved: June 1990

Regulation reviewed: April 2003

**SOUTHINGTON PUBLIC SCHOOLS
Southington, Connecticut**

This is to certify that I, _____
(name typed)

have viewed the lock-out, tag-out training film and
understand the procedures described.

(employee signature)

(date)

cc: Personnel File
File copy
Lotoproc #20

Series 4000: Personnel**Personnel – Certified/Classified****Compensation for Non-Unionized Staff – Certified/Classified**

Compensation for employees not covered by collective bargaining agreements will be set by the Board of Education. The Superintendent shall make recommendations for the salaries or salary ranges, hours of work and benefits for such employees on an annual basis.

Policy adopted: December 1988

Policy reviewed: April 2003

Series 4000: Personnel**Classified Personnel****Permanent Personnel****Recruitment and Selection**

It is the responsibility of the Superintendent of Schools and of persons designated by the Superintendent to determine the personnel needs of the school district and to locate suitable candidates to recommend for employment to the Board of Education. An estimate of the cost of the recruitment and selection program will be made annually by the Superintendent and presented to the Board of Education for inclusion in the annual budget.

No inquiry with regard to a person's race, handicapping condition, age, color, sexual orientation, religious creed, marital status, gender, or national origin shall be made of a person proposed for or seeking employment.

Prior to initial employment, a physician shall certify to the Superintendent of Schools that said employee is in good health and in fit condition for service. In addition, all prospective employees shall be drug tested to document that they are free of the presence of illegal or controlled drugs. No prospective employee is to be hired permanently without satisfactory completion of his/her physical, drug screening, and fingerprinting within 30 days of initial hiring.

It shall be the duty of the Superintendent of Schools to see that persons nominated for employment shall meet all qualifications established by law and by the Board of Education for the type of position for which nomination is made.

(cf. 4111.1 – Affirmative Action)

Legal Reference:

Connecticut General Statutes

46a-60, Discriminatory Employment Practices Prohibited

Policy adopted: December 1988

Policy revised: May 1994

Policy revised: April 2003

Series 4000: Personnel

Classified Personnel

Permanent Personnel

Recruitment and Selection

In the employment of classified personnel, consideration will be given to training, experience and personal characteristics.

1. The vacancy is created.
2. Job responsibilities identified by the supervising administrator are forwarded on a Personnel Request Form to the Personnel Manager.
3. The vacancy shall be posted and advertised for a period of time in conformity with bargaining units' contracts with the Southington Board of Education.
4. Each candidate will complete an application form for each particular vacancy and submit it with any supporting data or references desired to the personnel office.
5. Employees who are applicants will be granted an interview, along with other qualified candidates. Ability, performance and seniority will be among the factors in selection.
6. As a condition of employment, a physician shall certify to the Superintendent of Schools that the said employee is in good health and in fit condition for service. The conditions of employment shall include testing for drug usage. This testing will be carried out at an approved lab with test results to be forwarded directly to the Personnel Manager. No prospective employee is hired without satisfactory completion of these requirements.
7. Drug testing must be completed prior to beginning work with the Southington Public Schools. The physical examination and fingerprinting must be completed within 30 days of beginning employment.

Regulation approved: April 1989
Regulation revised: October 1993
Regulation revised: April 1994
Regulation revised: April 2003

Series 4000: Personnel**Personnel - Classified****Evaluation/Supervision**

The Board of Education endorses a continuous process of evaluation of all employees of the school district.

It is also the intention of the Board of Education that all employees receive supervision to insure that all aspects of their job assignments are properly and competently performed.

Policy adopted: December 1988

Policy reviewed: April 2003

Series 4000: Personnel

Evaluation/Supervision

Procedures for Evaluating Classified Personnel

Annual Evaluation

The annual evaluation process shall be conducted by the immediate supervisor and completed by April 30th.

The “Classified Personnel Evaluation Form” shall be used for the evaluation of classified personnel.

Probationary Employees

The personnel office shall initiate the probationary evaluation process and specify the date for completion. The evaluation process shall be completed by the specified date and the evaluation forwarded to the appropriate central office administrator immediately after the evaluation conference with a recommendation regarding continued employment.

Evaluation Process

The immediate supervisor shall evaluate the employee by checking the appropriate column for each item, numbers 1-13. The judgment made in each case shall be based on the classified personnel evaluation criteria. The comment section under each item may be used to elaborate on the ratings. The comment section shall be used to explain ratings of “Improvement Needed” and “Unsatisfactory.” Suggestions for improvement shall be listed in this comment section or on the reverse side under “Supervisor’s Comments.”

The immediate supervisor shall review the evaluation with the employee and the employee shall be given the opportunity to make written comments. At the conclusion of this conference, the evaluation form shall be signed by both parties.

The evaluation shall be forwarded to the appropriate system administrator. The system administrator shall review the evaluation and forward it to the personnel office.

Series 4000: Personnel**Evaluation/Supervision****Procedures for Evaluating Classified Personnel (continued)**

The chart which follows is to be used to process the annual and probationary evaluations of classified personnel.

<u>POSITION</u>	<u>EVALUATOR</u>	<u>RESPONSIBLE SYSTEM-WIDE ADMINISTRATOR</u>
Maintenance Staff	Maintenance Foreman	Supervisor of Buildings & Grounds
Custodial Staff	Principal/Custodial Coordinator/Head Custodian	Supervisor of Buildings & Grounds
Head Custodian	Principal/ Custodial Coordinator	Supervisor of Buildings & Grounds
Maintenance Coordinator	Supervisor of Buildings & Grounds	Operations Administrator
Custodial Coordinator	Supervisor of Buildings & Grounds	Operations Administrator
Food Service Technicians	Principal/Cafeteria Manager	Operations Administrator
Cafeteria Assistant Managers	Principal/Cafeteria Manager/Food Service Director	Operations Administrator
Cafeteria Manager	Principal/Food Service Director	Operations Administrator
Food Service Director	Operations Manager	Operations Administrator
Purchasing Office Staff	Purchasing Agent	Business Manager
Purchasing Agent	Business Manager	Business Manager
Business Office & Systems Office	Business Manager	Business Manager
School & Departmental Secretarial/Clerical Staff	Principal or Immediate Supervisor	Assistant Superintendent
Special Services Secretarial/Clerical Staff	Coordinator or Immediate Supervisor	Senior Coordinator Senior Coordinator
School Nurse	Principal/Head Nurse	
Head Nurse	Senior Coordinator	Senior Coordinator
Paraprofessional	Principal/Teacher	Assistant Superintendent

Series 4000: Personnel

Evaluation/Supervision

Procedures for Evaluating Classified Personnel (continued)

Evaluation Criteria For Classified Personnel

1. Exhibits a knowledge of assignment
 - a. Performance demonstrates a knowledge of assigned duties and responsibilities.
 - b. Does not require written or verbal reminders of what assigned tasks are or when they must be performed.
2. Work performed meets the standards for assignment
 - a. Standards of quality and quantity are met.
 - b. Exhibits job skills required by position held.
3. Completes work on time according to set priorities
 - a. Completion of work without follow-up by supervisor.
 - b. Ability to judge priorities of supervisor and act accordingly.
4. Works well under pressure
 - a. Ability to produce quality work when working to meet deadline and/or during pressure situations.
 - b. Ability to maintain composure during pressure situations.
5. Handles problems with minimum of confusion
 - a. Adaptability to unusual situations thus minimizing occurrence of problems.
 - b. Ability to react to problems and work toward their solution.
6. Uses time efficiently
 - a. Production of acceptable volume of work.
 - b. Constructive use of time.
7. Demonstrates initiative in organizing work assignments
 - a. Ability to perform assigned jobs in a self-confident, eager manner, with a minimum of instructions.
 - b. Ability to observe what needs to be done.

Series 4000: Personnel

Evaluation/Supervision

Procedures for Evaluating Classified Personnel (continued)

Evaluation Criteria For Classified Personnel

8. Demonstrates positive attitude
 - a. Willingness to work cooperatively with others evident.
 - b. Accepts work assignments in positive manner.
9. Contact with public
 - a. Exhibits pleasant manner when dealing with the public.
10. Judgment
 - a. Ability to make reasonable decisions with available facts.
11. Personal Appearance
 - a. Appearance reflects appropriate dress of the times for the position held.
12. Attendance
 - a. Punctual arrival on the job and after breaks.
 - b. A pattern of absence is not evident.
13. Other
 - a. An area of performance not covered in categories 1-12.

Regulation approved: April 1989

Regulation revised: April 2003

Series 4000: Personnel

Personnel – Classified

Dismissal/Suspension

The Superintendent is directed to develop regulations which will permit orderly and fair procedures for the dismissal, suspension or demotion of any employee for reasons of incompetence, malfeasance, immoral or improper conduct, insubordination, failure to conform to the policies and regulations of the district, mental and/or physical illness or disability, and actions which are, in the opinion of the Board of Education, inimical to the welfare of the district, the staff, or the students.

Policy adopted: December 1988

Policy reviewed: April 2003

Series 4000: Personnel

Dismissal/Suspension

Procedures for Dismissal/Suspension of Classified Staff

Definition

“Suspension” means temporary removal of an employee from a position without loss of pay, as a disciplinary measure, or removal from a position preliminary to a decision by the Board on charges leading to dismissal or demotion.

“Demotion” means reduction of an employee from a given class or group of similar position combined under a common title to a class or group having a lower salary rate.

“Dismissal” means separation, discharge or permanent removal of an employee from service in the district for cause in accordance with the policies and regulations of the district.

Notice of Disciplinary Action

A verbal and then a written warning shall be given to the employee prior to disciplinary action or dismissal except in cases of gross misconduct.

A notice of disciplinary action shall contain a statement in ordinary and concise language of the specific charges on which the disciplinary action is based. If violation of a policy or regulation of the district is alleged, the policy or regulation shall be set forth in the notice. The notice must contain the specific action or omission with which the employee is charged. A general charge will not serve this purpose.

Suspension of the Employee Pending Disciplinary Action

In any case where the Superintendent or designee deems it necessary or proper, the employee may be suspended until the Board of Education has determined what disciplinary action to take, if any, against the employee.

Regulation approved: April 1989
Regulation reviewed: April 2003

Series 4000: Personnel

Personnel – Classified

Duties

The duties and responsibilities of the members of the classified service shall be fixed and prescribed in the job description as approved for each class by the Board of Education.

Job descriptions will be maintained and be made available in a separate manual.

Policy adopted: December 1988

Policy reviewed: April 2003

Series 4000: Personnel**Personnel – Classified****Travel/Reimbursement**

It is the policy of the Board of Education to reimburse employees and officials of the district for actual and necessary expenses incurred while using private vehicles on school district business or attending authorized meetings or conferences.

Policy adopted: December 1988

Policy reviewed: April 2003

Series 4000: Personnel**Personnel – Classified****Organizations/Units****Staff – Administrators – Board of Education Relationships**

The Board of Education recognizes the right of employees to join or not to join employee organizations under provisions of law, and that such organizations, if formed, may enter into collective bargaining negotiations with the Board of Education on topics specified in law. In all other areas the laws of the State of Connecticut and the policies and regulations of the school district are binding on district employees. The Board of Education has the final responsibility for establishing policies of the school system. The Superintendent, with Board approval, sets forth the regulations under which the school system functions, and the Superintendent and staff have the responsibility of carrying out the policies and regulations established.

Attainment of Goals

Attainment of the goals and objectives of the educational program conducted in the school requires mutual understanding and cooperation among the Board of Education, the Superintendent and management staff, the certified and non-certified personnel, and other citizens of the community. To this end, free and open exchange of views is desirable, proper, and necessary.

Employee Organizations

All employees are free to join or not to join employee organizations. Decisions affecting the individual employee are made without regard to membership or non-membership in such organization. Each employee is entitled to individual legal or ethical rights and privileges.

Employees shall not be interfered with, intimidated, restrained, coerced or discriminated against by the school district or by employee organization because of their membership or non-membership in employee organizations. They shall have the right to participate through representatives of their own choosing in the presentation of their views to the Board of Education.

Employee organization, which meet the provisions of the law and the policies of the district shall have the right to represent their members in matters within the scope of the law.

Legal Reference:

Connecticut General Statutes

46a-60, Discriminatory Employment Practices Prohibited

7-467 et seq. Municipal Employees Relations Act

Policy adopted: December 1988

Policy reviewed: April 2003

Series 4000: Personnel**School Volunteers**

The Board of Education believes that volunteers can serve a useful purpose in advancing the educational interests of the District. Promoting volunteerism serves to encourage the participation of parents and the community in the school system and fosters parent-teacher and parent-school cooperation and communication. Indeed, increasing community involvement in the schools and encouraging community residents to take an active role in improving the schools is essential to the District's mission. Thus, the District encourages the use of volunteers wherever appropriate.

Each volunteer shall serve under the direction, and comply with all directives of certificated staff members. Volunteers are expected to follow all District policies, procedures and regulations. In addition, volunteers may not be used to circumvent any obligations of the District under any current collective bargaining agreement; the District may not assign work to volunteers that exclusively belongs to the employees within a bargaining unit.

The District endeavors to eliminate impediments to volunteers presented by risk of legal liability. Consistent with Connecticut General Statutes §10-235(a), the Board of Education shall protect and save harmless any volunteer from financial loss and expense, including legal fees and costs, if any, arising out of any claim, demand, suit or judgment by reason of alleged negligence or other act resulting in accidental bodily injury to or death of any person, or in accidental damage to or destruction of property, within or without the school building, or any other acts, resulting in any injury, which acts are not wanton, reckless or malicious, provided such volunteer at the time of the acts resulting in such injury, damage or destruction, was acting in the discharge of his or her duties or under the direction of the District.

Legal references:

Connecticut General Statutes §10-4g
Connecticut General Statutes §10-221
Connecticut General Statutes §10-235

Policy Adopted: May 2005
Policy Revised: June 2009