

4000 SERIES - SUPPORT PERSONNEL

RESPONSIBILITY FOR COMPLIANCE WITH BOARD POLICY..... 4000/2300/3000

Card Access Identification System	4001/2301/3001
Card Access Identification System	R&P 4001/2301/3001
Weapons Prohibited on School Property	4002/2302/3002
Criminal Records Check	4003/2303/3003
Faculty/Employee Dress Code	4004/2304/3004
Code of Ethics and Standards of Conduct	4005/2305/3005
Code of Ethics and Standards of Conduct R&P	4005/2305/3005
Code of Ethics and Standards of Conduct Supplement	4005/2305/3005
Drug and Alcohol Testing of Commercial Motor Vehicle Operators.....	4006/2306/3006
Drug-Free Workplace Environment	4007/2307/3007
Tobacco-Free Environment	4008/2308/3008
Employee Assistance Program	4009/2309/3009
Equal Employment Opportunities	4010/3010
Emergency Procedures	4011/2311/3011
Procedures for Adjusting Schedules and Reporting Employee Absence for Inclement Weather Conditions; and Procedures for the Preparation of Emergency Procedures Plans	R&P 4011/2311/3011
Prohibited Conduct on School Property and at School Events	4012/2212/3012
Employee Acceptable Use of Electronic Resources	4013/2313/3013
Electronic Information Security	4014/6447/2314/3014
Recruitment and Selection	4020
Retention and Promotion	4021
Hiring Procedure	4022
Orientation	4023/3023
Health Certificates Required	4030/3030
Communicable Diseases or Conditions/Employees	4031/3031
Guidelines for School and Workplace Prevention and Control of Communicable Disease	R&P 4031/3031
Bloodborne Pathogens Exposure Control	4032/2332/3032
Bloodborne Pathogens Exposure Control Procedures	R&P 4032/2332/3032
Reporting Information to External Agencies	4033/2333/3033
Reporting Information to the Principal and External Agencies	R&P 4033/2333/3033
Sexual Harassment	4035/2320/3035/6415
Conduct of Employees Towards Students	4036/2321/3036
Use of Seclusion and Restraint	4037/2322/3037/6550
Use of Seclusion and Restraint R&P	4037/2322/3037/6550
Notice of Use of Unreasonable Restraint Form BP1	4037/2322/3037/6550
Site-Based Management	4040/3040

FAIR LABOR STANDARDS ACT COMPLIANCE..... 4100/7910

INITIAL ASSIGNMENT 4200

Specific Assignment	4201/3210
Responsibilities and Duties	4202
Teacher Assistants	4204/5421
Working Hours for Assistants	4205
Extra-Curricular Program	4210
Evaluation of Support Employees	4230
Personnel Files	4231
Removal of Information from Personnel Files	4232/3232
Solicitation or Selling	4241/3241

Unethical Influence	4242/3242
Gifts to Employees	4243/3243
Administration of Medication	4260/3260

TRANSFERS..... 4300/3300

Advertising Vacancies	4310/3310
Employer-Initiated Transfers	4312
Employee-Initiated Transfers.....	4320

RESIGNATION..... 4400

Retirement	4410/3410
Dismissal	4420
Reduction in Force: Non-certified Employees	4430

STAFF DEVELOPMENT..... 4500/3600

Visitation and Conference Costs	4501/3605
---------------------------------------	-----------

EMPLOYEE COMPENSATION 4700/3700

Employee Compensation	R&P 4700/3700
Comprehensive Salary Management Study January 2000 (Supplement)	4700/3700
Damages Reimbursement to Employees	4711/3711
Attorney Consultation with Employees	4720/3720
Tax-Sheltered Annuities	4731/3731
Defense of Board Employees.....	4750/3750

BENEFITS AND EMPLOYMENT MANUAL (SUPPLEMENT)..... 4800/2280/3800

Definitions	Sec. 01
Holiday Leave	Sec. 02
Annual Vacation Leave.....	Sec. 03
Bonus Vacation Leave	Sec.03.4
Sick Leave	Sec. 04
None	Sec. 05
Educational/Professional Leave	Sec. 06
Civil Responsibility Leave.....	Sec. 07
Parental/FMLA Leave	Sec. 08
Other Leave	Sec. 09
Military Leave.....	Sec. 10
Substitutes.....	Sec. 11
Interim/Replacement Employees.....	Sec. 12
Payment.....	Sec. 13
Tenure/Contracts.....	Sec. 14
The School Calendar.....	Sec. 15
None	Sec. 16
Excessive Absenteeism.....	Sec. 17

RETURN TO WORK PROGRAM R&P 4800/2280/3800

EMPLOYEE GRIEVANCE POLICY..... 4900/3900

Revised: February 17, 1999
 Revised: September 27, 1999
 Revised: June 11, 2002
 Revised: May 21, 2003

Revised: June 15, 2004
Revised: May 20, 2005
Revised: July 20, 2006
Revised: January 8, 2007
Revised: January 30, 2007
Revised: July 5, 2007