

# **PARK COUNTY Re-2 EMPLOYEE MANUAL**

## **Section I**

Letter from the Superintendent pg. 2

## **Section II**

Administrative Policies and Guidelines pg. 3- 13

## **Section III**

District Forms pg. 13

Welcome back to another exciting start of the school year! As the new Superintendent, I look forward to meeting all of you and joining you in our journey of providing a first class working experience for our staff and a first class learning experience for our students. I want to commend you in advance for the dedication, commitment, and effort toward this end. Education is a noble profession and I appreciate you accepting the challenge.

The policies and procedures contained in the *Employee Handbook* are put together as a means to help us understand our individual and collective job requirements. Park County School District Re-2 will maintain high expectations of our employees, coupled with high levels of support. This formula will help all employees contribute to an effective and efficiently running organization. The understanding of the *Employee Handbook* will provide clear direction in fulfilling our duties, roles and responsibilities in the district.

Our *Employee Handbook* is designed to include the most current Park County School District Re-2 administrative policies and guidelines that pertain to employees. All administrative policies can be located online at [www.parkcountyre2.org](http://www.parkcountyre2.org). Administrative policies are indicated by the descriptor code on the right hand side of each official policy. If there is no descriptor code, then the item is an operational policy developed by the administration.

Classified and certified staff members will find most of the policies in this handbook that affect their employment; however, certified staff members may find additional employment references in the SPEA's Professional Agreement.

Please read through this manual to become familiar with its content. If you have questions, please contact your direct supervisor, the Central Administration Office or your SPEA representative. Please sign the form at the back of the manual and return to your building principal.

Best wishes for a successful school year! Go Burros!

Sincerely,

Joe Torrez  
Superintendent

# **ADMINISTRATIVE POLICIES AND GUIDELINES**

**Policies, guidelines, regulations and exhibits referred to in this handbook can be located on the Park County School District Re-2 website at [www.parkcountyre2.org](http://www.parkcountyre2.org) .**

**ACCIDENT REPORTS** – see Policy EBBB

## **ADMINISTRATOR IN CHARGE**

When the building principal is out of the building for a workshop, conference, or other scheduled meeting that lasts a day or more, he/she will assign a senior teacher in their building to supervise school operations for that day or days. On that day or days, the person designated by the principal is responsible for discipline, emergencies, and other necessary building level administrative decisions. The Superintendent and/or his/her office should be notified when a senior teacher will be in charge.

## **ATTENDANCE**

Daily attendance is important to the successful operation of the school district. If you expect to be absent for any reason, please arrange this in advance with your immediate supervisor as soon as possible prior to the start of the workday. Please advise your supervisor of the reason for your absence and when you expect to be able to return to work.

## **BACK-UP VEHICLES**

When we travel to other towns for extracurricular activities, it has been District practice to take a back-up vehicle to these games in case of an emergency. The athletic director, an administrator, or a designated staff member may drive the back-up vehicle. Coaches must ride on the bus with their teams. If an injury should occur, the back-up vehicle will be used to transport the injured student or person to an emergency medical facility or hospital instead of taking the school bus.

## **CLASSIFIED STAFF BREAKS**

A period of fifteen (15) minutes for each four (4) consecutive hours worked, with a maximum of thirty (30) minutes per work day, are allowed for rest, relaxation, coffee breaks, etc. within the school for full-time personnel. Break periods for all employees are to be taken only at times scheduled by your supervisor.

## **COMMUNITY RELATIONS**

All employees are encouraged to take an active part in the affairs of the community. The school and the community should not be considered separate and apart, but as working as a unified whole in the education process. Through dynamic leadership, many avenues may be opened for building community support.

**DISCIPLINE, SUSPENSION AND DISMISSAL OF SUPPORT STAFF** – see Policy GDQD

**DISCIPLINE, SUSPENSION AND DISMISSAL OF PROFESSIONAL STAFF** – see Policy GCQF

## **DISTRICT CALENDAR**

The Park County School District Re-2 calendar is available online at [www.parkcountyre2.org](http://www.parkcountyre2.org)

**DRUG-FREE WORKPLACE** – see Policy GBEC

## **DUTY FREE LUNCH**

Teachers are granted 30 minutes of duty free time for lunch. Classified employees are also given 30 minutes of duty free lunch time. Classified employees need to check with their building principal or immediate supervisor to find out when their lunch time is scheduled.

**ELECTRONIC COMMUNICATION** – see Policy EGAEA

## **EMPLOYEE WORK HOURS**

Employees generally spend more time at school than is required by District administrative guidelines. Required hours for most employees, however, are from 7:30 a.m. to 4:30 p.m., Monday through Thursday.

All classified personnel need to check with their building principals or the Superintendent to confirm their required hours for work.

## **EMPLOYMENT INFORMATION**

Your immediate supervisor is interested in your success. Please consult him/her concerning any questions you may have about your position, school policies and practices, or employment benefits.

**EVALUATION OF SUPPORT STAFF** – see Policy GDO

**FEDERALLY MANDATED FAMILY AND MEDICAL LEAVE** - see Policy GBGF/GBGF-R

**FIRST AID TRAINING** – see Policy GBGAB  
**General Leave** – see Policy GBGG and GBGGG.

**GIFT & SOLICITATIONS BY STAFF** - see Policy GBEB

## **HARASSMENT**

Harassment of any type has no place in the school setting. The Park County School District Re-2 will endeavor to maintain a learning and working environment that is free of harassment. Harassment in the school building, on school grounds, or at school-sponsored functions will not be tolerated and will be grounds for disciplinary action up to and including suspension or expulsion of students and termination of employment for employees.

Harassment may include but is not limited to sexual harassment, racial harassment or harassment because of a physical condition or disability, appearance, or sexual orientation. It may also include but is not limited to hostile, demeaning or intimidating behavior or conversation.

Incidents involving initiations, hazing, intimidation and/or related activities which are likely to cause bodily danger, physical harm or personal degradation or disgrace resulting in physical or mental harm to students are prohibited.

See also policies AC, ACE, GBAA, GBAA-R, JBB and JBB-R.

## **HOLIDAY (CUSTODIAL STAFF)**

1. The school will pay each of its 238-day employees regular pay for the nine following holidays that fall during this period of employment:
  - 1.) New Year's Eve Day
  - 2.) New Year's Day
  - 3.) Memorial Day
  - 4.) Independence Day
  - 5.) Labor Day
  - 6.) Thanksgiving Day
  - 7.) Christmas Eve Day
  - 8.) Christmas Day
  - 9.) Either MLK or Presidents' Day, depending on the school calendar.

If a paid holiday falls on a Saturday, the Superintendent shall designate the preceding Friday as a holiday. If a paid holiday falls on a Sunday, the Superintendent shall designate the following Monday as a holiday.

School storm days will not be considered holidays.

## **LUNCH PROGRAM**

Staff may purchase lunches for \$3 and breakfast for \$2. Milk is 30 cents.

If a class does not plan to eat in the lunchroom (i.e., field trips, pizza parties, etc.) please inform the kitchen at least one week before the event so the kitchen can prepare for the correct number of meals for that day.

Free and reduced lunches are available for our students. Information on qualification for free/reduced lunches is available in the school offices or in the central administrative office.

## **MENTORS**

New teachers will be involved in the teacher induction program. Each new teacher will be assigned a mentor teacher who is an experienced non-probationary teacher. This teacher will be available to answer questions and offer assistance which could be beneficial to the new teacher as they begin teaching at Park County Re-2. Mentor teachers should complete the BOCES Mentor Teacher Training Program or provide documentation of previous training.

## **MONEY COLLECTION**

All monies collected should be placed in a moneybag or small manila envelope (available from the business manager). Teachers/sponsors should attach a deposit slip (also available from the business manager) and turn in to the business manager **each day**.

A new entry should be made each time you add or subtract money from the collection so the total amount in the moneybag/envelope is accurately indicated. Money must be secured until brought to the business manager to deposit. Money boxes may be picked up from the business manager prior to 8:00 a.m. each morning and brought back to the business manager each evening by 4:30 p.m. You **MAY NOT** keep money in your classrooms or offices overnight.

**NONDISCRIMINATION/EQUAL OPPORTUNITY** – see Policy AC

**NONDISCRIMINATION ON THE BASIS OF HANDICAP/DISABILITY**  
– see Policy ACE

## **OVERTIME (CLASSIFIED EMPLOYEES)**

Your supervisor shall determine whether it is necessary for you to work overtime hours. Employees shall be required to perform all overtime hours assigned to them by their supervisor.

If an employee is employed for two or more different positions which have different rates of pay, the District will pay the employee overtime compensation based upon the weighted hourly rate or may enter into an agreement with the employee, **before** the work is performed, to pay overtime at the regular overtime rate of pay for the actual work performed after the first forty hours of work in that work week.

1. All work done over and above the regular forty (40) hour work-week shall be paid for at the rate and sum of time and one-half. Employees shall not be required to take time off for overtime worked or to be worked.

Overtime is to be as equally distributed as is practicable among the regular employees, on the classification of work where such overtime is worked or to be worked.

## **PAY PERIODS**

All personnel, including contract and hourly personnel, shall be paid according to a specific schedule determined annually by the administration (usually the 20<sup>th</sup> of each month).

Summer checks will be mailed unless other arrangements are made.

The final paycheck of an employee shall not be released until all school property and records issued to the employee have been returned.

## **PERA - Public Employees Retirement Association**

Park County School District Re-2 is a PERA affiliated employee. This means employees contribute to PERA instead of Social Security.

Membership is mandatory for all employees who work for PERA-affiliated employers in a position, which requires coverage, including full-time, part-time, temporary and substitute employees.

Enrollment for new and transferring employees in PERA and changes to member information can be done through the Central Administrative Office.

The member is responsible for keeping PERA informed of changes to his or her account information.

## **PERSONAL COPIES/FAXES**

Employees at Park County Re-2 are welcome to make occasional copies for their own use on district copy machines at a cost of \$ .10 per copy. Please pay your secretarial personnel for your copies. If an employee needs to use the fax machine for personal use, the cost to receive a fax is \$ .25 per page. To send a fax, the cost is \$ .75 per page (if the fax is in-state). For out-of-state faxes, the cost to send is \$1.00 per page. The fax machine is located in the Central Administrative Office. Please pay prior to sending or after receiving your faxes.

## **PERSONNEL RECORDS AND FILES** – see Policy GBJ

## **PHYSICAL EXAMINATIONS**

Physical examinations may be required as a condition of employment or for other reasons, in which case the School District shall assume the cost of the examination.

## **PLANNING TIME/PREPERATION TIME**

Teachers receive planning/preparation time every day. Planning/preparation time varies upon the schedule of the teacher and from school to school.

Planning/preparation time includes but is not limited to individual planning, team planning, grade level meetings with the principal, staff development, one-on-one time for individual students, staffings, support plans, I.E.P.'s, etc.

Planning/preparation time is also a time to contact parents, hold parent meetings and return phone messages.

## **POLITICAL ACTIVITIES**

The District recognizes and encourages the right of its employees to engage in political governmental affairs in a manner afforded any other citizen, including the right to vote, the right to be an active member of a political party of his/her choice, the right to campaign for candidates for election to public office, and the right to seek, campaign for, and serve in public office.

The District also recognizes that school property and school time, paid for by all of the people, shall not be used for political purposes.

No employee shall engage in political activities upon property under the jurisdiction of the School District, nor shall any employee use on-duty hours to pursue political activities. It is expected that employees engaged in political activities such as seeking or holding office will use outside stenographic help, duplication and mailing services, and toll calls.



Use of the school delivery systems for distributing campaign literature for or against any candidate is prohibited.

An employee will refrain from exploiting the privilege of his or her position. Neither shall a classroom teacher or administrator exploit students in any way for political purposes for himself/herself or for any party or candidate.

Nothing in this regulation shall prevent:

1. The dissemination of information concerning school tax and/or bond elections.
2. The discussion and study of politics and political issues, when such discussion and study are appropriate to classroom studies.
3. The conducting of student and employee organization elections and campaigning connected therewith.

**PREVENTION OF DISEASE/INFECTION TRANSMISSION** – see Policy EBBA/EBBA-R

**PROBATION PERIOD (CLASSIFIED EMPLOYEES)**

All classified employees shall be hired for a probationary period of three months. The District reserves the right to dismiss classified employees at any time, with or without cause.

**PROFESSIONAL STAFF** – see Policy GC

**PURCHASING/PURCHASING AUTHORITY** – see Policy DJ/DJA

**SAFETY**

The policy of the Park County School District Re-2 is to protect the safety and health of our employees. Since injuries and property loss through accidents are needless, costly, and preventable, the district seeks to reduce accidents and health hazards by the establishment of a safety and health program, which is adapted to fundamental safety concepts.

Supervisory personnel are directly responsible for the instruction of all employees under their jurisdiction in regard to proper procedures and safe methods to be utilized in performing work duties, for taking immediate corrective measures to eliminate hazardous conditions and/or practices, and for the prevention of all accidents, whether personal injury or property damage. The supervisor must, at all times, enforce the established safety program. Supervisors will not permit safety to be sacrificed for any reason, be it production, time limitations or unexpected problems.

**SAFETY DRILLS** – see Policy EBCB

**SALARY DEDUCTIONS** – see Policy DKB

**SCHOOL DISTRICT MISSION** – see Policy AD

The Park County School District Re-2 shall strive to provide a safe environment, meaningful opportunities and innovative educational programs for all students so that they reach their learning potential, including that they meet or exceed state and district content standards, through partnership between home, school and the community.

**SECURITY - ACCESS TO BUILDING** – see Policy ECA/ECAB

**SEXUAL DISCRIMINATION AND HARASSMENT** – see Policy GBAA

**STAFF CONCERNS/COMPLAINTS/GRIEVANCES** – see Policy GBK/GBK-R

**STAFF CONDUCT** – see Policy GBEB

**STAFF DRESS CODE** – see Policy GBEB A

**STAFF ETHICS/ CONFLICT OF INTEREST** – see Policy GBEA/GBEA-E

**STAFF MATERNITY/PATERNITY/PARENTAL LEAVE** – see Policy GBGE

**STAFF USE OF THE INTERNET AND ELECTRONIC COMMUNICATIONS** – see Policy GBEE/GBEE-E

**STATEMENT OF EDUCATIONAL GUIDELINES AND EXPECTATIONS**

In pursuing the mission and purpose of Park County School District Re-2, the Board of Education, administration, teachers and community support the following guidelines and expectations for the educational activities of the school district. The following educational expectations reflect the mission of the school district and are integral to ongoing decision-making, priority-setting, and performance expectations:

1. All decisions should begin with a clear, objective evaluation of what is best for students. Other necessary interests will be considered only after a clear evaluation of the effects on student education and student well-being.

2. Discipline policies will be effective and consistent in all schools to achieve an environment conducive to learning. Teachers and staff will be thoroughly trained in disciplinary policies and procedures.
3. As a smaller district with a four-day school week, it is important for class time to be preserved, student-teacher time maximized, and reasonable class size maintained.
4. Standards will be exceeded by maintaining high expectations in all core curriculum areas. Curriculum should be seamlessly integrated through all the grade levels and reviewed regularly.
5. Strong literacy skills across subject areas will be encouraged by incorporating an interdisciplinary teaching approach. Reading, literacy and math skills are fundamental to the success of all students.
6. An atmosphere of mutual respect between administration, staff, teachers, students, parents, and the community will be developed and maintained through honesty, open dialogue, collaborative decision-making, and fairness.
7. A college bound curriculum will be made available to all students wishing to attend college. The district will provide appropriate funding to support the college bound curriculum not requiring special considerations.
8. The district will provide adequate resources for staff development and training to maintain the highest level of teacher proficiency and professionalism.

### **SUBSTITUTE TEACHERS**

Each teacher is responsible for adequate planning in case a substitute is needed in their classroom. Class schedules, seating arrangements, attendance and extra duties, if applicable, must be available on immediate notice.

Specific, detailed lesson plans for a minimum of the current week should be available in the building secretary's office or on *Planbook.com* throughout the week. If a teacher becomes ill over the weekend and has his/her lesson plan book at home and isn't using *Planbook.com*, it is the responsibility of the teacher to make arrangements to get the lesson plans to the school at least 30 minutes before the start of the school day.

If a teacher becomes sick over night and is not going to be in school the following day, they should call the building secretary no later than 6:00 a.m. (or by 7:00 p.m. the night before if at all possible) in order to give time to arrange for a substitute.

**SUPPORT STAFF POSITIONS** – see Policy GDA

**TEACHER GENERAL LEAVE** – see Policy GBGG and GBGH

## **TELEPHONE USAGE**

The office phone is available for student use in emergencies only. Forgotten homework and after-school plans do not constitute emergencies. Please share this information with your students and assist the office in enforcing this administrative policy. Students requesting to use the phone must present a pass to the office from their classroom teacher or they will not be allowed to use the office phone.

Telephones in the classroom are for teachers' use during non-instructional times for school related business. No phone messages will be transferred into the classrooms during instructional time to preserve the uninterrupted block of time between teachers and students. If a non-emergency call for a teacher comes to the building office during instructional time, office staff will take a message and notify the teacher. If the call is an emergency, the teacher will be notified immediately. Students are **not** to use the classroom phones.

Telephone calls from parents should be returned as soon as possible. Telephone contacts with parents involving a student's progress or discipline should be made by the teacher of that student or by the principal (if appropriate).

It is District policy that no personal long distance calls be made from the school which incur charges to the school district. Long distance calls related to school business must have approval from the school office and must be documented on the telephone log sheets located in each building office.

## **TEMPORARY ASSIGNMENT**

An employee placed on temporary assignment of a higher paid classification shall receive the prevailing rate of pay for the higher classification except where such assignment is made to relieve an employee who is receiving full sick pay or vacation pay or personal/emergency leave pay.

## **TOBACCO-FREE SCHOOLS** – see Policy ADC

## **VACATION**

Central Administrative Office employees and custodians do not have a regular time scheduled for vacation. They are given a number of days that they can take for vacation days during the year. It has been district practice to allow these employees to take their vacation when possible as long as their vacation time is not a hardship on the district. The immediate supervisor must approve all vacation requests for these employees prior to the vacation time being taken.

1. Vacation days are to be taken as approved by the Superintendent.
2. Cash payments in lieu of vacation privileges are not allowed.

3. Vacation time is not allowed to accumulate from one fiscal year to another, unless approved by the Superintendent.
4. Vacation periods will be scheduled in advance and employees are not allowed to change or trade periods unless with the permission of the Superintendent.

**VENDOR RELATIONS** – see Policy DJG

**VOTING**

The school will grant time off with pay to those employees who desire to go to the polls to vote in any municipal, school, county, state or national election.

**DISTRICT FORMS**

**Copies of the following District forms (and other forms) are available either in your building office or in the Central Administrative Office.**

Absence Report  
Bus List  
Contract for Use of School Facilities  
Employee Expense Claim Form  
Field Trip Form  
Field Trip Permission Form  
Medications Procedures  
Request for School Vehicle  
Requisition Form  
Suggestion/ Complaint Form  
Title IV, IX, and Section 504 Complaint Form  
Dept. of Social Services Referral Form