

EMPLOYEES

Series 400

400 ROLE OF AND GUIDING PRINCIPLES FOR EMPLOYEES

401 EMPLOYEES AND INTERNAL RELATIONS

- 401.01 Equal Employment Opportunity
- 401.02 Employee Conflict of Interest
- 401.03 Nepotism
- 401.04 Employee Complaints
- 401.05 Employee Records
- 401.05R1 Employee Records
- 401.06 Transporting of Students by Employees
- 401.07 Employee Travel Compensation
- 401.08 Recognition for Service of Employees
- 401.09 Employee Political Activity
- 401.10 Credit Cards
- 401.11 Employee Orientation
- 401.12 Employee Use of Cell Phones
- 401.12R1 Employee Use of Cell Phones Regulation
- 401.13 Staff Technology Use/Social Networking
- 401.13R1 Staff Technology Use/Social Networking
- 401.14 Employee Expression

402 EMPLOYEES AND OUTSIDE RELATIONS

- 402.01 Release of Credit Information
- 402.02 Child Abuse Reporting
- 402.03 Abuse of Students by School District Employees
- 402.04 Gifts to Employees
- 402.05 Public Complaints about Employees
- 402.06 Employee Outside Employment

403 EMPLOYEES' HEALTH AND WELL-BEING

- 403.01 Employee Physical Examinations
- 403.02 Employee Injury on the Job
- 403.03 Communicable Diseases – Employees
- 403.03E1 Hepatitis B Vaccine Information and Record
- 403.03R1 Universal Precautions
- 403.04 Hazardous Chemical Disclosure
- 403.05 Substance-Free Workplace
- 403.05E1 Substance-Free Workplace Notice to Employees
- 403.05R1 Substance-Free Workplace Regulation
- 403.06 Drug and Alcohol Testing Program
- 403.06E1 Drug and Alcohol Testing Program Notice to Employees
- 403.06E2 Drug and Alcohol Testing Program Acknowledgment Form
- 403.06E3 Drug and Alcohol Testing Program and Pre-Employment Testing Written Consent to Share Information

- 404 **EMPLOYEE CONDUCT AND APPEARANCE**
 - 404.01 Employee Conduct and Appearance
 - 404.01R1 Code of Professional Conduct and Ethics Regulation
 - 404.01R2 Code of Rights and Responsibilities Regulation

- 405 **LICENSED EMPLOYEES - GENERAL**
 - 405.01 Licensed Employee Defined
 - 405.02 Licensed Employee Qualifications, Recruitment, Selection
 - 405.03 Licensed Employee Individual Contracts
 - 405.04 Licensed Employee Continuing Contracts
 - 405.05 Licensed Employee Work Day
 - 405.06 Licensed Employee Assignment
 - 405.07 Licensed Employee Transfers
 - 405.08 Licensed Employee Evaluation
 - 405.09 Licensed Employee Probationary Status

- 406 **LICENSED EMPLOYEE COMPENSATION AND BENEFITS**
 - 406.01 Licensed Employee Salary Schedule
 - 406.02 Licensed Employee Salary Schedule Advancement
 - 406.03 Licensed Employee Continued Education Credit
 - 406.04 Licensed Employee Compensation for Extra Duty
 - 406.05 Licensed Employee Group Insurance Benefits
 - 406.06 Licensed Employee Tax Shelter Programs

- 407 **LICENSED EMPLOYEE TERMINATION OF EMPLOYMENT**
 - 407.01 Licensed Employee Resignation
 - 407.02 Licensed Employee Contract Release
 - 407.03 Licensed Employee Retirement
 - 407.04 Licensed Employee Suspension
 - 407.05 Licensed Employee Reduction in Force
 - 407.06 Licensed Employee Early Retirement
 - 407.06E1 Early Retirement Acknowledgement of Receipt
 - 407.06E2 Early Retirement Insurance Options
 - 407.06E3 Early Retirement Application

- 408 **LICENSED EMPLOYEE PROFESSIONAL GROWTH**
 - 408.01 Licensed Employee Professional Development
 - 408.02 Licensed Employee Publication or Creation of Materials
 - 408.03 Licensed Employee Tutoring

- 409 **LICENSED EMPLOYEE VACATIONS AND LEAVES OF ABSENCE**
 - 409.01 Licensed Employee Vacation - Holidays - Personal Leave
 - 409.02 Licensed Employee Personal Illness Leave
 - 409.03 Licensed Employee Family and Medical Leave
 - 409.03E1 Employee Family and Medical Leave Notice to Employees
 - 409.03E2 Employee Family and Medical Leave Request Form
 - 409.03R1 Employee Family and Medical Leave Regulation
 - 409.03R2 Employee Family and Medical Leave Definitions
 - 409.04 Licensed Employee Bereavement Leave
 - 409.05 Licensed Employee Political Leave
 - 409.06 Licensed Employee Jury Duty Leave
 - 409.07 Licensed Employee Military Service Leave
 - 409.08 Licensed Employee Unpaid Leave

- 410 **OTHER LICENSED EMPLOYEES**
 - 410.01 Substitute Teachers
 - 410.02 Summer School Licensed Employees
 - 410.03 Truancy Officer
 - 410.04 Education Associate

- 411 **CLASSIFIED EMPLOYEES - GENERAL**
 - 411.01 Classified Employee Defined
 - 411.02 Classified Employee Qualifications, Recruitment, Selection
 - 411.03 Classified Employee Contracts
 - 411.04 Classified Employee Licensing/Certification
 - 411.05 Classified Employee Assignment
 - 411.06 Classified Employee Transfers
 - 411.07 Classified Employee Evaluation
 - 411.08 Classified Employee Probationary Status

- 412 **CLASSIFIED EMPLOYEE COMPENSATION AND BENEFITS**
 - 412.01 Classified Employee Compensation
 - 412.02 Classified Employee Wage and Overtime Compensation
 - 412.03 Classified Employee Group Insurance Benefits
 - 412.04 Classified Employee Tax Shelter Programs

- 413 **CLASSIFIED EMPLOYEE TERMINATION OF EMPLOYMENT**
 - 413.01 Classified Employee Resignation
 - 413.02 Classified Employee Retirement
 - 413.03 Classified Employee Suspension
 - 413.04 Classified Employee Dismissal
 - 413.05 Classified Employee Reduction in Force

- 414 **CLASSIFIED EMPLOYEE VACATIONS AND LEAVES OF ABSENCE**
 - 414.01 Classified Employee Vacations - Holidays - Personal Leave
 - 414.02 Classified Employee Personal Illness Leave
 - 414.03 Classified Employee Family and Medical Leave
 - 414.04 Classified Employee Bereavement Leave
 - 414.05 Classified Employee Political Leave
 - 414.06 Classified Employee Jury Duty Leave
 - 414.07 Classified Employee Military Service Leave
 - 414.08 Classified Employee Unpaid Leave
 - 414.09 Classified Employee Professional Purposes Leave