

GOVERNOR MIFFLIN SCHOOL DISTRICT

SECTION: SUPPORT EMPLOYEES

TITLE: CREATING A POSITION

ADOPTED: December 12, 2005

REVISED:

501. CREATING A POSITION	
1. Purpose	Positions for support employees shall be established by the Board in order to provide educational programs and supporting services consistent with the needs of the schools and the resources of the community.
2. Authority SC 406	The need for creating support positions shall be determined by the Board, based on the recommendation of the Superintendent. The Board reserves for itself the final determination of the number and type of support positions deemed necessary for effective operation of the schools.
3. Guidelines	<p>Recommendations for a new or additional support position shall include:</p> <ol style="list-style-type: none"> 1. Job description clearly outlining the duties for which the position was created. 2. Initial salary for a new position. 3. Supporting data and other rationale relevant to the recommendation. <p>In the exercise of its authority to create new positions, the Board shall give primary consideration to:</p> <ol style="list-style-type: none"> 1. Number of students enrolled. 2. Special needs of students. 3. Financial resources of the District. 4. Operational needs of the District.
4. Delegation of Responsibility	The Superintendent shall normally be responsible for recommending new or additional support positions.

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<p>42 U.S.C. Sec. 12101 et seq</p> <p>School Code 406</p> <p>42 U.S.C. Sec. 12101 et seq</p>	<p>The Board may, through the Superintendent, seek the advice of administrative staff in creating a new position or increasing the number of employees in existing positions.</p> <p>The Superintendent or designee shall be responsible to maintain a comprehensive and up-to-date job description for all positions in the District. Job descriptions shall be prepared in accordance with relevant federal and state laws and regulations.</p>
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GOVERNOR MIFFLIN SCHOOL DISTRICT

SECTION: SUPPORT EMPLOYEES

TITLE: EMPLOYMENT OF SUPPORT
EMPLOYEES

ADOPTED: December 12, 2005

REVISED: June 15, 2009

<p>1. Authority</p> <p>SC 406, 508 Pol. 528</p>	<p style="text-align: center;">504. EMPLOYMENT OF SUPPORT EMPLOYEES</p> <p>The Board recognizes the role that qualified and competent support employees contribute to the effective operation of the programs of the district.</p> <p>The Board shall, by a majority vote of all members, approve the employment; set the compensation; and establish the term of employment for each support employee employed by the district.</p> <p>For purposes of the 500 Section of Board policy, support employees shall be deemed to include the following positions: Supervisor of Buildings & Grounds, Maintenance Supervisor, head custodians, night custodial supervisors, Supervisor of Food Services, Assistant Supervisor of Food Services, cafeteria managers, Supervisor of Food Data Processing, Supervisor of District Storage, confidential secretaries, building secretaries, custodians, maintenance workers, food services workers, aides, technology assistants, data processing secretary, Director of Network Operations and Assistant Director of Network Operations.</p> <p>Approval shall normally be given to the candidates for employment recommended by the Superintendent.</p> <p>No person shall be employed who is related to any member of the Board, as defined in statute, unless such person receives the affirmative vote of a majority of all members of the Board other than the member related to the applicant, who shall not vote.</p> <p>An employee's misstatement of fact material to qualifications for employment or determination of salary shall constitute grounds for dismissal by the Board.</p> <p>The Board authorizes the use of support employees prior to Board approval when necessary to maintain continuity of the educational program and services. Retroactive employment shall be recommended to the Board at the next regular Board meeting.</p>
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<p>SC 111 Title 22 Sec. 8.1 et seq 23 Pa. C.S.A. Sec. 6301 et seq</p>	<p>A candidate shall not be employed until s/he has complied with the mandatory background check requirements for criminal history and child abuse and the district has evaluated the results of that screening process.</p>
<p>Title 22 Sec. 403.2, 403.5 20 U.S.C. Sec. 6319</p>	<p><u>Title I Requirements</u></p> <p>All paraprofessionals providing instructional support in a program supported by Title I funds shall have a secondary school diploma or a recognized equivalent and one (1) of the following:</p> <ol style="list-style-type: none"> 1. Completed at least two (2) years of study at an institution of higher learning. 2. Obtained an Associate's or higher degree. 3. Met a rigorous standard of quality through a state or local assessment. <p>Title I paraprofessionals who solely coordinate parental involvement activities or act as translators are exempt from the above qualifications.</p>
<p>Title 22 Sec. 403.5 20 U.S.C. Sec. 6319, 7801</p>	<p>The principal of a school providing Title I programs to students shall annually attest that paraprofessionals providing instructional support in such programs meet the qualifications required by federal law and regulations. The written certification shall be maintained in the district office and the school office and shall be available to the public, upon request.</p>
<p>2. Delegation of Responsibility Pol. 104</p>	<p>The Superintendent or designee shall develop administrative regulations for recruiting, screening, and recommending candidates for employment, in accordance with Board policy and state and federal laws and regulations.</p> <p>The Superintendent or designee shall seek candidates of good moral character who possess the following attributes:</p> <ol style="list-style-type: none"> 1. Successful training and experience. 2. Appreciation of children. 3. Skills required to complete essential job functions. 4. Emotional and mental maturity.

<p>42 U.S.C. Sec. 12112</p>	<p>The Superintendent or designee may apply necessary screening procedures to determine a candidate's ability to perform the job functions of the position for which a candidate is being considered.</p>
<p>Title 22 Sec. 14.105 Pol. 113</p>	<p>The Superintendent or designee shall seek recommendations from former employers and others in assessing the candidate's qualifications. Recommendations and references shall be retained confidentially and for official use only.</p>
<p>Title 22 Sec. 14.105</p>	<p><u>Special Education Paraprofessionals</u></p> <p>All instructional paraprofessionals hired on or after July 1, 2010, who work under the direction of a certificated staff member to support and assist in providing instructional programs and services to students with disabilities or eligible students shall have a secondary school diploma and one (1) of the following:</p> <ol style="list-style-type: none"> 1. Completed at least two (2) years of postsecondary study. 2. Obtained an Associate's or higher degree. 3. Met a rigorous standard of quality through a state or local assessment.
<p>Title 22 Sec. 14.105</p>	<p>Instructional paraprofessionals shall provide evidence of twenty (20) hours of staff development activities related to their assignment each school year.</p>
<p>Title 22 Sec. 14.105</p>	<p><u>Personal Care Assistants</u></p> <p>A personal care assistant provides one-to-one support and assistance to a student, including support and assistance in the use of medical equipment.</p> <p>Personal care assistants shall provide evidence of twenty (20) hours of staff development activities related to their assignment each school year. The twenty (20) hours of training may include training required by the school-based access program.</p>
<p>Title 22 Sec. 14.105</p>	<p><u>Educational Interpreters</u></p> <p>An educational interpreter is an individual who provides students who are deaf or hard of hearing with interpreting or transliterating services in an educational setting. To serve as an educational interpreter, an individual shall meet the qualifications set forth in law and regulations.</p>

References:

School Code – 24 P.S. Sec. 108, 111, 406, 508

State Board of Education Regulations – 22 PA Code Sec. 8.1 et seq., 14.105, 403.2, 403.5

Criminal History Record Information Act – 18 Pa. C.S.A. Sec. 9125

Child Protective Services Law – 23 Pa. C.S.A. Sec. 6301 et seq.

No Child Left Behind Act – 20 U.S.C. Sec. 6319, 7801

Americans With Disabilities Act – 42 U.S.C. Sec. 12101 et seq.

Board Policy – 000, 104, 113, 528

GOVERNOR MIFFLIN SCHOOL DISTRICT

SECTION: SUPPORT EMPLOYEES

TITLE: EMPLOYMENT OF
SUBSTITUTE AND SHORT-
TERM EMPLOYEES

ADOPTED: December 12, 2005

REVISED: November 19, 2007

<p>1. Purpose</p> <p>2. Authority SC 406</p> <p>SC 406</p> <p>3. Guidelines</p> <p>SC 111 Title 22 Sec. 8.1 et seq 23 Pa. C.S.A. Sec. 6301 et seq</p> <p>4. Delegation of Responsibility</p>	<p>505. EMPLOYMENT OF SUBSTITUTE AND SHORT-TERM EMPLOYEES</p> <p>Qualified and competent substitute and short-term employees shall be employed in order to provide continuity in the operation of the District.</p> <p>The Board shall approve annually the names of potential substitute support personnel and the positions in which they may substitute. Additional names may be added to the list of substitutes by the Board during the school year.</p> <p>The Board shall approve the employment, set the compensation, and establish the period and terms of employment for each short-term support employee.</p> <p>Approval shall normally be given to those candidates for employment recommended by the Superintendent.</p> <p>Any employee's misstatement of fact material to qualifications for employment or determination of salary shall constitute grounds for dismissal by the Board.</p> <p>Utilization of substitute or short-term employees prior to approval by the Board is authorized when necessary to maintain continuity of services in the District. Retroactive employment shall be recommended to the Board at the next meeting.</p> <p>No candidate shall be employed until such candidate has complied with the mandatory background check requirements for criminal history and child abuse and the District has evaluated the results of the screening process.</p> <p><u>Compensation</u></p> <p>Substitutes for support employees will be paid on a per diem basis at a rate set annually by the Board for the various classes of employees.</p> <p>The Superintendent or designee shall develop and implement procedures to recruit, screen, recommend, assign and evaluate candidates for substitute and short-term support employment.</p>
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The administration may seek recommendations from former employers and others to assess the candidate's qualifications. Recommendations and references shall be retained confidentially and for official use only.

The Superintendent or designee shall prepare a written statement for all approved substitutes informing them of their pay rate, employee status, work schedule, and other matters that enable them to perform their duties to the best of their ability. A copy of this statement shall be placed in the employee's personnel file.

References:

School Code – 24 P.S. Sec. 111, 406

State Board of Education Regulations – 22 PA Code Sec. 8.1 et seq.

Child Protective Services Law – 23 Pa. C.S.A. Sec. 6301 et seq.

Board Policy – 504

GOVERNOR MIFFLIN SCHOOL DISTRICT

SECTION: SUPPORT EMPLOYEES

TITLE: EMPLOYMENT CONTRACT

ADOPTED: December 12, 2005

REVISED:

508. EMPLOYMENT CONTRACT	
1. Purpose	For the mutual benefit and protection of each regularly employed support staff member and the District, a contract or Board resolution shall state the specifics of employment.
2. Authority SC 510	The Board has the authority under law to prescribe employment conditions for the personnel of the District.
3. Guidelines	<p>Willful misrepresentation of facts material to the employment and determination of salary level shall be considered cause for dismissal of the employee.</p> <p>An employment contract or resolution may specify:</p> <ol style="list-style-type: none">1. Salary at which the person is employed.2. Intervals at which salary will be paid.3. Conditions and length of the probationary period.4. Provision for termination of contract on notice duly given.5. Other matters necessary for a full and complete understanding of the contract or resolution. <p>Each newly employed support employee shall serve a probationary period of forty-five (45) working days, during which time the individual shall be subject to discharge without notice.</p> <p>The terms of a collective bargaining agreement may supersede the specifics of an individual employee contract.</p> <p>Should an employee terminate without giving the contractually specified notice, s/he shall be paid only for the days worked.</p>

School Code
510

The Board shall be notified promptly of any misunderstanding arising from application of a given contract or any error in salary paid to the employee.

GOVERNOR MIFFLIN SCHOOL DISTRICT

SECTION: SUPPORT EMPLOYEES

TITLE: ASSIGNMENT AND TRANSFER

ADOPTED: December 12, 2005

REVISED:

<p>1. Purpose</p> <p>2. Authority</p> <p>3. Delegation of Responsibility</p> <p>4. Guidelines 23 Pa. C.S.A. 6301 et seq</p>	<p style="text-align: center;">509. ASSIGNMENT AND TRANSFER</p> <p>The successful functioning of the District depends in large measure on the proper placement of qualified and competent personnel. Assignment and transfer of support employees shall be in accordance with the operational needs of the District.</p> <p>The Board shall approve the initial assignment of support personnel at the time of employment and when such assignments involve a transfer from the jurisdiction of one supervisor to another or involve a transfer from one job classification to another.</p> <p>The Superintendent or designee shall provide a system of assignment or reassignment that includes voluntary transfers and promotions.</p> <p>The Superintendent or designee shall, in considering any transfer, base a decision on:</p> <ol style="list-style-type: none"> 1. Employee's skills, experience, seniority and qualifications. 2. Employee's success in former positions. 3. Employee's length of service in the District and in the position presently held. 4. Recommendations of the employee's supervisors. 5. Operational efficiency advanced by the proposed assignment. <p>Current District employees whose transfer from one position to another position within the District results in a change in job classification must submit to the District a valid Act 151 clearance statement.</p> <p>Vacancies shall be publicized to all appropriate support employees.</p> <p>Employees shall be informed of their assignments at the earliest possible date preceding the school year in which such assignment shall be effective.</p>
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509. ASSIGNMENT AND TRANSFER - Pg. 2

This policy shall not prevent reassignment of an employee during the school year for good cause.

Negotiated collective bargaining agreements may supersede the provisions of this policy when they prescribe conditions enumerated in or affected by this policy.

SECTION: SUPPORT EMPLOYEES

TITLE: SUSPENSIONS AND FURLOUGHS

ADOPTED: December 12, 2005

REVISED:

GOVERNOR MIFFLIN SCHOOL DISTRICT

511. SUSPENSIONS AND FURLOUGHS	
1. Purpose SC 406	Maintenance of support staff appropriate to effectively operate District programs is a Board responsibility. The purpose of this policy is to establish the manner in which the necessary reductions of that staff shall be accomplished.
2. Authority	Consistent with law and collective bargaining agreements, the Board has the authority and responsibility to determine how suspensions and furloughs shall be made.
3. Delegation of Responsibility	The Superintendent shall develop administrative procedures that provide for: <ol style="list-style-type: none"> 1. Determination of seniority. 2. Pooling of job related skills that may affect suspensions or reinstatements. 3. System of recall if a furlough list is maintained, specifying the manner in which recalls will be made and the time period furloughed personnel will be retained on the furlough list.
4. Guidelines	Abolishment of support positions may be brought about by many factors, such as: <ol style="list-style-type: none"> 1. Decline in student enrollment. 2. Utilization of new methods and technology. 3. Changes in District's organizational pattern. 4. Changes in District's economic resources and tax base. 5. Need for operating economies.
2 Pa. C.S.A. Sec. 551 et seq	Support employees may be entitled to a hearing under the Local Agency Law, at the employee's request, prior to suspension or layoff.

511. SUSPENSIONS AND FURLOUGHS - Pg. 2

<p>School Code 406</p> <p>PA Statute 2 Pa. C.S.A. Sec. 551 et seq</p>	<p>A collective bargaining agreement may provide suspension procedures that differ from this policy. In the event that such a condition exists, procedures must be adapted to the provisions of the collective bargaining agreement for bargaining unit personnel.</p>
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GOVERNOR MIFFLIN SCHOOL DISTRICT

SECTION: SUPPORT EMPLOYEES

TITLE: EVALUATION OF SUPPORT
EMPLOYEES

ADOPTED: December 12, 2005

REVISED:

512. EVALUATION OF SUPPORT EMPLOYEES	
1. Purpose	<p>Evaluation is a continuing process in which the employee and supervisor cooperatively identify strengths and weaknesses in the individual's job performance.</p> <p>The objectives of evaluation are to assess and improve performance, encourage personal growth, promote positive behavior and facilitate attainment of District goals and objectives.</p> <p>There shall be a plan for regular, periodic evaluation of all support personnel employed by the District.</p>
2. Authority	<p>The evaluation plan for support employees shall be approved by the Board.</p>
3. Guidelines	<p>The objectives of the District evaluation plan for support personnel are:</p> <ol style="list-style-type: none">1. To identify, improve, and reinforce the skills, attitudes and abilities that enable an employee to be effective.2. To identify and improve upon weaknesses that prevent an employee from effectively carrying out assigned duties. <p>The evaluation plan shall:</p> <ol style="list-style-type: none">1. Include timely conferences with the employee and evaluator to review and sign each evaluation.2. Group support employees into position classes based upon similarities of duties, responsibilities, and qualifications; the evaluation process shall be similar for all classes of employees.3. Ensure that appropriate evaluation of performance takes place during probationary periods of employment.

<p>4. Delegation of Responsibility</p>	<p>4. Provide a procedure for identifying and commending effective performance, counseling and assisting employees where improvement is necessary, and dismissing an ineffective employee when counseling and assistance fail to produce effective performance.</p> <p>The Superintendent or designee shall prepare procedures for the conduct of employee evaluations which shall include:</p> <ol style="list-style-type: none">1. Conduct of evaluations at designated intervals for probationary employees and each year for regular employees.2. Establishment of reasonable performance standards to permit the employee to meet performance objectives.3. Method of making and retaining personnel records which ensures that entries are based on observable and verifiable facts, all materials will be held confidential and the employee has an opportunity to review evaluations and append a written statement.4. Provisions for improving unsatisfactory performance by offering resource aid, recommending how improvement can be effected and scheduling follow-up conferences to assess change. <p>Procedures prepared by the Superintendent or designee shall have the following characteristics:</p> <ol style="list-style-type: none">1. Be clear and unambiguous in intent and language.2. Establish reasonable standards.3. Apply in a consistent and uniform manner to all employees in the same class.4. Be available to employees for review before they are applied.5. Be reviewed and updated.
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GOVERNOR MIFFLIN SCHOOL DISTRICT

SECTION: SUPPORT EMPLOYEES

TITLE: PHYSICAL EXAMINATION

ADOPTED: December 12, 2005

REVISED:

514. PHYSICAL EXAMINATION	
<p>1. Purpose SC 1418</p>	<p>In order to certify the fitness of employees to discharge efficiently the duties they will be performing and to protect the health of students and staff from transmission of communicable diseases, physical examinations of all support employees will be required prior to beginning employment.</p>
<p>2. Definition</p>	<p>A physical examination shall mean a general examination conducted by a licensed physician.</p>
<p>3. Authority Title 28 Sec. 23.43 42 U.S.C. Sec. 12101 et seq SC 1418 514 AR</p>	<p>After receiving an offer of employment but prior to beginning employment, all candidates shall undergo a medical examination, as required by law the expense for which shall be paid by the applicant.</p>
<p>Title 28 Sec. 23.44</p>	<p>The Board requires that all employees undergo a tuberculosis examination provided upon initial employment, in accordance with regulations of the Pennsylvania Department of Health.</p>
<p>SC 1418</p>	<p>The Board may require an employee to undergo a physical examination annually or at the Board's request.</p>
<p>Title 28 Sec. 23.44 SC 1419</p>	<p>The Board shall accept an affidavit in lieu of an examination where circumstances warrant such action.</p>
<p>4. Delegation of Responsibility</p>	<p>The results of all required medical examinations shall be made known to the Superintendent on a confidential basis and discussed with the employee.</p>
<p>42 U.S.C. Sec. 12101 et seq</p>	<p>Medical records shall be kept in a file separate from the employee's personnel file.</p>

School Code
1418, 1419

PA Code
Title 28
Sec. 23.43, 23.44

42 U.S.C.
Sec. 12101 et seq

SECTION: SUPPORT EMPLOYEES

TITLE: HIV INFECTION

ADOPTED: December 12, 2005

REVISED:

GOVERNOR MIFFLIN SCHOOL DISTRICT

<p>1. Purpose</p> <p>2. Definitions</p> <p>3. Authority SC 510</p> <p>35 P.S. 7601 et seq</p> <p>4. Delegation of Responsibility</p>	<p style="text-align: center;">514.1. HIV INFECTION</p> <p>The Board is committed to providing a safe, healthy environment for its students and employees. The purpose of this policy shall be to safeguard the health and well-being of students and employees while protecting the rights of the individual.</p> <p>This policy is based on current evidence that the HIV virus is not normally transmissible by infected individuals within the school setting, except as noted in this policy.</p> <p>HIV infection - Refers to the disease caused by the HIV or human immunodeficiency virus.</p> <p>AIDS - Acquired Immune Deficiency Syndrome.</p> <p>CDCP - United States Public Health Service Centers for Disease Control and Prevention.</p> <p>Infected employee - Refers to employees diagnosed as having the HIV virus, including those who are asymptomatic.</p> <p>Universal precautions - Recommendations designed to prevent the transmission of HIV; blood and body fluid precautions such as gloves, masks, gowns, and protective eyewear.</p> <p>This policy shall apply to all employees in all programs conducted by the District.</p> <p>The Board directs that the established District policies and procedures that relate to illnesses among employees shall also apply to infected employees.</p> <p>The Board shall not require routine screening tests for HIV infection in the school setting, nor will such tests be a condition for employment.</p> <p>The Superintendent or designee shall be responsible for handling and releasing information concerning infected employees.</p>
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<p>5. Guidelines 42 U.S.C. Sec. 12101 et seq 29 U.S.C. Sec. 2601 et seq</p> <p>35 P.S. 7607</p>	<p>All District employees shall maintain a respectful working climate and shall not participate in physical or verbal harassment of any individual or group, including infected employees.</p> <p>All employees shall be required to consistently follow infection control/universal precautions in all settings and at all times. Employees shall notify the school nurse of all incidents of exposure to bodily fluids.</p> <p>Building administrators shall notify District employees, students and parents/guardians about current Board policies concerning HIV infection and shall provide reasonable opportunities to discuss the policy and related concerns.</p> <p>Infected employees whose employment is interrupted or terminated shall be entitled to available medical leave and medical disability benefits. Such employees shall be informed by the appropriate administrator of benefits, leave, and alternatives available to them through state and federal laws, District policies, the collective bargaining agreement, and the retirement system.</p> <p><u>Confidentiality</u></p> <p>District employees with knowledge of an infected employee's condition shall not disclose that information without prior written consent of the employee, consistent with the requirements of the Pennsylvania Confidentiality of HIV-Related Information Act.</p> <p><u>Infection Control</u></p> <p>Universal precautions shall be followed for exposure to bodily fluids. Employees shall treat all body fluids as hazardous and follow universal precautions.</p> <p>The District shall maintain reasonably accessible equipment and supplies necessary for infection control and universal precautions.</p> <p><u>Staff Development</u></p> <p>All District employees shall participate in a planned HIV education program.</p> <p>Designated District employees shall receive additional, specialized training appropriate to their positions and responsibilities.</p>
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References:

School Code – 24 P.S. Sec. 510

PA Confidentiality of HIV-Related Information Act – 35 P.S. 7607

Americans With Disabilities Act – 42 U.S.C. Sec. 12101 et seq

Family and Medical Leave Act – 29 U.S.C. Sec. 2601 et seq

GOVERNOR MIFFLIN SCHOOL DISTRICT

SECTION: SUPPORT EMPLOYEES

TITLE: SCHOOL CROSSING GUARDS

ADOPTED: December 12, 2005

REVISED:

516. SCHOOL CROSSING GUARDS	
1. Purpose	A need for crossing guards at various dangerous intersections in our school area has been identified.
2. Authority	The Board, recognizing its responsibility in providing for the safety of our students, entered into an agreement with Cumru Township to secure school guards for the agreed upon intersections.
3. Guidelines	<p>The following provisions apply:</p> <ol style="list-style-type: none">1. Cost of guards will be shared on a fifty-fifty basis between the District and the appropriate municipality/District.2. Hiring and supervision of guards will be the responsibility of the appropriate municipality.3. Uniforming the guards appropriately will be a municipal responsibility.4. Training will be in two (2) phases:<ol style="list-style-type: none">a. A general training session for all guards.b. Specific on-the-job training to be the responsibility of various police departments involved.5. Advance notice to be given to the District on any additional guards to be hired at which time the new situations will be reviewed.

GOVERNOR MIFFLIN SCHOOL DISTRICT

SECTION: SUPPORT EMPLOYEES

TITLE: CONDUCT/DISCIPLINARY
PROCEDURES

ADOPTED: December 12, 2005

REVISED:

517. CONDUCT/DISCIPLINARY PROCEDURES	
1. Purpose	All support employees are expected to conduct themselves in a manner consistent with appropriate and orderly behavior. Effective operation of District programs requires the cooperation of all employees working together under a system of policies and rules applied fairly and consistently. The orderly conduct of the District's functions requires compliance with these policies and rules, and consistent penalties and disciplinary procedures for violations.
2. Authority	The Board directs that procedures be established whereby support employees are informed of the disciplinary actions that are considered appropriate and may be applied for violation of District policies, rules and procedures.
3. Guidelines	All support employees shall comply with District policies, rules and regulations; attempt to maintain order; perform assigned job functions; and carry out directives issued by supervisors.
2 Pa. C.S.A. Sec. 551 et seq	In the event it is necessary to demote or dismiss, a hearing shall be provided as required by statute.
Pol. 551	When engaged in assigned duties, no employee shall participate in activities that include but are not limited to the following: <ol style="list-style-type: none"> 1. Physical or verbal abuse, or threat of harm, to anyone. 2. Causing intentional damage to District, employee, or student property, facilities and equipment. 3. Forceful or unauthorized entry to or occupation of District facilities, buildings and grounds. 4. Use, possession, distribution, or sale of alcohol, drugs or other illegal substances. 5. Use of profane or abusive language.

<p>4. Delegation of Responsibility</p>	<p>6. Failure to comply with directives of District officials, security officers, or law enforcement officers.</p> <p>7. Carrying onto or possessing a weapon on school grounds without authorization from the appropriate school administrator.</p> <p>8. Violation of District policies, rules and regulations.</p> <p>9. Violations of federal, state, or applicable municipal law or regulation.</p> <p>10. Conduct that may obstruct, disrupt, or interfere with teaching, research, service, administrative or disciplinary functions of the District, or any activity sponsored or approved by the Board.</p> <p>The Superintendent or designee shall prepare and promulgate disciplinary rules for violations of District policies, rules and procedures that provide progressive penalties, including verbal warning, written warning, reprimand, suspension, demotion, dismissal and pursuit of civil and criminal sanctions.</p>
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GOVERNOR MIFFLIN SCHOOL DISTRICT

SECTION: SUPPORT EMPLOYEES

TITLE: PENALTIES FOR TARDINESS

ADOPTED: December 12, 2005

REVISED:

518. PENALTIES FOR TARDINESS	
1. Purpose	Punctual and reliable attendance by support employees is essential to the proper operation of District programs.
2. Authority	<p>Timely attendance by District employees is a matter of concern to the Board. That concern is expressed through the Board's direction to the Superintendent and District staff as to how tardiness and attendance will be treated.</p> <p>The Board reserves the right to assess an employee's salary for failure to perform assigned duties or provide services.</p>
3. Delegation of Responsibility	It shall be the responsibility of the Superintendent to assess penalties when a support employee fails to meet attendance requirements.
4. Guidelines	<p>Tardiness or absence without excusable cause for an assigned work period will result in the following:</p> <ol style="list-style-type: none">1. Deductions from pay for the period of tardiness or absence.2. Dismissal of the employee following a warning and continued tardiness or absence without excusable cause.

GOVERNOR MIFFLIN SCHOOL DISTRICT

SECTION: SUPPORT EMPLOYEES

TITLE: OUTSIDE ACTIVITIES

ADOPTED: December 12, 2005

REVISED:

519. OUTSIDE ACTIVITIES	
1. Purpose	The Board recognizes that support employees do enjoy private lives and may associate with others outside of school for political, economic, religious, cultural or personal reasons. However, the Board and its supervisory staff have a responsibility to evaluate employees in terms of their effectiveness in discharging assigned duties and responsibilities.
2. Authority	Therefore, when nonschool activities impact upon a staff member's effectiveness within the school system, the Board reserves the right to evaluate the effect of such activities upon the individual's completion of responsibilities to the District.
3. Delegation of Responsibility	The Superintendent or designee shall disseminate guidelines so that support employees may avoid situations in which their personal interests, activities, and associations may conflict with the discharge of their assigned duties.
4. Guidelines	<p>The following guidelines are provided for the direction of support employees:</p> <ol style="list-style-type: none"> 1. Do not use school property or school time to solicit or accept customers for private enterprises. 2. Do not use job time for outside activities when there is no valid reason to be excused from assigned duties. 3. Do not engage in political activities during assigned hours of employment.

SECTION: SUPPORT EMPLOYEES

TITLE: TOBACCO USE

ADOPTED: December 12, 2005

REVISED:

GOVERNOR MIFFLIN SCHOOL DISTRICT

<p>1. Purpose</p> <p>2. Definition 18 Pa. C.S.A. Sec. 6306.1</p> <p>3. Authority 20 U.S.C. Sec. 7181 et seq 35 P.S. 1223.5</p> <p>4. Guidelines</p>	<p style="text-align: center;">523. TOBACCO USE</p> <p>The Board recognizes that tobacco use during school hours and on school property presents a health and safety hazard that can have serious consequences for the user and the nonuser and the safety of the schools.</p> <p>It is expected that a smoke free environment will:</p> <ol style="list-style-type: none"> 1. Protect students and employees from an environment that may be harmful to them. 2. Generate respect among students for school authority and thereby improve discipline by applying a total ban on smoking/tobacco usage within the buildings, on school grounds and in school vehicles. 3. Further the goal of consistency among ongoing school programs directed against smoking and tobacco usage. 4. Emphasize the hazards of smoking and the use of tobacco. <p>For purposes of this policy, tobacco use shall mean all use of tobacco, including cigars, cigarettes, pipes and smokeless tobacco.</p> <p>The Board prohibits tobacco use by support employees in a school building and on any property, buses, vans and vehicles that are owned, used, leased or controlled by the District.</p> <p>The District shall annually notify employees about the District's tobacco use policy by publishing such in handbooks, newsletters, posted notices, and other efficient methods.</p>
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SECTION: SUPPORT EMPLOYEES

TITLE: PERSONNEL FILES

ADOPTED: December 12, 2005

REVISED: November 19, 2007

GOVERNOR MIFFLIN SCHOOL DISTRICT

524. PERSONNEL FILES	
1. Purpose	Orderly operation of the District requires maintaining a file for the retention of all records relative to an individual's duties and responsibilities as a District employee.
2. Authority	The Board requires that sufficient records be maintained to ensure an employee's qualifications for the job held, compliance with federal and state requirements and local benefit programs, conformance with District policies and rules, and evidence of completed evaluations.
3. Delegation of Responsibility	The Board delegates the establishment and maintenance of official personnel records to the Superintendent or designee, who shall prepare guidelines defining the material to be incorporated into personnel files.
4. Guidelines	A central file shall be maintained; supplemental records may be maintained only for ease in data gathering.
42 U.S.C. Sec. 12112	Medical records shall be kept in a file separate from the employee's personnel file. Only information that pertains to the professional role of the employee and is submitted by duly authorized administrative personnel and the Board may be entered in the official personnel file. Personnel records shall not be available to individual Board members.
43 P.S. Sec. 1321, 1322	<u>Employee Access</u> Support employees shall have access to their own file, except that information relative to confidential employment references/recommendations shall not be available for review by the employee.
43 P.S. Sec. 1322, 1323	Personnel wishing to review their own records shall: 1. Request access in writing.

2. Review the record in the presence of the administrator or designee responsible to maintain personnel records.
3. Make no alterations to the record, nor remove any material.
4. Sign a log attached to the file indicating the date and person reviewing.

Appeals

Personnel who choose to appeal material in their records shall make a written request to the administrator delegated to maintain the records and shall specify:

1. Name and date.
2. Material to be appealed.
3. Reason for appeal.

The responsible administrator shall:

1. Refer the appeal to the administrator responsible for supervising the employee.
2. Permit the addition of employee comments.

The first step prior to written appeal request would be an informal meeting with the employee and a representative with the Superintendent.

Title I Schools

In accordance with federal law, the District shall release to parents/guardians, upon request, the qualifications of any paraprofessionals who provide instructional support to their child at a school receiving Title I funds. The District shall annually notify parents/guardians at the beginning of the school year about their right to request such information.

File Contents

Upon initial employment, the employee's file shall contain:

1. Completed employment application form.
2. Transcripts.

Title 22
Sec. 403.5
20 U.S.C.
Sec. 6311
Pol. 504

<p>8 CFR Sec. 274a.2</p> <p>SC 111 Title 22 Sec. 8.1 et seq 23 Pa. C.S.A. Sec. 6301 et seq</p>	<ol style="list-style-type: none">3. Recommendations.4. Retirement registration.5. Hospitalization forms.6. Annuity forms.7. Insurance beneficiary forms.8. I-9 Immigration Form.9. Criminal history and child abuse clearance statements. <p>During the period of employment, the following additional data shall be maintained in personnel files:</p> <ol style="list-style-type: none">1. Rate of compensation.2. Completed copy of employment contract.3. Attainment of advanced degrees and effect, on compensation.4. Attendance record.5. Completed evaluations.6. Disciplinary incidents.7. Special awards or distinctions.
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References:

School Code – 24 P.S. Sec. 111, 510

State Board of Education Regulations – 22 PA Code Sec. 8.1 et seq., 403.5

Child Protective Services Law – 23 Pa. C.S.A. Sec. 6301 et seq.

Inspection of Personnel Files – 43 P.S. Sec. 1321 et seq.

No Child Left Behind Act – 20 U.S.C. Sec. 6311

Americans With Disabilities Act – 42 U.S.C. Sec. 12101 et seq.

Immigration Reform and Control, Title 8, Code of Federal Regulations – 8 CFR
Sec. 274a.2

Board Policy – 504

GOVERNOR MIFFLIN SCHOOL DISTRICT

SECTION: SUPPORT EMPLOYEES

TITLE: DRESS AND GROOMING

ADOPTED: December 12, 2005

REVISED:

525. DRESS AND GROOMING	
1. Purpose	Employees set an example in dress and grooming for students and the community at large. Compliance with reasonable standards for dress and grooming has a positive effect upon the District's operation and programs.
2. Authority SC 510	The Board has the authority to specify reasonable dress and grooming guidelines for staff, within the law, that will prevent an adverse impact on the educational program and District operations.
3. Guidelines	<p>When assigned to District duties, support employees shall be physically clean, neat, well-groomed, and dressed in a manner consistent with the needs of the job to be performed.</p> <p>Employees shall be groomed so that hair style does not cause a health or safety hazard.</p> <p>Support employees shall be required to utilize safety gear and wear designated work uniforms.</p>
4. Delegation of Responsibility	If an employee feels that an exception to this policy would enable him/her to carry out assigned duties more effectively, a request should be made to the immediate supervisor.

GOVERNOR MIFFLIN SCHOOL DISTRICT

SECTION: SUPPORT EMPLOYEES

TITLE: COMPLAINT PROCESS

ADOPTED: December 12, 2005

REVISED:

526. COMPLAINT PROCESS	
1. Purpose	<p>It is the Board's intent to establish reasonable and effective means of resolving conflicts among employees, to reduce potential areas of complaints, and to establish and maintain recognized two-way channels of communication between supervisory personnel and support employees for situations not covered by the terms of a collective bargaining agreement.</p>
2. Authority	<p>The Board adopts this policy to facilitate proper and equitable solutions to complaints at the lowest appropriate level, and to establish an orderly procedure for pursuing solutions.</p> <p>There shall be no reprisals of any kind taken against any employees or their representatives because of support of or participation in a complaint.</p>
3. Definition	<p>Complaint - any unresolved problem or interpretation of federal or state laws and regulations; policies and rules of the Board; and written administrative procedures.</p>
4. Guidelines	<p>Complaints should be discussed in a private, informal conference between the parties involved. At least one (1) private meeting should take place between the parties before the complaint procedure is invoked.</p> <p>A complainant may be represented or accompanied at any higher level of authority by anyone s/he chooses.</p> <p>If the same, or substantially the same, complaint is made by more than one employee against one respondent, only one employee, on behalf of self and the other complainants, may process the complaint through the prescribed procedure. Names of all complainants shall appear on all documents related to settlement of the complaint.</p> <p>The time limits provided in this policy may be extended by mutual agreement of the parties. Any decision not appealed within the time limits from one level to the next level shall be considered settled on the basis of the last decision and not subject to further appeal.</p>

Level One - Immediate Supervisor

Within ten (10) days after the occurrence giving rise to the complaint, and following an informal discussion as outlined, the complainant must present the written complaint to the supervising administrator.

This statement shall include:

1. A clear, concise expression of the complaint.
2. The rule, policy or law for which there is an alleged violation.
3. Circumstances on which the complaint is based.
4. Person(s) involved.
5. Decision rendered at the private conference.
6. Remedy sought.

Copies of this statement may be sent to any individuals who were present at the meeting.

Within ten (10) days the administrator shall communicate a written decision to the employee. If the administrator does not respond within the time limit, the complainant may appeal to the next level.

Either party to the complaint shall have the right to request a personal conference in order to resolve the problem. Either party may request the presence of one (1) conferee.

Level Two - Superintendent/Designee

Within ten (10) days after receiving the decision of the administrator at Level One, the complainant may appeal the decision to the Superintendent/designee. The written appeal shall be accompanied by a copy of the decision at Level One.

Within ten (10) days after delivery of the appeal, the Superintendent or designee shall investigate the complaint, giving all persons who participated in Level One a reasonable opportunity to be heard.

Within ten (10) days after delivery of the appeal, the Superintendent or designee shall submit a written decision, together with the supporting reasons, to the complainant and the administrators involved.

Level Three - The Board

Within ten (10) days after receiving the decision of the Superintendent or designee, the complainant may appeal the decision in writing to the Board.

The Board shall schedule the matter for a hearing to be held at the next regularly scheduled Board meeting.

The complainant and his/her conferee may be present at the hearing.

Within twenty (20) days the Board will submit its written decision, together with supporting reasons, to the complainant. A copy shall be furnished to the administrators involved.

The decision of the Board is final.

Miscellaneous Provisions

All documents, communications, and records relevant to a complaint shall be filed in a separate file and not be kept in the personnel file of any of the participants.

In the event a complaint is filed late in the school year, both parties shall endeavor to expedite procedures so that the process may be completed as soon after the school term as practicable.

GOVERNOR MIFFLIN SCHOOL DISTRICT

SECTION: SUPPORT EMPLOYEES

TITLE: SALARY DETERMINATION

ADOPTED: December 12, 2005

REVISED:

<p>1. Purpose</p> <p>2. Authority SC 406</p> <p>School Code 406</p>	<p style="text-align: center;">528. SALARY DETERMINATION</p> <p>An approved wage and salary schedule for support employees shall be established. Employees shall be placed on the schedule in accordance with established procedures.</p> <p>The salary schedule for support employees of the District shall be approved by the Board.</p> <p>Salary schedules shall be in accordance with applicable collective bargaining agreements and as approved by the Board.</p>
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GOVERNOR MIFFLIN SCHOOL DISTRICT

SECTION: SUPPORT EMPLOYEES

TITLE: OVERTIME

ADOPTED: December 12, 2005

REVISED:

530. OVERTIME	
1. Authority	<p>In order to ensure consistent treatment of all affected employees and compliance with applicable federal law regarding payment of overtime, the Board adopts this policy.</p>
2. Guidelines 29 U.S.C. Sec. 201 et seq	<p>In accordance with the Fair Labor Standards Act and this policy or applicable collective bargaining agreement, overtime shall be paid for work in excess of the established workday or workweek for each grade of support employees.</p> <p>No overtime shall be scheduled or worked without prior approval of the immediate supervisor.</p> <p>Overtime will be paid at the rate of time and one-half the regular rate of pay when approved in advance for time worked in excess of eight (8) hours per day or forty (40) hours per week.</p> <p>For purposes of computing overtime, credit shall be given only for hours worked, as recorded in District records and provided by law. Time off for holidays will not be included when computing overtime.</p> <p>Any conflict between this policy and applicable collective bargaining agreements shall be reported promptly to the Board.</p> <p>All work performed on Sunday shall be paid at the rate of two (2) times the employee's regular rate of pay for any work in excess of forty (40) compensable hours during the work week.</p>

GOVERNOR MIFFLIN SCHOOL DISTRICT

SECTION: SUPPORT EMPLOYEES
 TITLE: JOB RELATED EXPENSES
 ADOPTED: December 12, 2005
 REVISED:

531. JOB RELATED EXPENSES	
<p>1. Authority</p>	<p>Payment of the actual and necessary expenses, including traveling expenses, that any District employee incurs in the course of performing services for the District shall be made in accordance with Board policy.</p>
<p>2. Delegation of Responsibility</p>	<p>The validity of payments for job related expenses shall be determined by the Superintendent or designee.</p>
<p>3. Guidelines</p>	<p>The use of a personal vehicle shall be considered a legitimate job expense if travel is among the employee's assigned schools, but not between home and school, and is authorized in advance by the immediate supervisor.</p> <p>Use of a personal vehicle for approved purposes is reimbursable to the employee at the current IRS rate per mile.</p> <p>Use of a personal vehicle requires the employee to maintain liability insurance coverage.</p> <p><u>Attendance At Programs</u></p> <p>Actual and necessary expenses incident to attendance at functions outside the District shall be reimbursed to the employee if approval has been obtained in advance from the Superintendent.</p> <p>Attendance at District approved events outside the District shall be without loss of regular pay, unless otherwise stipulated prior to attendance.</p> <p>The Superintendent or designee shall prepare procedures for reimbursement of travel expenses which shall include:</p> <ol style="list-style-type: none"> 1. Under normal conditions, employees traveling on official business shall provide themselves with sufficient funds for ordinary expenses. 2. Travel shall be by the most direct and economical route.
<p>SC 517</p>	

531. JOB RELATED EXPENSES - Pg. 2

<p>School Code 517</p>	<ol style="list-style-type: none">3. In all instances of reimbursement, full itemization of expenditures shall be required, with receipts attached.4. For official travel by other than automobile, the District shall arrange the advance purchase of transportation tickets.5. Advances against anticipated travel expenses shall be approved by the Superintendent.6. A travel expense record is to be submitted to the Business Office prior to the fifth day of each month to cover the period of time from the first of one month through the end of the month.
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GOVERNOR MIFFLIN SCHOOL DISTRICT

SECTION: SUPPORT EMPLOYEES

TITLE: WORKING PERIODS

ADOPTED: December 12, 2005

REVISED:

<p>1. Purpose</p> <p>2. Authority SC 510, 1504 Pol. 804</p> <p>3. Delegation of Responsibility</p> <p>4. Guidelines</p> <p>School Code 510, 1504</p> <p>Board Policy 804</p>	<p style="text-align: center;">532. WORKING PERIODS</p> <p>The periods of work required of the support staff shall be clearly specified to ensure regular and consistent operation of the District.</p> <p>The Board has the authority and responsibility for determining the hours of District operation and hours of work for employees, consistent with provisions of an applicable collective bargaining agreement.</p> <p>The Superintendent or designee shall develop administrative procedures to ensure adherence to work schedules by support employees, which shall apply uniformly throughout the schools.</p> <p>Work schedules of the various classes of employees shall be developed in accordance with the terms of the applicable collective bargaining agreement.</p> <p>Starting and quitting times shall be specified by the designated administrator.</p> <p><u>Closing Of Offices</u></p> <p>Please see Emergency Weather Procedures.</p>
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GOVERNOR MIFFLIN SCHOOL DISTRICT

SECTION: SUPPORT EMPLOYEES

TITLE: SICK LEAVE

ADOPTED: December 12, 2005

REVISED:

534. SICK LEAVE	
1. Purpose	A sick leave policy to ensure employees receive paid days for such absences shall be established and implemented for eligible support employees.
2. Authority	The Board shall annually provide full-time, regularly employed support staff sick leave days, which shall be cumulative.
SC 510	The Board reserves the right to require any employee claiming sick leave pay to submit sufficient proof, including a physician's certification, of the employee's illness or disability.
3. Delegation of Responsibility	The Board shall consider the application of any eligible employee for an extension of sick leave when the employee's accumulated sick leave is exhausted.
4. Guidelines Pol. 517	The Superintendent shall report to the Board the names of those employees absent for noncompensable cause or whose claim for sick leave pay cannot be justified.
	Misuse of sick leave shall be considered a serious infraction subject to disciplinary action.
	A sick leave absence shall commence when the employee, or agent if the employee is sufficiently disabled, reports the absence. A sick leave day, once commenced, may be reinstated as a working day only with the approval of the Superintendent or designee.
	Whatever the claims of disability, no day of absence shall be considered a sick leave day on which the employee has engaged in or prepared for other gainful employment, or has engaged in any activity that would raise doubts regarding the validity of the sick leave request.

<p>School Code 510</p> <p>Board Policy 517</p>	<p><u>Proof Of Disability</u></p> <p>A support employee absent on sick leave may be required to submit a physician's written statement certifying his/her disability.</p> <p>A physician's statement may not be presumed to conclusively establish the employee's disability.</p> <p><u>Records</u></p> <p>The District's personnel records shall show the attendance of each employee; and the days absent for sick leave purposes shall be recorded, with the reason for such absence noted.</p> <p>A record shall be made of the unused sick leave days accumulated by each employee, which shall be reported to the employee.</p>
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GOVERNOR MIFFLIN SCHOOL DISTRICT

SECTION: SUPPORT EMPLOYEES

TITLE: FAMILY AND MEDICAL
LEAVES

ADOPTED: December 12, 2005

REVISED: June 15, 2009

535. FAMILY AND MEDICAL LEAVES	
<p>1. Authority 29 U.S.C. Sec. 2601 et seq 29 CFR Part 825</p>	<p>The Board shall provide eligible support employees with unpaid leaves of absence in accordance with the Family And Medical Leave Act, hereinafter referred to as FMLA.</p> <p>Employee requests for FMLA leave shall be processed in accordance with law, Board policy and administrative regulations.</p>
<p>2. Delegation of Responsibility</p> <p>29 U.S.C. Sec. 2619</p>	<p>The Superintendent shall develop and disseminate administrative regulations to implement FMLA leave for eligible employees.</p> <p>The district shall post, in conspicuous places in the district customarily used for notices to employees and applicants, a notice regarding the provisions of the FMLA and the procedure for filing a complaint.</p> <p>Employee requests for leave, both FMLA and non-FMLA, shall be submitted in writing on a district form to the Director of Human Resources.</p>
<p>3. Guidelines 29 U.S.C. Sec. 2611, 2612</p> <p>29 U.S.C. Sec. 2612</p> <p>29 U.S.C. Sec. 2612</p> <p>29 CFR Sec. 825.200</p>	<p>Employees' eligibility for FMLA leave shall be based on the criteria established by law.</p> <p>Eligible employees shall be provided up to twelve (12) workweeks of unpaid leave in a twelve-month period for the employee's own serious health condition; for the birth, adoption, foster placement or first-year care of a child; to care for a seriously ill spouse, child or parent; or to address specific qualifying exigencies pertaining to a member of the National Guard or Reserves.</p> <p>Eligible employees shall be provided up to twenty-six (26) workweeks of unpaid leave in a single twelve-month period to care for an ill or injured covered servicemember.</p> <p>The district shall utilize a rolling twelve-month period measured backwards from the date leave is used to determine if an employee has exhausted his/her FMLA leave in any twelve-month period.</p>

References:

Family and Medical Leave Act – 29 U.S.C. Sec. 2601 et seq.

Family and Medical Leave, Title 29, Code of Federal Regulations – 29 CFR
Part 825

Board Policy – 000, 813

GOVERNOR MIFFLIN SCHOOL DISTRICT

SECTION: SUPPORT EMPLOYEES

TITLE: PERSONAL NECESSITY LEAVE

ADOPTED: December 12, 2005

REVISED:

	536. PERSONAL NECESSITY LEAVE
1. Purpose	This policy shall provide for a support employee's absence for personal necessity when not otherwise covered by policy.
2. Authority SC 510	The Board has the authority and responsibility to establish reasonable conditions under which personal necessity leave may be granted, the type of situations in which such leave will be permitted, and the total number of days that may be used in any school year for such leave.
3. Guidelines	<p><u>Personal Leave</u></p> <p>Requests for personal leave shall be made in advance to the immediate supervisor.</p> <p>Personal leave days with pay shall be granted to support employees in accordance with provisions of the applicable collective bargaining agreement.</p> <p><u>Bereavement Leave</u></p> <p>When a support employee is absent from duty because of a death in the immediate family, there shall be no deduction in salary for an absence from the day of death to the morning of the day following the funeral, not to exceed four (4) working days. The Board may extend the period of absence, at its discretion. Immediate family shall be defined as father, mother, brother, sister, son, daughter, husband, wife, parent-in-law, near relative who resides in the same household, or any person with whom the employee has made his/her home.</p> <p>When a support employee is absent from duty because of the death of a near relative, there shall be no deduction in salary for absence on the day of the funeral. The Board may extend the period of absence, at its discretion. Near relative shall be defined as first cousin, grandfather, grandmother, aunt, uncle, niece, nephew, son-in-law, daughter-in-law, brother-in-law and sister-in-law.</p>
School Code 510	

GOVERNOR MIFFLIN SCHOOL DISTRICT

SECTION: SUPPORT EMPLOYEES

TITLE: UNCOMPENSATED LEAVE

ADOPTED: December 12, 2005

REVISED:

	539. UNCOMPENSATED LEAVE
1. Purpose	The Board recognizes that in certain situations a support employee may request extended leave for personal reasons, and the District could benefit from the return of the employee. This policy establishes guidelines for granting uncompensated leaves of absence.
2. Authority SC 510	The Board has the authority and responsibility to establish the conditions under which uncompensated leave may be taken.
3. Guidelines	<p>Uncompensated leave shall be granted in accordance with terms of an applicable collective bargaining agreement.</p> <p><u>Application</u></p> <p>Requests for uncompensated leave shall be made to the Superintendent in advance of the required beginning date. Special consideration will be given to emergencies.</p> <p>All applications are subject to final approval by the Board.</p> <p><u>Period Of Leave</u></p> <p>An uncompensated leave may be granted for a period of six (6) months.</p> <p><u>Commitment Of Employee</u></p> <p>The employee granted an uncompensated leave shall inform the Board of his/her intentions forty-five (45) school days prior to the scheduled return date.</p> <p><u>Commitment Of Employer</u></p> <p>At the expiration of uncompensated leave, the employee shall be offered the same position previously held or a like position to that previously held.</p>

539. UNCOMPENSATED LEAVE - Pg. 2

School Code
510

Time on uncompensated leave shall not count as time on the job, and fringe benefits shall not be provided, unless the employee provides payment for benefits.

GOVERNOR MIFFLIN SCHOOL DISTRICT

SECTION: SUPPORT EMPLOYEES

TITLE: BENEFITS FOR PART-TIME
PERSONNEL

ADOPTED: December 12, 2005

REVISED:

541. BENEFITS FOR PART-TIME PERSONNEL	
1. Purpose	Benefits for regularly employed part-time personnel shall be determined in accordance with Board policy or resolution or the terms of an applicable collective bargaining agreement.
2. Guidelines	Whenever regularly employed, part-time support personnel are entitled to fringe benefits normally provided for full-time support employees, such benefits will be established at the time of employment, and the manner of proration determined at that time.
24 Pa. C.S.A. 8301	Part-time personnel shall be included in the School Employees' Retirement System, upon reaching either 500 hours or 80 days of employment, in accordance with law. Vacation and sick leave benefits, if any, shall be prorated in accordance with hours or days worked compared to hours or days worked by similar employees considered full-time.
24 Pa. C.S.A. 8301	

GOVERNOR MIFFLIN SCHOOL DISTRICT

SECTION: SUPPORT EMPLOYEES

TITLE: JURY DUTY

ADOPTED: December 12, 2005

REVISED:

<p>1. Authority 42 Pa. C.S.A. 4563</p> <p>2. Guidelines</p>	<p style="text-align: center;">542. JURY DUTY</p> <p>Support employees regularly employed shall be protected against loss of pay for time served on jury duty.</p> <p>Should an employee be called for jury duty, s/he shall notify the immediate supervisor.</p> <p>Employees called for jury duty shall normally be permitted to serve and will not be penalized in any way. They shall receive normal pay for the period of jury duty, but any compensation received from jury duty in excess of actual expenses shall be credited against such pay.</p> <p>The time spent on jury duty will not be charged against personal leave and will count as time on the job.</p> <p>Employees must submit to their supervisor a record from the court of the number of days served.</p>
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GOVERNOR MIFFLIN SCHOOL DISTRICT

SECTION: SUPPORT EMPLOYEES

TITLE: PAID HOLIDAYS

ADOPTED: December 12, 2005

REVISED:

<p>1. Purpose</p> <p>2. Guidelines</p> <p>School Code 1502, 1503</p> <p>Board Policy 803</p>	<p style="text-align: center;">543. PAID HOLIDAYS</p> <p>Paid holidays for regularly employed support employees shall be determined in accordance with Board policy.</p> <p>Holidays are established for all support personnel in accordance with an applicable collective bargaining agreement.</p>
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GOVERNOR MIFFLIN SCHOOL DISTRICT

SECTION: SUPPORT EMPLOYEES

TITLE: IDENTIFICATION BADGES

ADOPTED: December 12, 2005

REVISED:

	<p style="text-align: center;">545. IDENTIFICATION BADGES</p> <p>1. Purpose The safety and security of our children, while in the District's care, is critical. As an additional security measure, all District employees are required to utilize identification badges.</p> <p>2. Guidelines All professional and supportive employees of the Governor Mifflin School District are required:</p> <ol style="list-style-type: none">1. To display identification badges during hours of employment.2. To display identification badges after school hours so that community members and parents/guardians can identify staff members. <p>A five-dollar (\$5.00) replacement fee will be assessed for any lost identification badges.</p>
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GOVERNOR MIFFLIN SCHOOL DISTRICT

SECTION: SUPPORT EMPLOYEES

TITLE: ACCIDENT REPORTS

ADOPTED: December 12, 2005

REVISED:

546. ACCIDENT REPORTS	
1. Purpose	The District provides workers' compensation insurance for its employees.
2. Guidelines	As such, employees are urged to report immediately to the nurse any accident involving personal injury while in the performance of duty. If the nurse is unavailable, a report should be made to the principal.
3. Delegation of Responsibility	It is the responsibility of the nurse or principal to do the following: <ol style="list-style-type: none">1. Complete all information required on the compensation form except salary.2. Keep one (1) copy to file.3. Submit other copies to the Education Center where the form will be completed, checked, and mailed to the insurance carrier.4. Contact the Districts' workers' compensation company.

GOVERNOR MIFFLIN SCHOOL DISTRICT

SECTION: CLASSIFIED EMPLOYEES
 TITLE: UNLAWFUL HARASSMENT
 ADOPTED: December 12, 2005
 REVISED:

548. UNLAWFUL HARASSMENT	
1. Purpose	The Board strives to provide a safe, positive working climate for its employees. Therefore, it shall be the policy of the District to maintain an employment environment in which harassment in any form is not tolerated.
2. Authority Title VI 42 U.S.C. Sec. 2000e et seq Title IX 20 U.S.C. Sec. 1681	<p>The Board prohibits all forms of unlawful harassment of employees and third parties by all District students and staff members, contracted individuals, vendors, volunteers, and third parties in the schools. The Board encourages employees and third parties who have been harassed to promptly report such incidents to the designated administrators.</p> <p>The Board directs that complaints of harassment shall be investigated promptly, and corrective action be taken when allegations are substantiated. Confidentiality of all parties shall be maintained, consistent with the District's legal and investigative obligations.</p> <p>No reprisals nor retaliation shall occur as a result of good faith charges of harassment.</p>
3. Definitions 29 CFR Sec. 1606.8 (a) 62 Fed. Reg. 12033 (March 13, 1997) 66 Fed. Reg. 5512 (Jan. 19, 2001)	<p>For purposes of this policy, harassment shall consist of verbal, written, graphic or physical conduct relating to an individual's race, color, national origin/ethnicity, gender, age, disability, sexual orientation or religion when such conduct:</p> <ol style="list-style-type: none"> 1. Is sufficiently severe, persistent or pervasive that it affects an individual's ability to perform job functions or creates an intimidating, threatening or abusive work environment. 2. Has the purpose or effect of substantially or unreasonably interfering with an individual's work performance. 3. Otherwise adversely affects an individual's employment opportunities.

<p>29 CFR Sec. 1604.11 (a)</p>	<p>For purposes of this policy, sexual harassment shall consist of unwelcome sexual advances; requests for sexual favors; and other inappropriate verbal, written, graphic or physical conduct of a sexual nature when:</p> <ol style="list-style-type: none"> 1. Acceptance of such conduct is made, explicitly or implicitly, a term or condition of an individual's continued employment. 2. Submission to or rejection of such conduct is the basis for employment decisions affecting the individual. 3. Such conduct is sufficiently severe, persistent or pervasive that it has the purpose or effect of substantially interfering with the employee's job performance or creating an intimidating, hostile or offensive working environment. <p>Examples of conduct that may constitute sexual harassment include but are not limited to sexual flirtations, advances, touching or propositions; verbal abuse of a sexual nature; graphic or suggestive comments about an individual's dress or body; sexually degrading words to describe an individual; jokes; pin-ups; calendars; objects; graffiti; vulgar statements; abusive language; innuendoes; references to sexual activities; overt sexual conduct; or any conduct that has the effect of unreasonably interfering with an employee's ability to work or creates an intimidating, hostile or offensive working environment.</p>
<p>4. Delegation of Responsibility Pol. 103</p>	<p>In order to maintain a work environment that discourages and prohibits unlawful harassment, the Board designates the Assistant Superintendent as the District's Compliance Officer.</p> <p>The Compliance Officer shall publish and disseminate this policy and the complaint procedure at least annually to students, parents/guardians, employees, independent contractors, vendors, and the public. The publication shall include the position, office address and telephone number of the Compliance Officer.</p> <p>The administration shall be responsible to provide training for students and employees regarding all aspects of unlawful harassment.</p> <p>Each staff member shall be responsible to maintain a working environment free from all forms of unlawful harassment.</p> <p>The building principal or designee shall be responsible to complete the following duties when receiving a complaint of unlawful harassment:</p> <ol style="list-style-type: none"> 1. Inform the employee or third party of the right to file a complaint and the complaint procedure.

<p>5. Guidelines</p>	<p>2. Notify the complainant and the accused of the progress at appropriate stages of the procedure.</p> <p>3. Refer the complainant to the Compliance Officer if the building principal is the subject of the complaint.</p> <p><u>Complaint Procedure – Employee/Third Party</u></p> <p>Step 1 – Reporting</p> <p>An employee or third party who believes s/he has been subject to conduct that constitutes a violation of this policy is encouraged to immediately report the incident to the building principal.</p> <p>If the building principal is the subject of a complaint, the employee or third party shall report the incident directly to the Compliance Officer.</p> <p>The complainant is encouraged to use the report form available from the building principal, but oral complaints shall be acceptable.</p> <p>Step 2 – Investigation</p> <p>Upon receiving a complaint of unlawful harassment, the building principal shall immediately notify the Compliance Officer. The Compliance Officer shall authorize the building principal to investigate the complaint, unless the building principal is the subject of the complaint or is unable to conduct the investigation.</p> <p>The investigation may consist of individual interviews with the complainant, the accused, and others with knowledge relative to the incident. The investigator may also evaluate any other information and materials relevant to the investigation.</p> <p>The obligation to conduct this investigation shall not be negated by the fact that a criminal investigation of the incident is pending or has been concluded.</p> <p>Step 3 – Investigative Report</p> <p>The building principal shall prepare a written report within fifteen (15) days, unless additional time to complete the investigation is required. The report shall include a summary of the investigation, a determination of whether the complaint has been substantiated as factual and whether it is a violation of this policy, and a recommended disposition of the complaint.</p>
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<p>Pol. 317, 417, 517</p>	<p>The findings of the investigation shall be provided to the complainant, the accused, and the Compliance Officer.</p> <p>Step 4 – District Action</p> <p>If the investigation results in a finding that the complaint is factual and constitutes a violation of this policy, the District shall take prompt, corrective action to ensure that such conduct ceases and will not recur.</p> <p>Disciplinary actions shall be consistent with Board policies and District procedures, applicable collective bargaining agreements, and state and federal laws.</p> <p>If it is concluded that an employee has knowingly made a false complaint under this policy, such employee shall be subject to disciplinary action, including termination.</p> <p><u>Appeal Procedure</u></p> <ol style="list-style-type: none">1. If the complainant is not satisfied with a finding of no violation of the policy or with the corrective action recommended in the investigative report, s/he may submit a written appeal to the Compliance Officer within fifteen (15) days.2. The Compliance Officer shall review the investigation and the investigative report and may also conduct a reasonable investigation.3. The Compliance Officer shall prepare a written response to the appeal within fifteen (15) days. Copies of the response shall be provided to the complainant, the accused and the building principal who conducted the initial investigation.
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REPORT FORM FOR COMPLAINTS OF UNLAWFUL HARASSMENT

Complainant: _____
Home Address: _____
Home Phone: _____
School Building: _____
Date of Alleged Incident(s): _____

Alleged harassment was based on: (circle those that apply)

- | | | |
|----------|--------------------|-----------------|
| Race | Color | National Origin |
| Gender | Age | Disability |
| Religion | Sexual Orientation | |

Name of person you believe violated the District's unlawful harassment policy:

If the alleged harassment was directed against another person, identify the other person:

Describe the incident as clearly as possible, including what force, if any, was used; verbal statements (i.e. threats, requests, demands, etc.); what, if any, physical contact was involved. Attach additional pages if necessary: _____

When and where incident occurred: _____

List any witnesses who were present: _____

This complaint is based on my honest belief that _____ has harassed me or another person. I certify that the information I have provided in this complaint is true, correct and complete to the best of my knowledge.

Complainant's Signature

Date

Received By

Date

GOVERNOR MIFFLIN SCHOOL DISTRICT

SECTION: SUPPORT EMPLOYEES

TITLE: RETIREMENT RECOGNITION

ADOPTED: December 12, 2005

REVISED:

549. RETIREMENT RECOGNITION	
1. Purpose	The Board recognizes the dedication and commitment of all employees retiring from the District.
2. Guidelines	As a token of their appreciation, appropriate recognition activities and awards will be provided for retiring employees.

GOVERNOR MIFFLIN SCHOOL DISTRICT

SECTION: SUPPORT EMPLOYEES

TITLE: DRUG AND SUBSTANCE
ABUSE

ADOPTED: December 12, 2005

REVISED:

551. DRUG AND SUBSTANCE ABUSE	
<p>1. Purpose</p> <p>P.L. 100-690</p>	<p>The Board recognizes that the misuse of drugs is a serious problem with legal, physical and social implications for the whole school community and is concerned about the problems that may be caused by drug use by employees, especially as the use relates to an employee's safety, efficiency and productivity.</p> <p>The primary purpose and justification for any District action will be for the protection of the health, safety and welfare of students, staff and school property.</p>
<p>2. Definitions</p> <p>35 P.S. Sec. 780-101 et seq</p> <p>P.L. 100-690</p>	<p>Drugs - shall be defined as those outlined in the Controlled Substance, Drug, Device and Cosmetic Act.</p> <p>Conviction - a finding of guilt, including a plea of nolo contendere, or imposition of sentence, or both by any judicial body charged with the responsibility to determine violations of the federal or state criminal drug statute.</p> <p>Criminal Drug Statute - a federal or nonfederal criminal statute involving the manufacture, distribution, dispensing, use or possession of any controlled substance.</p> <p>Drug-free Workplace - the site for the performance of work at which employees are prohibited from engaging in the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance.</p>
<p>3. Authority</p> <p>SC 527</p>	<p>The Board requires that each support employee be given notification that, as a condition of employment, the employee will abide by the terms of this policy and notify the District of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction.</p> <p>An employee convicted of delivery of or possession of a controlled substance with the intent to deliver shall be terminated from his/her employment with the District.</p>

<p>4. Delegation of Responsibility P.L. 101-226 Sec. 5115</p> <p>School Code 527</p> <p>35 P.S. Sec. 780-101 et seq</p> <p>P.L. 100-690 P.L. 101-226 Sec. 5115</p>	<p>A statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the employee's workplace shall be provided by the Superintendent and shall specify the actions that will be taken against the employee for violation of this policy, up to and including termination, and referral for prosecution.</p> <p>The designated agency granting funds shall be notified within ten (10) days after the District receives notice from an employee or receives actual notice of a conviction.</p> <p>The District shall be responsible for taking action within thirty (30) days of receiving notice, with respect to any convicted employee.</p> <p>The District shall:</p> <ol style="list-style-type: none">1. Take appropriate personnel action against such an employee, up to and including termination.2. Require the employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state or local health, law enforcement, or other appropriate agency. <p>In establishing a drug-free awareness program, the Superintendent shall inform employees about:</p> <ol style="list-style-type: none">1. Dangers of drug abuse in the workplace.2. District's policy of maintaining a drug-free workplace.3. Availability of drug counseling, drug rehabilitation, and employee assistance programs.4. Penalties that may be imposed for drug abuse violations occurring in the workplace. <p>The District shall make a good faith effort to continue to maintain a drug-free workplace through implementation of this policy.</p>
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