

SECTION: ADMINISTRATIVE  
EMPLOYEES

TITLE: CREATING A POSITION

ADOPTED: December 12, 2005

REVISED:

# GOVERNOR MIFFLIN SCHOOL DISTRICT

<p>1. Purpose</p> <p>2. Authority SC 1001, 1106 Title 22 Sec. 4.4</p> <p>SC 1075, 1142</p> <p>3. Guidelines</p>	<p style="text-align: center;">301. CREATING A POSITION</p> <p>Administrative positions will be established by the Board in order to provide effective management and leadership for the operation of the District.</p> <p>The need for creating administrative 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 administrative positions deemed necessary for effective management of the District.</p> <p>The initial salary or salary range for a new position shall be determined by the Board when creating such position, based upon the recommendation of the Superintendent and supporting documentation.</p> <p>In the exercise of its authority to create a new position, the Board shall give primary consideration to the following:</p> <ol style="list-style-type: none"> <li>1. Most effective management of District programs.</li> <li>2. Number of students enrolled.</li> <li>3. Special needs of students.</li> <li>4. Operational needs of the District.</li> <li>5. Financial resources of the District.</li> </ol> <p>Recommendations for a new or additional administrative position shall include:</p> <ol style="list-style-type: none"> <li>1. Job description clearly outlining the duties for which the position was created.</li> <li>2. A title that conforms with the appropriate certificate if certification is required.</li> <li>3. Supporting data and other rationale relevant to the recommendation.</li> </ol>
---	--

301. CREATING A POSITION - Pg. 2

<p>4. Delegation of Responsibility</p> <p>42 U.S.C. Sec. 12101 et seq</p> <p>School Code 1001, 1106, 1075, 1142</p> <p>42 U.S.C. Sec. 12101 et seq</p> <p>PA Code Title 22 Sec. 4.4</p>	<p>The Superintendent shall be responsible for recommending a new or additional administrative position.</p> <p>The Board may, through the Superintendent, seek the advice of administrative staff in creating a new position or increasing the number of administrators 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>
---	---

SECTION: ADMINISTRATIVE  
EMPLOYEES

TITLE: EMPLOYMENT OF  
SUPERINTENDENT/  
ASSISTANT  
SUPERINTENDENT

ADOPTED: December 12, 2005

REVISED: November 19, 2007

# GOVERNOR MIFFLIN SCHOOL DISTRICT

<p>1. Purpose SC 1001</p> <p>2. Authority SC 508, 1001, 1071, 1073, 1075, 1076, 1077, 1079</p> <p>SC 1073, 1077</p> <p>3. Guidelines</p> <p>Pol. 104</p>	<p style="text-align: center;">302. EMPLOYMENT OF SUPERINTENDENT/ ASSISTANT SUPERINTENDENT</p> <p>The Board places the primary responsibility and authority for the administration of this District in the Superintendent and Assistant Superintendent. Therefore, selection of a Superintendent or Assistant Superintendent is critical to the effective leadership and management of the District.</p> <p>When the position of Superintendent or Assistant Superintendent becomes vacant, the Board shall elect a District Superintendent or Assistant Superintendent by a majority vote of all members of the Board and shall fix the beginning salary and term of office. Such term may be three (3), four (4), or five (5) years, beginning with the effective date of the appointment to office.</p> <p>During the final year of the term of office, the Board may notify the Superintendent or Assistant Superintendent that it plans to seek applications for the position from other qualified candidates. Such notification shall be given by the Board at least 150 days prior to the end of the term.</p> <p>The Board shall actively seek the best qualified and most capable candidate for the position of Superintendent. It may be aided in this task by a committee of Board members and/or the services of professional consultants.</p> <p>The Board shall seek applicants for the position of Assistant Superintendent by nomination of the Superintendent.</p> <p><u>Recruitment</u></p> <p>Recruitment procedures shall be prepared in advance of the search and may include the following:</p> <ol style="list-style-type: none"> <li>1. Preparation of a job description for the position, written in accordance with requirements of federal and state laws and regulations.</li> </ol>
--	--

302. EMPLOYMENT OF SUPERINTENDENT/  
ASSISTANT SUPERINTENDENT - Pg. 2

<p>SC 1002, 1003, 1078 Title 22 Sec. 49.41, 49.42</p>	<ol style="list-style-type: none"> <li>2. Preparation of written qualifications, in addition to applicable state requirements, for all applicants.</li> <li>3. Preparation of informative material describing the District and its educational goals.</li> <li>4. Solicitation of applications from a geographical area large enough to ensure a range of backgrounds and experience.</li> <li>5. Opportunity for applicants to visit the District schools, at the Board's invitation.</li> </ol>
<p>Pol. 104</p>	<ol style="list-style-type: none"> <li>6. Recruitment and evaluation of candidates in accordance with Board policy and state and federal law.</li> </ol> <p>A screening process shall be established that ensures the Board has an opportunity to interview a sufficient number of finalist candidates so that an appropriate range of choices is available for final selection.</p> <p>The Board shall determine prior to interviewing finalists which expenses associated with such interviews will be borne by the District.</p> <p><u>Employment</u></p>
<p>SC 111 Title 22 Sec. 8.1 et seq 23 Pa. C.S.A. Sec. 6301 et seq</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 that screening process.</p> <p>No person shall be employed as Superintendent or Assistant Superintendent unless s/he has signed an employment contract or has been employed by Board resolution, either of which may include:</p>
<p>SC 1073, 1076</p>	<ol style="list-style-type: none"> <li>1. Term for which employment is contracted, including beginning and ending dates.</li> <li>2. Salary contracted and the intervals at which it will be paid.</li> <li>3. Benefits to which the employee is entitled.</li> <li>4. Statement of mutually agreeable evaluation procedures.</li> </ol>

302. EMPLOYMENT OF SUPERINTENDENT/  
ASSISTANT SUPERINTENDENT - Pg. 3

SC 1004	<p>Before entering the duties of the office, the Superintendent or Assistant Superintendent shall take and subscribe to the oath of office prescribed by statute.</p>
SC 1418 Title 28 Sec. 23.43, 23.44, 23.45 42 U.S.C. Sec. 12112	<p>After receiving an offer of employment but prior to beginning employment, the candidate shall undergo a medical examination, as required by law.</p> <p>Any candidate's misstatement of fact material to qualifications for employment or determination of salary shall constitute grounds for dismissal by the Board.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 108, 111, 508, 1001, 1002, 1003, 1004, 1071, 1073, 1075, 1076, 1077, 1078, 1079, 1418</p> <p>State Board of Education Regulations – 22 PA Code Sec. 8.1 et seq., 49.41, 49.42, 49.172</p> <p>State Department of Health Regulations – 28 PA Code Sec. 23.43, 23.45</p> <p>Child Protective Services Law – 23 Pa. C.S.A. Sec. 6301 et seq.</p> <p>Federal Anti-Discrimination and Civil Rights Laws –</p> <p>20 U.S.C. Sec. 1681 et seq. (Title IX)</p> <p>42 U.S.C. Sec. 2000e et seq. (Title VII)</p> <p>Americans With Disabilities Act – 42 U.S.C. Sec. 12101 et seq.</p> <p>Board Policy – 104</p>

# GOVERNOR MIFFLIN SCHOOL DISTRICT

SECTION: ADMINISTRATIVE  
EMPLOYEES

TITLE: EMPLOYMENT OF  
ADMINISTRATORS

ADOPTED: December 12, 2005

REVISED: November 19, 2007

303. EMPLOYMENT OF ADMINISTRATORS	
1. Purpose	The Board places substantial responsibility and authority for the effective management of the schools with District administrators.
2. Authority SC 508, 1106, 1142 Title 22 Sec. 4.4	The Board shall, by a majority vote of all members, approve the employment; set the compensation; and establish the term of employment for each administrator employed by this District.
3. Guidelines	<p>For purposes of the 300 section of Board policy, administrative positions shall be deemed to be: Superintendent, Assistant Superintendent, Business Manager, Director of Human Resources, as well as all positions covered by the Administrator Compensation Plan and the Supportive Personnel Supervisors/Coordinators Compensation Plan.</p> <p>Approval shall normally be given to the candidates for employment recommended by the Superintendent.</p> <p>When any recommended candidate has been rejected by the Board, the Superintendent shall make a substitute recommendation.</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>
SC 1109 Title 22 Sec. 49.111, 49.121	No candidate for employment as an administrator shall receive a recommendation for employment without evidence of his/her certification, if such certification is required.

<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 Pol. 104</p> <p>42 U.S.C. Sec. 12112</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 that screening process.</p> <p>The Superintendent or designee shall develop procedures for the recruitment, screening, and recommendation of candidates for employment as administrators. The Superintendent or designee shall recruit and recommend applicants in accordance with Board policy and state and federal laws and regulations.</p> <p>Staff vacancies that represent opportunities for professional advancement or diversification shall be made known to District personnel so they may apply for such positions.</p> <p>The Superintendent or designee shall apply necessary screening procedures to determine the candidate's ability to perform the tasks of the job for which the candidate is being considered.</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>References:</p> <p>School Code – 24 P.S. Sec. 111, 508, 1106, 1109, 1142</p> <p>State Board of Education Regulations – 22 PA Code Sec. 4.4, 8.1 et seq., 49.111, 49.121</p> <p>Child Protective Services Law – 23 Pa. C.S.A. Sec. 6301 et seq.</p> <p>Federal Anti-Discrimination Laws –</p> <p>20 U.S.C. Sec. 1681 et seq. (Title IX)</p> <p>42 U.S.C. Sec. 2000e et seq. (Title VII)</p> <p>Americans With Disabilities Act – 42 U.S.C. Sec. 12101 et seq.</p> <p>Board Policy – 104</p>
---	--

# GOVERNOR MIFFLIN SCHOOL DISTRICT

SECTION: ADMINISTRATIVE  
EMPLOYEES

TITLE: ADMINISTRATIVE INTERN  
PROGRAM

ADOPTED: December 12, 2005

REVISED:

307. ADMINISTRATIVE INTERN PROGRAM	
1. Purpose	The Board recognizes the importance of creating an atmosphere of cooperation and encouragement with school personnel in their continuing educational pursuits. There are those personnel who aspire to employment in school administration. As part of their college education, there is provision for an internship period to be served in the school as in-the-field experience.
2. Authority	The Board authorizes an Administrative Training Program be established and maintained. This program will help to provide the District with potential candidates of well-trained personnel for administrative positions.



SECTION: ADMINISTRATIVE  
EMPLOYEES

TITLE: EMPLOYMENT CONTRACT

ADOPTED: December 12, 2005

REVISED:

# GOVERNOR MIFFLIN SCHOOL DISTRICT

308. EMPLOYMENT CONTRACT	
<p>1. Purpose SC 1121</p>	<p>Administrative employees who are certificated and covered by tenure law must have an employment contract or Board resolution that is in conformance with the School Code. Noncertificated and nontenured administrative employees may be covered by an employment contract or Board resolution that sets forth certain elements considered essential.</p>
<p>2. Authority SC 1106  SC 1121</p>	<p>The Board has the authority under law to prescribe employment conditions for District personnel.</p> <p>It shall be the policy of this District that all tenured and certificated administrative employees execute an employment contract upon employment, which shall automatically renew itself each year unless one of the parties gives written notice sixty (60) days prior to its expiration that it will not be renewed.</p> <p>Noncertificated administrative employees shall be employed through a contract or Board resolution which sets forth the full conditions of employment and continues from year to year until altered by Board action.</p>
<p>3. Guidelines SC 1121</p>	<p>The contract shall specify those matters contained in statute for certificated administrative employees, consistent with this policy. For noncertificated administrative employees, the contract or Board resolution shall be in accordance with this policy.</p> <p>Misrepresentation of facts material to employment and determination of salary shall be considered cause for dismissal of the employee.</p> <p>The Board shall be notified promptly of any misunderstanding arising from the application of a given contract or resolution, or any error in salary paid to the employee.</p>
<p>School Code 1106, 1121</p>	

SECTION: ADMINISTRATIVE  
EMPLOYEES

TITLE: ASSIGNMENT AND TRANSFER

ADOPTED: December 12, 2005

REVISED:

# GOVERNOR MIFFLIN SCHOOL DISTRICT

<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;">309. ASSIGNMENT AND TRANSFER</p> <p>The assignment and transfer within the District of administrative employees shall be in accordance with the administrative and management needs of the District.</p> <p>The Board shall approve the initial assignment of administrative personnel at the time of employment and when such assignments involve a transfer from one building to another or involve a move to a position requiring a certificate or credentials other than those required for the employee's present position.</p> <p>The Superintendent or designee shall provide a system of assignment or reassignment that includes voluntary transfers.</p> <p>The Superintendent shall, in considering any assignment or transfer, base the decision on:</p> <ol style="list-style-type: none"> <li>1. Impact of proposed assignment on the educational program.</li> <li>2. Employee's background, experience and preparation for the position.</li> <li>3. Employee's success in former positions.</li> <li>4. Employee's length of service in the District and in the position presently held.</li> <li>5. Recommendations of the employee's administrative supervisors.</li> <li>6. Administrative and operational efficiency advanced by the proposed assignment.</li> </ol> <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 employees in the District.</p>
---	---

<p>PA Statute 23 Pa. C.S.A. 6301 et seq</p>	<p>Before new employees are sought, requests for transfer to a vacant position will be considered.</p> <p>Administrative staff members shall be informed of their assignments at the earliest possible date preceding the school year in which the assignment will be effective.</p> <p>This policy shall not prevent reassignment of an administrative staff member during the school year for good cause.</p>
---	---

SECTION: ADMINISTRATIVE  
EMPLOYEES

TITLE: ABOLISHING A POSITION

ADOPTED: December 12, 2005

REVISED:

# GOVERNOR MIFFLIN SCHOOL DISTRICT

310. ABOLISHING A POSITION	
1. Purpose	The Board is responsible for providing the administrative staff necessary for implementing the educational program and the proper operation of the schools, and to do so efficiently and economically.
2. Authority SC 524, 1106 Title 22 Sec. 4.4  SC 1124  Pol. 311	<p>The Board recognizes its responsibility to maintain administrative staff positions consistent with the management and supervisory needs of the District.</p> <p>In the exercise of its authority to reduce staff or abolish positions, the Board shall give primary consideration to the effect upon the educational program and shall ascertain that elimination of a program is approved by the Department of Education.</p> <p>Reduction in staff as a result of the abolishment of positions shall be in accordance with law and Board policy.</p>
3. Guidelines	<p>Abolishment of administrative positions may be brought about by many factors, such as:</p> <ol style="list-style-type: none"> <li>1. Substantial decline in student enrollment.</li> <li>2. Changes in the District's organizational structure.</li> <li>3. Changes in the District's facilities.</li> <li>4. Changes in the District's economic resources and tax base.</li> <li>5. Need for operating economies.</li> </ol>
4. Delegation of Responsibility	The Superintendent shall recommend annually to the Board the number of administrative positions needed for the District to function efficiently, including recommending the abolishment of unnecessary positions.

# GOVERNOR MIFFLIN SCHOOL DISTRICT

SECTION: ADMINISTRATIVE  
EMPLOYEES

TITLE: SUSPENSIONS AND  
FURLOUGHS

ADOPTED: December 12, 2005

REVISED:

311. SUSPENSIONS AND FURLOUGHS	
1. Purpose	Maintenance of administrative and supervisory staff appropriate to effectively manage the District is a Board responsibility. The purpose of this policy is to establish the manner in which necessary reductions of that staff shall be accomplished.
2. Authority SC 524, 1124, 1125.1	The Board has the authority and responsibility to determine how suspensions and furloughs of administrative staff shall be made when necessary, in accordance with law.
3. Delegation of Responsibility SC 1125.1	<p>The Superintendent or designee shall develop administrative procedures for reduction of staff in accordance with this policy and applicable law.</p> <p>The efficiency and effectiveness of District organization and staffing patterns shall be under continuing review, and recommendations for abolishing positions and reallocating duties shall be presented for Board consideration when the Superintendent considers such actions to be in the best interests of the District.</p>
4. Guidelines SC 1123 Pol. 313	Data necessary for computation of each administrative employee's rating and seniority status shall be recorded and maintained.
SC 1125.1	Standards shall be established for the suspension or furlough of one administrative employee over another when one or more must be suspended.
SC 1125.1 2 Pa. C.S.A. Sec. 551 et seq	<p>Tenured administrative employees are entitled to a Local Agency Law hearing at the employee's request, prior to suspension or furlough.</p> <p>Nontenured administrative employees may not be entitled to a Local Agency Law hearing prior to suspension or furlough. However, nontenured administrators may request a hearing by the Board, or a committee of the Board, prior to suspension.</p>

311. SUSPENSIONS AND FURLOUGHS - Pg. 2

School Code  
524, 1123, 1124,  
1125.1

PA Statute  
2 Pa. C.S.A.  
Sec. 551

Board Policy  
313

# GOVERNOR MIFFLIN SCHOOL DISTRICT

SECTION: ADMINISTRATIVE  
EMPLOYEES

TITLE: EVALUATION OF  
SUPERINTENDENT

ADOPTED: December 12, 2005

REVISED:

312. EVALUATION OF SUPERINTENDENT	
1. Purpose	Regular, periodic evaluation of the Superintendent's performance is a Board responsibility. In carrying out this responsibility, the Board recognizes that the Superintendent is entitled to such a review in an objective and straightforward manner so that leadership of the District may be as effective as possible.
2. Authority	The Board shall evaluate the performance of the Superintendent annually or at any time such action is prudent.
3. Guidelines	<p>Prior to the beginning of the period under evaluation, the Board and Superintendent shall agree upon the criteria to be used for evaluation purposes.</p> <p>Evaluation criteria may include:</p> <ol style="list-style-type: none"> <li>1. Superintendent's self-evaluation.</li> <li>2. Objectives/Goals agreed upon annually by the Board and Superintendent.</li> <li>3. Working relationship between the Board and the Superintendent.</li> <li>4. Superintendent's relationship with staff, students and community.</li> <li>5. Superintendent's professional growth.</li> <li>6. Compilation of assessments by individual Board members, which shall then be reviewed by the Board and Superintendent.</li> <li>7. Evaluation interviews between the Board and Superintendent during which no other business is discussed.</li> <li>8. Consideration of objective data regarding student welfare, student test scores, curriculum development, business management and property maintenance, and employee grievances.</li> </ol>

312. EVALUATION OF SUPERINTENDENT - Pg. 2

<p>SC 1073, 1080 Pol. 302</p> <p>School Code 1073, 1080</p> <p>Board Policy 302</p>	<p>As an outcome of the Superintendent's evaluation, the Board should:</p> <ol style="list-style-type: none"><li>1. Recognize strengths and assist the Superintendent in capitalizing on them.</li><li>2. Identify weaknesses and establish a course of action that will assist the Superintendent in improving performance in these areas.</li><li>3. Establish specific objectives to advance the District toward its goals.</li><li>4. Determine the necessity of any action regarding the employment of the Superintendent, in accordance with law.</li></ol>
---	---



# GOVERNOR MIFFLIN SCHOOL DISTRICT

SECTION: ADMINISTRATIVE  
EMPLOYEES

TITLE: EVALUATION OF  
ADMINISTRATIVE  
EMPLOYEES

ADOPTED: December 12, 2005

REVISED:

313. EVALUATION OF ADMINISTRATIVE EMPLOYEES	
1. Purpose	<p>Evaluation is a continuing process in which the administrative 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 professional 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 administrative employees, including the Assistant Superintendent. The Board shall be informed periodically about the results of those evaluations.</p>
2. Authority	<p>The Board directs that evaluations of administrative employees be performed at least annually.</p>
3. Delegation of Responsibility	<p>The Superintendent or designee shall develop procedures for the evaluation of administrative staff.</p> <p>Prior to the beginning of the period under evaluation, the Superintendent or designee shall discuss with the administrative employee the criteria to be used for evaluation purposes.</p>
4. Guidelines	<p>Criteria for administrative evaluations may include:</p> <ol style="list-style-type: none"> <li>1. Individual conferences for evaluation procedures.</li> <li>2. Employee's self-evaluation.</li> <li>3. Joint review of job description by the evaluator and employee.</li> <li>4. Attainment of established goals/objectives.</li> <li>5. Identification of areas of strength.</li> </ol>

313. EVALUATION OF ADMINISTRATIVE EMPLOYEES - Pg. 2

<p>SC 2107</p> <p>School Code 2107</p>	<p>6. Identification of areas of weakness with suggestions for improvement.</p> <p>7. Opportunity to appeal the results of his/her evaluation.</p> <p>Each observation shall be followed by a conference between the evaluator and the administrative employee. Both parties to the conference shall sign the evaluation report and retain a copy for their records.</p> <p>Following the conference, the employee shall have the right to submit a written disclaimer of the evaluation; the disclaimer shall be attached to the report.</p> <p>The Superintendent shall conduct evaluations of the Assistant Superintendent and shall report to the Board the results of such evaluations.</p>
--	--

SECTION: ADMINISTRATIVE  
EMPLOYEES

TITLE: PHYSICAL EXAMINATION

ADOPTED: December 12, 2005

REVISED: December 13, 2010

# GOVERNOR MIFFLIN SCHOOL DISTRICT

314. PHYSICAL EXAMINATION	
1. Purpose	In order to certify the fitness of administrative, professional and support employees to discharge efficiently the duties they will be performing and to protect the health of students and staff from the transmission of communicable diseases, physical examinations of all district employees shall be required prior to beginning employment.
2. Definition	A physical examination shall mean a general examination by a licensed physician.
3. Authority SC 1418 Title 28 Sec. 23.43. 42 U.S.C. Sec. 12112	After receiving an offer of employment but prior to beginning employment, all candidates shall undergo medical examinations, as required by law and as the Board may require, the expense for which shall be paid by the applicant.
SC 1418 Title 28 Sec. 23.44	The Board requires that all employees undergo a tuberculosis examination upon initial employment, in accordance with regulations of the Pennsylvania Department of Health.
SC 1418 Title 28 Sec. 23.44	The Board requires employees to undergo a tuberculosis examination upon initial employment, in accordance with regulations of the Pennsylvania Department of Health.
SC 1418	The Board may require an employee to undergo a physical examination at the Board's request.
SC 1419 Title 28 Sec. 23.45	An employee who presents a signed statement that a medical examination is contrary to his/her religious beliefs shall be examined only when the Secretary of Health determines that the employee presents a substantial menace to the health of others.
4. Delegation of Responsibility	The results of all required medical examinations shall be made known to the Superintendent on a confidential basis and discussed with the employee.

42 U.S.C.  
Sec. 2000ff et seq.  
42 U.S.C.  
Sec. 12112

Medical records shall be kept in a file separate from the employee's personnel file.

References:

School Code – 24 P.S. Sec. 1416, 1418, 1419

State Department of Health Regulations – 28 PA Code Sec. 23.43, 23.44, 23.45

Genetic Information Nondiscrimination Act of 2008 – 42 U.S.C.  
Sec. 2000ff et seq.

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



SECTION: ADMINISTRATIVE  
EMPLOYEES

TITLE: HIV INFECTION

ADOPTED: December 12, 2005

REVISED:

# GOVERNOR MIFFLIN SCHOOL DISTRICT

314.1. HIV INFECTION	
1. Purpose	<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>
2. Definitions	<p><b>HIV infection</b> - Refers to the disease caused by the HIV or human immunodeficiency virus.</p> <p><b>AIDS</b> - Acquired Immune Deficiency Syndrome.</p> <p><b>CDCP</b> - United States Public Health Service Centers for Disease Control and Prevention.</p> <p><b>Infected employee</b> - Refers to employees diagnosed as having the HIV virus, including those who are asymptomatic.</p> <p><b>Universal precautions</b> - Recommendations designed to prevent the transmission of HIV; blood and body fluid precautions such as gloves, masks, gowns, and protective eyewear.</p>
3. Authority SC 510  35 P.S. 7601 et seq	<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>
4. Delegation of Responsibility	<p>The Superintendent or designee shall be responsible for handling and releasing information concerning infected employees.</p>

<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>
---	---

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: ADMINISTRATIVE  
EMPLOYEES

TITLE: NONTENURED EMPLOYEES

ADOPTED: December 12, 2005

REVISED:

316. NONTENURED EMPLOYEES	
1. Purpose	Effective District operation requires capable supervision by a variety of nontenured administrators. Such administrators are an integral part of the District's management team.
2. Authority	It is the policy of the Board that certain administrators shall be employed with the recognition that they are not professional employees, as defined by law, and will not attain tenure status.
SC 1101	Nontenured administrative staff shall include any position in which provision for tenure is not made by law.
School Code 1101	

SECTION: ADMINISTRATIVE  
EMPLOYEES

TITLE: CONDUCT/DISCIPLINARY  
PROCEDURES

ADOPTED: December 12, 2005

REVISED:

# GOVERNOR MIFFLIN SCHOOL DISTRICT

317. CONDUCT/DISCIPLINARY PROCEDURES	
<p>1. Purpose</p>	<p>All administrative 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.</p>
<p>2. Authority SC 510</p> <p>SC 1122, 1126, 1127</p>	<p>The Board directs that procedures be established whereby administrative employees are informed of the disciplinary actions that are considered appropriate and may be applied for violation of District policies, rules and procedures.</p> <p>When dismissal charges are filed against a certificated administrative employee pursuant to law, the Board shall hold a hearing in accordance with the procedures established in the School Code.</p>
<p>3. Guidelines</p> <p>2 Pa. C.S.A. Sec. 551 et seq SC 1127</p>	<p>All administrative employees shall comply with District policies, rules and regulations; attempt to maintain order; perform assigned job functions; and carry out directives issued by supervisors.</p> <p>In the event it is necessary to demote or dismiss an administrative employee, a hearing shall be provided as required by statute.</p> <p>When engaged in assigned duties, no employee shall participate in activities that include but are not limited to the following:</p> <ol style="list-style-type: none"> <li>1. Physical or verbal abuse, or threat of harm, to anyone.</li> <li>2. Causing intentional damage to District, employee, or student property, facilities and equipment.</li> <li>3. Forceful or unauthorized entry to or occupation of District facilities, buildings and grounds.</li> </ol>

317. CONDUCT/DISCIPLINARY PROCEDURES - Pg. 2

<p>Pol. 351</p> <p>4. Delegation of Responsibility SC 1151, 1122</p> <p>School Code 510, 1122, 1126, 1127, 1151</p> <p>PA Statute 2 Pa. C.S.A. Sec. 551 et seq</p> <p>Board Policy 351</p>	<ol style="list-style-type: none"><li>4. Use, possession, distribution, or sale of alcohol, drugs or other illegal substances.</li><li>5. Use of profane or abusive language.</li><li>6. Failure to comply with directives of District officials, security officers, or law enforcement officers.</li><li>7. Carrying onto or possessing a weapon on school grounds without authorization from the appropriate school administrator.</li><li>8. Violation of District policies, rules and regulations.</li><li>9. Violations of federal, state, or applicable municipal law or regulation.</li><li>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.</li></ol> <p>The Superintendent or designee shall prepare and promulgate disciplinary rules for violations of District policies, rules and procedures that provide progressive penalties, including but not limited to verbal warning, written warning, reprimand, suspension, demotion, dismissal, and pursuit of civil and criminal sanctions.</p>
--	--

SECTION: ADMINISTRATIVE  
EMPLOYEES

TITLE: OUTSIDE ACTIVITIES

ADOPTED: December 12, 2005

REVISED:

# GOVERNOR MIFFLIN SCHOOL DISTRICT

319. OUTSIDE ACTIVITIES	
1. Purpose	The Board recognizes that members of the administrative staff do enjoy private lives and may associate with others outside of school for economic, religious, cultural or personal reasons. However, the Board has a responsibility to evaluate administrators in terms of their effectiveness in discharging assigned duties and responsibilities.
2. Authority	<p>Therefore, when nonschool activities impact upon an administrator'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 students and to the District's programs.</p> <p>The Board does not endorse, support, nor assume liability for any District staff member who conducts nonschool, outside activities in which District students or employees may participate.</p>
3. Delegation of Responsibility	The Superintendent or designee shall disseminate guidelines so that administrators may avoid situations in which 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 administrators:</p> <ol style="list-style-type: none"><li>1. Do not utilize school material for personal gain. Copyrights to materials or equipment developed, processed, or tested by District employees in the performance of District activities in fulfillment of the terms of their employment reside with and may be claimed by the District.</li><li>2. Do not use school property or school time to solicit or accept customers for private enterprises.</li><li>3. Do not use school time for outside activities when there is no valid reason to be excused from assigned duties.</li></ol>

# GOVERNOR MIFFLIN SCHOOL DISTRICT

SECTION: ADMINISTRATIVE  
EMPLOYEES

TITLE: FREEDOM OF SPEECH IN  
NONSCHOOL SETTINGS

ADOPTED: December 12, 2005

REVISED:

	<b>320. FREEDOM OF SPEECH IN NONSCHOOL SETTINGS</b>
1. Purpose	The Board acknowledges the right of its administrative employees as citizens in a democratic society to speak out on issues of public concern. When those issues are related to the school system and its programs, however, the employee's freedom of expression must be balanced against the interests of this District.
2. Authority	The Board adopts this policy to clarify situations in which an administrator's expression could conflict with the District's interests.
3. Guidelines	<p>In situations in which an administrator is not engaged in the performance of professional duties, s/he shall:</p> <ol style="list-style-type: none"><li>1. Recognize that as an administrator his/her comments generally will be viewed as representative of the District.</li><li>2. State clearly that his/her comments represent personal views and not those of the District.</li><li>3. Refrain from comments that would interfere with the maintenance of student discipline.</li><li>4. Refrain from making public statements known to be false or made without regard for truth or accuracy.</li><li>5. Refrain from making threats against co-workers, supervisors or District officials.</li></ol>
Pol. 317	Violations of this policy may constitute cause for disciplinary action.

SECTION: ADMINISTRATIVE  
EMPLOYEES

TITLE: POLITICAL ACTIVITIES

ADOPTED: December 12, 2005

REVISED:

# GOVERNOR MIFFLIN SCHOOL DISTRICT

<p>1. Purpose</p> <p>2. Authority</p> <p>3. Guidelines Pol. 707</p> <p>Pol. 317</p>	<p style="text-align: center;">321. POLITICAL ACTIVITIES</p> <p>The Board recognizes and encourages the right of its employees, as citizens, to engage in political activity. However, District property and District time, paid for by the citizens, may not be used for political purposes when performing assigned duties.</p> <p>The Board adopts the following guidelines for those administrative staff members who intend to engage in political activities.</p> <p>No employee shall engage in political activities during assigned hours on property under the jurisdiction of the Board unless permission has been granted for that purpose through the Use of Facilities Policy.</p> <p>Political materials shall not be distributed through District mail boxes, e-mail or school mail systems unless received through the United States mail.</p> <p>Collection of and/or solicitation for campaign funds or campaign workers is prohibited on school property during working hours.</p> <p>The use of students or staff for writing, addressing, or distributing partisan political materials is forbidden.</p> <p>District employees who hold elective or appointive office are not entitled to time off from their school duties for reasons incident to such offices, except as such time may qualify under the leave policies of the Board.</p> <p>The following situations are exempt from the provisions of this policy:</p> <ol style="list-style-type: none"> <li>1. Discussion and study of politics and political issues when appropriate to classroom studies, such as history, current events, and political science.</li> <li>2. Conduct of student elections and connected campaigning.</li> <li>3. Conduct of employee representative elections.</li> </ol> <p>Violations of this policy may constitute cause for disciplinary action, at the Board's discretion.</p>
---	--

SECTION: ADMINISTRATIVE  
EMPLOYEES

# GOVERNOR MIFFLIN SCHOOL DISTRICT

TITLE: TOBACCO USE

ADOPTED: December 12, 2005

REVISED:

323. TOBACCO USE	
<p>1. Purpose</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"> <li>1. Protect students and employees from an environment that may be harmful to them.</li> <li>2. Generate respect among students for school authority and thereby improve discipline by applying a total ban on tobacco usage.</li> <li>3. Further the goal of consistency among school programs directed against smoking and tobacco usage.</li> <li>4. Emphasize the hazards of tobacco use.</li> </ol>
<p>2. Definition 18 Pa. C.S.A. Sec. 6306.1</p>	<p>For purposes of this policy, <b>tobacco use</b> shall mean all use of tobacco, including cigars, cigarettes, pipes and smokeless tobacco.</p>
<p>3. Authority 20 U.S.C. Sec. 7181 et seq 35 P.S. 1223.5</p>	<p>The Board prohibits tobacco use by administrative employees in a school building and on any property, buses, vans and vehicles that are owned, leased or controlled by the District.</p>
<p>4. Guidelines</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>
<p>SC 1303-A</p>	<p>Incidents of possession, use, distribution and sale of tobacco by any person on school property shall be reported to the Office of Safe Schools on the required form at least once each year.</p>

<p>PA Code Title 22 Sec. 403.1</p>	<p>Violations of this policy by employees will result in the following administrative action:</p> <p>First offense – A letter of reprimand.</p> <p>Second offense – A one (1) day suspension without pay from assigned duties.</p> <p>Third and subsequent offenses – A three (3) day suspension without pay.</p>
--	---



SECTION: ADMINISTRATIVE  
EMPLOYEES

TITLE: PERSONNEL FILES

ADOPTED: December 12, 2005

REVISED: December 13, 2010

# GOVERNOR MIFFLIN SCHOOL DISTRICT

324. PERSONNEL FILES	
<p>1. Authority</p> <p>SC 510</p>	<p>Orderly operation of the school district requires maintaining a file for the retention of all records relative to an individual's duties and responsibilities as an administrative, professional or support employee of the district.</p> <p>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 Board policies, administrative regulations, rules and procedures; and evidence of completed evaluations.</p>
<p>2. Delegation of Responsibility</p> <p>42 U.S.C. Sec. 2000ff et seq 42 U.S.C. Sec. 12112</p>	<p>The Board delegates the establishment and maintenance of official personnel records to the Superintendent or designee, who shall prepare administrative regulations defining the material to be incorporated into personnel files.</p> <p>A central file shall be maintained; supplemental records may be maintained only for ease in data gathering.</p> <p>Medical records shall be kept in a file separate from the employee's personnel file.</p>
<p>3. Guidelines</p>	<p>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.</p> <p>A copy of each entry shall be made available to the employee, except for matters pertaining to pending litigation or criminal investigation.</p> <p>Personnel records shall not be available to individual Board members.</p> <p>Personnel files shall be reviewed periodically, and material no longer required shall be destroyed.</p>

<p>43 P.S. Sec. 1321, 1322</p> <p>43 P.S. Sec. 1322, 1323</p> <p>Title 22 Sec. 403.4 20 U.S.C. Sec. 6311, 7801 Pol. 304</p>	<p><u>Employee Access</u></p> <p>Administrative, professional and support employees shall have access to their own file. Information relative to confidential employment references/recommendations, are not part of the personnel file and shall not be available for review by the employee.</p> <p>Employees who wish to review their own records shall:</p> <ol style="list-style-type: none"><li>1. Request access in writing.</li><li>2. Review the record in the presence of the administrator or designee responsible to maintain personnel records.</li><li>3. Make no alterations to the record, nor remove any material.</li><li>4. Sign a log attached to the file indicating the date and person reviewing.</li></ol> <p><u>Appeals</u></p> <p>To appeal material in their personnel file, employees shall submit a written request to the administrator delegated to maintain the records and shall specify:</p> <ol style="list-style-type: none"><li>1. Name and date.</li><li>2. Material to be appealed.</li><li>3. Reason for appeal.</li></ol> <p>The responsible administrator shall:</p> <ol style="list-style-type: none"><li>1. Refer the appeal to the administrator directly involved.</li><li>2. Permit the addition of employee comments.</li></ol> <p><u>Title I Schools</u></p> <p>In accordance with law, the district shall release to parents/guardians, upon request, information regarding the professional qualifications and academic degrees of any teacher providing instruction 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.</p>
---	---

<p>Title 22 Sec. 403.4 20 U.S.C. Sec. 6311, 7801</p>	<p>The district shall notify parents/guardians of students attending Title I schools when their child has been assigned to or taught for four (4) or more consecutive weeks by a teacher who is not highly qualified, as defined by federal law.</p>
<p>Title 22 Sec. 403.5 20 U.S.C. Sec. 6311 Pol. 304</p>	<p>In accordance with 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.</p>
<p>8 CFR Sec. 274a.2</p>	<p><u>File Contents</u></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"> <li>1. Upon initial employment, an employee's file shall contain:             <ol style="list-style-type: none"> <li>a. Completed employment application form.</li> <li>b. Copy of certificate, where applicable.</li> <li>c. Transcripts.</li> <li>d. Recommendations.</li> <li>e. Retirement registration.</li> <li>f. Hospitalization forms.</li> <li>g. Annuity forms.</li> <li>h. Insurance beneficiary forms.</li> <li>i. I-9 Immigration Form.</li> <li>j. Criminal history and child abuse clearance statements.</li> </ol> </li>   <li>2. During the period of employment, the following additional data shall be maintained in personnel files:             <ol style="list-style-type: none"> <li>a. Rate of compensation.</li> <li>b. Completed copy of employment contract, where applicable.</li> </ol> </li> </ol>

- c. Attainment of advanced degrees and effect on compensation.
- d. Attendance record.
- e. Completed evaluations.
- f. Disciplinary incidents.
- g. Special awards or distinctions.

References:

School Code – 24 P.S. Sec. 111, 510

State Board of Education Regulations – 22 PA Code Sec. 8.1 et seq., 403.4, 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, 7801

Genetic Information Nondiscrimination Act of 2008 – 42 U.S.C. Sec. 2000ff et seq.

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 – 000, 304

# GOVERNOR MIFFLIN SCHOOL DISTRICT

SECTION: ADMINISTRATIVE  
EMPLOYEES

TITLE: DRESS AND GROOMING

ADOPTED: December 12, 2005

REVISED:

325. DRESS AND GROOMING	
1. Purpose	Administrators set an example in dress and grooming for staff and students to follow. An administrator should present an image of dignity and encourage respect for authority.
2. Authority SC 510	The Board has the authority to specify reasonable dress and grooming guidelines for administrative staff, within the law, that will prevent an adverse impact on the educational program.
3. Guidelines	Administrative employees are expected to be physically clean, neat, well-groomed, and dressed in a manner reflecting professional assignment.
4. Delegation of Responsibility	If an administrator 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.
School Code 510	

SECTION: ADMINISTRATIVE  
EMPLOYEES

TITLE: MANAGEMENT TEAM

ADOPTED: December 12, 2005

REVISED:

# GOVERNOR MIFFLIN SCHOOL DISTRICT

327. MANAGEMENT TEAM	
1. Purpose	The Board recognizes the importance of maintaining an effective Management Team to strengthen the administration and educational programs of the District, and to establish and improve communications; decision-making; conflict resolution; and other relationships among the members of the Team.
2. Authority SC 510	While the Management Team concept places emphasis upon shared responsibility and authority, nothing in this policy is intended to limit the responsibility and authority of the Board to make decisions, as prescribed by law.
3. Definitions	<p><b>Management Team Concept</b> - is a means whereby educational policies and administrative procedures that define the District's programs and operations are arrived at through shared responsibility and authority.</p> <p><b>Management Team</b> - is composed of the Superintendent and administrative, supervisory, and administrative support personnel who have significant responsibilities for:</p> <ol style="list-style-type: none"><li>1. Formulating or implementing District policies and procedures or programs.</li><li>2. Recommending employment, transfer, suspension, discharge, layoff, recall, promotion, assignment, compensation, or discipline of employees.</li><li>3. Directing and supervising other employees.</li><li>4. Evaluating employees.</li><li>5. Adjusting complaints.</li></ol> <p><b>Management Employees</b> - refers to members of the Management Team.</p>

<p>4. Guidelines</p>	<p>The objectives of the District's Management Team are:</p> <ol style="list-style-type: none"><li>1. To provide input into policies, procedures and rules that directly affect management employees in the administration of the District.</li><li>2. To provide a means of addressing the economic and welfare concerns of management employees.</li></ol>
<p>5. Delegation of Responsibility</p>	<p>The Superintendent shall prepare administrative guidelines for the operation of the Management Team. Such guidelines shall provide that:</p> <ol style="list-style-type: none"><li>1. Management Team meetings will include representatives reflective of all management employee positions and all management employees, when necessary.</li><li>2. The Management Team shall address itself to appropriate concerns identified by a consensus of the members of the Team.</li><li>3. Concerns of the Management Team will include but not be limited to District budget, District curriculum, personnel management and welfare of management employees.</li><li>4. The Management Team will meet on a regular basis and when requested with the Board or its representatives.</li><li>5. Actions of all members of the Management Team shall be consistent with professional and ethical standards adopted by professional management associations.</li></ol>

# GOVERNOR MIFFLIN SCHOOL DISTRICT

SECTION: ADMINISTRATIVE  
EMPLOYEES

TITLE: COMPENSATION PLAN

ADOPTED: December 12, 2005

REVISED:

<p>1. Purpose</p> <p>2. Authority SC 1150, 1151, 1164</p> <p>3. Delegation of Responsibility</p> <p>4. Guidelines SC 1164</p>	<p style="text-align: center;">328. COMPENSATION PLAN</p> <p>The Board strongly supports the concept that a thorough and effective school system can exist only if the day-to-day management of the schools is entrusted to dedicated and competent persons. Good management relies on the abilities of administrators to perform the responsibilities of the positions for which they were hired.</p> <p>It is therefore incumbent on the Board to pursue a plan of compensation, based upon responsibility and performance, that will provide fair and adequate financial incentive for all management personnel. To accomplish this commitment, the Board directs that such a compensation plan be implemented.</p> <p>Implementation of individual contracts and the administrative compensation plan shall be the responsibility of the Superintendent.</p> <p>The individual contracts and the compensation plan may include:</p> <ol style="list-style-type: none"> <li>1. Description of the program for determining administrative salaries.</li> <li>2. Salary amounts or salary schedules.</li> <li>3. List of fringe benefits.</li> </ol> <p>The compensation plan shall be determined through a good faith meet and discuss procedure, upon request, with appropriate supervisors and administrators.</p> <p>The plan may include a description for determining administrative compensation.</p> <p><u>Employees Remunerated By School Support Groups</u></p> <p>School support groups who employ individuals to provide services to their organizations are required to remunerate such employees utilizing the District's payroll system. All appropriate employee/employer withholdings will be made in compliance with current state and federal laws.</p>
---	---



328. COMPENSATION PLAN - Pg. 2

<p>SC 111 23 Pa. C.S.A. 6301 et seq</p> <p>School Code 1089, 1150, 1151, 1164</p>	<p>Such employees who come into contact with students are required to provide updated Act 34 and Act 151 clearances.</p> <p>If, at any time, the school support group no longer funds the position(s), the positions will be eliminated unless the Board agrees to fund them.</p>
---	---



331. JOB RELATED EXPENSES - Pg. 2

The Superintendent or designee shall prepare procedures for reimbursement of travel expenses which shall include:

1. Under normal conditions, administrators traveling on official business shall provide themselves with sufficient funds for ordinary expenses.
2. Advances against anticipated travel expenses shall be approved by the Superintendent.
3. Travel shall be by the most direct and economical route.
4. For official travel by other than automobile, the District shall arrange the advance purchase of transportation tickets.
5. In all instances of travel and job related expense reimbursement, full itemization with receipts attached shall be required.
6. Travel expense records shall 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.

# GOVERNOR MIFFLIN SCHOOL DISTRICT

SECTION: ADMINISTRATIVE  
EMPLOYEES

TITLE: PROFESSIONAL  
DEVELOPMENT

ADOPTED: December 12, 2005

REVISED:

333. PROFESSIONAL DEVELOPMENT	
1. Purpose	Continuing professional study and inservice training are prerequisites for professional development, enhanced ability to complete responsibilities, and maintaining certification.
2. Authority SC 517	The Board encourages all administrators to further their professional and personal advancement through graduate study, inservice training, and professional development activities.
SC 1205.1, 1205.2	In order to continue employment in the District, certificated administrative employees are required to meet all obligations necessary to maintain active certification.
3. Guidelines	<p><u>Graduate/Special Courses</u></p> <p>Only courses of study that are preapproved shall be eligible for reimbursement by the District or a change in compensation for the employee.</p> <p>Reimbursement for credits for approved graduate study or special courses shall be made by the Board in accordance with terms of the administrative compensation plan or an individual contract.</p> <p>Documentary evidence of satisfactory completion of all study programs shall be required.</p> <p>All administrators shall annually file a record and description of the attainment of approved credits with the office of the Superintendent.</p> <p><u>Professional Education Plan</u></p> <p>The Board shall appoint to the professional education committee parents/guardians and representatives of the community and local businesses. Representatives of administrators, teachers and educational specialists on the professional education committee shall be selected by their respective members.</p>
SC 1205.1 Title 22 Sec. 4.13, 49.17	

<p>SC 1205.1</p>	<p>The Board shall approve a professional education plan that is designed to meet the educational needs of the District and its employees; specifies approved courses, programs, activities and learning experiences; and identifies approved providers. The Board shall approve the plan prior to submission for approval by the PA Department of Education.</p>
<p>SC 1205.1</p>	<p>The Board shall ensure an annual review of the District's professional education plan by the professional education committee to determine if the plan continues to meet the needs of the District, the Strategic Plan, and the employees, students and community. The professional education committee may recommend amendments to the plan, subject to approval by the Board and the PA Department of Education.</p>
<p>SC 1205.2</p>	<p>The Board may approve, on a case-by-case basis, specific professional education activities not stated within the District's professional education plan. Board approval is not required for credits or hours required for administrator certification, earned through activities conducted by providers approved by the PA Department of Education or the Department itself, or related to the area of assignment or certification.</p>
<p>SC 1205.2</p>	<p>If the District assumes all costs of credits or hours, the Board may disapprove any course, program, activity or learning experience that is inconsistent with the goals of the professional education plan.</p>

SECTION: ADMINISTRATIVE  
EMPLOYEES

TITLE: SICK LEAVE

ADOPTED: December 12, 2005

REVISED:

# GOVERNOR MIFFLIN SCHOOL DISTRICT

334. SICK LEAVE	
1. Purpose	The sick leave policy for administrative employees shall ensure that eligible employees will receive no less than the minimum sick leave provided under the law.
2. Authority SC 1154	The Board shall provide sick leave, which shall be cumulative and in accordance with an applicable compensation plan or individual contract.
SC 1154	The Board reserves the right to require any administrator claiming sick leave pay to submit sufficient proof, including a physician's certification, of the employee's illness or disability.
SC 1154	The Board shall consider the application of any eligible administrator for an extension of sick leave, pursuant to law where applicable, when the employee's own accumulated sick leave is exhausted.
3. Delegation of Responsibility	The Superintendent shall report to the Board the names of administrators absent for noncompensable cause or whose claim for sick leave pay cannot be justified.
4. Guidelines Pol. 317	Misuse of sick leave shall be considered a serious infraction subject to disciplinary action.
SC 1154	A sick leave shall commence when the administrator, or agent if the administrator 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.
SC 1154	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.



# GOVERNOR MIFFLIN SCHOOL DISTRICT

SECTION: ADMINISTRATIVE  
EMPLOYEES

TITLE: FAMILY AND MEDICAL  
LEAVES

ADOPTED: December 12, 2005

REVISED: December 13, 2010

335. 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 administrative, professional and 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 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>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 Armed Forces alerted for foreign deployment or during foreign deployment.</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>



335. FAMILY AND MEDICAL LEAVES - Pg. 2

29 CFR Sec. 825.200	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.
29 U.S.C. Sec. 2612	When an employee requests an FMLA leave and qualifies for and is entitled to any accrued paid sick, vacation, personal or family leave, the employee may utilize such paid leave during the FMLA leave.  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

335. FAMILY AND MEDICAL LEAVES - Pg. 3

--	--

# GOVERNOR MIFFLIN SCHOOL DISTRICT

SECTION: ADMINISTRATIVE  
EMPLOYEES

TITLE: PERSONAL NECESSITY LEAVE

ADOPTED: December 12, 2005

REVISED:

	<b>336. PERSONAL NECESSITY LEAVE</b>
1. Purpose	This policy shall provide for an administrative employee's absence for personal necessity when not otherwise covered by policy.
2. Authority SC 510, 1154	The Board has the authority to specify 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	<u>Personal Leave</u>  Requests for personal leave shall be made in advance to the Superintendent.  Personal leave days with pay shall be granted to administrative employees in accordance with provisions of the applicable administrative compensation plan or individual contract.  <u>Bereavement Leave</u>  Bereavement leave shall be granted to administrative employees in accordance with provisions of an applicable compensation plan or individual contract.
SC 1154	
School Code 510, 1154	

# GOVERNOR MIFFLIN SCHOOL DISTRICT

SECTION: ADMINISTRATIVE  
EMPLOYEES

TITLE: VACATION

ADOPTED: December 12, 2005

REVISED:

	<b>337. VACATION</b>
1. Purpose	Administrative personnel employed to work twelve (12) months or other schedules considered full time shall be provided paid vacation.
2. Authority	The Board shall provide vacation days for administrative employees consistent with the employee's request and convenience while considering the District's operating and management needs.
3. Guidelines	<p>Vacation time shall be granted in accordance with provisions of an applicable compensation plan or individual contract.</p> <p>Eligible employees must request scheduled vacation to the immediate supervisor in advance of the requested date.</p> <p>All vacation schedules are subject to final approval by the Superintendent.</p> <p><u>Time Of Vacation</u></p> <p>Forty (40) days of earned vacation may be carried over to the next year.</p> <p>Vacations normally will be scheduled at times when they will not interfere with the normal operation of the school.</p> <p><u>Termination Of Employment</u></p> <p>Payment for accrued vacation may be made to the estate of a deceased employee or to a retiring employee.</p>

# GOVERNOR MIFFLIN SCHOOL DISTRICT

SECTION: ADMINISTRATIVE  
EMPLOYEES

TITLE: SABBATICAL LEAVE

ADOPTED: December 12, 2005

REVISED:

338. SABBATICAL LEAVE	
1. Purpose	This policy shall establish the District's parameters for granting sabbatical leaves for restoration of health for eligible employees.
2. Authority SC 1166	The Board shall grant sabbatical leaves to administrative employees only for the purpose of restoration of health.
SC 1171	The Board reserves the right to specify the conditions under which sabbatical leaves for restoration of health may be taken, consistent with law.
3. Guidelines	<u>Eligibility</u>
SC 1166	To be eligible for sabbatical leave, an employee shall have completed ten (10) years of satisfactory service in the public schools of the Commonwealth; at least five (5) consecutive years of such service shall be in this District.
SC 1166	A sabbatical leave may be taken for a half or full school term or for two (2) half school terms during a period of two (2) years, at the employee's option.
SC 1167	The total number of administrative employees on sabbatical leave at any one time shall not exceed ten percent (10%) of the number of eligible employees.
	<u>Application</u>
	Requests for sabbatical leave shall be submitted on the approved District form and forwarded with medical documentation to the Superintendent or designee as soon as possible.
	The Board shall review each application for sabbatical leave and shall approve those meeting the requirements of adopted policy.

338. SABBATICAL LEAVE - Pg. 2

	<p><u>Documentation</u></p> <p>Applicants for sabbatical leave shall submit with the application form an official supporting medical statement and recommendation from his/her physician.</p> <p>SC 1171</p> <p>At both the approximate midpoint of the leave and at least thirty (30) days prior to the conclusion of the leave, a physician's statement shall be submitted to the Superintendent or designee, indicating the extent to which the purpose of the leave has been achieved and evaluating the health status of the employee relative to his/her ability to return to employment.</p> <p>The Board reserves the right to require at its own expense additional examinations and reports by physicians of its choice to determine the validity of the leave request.</p>
	<p><u>Commitment Of Employee</u></p> <p>SC 1168</p> <p>Acceptance of a sabbatical leave incurs a commitment by the employee to return to active duty in this District immediately following the sabbatical leave for one (1) full school year, unless physically or mentally unable to do so.</p> <p>The Board reserves the right to require at its own expense additional examinations and reports by physicians of its choice to determine the employee's ability to return to work.</p>
	<p><u>Commitment Of Employer</u></p> <p>SC 1168</p> <p>At the expiration of the sabbatical leave, the employee shall, unless agreed otherwise, be reinstated in the same position held at the time of the granting of the leave.</p>
	<p>SC 1170</p> <p>Time on sabbatical leave shall be counted as time on the job for purposes of seniority, where applicable in the District, and for retirement fund purposes but for no other purpose.</p>
	<p><u>Compensation</u></p> <p>SC 1169</p> <p>During the period of sabbatical leave, an employee shall be compensated at least one-half the salary to which s/he would have been entitled had the employee not taken leave.</p>



SECTION: ADMINISTRATIVE  
EMPLOYEES

TITLE: COMPENSATED  
PROFESSIONAL LEAVES

ADOPTED: December 12, 2005

REVISED:

# GOVERNOR MIFFLIN SCHOOL DISTRICT

	338.1. COMPENSATED PROFESSIONAL LEAVES
1. Purpose	This policy shall establish the District's parameters for granting professional development and classroom occupational exchange leaves for eligible administrative employees.
2. Definitions SC 1166.1	<b>Professional Development Leave</b> - shall be defined as a leave of absence granted for the purpose of improving professional competency or obtaining a professional certificate or commission. Such leave shall be directly related to an employee's professional responsibilities, as determined by the Board, and be restricted to activities required by state regulation or law, or completed to improve professional competency.
SC 522.2	<b>Classroom Occupational Exchange Leave</b> - shall be defined as a leave of absence granted for the purpose of acquiring practical work experience in business, industry or government.
3. Authority SC 1166.1, 1171	The Board shall have sole authority to adopt and enforce policy establishing the conditions for approval of a professional development leave. All requests for such leave shall be subject to review by the Board. The Board may approve or reject a proposed plan for professional development leave.
SC 522.2	The Board may grant a leave to eligible employees for classroom occupational exchange leave for the specified purpose.
4. Guidelines	<b>PROFESSIONAL DEVELOPMENT LEAVE</b>
SC 1166	<u>Eligibility</u> To be eligible for professional development leave, an employee shall have completed ten (10) years of satisfactory service in the public schools of the Commonwealth; at least five (5) consecutive years of such service shall be in this District.



338.1. COMPENSATED PROFESSIONAL LEAVES - Pg. 2

SC 1166	A leave for professional development may be taken for a half or full school term or for two (2) half school terms during a period of two (2) years, at the employee's option.
SC 1167	The total number of administrative employees on such leaves of absence shall not exceed ten percent (10%) of the number of eligible employees.
SC 1166.1	<p><u>Application</u></p> <p>Professional development leaves shall be granted only to employees participating in an academic program for the purpose of retaining a professional certificate or commission, further preparation and improvement in an area(s) of certification, additional certification, attaining other appropriate and identifiable educational positions within the District, or as the Board may require, and upon the recommendation of the Superintendent.</p> <p>Requests for professional development leave shall be submitted on the District form and forwarded with a detailed plan to the Superintendent.</p> <p>All required application materials shall be submitted by April 1 for the following school year and by October 1 for the following semester.</p>
SC 1166.1	<p><u>Documentation</u></p> <p>Applicants for professional development leave shall submit with the application form a detailed plan describing the professional development activities to be undertaken and a statement specifying the benefits of the leave to the employee and the District. The plan shall provide sufficient information to permit the Board to adequately evaluate the request.</p> <p>The Board may at any time require additional information from the employee in order to assist the Board in evaluating the request and the leave's benefits to and impact on the employee and the District.</p>
SC 1166.1	<p>The minimum requirements for leave for a half school term shall consist of any one or a combination of the following:</p> <ol style="list-style-type: none"><li>1. Nine (9) graduate credits.</li><li>2. Twelve (12) undergraduate credits.</li><li>3. One hundred eighty (180) hours of professional development activities.</li></ol>

	<p>The minimum requirements for leave for a full school term shall consist of any one or a combination of the following:</p> <ol style="list-style-type: none"> <li>1. Eighteen (18) graduate credits.</li> <li>2. Twenty-four (24) undergraduate credits.</li> <li>3. Three hundred sixty (360) hours of professional development activities.</li> </ol> <p>Applicants who propose to take <b>graduate or undergraduate credits</b> shall submit notification of acceptance and enrollment from an accredited institution of higher learning for study in courses approved by the Superintendent. The employee shall successfully complete the approved courses and receive passing grades. Upon return from professional development leave, the employee shall submit to the Superintendent within the first month an official transcript of all courses completed. Failure to receive a grade of B or better or to submit required transcripts on time shall result in forfeiture of monies paid by the District.</p> <p>Applicants who propose to undertake <b>professional development activities</b> shall submit to the Board a detailed plan listing the specific activities. Upon return from professional development leave, the employee shall submit to the Superintendent within the first month a formal report describing the educational activities pursued and their benefits and relevancy. Failure to submit required reports on time shall result in forfeiture of monies paid by the District.</p> <p><u>Commitment Of Employee</u></p> <p>SC 1166.1, 1168 Acceptance of professional development leave incurs a commitment by the employee to return to active duty in this District immediately following the leave for one (1) full school year, unless prevented by illness or physical disability. Employees shall submit required reports on time or forfeit all compensation and benefits.</p> <p><u>Commitment Of Employer</u></p> <p>SC 1168 At the expiration of the professional development leave, the employee shall, unless agreed otherwise, be reinstated in the same position held at the time of the granting of the leave.</p> <p>SC 522.1, 1170 Time on professional development leave shall be counted as time on the job for purposes of seniority, where applicable in the District, and for retirement fund purposes but for no other purpose.</p>
--	---

<p>SC 1169</p>	<p><u>Compensation</u></p> <p>During the period of professional development leave, an employee shall be compensated at least one-half the salary to which s/he would have been entitled had the employee not taken leave.</p> <p>While on leave, the employee shall be entitled to insurance benefits provided other administrative employees of a similar class, if s/he pays the premiums and the insurance carrier approves.</p>
<p>SC 1166</p>	<p>A leave of absence granted for professional development shall also serve as a leave of absence without pay from all other school activities.</p> <p style="text-align: center;"><b>CLASSROOM OCCUPATIONAL EXCHANGE LEAVE</b></p> <p><u>Application</u></p> <p>Requests for classroom occupational exchange leave shall be submitted on the approved District form and forwarded with appropriate documentation to the Superintendent.</p> <p>All required application materials shall be submitted by April 1 for the following school year.</p> <p><u>Documentation</u></p> <p>Applicants for classroom occupational exchange leave shall submit with the application form a statement from the employer agreeing to the terms and conditions of the leave, as specified in Board policy.</p>
<p>SC 522.2, 1166.1</p>	<p>Upon return from such leave, the employee shall submit to the Board a final report detailing the work experience and its benefits.</p>
<p>SC 1168</p>	<p><u>Commitment Of Employee</u></p> <p>Acceptance of classroom occupational exchange leave incurs a commitment by the employee to return to active duty in this District immediately following the leave for one (1) full school year, unless prevented by illness or physical disability.</p>

338.1. COMPENSATED PROFESSIONAL LEAVES - Pg. 5

<p>SC 1168</p> <p>SC 522.2</p> <p>SC 522.2</p> <p>School Code 522.1, 522.2, 1166, 1166.1, 1167, 1168, 1169, 1170, 1171</p>	<p><u>Commitment Of Employer</u></p> <p>At the expiration of the classroom occupational exchange leave, the employee shall, unless agreed otherwise, be reinstated in the same position held at the time of the granting of the leave.</p> <p>Time on classroom occupational exchange leave shall be counted as time on the job for purposes of seniority, where applicable in the District, and for retirement fund purposes but for no other purpose.</p> <p><u>Compensation</u></p> <p>The business, industry or government to whom the employee is assigned during the leave shall fully compensate the District for all salary, wages, pension and retirement contributions, and other benefits as if the employee were in full-time active service.</p>
--	---

SECTION: ADMINISTRATIVE  
EMPLOYEES

TITLE: UNCOMPENSATED LEAVE

ADOPTED: December 12, 2005

REVISED:

# GOVERNOR MIFFLIN SCHOOL DISTRICT

<p>1. Purpose</p> <p>2. Authority SC 1154</p> <p>3. Guidelines</p>	<p style="text-align: center;">339. UNCOMPENSATED LEAVE</p> <p>The Board recognizes that in certain situations an 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.</p> <p>The Board reserves the right to specify the conditions under which uncompensated leave may be taken.</p> <p>Uncompensated leave shall be granted in accordance with provisions of an applicable compensation plan or individual contract.</p> <p><u>Application</u></p> <p>Requests for uncompensated leave shall be made to the Superintendent at least two (2) months in advance of the requested beginning date.</p> <p>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 one (1) school year.</p> <p><u>Commitment Of Employee</u></p> <p>The employee granted an uncompensated leave of absence shall inform the Board of his/her intentions within two (2) months of 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>
--	--

339. UNCOMPENSATED LEAVE - Pg. 2

School Code  
1154

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.

SECTION: ADMINISTRATIVE  
EMPLOYEES

# GOVERNOR MIFFLIN SCHOOL DISTRICT

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;">342. JURY DUTY</p> <p>Administrative 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 Superintendent.</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>Time spent on jury duty will not be charged against personal leave and will count as time on the job.</p> <p>A copy of the letter from the court indicating the amount of payment should be submitted with the absence form.</p>
---	--

SECTION: ADMINISTRATIVE  
EMPLOYEES

TITLE: IDENTIFICATION BADGES

ADOPTED: December 12, 2005

REVISED:

# GOVERNOR MIFFLIN SCHOOL DISTRICT

<b>345. IDENTIFICATION BADGES</b>	
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.
2. Guidelines	<p>All professional and supportive employees of the Governor Mifflin School District are required:</p> <ol style="list-style-type: none"><li>1. To display identification badges during hours of employment.</li><li>2. To display identification badges after school hours so that community members and parents/guardians can identify staff members.</li></ol> <p>A five-dollar (\$5.00) replacement fee will be assessed for any lost identification badges.</p>



SECTION: ADMINISTRATIVE  
EMPLOYEES

# GOVERNOR MIFFLIN SCHOOL DISTRICT

TITLE: ACCIDENT REPORTS

ADOPTED: December 12, 2005

REVISED:

<b>346. ACCIDENT REPORTS</b>	
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:  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 District's workers' compensation company.

# GOVERNOR MIFFLIN SCHOOL DISTRICT

SECTION: ADMINISTRATIVE  
EMPLOYEES

TITLE: UNLAWFUL HARASSMENT

ADOPTED: December 12, 2005

REVISED: May 16, 2011

<p>1. Authority</p> <p>43 P.S. Sec. 951 et seq. 20 U.S.C. Sec. 1681 et seq 42 U.S.C. Sec. 2000e et seq 42 U.S.C. Sec. 2000ff et seq 29 CFR Sec. 1606.8(a)</p>	<p style="text-align: center;">348. UNLAWFUL HARASSMENT</p> <p>The Board strives to provide a safe, positive working climate for its administrative, professional and support employees. Therefore, it shall be the policy of the District to maintain an employment environment in which harassment in any form is not tolerated.</p> <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 or retaliation shall occur as a result of good faith charges of harassment.</p>
---	--

<p>2. Definitions 42 U.S.C. Sec. 2000ff et seq 29 CFR Sec. 1606.8(a)</p>	<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, sex, age, disability, sexual orientation, religion or genetic information when such conduct:</p> <ol style="list-style-type: none"> <li>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.</li> <li>2. Has the purpose or effect of substantially or unreasonably interfering with an individual's work performance.</li> <li>3. Otherwise adversely affects an individual's employment opportunities.</li> </ol>
<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"> <li>1. Acceptance of such conduct is made, explicitly or implicitly, a term or condition of an individual's continued employment.</li> <li>2. Submission to or rejection of such conduct is the basis for employment decisions affecting the individual.</li> <li>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.</li> </ol> <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>3. Delegation of Responsibility  Pol. 104</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.</p>

<p>4. Guidelines</p>	<p>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 district employees regarding all aspects of unlawful harassment.</p> <p>Each employee 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"> <li>1. Inform the employee or third party of the right to file a complaint and the complaint procedure.</li> <li>2. Notify the complainant and the accused of the progress at appropriate stages of the procedure.</li> <li>3. Refer the complainant to the Compliance Officer if the building principal is the subject of the complaint.</li> </ol> <p><u>Complaint Procedure – Employee/Third Party</u></p> <p><b>Step 1 – Reporting</b></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><b>Step 2 – Investigation</b></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>Pol. 317</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><b>Step 3 – Investigative Report</b></p> <p>The building principal shall prepare and submit a written report to the Compliance Officer 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> <p>The complainant and the accused shall be informed of the outcome of the investigation, including the recommended disposition of the complaint.</p> <p><b>Step 4 – District Action</b></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. District staff shall document the corrective action taken and, when not prohibited by law, inform the complainant.</p> <p>Disciplinary actions shall be consistent with Board policies, administrative regulations and 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.</p> <p><u>Appeal Procedure</u></p> <ol style="list-style-type: none"><li>1. If the complainant is not satisfied with a finding of no violation of the policy or with the recommended corrective action, s/he may submit a written appeal to the Compliance Officer within fifteen (15) days.</li><li>2. The Compliance Officer shall review the investigation and the investigative report and may also conduct a reasonable investigation.</li><li>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.</li></ol>
-----------------	---

References:

Pennsylvania Human Relations Act – 43 P.S. Sec. 951 et seq.

Federal Anti-Discrimination and Civil Rights Laws –

20 U.S. C. Sec. 1681 et seq. (Title IX)

42 U.S.C. Sec. 2000e et seq. (Title VII)

Genetic Information Nondiscrimination Act of 2008 – 42 U.S.C.  
Sec. 2000ff et seq.

Harassment Regulations and Guidelines

Code of Federal Regulations – 29 CFR Sec. 1604.11(a), 1606.8(a)

Board Policy – 000, 104, 317

**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: ADMINISTRATIVE  
EMPLOYEES

TITLE: RETIREMENT RECOGNITION

ADOPTED: December 12, 2005

REVISED:

349. 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.



SECTION: ADMINISTRATIVE  
EMPLOYEES

TITLE: DRUG AND SUBSTANCE  
ABUSE

ADOPTED: December 12, 2005

REVISED:

# GOVERNOR MIFFLIN SCHOOL DISTRICT

351. 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><b>Drugs</b> - shall be defined as those outlined in the Controlled Substance, Drug, Device and Cosmetic Act.</p> <p><b>Conviction</b> - 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><b>Criminal Drug Statute</b> - a federal or nonfederal criminal statute involving the manufacture, distribution, dispensing, use or possession of any controlled substance.</p> <p><b>Drug-free Workplace</b> - 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 administrative employee be given notification that, as a condition of employment, the employee will abide by the terms of this policy and notify the Superintendent 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"><li>1. Take appropriate personnel action against such an employee, up to and including termination.</li><li>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.</li></ol> <p>In establishing a drug-free awareness program, the Superintendent shall inform employees about:</p> <ol style="list-style-type: none"><li>1. Dangers of drug abuse in the workplace.</li><li>2. District's policy of maintaining a drug-free workplace.</li><li>3. Availability of drug counseling, drug rehabilitation, and employee assistance programs.</li><li>4. Penalties that may be imposed for drug abuse violations occurring in the workplace.</li></ol> <p>The District shall make a good faith effort to continue to maintain a drug-free workplace through implementation of this policy.</p>
--	--