



*Buena Vista School District*

# **Buena Vista School District Employee Handbook**

**School Year  
2023-2024**

Dated: Jul 17, 2023

## **Welcome to the Buena Vista School District R-31**

Important information about the Employee Handbook:

### **At-Will Employees**

This Employee Handbook is designed to acquaint employees with the Buena Vista School District and provide some information about working here. The handbook is not all inclusive, but is intended to provide employees with a summary of some of the District's guidelines and expectations regarding your conduct. This edition supersedes and replaces all previously issued editions and any inconsistent verbal or written policy statements issued prior to this handbook.

Except as may be required by state law, employment with the Buena Vista School District is At-Will. Employees have the right to end their work relationship with the District, with or without advance notice, for any reason. The District has the same right. The language used in this handbook, any benefit plan, and any verbal statements made by management are not intended to constitute a contract of employment, either express or implied; nor are they a guarantee of employment for a specific duration. No representative of Buena Vista School District, other than the Superintendent, has the authority to enter into an agreement of employment for any specified period and such agreement must be in writing, signed by the Superintendent and the Employee.

No employee handbook can anticipate every circumstance or question. After reading the handbook, employees who have questions should talk with their immediate supervisor or Human Resource. In addition, the need may arise to revise, delete, or add to the provisions in this handbook (and any applicable state supplement). Except for the At-Will nature of the employment, the District reserves the right to make such changes with or without prior notice. No oral statements or representations can change the provisions of this Employee Handbook.

### **Staff with Employee Agreements**

The information in this handbook is for general information only. It outlines generally your responsibilities, benefits, and District guidelines related to the workplace. The guidelines, practices, and programs described in the handbook are subject to change and may not be all-inclusive. Where this handbook conflicts with benefit plan documents or your employment agreement, the plan document or the agreement will prevail. The language used in this handbook is not intended to create or constitute an employment agreement with any employee. This handbook supersedes all previously issued editions.

### **General Employee Handbook Information**

Buena Vista School District operates under Administrative Policies. This handbook is designed to guide and acquaint employees on District policies, practices, procedures, and ensures equitable process for all staff.

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**Note: Policies available on Buena Vista School District website at:**

**[District Policies](#)**

***Bvschools.org > About BV > District Policies***

## **EMPLOYMENT INFORMATION**

### **Equal Employment Opportunity and Unlawful Harassment**

(Policy: AC/AC-E-1/AC-E-2/GBA)

The District is dedicated to the principles of equal employment opportunity. We prohibit unlawful discrimination against applicants or employees on the basis of age 40 and over, race, sex, sexual orientation, gender identity, color religion, national origin, disability, military status, genetic information, or any other status protected by applicable state or local law.

### **ADA and Religious Accommodation**

The District will make reasonable accommodation for qualified individuals with known disabilities unless doing so would result in an undue hardship to the district or cause a direct threat to health or safety. The District will make reasonable accommodation for employees whose work requirements interfere with a religious belief, unless doing so poses undue hardship on the District. Employees needing such accommodation are instructed to contact their supervisor or HR department immediately.

### **Pregnancy Accommodation in Colorado**

Employees have the right to be free from discriminatory or unfair employment practices because of pregnancy, a health condition related to pregnancy, or the physical recovery from childbirth.

Employees who are otherwise qualified for a position may request a reasonable accommodation related to pregnancy, a health condition related to pregnancy or the physical recovery from childbirth. If an employee requests an accommodation, the District will engage in a timely, good-faith, and interactive process with the employee to determine whether there is an effective, reasonable accommodation that will enable the employee to perform the essential functions of her position. A reasonable accommodation will be provided unless it imposes an undue hardship on the District's business operations.

The District may require that an employee provide a note from her health care provider detailing the medical advisability of the reasonable accommodation. Employees who have questions about this policy or who wish to request reasonable accommodation under this policy should contact the Human Resource representative.

The District will not deny employment opportunities or retaliate against an employee because of an employee's request for a reasonable accommodation related to pregnancy, a health condition related to pregnancy, or the physical recovery from childbirth. An employee will not be required to take leave or accept an accommodation that is unnecessary for the employee to perform the essential functions of the job.

### **Equal Employment Opportunity Harassment**

(Policies: AC/AC-E-1/AC-E-2/AC-R1)

The District strives to maintain a work environment free of unlawful harassment. In doing so, the District prohibits unlawful harassment because of age 40 and over, race, sex, sexual orientation,

gender identity, color, religion, national origin, disability, military status, genetic information, or any other status protected by applicable state or local law.

Unlawful harassment includes verbal or physical conduct that has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment. Actions based on an individual's age 40 and over, race, sex, sexual orientation, gender identity, color, religion, national origin, disability, military status, genetic information, or any other applicable status protected by state or local law will not be tolerated. Prohibited behavior may include but is not limited to the following:

- Written form such as cartoons, e-mails, posters, drawings, or photographs
- Verbal conduct such as epithets, derogatory comments, slurs, or jokes
- Physical conduct such as assault, or blocking an individual's movements

This policy applies to all employees including managers, supervisors, co-workers, and non-employees such as customers, clients, vendors, consultants, etc.

### **Sexual Harassment/Harassment (Title IX)**

(Policy: AC-R2, GBAA)

The District is committed to maintaining a learning environment that is free from sex-based discrimination, including sexual harassment. It is a violation of policy for any staff member to harass students or for students to harass other students through conduct or communications of a sexual nature, or to retaliate against anyone that reports sex-based discrimination or harassment or participates in a harassment investigation. A complainant, or a parent or guardian with the legal right to act on the complainant's behalf, may file a complaint. Complaints must be filed in writing and signed by the complainant. Title IX information and contact is located on the District's website. See *Policy AC-R2*

The District is committed to a learning and working environment that is free from sexual harassment. Sexual harassment is recognized as a form of sex discrimination and thus a violation of the laws which prohibit sex discrimination.

It shall be a violation of policy for any member of the District staff to harass another staff member or student through conduct or communications of a sexual nature. Any conduct of a sexual nature directed toward students by teachers or others to whom this policy applies, shall be presumed to be unwelcome. Sexual harassment committed by an employee of the district in the course of employment shall be deemed a breach of duty, and as such, shall subject the offending employee to disciplinary action. This policy similarly applies to non=employee volunteers or any other persons who work subject to the control of school authorities. See *Policy GBAA*

### **Staff Concerns/Complaint Procedure**

(Policy: AC-R1, GBK/GBK-R)

If you believe there has been a violation of the EEO policy or harassment based on a protected class, including sexual harassment, please use the complaint procedure. The District expects employees to make a timely complaint to enable the District to investigate and correct any behavior that may be in violation of this policy.

Report the incident to your supervisor who will then investigate the matter and take corrective action. If the complaint is regarding the supervisor, report the incident to the Superintendent. The



complaint will be kept as confidential as practicable. If unresolved, further steps may be taken according to GBK-R.

The District prohibits retaliation against an employee for filing a complaint under this policy or for assisting in a complaint investigation. If you perceive retaliation for making a complaint or your participation in the investigation, please follow the complaint procedure outlined above. The situation will be investigated.

If the District determines that an employee's behavior is in violation of this policy, disciplinary action will be taken, up to and including termination of employment.

*Title IX information can be found on [bvschools.org](http://bvschools.org) home page.* Access Title IX policy information here:

[Title IX Grievance Policy and Procedure](#)

## **Hours of Work**

Normally, the workday begins as described in job descriptions. Hours of work are typically 7:40 a.m. - 3:40 p.m. for all instructional and instructional support staff. Part-time staff will work with his/her supervisor for scheduled work hours. It may be necessary for employees to work at times other than the regularly scheduled hours, depending on the needs of the District. When this occurs, you will be notified by your supervisor. From time to time staff may be required to work overtime. For non-exempt staff for the purposes of calculating overtime, the workweek begins Monday at 12:00 a.m. and ends Sunday at 11:59 p.m.

Non-exempt employees eligible for overtime under FLSA must have **prior** approval of hours of work outside regular scheduled work schedule. All extra time and overtime must be documented and submitted to the employee's immediate supervisor. Extra time and overtime will be paid out on the next regular scheduled payroll.

The District will not assume the legal responsibility for compensatory time for non-exempt employees. Comp time less than 3 hours must be taken within the same week the comp time is earned with the approval of the supervisor. Any unused comp time less than three hours not taken within the same week earned, the time will be paid out. All comp time must be pre-approved by the supervisor. It is the employee's responsibility to track comp time and submit to the supervisor for approval.

## **Attendance/Absenteeism**

Certified and Instructional Support staff are to arrive no later than 7:40 a.m. and remain until 3:40 p.m. Exceptions including late arrival or early departure are to be cleared by the building principal or immediate supervisor.

Support staff are required to report to work during their designated times determined by the supervisor and reported to Human Resources. All staff members are expected to be punctual.

Absences for staff are to be reported through the Frontline Absence Management system, or any other department leave request procedure, and approved by the supervisor. **Absences are entered in as half day a.m., half day p.m., or full day.** If there is a need to arrive late or leave early for personal reasons such as appointments, staff will need to submit for half day absence

and the attempt for a substitute will be made either through the system or through the building Administrative Assistant.

Increments of less than 4 hours of leave time will not be permitted unless prior approval is made by the Supervisor and/or the Superintendent.

## **Discipline, Suspension and Dismissal**

(Policy: GCQF/GCQF-R & GDQD)

It may become necessary to formally correct the individuals, and in some cases, to terminate the employment relationship. The District may impose counseling or disciplinary action including termination, which, in its judgment, most effectively takes care of the problem. The District will follow procedures established by law for the suspension and dismissal of teachers.

Support staff employees, unless otherwise designated by contract, shall be considered “at will” employees who serve at the pleasure of the District and shall have only those employment rights expressly established by District policy. The Superintendent has the authority to dismiss classified personnel and may delegate this authority to other appropriate personnel.

## **Employment Status/Positions**

### Employee Classifications

Employees of the District are classified as either exempt or nonexempt under federal and state wage and hour laws, and are further classified for administrative purposes, such as the administration of fringe benefits like paid vacation or holidays. These classifications do not determine eligibility for participation in the District’s group health plan. Eligibility for participation in the District’s group health plan is governed by the terms of the plan documents as well as applicable law. To obtain a copy of the Summary Plan Description or to discuss whether you are eligible to participate in the District’s group health plan, please contact Human Resource. The following classifications are used throughout this Handbook.

### Exempt Employees

Exempt employees are employees whose job assignments meet specific tests established by the federal Fair Labor Standards Act (FLSA) and state law and who are exempt from minimum wage and/or overtime pay requirements.

### Nonexempt Employees

Nonexempt employees are employees whose job positions do not meet FLSA or applicable state exemption tests, and who are not exempt from minimum wage and overtime pay requirements. Nonexempt employees are eligible to receive overtime pay for hours worked in excess of 40 hours in a given workweek, or as otherwise required by applicable state law.

### Full-Time Employees

Full-time employees are those who are normally scheduled to work a schedule of 30 or more hours per week.

### Part-Time Employees

Part-time employees are those who are normally scheduled to work fewer than 30 hours per week. Part-time employees may be assigned a work schedule in advance or may work on an as-needed basis.

### Temporary Employees

(Policy: GDG)

Temporary employees are those who are employed for short-term assignments. Temporary employees are generally hired to temporarily supplement the workforce or assist in the completion of a specific project. These temporary employment assignments are of limited duration. Temporary employees may be classified as exempt or nonexempt on the basis of job duties and compensation.

### Pay for Exempt Employees

Exempt employees must be paid on a salary basis. This means exempt employees will regularly receive a predetermined amount of compensation each pay period on a monthly basis. The District is committed to complying with salary basis requirements which allows properly authorized deductions. If you believe an improper deduction has been made to your salary, you should immediately report this information to Human Resource. Reports of improper deductions will be promptly investigated. If it is determined that an improper deduction has occurred, you will be reimbursed.

### **Evaluation of Licensed Personnel**

(Policy: GCO/GCO-R)

In accordance with state law, all teaching staff and administrators must be evaluated annually. The purposes of the district's licensed personnel evaluation system shall be to serve as a basis for the improvement of instruction, enhance the implementation of curricular programs, and measure the professional growth and development and the level of effectiveness of licensed personnel. The district's licensed personnel performance evaluation system also shall serve as the measurement of satisfactory performance and documentation for dismissal for unsatisfactory performance pursuant to state law, if applicable.

### **Evaluation of Support Staff**

(Policy: GDO/GDO-E)

Evaluating employee job performance and providing feedback is an important factor in making employment-related decisions and promoting growth and job performance.

See your supervisor for information regarding our review process.

## **Paydays/Procedure**

All employees are paid once per month on the 10<sup>th</sup> of each month. If the regular payday occurs on a weekend or holiday, the payday is the last working day prior. On each payday, a statement showing gross pay, deductions, and net pay is available.

Automatic deductions such as additional tax withholding, contributions to voluntary benefit plans, and individual savings plans may be arranged through Payroll.

For the employees' convenience, we offer the option of having pay automatically deposited into the employee's bank account.

Salaries and pay of all employees shall start with the effective contract date and shall be paid over 12 months. If hired mid-year, pay is paid over the remaining months left in the contract period.

It is the responsibility of the employee to notify the Payroll office of any change to:

- Direct Deposit information must be submitted to payroll on original form (email will not be accepted)
- Name change
- Address change
- W-4 tax withholding change

Deadline for payroll changes and timesheet submission is the 1st of each month.

## **Resignation of Staff**

(Policy: GCQC\_GCQD/GCQC\_GCQD-R and GDQB)

If you desire to end your employment relationship with the District, we ask that you notify us as soon as possible of the intended separation. Notice generally allows sufficient time to transfer work, cover shifts, return District property, review eligibility for continuation of insurance, and make arrangements for final pay.

Employees who plan to retire are asked to provide sufficient advance notice to the District so we can process any pension forms or other retirement benefits to which an employee may be entitled in a timely manner. Per policy notice must be given by April 1 of each year.

Certified teachers who choose to end employment during the academic year should give at least 30 days written notice to the District. The District reserves the right to collect or withhold damages from compensation due to or payable to the employee should the employee provide less than 30 days written notice (22-63-202 School Law).

## **Sponsor/Extra-Curricular Pay**

(Policy: GDBC)

Employees may be asked to sponsor extra-curricular activities. Supplemental pay may be available.

## **Substitutes, Arranging for**

The district uses Absence Management through Frontline, an online automated system for securing substitutes and tracking leave. Employee absences for the purpose of the substitute calling system must be completed online at [www.aesoponline.com](http://www.aesoponline.com) or telephone at 1-800-942-3767. Employees will be assigned an ID Number and Pin Number to be used to log in.

## **Job Postings**

(Policy GCE\_GCF/GCE\_GCF-R and GDE\_GDF/GDE\_GDF-R)

The District posts open positions for at least three days. This allows employees time to consider their interest in the job. When considering an employee for a position, we will consider the following factors, including but not limited to, the individual's experience, training, work-related background, attendance, and length of service in the current position. The District may consider a lateral transfer if it will broaden an employee's range of experience.

The Board shall establish and budget for classified positions in the school district on the basis of need and the financial resources of the district.

The recruitment and selection of candidates for these positions shall be the responsibility of the Superintendent or designee who shall confer with principals and other supervisory personnel in making a selection.

## **Overtime**

(Policy: GDBC)

Nonexempt employees are paid at the rate of one and one-half (1 ½) times their regular rate for hours worked in excess of 40 hours during the established workweek.

The established workweek begins at 12:00 a.m. Monday and ends at 11:59 p.m. on Sunday.

Paid time off for holidays, vacation, and sick leave do not count as hours worked for purposes of calculating overtime. All overtime worked by nonexempt employees must be approved in advance by the supervisor.

Working overtime without supervisory approval will not be tolerated.

## **Teacher Displacement**

(Policy: GCKAA)

Consistent with the Board's authority to direct the district's educational programs, the Board may take action pursuant to a drop in enrollment; turnaround; phase-out; reduction in program; or reduction in building, including closure, consolidation or reconstitution. Displacement occurs when such Board action results in the removal of a non-probationary teacher from the teacher's assigned school. This policy and accompanying regulation shall apply to the designation and reassignment of a displaced teacher.

This policy and accompanying regulation shall not apply to teacher dismissals, non-renewals, reductions in force or other personnel actions that do not result in displacement of teachers.

## **BENEFIT INFORMATION**

### **Benefits Overview**

As part of its compensation strategy, the District offers insurance for eligible employees. Employment benefits vary according to the status of the employee per policy. To receive certain benefits, eligible employees may be required to meet participation requirements and pay required premiums and other contributions.

Benefit plans offered by the District are defined in legal documents such as insurance contracts and summary plan descriptions. In the event information in this Handbook or other employee communication conflicts with the actual terms and conditions of coverage, the plan documents will control. Benefits described in this Handbook, including the types of benefits offered and/or the requirements for eligibility of coverage, may be modified or discontinued from time to time at the District's discretion as permitted by law. The District and its designated benefit plan administrators reserve the right to determine eligibility, interpretation and administration of issues related to benefits offered by the District.

Employees will have an opportunity to make changes to their benefit selections during the District's annual open enrollment period. Employees who experience a qualifying life event such as marriage, divorce, or birth of a child will also be allowed to make a change in their benefit selection when that event occurs, in accordance with the terms of the plan document.

The District currently offers:

- Medical Insurance (portion paid by employee, portion paid by employer)
- Dental Insurance (paid by employee)
- Vision Insurance Plan (paid by employee)
- Public Employees Retirement Program (PERA) (mandatory by law)
- PERA 401(k) and PERA 457 Plan (employees' election)
- Section 125 Flexible Benefit Plan (employees' election)
- Flexible Spending Accounts (FSAs) (employees' election)
- Life Insurance Plan-combined \$50k for employee (employer paid)
- Accidental Death and Dismemberment (AD&D) Insurance (employer paid)
- Staff liability coverage through the District (employer paid)
- Supplemental American Fidelity Products such as Disability, Cancer Care, and Accident Insurance (employees' election)
- School sponsored athletic/activity admittance for staff member, spouse, and school-age children
- 20-year BVSD Retirement Benefit for eligible employees (hired prior to 7/1/2007)
- Various leave days stated in the Employee Handbook
- IDA Stipend opportunities
- IDA days (advances on pay scale and teaching license renewal)
- PL Stipend for Teachers
- Leave Day payout accumulated over 90
- Preschool Tuition Discount
- Generous classroom supply budgets
- Generous individual and team plan time

For more information about these plans, including the terms, conditions, or eligibility requirements, please contact Human Resource.

### **Staff Maternity/Paternity/Parental Leave**

(Policy: GBGE)

Parental leave is available to eligible employees to enable the employee to care for and bond with a newborn or a newly adopted or newly placed child. See Human Resource for additional information.

Leave is deducted from employee's available leave days. If leave exceeds available leave days, leave is unpaid. Unpaid leave is based on the employee's current daily/hourly rate of pay.

### **Family and Medical Leave (FMLA Leave)**

(Policy: GBGF and GBGF-R)

The District provides up to 12 weeks of unpaid, job-protected leave to eligible employees for the following reasons:

- Incapacity due to pregnancy, prenatal medical care, or childbirth
- To care for the employee's child after birth, or placement for adoption or foster care
- To care for the employee's spouse, son or daughter, or parent, who has a serious health condition
- Serious health condition that makes the employee unable to perform the employee's job

### **Military Family Leave Entitlements**

Eligible employees with a spouse, son, daughter, or parent on active duty or called to active duty status in the Armed Forces, National Guard, or Reserves may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered servicemember during a single 12-month period. A covered servicemember is: (1) a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness\*, or (2) a veteran who was discharged or released under conditions other than dishonorable at any time during the five-year period prior to the first date the eligible employee takes FMLA leave to care for the covered veteran and who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness\*.

\*The FMLA definitions of "serious injury or illness" for current servicemembers and veterans are distinct from the FMLA definition of "serious health condition".

## **Benefits and Protections**

During FMLA leave, the District maintains the employee's health coverage under any group health plan on the same terms as if the employee had continued to work. Employees must continue to pay their portion of any insurance premium while on leave. If the employee is able but does not return to work after the expiration of the leave, the employee will be required to reimburse the District for payment of insurance premiums during leave.

Upon return from FMLA leave, most employees are restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms. Certain highly compensated employees (key employees) may have limited reinstatement rights.

Use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave. As with other types of unpaid leaves, paid leave will not accrue during the unpaid leave. Holidays, funeral leave, or employer's jury duty pay are not granted on unpaid leave. Paid leave does not accrue during FMLA leave.

## **Eligibility Requirements**

Employees are eligible if they have worked for the District for at least 12 months, for 1,250 hours over the previous 12 months, and if they work at a work site with at least 50 employees within 75 miles.

## **Definition of Serious Health Condition**

A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job, or prevents a qualified family member from participating in school or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than three consecutive full calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

## **Use of Leave**

The maximum time allowed for FMLA leave is either 12 weeks in the 12-month period as defined by the District, or 26 weeks as explained above. The District uses the 12-month period measured forward from the first day of an employee's leave.



An employee does not need to use this leave entitlement in one block. Leave can be taken intermittently or on a reduced leave schedule when medically necessary. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the District's operations. Leave due to qualifying exigencies may also be taken on an intermittent basis.

Employees taking intermittent or reduced schedule leave based on planned medical treatment and those taking intermittent or reduced schedule family leave with the District's agreement may be required to temporarily transfer to another job with equivalent pay and benefits that better accommodates that type of leave.

### **Substitution of Paid Leave for Unpaid Leave**

The District requires employees to use accrued paid leave while taking FMLA leave. Paid leave used at the same time as FMLA leave must be taken in compliance with the District's normal paid leave policies. If an employee's leave of absence does not constitute paid leave as defined in the District's paid leave policies, the employee cannot use accrued paid leave, but can take unpaid leave. FMLA leave is without pay when paid leave benefits are exhausted.

Unpaid leave is based on the employee's current daily/hourly rate of pay. Unpaid leave may be deducted from the employee's monthly pay over several months. The standard is a deduction spread out over 3 pay periods, however, a request by the employee to spread out deduction over more than 3 pay periods will be considered. It is the employee's responsibility to communicate any change in unpaid leave time to Human Resources.

### **Employee Responsibilities**

Employees must provide 30 days advance notice of the need to take FMLA leave when the need is foreseeable. When 30 days' notice is not possible, the employee must provide notice as soon as practicable and generally must comply with the District's normal call-in procedures.

Employees must provide sufficient information for the District to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions; the family member is unable to perform daily activities; the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. Employees also must inform the District if the requested leave is for a reason for which FMLA leave was previously taken or certified.

Employees also may be required to provide a certification and periodic recertification supporting the need for leave. The District may require second and third medical opinions at the District's expense. Documentation confirming family relationship, adoption, or foster care may be required. If notification and appropriate certification are not provided in a timely manner, approval for leave may be denied. Continued absence after denial of

leave may result in disciplinary action in accordance with the District's attendance guideline. Employees on leave must contact the Human Resource Manager at least two days before their first day of return.

### **The District's Responsibilities**

The District will inform employees requesting leave whether they are eligible under FMLA. If they are, the notice will specify any additional information required as well as the employees' rights and responsibilities. If they are not eligible, the District will provide a reason for the ineligibility.

The District will inform employees if leave will be designated as FMLA-protected and the amount of leave counted against the employee's leave entitlement. If the District determines that the leave is not FMLA-protected, the District will notify the employee.

### **Unlawful Acts**

FMLA makes it unlawful for the District to:

- Interfere with, restrain, or deny the exercise of any right provided under FMLA.
- Discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

### **Enforcement**

An employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against the District.

FMLA does not affect any federal or state law prohibiting discrimination, or supersede any state or local law or collective bargaining agreement which provides greater family or medical leave rights.

### **Staff Leave**

(Policy: GBGG and GBGG-E)

All employees accumulate leave time at the rate of one day paid leave for each month worked. One day is defined as the employee's number of hours worked per day. Paid leave may be used if an employee:

1. Has a mental or physical illness, injury, or health condition that prevents them from working;
2. Needs to get preventive medical care, or to get a medical diagnosis, care, or treatment, of any mental or physical illness, injury, or health condition;
3. Needs to care for a family member who has a mental or physical illness, injury, or health condition, or who needs the sort of care listed in category (2);
4. The employee or the employee's family member having been a victim of domestic abuse, sexual assault, or criminal harassment, and needing leave for related

medical attention, mental health care or other counseling, victim services (including legal services), or relocation; or

5. Due to a public health emergency, a public official has closed either (A) the employee's place of business, or (B) the school or place of care of the employee's child, requiring the employee to be absent from work to care for the child.

It is the employee's responsibility to notify their supervisor each day at the beginning of their shift that he/she cannot come to work due to an illness, injury, medical care or domestic violence. It is the employee's responsibility to let his/her supervisor know when expected return to work. In the event an absence is four or more days, medical or legal certification may be required. The certification should include medical or domestic violence reasons and the length of time the restriction lasted.

If there is an extended illness, accumulated leave time currently provides pay while away from work. Unused leave hours are currently carried over from academic year to year at a minimum of 48 hours and not to exceed 90 days (pro-rated if hours worked are less than 8 in one day).

Because paid leave time can be accumulated to be used if you are personally sick or injured, you will not receive extra pay or extra time off for your unused leave time. Paid leave time will not be used in the calculation of overtime. You are not paid for unused leave time when you resign. You are paid for unused leave time when you retire from Colorado PERA and the District.

Additional rules will apply in the case of a public health emergency.

### **Staff Special Leave Request** (Policy GBGG/GBGG-E)

Except for highly unique and rare situations, illnesses or emergencies, staff leave days shall not be used during the following critical days:

- The first five or last five student contact days of the school year.
- State standardized testing (applies in individual buildings during scheduled testing time).
- The first or last day of a vacation, i.e. leave days cannot be used to extend a vacation.
- Immediately before or following a paid holiday or school break.
- Parent-teacher conferences (applies in individual buildings during scheduled conference times).
- Professional Learning days.
- More than three consecutive school days.
- Transportation count day (applies to Transportation only).

An employee must make a request for staff leave on these critical days by completing the exhibit form that accompanies this policy at least 10 working days prior to the leave.

## **Staff Professional/ Parent Leave**

(Policy: GBGG/GBGG-E)

The district may grant professional leave to employees to further their knowledge of education and educational practices by attending school-related workshops, conventions, meetings, etc.

An employee of the District may request parent leave to attend a BVSD school sponsored event with/for their school age child(ren) during the academic year. Parent days do not apply to summer activities not part of the BVSD regular event seasons. The number of parent leave days shall be contingent upon approved budget appropriations and classroom coverage.

Professional/parent leave days are not deducted from staff leave days.

Professional/parent leave days require prior approval of the immediate supervisor, principal or superintendent.

## **Sick Leave Bank**

(Policy: GBGH)

Full-time or part-time employees who meet the eligibility requirements may join the Sick Leave Bank the second year of employment.

Open enrollment for the sick leave bank is September 1 - September 30 of each year. Membership is voluntary. Each participating employee will donate two days of sick leave to the bank. One day of accumulated leave the initial year of membership and one day the next year. Use of the bank will be limited to serious illness, disability or injury or continuing treatment of a serious illness. To qualify, an employee must use five consecutive days of his/her own accumulated leave. Application for use should be made when it becomes apparent that a period of absence will exceed five days.

Requests must be made in writing to Human Resources to the attention of the Sick Leave Bank Committee. Each request must be accompanied by a letter from the attending health care provider. No more than 45 days may be used by an employee in one year for the same injury or illness. The committee may grant more days for extenuating circumstances.

## **Staff Military Leave**

(Policy: GBGI)

If you are a member of the U.S. Armed Forces Reserves or the National Guard, or you are performing other protected uniformed service, you are granted an unpaid leave of absence when called for active or inactive duty training.

This time is granted in addition to earned leave/vacation time. However, if you desire to use your leave/vacation time for this purpose, you may voluntarily do so if you make a request in writing.

If you are called to serve in a branch of the U.S. Armed Forces for an extended period, you may be reinstated, in accordance with the provisions of the law, upon returning to the District after separation from military service.

The District prohibits retaliation against any employee for taking time off under this policy. If you believe there has been a violation of our retaliation standard, please contact Human Resource.

## **Bereavement Leave**

(Policy: GBGJ)

Up to three days per incident and up to six days total per academic year of paid bereavement leave shall be granted to all eligible employees in the case of the death of an employee's immediate family member (a person who is related by blood, marriage, civil union, or adoption). The district may ask for reasonable documentation per incident.

Additional days may be granted with the approval of the superintendent.

Bereavement leave should be taken within 30 days of death unless otherwise approved by the superintendent.

One day's leave will be granted for service as a pallbearer if not immediate family member.

Employee absences which extend beyond three days due to a death in the family may be charged to the employee's staff leave.

## **Staff Legal Leave - Jury Duty**

(Policy: GBGK)

### ***Jury Duty***

The District recognizes jury duty as a civic responsibility of everyone. When summoned for jury duty, an employee will be granted leave to perform his or her duty as a juror. If the employee is excused from jury duty during his or her regular work hours. He or she is expected to report to work promptly.

All employees of the school district shall be excused for jury duty or when ordered to appear in a proceeding pursuant to subpoena or other court order with no jeopardy to their employment, compensation, annual leave or other leave.

Employees receive regular pay for the first three days of jury duty if they were scheduled to work and they provide confirmation of juror service.

Beginning the fourth day and thereafter, employees, as jurors, are paid \$50.00 per day by the State of Colorado for state district or county court jury duty. For jury duty in excess of three days, employees will receive their regular pay provided they forward such payment from the state to the district as an offset.

### ***Voting***

Under most circumstances, it is possible for employees to vote either before or after work. If it is necessary for employees to arrive late or leave early to vote in any election, employees should arrange with their supervisor no later than the day prior to Election Day.

## **Domestic Abuse – Crime Victim Leave**

(Policy: GBGL)

Employees subjected to domestic abuse may be eligible for a leave of absence. Please see Human Resource for more information.

## **Staff Leaves of Absence**

(Policy: GBGM)

Full-time staff members who have been employed with the district for at least five years may be granted an unpaid leave of absence to further their education, travel, improve professionally or for personal catastrophe. See Human Resource for more information.

## **Support Staff Vacations and Holidays**

(Policy: GDD)

### ***Vacations***

The District has established a vacation guideline to grant full-time, 12-month, non-contract employees time off from work to pursue their own interests and to rejuvenate their energies. Full-time, 12-month, non-contract employees are eligible for vacation benefits in accordance with the following vacation schedule:

#### Completed Years of Continuous Service

- Two weeks paid vacation after one year
- Three weeks paid vacation after five years
- Four weeks paid vacation after 15 years

Employees do not earn any vacation benefits during their first 12 months of employment. Therefore, employees are ineligible to take any vacation during this time. Employees who terminate employment, for any reason, before completing 12 months of continuous employment, will not receive vacation pay because it will not have been earned at the time of termination.

Vacation time will not be counted in the computation of overtime.

### ***Holidays***

Paid holidays are currently granted to 12-month employees. Employees receive their standard workday's pay for each of the recognized holidays.

Paid holidays are determined annually based on the school calendar. The paid holiday schedule will be distributed annually.

### **Staff Meals**

Staff meals will be provided only to staff working directly with the food service department and designated staff who will be monitoring the cafeteria when students are eating. The Principal of each school will designate up to 3 lunch monitors at the beginning of each school year.

Staff not designated as lunch monitors will be required to pay the adult price for school meals.

### **Continuing Education Salary Credit and Reimbursement**

*(See Salary Credit Application for Continuing Education and Reimbursement Application for Continuing Education Courses Offered by Universities/College)*

(Policy: GCI, GCI-E)

In keeping with the District's commitment to education and learning, Licensed employees may be approved for salary credit adjustments for professional learning hours and graduate hours completed between September 1 of one year and August 31 of the next year (for example September 1, 2020 to August 31, 2021).

All licensed staff can be reimbursed at the rate of \$50 per semester hour (up to 10 hours or \$500 per year) for approved and completed courses. An Application for Continuing Education Courses Offered by Universities/Colleges must be completed and submitted to the appropriate designee no later than September 15 of each year. Reimbursements are typically awarded during the October pay period for that same year.

### **Transition Year**

(Policy: GBQEB)

The transition year allows an eligible employee to submit a retirement letter to the district and take advantage of the Public Employees Retirement Association's (PERA) 110-day employment policy. This policy allows a retired employee to collect the PERA retirement benefit and still work for a PERA covered employer for a maximum of 110 days every calendar year and be paid at an 8 percent decrease from the current salary schedule. PERA gives the district the option to choose up to 10 employees per year to be on a 140-day contract under the same policy, provided the employee meets PERA's requirements for a 140-day contract.

### **Transition application procedure:**

Eligible employees must submit a letter of intent to retire by April 1 requesting a transition year approval for the following year as a contingency of retirement. If the employee is eligible for the district's retirement benefit (see policy GBQEA), the employee must also request and agree that the retirement benefit be started one year after the completion of the transition year.

### **Work Environment**

(Policy: EBBB,GBAB and GBGD)

The Board is committed to providing a safe work environment for all employees. When district employees know or have reasonable concern about workplace violations of government health or safety rules, or about an otherwise significant workplace threat to health or safety related to a public health emergency, they should report such concerns following the district's concerns, complaints, or grievances procedure.

### **Accidents**

An employee is eligible for workers' compensation leave from the District during the period of time the employee is temporarily disabled as the result of any injury arising out of and in the course of

employment which qualifies for an indemnity payment from the workers' compensation division of the Colorado Department of Labor and Employment.

Our District goal is to provide a safe and healthy work environment. The biggest single factor in ensuring your safety on the job is YOU. It is YOUR responsibility, to you and those working in your area, to practice safe work habits. Report any unsafe practices and conditions to your supervisor so corrective action can be taken.

In some areas, safety glasses, safety shoes, ear protection, and respirators are required. Be sure to read the safety regulations for our District, as you are responsible for knowing their content. Failure to follow safety rules or use appropriate safety devices may result in a reduction of workers' compensation benefits in the event of injury.

Report all accidents in writing, no matter how minor, to your supervisor or Human Resource as soon as practicable. We want to provide you with prompt medical treatment from one of our designated physicians. Treatment for on-the-job injuries must be obtained from one of these physicians or else you may be responsible for the cost of medical treatment. Prompt reporting of the accident will help us to take steps to reduce the possibility of future accidents. The work comp packet, including the First Report of Injury, can be found on our website, [www.bvschools.org](http://www.bvschools.org) under Staff Only.

Remember safety rules are only as effective as you make them. Safety is a cooperative endeavor and must be kept constantly in mind by all of us. Exercise common sense and good judgment in all that you do on the job.

## **Addressing the Board**

The District Board of Education welcomes staff members to address them at regular board meetings during the public staff comments section. The Board requests that presentations be kept to the amount of time permitted. The Board welcomes recommendations and will use the information presented as input.

## **Administering Medication to Students**

(Policy: JLCD)

Medication should only be administered to students by the school nurse or other school designee. Should employees need to have personal medication brought to school, it should be stored in a locked cabinet or desk at all times.

## **Alcohol and Drug Free Workplace**

(Policy: GBEC)

It is the goal of the District to foster a work environment free from the behavior altering effects of drugs and alcoholic beverages. Use of alcohol and drugs alter employees' judgment resulting in increased safety risks, workplace injuries, and faulty decisions-making. Therefore, working after the apparent use of alcohol, a controlled substance, or abuse of any other substances is prohibited. This includes working after the apparent use of marijuana, regardless of marijuana's legal status. Furthermore, the possession, purchase, consumption (use), or sale of a controlled substance or alcohol on District premises or while conducting District business is prohibited.



Alcoholic beverages served in conjunction with an authorized District event are an exception to this prohibition.

The District may conduct unannounced inspections for controlled substances and/or alcohol in the workplace or on District premises, including parking lots. All property of the District such as desks, lockers, and the file cabinets are subject to inspection. Any personal property of employees brought on to District premises or work sites such as cars, lunch pails, purses, and packages are subject to inspection. Employees are expected to cooperate in any inspection. Failure to do so will result in disciplinary action up to and including termination.

## **Asbestos Re-inspection Notification**

This notice is given in compliance with federal and state regulations pertaining to asbestos in District buildings.

All buildings have been inspected for asbestos in June 2021 and no indication of exposed/disrupted asbestos in buildings that could have suspect areas of asbestos based on the age of the building and material. See the most recent letter from the [asbestos inspection linked here](#). A full Asbestos Management Plan and all inspection reports with sampling of the Old McGinnis Gym and District Office is available upon request at the District Office.

## **Child Abuse Concerns**

(Policy: JLF and JLF-R)

As an employee of the District, all employees are mandatory reporters and, therefore, are required by law to bring forth any concerns or evidence regarding the well-being of a child. All concerns must also be reported to the building principal, school counselor and/or school nurse.

## **Communication and Grievances**

(Policy: GBK)

Employees who disagree or are dissatisfied with a District practice should promptly discuss the matter with their immediate supervisor, where appropriate. Normally, this discussion should be held within three to five days of the incident, or in a timely manner. Discussions held in a timely manner will enhance our ability to resolve concerns while it's fresh in everyone's mind. The majority of misunderstandings can be resolved at this level.

## **Communication of disciplinary information to teachers/counselors**

The Principal or designee shall communicate discipline information concerning any student enrolled in the District to all teachers and counselors who have direct contact with that student. Any teacher or counselor who is assigned a student with known serious behavior problems will be informed of the student's behavior record. Any school employee who is provided this information shall maintain its confidentiality and shall not communicate it to any other person.

## **Confidential Information**

(Policy: GBEB and GBEB-R)

Employees of the District may have access to confidential information regarding students, parents, families, and other employees or potential employees of the District.

Disclosure of confidential information will not be tolerated. This non-disclosure prohibition applies both during and after an employee's employment. Any copying, reproducing, or distributing of confidential information in any manner must be authorized by management. Confidential information remains the property of the employer and must be returned to the District upon separation or at any time upon demand.

### **Cumulative Permanent Records**

Current student cumulative records are kept in the school office. Only certified staff and office personnel are allowed access. The following people are allowed to view a school record: the student, a parent or legal guardian of the student, or professional staff members who have a legitimate interest.

### **District Staff Meetings**

District staff meetings will be held when necessary. All staff are required to attend these meetings. If a staff member cannot attend, notice must be given to the immediate Supervisor/Principal or Superintendent. Coaches will need to make arrangements for practices to begin immediately following meetings.

### **District Vehicle Use**

In order to use a District vehicle, an employee must have passed all requirements/tests. It is the responsibility of the employee to operate the vehicle as instructed. Employees are required to complete all needed paperwork. Each employee is responsible for keeping the vehicle clean and in good working order.

Immediately report problems to the Transportation Director.

### **Dress/Appearance**

(Policy: GBEBA)

Teachers and other staff members project an image to the community and to students about the professionalism of the District. During the workday and at all work-related activities, employees shall adhere to a professional standard of dress and shall be neat and clean in appearance.

### **Emergency Procedures**

The District follows the Standard Response Protocol for incident response and has a Safety Management Plan and Procedures Manual that can be found in every building in the District. Staff members will review the manual.

### **Equipment/Facility Use**

All equipment shall be the responsibility of the individual employee under whose direction the equipment is released. Responsibility shall include inventory, maintenance, and care. Authority for use of such equipment shall be for those participating in school programs/activities only.

## **Cash Handling/Fundraising**

The District has cash handling procedures in place. The principals have ultimate responsibility to ensure all money collected at the school level is appropriately accounted for and safely transported to the bank. The cash handling procedure is intended to safeguard the money and protect the employee's handling of money throughout the process. Disciplinary action may be taken if these procedures are not followed or for any money which is left unsecured.

All fundraising activities must be approved by the building principal and/or athletic/activities director prior to the fundraiser. Fundraising activities should be limited to what is needed for the group, organization, team, or class to function. All money raised during a fundraising activity shall be collected and recorded according to the [Cash Handling Procedures](#). Fundraising money may not be kept in a sponsor's classroom or desk.

## **Internet and Electronic Communications**

(Policy: GBEE)

### **Communication Systems**

The District's computer network, access to Internet, Wifi, e-mail, and voice mail systems are business tools intended for employees to use in performing their job duties. Therefore, all documents and files are the property of the District. All information regarding access to the District's computer resources, such as user identifications, modem phone numbers, access codes, and passwords are confidential District information and may not be disclosed to non-District personnel.

All computer files, documents, and software created on the District's computer systems are subject to review and inspection at any time. This includes web-based email employees may access through District systems, whether password protected or not. Employees should not assume that any such information is confidential, including e-mail either sent or received.

Computer equipment should not be removed from the District's premises without written approval from a department head. Upon separation of employment, all communication tools should be returned to the District.

### **Personal use of the Internet**

Some employees need to access information through the Internet in order to do their job. Use of the Internet is for business purposes during the time employees are working. Personal use of the Internet should not be on business time, but rather before or after work or during breaks or lunch period. Regardless, the District prohibits the display, transmittal, or downloading of material that in violation of District guidelines or otherwise is offensive, pornographic, obscene, profane, discriminatory, harassing, insulting, derogatory, or otherwise unlawful at any time.

### **Software and Copyright**

The District fully supports copyright laws. Employees may not copy or use any software, images, music, or other intellectual property (such as books or videos) unless the employee has the legal right to do so. Employees must comply with all licenses regulating the use of any software and may not disseminate or copy any such software without authorization. Employees may not use unauthorized copies of software on personal computers housed in District facilities.

### Unauthorized Use

Employees may not attempt to gain access to another employee's personal file of e-mail messages or send a message under someone else's name without the latter's express permission. Employees are strictly prohibited from using the District communication systems in ways that management deems to be inappropriate. If you have any question whether your behavior would constitute unauthorized use, contact your immediate supervisor before engaging in such conduct.

### E-mail

E-mail is to be used for business purposes only, during working times. While personal e-mail is permitted, it is to be kept to a minimum. Personal e-mail should be brief and sent or received as seldom as possible. The District prohibits the display, transmittal, or downloading of material that is offensive, pornographic, obscene, profane, discriminatory, harassing, insulting, derogatory, or otherwise unlawful at any time. No one may solicit, promote, or advertise any outside organization, product, or service through the use of e-mail or anywhere else on District premises during working time. Working time does not include breaks or meal periods. Management may monitor e-mail from time to time.

Employees are prohibited from unauthorized use of encryption keys or the passwords of other employees to gain access to another employee's e-mail messages.

**(See Legal Considerations above for the benefits of a business usage only guideline.)**

### Voice mail

The District voice mail system is intended for transmitting business-related information. Although the District does not monitor voice messages as a routine matter, the District reserves the right to access and disclose all messages sent over the voicemail systems for any purpose. Employees must use judgment and discretion in their personal use of voice mail and must keep such use to a minimum.

### Telephones/Cell Phones/Mobile Devices

Employee work hours are valuable and should be used for business. Excessive personal phone calls can significantly disrupt business operations. Employees should use their break or lunch period for personal phone calls.

Confidential information should not be discussed on a cell phone or via any mobile device. Phones and mobile devices with cameras should not be used in a way that violates other District guidelines such as, but not limited to, EEO/Sexual Harassment and Confidential Information. Employees' use of a cell phone or mobile device to access district systems is restricted/prohibited without prior authorization. Such access, once authorized, may subject the employee's personal device to discovery requests or District action. Employees authorized to access District systems and information using a personal device must immediately inform the District if the device is lost or stolen.

The District telephone lines should not be used for personal long distance calls.

## **Data Disposal Policy**

During the course of your employment, Buena Vista School District will collect certain information that is classified as “personal identifying information,” or PII, under applicable laws. Such information may include, but is not limited to:

- Your first and last name or initials;
- Username(s) and Password(s);
- Social Security number;
- Driver license or other identification card number;
- Medical documentation;
- Biometric data;

The District may keep these records in paper and/or electronic format. When such documentation is no longer needed, pursuant to records retention requirements and best practices, the District will either (a) destroy the records or (b) arrange for their destruction, e.g. by shredding, erasing, or otherwise modifying the personal identifying information in such a manner as to render it unreadable or indecipherable through any means.

## **Inspections**

We may conduct searches after notice is given and with the employee’s consent of employees’ personal effects. This may include, but is not limited to, lunch bags, boxes, purses, personal computers, packages, or vehicles.

We may conduct searches of the above items without employee consent if we have a reasonable suspicion to believe that illegal activity is taking place and after obtaining a warrant to do so. Any illegal and unauthorized articles discovered may be taken into custody and will be turned over to law enforcement representatives.

Employees do not have a reasonable expectation of privacy in lockers, desks, cabinets, or file drawers, all of which are keyed by the District and copies of those keys are kept by the District.

## **Key or Key Card Check-Out**

Staff members check out keys/keycards from their principal and/or supervisor. Only keys needed for the staff member’s job requirements will be issued. Staff members may not loan keys/keycards to students or community members. All staff members are responsible for making certain that doors and windows are closed at the end of the school day.

## **Maintenance/Custodial and Technology Requests**

Maintenance, custodial, and technology requests need to be completed through the online systems. Requests are prioritized by the maintenance and/or technology supervisor. If there is a maintenance or custodial emergency, contact the school administrator or the district office.

## **Personal Items**

The District is not responsible for lost or stolen personal items.

## **Personnel Criminal History Record Information**

(Policy: GBI)

The Board is committed to ensuring the protection of the Criminal Justice Information (CJI) and its subset of Criminal History Record Information (CHRI) until the information is purged or destroyed in accordance with applicable record retention rules.

The District follows the Criminal Incident Response Plan as outlined in this section of the Employee Handbook. The District ensures sensitive information through CJI is kept confidential. District authorized representative takes special consideration at all times to protect CJI from improper disclosure.

- CJI is disseminated only as a part of the user's criminal justice duties on a need-to-know, right-to-know basis.
- Sharing information for anything other than job-related criminal justice duties will result in a violation of user privileges.
- CJI will not be shared with anyone not involved with the information for their official duties.
- CJI will never be run for personal benefit of criminal justice employee.
- Voice transmission of a criminal history will be limited and only when necessary when an officer determines there is an immediate need for the CJI to further an investigation or situations affecting the safety of an officer or the general public.
- Faxing a criminal history record will occur only if both the sending agency and the receiving agency are authorized and have an Originating Agency Identifier.

CJI is stored in a secure location at all times with limited access to anyone other than the designated representative. The District follows all guidelines outlined in the required CJIS Security Awareness Training.

## **Personnel Records and Files**

(Policy: GBJ)

Your personnel record is maintained in the Human Resources Department. It contains information on your employment and salary history. If you wish to review your file, contact the Human Resources Department. It is important for you to provide us with current information regarding: Name, address, telephone, insurance changes, tax exemptions, emergency contacts, and other relevant information.

## **Professional Staff Development**

(Policy: GCI)

The district believes that student achievement must drive all professional staff development efforts and that professional development is an indispensable part of overall school improvement. To

support these beliefs, the district is committed to allocating adequate resources, including people, time and facilities, to professional development that is effective.

### **Purchases by Staff Members/Use of District Credit Cards**

(Policy: DJ/DJA and DKC)

Staff must follow the process for purchasing items needed for instructional or non-instructional use. An SDS request should be completed and approved by the Supervisor/Director/Principal and Purchasing. A purchase order will be issued and the order placed by Purchasing.

Staff members wanting to make a purchase through a local store such as Wal-Mart, City Market, etc. must have an administrator's approval prior to making the purchase. Upon approval, a Wal-Mart card or City Market charge card will be given to the employee to take with them in order to make the purchase. The card needs to be returned to the school or District office as soon as possible. An SDS request will need to be completed and the original receipt attached to a copy of the request before sending to the Purchasing office.

Staff use of District credit cards will be limited and used only when a purchase order is not accepted and the purchase has been pre-approved by the Supervisor/Director/Principal. Staff will be required to fill out the credit card authorization form prior to having access to a credit card. It is the responsibility of the staff member to use the credit card only for the authorized purchase and return the credit card as soon as possible. An SDS request must be completed and the original receipt attached to the copy of the request before sending to the Purchasing office.

***Misuse of any District credit card or charge card will result in the privilege being revoked.***

### **Reimbursements**

(Policy: DKC)

Generally, expenses reimbursed by the District include those pre-approved as reasonable and necessary to properly conduct District business.

The district encourages staff members to use a district vehicle when on school business. If a district vehicle is not available and the employee uses a personal vehicle, the reimbursement rate is 65.5 cents per mile based on the IRS mileage reimbursement rate.

### **School Board Meetings**

Regular Board of Education meetings will be held on the second and fourth Monday of each month at 6:00 p.m. unless otherwise set by action of the Board. These meetings are held at the District Administration Offices. All meetings, unless posted as an Executive Session, are open to the public.

Agendas of the meetings are posted in the window at the District Administration office, on the School Website.

### **Snow Policy**

The Superintendent is empowered to close school, delay the start of school, or dismiss school early in the event of hazardous weather or other emergencies which threatens the safety, health or

welfare of students or staff members. It is understood that the Superintendent will take such action only after consultation with the Transportation Director and appropriate authorities.

Local radio stations will be notified no later than 6:00 a.m. by the Superintendent if schools are closed or delayed due to hazardous weather conditions. The Superintendent or designee will contact building Administrators, Supervisors and staff using the Messenger Alert system. A calling tree will be used if necessary.

## **Staff Conduct**

(Policy: GBEB and GBEB-R)

Employees at Buena Vista School District must be committed to the highest ethical standards in the execution of their duties and responsibilities. If you feel you are being asked to violate District guidelines, address your concerns with your supervisor or Superintendent.

You are expected to report perceived ethical violations. The District expects employees to make a timely report to enable the District to investigate and resolve any behavior that may be in violation. Report the incident to your supervisor or a member of the executive team. Your report will be kept as confidential as practicable. The District prohibits retaliation against an employee for filing a report or for assisting in an investigation.

## **Staff Ethics/Conflict of Interest**

(Policy: GBEA)

Employees have an obligation to conduct business within guidelines that prohibit actual or potential conflicts of interest. This guideline establishes only the framework within which the District wishes the business to operate. The purpose of these guidelines is to provide general direction so that employees can seek further clarification on issues related to the subject of acceptable standards of operation. Contact the Human Resources Manager for more information or questions about conflicts of interest.

An actual or potential conflict of interest occurs when an employee is in a position to influence a decision that may result in a personal gain for that employee or for a relative.

For example, personal gain may result in cases where an employee or relative has a significant ownership in a firm with which the District does business. Additionally, personal gain could occur when an employee or relative receives any kickback, bribe, substantial gift, or special consideration as a result of any transaction or business dealings involving the District.

If an employee has any situation, which may be an actual or potential conflict of interest, the employee must disclose this to the Superintendent of the District as soon as possible. Hopefully, safeguards can be established to protect all parties.



## **Staff Personal Security and Safety**

(Policy: GBGB)

### **Offenses Against School Employees**

The following procedures shall be followed in instances of assault, disorderly conduct, harassment, knowingly false allegation of child abuse, or alleged criminal offense under the “Colorado Criminal Code” by a student directed towards a teacher or school employee. These same procedures shall be followed in instances of damage by a student to the personal property of a teacher or school employee occurring on school District premises.

1. The teacher or employee shall file a written complaint with the building principal, the superintendent’s office and the Board of Education.
2. The principal, after receipt of both the complaint and adequate proof of the charges, shall suspend the student for three days in accordance with established procedures.
3. The superintendent shall initiate procedures for the further suspension or expulsion of the student when injury or property damage has occurred.
4. The superintendent or her/his designee shall report the incident to the District attorney or the appropriate local law enforcement agency or officer who shall then investigate the incident to determine the appropriateness of filing criminal charges or initiating delinquency proceedings.

### **Staff Treatment/Compensation & Benefits/Evaluation/Accountability**

(Policy: EL-4)

With respect to treatment of paid and volunteer staff, the Superintendent shall not cause or knowingly allow conditions, procedures, actions or decisions which are unlawful, unethical, unsafe, disrespectful, disruptive, undignified or in violation of Board policy.

With respect to employment compensation and benefits for employees, the Superintendent shall not cause or allow jeopardy to the fiscal integrity or public image of the district.

With respect to evaluation of employees, the Superintendent shall not fail to develop an evaluation system that measures employee performance in terms of achieving the Boards *Ends* policies.

[See link to full EL-4 policy here.](#)

### **Student Records**

Federal Law permits the school district to disclose information in the student’s education records to “school officials with legitimate educational interests”. School officials may include persons employed by the district such as administrators, supervisors, teachers, and support staff (including but not limited to transportation personnel). Records will only be shared if there is a need to review an educational record to fulfill professional or official responsibility, or to take steps necessary for the safety and welfare of students and staff members.

## **Tobacco-Free Schools**

(Policy: ADC)

In keeping with our District's intent to provide a safe and healthful work environment, smoking is prohibited throughout the workplace. Smoking is prohibited on District grounds and in District vehicles. This prohibition includes all forms of tobacco and e-cigarettes. This restriction applies to all employees, students, and visitors.

## **Workplace Accommodations for Nursing Mothers**

A private space will be provided, and reasonable time will be permitted, for nursing mothers to express milk during the workday for up to two years following the birth of a child. The time permitted typically will run concurrently with the time already provided for meal and rest breaks. If the breaks cannot run concurrently and/or additional time is needed, Human Resources and the employee will agree upon a schedule which might include the employee using unpaid leave (if non-exempt), annual leave/vacation time, arriving at work earlier, or leaving later. In the event unpaid leave is used, the employee will be relieved of all work-related duties during any unpaid break.

Employees will be provided with the use of a room, office, or other private area, other than a bathroom or toilet stall, that is shielded from view and free from intrusion from co-workers and the public. The District will make a reasonable effort to identify a location within close proximity to the work area for the employee to express milk.

Nursing mothers are responsible for using antimicrobial wipes to clean milk expression areas, and for keeping the general lactation space clean for the next user. This responsibility extends to other areas where expressing milk is permitted, equipment is cleaned, and milk storage areas.

The District reserves the right to not provide additional break time or a private location for expressing breast milk if doing so would substantially disrupt the District's operations.

The District will not demote, terminate or otherwise take adverse action against an employee who requests or makes use of the accommodations and break time described in this policy.