Welcome to the Buena Vista School District R-31

This handbook is designed to acquaint employees with the District and provide information about working in the District. The handbook is not all-inclusive, but is intended to provide a summary of some of the District’s policies. The language used in this handbook and any verbal statements made by management are not intended to constitute a contract of employment, either expressed or implied, nor are they a guarantee of employment for a specific duration. No employee handbook can anticipate every circumstance or question. After reading the handbook, if you have any questions, talk with your immediate supervisor or the Human Resource Manager.

The need may arise to change the policies described in this handbook. The District therefore reserves the right to interpret them or to change them without prior notice. Employees will be notified of any changes as soon as possible. If there are any unforeseen conflicts between this handbook and the law or Board policy, the latter supersedes.
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EMPLOYMENT AND BENEFIT INFORMATION

Accidents
It is the policy of the District and Board of Education to guard against accidents by taking reasonable precautions to protect the safety of all students, employees, visitors and others present on District property or at school-sponsored events. Staff should adhere to recommended safety practices pertaining to the school, special areas of instruction, student transportation, school sports, occupational safety, etc. An accident report must be filed with the Administration Office within 24 hours of the accident.

Address Change
All address, phone, email or other information should be made through SDS, employee portal.

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 5 minutes per person and 10 minutes per subject. 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.

Administrative Staff Assignments and Transfers
(Policy: GCKB)
A teacher who holds an administrative position may be assigned to another position for which he or she is qualified if a vacancy exists in such a position and, if so assigned, with a salary corresponding to the position. If the transfer is to another school in the district the transfer is subject to the consent of the receiving principal and is subject to approval of the superintendent and Board.

Alcohol and Drug Free Workplace
(Policy: GBEC)
The Board recognizes the importance of maintaining a workplace that is free from alcohol and drugs to enhance the safety and welfare of employees and students and ensure compliance with applicable law. Accordingly, it shall be a violation of Board policy for any district employee to possess, use or be under the influence of alcohol or illicit drugs on district property, in or on district vehicles, at any school-sponsored or district-sponsored activity or event, or off district property when the employee is on duty.

Asbestos Re-inspection Notification
This notice is given in compliance with federal and state regulations pertaining to asbestos in District buildings. During the most recent periodic inspection (October 2017) of the buildings by a certified Asbestos Management Planner 5, Dan Ogden Consulting, the following items were noted:
- No new areas of building materials containing asbestos were found;
- All buildings are well maintained. Areas of floor tile and sheetrock in the Main Office of the High School and Middle School Complexes and the P.E. Complex may contain asbestos. Sheetrock
remains coated with approved paints and floor tiles with approved coatings of either wax or sealer and carpet.

Known asbestos on pipe elbows in the Middle School and P.E. Complex has been either encapsulated or removed. The custodial and maintenance staff continue to utilize proper procedures in the event that the suspect materials require disturbance such as removal, drilling or cutting.

All areas are being monitored every six months and re-inspected every three years. From 1990 to 2015, all of the Elementary building was removed using a certified company and replaced by one complex using non-asbestos materials per engineer’s statement. There is no suspect material in the Elementary Complex.

The entire Asbestos Management Plan and all inspection reports are available for review during regular school hours in the Administrative Building.

**Attendance/Absenteeism**

Instructional staff, in accordance with employment contract, 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. All staff members are expected to be punctual. All full time staff will receive one half-hour duty-free lunch.

**Budget**

The District designs a budget each year which is approved by the Board of Education. Staff members shall be aware of the amount allowed for respective departments, grade levels, or subject areas and the balance left in those accounts. Purchase orders in excess of the account balance cannot be accepted.

**Certification/Licensure**

All teachers must be properly certified/licensed by the Colorado Department of Education (CDE). A copy of that certification/license shall be filed at the District office. It shall be the responsibility of each teacher and administrator to maintain a current license.

All licensing information including personal license information and forms can be obtained at the CDE website: www.cde.state.co.us under Educator Licensing.

**Child Abuse Concerns**

*Policy: JLF and JLF-R*  
As an employee of the District, all employees are required by law to bring forth any concerns or questions regarding the well-being of a child. All concerns must first be addressed to the building principal, school counselor and/or school nurse.

**Coaching**

All coaches must be aware of and follow all of District Athletic Handbook and CHSAA rules and regulations.
Communication and Grievances
(Policy: GBK)

Procedures for settling differences will provide for prompt and equitable resolution at the lowest possible administrative level. Each employee will be assured an opportunity for orderly presentation and review of complaints without fear of reprisal.

A “grievance” is defined as an alleged material violation of district policies or administrative regulations that apply to all employees.

The process designated for the resolution of “grievances” in agreements between the Board and recognized employee organizations shall apply only to grievances as defined in the particular agreement.

Nothing in this policy shall be construed to imply in any manner the establishment of personal rights not explicitly established by statute or Board policy. Neither shall anything in this policy be construed to establish any condition prerequisite relative to nonrenewal of contracts, transfer, assignment, dismissal or any other employment decision relating to school personnel.

All employment decisions remain within the sole and continuing discretion of the superintendent and/or Board of Education, as appropriate, subject only to the conditions and limitations prescribed by Colorado law.

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
Employees of the District may have opportunity to be aware of confidential information regarding students, parents, families and other employees or potential employees. It is imperative that employees keep this information completely confidentiality.

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

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, 2019 to August 31, 2020).

All licensed and classified 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 will be awarded during the October pay period for that same year.
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.

Direct Deposit
District payroll is done through direct deposit into a financial institution of the employee’s choice. The employee must sign a direct deposit authorization agreement and provide a copy of a voided personal check or savings deposit slip to the Human Resource Office. An employee’s direct deposit will remain in full force and effect until the Human Resource Office receives written notification of termination in such time and manner as to afford the District and financial institution a reasonable opportunity to act on the termination.

Discipline, Suspension and Dismissal of Professional Staff
(And Contract Nonrenewal)
(Policy: GCQF and GCQF-R)
The district shall follow procedures established by law for the suspension and dismissal of teachers.

Full-time probationary teachers, currently employed by the Board, shall be reemployed for the succeeding academic year at the appropriate salary unless the Board does not renew the contract of such teacher pursuant to law. (By June 1st)

The superintendent shall be authorized to suspend with pay or place on administrative leave a professional staff member as a disciplinary measure and/or pending an internal investigation when a professional staff member is accused of serious misconduct. The superintendent shall report all such suspensions to the Board at its next meeting and shall make a recommendation if further disciplinary action is warranted.

A teacher shall not be subject to any disciplinary proceeding including dismissal for actions which were in good faith and in compliance with the district’s discipline code, nor shall a contract nonrenewal be based on such lawful actions.

The district shall not obtain consumer credit reports on a current employee unless the district is evaluating the employee for promotion, reassignment or retention. In all cases where credit information or reports are obtained and/or relied upon for purposes of reassigning, terminating or denying the promotion of an employee, the district shall comply with the Fair Credit Reporting Act and applicable state law.

The district shall comply with the mandatory reporting requirements concerning allegations of unlawful behavior involving a child and other offenses, in accordance with state law and the regulation accompanying this policy

Discipline, Suspension and Dismissal of Support Staff
(Policy: GDQD)
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. Support staff members shall be employed for such time as the district is in need of or desirous of the services of such employees.
The superintendent has the authority to dismiss classified personnel. The superintendent may delegate this authority to other appropriate personnel such as the director of personnel. All dismissals of classified employees shall be reported to the Board at its next regular meeting.

The superintendent also may suspend employees from their assignments as a disciplinary measure, with or without pay.

If an employee is dismissed or resigns as a result of an allegation of unlawful behavior involving a child, including unlawful sexual behavior, which is supported by a preponderance of evidence, the superintendent is delegated the responsibility for notifying the Colorado Department of Education (CDE) as soon as possible but no later than ten (10) business days after such dismissal or resignation. The superintendent shall provide any information requested by the department concerning the circumstances of the dismissal or resignation. The district also shall notify the employee that information concerning the dismissal or resignation is being forwarded to CDE unless such notice would conflict with the confidentiality requirements of the Child Protection Act.

If the district learns that a current employee has been convicted of, pled nolo contendere to, or received a deferred sentence or deferred prosecution for any felony or misdemeanor crime involving unlawful sexual behavior or unlawful behavior involving children, the superintendent shall immediately report this information to CDE.

The district shall not obtain consumer credit reports on a current employee unless the district is evaluating the employee for promotion, reassignment or retention. In all cases where credit information or reports are obtained and/or relied upon for purposes of reassigning, terminating or denying the promotion of an employee, the district shall complying with the Fair Credit Reporting Act and applicable state law.

**District Staff Meetings**
District staff meetings will be held when necessary and will last for approximately 30-60 minutes. 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 has a Crisis Management Plan and Procedures Manual that can be found in every building in the District. Staff members are asked to read and review the manual. When the fire alarm sounds, leave the building through the nearest exit. Teachers will have a class list before exiting, close all doors and windows, turn off lights, be the last to leave respective classrooms. Fire/Emergency exit maps must be posted in all rooms. In the event of an emergency, all staff,
students and community members will be notified through the following media sources as necessary for the situation:

- Buena Vista Police 911
- Buena Vista Fire Department 911
- In-School announcements
- Messenger Alert System

**Employee Contracts/Letters of Employment**
*(Policy: GCQC/GCQD and GCQD-R)*
All staff will receive contracts no later than May 31 of each year for the following school year. Licensed/certified staff that choose not to return to work for that year must inform the Board in writing no later than 30 days prior to the start of the new contract year. Administrators must give at least 30 days’ written notice to the Board.

**Employment Status/Positions**
Consistent with the requirements of the Fair Labor Standards Act, each employee is designated as either nonexempt or exempt. Generally, licensed teachers, administrators and other managers are exempt, while classified employees are nonexempt.

Nonexempt employees are entitled to overtime pay or compensatory time off at the rate of 1.5 times for all time over 40 hours in a work week.

Additionally, each employee is assigned to one other employment category:

- **Regular Full-time:** Nonexempt employees who regularly work a full-time schedule for the job classification or exempt employees who work 30 or more hours in a work week.

- **Regular Part-time:** Employees who regularly work less than 30 hours per week. Part-time employees are ineligible for most District benefits.

- **Substitute:** Employees hired as interim replacements to temporarily supplement the work force or to assist in the completion of a specific project. Employment assignments in this category are of a limited and definite duration. Employment beyond any initially stated period does not in any way imply a change in employment status. Temporary employees are ineligible for most District benefits.

**Employee Fringe Benefits**

**Game Admittance**
Staff members, their spouse and school-age children may enter any regular season home game free of charge. Children no longer living at home/attending college and other relatives are not eligible for free entry.

**Life Insurance**
The District shall make available a group life insurance coverage in the amount of $50,000 per employee; $5,000 for spouse; and $2,000 for children 6 months to 19 years (or age 23 if a full time student).
Health and Dental and Vision Insurance
The District offers health, dental and vision insurance to all employees that work 30 hours or more per week. The District will pay a portion of the health insurance benefit toward the District accepted Health Insurance Plan.

District participation in these plans may be terminated or changed with respect to medical insurance coverage at any time at the discretion of the Board of Education providing that a 60-day notification be given.

Public Employee’s Retirement Program (PERA)
PERA is a qualified retirement plan under the Internal Revenue Code that serves as a substitute for Social Security. As a PERA member, an employee contributes 8.75 percent of their monthly salary to their PERA contribution account. The District also contributes a percentage of its total payroll to PERA according to state law.

Section 125 Flexible Benefit Plan
A Section 125 Flexible Benefit Plan, also known as Cafeteria Plan, allows employees to use “pre-tax” dollars to pay for certain benefits.

By implementing this plan, the district helps reduce employee taxes and increase disposable income. The cost savings advantage of the plan is simple. Benefit costs or insurance premiums paid under the plan are paid on a pre-tax basis. PERA contributions for new PERA members as of July 1, 2019 are not reduced as a pre-tax savings.

Equipment
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. Classrooms and labs should be locked whenever not in use.

For activities held in the school during the day, evening or weekend by a staff member, community member or organization, appropriate procedures must be followed. Requests for the middle school or high school facilities are made through the Activities Director. Requests for elementary facilities use goes through the main office secretary at the school. Requests for the District Office Board Room can be made by sending an email with dates and times to: verenas@bvschools.org.

Evaluation of Licensed Personnel
(Policy: GCO)
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)
The district has adopted an evaluation system designed to ensure the highest quality of services for the district’s students, staff and community. This system shall assist supervisors and classified employees in understanding the evaluation process.

However, 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. Nothing in this policy shall diminish the district’s ability to employ support staff members only for such time as the district is in need of or desirous of the services of such employees. The district reserves the right to discipline or terminate the employment of a support staff employee without regard to the outcome of any past or pending evaluation or whether evaluations have been conducted.

Fundraising
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.

Harassment
(Policy: GBAA)
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.

Instructional Staff Assignments and Transfers
(Policy: GCKA)
The assignment of instructional staff members and their transfer to positions in the various schools and departments of the district shall be recommended by the superintendent. The transfer of teachers who have been displaced shall be accomplished in accordance with the Board’s policy on teacher displacement, not this policy.

Instructional staff assignments and transfer guidelines are stated in policy.

Instructional Staff Reduction in Force
(Policy: GCQA and GCQA-R)
A justifiable reduction in the number of teaching positions occurs when the Board determines that a fiscal exigency exists and/or program change is to be made that requires cancellation of one or more teacher contracts. In the event of a potential reduction in force, the following policy and accompanying regulation shall apply and any cancellation of a teacher’s employment contract shall be in accordance with this policy and accompanying regulation. This policy and
accompanying regulation shall not apply to teacher dismissals, non-renewals or other personnel actions that do not result in a reduction in the number of teaching positions in the district.

Internet and Electronic Communications
(Policy: GBEE)
The Internet and electronic communications (email, chat rooms and other forms of electronic communication) have vast potential to support curriculum and learning. The district believes they should be used in schools as a learning resource to educate and to inform. Please read policy for restrictions, blocking, privacy, security, confidentiality and other important rules, regulations and expectations.

Job Description/Title/Classification
Job descriptions for all staff shall be established for each position setting forth qualifications, essential job functions and required capabilities. Employees are assigned a job title upon employment. Supervisors will inform employees of job title and employment category.

Key Check-Out
Staff members check out keys 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 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. During the summer, staff members are required to lock all doors in the building when leaving after an activity or work.

Leaves and Absences
The district recognizes that there may be times when an employee is unable to fulfill the duties assigned due to a temporary illness/medical issue, an illness/medical issue with someone in the immediate family, a death in the immediate family, professional days and parental days. The following leaves and absences are designed to help members of licensed and support staff maintain physical health, take care of family and other personal emergencies, improve professionally, and discharge important and necessary obligations.

Maternity/Paternity/Parental
(Policy: GBGE)
Maternity/Paternity/Parental leave shall be available to qualified employees to carefully prepare mentally, physically and financially for pregnancy, delivery, early bonding, and adoption.

Medically necessary sick leave for maternity purposes shall be available to any female employee who becomes pregnant. The leave will be allowed during such period of pregnancy and a reasonable time immediately following the end of pregnancy as is medically necessary to safeguard the health of the mother and/or child.

Family Leave-Federally Mandated Act
(Policy: GBGF and GBGF-R)
To be eligible for leave, an employee shall have been employed for at least 12 months and shall have worked at least 1,250 hours during the 12-month period preceding the commencement of the leave. A full-time classroom teacher shall be deemed to be eligible for family leave. An eligible employee shall be entitled to a combined total of 12 weeks’ leave per year under particular circumstances that are critical to the life of a family.
Staff Leave
(Policy: GBGG and GBGG-E)
The district recognizes that there may be times when an employee is unable to fulfill the duties of his/her position due to a temporary personal illness/medical issue, an illness/medical issue in the employee’s immediate family or to fulfill parental need.

For leave purposes, the term “immedicate family” shall be defined as spouse, partner in a civil union, children and parents.

All employees will receive one day of staff leave for each month worked, including full and half-time employees.

Employees may use accumulated staff leave days received starting with the first month worked. If the employee leaves employment with the district, the employee will be docked all staff leave days used, but not earned, in the employee’s final paycheck.

Leave days are credited at half or full days only.

Evidence of illness may be required for approval of staff leave pay when the number of staff leave days exceeds three consecutive days of paid staff leave.

Staff leave shall not apply during vacation, paid holidays or a leave of absence.

Except for highly unique and rare situations, illness, 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 times).
- The first or last days 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.

An employee must make a request for staff leave on these critical days by completing the exhibit form that accompanies this policy at least ten working days prior to leave. The employee will state the highly unique and rare situation for the leave request. A panel consisting of a principal or immediate supervisor, human resource representative and the superintendent will review the request. If approved as a highly unique and rare situation, the leave will be granted at a rate of 1 day for every leave day used. If not approved as a highly unique and rare situation, and the employee takes the leave, leave will be deducted at the rate of 2 days for every 1 leave day used.

Staff Professional/ Parent Leave
(Policy: GBGN)
The district may grant professional/parent leave to employees to further their knowledge of education and educational practices. Professional/parent days may be requested for an employee to attend school-related workshops, conventions, meetings, etc.

Professional/parent leave days shall not be deducted from staff leave days.
Professional/parent leave days shall require prior approval of the immediate supervisor, principal or superintendent. The number of employees granted such leave shall be contingent upon approved budget appropriations.

**Sick Leave Bank**

Full-time or half-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 to 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 the District office to the attention of the Sick Leave Bank Committee. Each request must be accompanied by a letter from the attending physician. 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. Normal maternity will not be considered a valid sick leave bank request.

**Staff Military Leave**  
*(Policy: GBGI)*

An employee who is a member of the Reserve or National Guard unit or any other branch of the military organized under state or federal law shall be granted military leave with a right of reinstatement in accordance with state and federal law.

The employee shall receive full salary and benefits during such leave up to a maximum of 15 days annually. The leave year shall be as established by the district. All remaining leave to fulfill the annual military obligation shall be unpaid leave.

An employee who is required by the state or federal government to continue military service beyond the time for which leave with pay is required, shall be granted a leave of absence without pay for all such additional service.

**Bereavement Leave**  
*(Policy: GBGJ)*

Up to five days of paid bereavement leave shall be granted to all eligible employees in the case of the death of an employee’s immediate family member (mother, father, guardian, mother-in-law, father-in-law, grandparent, grandchildren, sibling, spouse, partner in a civil union, children, brother-in-law, sister-in-law, cousin, aunt, uncle, son-in-law and daughter-in-law).

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

One day’s leave will be granted for service as a pall bearer.
**Staff Legal Leave - Jury Duty**  
*(Policy: GBGK)*

All employees of the 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.

When necessary for employees, a substitute shall be obtained in the usual manner and paid for by the district.

While state law provides that the District is only responsible for paying employees regular wages up to $50 per day for the first three days of jury service, the district believes it should support employees to the fullest extent of regular wages while on jury service. Therefore, the district shall pay employees regular wages for all days of jury service.

Pursuant to state law, after the first three days of jury service, the state pays each juror $50 per day. **Because employees will be receiving regular wages from the district, which in most instances is more than $50 per day, all employees shall forward such payment from the state to the district as an offset.** If an employee's regular wages are less than $50 per day, the District will supplement the employee's regular wages to bring the daily wage up to $50.

The district shall not reimburse employees for expenses or mileage related to jury service. The employee may keep any reimbursement for expenses or mileage received from the state and continue to receive the full extent of regular wages while on jury service.

The superintendent shall request that an employee be excused from jury duty service or the service delayed provided the special nature of the employee's qualifications would make it difficult to secure an adequate substitute or if the timing of the proposed jury service affords a threat to the welfare of the school or the students concerned.

**Staff Victim Leave**  
*(Policy: GBGL)*

Any staff member who has been employed with the District for at least 12 months and is the victim of certain crimes/actions (listed in policy) may request and shall be granted up to three working days of leave during any 12-month period, without pay. The employee must exhaust all other applicable leave prior to being granted this type of leave.

**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 a leave of absence to further their education, travel, improve professionally or for personal catastrophe. Such leaves shall be subject to the following:

1. Leaves of absence without pay may be granted at the discretion of the superintendent.
2. Leaves of absence may be granted up to a maximum of one year.
3. Requests for leaves of absence shall be made in writing to the superintendent.
4. The superintendent will consider all leave of absence requests in March prior to the academic year for which the leave of absence is requested. Requests for a leave of absence due to personal catastrophe will be considered at the time of the request.
5. An employee on leave of absence shall notify the superintendent in writing by March 1, during the leave of absence, his or her desire to either return to work during the ensuing school year or terminate his or her employment with the district.

6. Employees returning from a leave of absence will be reinstated to a position for which they are licensed and/or qualified.

7. Employees are eligible to request a leave of absence every seven years.

**Maintenance/Custodial Requests**

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

**Open Hiring/Equal Employment Opportunity**

*(Policy: GBA)*

The district subscribes to the principles of the dignity of all people and of their labors. It also recognizes that it is both culturally and educationally sound to have persons of diverse backgrounds on the school district's staff.

Therefore, the District shall promote and provide for equal opportunity in recruitment, selection, promotion and dismissal of all personnel. Commitment on the part of the District towards equal employment opportunity shall apply to all people without regard to race, color, creed, sex, sexual orientation (which includes transgender), religion, national origin, ancestry, age, genetic information, marital status, disability or conditions related to pregnancy or childbirth.

The district shall ensure that it does not unlawfully discriminate in any area of employment including job advertising, pre-employment requirements, recruitment, compensation, fringe benefits, job classifications, promotion and termination.

**Pay Procedure**

Salaries of all employees shall start with the effective contract date and shall be paid over 12 months. Employees are paid by direct deposit to the bank of their choice, on the 10th of each month. When the 10th falls during a holiday or weekend, payday shall be the last working day preceding the holiday or weekend. No advance on paychecks will be issued to the employee.

All time sheets must be turned in to the payroll office by the first working day of each month for the preceding month’s time. Anything received after that date will be applied to the following month’s payroll.

**Personal Items**

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

**Personnel Records and Files**

*(Policy: GBJ)*

The superintendent is authorized and directed to develop and implement a comprehensive and efficient system of personnel records under the guidelines stated in policy.

**Policies / Policy Books**

Administrative Policy book is located in the District Administration Office.
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 – Supply Requisitions
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 administrators 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.

Reimbursements
The District will reimburse staff for mileage when using a personal vehicle and purchasing meals while away at conferences, classes, meetings, etc. Meals may not be purchased using a school credit card. Employees shall pay for meals out of pocket and complete a reimbursement request form. All original receipts shall be attached to the request form (see building secretary for a copy) before submitting to Purchasing with a copy of the SDS request. The District uses the following guidelines for meals:

- Breakfast $10.00
- Lunch $10.00
- Dinner $15.00

Going over the $35 per day limit may result in unreimbursed out-of-pocket expenses for the employee. The district will not pay for any alcoholic beverages.

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 40 cents per mile.

Resignation of Support Staff
(Policy: GDQB)
Support staff employees are encouraged to give two weeks written notice to the district prior to resigning employment.

If an employee resigns as a result of an allegation of unlawful behavior involving a child, including unlawful sexual behavior, which is supported by a preponderance of evidence, the superintendent is delegated the responsibility for notifying the Colorado Department of Education (CDE) as soon as possible but no later than ten (10) business days after the employee’s resignation. The superintendent shall provide any information requested by the department concerning the circumstances of the resignation. The district also shall notify the employee that information concerning the resignation is being forwarded to CDE unless such notice would conflict with the confidentiality requirements of the Child Protection Act.
Salary schedule Placement

Certified employees will be granted ten years of experience and one step for every two years above ten years.

Classified employees will be granted ten years of experience for similar job responsibilities and one step for every two years above ten years.

Mid-Year Hire Classified employees hired during the year will receive a salary agreement with a step adjustment to be decided at the beginning of the new salary agreement year.

School Board Meetings

Regular Board of Education meetings will be held on the second and forth 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 and the community library. All staff members are asked to refrain from planning school activities on the same night as Board meetings.

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. The Board shall ratify the closing at its next regular meeting.

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.

Sponsor/Extra-Curricular Pay

(Policy: GCBC and GDBC)

From time to time teachers will be asked by the Administration to sponsor extra-curricular activities. Those who are assigned duties which require extra time or responsibilities over and above contractual obligations shall receive extra compensation.

Coaches shall be paid salaries that are commensurate with the demands of the specific coaching assignment. Extra-curricular activities are not limited to teaching staff; other staff persons may also be a sponsor and receive supplemental pay according to those salaries set by the Director of Finance and the Activities Director.

Staff Conduct

(Policy: GBEB and GBEB-R)

All staff members have a responsibility to be familiar with and abide by federal and state laws as these affect their work, and the policies and regulations of the district.

As representatives of the district and role models for students, all staff shall demonstrate and uphold high professional, ethical and moral standards. Staff members shall conduct themselves
in a manner that is consistent with the educational mission of the district and shall maintain professional boundaries with students at all times in accordance with this policy’s accompanying regulation. Interactions between staff members must be based on mutual respect and any disputes will be resolved in a professional manner.

Each staff member shall observe rules of conduct established in law which specify that a school employee shall not:

1. Disclose or use confidential information acquired in the course of employment to further substantiate personal financial interests.
2. Accept a gift of substantial value or substantial economic benefit tantamount to a gift of substantial value which would tend to improperly influence a reasonable person in a position or which the employee knows or should know is primarily for the purpose of being rewarded for actions taken in which he exercised discretionary authority.
3. Perform any action in which he has discretionary authority which directly and substantially confers an economic benefit on a business or other undertaking in which he has a substantial financial interest or in which he is engaged as a counsel, consultant, or representative or agent.

**Staff Ethics/Conflict of Interest**  
(Policy: GBEA)

No district employee shall engage in or have a financial interest, directly or indirectly, in any activity that conflicts or raises a reasonable question of conflict with his or her duties and responsibilities in the school system. Employees are expected to perform the duties of the position to which they are assigned and to observe rules of conduct and ethical principles established by state law and district policies and regulations.

It shall be understood that all confidential information an employee is privy to as a result of district employment shall be kept strictly confidential. In addition, employees shall not utilize information solely available to them through school sources to engage in any type of work outside of the school district. This includes information concerning potential customers, clients or employers.

An employee shall not sell any books, instructional supplies, musical instruments, equipment or other school supplies to any student or to the parents/guardians of a student who attends the school served by the employee unless prior approval has been obtained from the Board.

Moreover, to avoid a conflict of interest, unless approved by the board, the district prohibits an employee from exercising supervisory, appointment, dismissal authority, or disciplinary action over a member of the employee’s immediate family. For purposes of this policy, an employee’s “immediate family” includes his or her spouse, partner in a civil union, children and parents. In addition, an employee may not audit, verify, receive or be entrusted with moneys received or handled by a member of the employee’s immediate family. An employee shall not have access to the employer’s confidential information concerning a member of the employee’s immediate family, including payroll and personnel records.

**Staff Health (And Physical and Mental Health Examination Requirements)**  
(Policy: GBGA)

Through its overall safety program and various policies pertaining to school personnel, the district shall seek to ensure the safety of employees during working hours and assist them in the maintenance of good health. It shall encourage all its employees to maintain good health and practice good health habits.
Under the following circumstances, the district may require physical examinations of its employees or applicants for employment. The district shall pay for all such physical examinations. Results of such physical examinations shall be maintained in separate medical files and not in the employee’s personnel file and may be released only in limited circumstances.

**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 offence 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 both of 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.

**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.

**Substitutes, Arranging for**

The district uses Absent Management (Aesop), an online automated system for securing substitutes. Absences for substitutes 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.

Select a reason for the absence from the following list:

- Sick
- Personal
- Professional Development
- Parent Day (school activity)
- Field trip
- Coaching
- Bereavement
Support Staff Positions  
(Policy: GDA)  
In accordance with Board policy, all support staff positions in the school system shall be established initially by the superintendent.

Support staff employees, unless otherwise designated by contract, shall be considered "at will" employees who serve at the pleasure of the superintendent and shall have only those employment rights expressly established by district policy. Support staff members shall be employed for such time as the district is in need of or desirous of the services of such employees.

In each case, the superintendent shall approve a statement of job requirements in the form of a job description setting forth the qualifications for the job, a detailed list of performance responsibilities and any required physical capabilities.

Support Staff Recruiting/Hiring  
(Policy: GDE/GDF)  
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.

Recruiting  
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.

All vacancies shall be made known to the present staff. Anyone qualified for a position may submit an application.

Background checks  
Prior to hiring any person, in accordance with state law the district shall conduct background checks with the Colorado Department of Education and previous employers regarding the applicant's fitness for employment. In all cases where credit information or reports are used in the hiring process the district shall comply with the Fair Credit Reporting Act and applicable state law.

All applicants recommended for a position in the district shall submit a set of fingerprints as required by law. (This requirement shall not apply to any student currently enrolled in the district applying for a job.) Applicants may be conditionally employed prior to receiving the fingerprint results.

There shall be no discrimination in the hiring process on the basis of race, color, creed, sex, sexual orientation (which includes transgender), religion, national origin, ancestry, age, genetic information, marital status or disability.

In accordance with Board policy, the superintendent shall officially appoint all employees; however, temporary appointments may be made if deemed necessary by the superintendent.

Upon the hiring of any employee, information required by federal and state child support laws will be timely forwarded by the district to the appropriate state agency.
Support Staff Supplementary Pay/Overtime  
(Policy: GDBC)

Overtime
The administration shall determine which school district employees are subject to the minimum wage and overtime requirements of federal law. These non-exempt employees shall be paid overtime at the rate of one and one-half times the regular rate of pay for hours worked in excess of 40 in any work week.

All overtime work shall require the advance approval of the employee’s principal and/or other immediate supervisor. An effort shall be made whenever possible not to schedule non-exempt employees for more than 40 hours per week.

All hours worked shall be accurately recorded in the manner required by the employee's supervisor.

Support Staff Vacations and Holidays  
(Policy: GDD)

Vacations
Regular classified personnel working on a 12-month basis are entitled to paid vacation on the following basis:

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

Holidays
Paid holiday schedule is distributed annually with contracts to all classified 12-month employees. Paid holidays are determined annually based on school calendar.

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.

Telephone Use
Telephones are for business use. Staff members are asked to limit personal calls. District phones may not be used for long distance personal calls.

Tobacco-Free Schools  
(Policy: ADC)

To promote the general health, welfare and well-being of students and staff, smoking, chewing or any other use of any tobacco product by staff, students and members of the public is prohibited on all school property.

Possession of any tobacco product by students is also prohibited on school property.
Transition Year
(Policy: GBQEB)
The transition year allows an 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 is giving 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:
An employee 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.

Voicemail/E-mail
All staff are assigned a voicemail box and an e-mail address. Staff members are expected to maintain both.

Work Place Breast Pumping
It is the intent of district to accommodate nursing mothers in the workplace by complying with current lactation law: 8-13.5-104 Right of nursing mothers to express breast milk in workplace – private location – discrimination prohibited.

A private space shall be provided, and time will be permitted, for nursing mothers to express milk during the workday. The time permitted typically will not exceed the normal time allowed for lunch and breaks. If additional time is needed above and beyond normal breaks/meal time, the principal and employee will agree upon a plan which might include the employee using annual leave/vacation time, arriving at work earlier, or leaving later.

Worker’s Compensation
(Policy: GBDG)
As required by law, the district shall carry Workers’ Compensation Insurance. Employees injured while at work are entitled to benefits provided by Workers’ Compensation laws. It is essential that a first report of injury be filed within 24 hours of the accident and the accident reported to an immediate Principal/Supervisor. The designated providers for Workers’ Compensation injuries are:

HRRMC Buena Vista Health Center
28374 CR 317
Buena Vista, CO 81211
719-395-6641

First Street Family Health
910 Rush Drive
Salida, CO 81201
719-539-6637
St. Vincent Medical Clinic
825 W. 6th Street
Leadville, CO 80461
719-486-1264

In a non-emergency situation, proceed to the district Administration Office and complete the appropriate paperwork with the Payroll Manager.
Policy GBEC: Alcohol and Drug-Free Workplace
I, the undersigned employee of the Buena Vista School District R-31, have received, read understand, and agree to abide by policy GBEC: Alcohol and Drug-Free Workplace as described on page 38 of the Employee Handbook. I agree to:

1. abide by the terms of the policy, and
2. notify my supervisor if I am convicted of violating a criminal drug statute in the workplace no later than five days after the date of such conviction.

__________________  __________________
First name   Last name   Date

Policy GBEE: Staff Use of the Internet and Electronic Communications
I, the undersigned employee of the Buena Vista School District R-31, have received, read, and will abide by policy GBEE: Staff Use of the Internet and Electronic Communications as described beginning on page 40 of the Employee Handbook. Should I commit any violation or in any way misuse my access to the District's technology devices, including use of the Internet and electronic communications, I understand and agree that my access privileges may be revoked and disciplinary and/or legal action may be taken.

I, hereby, release the District from all costs, claims, damages or losses resulting from my use of District technology devices, including use of the Internet and electronic communications, including by not limited to any user fees or charges incurred through the purchase of goods or services.

Your signature on the Acceptable Use Agreement form is legally binding and indicates that you have carefully read and understand the significance of the terms and conditions set forth in the Buena Vista School District R-31 Administrative Policies.

__________________  __________________
First name   Last name   Date

Employee Handbook and Procedures
I, the undersigned employee of the Buena Vista School District R-31, have received, read, understand, and will abide by District's policies and procedures as described in the Employee Handbook. I realize that the Administrative Policies are not limited to those policies contained in the handbook. Copies of all policies can be obtained through the Administrative Office. I understand that any violation of the District's Administrative Policies or procedures may result in disciplinary action or dismissal.

__________________  __________________
First name   Last name   Date