

All Employees – Digital Documents File

Updated July 2018

Digital Documents each employee must read and accept can be found in ENCORE

Topic	Audience	Frequency	Summary - Required By	Notes/Dates/ Participants
Ethical Conduct of Education Employees and Avoiding Conflicts of Interest	All employees	1. Initial hire. 2. Every year.	2HR-204 Ethical Conduct of District Employees Includes the following: 1) Utah Public Officers' and Employees' Ethics Act; 2) Ethical Conduct for Education Employees; 3) Meeting with students outside normal school day; 4) Educational Services Outside of Educator's Regular Employment; and 5) Illegal activities under the Utah Procurement Code.	
Acceptable Use Agreement	All employees accessing District information systems or internet	1. Initial hire. 2. Every year.	7SS-003 Technology Resources and Internet Safety All employees must read and sign the Acceptable Use Agreement prior to accessing District Technology Services including internet, computers, servers, voicemail, and Email systems.	
Workers Compensation	All employees	1. Initial hire. 2. Every year.	3RM-101 Workers' Compensation Employees experiencing a workplace injury must seek necessary medical attention at designated providers.	
Legal Liability Protections	All employees	1. Initial hire. 2. Every year.	3RM-100 Legal Defense of District Employees Inform employees of legal defense provided by District for acts done as part of job duties.	
Privacy of Student Information	All employees	1. Initial hire. 2. Every year.	11IR-110 Family Educational Rights and Privacy Act Parent right to access records and the legal and ethical obligation to protect confidential student information.	
Board Policy and Negotiated Agreements	All employees	1. Initial hire. 2. Every year.	Applicable Negotiated Agreement required to be reviewed by each employee annually as well as any substantial changes to Board policy.	
Bullying and Hazing Policy	All employees	1. Initial hire. 2. Every year.	5S-100 Student Conduct and Discipline Employees are required to sign a statement annually indicating that the individual signing the statement has received a copy of the District's bullying and hazing policy.	

All Employees

School Site and Off Site Support Staff

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Topic	Audience	Frequency	Summary - Required By	Notes/Dates Participants
Safety Issues	All employees	Upon initial hire and as needed	3RM-001 Safety Issues in the Workplace New employees must take online orientation. Periodic training on safety issues should be conducted, Risk Management Dept. will direct.	
Blood borne Pathogens	Staff at risk of exposure in the course of regular duties	Annual	3RM-002 Blood Borne Pathogens Exposure Control State and Federal law regarding Occupational Health and Safety Requires annual training in the response to blood borne pathogens.	
Driver Training	Employee driving: 1. District vehicle 2. Personal vehicle for official District purpose	Prior to driving and then as directed by Risk Management Department	3RM-005 Vehicle and Equipment Use Policy State Risk Management requires any employee driving a District vehicle to complete the Utah Risk Management Defensive Driving Course.	
Drug Free Workplace	All employees	Periodically	3RM-006 Substance Abuse and Drug Free Workplace Provide employees a copy of the policy and instruct how to access the policy online.	
Employee Discipline and Dismissal	All employees	Annual	2HR-004 Employee Discipline and Dismissal Policy Provide employees with written statement explaining the District's Discipline and Dismissal Policy.	
Emergency Preparedness	All employees	Annual	3RM-004 Emergency Preparedness Plan Review site or school plan and conduct training drills.	
Safe Schools	All employees	Upon initial hire and periodically	5S-100 Safe Schools/Student Conduct and Discipline Inform employees of commitment to safe schools, prohibited conduct, required response, investigation, resolution of violations.	
Sexual Harassment, Nondiscrimination and Complaint Process	All employees	Upon initial hire and periodically	11IR-100 Nondiscrimination Policy and Complaint Procedure 2HR-206 Employee Sexual Harassment Policy These two policies clearly state the District's prohibition on illegal discrimination and identify the individuals to whom a Complaint must be submitted.	

School Based Employees / Those Directly Serving Students

Updated July 2015

Topic	Audience	Frequency	Summary - Required By	Notes/Dates Participants
Testing Protocol and Security	Employees involved in standardized testing	Annual	4I-005 Assessments of Student Achievement Mandatory assessment procedures.	
Child Abuse Reporting	Employees who work with students	Annual	5S-402 Child Abuse Reporting Employee with reason to believe a child has been abused or neglected must report to authorities and site administrator.	
Family Educational Rights and Privacy Act (FERPA)	Employees having access to student records	Annual	11IR-110 Family Educational Rights and Privacy Act Parent right to access records and proper disclosure of student records.	
Protection of Pupil Rights Amendment (PPRA)	Employees having access to students	Annual	11IR-110 Family Education Rights and Privacy Act Employees may not elicit information from students regarding private issues, even if anonymous, without written parental consent.	
Religion in Education	Employees working with students	Periodically	11IR-107 Recognizing Constitutional Freedoms Employees and volunteers should be informed of the legal boundaries between public education and religion and honor individual student's constitutional freedoms.	
Fees	Employees working with students and parents	Periodically	6F-101 School Fees, Fee Waivers No fees for any activity or program during the school day in grades K-6. Only Board approved fees in grades 7-12 for any class, program, or activity whether during the school day or extra-curricular. Fees must be waived for eligible students.	
Hazing and Bullying	Employees involved in extracurricular activities (sports and clubs)	Annual	5S-200 Eligibility for Extracurricular Participation Employee must assure all students participating in extracurricular activities are trained at the beginning of the school year and prior to beginning of season each year and must sign a statement agreeing to comply with policy.	
Medical Recommendations by Employees	Employees working with students and parents	Periodically	5S-301 Medical Recommendations by School Personnel Provides guidelines regarding making medical recommendations to parents about a student.	
Administration of Medication	Employees asked to assist student in taking medication	Annual	5S-300 Authorization of School Personnel to Administer Medication Establishes procedures for administration of over-the-counter or prescription medication to a student.	