

## PERSONNEL – 4000

### 4000.01

- Administrative Staff and Organization
  - The Superintendent of Schools
    - *Procedures – Expense Reimbursement for District Personnel Meeting/Conferences*
  - Other Administrators

### 4000.02

- Employment Considerations
  - Equal Employment Opportunity
  - Discrimination and Harassment
    - *Procedures – Discrimination and Harassment*
  - Nepotism
  - Criminal Background Checks

### 4000.03

- Conditions of Employment
  - Alcohol and Drug Free Workplace
    - *Procedures – Alcohol & Drug Free Workplace – Appendix A & B*
  - Omnibus Transportation Employees
    - *Procedures – Omnibus Transportation Workers Testing Act*
  - Staffing, Layoff and Recall of Teachers
  - Highly Qualified
  - HIPAA
    - *Procedures – HIPAA (Health Insurance Portability and Accountability Act of 1996)*
    - *Procedures – HIPAA Hybrid Entity Status*
  - Leaves of Absence
  - FMLA
    - *Procedures – Family and Medical Leave Act (FMLA)*
  - Paid Medical Leave
  - Medical Examinations

### 4000.04

- Evaluations, Discipline and Discharge, Resignations
  - Performance Evaluations
  - Performance Based Compensation
  - Ineffective Teachers
  - Discipline and Discharge
  - Resignations

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## 4000.05

- Other Matters of Employment
  - Gifts to School Personnel
  - Whistleblower Protection Policy
    - *Procedures – Whistleblower Protection*
    - *Procedures – Whistleblower Protection Appeals*
  - Outside Activities
  - Ownership of Works
  - Social Media
  - Illegal Conflicts of Interest
  - Prohibition of Referral or Assistance