

# All Employees – Digital Documents File

Updated September 2020

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

Topic	Audience	Frequency	Summary - Required By	Notes/Dates/ Participants
<b>Ethical Conduct of Education Employees and Avoiding Conflicts of Interest</b>	All employees	1. Initial hire. 2. Every year.	<a href="#">2HR-204 Ethical Conduct of District Employees</a> 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.	
<b>Acceptable Use Agreement</b>	All employees accessing District information systems or internet	1. Initial hire. 2. Every year.	<a href="#">7SS-003 Technology Resources and Internet Safety</a> All employees must read and sign the Acceptable Use Agreement prior to accessing District Technology Services including internet, computers, servers, voicemail, and Email systems.	
<b>Bullying and Hazing Policy</b>	All employees	1. Initial hire. 2. Every year.	<a href="#">5S-100 Student Conduct and Discipline Policy</a> District employees who become aware of bullying, cyber-bullying, hazing, sexual harassment, retaliation, or abusive conduct shall report such incidents immediately to school administrators.	
<b>Workers Compensation</b>	All employees	3. Initial hire. 4. Every year.	<a href="#">3RM-101 Workers' Compensation</a> Employees experiencing a workplace injury must seek necessary medical attention at designated providers.	
<b>Legal Liability Protections</b>	All employees	1. Initial hire. 2. Every year.	<a href="#">3RM-100 Legal Defense of District Employees</a> Inform employees of legal defense provided by District for acts done as part of job duties.	
<b>Privacy of Student Information</b>	All employees	1. Initial hire. 2. Every year.	<a href="#">11IR-110 Student Data and Family Privacy Protection</a> Parent right to access records and the legal and ethical obligation to protect confidential student information.	
<b>Board Policy and Negotiated Agreements</b>	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.	

# All Employees

School Site and Off Site Support Staff  
Updated September 2020

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

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Topic	Audience	Frequency	Summary - Required By	Notes/Dates Participants
<b>Testing Protocol and Security</b>	Employees involved in standardized testing	Annual	<a href="#">4I-005 Assessments of Student Achievement</a> Mandatory assessment procedures.	
<b>Child Abuse Reporting</b>	Employees who work with students	Annual	<a href="#">5S-402 Child Abuse Reporting</a> Employee with reason to believe a child has been abused or neglected must report to authorities and site administrator.	
<b>Family Educational Rights and Privacy Act (FERPA)</b>	Employees having access to student records	Annual	<a href="#">11IR-110 Student Data and Family Privacy Protection</a> Parent right to access records and proper disclosure of student records.	Training from Policy/Law <a href="#">Commons Link</a>
<b>Protection of Pupil Rights Amendment (PPRA)</b>	Employees having access to students	Annual	<a href="#">11IR-110 Student Data and Family Privacy Protection</a> Employees may not elicit information from students regarding private issues, even if anonymous, without written parental consent.	Training from Policy/Law <a href="#">Commons Link</a>
<b>Religion in Education</b>	Employees working with students	Periodically	<a href="#">11IR-107 Recognizing Constitutional Freedoms</a> Employees and volunteers should be informed of the legal boundaries between public education and religion and honor individual student's constitutional freedoms.	
<b>Fees</b>	Employees working with students and parents	Periodically	<a href="#">6F-101 School Fees, Fee Waivers</a> 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.	
<b>Hazing and Bullying</b>	Employees involved in extracurricular activities (sports and clubs)	Annual	<a href="#">5S-200 Eligibility for Extracurricular Participation</a> 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.	
<b>Medical Recommendations by Employees</b>	Employees working with students and parents	Periodically	<a href="#">5S-301 Medical Recommendations by School Personnel</a> Provides guidelines regarding making medical recommendations to parents about a student.	
<b>Administration of Medication</b>	Employees asked to assist student in taking medication	Annual	<a href="#">5S-300 Authorization of School Personnel to Administer Medication</a> Establishes procedures for administration of over-the-counter or prescription medication to a student.	