



Classified Employee Handbook 2021-22

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IMPORTANT NOTICE

THIS HANDBOOK IS DESIGNED TO ACQUAINT EMPLOYEES WITH THE ENGLEWOOD SCHOOLS DISTRICT (THE 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 OUR EXPECTATIONS REGARDING YOUR CONDUCT. THIS EDITION 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 ENGLEWOOD SCHOOLS 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 EXPRESSED OR IMPLIED, NOR ARE THEY A GUARANTEE OF EMPLOYMENT FOR A SPECIFIC DURATION. NO REPRESENTATIVE OF ENGLEWOOD SCHOOLS, OTHER THAN THE SUPERINTENDENT OF THE DISTRICT, 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 OF THE DISTRICT AND THE EMPLOYEE.

NO EMPLOYEE HANDBOOK CAN ANTICIPATE EVERY CIRCUMSTANCE OR QUESTION. AFTER READING THE HANDBOOK, EMPLOYEES THAT HAVE QUESTIONS SHOULD TALK WITH THEIR IMMEDIATE SUPERVISOR OR THE HUMAN RESOURCES DEPARTMENT. IN ADDITION, THE NEED MAY ARISE TO REVISE, DELETE, OR ADD TO THE PROVISIONS IN THIS HANDBOOK, EXCEPT FOR THE AT-WILL NATURE OF THE EMPLOYMENT. THE DISTRICT THEREFORE RESERVES THE RIGHT TO INTERPRET THEM OR TO CHANGE THEM WITHOUT PRIOR NOTICE. NO ORAL STATEMENTS OR REPRESENTATIONS CAN CHANGE THE PROVISIONS OF THIS EMPLOYEE HANDBOOK.

FROM THE SUPERINTENDENT

This handbook was developed to describe selected guidelines, programs, and benefits for non-exempt employees. All employees should familiarize themselves with the contents of the employee handbook as soon as possible, for it may answer many questions about employment with our District.

We believe that each employee contributes directly to the District's success, and we hope you will take pride in being an integral member of our team.

We hope that your experience here will be challenging and enjoyable.

Superintendent

EMPLOYMENT

Equal Employment Opportunity and Unlawful Harassment

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 including traits historically associated with race, such as hair texture and length, protective hairstyles, 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.

In compliance with Titles VI & VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination in Employment Act of 1967, the Americans with Disabilities Act and Colorado law, Englewood Schools does not unlawfully discriminate on the basis of disability, race, creed, color, sex, gender identity, sexual orientation, marital status, religion, national origin, ancestry, age, or need for special education services in admissions, access to, treatment, or employment in educational programs or activities which it operates. Inquiries or complaints may be referred to Mr. Ryan Cowell, Executive Director of HR and Talent Development, 4101 S. Bannock Street, Englewood, CO 80110, (303) 806-2029, or to the Office for Civil Rights, U.S. Department of Education, Region VIII, Federal Office Building, 1244 North Speer Blvd., Suite 310, Denver, CO 80204.

ADA and/or Religious Accommodations

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

Pregnancy Accommodation

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 a reasonable accommodation under this policy should contact Human Resources.

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.

EEO Harassment Policy

The District strives to maintain a work environment free of unlawful harassment. In doing so, the district prohibits unlawful harassment because of *disability, race, creed, color, sex, gender identity, sexual orientation, marital status, religion, national origin, ancestry, age, or need for special education services in admissions, access to, treatment, or employment in educational programs or activities which it operates*, 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 *disability, race, creed, color, sex, gender identity, sexual orientation, marital status, religion, national origin, ancestry, age, or need for special education services in admissions, access to, treatment, or employment in educational programs or activities which it operates* 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

Because sexual harassment raises issues that are to some extent unique in comparison to other types of harassment, the district believes it warrants separate emphasis.

The District strongly opposes sexual harassment and inappropriate sexual conduct. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when:

- Submission to such conduct is made explicitly or implicitly a term or condition of employment.
- Submission to or rejection of such conduct is used as the basis for decisions affecting an individual's employment.
- Such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

All employees are expected to conduct themselves in a professional and businesslike manner at all times. Conduct which may violate this policy includes, but is not limited to, sexually implicit or explicit communications whether in:

- Written form, such as cartoons, posters, calendars, notes, letters, e-mails.
- Verbal form, such as comments, jokes, foul or obscene language of a sexual nature, gossiping or questions about another's sex life, or repeated unwanted requests for dates.
- Physical gestures and other nonverbal behavior, such as unwelcome touching, grabbing, fondling, kissing, massaging, and brushing up against another's body.

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 the EEO/Harassment or Sexual Harassment policies. If you believe there has been a violation of these policies based on the protected classes outlined above, please use the following complaint procedure.

Report the incident to your immediate supervisor or immediate supervisor's supervisor who will investigate the matter and take corrective action. Your complaint will be kept as confidential as practicable. If you prefer not to go to either of these individuals with your complaint, you should report the incident to the Director of Human Resources.

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 a recommendation to the Board of Education for immediate dismissal.

Employee Status

Full-time Employee - an employee normally scheduled to work at least 37.5 to 40 hours per week.

Part-time Employee - an employee normally scheduled to work at least 20 hours per week and less than 37.5 hours per week.

Hourly employee – an employee who is scheduled to work under 20 hours per week with a possibility of a varied schedule from week to week.

Temporary Employee - an employee who is hired in a job established for a temporary period or for a specific assignment. Temporary employees are not eligible for employee benefits, except as required by applicable law and may be classified as exempt or nonexempt on the basis of job duties and compensation.

Non-exempt Employee -Employees are eligible for paid overtime at one and one-half times their regular rate of pay for all hours worked in excess of 40 hours per work week.

Exempt Employee - 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.

EMPLOYEE BENEFITS

Group Insurance

Currently, the first day of the month after the first day of employment, benefit eligible employees may participate in group medical, dental, vision, and life insurance programs. Employees scheduled to work at least 20 hours per week, 174 days per year, are eligible for benefits. Short and long term disability is provided by the district.

For further information and plan details contact the Department of Human Resources.

Holidays

The District currently observes the following unpaid holidays:

- New Year's Eve
- New Year's Day
- Martin Luther King, Jr. Day
- President's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Friday after Thanksgiving
- Christmas Eve
- Christmas Day

When a holiday falls on a Saturday, it is observed on the preceding Friday. When the holiday falls on a Sunday, the following Monday is observed.

Paid Time Off

The District currently provides Paid Time Off ("PTO") for full- and part-time employees. PTO may be used to take time off for employee illness, family illness, health appointments, and personal or family matters. Personal or family matters are defined as those that cannot be handled after the course of the work day. Employees must report absences in the District's absence reporting system.

If all paid time off is exhausted nothing will be available to protect your income against additional unexpected absence. You are urged to use this time to ensure a good balance between appointments and unexpected absences that affect us all.

Eligible employees currently receive PTO based on the following schedule:

<i>Length of Work Year</i>	<i>PTO</i>
Year-round employees (229 days)	14 days <i>(loaded up front in July)</i>
School year employees (under 229 days)	12 days <i>(loaded up front in August)</i>

Employees hired after the beginning of the school year receive a prorated number of PTO days.

PTO must be scheduled with your immediate supervisor. Employees may take PTO in quarter hour increments. PTO should be scheduled to interfere as little as possible with the normal operation of business and to avoid excessive workloads for other employees during peak periods.

PTO is paid at the employee's base pay rate, in their primary assignment, at the time of absence. It does not include overtime or any special forms of compensation such as supplemental assignments, incentives, stipends, or shift differentials.

PTO may not be used for your last day of employment without explicit written approval from your direct supervisor and the Executive Director of Human Resources and Talent Development.

Employees receive pay upon separation for earned, unused PTO provided they have submitted advance notice of two weeks or more. The maximum daily rate is \$24.00 per day based on an 8 hour/day, not to be less than \$16.00 per day. Dismissed employees may forfeit paid time off.

Any employee may use PTO immediately if an employee or family member:

- (1) has a mental or physical illness, injury, or health condition that prevents them from working;
- (2) needs 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 having 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 needing to be absent from work to care for the child.

If the reason for the absence is one of the above, employees should notify their manager each day at the beginning of the shift when unable come to work. In addition, they must let the manager know when they expect to return to work. In the event of an unplanned absence of four or more consecutive workdays, medical or legal certification is required. This certification should indicate that the employee was unable to work due to one of the reasons listed above and the length of time this restriction lasted.

Because PTO can be accumulated to be used if you are personally sick or injured, the employee will not receive extra pay or extra time off for unused time. If you have any questions please contact HR or your supervisor.

Public Health Emergency Leave

On the date that a public health emergency is declared, Englewood Schools will supplement your accrued PTO/paid sick leave with an additional grant of leave up to combined maximum of 80 hours for full-time, 40 hours per week, employees (prorated for less than 40 hours per week). This leave may be used when an employee:

- (1) needs to self-isolate due to either being diagnosed with, or having symptoms of, a communicable illness that is the cause of a public health emergency;
- (2) seeks diagnosis, treatment, or care (including preventive care) of such an illness;
- (3) is excluded from work by a government health official, or by an employer, due to the employee having exposure to, or symptoms of, such an illness (whether or not actually diagnosed with the illness);
- (4) is unable to work due to a health condition that may increase susceptibility or risk of such an illness; or
- (5) is caring for a child or other family member who is in category (1), (2), or (3), or whose school, child care provider, or other care provider is either unavailable, closed, or providing remote instruction due to the public health emergency.

Employees must notify the District of their need for leave as soon as it is practical when the need for leave is foreseeable and the District's place of business has not been closed. Supplemental leave is granted one time during the entirety of public health emergency. Unused supplemental leave is forfeited four weeks after the termination or suspension of the public health emergency.

Paid Sick Time

The District currently provides paid sick leave to hourly (as defined above, employees scheduled to work under 20 hours per week) and temporary employees. Employees accumulate sick time at the rate of 1 hour per 30 hours worked, up to 48 hours in a year. Paid sick 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 having 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 needing to be absent from work to care for the child.

Paid sick leave may be used in one hour increments. Employees begin accruing sick time upon hire.

It is your responsibility to notify your manager each day at the beginning of your shift when you cannot come to work because of an illness, injury, medical care or domestic violence. Also, let your manager know when you expect to return to work. In the event you are absent for four or more workdays, medical or legal certification is required. This certification should indicate that you were unable to work due to medical or domestic violence reasons and the length of time this restriction lasted.

If you have an extended illness, accumulated sick time currently provides pay while you are away from work. Unused sick hours currently are carried over from year to year up to 48 hours so they can be accumulated and used when needed. Employees will not accrue additional sick time until the balance falls below 48 hours.

Because paid sick 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 sick time. Paid sick time will not be used in the calculation of overtime. Also, you are not paid for unused sick time when you leave.

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

Non-Work Days

Employees working 229 days/year will have 21 unpaid non-work days ("NWD") loaded upfront on July 1, 2021. Employees beginning after July 1 will receive a prorated number of days. The purpose of NWDs is to allow employees and their supervisors to have flexibility in their work calendar throughout the year. Non-work days are not a benefit.

Year-round employees are required to use all NWD prior to the end of their work calendar.

Unused non-work days cannot be carried over from one fiscal year to the next and must be scheduled/used prior to the end of the work calendar.

Non-work days must be scheduled with your immediate supervisor. Employees may take non-work days in quarter hour increments. Non-work days should be scheduled to interfere as little as possible with the normal operation of business and to avoid excessive workloads for other employees during peak periods.

LEAVES OF ABSENCE

Leave forms can be found on the District website under Human Resources.

Domestic Abuse Leave

Employees subject to domestic abuse may be eligible for a leave of absence. Please see the Human Resource Department for more information about the state statutes.

Bereavement Leave

Benefit eligible employees qualify for paid leave of up to five days to attend the funeral of an immediate family member. Immediate family is defined as the employee's spouse or domestic partner, parents, children, sisters, brothers, grandparents, grandchildren, mother-in-law and father-in-law, and their spouse's children, sisters, brothers, and grandparents.

In the event of a death of a near relative, benefit eligible employees may use up to five PTO or Non-Work Days to attend the funeral. Near relatives, include the employee's aunts, uncles, nieces, nephews, and other close relatives.

If more time off is needed than mentioned above, other leave may be granted upon the approval of the Director of Human Resources.

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 their duty as a juror. If the employee is excused from jury duty during their regular work hours, they are expected to report to work promptly.

Employees receive regular pay while out for jury duty if they were scheduled to work and a juror service certificate is required.

Jury duty pay received from the court must be signed over to Englewood Schools, Business Services department.

Subpoenas

The District recognizes District related subpoenas to current or previous Englewood Schools employees as a civic responsibility of everyone. When subpoenaed, an employee will be granted leave to perform their duty. If the employee is excused by the court during their regular work hours, they are expected to return to work. If the subpoena is not District related, the employee will use time from their Paid Time Off balance.

Family and Medical Leave

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 child birth.
- To care for the employee's child after birth, or placement for adoption, or foster care.
- To care for the employee's spouse, civil union partner, 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.

Eligibility Requirements

Employees are eligible if they have worked for this 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. This and all rules are defined in the FLMA Act of 1993. See Human Resources for a copy if necessary.

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. A 12 month period is 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. In order to use paid leave for FMLA leave, employees must comply with the District's normal paid leave policies. If an employee fails to follow the District's policies, the employee cannot use accrued paid leave, but can take unpaid leave. FMLA leave is without pay when paid leave benefits are exhausted.

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 leave reporting 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 due to their own serious health condition must provide written documentation from the employee's physician releasing the employee to return to work with or without restrictions.

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. The District will provide a reason for the ineligibility if they are not eligible.

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.

Medical Leave (Not FMLA Eligible and Extended beyond FMLA)

A medical leave of absence may be granted to full-time employees for absences arising from the employee's illness, injury, or pregnancy. This leave may be approved under the following circumstances:

- The employee is not eligible for FMLA leave, or
- Has exhausted all available FMLA leave.

The following conditions must be met for a medical leave to be granted:

- The employee has completed four consecutive weeks of employment.
- The employee notifies the immediate supervisor as soon as possible of the need for medical leave.
- All available paid time off is used at the beginning of the leave of absence.
- The employee submits to Human Resources a written statement from the attending medical provider outlining the reason for leave and the estimated time needed. The District may require the employee to obtain an opinion from a medical provider selected by the District.
- The immediate supervisor and Director of Human Resources approve the leave before the leave is taken.

Medical leaves, and any extension of leaves, will generally be limited to no longer than five weeks. An employee ready to return to work from leave must present a medical provider's statement indicating ability to return to work. If an employee is unable to return to work at the end of FMLA /extended leave, the employee may be entitled to additional accommodation under the Americans with Disabilities Act or other law. The employee must supply sufficient information from their medical provider indicating that he or she has a covered disability and when the employee will be able to return to work with or without reasonable accommodation. Any accommodation provided must not result in undue hardship to the employer. Potential accommodations will be determined after an interactive process between the employee and the District.

The District may reinstate an employee ready to return from a medical leave of absence, when in the opinion of the District, it is practical to do so or as a reasonable accommodation under the ADA.

The District currently continues health insurance benefits for an employee on leave until the employee has exhausted all paid leave benefits provided the employee continues to pay the employee's portion of the premium. Employee health insurance benefits may continue through the remainder of the unpaid leave provided the employee pays the full premium. Premiums must be received in Human Resources by the 15th of the month to be effective for the following month. Paid time off will not accrue during a medical leave of absence. Funeral pay, or employer's jury duty pay will not be granted during the leave.

Part-time employees are not eligible for a leave of absence under these guidelines except as may be required by the ADA. Also see guidelines for Family and Medical Leave (FMLA Leave.)

Military Leave

Employees granted a military leave of absence are re-employed and paid in accordance with the laws governing veteran's re-employment rights. The District pays for the first 15 days of leave. After that time leave is without pay.

Extended Personal Leave

Normally, personal leaves of absence are not granted. If, on rare occasions, the Director of Human Resources deems the circumstances warrant approval, an unpaid leave for non-medical reasons would be granted for not more than five weeks. If your approved leave goes into the next month, you need to make insurance premium payment arrangements with the Department of Human Resources.

There are no guarantees that we can place you back in your old job - or a similar one - when you return from personal leave.

Voting

Voting is an important responsibility we all assume as citizens. We encourage employees to exercise their voting rights in all municipal, state, and federal elections.

Under most circumstances, it is possible for employees to vote by mail, or before or after work. If it is necessary for employees to arrive late or leave work early to vote in any election, Colorado Law requires all public sector employers to allow for time to employees for voting.

COMPENSATION

Overtime

From time to time, employees may be required to work overtime. In these instances, employees are given as much advance notice as practical. Non-exempt employees are compensated in time or money at the rate of one and one-half times their regular hourly rate for hours worked in excess of 40 during the established workweek. Employees may not accrue more than 240 hours of compensatory time per year, and will be paid overtime for any hours in excess.

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

For purposes of calculating overtime payments, only hours actually worked are counted.

Paydays

Employees are paid on the last working day of each month. If the regular payday occurs on a holiday, the payday is the last working day prior to the holiday.

On each payday, employees may access an online statement showing gross pay, deductions, and net pay.

Automatic deductions such as additional tax withholding, contributions to voluntary benefit plans, and individual savings plans may be arranged through Human Resources and/or Business Services.

For convenience purposes, we encourage all paychecks to be automatically deposited to the employee's bank account.

Split-Shift Differential

The District provides a split-shift differential for employees of Transportation working an ongoing split shift. For additional information, please contact Human Resources.

Time Reporting

Non-exempt employees must record time worked on a daily basis. Time cards are used for calculating the employee's pay.

Employees are responsible for submitting their timecard to their supervisor on a monthly basis for approval and timely submittal to payroll. Time entries in the District's time keeping system are the only records used by the District for calculating employee pay. It is very important that

these records are accurate and complete. Non-exempt employees are expected to submit accurate and complete time records reflecting all hours worked.

Employees who also choose to keep personal time records must provide them to the District if they find a discrepancy between the District's records and their records. Employees should contact their supervisors, Director of Human Resources or Payroll Specialist with any questions about how their pay is calculated. Employees must promptly notify their supervisors or Payroll Specialist of any mistakes in their time records or pay. Employees also must notify the Director of Human Resources if they perceive that anyone is interfering with their ability to record their time accurately and completely. All reports will be investigated and appropriate corrective action will be taken. The District will not tolerate retaliation against employees for making a report or participating in an investigation.

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 weekly 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 payroll. Reports of improper deductions will be promptly investigated. If it is determined that an improper deduction has occurred, you will be promptly reimbursed.

Uniform Allowance

The District currently provides a uniform allowance for employees of Operations, Maintenance and Transportation. For additional information, please contact Human Resources.

WORK ENVIRONMENT

Alcohol and Drugs/Drug-Free Workplace

The District is committed to a safe, healthy and productive work environment for all employees that is free from the effects of substance abuse. Abuse of alcohol, marijuana, drugs and controlled substances impairs employee judgment, resulting in increased safety risks, injuries and faulty decision-making. This includes working after the apparent use of marijuana regardless of marijuana's legal status.

In accordance with the Drug-Free Workplace Act of 1988, the District prohibits the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance during District time, on District property.

Per the District's Drug-Free Workplace and District Policy, employees may be subject to an alcohol or controlled substance test upon reasonable suspicion. For additional information please see Board Policy (GBEC) found in the Personnel section on the District website.

Any employee who is convicted, or pleads guilty or no contest under a criminal drug statute for a violation occurring in or out of the workplace must notify the District within five days of such conviction or plea.

Employees who violate any aspect of this policy may be subject to disciplinary action up to and including a recommendation to the Board of Education for immediate dismissal. Please contact the Department of Human Resources if you have any questions.

Anti-Violence

Employees must not engage in intimidation, threats or hostile behaviors, physical abuse, vandalism, arson, sabotage, use of weapons, carrying weapons onto District property, or any other act, which in management's opinion is inappropriate to the workplace. In addition, employees must refrain from making bizarre or offensive comments regarding violent events and/or behavior. Employees are expected to report any prohibited conduct to management. Employees should directly contact proper law enforcement authorities if they believe there is a serious threat to the safety and health of themselves or others.

Attendance and Punctuality

All employees are expected to be on time and punctual for showing up to work. In addition, regular attendance is considered an essential function and is necessary for the efficient operation of the business.

Employees who are going to be absent or late must contact their **supervisor** as soon as possible prior to the start of their shift. Leaving messages with other employees or on voice mail is not acceptable. Absences must also be reported in the District's absence reporting system.

Failure to call in when absent for two consecutive days will result in a recommendation to the Board of Education for immediate dismissal.

Child Abuse Reporting

Colorado law requires all school employees to report cases of suspected child abuse to the Department of Human Services immediately. If you suspect child abuse, report the incident to the principal/assistant principal or social worker/counselor immediately. They will support you with the steps you need to take to report child abuse.

Communication Systems

The communication systems are property of the District and intended for business use. Therefore, the District maintains the ability to monitor and access any computer files, use of software, Internet usage, e-mail, and voice mail. Although employees may select individual passwords, employees should not assume that such files are confidential, including e-mail either sent or received. However, other than management employees acting on behalf of the District, employees should not attempt to gain access to another employee's computer, internet files, e-mail, or voice mail without the latter's permission.

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 District confidential information and may not be disclosed to non-District personnel.

Personal Use of the Internet

Use of the internet must not disrupt the operation of the District network or the networks of other users. It must not interfere with employees' productivity. The District prohibits the display, transmittal, or downloading of material that is in violation of District guidelines or otherwise is offensive, pornographic, obscene, profane, discriminatory, harassing, insulting, derogatory, or otherwise unlawful at any time.

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.

Software and Copyright

The District licenses, and does not own, the software it utilizes. Therefore, use of the software must be in accordance with the applicable Software Agreements or as directed by the District's designated Software Manager.

Employees must not use the District's technology resources to use, copy, retrieve, forward, or send copyrighted materials unless the employee has the author's permission and the legal right to do so.

Unauthorized Use

Employees are not permitted to visit websites or send electronic mail that is deemed by administration as inappropriate or in violation of other District guidelines. We reserve the right to determine when an employee is using the District communication systems inappropriately.

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.

If you have any question whether your behavior would constitute unauthorized use, contact your immediate supervisor before engaging in such conduct.

E-mail

Because the District provides the e-mail system to employees to help them with the performance of their job, it should be used for official District business. Incidental and occasional personal use of e-mail is permitted. However, employees should be aware that these messages will be treated the same as business messages and may be subject to monitoring and review at any time. Colorado Open Records Act requires public sector employees to be notified when monitoring takes place and the specific reason for the monitoring. Also, employees cannot control where their messages will ultimately end up. For example, a message meant for one person can be mistakenly sent to the wrong individual(s), or the message can be forwarded to unintended recipients. In addition, deleted e-mails are stored elsewhere within the system. 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.

Employees should use discretion when sending e-mails. Do not write anything in an e-mail message that is inappropriate to say to others face-to-face. Employees should be aware that emails might be public records and subject to public disclosure. 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.

When employees know that they are going to be out of the office for a day or more, they must leave an out of office message on their e-mail stating when they will be returning e-mails, and who will be an alternative contact in the meantime.

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 voice mail 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.

Employees are responsible to make certain their voice mail messages are reviewed in a timely fashion. When employees know that they are going to be out of the office for a day or more,

they must leave messages on their voice mail stating when they will be returning messages, and who will be an alternative contact in the meantime.

Telephones/Cell Phones

In the interest of good business practice, telephone calls, including those made with cell phones, must not interfere with the employees' job performance. Personal use of the District telephones for long distance is not permitted.

The District provides cell phones to those employees who need them to perform their jobs. Such phones are intended for business use. Therefore, personal calls should be limited to those absolutely necessary and should be brief.

The District prohibits employees from using cell phones for business reasons while driving, for any reason while driving for work-related purposes and while driving a district-owned vehicle. Employees should also be aware that texting while driving is a violation of Colorado law, in addition to being a violation of District policy.

Confidential information should not be discussed on a cell phone or 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.

Confidential Information

Employees of the District will have access to confidential information of the District and our clients. Confidential information includes, but is not limited to, information concerning student records, employee records, health records, volunteer information, and similar subjects.

Disclosure of confidential information might seriously damage the District's or client's position and therefore such action will not be tolerated. This non-disclosure prohibition applies both during and after an employee's employment. Any copying, reproducing, distributing or communicating of confidential information in any manner must be authorized by administration. Confidential information remains the property of the employer and must be returned to the District on demand.

Conflict of Interest

Englewood Schools requires that employees protect District information and avoid outside activities or relationships, which do or could adversely influence their decisions or actions on the job.

If employees have any question whether a situation is a conflict of interest, employees should discuss the matter with their supervisor. If it remains unresolved, refer the matter to the Department of Human Resources for a final determination.

Discipline/Dismissal

Occasionally performance or other behavior falls short of our standards and/or expectations. When this occurs, administration in collaboration with the Director of Human Resources, takes action, which in its opinion, seems appropriate.

Disciplinary actions can range from an informal discussion with the employee about the matter to a recommendation to the Board of Education for immediate dismissal. Action taken by administration in an individual case does not establish a precedent in other circumstances.

Appearance and Attire

At Englewood Schools personal appearance, hygiene, and attire are very important. A professional image must be maintained to instill confidence in the minds of the public. This helps ensure our District's success. Employees' appearance should be consistent with good hygiene, safety, and what our District considers appropriate business attire.

Inspections

We may conduct reasonable 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, computers, packages, or vehicles.

We may conduct reasonable 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.

Performance Evaluation

The District endeavors to conduct annual employee evaluations. Employees hired prior to March 1 may receive an annual evaluation. Please contact and advise Human Resources if defined evaluation process steps have not been followed.

Job Related Problems

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 the District's ability to resolve concerns while it is fresh in everyone's mind. The majority of misunderstandings can be resolved at this level.

If the solution offered is not satisfactory, or if it is inappropriate to go to the supervisor, then employees are encouraged to take the problem to the supervisor's supervisor. Employees may submit a written complaint to the Director of Human Resources for review if the problem still cannot be resolved. Also see EEO/Harassment Complaint Procedure on Page 8

References

The District does not furnish open letters of recommendation addressed "To Whom It May Concern."

If employees receive a call inquiring about a former employee, please refer the call to the Human Resource Department. Only Human Resources has the authority to respond to such inquiries.

Respectful Behavior

Englewood Schools expects all employees to maintain respectful interactions with the public. Respectful behavior may include, but is not limited to speaking in a civil tone, listening to the individual, responding or referring the individual to the appropriate person for response. Employees anticipating a difficult interaction should contact the Principal, Supervisor or Human Resources in advance of the interaction for assistance. If an interaction becomes difficult for the employee, he or she should politely disengage from the situation and seek assistance from the Principal, Supervisor or Human Resources. A member of the public's inappropriate behavior will not excuse an employee's inappropriate behavior in response.

Safety/Reporting of Injury

The District is committed to a safe work environment for employees. Employees should report any unsafe practices or conditions to their supervisor. Injuries on the job must be reported immediately to the supervisor.

If employees are injured on the job, no matter how minor, they must report this fact using the online, injury reporting system found on the District's website under Human Resources or Safety as soon as practicable.

If medical treatment for an on-the-job injury is needed, it must be obtained from one of the District's designated physicians. If not, the employee will be responsible for the cost of medical treatment.

Smoking/Tobacco Use

It is the District's objective to provide a smoke and tobacco free environment. Smoking and the use of all forms of tobacco and e-cigarettes is prohibited within all areas of the building and on District property. This restriction applies to all employees, contractors, and visitors, at all times, including non-business hours and is in accordance with the Colorado Clean Air Act.

Separation of Employment

We request that employees who wish to resign their positions notify the District in writing of their anticipated departure date and review the "check out" procedures (conversion of insurance, return of property, delivery of final paycheck, etc.) at the time of separation with their supervisor and the Department of Human Resources.

Employees may be considered for re-employment provided they qualify for the position of interest and maintained satisfactory performance and attendance standards while they were employed with the District.

Work Environment

A healthy, organized, and clean work environment is important to both students and adults. A neat, uncluttered appearance is in everyone's best interest in Englewood Schools. It is each employee's responsibility to assist in keeping all work spaces well-organized, and clean.

ACKNOWLEDGMENT OF RECEIPT

I HAVE RECEIVED AN ELECTRONIC COPY OF OUR EMPLOYEE HANDBOOK DATED 2021-22. I UNDERSTAND THAT THE HANDBOOK PROVIDES A SUMMARY OF THE DISTRICT'S GUIDELINES AND ITS EXPECTATIONS REGARDING MY CONDUCT. I UNDERSTAND I AM TO BECOME FAMILIAR WITH ITS CONTENTS.

I UNDERSTAND THAT, EXCEPT AS MAY BE REQUIRED BY STATE LAW, MY EMPLOYMENT WITH THE DISTRICT IS AT-WILL. THIS MEANS THAT NEITHER I NOR THE DISTRICT IS COMMITTED TO AN EMPLOYMENT RELATIONSHIP FOR A SPECIFIC PERIOD OF TIME AND THE EMPLOYMENT RELATIONSHIP MAY BE TERMINATED BY ME OR THE DISTRICT AT ANY TIME, FOR ANY REASON.

THE LANGUAGE USED IN THIS HANDBOOK AND ANY VERBAL STATEMENTS OF MANAGEMENT ARE NOT INTENDED TO CONSTITUTE A CONTRACT OF EMPLOYMENT, EITHER EXPRESS OR IMPLIED, NOR ARE THEY A GUARANTEE OF EMPLOYMENT FOR ANY SPECIFIC DURATION.

I UNDERSTAND THAT NO REPRESENTATIVE OF ENGLEWOOD SCHOOLS, OTHER THAN THE BOARD PRESIDENT HAS THE AUTHORITY TO ENTER INTO AN AGREEMENT OF EMPLOYMENT FOR ANY SPECIFIED PERIOD AND ANY SUCH AGREEMENT MUST BE IN WRITING, SIGNED BY THE BOARD PRESIDENT AND ME. WE HAVE NOT ENTERED INTO SUCH AN AGREEMENT.

FURTHER, I UNDERSTAND THAT THE CONTENTS OF THIS HANDBOOK ARE SUMMARY GUIDELINES FOR EMPLOYEES AND THEREFORE NOT ALL INCLUSIVE. THIS HANDBOOK SUPERSEDES ALL PREVIOUSLY ISSUED EDITIONS. NO ORAL STATEMENTS OR REPRESENTATIONS CAN CHANGE THE PROVISIONS OF THE HANDBOOK OR ANY SUPPLEMENT. EXCEPT FOR THE AT-WILL NATURE OF EMPLOYMENT, THE DISTRICT RESERVES THE RIGHT TO REVISE, DELETE, OR ADD TO ANY OR ALL OF THE GUIDELINES MENTIONED, ALONG WITH ANY OTHER PROCEDURES, PRACTICES, BENEFITS, OR OTHER PROGRAMS. THESE CHANGES MAY OCCUR AT ANY TIME, WITH OR WITHOUT NOTICE.

I HAVE RECEIVED AN ELECTRONIC COPY OF THE EMPLOYEE HANDBOOK . I UNDERSTAND THAT I AM TO BECOME FAMILIAR WITH ITS CONTENTS.