

Charles County Public Schools

Employee Manual

Updated August 2022



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August 2022

Dear Charles County Public Schools (CCPS) Employee:

Welcome to Charles County Public Schools. Thank you for joining an outstanding team of dedicated and committed employees. I am excited you chose to start a career in public education with the school system.

Every employee within the organization plays an important role in the education and well-being of students. Your contributions to the system in your new role are essential to the successful operation of CCPS. Your talents, skill sets, and abilities are valued, and all staff are expected to take their role and responsibilities seriously.

The CCPS Employee Manual outlines policies and expectations for staff. It includes policies, procedures, benefits, working conditions and more. Please use the manual as a reference tool throughout your career with CCPS. Your supervisor can answer any specific questions you may have, or you can contact a staff member in the Office of Human Resources at 301-934-7255.

To date, CCPS employs 3,755 exemplary staff members who each play a part in making a difference in the lives of students. We proudly serve approximately 27,000 students across 38 school campuses and four specialized learning centers. Our organization is the heart of Charles County, as CCPS is the largest employer in the county. Additionally, more than 80 percent of our staff reside in Charles County communities.

As you learn and grow in your career, please keep in mind that as a CCPS employee you represent both in and out of your school/center a strong organization and are an advocate for public education in your respective communities.

Our mission is to provide students with an academically challenging education that is technologically advanced, progressive, and high quality that builds character, equips them for leadership and prepares students for life, careers, and higher education.

I wish you success in your new position and look forward to working with you to support children and education.

Sincerely,

Maria V. Navarro, Ed.D.
Superintendent of Schools



About Charles County Public Schools

Charles County Public Schools (CCPS) is composed of 22 elementary schools, 8 middle schools, 7 high schools and several special centers. In 2021-2022 the student population was approximately 27,000 students. CCPS employs more than 3,500 people and is the largest employer in Charles County.

Mission

The mission of CCPS is to provide an opportunity for all school-aged children to receive an academically challenging, quality education that builds character, equips for leadership, and prepares for life, in an environment that is safe and conducive to learning.

What Everyone Can Expect From Charles County Public Schools

CCPS believes in creating a positive working relationship among all employees. In pursuit of this goal, CCPS has created the following employee relations objectives:

- Provide an exciting, challenging, and rewarding workplace and experience.
- Select people on the basis of skill, training, ability, attitude, and character without discrimination with regard to sex, race, age, religion, ancestry or national origin, color, marital status, sexual orientation, gender identity, or a disability unrelated in nature and extent so as to reasonably preclude the performance of the employment except, as to sex, if the employment of a certain sex is reasonably necessary because of the nature of the employment.
- Fairly compensate all employees according to their effort and contribution to the success of the school system.
- Review wages, employee benefits and working conditions regularly with the objective of being competitive in these areas consistent with sound business practice.
- Provide eligible employees access to quality fringe benefits.
- Respect individual rights and treat all employees with courtesy.
- Maintain mutual respect in the working relationship.
- Provide buildings and offices that are comfortable, orderly, safe, and well maintained.
- Keep all employees informed of the progress of CCPS, as well as CCPS' overall goals and objectives.
- Promote an atmosphere in keeping with CCPS' vision, mission, and goals.

What Charles County Public Schools Expects From Employees

CCPS needs everyone's help in making each working day enjoyable and rewarding while providing the best services for our students to succeed. An employee's first responsibility is to know their own duties and how to perform them promptly, correctly, and pleasantly.

Secondly, they are expected to cooperate with management and fellow employees and maintain a positive team attitude.

How the employee interacts with fellow employees, students, parents, and those whom CCPS serves, and how the employee accepts direction can affect the success of the department and/or school. In turn, the performance of one office or school can impact the entire school system. Consequently, whatever the employee's position, they have an important assignment, to perform every task to the best of their ability with a positive attitude. Employees are encouraged to take advantage of opportunities for professional development. This manual offers insight on how the employee can perform positively and to the best of their ability to meet and exceed CCPS' expectations.

CCPS strongly believes employees should have the right to make their own choices in matters that concern and control their life. CCPS believes in direct access to management. CCPS is dedicated to making CCPS a system where an employee can approach their supervisor, or any member of management, to discuss any problem or question. CCPS expects employees to voice their opinions and contribute their suggestions to improve the quality of our school system.

Remember that employees help create the pleasant and safe working conditions that CCPS intends for them. The result will be better performance for our students and our employees.

Open Communication

CCPS encourages employees to discuss any issue they may have with a coworker directly with that person, when appropriate. If a resolution is not reached, the employee must arrange a meeting with their supervisor to discuss any concern, problem or issue that arises during the course of employment. Any information discussed in an open communication meeting is considered confidential to the extent possible. Retaliation against any employee for appropriate use of open communication channels is unacceptable. Remember, it is counterproductive to a harmonious workplace for employees to create or repeat rumors or office gossip. It is more constructive for an employee to consult his/her supervisor immediately with any questions.

Employment:

Equal Employment Opportunity

CCPS is an equal opportunity employer. Employment decisions are based on merit and organizational needs, and not on sex, race, age, religion, ancestry or national origin, color, marital status, sexual orientation, gender identity, or disability unrelated in nature and extent so as to reasonably preclude the performance of the employment except, as to sex, if the employment of a certain sex is reasonably necessary because of the nature of the employment.

It is the policy of CCPS to comply with all the relevant and applicable provisions of the Americans with Disabilities Act (ADA). CCPS will not discriminate against any qualified employee or job applicant with respect to any terms, privileges, or conditions of employment because of a person's physical or mental disability. CCPS will also make

reasonable accommodation wherever necessary for all employees or applicants with disabilities, provided that the individual is otherwise qualified to safely perform the essential duties and assignments connected with the job and provided that any accommodations made do not impose an undue hardship on CCPS. If an employee would like to request an accommodation under the ADA, they must contact the Office of Human Resources.

Equal employment opportunity notices are posted near employee gathering places as required by law. These notices summarize the rights of employees to equal opportunity in employment and lists the names and addresses of the various government agencies that may be contacted in the event that any person believes he or she has been discriminated against.

Management is primarily responsible for seeing that CCPS' equal employment opportunity policies are implemented, but all members of the staff share in the responsibility for assuring that, by their personal actions, the policies are effective and apply uniformly to everyone.

How Employees Are Selected

CCPS is confident that, as a result of the mutual selection process undertaken, employment will prove to be beneficial to CCPS, as well as the employee, and we look forward to working together.

CCPS carefully selects employees through online applications, personal interviews, background investigations, and reference checks. After all available information is considered and evaluated, employees are selected to become a member of the team. This selection process helps CCPS find and employ people who are concerned with their own personal success and the success of our school system.

Employee Assignment

Employees receive notification of their assignment and placement on the salary scale each year. It is the employee's responsibility to thoroughly review this information and immediately report any changes/corrections to the Office of Human Resources. Please note that the Superintendent has the statutory right to reassign employees at any time.

Salaries are based upon an employee's position and placement on the approved salary scale. CCPS will make any correction at the time it is made aware of errors in the assignment. Corrections will be made retroactively to the start of the current fiscal year only. No adjustments or retroactive payments will be made for prior fiscal years.

ID Badge

All employees are to wear CCPS-issued identification badges while on duty at any CCPS facility. Badges, uniforms, and any other CCPS property must be returned to the appropriate supervisor upon completion of employment. If a badge is lost or stolen, the employee must contact the Office of Safety and Security at 301-934-7236.

Employee Background Check

Prior to becoming an employee of CCPS, a job-related background check is conducted. A comprehensive background check may include but not be limited to, prior employment verification, criminal background checks, professional reference checks, and education confirmation.

Criminal Records

Maryland law requires all education system employees to have a pre-employment criminal history background check, which is intended to protect CCPS students and employees. It is the responsibility of the employee to report, in writing, any criminal charges, convictions, or arrests to the Office of Human Resources within 72 hours of the occurring event. Failure to do so may result in disciplinary action, up to and including termination.

Driver's License and Driving Record

Employees whose work requires operation of a motor vehicle are required to present and maintain a valid driver's license and a driving record acceptable to our insurer. Employees may be asked to submit a copy of their driving record to CCPS. Any changes in an employee's driving record must be reported to their supervisor and the Office of Risk Management immediately. Failure to do so may result in disciplinary action, up to and including termination. Drivers are required to follow the vehicle use agreement, including but not limited to employee financial responsibility for tolls and parking or traffic violations while operating a CCPS owned vehicle.

All employees who regularly operate a Board-owned vehicle must enroll in the State of Maryland Driver Record Flagging Program through the Office of Risk Management. All employees who hold an out-of-state license are required to provide the Office of Risk Management with a current driving record from the official state driver's license agency prior to driving a CCPS vehicle and then at the beginning of each subsequent school year.

Independent Medical Examination

CCPS reserves the right to require an employee's participation in an independent medical examination to determine the employee's ability to perform his/her essential job functions.

Standards of Conduct

Whenever people gather to achieve goals, some rules of conduct are needed to help everyone work together efficiently, effectively, and harmoniously. By accepting employment with CCPS, employees have a responsibility to CCPS and to coworkers to adhere to certain rules of behavior and conduct. The purpose of these rules is not to restrict employee rights, but to be certain that employees understand what conduct is expected and necessary. When each person is aware that she/he can fully depend upon fellow workers to follow the rules of conduct, our organization is a better place to work. Employees must also understand that conduct and behavior outside of the workplace can have an impact on the organization.

Unacceptable Activities

CCPS expects each employee to act in a mature and responsible way. If employees have any questions concerning any work or safety rule or any of the unacceptable activities listed below, they may speak to their supervisor for an explanation.

Note that the following list of unacceptable activities is not all inclusive, but can result in disciplinary action, including:

- Violation of confidentiality; purposely or negligently revealing confidential information to individuals who do not have legal rights to the information
- Providing unauthorized transportation to students.
- Using audio or visual recording devices at work any time without authorization from a supervisor and failing to surrender any such recordings created at work upon request of a supervisor.
- Excessively using personal cell phones, computers, or any technology unrelated to work duties.
- Failing to model good behavior to students, other employees, and visitors.
- Failing to act in a way that represents CCPS in a positive manner.
- Soliciting donations or services on behalf of the school system without authorization; fundraising at work without authorization.
- Failing to report child abuse and neglect to the proper authorities as required by law.
- Failing to dress professionally and to wear clothing appropriate for the employee's position.
- Abandoning of the job or failing to keep a supervisor informed of any absences.
- Sexual relations, dating, or asking for a date of any student; improper contact with students, including off school grounds and through social media.
- Violation of security or safety rules or failure to observe safety rules or CCPS safety practices; failure to report safety hazards; failure to wear required safety equipment; tampering with CCPS equipment or safety equipment.
- Allowing unauthorized individuals to access school system events, property, or facilities; allowing unauthorized individuals to have direct contact with students.
- Negligence or any careless action that endangers the life or safety of another person.
- Being intoxicated or under the influence of a controlled substance while at work or while on duty; use, possession or sale of a controlled substance in any quantity while on CCPS property, except the use or possession of medications prescribed by a physician which do not impair work performance.
- Possession of dangerous firearms, weapons or explosives on CCPS property or while on duty.
- Insubordination or refusing to properly obey instructions issued by the supervisor pertaining to the employee's work; refusal to help on a special assignment.
- Engaging in criminal conduct, acts of violence, making threats of violence toward anyone on CCPS premises or when representing CCPS, fighting, or provoking a fight on CCPS property, or negligent damage of property.
- Health insurance fraud, e.g., claiming ineligible dependents, filing false workers' compensation claims.

- Threatening, intimidating, coercing, or having an improper relationship with fellow employees, students, or parents on or off the premises at any time, for any purpose.
- Engaging in an act of sabotage; negligently causing the waste or destruction or damage of CCPS property, or resources, or the property of fellow employees, children, parents, suppliers, or visitors in any manner.
- Theft or unauthorized possession of CCPS property or the property of fellow employees; unauthorized possession or removal of any school system property, including documents, from the premises; unauthorized use of system equipment or property for personal reasons; using work resources including documents, staff time reports, or equipment for personal profit or benefit.
- Dishonesty; falsification, or misrepresentation on an application for employment or other work records; providing incorrect information to CCPS in any form, including for non-employment related reasons (such as parent information); lying about any type of leave (sick, vacation, personal, funeral, etc.); falsification of leave of absence or other data requested by CCPS; unauthorized destruction or alteration of system records or other system documents; or failure to properly maintain required records; falsifying mileage, gas, or travel reimbursements.
- Spreading malicious gossip and/or rumors; engaging in behavior which creates discord and lack of harmony; interfering with another employee on the job; restricting work output or encouraging others to do the same.
- Immoral conduct or indecency.
- Unsatisfactory or careless work; failure to meet production or quality standards as explained by the supervisor.
- Any act of harassment, sexual, racial or other; telling sexist or racist or other inappropriate jokes; making racial, ethnic, or other slurs.
- Leaving work before the end of a workday or not being ready to work at the start of a workday without approval of the supervisor; stopping work before time specified for such purposes.
- Sleeping or loitering during working hours.
- Excessive use of company equipment (telephones, computers, fax machines, copiers) for personal use.
- Creating or contributing to unsanitary conditions.
- Posting, removing, or altering notices on any bulletin board on CCPS property without the permission of CCPS management.
- Failing to report an absence or late arrival; excessive absence or lateness; abandoning the job; failing to maintain communication with a supervisor during a period of absence.
- Use of obscene, abusive, or inappropriate language toward any supervisor, employee, visitor, student, or parent; failure to respect the sanctity of the work environment.
- Speeding or careless driving of CCPS vehicles or speeding or careless driving of personal vehicles on CCPS property.
- Failing to immediately report damage to, or an accident involving, school system's equipment (includes vehicles).
- Failing to complete online training.
- Failing to report illegal activities.
- Violating the law or Board policies or regulations.

- Videotaping, audiotaping, or taking photographs at any school, school facility, or school-sponsored event without the permission of the principal of the school or the employee's supervisor, except at events open to the general public.

Disciplinary Actions

All employees should read and understand the disciplinary procedures documented in the applicable collective bargaining agreements that govern CCPS: American Federation of State, County and Municipal Employees Local 2981 (AFSCME) and Education Association of Charles County (EACC).

Harassment Policy

CCPS intends to provide a work environment that is pleasant, professional, and free from intimidation, hostility, or other offenses, which might interfere with work performance. Harassment of any sort - verbal, physical, and visual - is not tolerated, particularly against employees in protected classes. These classes include, but are not necessarily limited to, sex, race, age, religion, ancestry or national origin, color, marital status, sexual orientation, gender identity, disability, veteran status, or any other protected status defined by law.

What Is Harassment/Bullying?

Workplace harassment/bullying can take many forms. It may be, but is not limited to, words, signs, offensive jokes, insults, verbal abuse, cartoons, pictures, posters, e-mail jokes or statements, pranks, intimidation, physical assaults or contact, or violence. Harassment is not necessarily sexual in nature. It may also take the form of other activity including derogatory statements not directed to the targeted individual but is taking place within his or her hearing or vision. Other prohibited conduct includes written or electronic material such as notes, photographs, cartoons, and articles of a harassing or offensive nature, and taking retaliatory action against an employee for discussing or making a harassment complaint. Sexual harassment may include unwelcome sexual advances, request for sexual favors, or other verbal or physical contact of a sexual nature when such conduct creates an offensive, hostile and intimidating working environment and prevents an individual from effectively performing his or her job. It also encompasses such conduct when it is made a term or condition of employment or compensation, either implicitly or explicitly, and when an employment decision is based on an individual's acceptance or rejection of such conduct.

Responsibility

All CCPS employees, and particularly supervisors, have a responsibility for keeping the work environment free of harassment. Any employee who becomes aware of an incident of harassment, whether by witnessing the incident or being told of it, must report it to their immediate supervisor or the designated management representative with whom they feel comfortable. When management becomes aware of the existence of harassment, it is obligated by law to take prompt and appropriate action, whether or not the victim wants the school system to do so. All employees are required to complete online sexual harassment training.

Reporting

It is essential that employees notify their supervisor immediately of offending behavior even if they are not certain the offending behavior would be considered harassment. Any incidents of harassment must be immediately reported to a supervisor or other management representative. All reports will be promptly investigated with due regard for the privacy of everyone involved. However, confidentiality cannot be guaranteed. Any employee found to have harassed a fellow employee or subordinate, student or other individual shall be subject to severe disciplinary action up to and including termination. CCPS will also take any additional action necessary to appropriately remedy the situation. Retaliation of any sort is not permitted. No adverse employment action will be taken for any employee making a good faith report of alleged harassment.

CCPS accepts no liability for harassment by employees. The individual who makes unwelcome advances, threatens, or in any way harasses another person is personally liable for such actions and their consequences. CCPS may or may not provide legal, financial, or any other assistance to an individual accused of harassment if a legal complaint is filed.

CCPS prohibits any employee from retaliating in any way against anyone who has raised any concern about sexual harassment or discrimination against another individual. CCPS will investigate any complaint of harassment and will take immediate and appropriate disciplinary action if harassment has been found within the workplace. For inquiries, contact Kathy Kiessling, Title IX/ADA/Section 504 Coordinator (Students), or Nikial Majors, Title IX/ADA/Section 504 Coordinator (employees/adults).

Anniversary Date

The first day an employee reports to work is their anniversary date. The anniversary date is used to compute various conditions and benefits described in this Employee Manual.

Immigration Law Compliance

All offers of employment are contingent on verification of the employee's right to work in the United States. During the onboarding process, employees are required to provide original documents verifying the right to work, and as required by federal law, to sign a Federal Form I-9, Employment Eligibility Verification Form. If at any time CCPS cannot verify the employee's right to work in the United States, CCPS may be obliged to rescind its offer of employment or terminate employment.

Work Schedule:

Business Hours

The work hours and the scheduling of breaks is determined and assigned by the employee's supervisor. Should an employee have any questions concerning the work schedule, they must ask their supervisor.

Attendance

Regular and predictable attendance is an expectation of all CCPS employees. To ensure adequate staffing, positive employee morale, and to meet expected productivity standards throughout the district, employees will be held accountable for adhering to their workplace

schedule. Employees are expected to be punctual and ready to commence work at the beginning of their assigned daily work hours. Employees are also expected to reasonably complete their work assignments and projects by the end of their assigned work hours. Employees must notify their supervisor when they will be away from their workstation or classroom for an extended period of time and when they expect to return. In the event an employee is unable to meet this expectation, he/she must obtain approval from their supervisor in advance of any requested schedule change(s). This approval includes requests to use accrued leave, as well as late arrivals to or early departures from work. Supervisors have discretion to evaluate extraordinary circumstances of a tardy arrival, early departure, absence (planned or unplanned), or failure to clock-in or clock-out and determine whether or not to count the incident as an occurrence. The Office of Human Resources is available to advise supervisors regarding the evaluation of extenuating circumstances.

Absence or Lateness

Most employees are governed by one of the two separately negotiated collective bargaining agreements: American Federation of State, County and Municipal Employees Local 2981 (AFSCME) and the Education Association of Charles County (EACC). Each employee should read and understand the collective bargaining agreement that governs their position. Rules governing leave for covered employees are discussed in these agreements. Employees must ensure that their leave is reported accurately.

Severe Weather and Emergency Conditions

On occasion, it may be necessary to dismiss students early, delay the opening of schools, or close schools or the school system for the day because of unpredictable weather conditions and/or potential hazards. If this should occur, notification is posted on the Charles County Public Schools (CCPS) website, www.ccboe.com, sent by email to all employees, posted on CCPS social media pages, and recorded on the 24-hour information line. If schools must close early, CCPS administrative staff will notify principals and school bus contractors according to standard procedures.

If schools remain open, no announcements are made. The most reliable sources of school closing information are the 24-hour information line, 301-934-7410 or 301-932-6656, and CCPS website, www.ccboe.com. Staff can also sign up to receive text message notification through School Messenger by texting Y or YES to 67587. To receive text messages from CCPS, staff must have their cell phone number on file with the Office of Human Resources.

CCPS also uses the Citizen Notification Service (CNS) to send community email and text message notifications. Visit <https://www.charlescountymd.gov/services/alerts/citizen-notification-system> to register for CNS. Staff can also follow CCPS social media accounts for news about any emergency or schedule change. Follow us on Facebook at Charles County Public Schools or on Twitter @CCPS.

DELAYED OPENINGS – Teachers’ and Instructional Assistants’ normal reporting time is delayed 1 or 2 hours (the same as school system announcement for student delays).

EARLY DISMISSAL – Principals will dismiss staff as appropriate.

CODES	SCHOOLS: TEACHERS & IAs	CENTRAL OFFICE
<p>SCHOOLS CLOSED FOR STUDENTS NO CODE</p>	<p>Teachers and IAs follow students’ schedule. 10-month employees do not report to work. 10.5 and 11-month employees are expected to fulfill their contract days at the discretion of their supervisor.¹ It is a normal workday for all other employees.</p>	<p>10-month employees do not report to work. 10.5 and 11-month employees are expected to fulfill their contract days at the discretion of their supervisors.¹ It is a normal workday for all other employees.</p>
CODES	SCHOOLS: ADMIN/SECRETARIAL/CUSTODIAL	CENTRAL OFFICE
<p>CODE 1 (1-hr. delay)</p>	<p>All employees report one hour late <u>EXCEPT</u> emergency employees* (they report on time). <i>Liberal leave in effect.</i></p>	<p>All employees report one hour late <u>EXCEPT</u> emergency employees* (They report on time). <i>Liberal leave in effect.</i></p>
<p>CODE 2 (2-hr. delay)</p>	<p>All employees report two hours late <u>EXCEPT</u> emergency employees* (they report on time). <i>Liberal leave in effect.</i></p>	<p>All employees report two hours late <u>EXCEPT</u> emergency employees* (They report on time). <i>Liberal leave in effect.</i></p>

CODE RED	<u>ONLY</u> emergency employees* report on time for work. All other employees do not report for work.	Only emergency employees* report on time for work. All other employees do not report for work.
<u>CODE BLUE</u>	<u>ALL BUILDINGS ARE CLOSED.</u> No employees report to work.	<u>ALL BUILDINGS ARE CLOSED.</u> No employees report to work.

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Supervisors are encouraged to meet with 10.5 and 11-month employees to set workdays.

If schools are closed for students and no other CODE announcement is made, employees should assume that the school system is open for a full day of business for employees. If an employee determines that the conditions warrant the use of leave, appropriate leave slips should be submitted as soon as possible after the leave day(s) are taken. Ten-month employees at the Jesse L. Starkey Administration Building and all 10.5 and 11-month employees throughout the system may make arrangements with their supervisor to use this day as a leave day or they may be required to work to fulfill their specific number of contracted days.

***Certain designated emergency employees must report to work at their regularly scheduled times despite Code 1, Code 2, or Code Red designations.** If emergency employees are unable to report, appropriate leave slips should be submitted. The designated emergency employees include:

- Operations Supervisory Staff
- Maintenance Supervisory Staff
- Transportation Supervisory Employees
- Building Service Workers
- Building Service Managers
- Assistant Building Service Managers

In the event it is necessary to dismiss early due to emergency situations or weather conditions, the Superintendent or his/her designee will make the decision for the school system. As noted above, employees may use leave time as authorized in their respective negotiated agreement. Appropriate leave slips should be submitted to the immediate supervisor before leaving the assigned workstation.

Employee Records and Administration

The task of handling employee records and related employee administration functions at CCPS is assigned to the Office of Human Resources. Questions regarding compensation and collective bargaining policies should be directed to the Office of Human Resources at extension 7255. Questions regarding insurance, retirement, and other benefits should be directed to the Office of Fiscal Services-Benefits Department at extension 7459.

Employee Files

Keeping employee files up to date is important for pay, deductions, benefits, and other matters. If there is a change in any of the items listed below the employee must notify CCPS:

- legal name
- home address
- home telephone number
- number of dependents
- marital status
- change of beneficiary
- driving record or status of driver's license, if employee operates any CCPS vehicles
- military or draft status
- tax changes
- training certificates and certification issues
- professional license

Upon experiencing a family status change, employees must notify their supervisor and the Benefits Assistant, ext. 7202, within 31 days for benefits modifications.

Employees may see information that is kept in their employee file by appointment, and they may request and receive a copy of each document they have signed. Arrangements may be made with the Office of Human Resources at ext. 7255.

Benefits

CCPS is proud to provide a very comprehensive and affordable benefits package to its dedicated employees. Healthcare coverage, savings opportunities, and many other benefits add significant value to the total compensation employees receive. In addition to receiving an equitable salary and having an equal opportunity for professional development and advancement, employees may be eligible for other benefits, which will enhance their job satisfaction. We are certain employees will agree the benefits program described in this Employee Manual represents a very large investment by CCPS.

A good benefits program is a solid investment in CCPS' employees. CCPS periodically reviews the benefits program and makes modifications as appropriate to the system's condition.

Eligibility for Benefits

Permanent employees hired to work at least 30 hours per week effective January 1, 2016, will enjoy all benefits described in this Employee Manual once they meet the eligibility requirements for each particular benefit. Coverage is available to employees and their dependents as defined in the benefit summary plan descriptions.

Employees become eligible for coverage the first of the month following the date the employee reports to work.

- Applicable employee contributions are automatically deducted from employee's paycheck.
- Temporary/hourly employees are not eligible for benefits, except Tax Shelter Annuities and the Credit Union.
- Employees must officially enroll or waive benefits within 31 days of eligibility.
- Employees who waive coverage must provide proof of other coverage or a signed waiver.

If an employee chooses to waive benefits at the time of hire, they will be given an opportunity to enroll during the annual open enrollment during the months of October and November to be effective January 1.

Outside of Open Enrollment, changes to Health or Flexible Spending Accounts are permitted during the year within 31 days of a qualifying life event, provided the change is consistent with and on account of that qualifying event. Please note that employee will be required to provide proof of the event, such as a marriage certificate, or notice of spouse's change in employment or loss of insurance coverage. These events are defined by Section 125 of the Internal Revenue Code and include:

- Marriage or divorce; legal separation
- Birth of a child, adoption of a child
- The placement for adoption of a child in employee's home
- Death of employee's spouse or other dependent(s)
- Return from an unpaid leave of absence for employee's spouse
- Beginning or end of employee's spouse's/dependent's employment
- Significant change in employee's spouse's employment-based benefits
- Switch from temporary to full-time employment by employee or employee's spouse

****Enrollment is not automatic and must be elected using the online enrollment system.**

Insurance Coverage:

Health/Dental/Vision Insurance

Health insurance plans and options can be complicated. CCPS has taken the time to carefully review the coverage and plans available. We have selected the plans we feel provide the best coverage for our employees. Literature is provided by our insurance companies giving details on health, dental, and vision coverage.

CCPS contributes 75 percent of the health insurance premium (which includes dental, vision, and prescription) and Group Term Life Insurance premiums. Applicable employee contributions are automatically deducted from employee's paycheck.

Waiving Health Coverage

If employees meet the eligibility requirements, they are offered the opportunity to enroll in health coverage offered by CCPS. They have the right to decline or waive coverage. If employee waives coverage for him/herself, they may not cover dependents under the Employer's health plan.

Note, that if the employee waives coverage considered affordable and minimum essential under the Patient Protection and Affordable Care Act (ACA), they will not qualify for government credits and subsidies to purchase individual health insurance on the Marketplace.

Applicable employee contributions are automatically deducted from employee's paycheck.

Coordination of Benefits

If the employee or their dependents have health insurance with another insurer in addition to the insurance coverage with CCPS, the insurance company will coordinate the payment of benefits with the other insurance company. All health insurance programs will work together to provide the maximum benefit. This reduces duplicate payments and ultimately helps control costs.

For more information on coordination of benefit procedures, employees may consult the customer service department of the primary health insurance provider.

Continuation of Group Insurance Plan after Retirement

CCPS will support the group insurance plan for retiring employees who have participated in the plan and have been employed by CCPS for 10 or more consecutive years (including approved leaves of absence) immediately prior to retirement and who participated in the group insurance plan at the time of retirement.

For more information on benefits after retirement, refer to retiree's designated unit's negotiated agreement.

Coordination of Benefits for those 65 and Older

If an employee is eligible for Medicare benefits and *actively working as a Permanent/Contractual employee*, Medicare coverage will remain the employee's "secondary coverage" until retirement from CCPS. This information is true for the spouse if covered under the employee's health plan and the employee is actively working.

Once an employee retires from CCPS, Medicare becomes their "primary coverage." If the employee is eligible and has not applied for Medicare benefits, they should contact the local Social Security Administration for enrollment information within 90 days of the effective retirement date. It is best to contact the Social Security Administration at least 90 days

before turning 65, whether the employee is active or retired. Spouses covered by Medicare should also contact the local Social Security Administration at least 90 days prior to the employee's retirement effective date to notify Medicare of the change of coverage from secondary to primary status or to purchase Part B of the benefits, if waived at the time of the initial enrollment for Medicare benefits.

Once the employee or spouse is eligible for Medicare benefits after retirement, CCPS will offer a supplemental plan to those who have met the requirements to maintain coverage as a retiree.

Retirees who are eligible for Medicare, regardless of age, are required to enroll in Medicare part A and B when first offered and should contact the Benefits Department with the effective Medicare date and send a copy of the Medicare card for his or her file. The Benefits Department will forward the information to the insurance company for coordination of benefits and for any applicable changes in premium to take effect.

Coordination of Benefits for Retirees who are Medicare Eligible

After Medicare has made its payment, the health insurance will pay the allowed benefit for the covered service. Benefits will be paid if the member has enrolled in Medicare A and B, regardless of whether the employee or spouse actually claimed or received Medicare benefits. When electing Medicare benefits, the employee and his/her spouse must enroll in both Parts A and B.

For questions, additional information, or details regarding Medicare or Social Security benefits, employees may contact their local Social Security Administration. In Maryland call 800-772-1213.

Other Benefits

CCPS offers a number of other benefits. We are pleased to offer many options to eligible staff to reward them for their hard work and dedicated spirit.

Pretax Benefits

Employees are entitled to receive health benefits on a pretax basis. Aflac is our Section 125 third party administrator. Section 125 - an IRS term - allows an individual to take certain insurance premiums as a deduction from payroll, before taxes are calculated. **This reduces federal, state, and Social Security taxes, thereby increasing take-home pay.**

The IRS requires CCPS to have a signed Salary Redirection Agreement (SRA) on file from all eligible employees regardless of whether or not they are enrolled in our health and life insurance plans. Employees must complete the SRA and return within 30 days. Employees are not enrolling in any type of insurance by completing this form. They are simply complying with IRS regulations.

Flexible Spending Accounts

A Flexible Spending Account (FSA) enables employees to redirect a portion of their salary into two specific types of expenses: dependent care (DDC) and un-reimbursed medical

(URM) expenses. Prior to the beginning of each plan year, employees must elect a specific dollar amount for each type of expense, which will be redirected from their salary.

Redirecting part of an employee's salary into a Flexible Spending Account means that the taxable income will be calculated after the elected amounts for dependent care and/or unreimbursed medical expenses are deducted from the salary. No federal income tax, Social Security tax, and/or state income tax will be paid on the elected amounts.

Voluntary Supplemental Insurance

Several insurance plans available through payroll deduction include the following: cancer, intensive care, hospital indemnity, accident/disability, and short-term disability. Participation is voluntary.

Employees may contact the Aflac representatives directly at 804-516-4286 or email jennifer_tench@us.aflac.com if they have any questions or would like additional information.

The AFSCME Union and the EACC Union also offer a variety of plans to their members. Call AFSCME at 301-934-2072 or the EACC at 301-392-0150 for details.

Group Term Life and Accidental Death and Dismemberment Insurance

Effective January 1, 2016, permanent employees who work at least 30 hours per week are eligible to enroll in the Group Term Life and Accidental Death and Dismemberment Insurance. CCPS contributes 75 percent of the premium. This insurance is payable in the event of death, in accordance with the policy, while employee is insured. The death benefit is equivalent to the annual salary at the time of death rounded to the nearest thousand. Employee may change their beneficiary by submitting the appropriate documents to the Benefits Department. Refer to the literature provided by our insurance company for details on life insurance coverage.

Tax Shelter Annuities, 403B, 457B Plan and Life/Disability Insurance Companies

CCPS has a listing of approved companies that provide tax-sheltered annuities to permanent and part-time employees. Employees may contact any of the agents on the approved list. Periodically agents may visit schools and hold planning seminars. The company listing is available at all school locations and on the school system's website, www.ccboe.com.

To begin a tax-sheltered annuity an employee must contact an approved agent directly. Employees must check with the agent to determine their eligibility and maximum contributions allowed by law.

Changes or cancellations of a contribution may be made by either contacting the TSA provider or by submitting this information in writing to the payroll department (name, Employee ID #, date, signature, and email are required). Forms for changes or cancellations are available through the Payroll Department or on the CCPS website on the benefits information page of the Inside CCPS section (participant information change request).

Employee Assistance Program

The CCPS Employee Assistance Program (EAP) provider is ComPsych EAP Services. These services are for all CCPS employees and their dependents. The EAP benefit covers four (4) confidential counseling visits and is at no cost to employees or their dependents. CCPS has pre-paid for this benefit for all employees and their dependents.

The EAP program is **confidential**. ComPsych EAP has convenient locations, and their clinicians are well versed in helping clients of all ages.

The EAP can assist with many different issues. Among these are stress, depression, anxiety, workplace difficulties, substance abuse, marital problems, family or parenting conflicts, grief, violence, and unhealthy lifestyles. The EAP can also provide additional assistance with the following:

- Childcare and Eldercare Resources with Referrals
- Financial and Legal Issues
- Free Interactive Online Simple Will
- Retiree Assistance
- Moving Resources/Checklist
- Reimbursed Cab Ride

ComPsych EAP is available 24 hours a day, 365 days a year. ComPsych will also coordinate with CCPS's Health Plan for cases that require treatment under employee medical benefits.

For additional information or a referral to a local provider, please call EAP toll-free at 1-877-465-0865. Online tools are available at: www.guidanceresources.com **Organization Web I.D. CCPSEAP**

CCPS is committed to the health and well-being of its employees and their family members and encourages the utilization of this important benefit.

Credit Union

Employees of CCPS are eligible for membership in the Educational Systems Federal Credit Union. Membership enables employees to borrow money at low interest rates. They may also save money and maintain an IRA account with the credit union. Call the credit union at 301-779-8500 or visit www.esfcu.org for additional information.

Sick Leave Exchange

The purpose of this negotiated benefit is to provide sick leave for all eligible employees who have used all their accrued sick, personal, and annual leave. Employees receive a day for a day, any unused leave does not carry over into the next fiscal year. All donors must maintain a balance of 15 leave days after donation. Employees who are or have separated employment from CCPS, including notice of resignation, are not able to donate leave. Leave may be exchanged between staff in accordance with specified procedures and restrictions can be found on inside myCCPS at www.cdboe.com.

Tuition Reimbursement

CCPS feels an individual who possesses a desire to continue their education, in addition to performing their full-time job, shows a commitment to improving themselves and their position within the system. To encourage and reward these individuals, CCPS offers a tuition reimbursement benefit.

All employees are governed by tuition reimbursement clauses in the two separately negotiated collective bargaining agreements: American Federation of State, County and Municipal Employees (AFSCME) and the Education Association of Charles County (EACC). Each employee should read and understand the collective bargaining agreement that governs them.

Retirement Plans

CCPS has a retirement plan to provide eligible employees (those who have completed sufficient service) with a monthly pension benefit upon retirement. Employee required contributions are made through payroll deductions. Certificated employees (teachers) and certain classes of non-certificated employees (school administrative staff) are enrolled in the Maryland State Retirement and Pension System. Non-certificated employees (maintenance, operations, and certain technical positions) are enrolled in the Reliance Trust plan. All eligible employees participate in either the Board of Education Retirement Plan or the State Retirement and Pension System of Maryland. Employees may contact the Office of Fiscal Services, Benefits Department if they are unsure in which retirement plan they participate.

Employees hired prior to January 1980 may be enrolled in the Maryland State Retirement and Employee Pension System. State Retirement was replaced by the Pension System and is no longer available for new enrollments.

For additional information regarding pension benefits and options, contact the Office of Fiscal Services, Benefits Department at 301-934-7259, or the Maryland State Retirement and Pension System at 800-492-5909.

Government Required Coverage:

COBRA

According to the Federal Consolidated Omnibus Budget Reconciliation Act (COBRA) of 1985, in the event of termination of employment with CCPS or loss of eligibility to remain covered under CCPS group health insurance program, employee, and eligible dependents may have the right to continue health insurance coverage for a limited period of time at 100 percent of the premium plus an additional 2 percent of the premium to defray administrative costs. It is particularly important that covered dependents understand their continuation of coverage rights if an employee loses his or her job or is no longer covered by health insurance. Consult the Office of Fiscal Services, Benefits Department for details.

Employees also have an alternate option instead of enrolling in COBRA continuation coverage. There may be other, more affordable coverage options for employee and their family through the Health Insurance Marketplace, Medicaid, or other group health plan

coverage options (such as a spouse's plan) through what is called a "special enrollment period". Some of these options may cost less than COBRA continuation coverage. For more information visit www.healthcare.gov.

Workers' Compensation

All employees are entitled to workers' compensation benefits. When an employee is injured in the course of employment as used and defined in the Workers' Compensation Laws of Maryland, the employee will be paid his/her full salary, minus the amount of any workers' compensation payments received for salary during the period of temporary disability, not to exceed a period as agreed upon in the negotiated agreement. Employees who still qualify for weekly disability payments will receive only the funds approved by the State Workers' Compensation Board. The risk manager or designee may give an employee who is a participant in a rehabilitation program approved/administered by the Maryland Association of Boards of Education Workers' Compensation Group Self-Insurance Fund an extension. CCPS has a transitional work program for injured employees.

CCPS will continue to pay its share of the cost of the employee's insurance package for the period of time an employee is receiving workers' compensation benefits. Employees are responsible for paying their cost share of the health and life insurance premiums.

IT IS THE EMPLOYEE'S RESPONSIBILITY TO REPORT ALL INJURIES IMMEDIATELY AND MAINTAIN CONTACT WITH THEIR EMPLOYER AND SUPERVISOR.

All injuries or illnesses arising out of the scope of employment must be reported to the supervisor immediately. Prompt reporting is the key to receiving prompt benefits. Ensure the right to benefits by reporting every injury, no matter how slight. Federal law (Occupational Safety and Health Administration) requires that CCPS keep records of all illnesses and accidents that occur during the workday. The Maryland Workers' Compensation Act also requires that employees report any workplace illness or injury. If the employee fails to report an injury, they may jeopardize their right to collect workers' compensation payments as well as health benefits. Should employees have any questions or concerns, they should be directed to the Office of Risk Management at ext. 7273.

Employees returning to work after being absent due to a work-related injury are required to report to their supervisor prior to beginning work and must bring a return-to-work authorization, completed by their healthcare provider. If light duty or transitional duty is recommended, the "Return to Work Restrictions and Limitations" form must be completed by the healthcare provider and must be submitted to the Office of Risk Management. The employee is responsible for submitting the form in a timely manner.

Social Security

The United States Government operates a system of mandated insurance known as Social Security. All wage earners are required by law to contribute a set amount of their weekly wages to the trust fund from which benefits are paid. CCPS is required to deduct this amount from each paycheck an employee receives. In addition, CCPS matches the

contribution dollar for dollar, thereby paying one-half of the cost of the Social Security benefits. The employee's Social Security number is used to record earnings. Employees are encouraged to protect their Social Security record by ensuring their name and Social Security number on the W-2 form are correct. Employee may also want to make sure their earnings statement is accurate each year by requesting a Personal Earnings and Benefit Estimate Statement from the U.S. Social Security Administration by calling 800-772-1213 or visit www.ssa.gov.

Compensation

The goal of CCPS' compensation program is to attract potential employees, meet the needs of all current employees and encourage well-performing employees to stay with our organization. With this in mind, our compensation program is built to balance both employee and CCPS needs.

Wage and Salary Policies:

Compensation Philosophy

It is CCPS' desire to pay all permanent employees wages and salaries that are competitive with other employers in the marketplace in a way that will be motivational, fair and equitable.

Employee Classifications

At the time of hire, an employee is classified as full-time, part-time, or temporary. In addition, they are separated as either certificated or non-certificated employees. All other policies described in this Employee Manual and communicated by CCPS apply to all employees, with the exception of certain wage, salary, and time off limitations applying only to "non-exempt" employees. If employee is unsure of which job classification their position fits into, they need to ask their supervisor, the Office of Human Resources, or the Payroll Department.

Certificated employees are governed by the negotiated agreement of the Education Association of Charles County (EACC) and include teachers, administrators, and those positions requiring a Maryland teaching certificate.

The American Federation of State, County and Municipal Employees (AFSCME), governs non-certificated employees and includes building service, support, maintenance, food service, secretarial, and most technical employees.

Non-Exempt and Exempt Employees

Employees are classified as either "exempt" or "non-exempt." Employees in certain types of jobs are entitled to overtime pay for hours worked in excess of 40 hours per work week. These employees are referred to as "non-exempt" in this Employee Manual. This means that they are not exempt from overtime pay provisions, and therefore should receive overtime pay. If an employee is eligible for overtime, their supervisor must approve it in advance.

Exempt employees are teachers, managers, executives, professional employees, technical employees, directors, and others whose duties and responsibilities allow them to be exempt from overtime pay provisions as provided by the Federal Fair Labor Standards Act (FLSA) and any applicable state laws. Refer to the appropriate negotiated agreement for clarification.

Basis for Determining Pay

Several factors may influence rate of pay. Negotiated agreements with EACC and AFSCME define salary rates and conditions. Grade ranges for non-certificated employees are defined by position. The Superintendent sets administrative positions of certain employees. Actual salary scales for certificated and non-certificated employees are detailed in their respective negotiated agreements. Contact the Office of Human Resources for questions regarding pay rates or pay scales.

Pay Period, Hours, and Pay Cycle

CCPS' payroll work week begins on Sunday at 12:01 a.m. and ends on Saturday at midnight. Payday is normally every other Friday. The biweekly pay schedule is made up of 26 pay periods per year. Changes are made and announced in advance whenever CCPS holidays or closings interfere with the normal pay schedule.

Paycheck Distribution

Supervisors distribute paychecks on each pay date. Employees can view payroll information, such as direct deposit remittance receipts on the CCPS website at www.ccboe.com. Direct deposit remittance receipts will only be printed by the Payroll Department by request.

Mandatory Deductions from Paycheck

CCPS is required by law to make certain deductions from employee's paycheck. These are federal, state, and local income taxes and contributions to Social Security and Medicare as required by law. These deductions are itemized on employee's check stub. The deduction amounts depend on earnings and on the information employees furnish on their W-4 form regarding the amount of withholding claim. If employees wish to modify their withholding, they must request a new W-4 form from the school office or obtain the form from www.ccboe.com under Staff Services Forms Database, enter "federal withholding" in "Brief Name of Form". **Only employees may modify their W-4 form.** Verbal or written instructions are not sufficient to modify withholding allowances. Employees should inspect pay information to ensure that it reflects the proper amount of withholdings.

The annual W-2 form reflects how much earnings were deducted for these purposes.

It is mandatory that permanent employees who are full-time, working at least four hours daily or 10 months per year contribute a portion of their salary by payroll deduction to their pension. This deduction is pre-taxed. Any other mandatory deductions made through paycheck, such as court-ordered garnishments, will be explained whenever CCPS is ordered to make such deductions. **Note:** See "Wage Garnishments" later in this section for further information.

Direct Payroll Deposit

Direct payroll deposit is the automatic deposit of employee's pay into the financial institution account of their choice. All employees are strongly encouraged to use direct deposit to avoid delay in receiving payment. In addition, it may be possible for employees to authorize CCPS to make additional deductions from their paycheck. Contact the Payroll Department for details and authorization forms.

Error in Pay

Every effort is made to avoid errors in paychecks. If an employee believes or knows an error was made, they should contact the Payroll Department immediately at ext. 7347, 7351, 7431, 7564 or via e-mail at payroll@ccboe.com. The problem will be researched, and appropriate changes will be made as expediently as possible in accordance with the law or negotiated agreement. The employee must immediately repay any overpayments.

Premium Pay/Holidays

In general, non-exempt employees are eligible to receive overtime pay subject to the restriction and approval process in the negotiated agreement, or in consultation with the immediate supervisor.

Please note that if a non-exempt employee is on an approved flexible work arrangement, overtime hours will be computed only on the hours worked in excess of a 40-hour work week.

Supervisors must approve all overtime in advance. If employees have any questions regarding overtime, they should contact the Payroll Department at ext. 7347, 7351, 7431, 7564 or via e-mail payroll@ccboe.com.

Time Records and Leave Statements

By law, CCPS is obligated to keep accurate records of the time worked by employees. Employees are responsible for accurately recording time and leave. In the event of an error in recording time, the employee must bring the matter to the supervisor and the Payroll Department immediately. All permanent employees are required to submit a leave slip when absent.

Wage Garnishments

CCPS is obligated to execute court-ordered wage garnishments. When court-ordered deductions are to be taken from an employee's paycheck the employee will receive notification.

CCPS acts in accordance with the federal Consumer Credit Protection Act, which places restrictions on the total amount that may be garnished from an employee's paycheck.

***Note:** Please see the Mandatory Deductions from Paycheck Policy earlier in this section for further information.

Performance Reviews

All employees should read and understand their respective negotiated agreements and the evaluation criteria reviewed. A review may also be conducted in the event of a promotion or change in duties and responsibilities.

Employee reviews provide an opportunity for collaborative, two-way communication between employee and supervisor. This is a good time to discuss interests and future goals. Supervisors are interested in helping employees progress and grow in order to achieve personal as well as work-related goals, for example he/she can recommend further training or additional opportunities. The performance review gives supervisors an opportunity to suggest ways for employees to advance and make their job at CCPS more fulfilling.

Supervisors can answer any questions about the performance review process.

Other Compensation Programs and Policies

Position Vacancies, Promotions, and Demotions

CCPS provides employees every opportunity for promotion or transfer within the system. Most employees are governed by the two separately negotiated collective bargaining agreements: American Federation of State, County and Municipal Employees (AFSCME) and the Education Association of Charles County (EACC). These agreements separately address vacancies, promotions, and demotions. All employees should read and understand the collective bargaining agreement that governs them.

Leave Policies

Both paid and unpaid leave may be granted to eligible employees, according to the following leave policies. Employees may consult their supervisor for more information or refer to the applicable collective bargaining agreement that governs CCPS.

Paid Leave

In the interest of maintaining a healthy balance between work and home, CCPS offers eligible employees paid time off (part-time on a pro-rated basis).

Holidays

Permanent full-time employees, and part-time employees on a pro-rated basis, are eligible for holiday pay. The exact number of holidays may vary in a given year due to a variety of circumstances.

The following days are generally recognized by CCPS as paid holidays:

- New Year's Day
- Martin Luther King, Jr.'s Birthday
- Presidents' Day
- Good Friday
- Easter Monday
- Memorial Day

- Juneteenth
- Independence Day (12-month employees)
- Labor Day
- Wednesday before Thanksgiving
- Thanksgiving Day
- Friday after Thanksgiving
- Christmas Day
- Day preceding or after Christmas Day

*Note that this number may change in a specific year based on a change in the calendar or negotiated agreement.

Holiday Policies

Employees may take time off to observe religious holidays. If available, a full day of unused annual or personal leave may be used for this purpose. Permanent employees, upon request, will be permitted to use one sick leave day per year for religious or ideological observances. It is mandatory that employees schedule the time off 48 hours in advance.

Annual and Personal Leave

Annual and personal leave may be taken as vacation time or to conduct personal business. Annual and personal leave may also be used during an employee's own illness, to care for an ill child, or for medical, legal, or other personal business appointments which can only be scheduled during business hours. CCPS provides annual and personal leave as a benefit to employees. Requests for leave should be coordinated with an employee’s supervisor to ensure that critical work is not disrupted.

Annual Leave – Non-Certificated (All 12 Month Employees)

Only 12-month employees earn annual leave. Annual leave shall be requested at least 24 hours in advance, except in emergency situations. Full-time employees (except certificated and technical employees) shall earn annual leave in accordance with the Negotiated Agreements.

Twelve month full-time certificated and technical employees shall earn 26 days of annual leave to be accrued bi-weekly.

Length of Service Annual Leave

0-5	15 days
6-10	18 days
11-15	21 days
Over 15 years	25 days

There is no requirement that annual leave is taken, but the maximum permissible accumulation and payout is 60 days per the negotiated agreement. Excess annual leave as

of September 1st of each year will be converted to sick leave and credited to the employee's sick leave balance.

Annual Leave – Certificated Employees (Administrative)

Each 12-month EACC Unit II member shall be entitled to twenty-six (26) days of annual leave for a full year of employment. There will be a 50-day limit to the amount of annual leave that a 12-month EACC Unit II member can accumulate per the negotiated agreement. Leave earned for the current year will be accrued in addition to this limit. Any leave accumulated above the 50-day limit as of September 1st of each year will be converted to sick leave and credited to the employee's sick leave balance.

Personal Leave (All 10, 10.5, 11-month, and 12-month Non-Administrative Employees)

All other permanent employees earn personal leave. Personal days may not be used before or following a holiday except in case of emergency. Personal leave will be granted upon 24 hours prior notification with approval of the appropriate supervisor. Such approval is to be given in the best interest of the educational program.

	CERTIFICATED			SUPPORT	
Years of service	0 - 2	3 - 14	15+	0 - 14	15+
10 months	2	3	4	2	3
10.5 months	2	3	4	2	3
11 months	2	3	4	2	3

Certificated employees may accrue up to six (6) days of personal leave and may use up to six (6) days in one year. The employee will provide at least two weeks' notice to the principal or supervisor (except in case of emergency) when he/she plans to use more than three consecutive personal leave days. If the 10 or 11-month employee does not use his/her personal leave during the year, such that the balance exceeds six days, any days accrued in excess of six days will be credited to accumulated sick leave.

Sick Leave

All eligible employees can accrue sick leave at the rate of one (1) day for each month of completed service. Employees who are absent from work because of a personal illness may use their accrued sick leave. There is no limit on the accumulation of sick leave.

Employees need to let their supervisor know that they will be absent from work due to illness as early as possible. Normally, only accrued sick leave may be taken. Employees on sick leave must maintain regular contact with their supervisor.

In addition to utilizing sick leave in the event of employee's own illness, sick leave may also be used for the purpose of visiting doctors, dentists or other recognized practitioners, and/or illness of immediate family.

Employees should read and understand their applicable negotiated agreements and consult the agreements for further details regarding sick leave.

Part-time Employees

Permanent part-time employees will accrue annual leave, personal leave, and/or sick leave on a pro-rated basis. Temporary employees may accrue sick/safe leave on a pro-rated basis.

Bereavement and Funeral Leave

Each employee is granted five (5) days absence, excluding Saturday and Sunday, without the loss of salary on the death of a child, parent, brother, sister, husband, wife, mother-in-law, father-in-law, grandparent, grandchild, brother-in-law, sister-in-law, or anyone who has lived regularly in the household of the employee. Employees may ask their supervisor or consult the applicable negotiated agreement, if they have questions regarding leave information.

Jury Duty

If an employee is called for jury duty, notification to a supervisor is required within 48 hours of receipt of the jury summons. CCPS permits employees to take the necessary time off. Documentation of jury duty will be supplied by the court and must accompany the employee's leave slip to receive administrative leave with pay.

Family Medical Leave Act (FMLA)

FMLA is a federal law requiring employers to provide eligible employees up to 12 weeks (60 days) of unpaid job and benefit protection leave for a qualifying medical and family reason. Appropriate documentation is required and should accompany all FMLA requests. Qualified medical and family reasons include personal or family illness, family military leave, pregnancy, adoption, or the foster care placement of a child. Approved accrued sick leave, personal and annual leave can be used with FMLA. Further, up to 26 weeks of leave can be taken for qualifying military training or specific military duty.

CCPS follows the fiscal year of July 1 to June 30 to define the 12-month FMLA period.

Requests for leave under FMLA must be submitted directly to the Office of Fiscal Services - Benefits Department.

Leave of Absence

A request for leave of absence or extension of leave application is to be completed and submitted to the Office of Fiscal Services, Benefits Department. The effective date of leave will be the day following the exhaustion of the employee's FMLA leave or the last day for which the employee is paid. All leaves will be administered in a manner consistent with Board Policy and Rules, and the Negotiated Agreement. The leave shall normally be for an entire school year or for the remainder of the school year in which it becomes effective. Supporting documentation must be attached to the Leave of Absence Application.

Assault Leave

If an employee is absent due to physical disability that results from an assault while in the scope of CCPS employment, the employee shall be kept on full pay status instead of sick leave during the period of absence. In order to be eligible for assault leave, the employee must meet the eligibility requirements stated in Superintendent's Rule 4736.1. In order to access assault leave, the employee must follow the Employees Workers' Compensation guidelines, including completing an Employees Incident/Injury/Illness Report. Any employee seeking to use assault leave must contact the Office of Risk Management for further information, including other required documentation.

Separation from Employment

CCPS expects support employees (non-certificated) to give two weeks (2) or more written notice when resigning to the Office of Human Resources. Any accrued but unused annual leave, if applicable, will be paid to the employee at the time of employment separation in accordance with applicable Negotiated Agreement.

To retire with health and life insurance benefits, employees must meet the retirement eligibility requirements and cannot defer their monthly retirement benefit at the time of separation.

Certificated employees are governed by the laws of the State of Maryland as defined in the state mandated teacher's contract. Non-tenured certificated employees must submit written notice of their resignation by May 1st and tenured employees by July 15th. Failure to adhere to these deadlines could result in the suspension of a certificated employee's Maryland teaching certificate for up to one (1) year and render the certificated employee ineligible for future employment with CCPS.

The final payment for an employee who is regularly paid by direct deposit will be in the form of direct deposit.

Note: See section on leave policies to determine all applicable leave amounts.

Return of CCPS Property

Any CCPS property issued, such as materials of instruction, textbooks, teacher resource materials, cell phone, employee badge, computer equipment, keys, or system credit card, must be returned to CCPS at the time of separation of employment. The employee will be responsible for any lost or damaged items and may be charged for the items in their final paycheck.

Post-Employment Inquiries

CCPS does not respond to oral requests for references. In the event employment with CCPS is terminated, either voluntarily or involuntarily, the supervisor may be able to provide a reference to potential employers only if the employee has completed and signed a release form.

Safety:

General Employee Safety

CCPS is committed to the safety and health of all employees and recognizes the need to comply with regulations governing injury and accident prevention and employee safety. Maintaining a safe work environment, however, requires the continuous cooperation of all employees.

CCPS will maintain safety and health practices consistent with the needs of the industry. If ever in doubt about how to safely perform a job, it is the employee's responsibility to ask a supervisor for assistance. Any suspected unsafe conditions and all injuries that occur on the job must be reported immediately. Compliance with these safety rules is considered a condition of employment. Therefore, it is a requirement that each supervisor make the safety of employees an integral part of regular management functions. It is the responsibility of each employee to accept and follow established safety regulations and procedures. CCPS requires employees to be trained in accordance with laws, regulations and as required by the system. Online training and other classes are required and mandated as part of employment.

CCPS strongly encourages employees to communicate with their supervisor regarding safety issues. Any further questions may be directed to the Office of Risk Management.

Reporting Environmental Health or Safety Issues

All accidents, injuries, potential safety hazards, safety suggestions, health and safety related issues shall be reported immediately to the supervisor. If an employee or another person is injured, they should contact outside emergency response agencies, if needed. Environmental health or safety concerns should also be reported immediately to the Office of Safety and Risk Management along with the principal/office supervisor. The Office of Safety and Risk Management will investigate any concerns then follow-up accordingly.

Parking Lot Damage and Losses

Employees are encouraged to use the parking areas designated for employees. Employees should not park in spaces designated for buses and visitors only. Employees should remember to lock cars every day and park within the specified areas.

Courtesy and common sense in parking can help eliminate accidents, personal injuries, and damage to vehicles. If an employee damages another car they must immediately report the incident, along with the license numbers of both vehicles and any other pertinent information to their supervisor.

CCPS is not responsible for any loss, theft or damage to any vehicle or its contents while it is parked on CCPS property.

Personal Property

CCPS does not assume liability or reimburse employees for lost or stolen personal items regardless of the circumstances. Examples of these items are cash, cell phones, cd players, jewelry, coats, cd's, purses, and other personal items brought into the workplace or that are left in vehicle parked in the parking lot. Employees are advised to take precautions while

at work to safeguard their personal items and leave more valuable items at home. If any personal items are damaged, lost or stolen, the employee should report the incident to a principal or immediate supervisor.

Safety Rules

Safety is everybody's business. Safety is to be given primary importance in every aspect of planning and performing all CCPS activities. CCPS wants to protect employees against injury and illness, as well as minimize the loss of production on the work setting.

Below are general safety rules to assist employees in making safety a regular part of work. Supervisors may post other safety procedures in departments or work areas.

Personal Protective Equipment

Employees must always wear or use appropriate safety equipment as required, including wearing appropriate personal protective equipment, like shoes, hats, gloves, masks, goggles, spats and hearing protectors in designated areas or when working on an operation which is potentially hazardous. CCPS complies with Occupational Health and Safety Administration standards for training employees who have occupational exposure to blood borne pathogens (examples are physical education teachers, nurses and instructional assistants). For additional information contact the Office of Risk Management at ext. 7273.

Safe Performance of Duties

Employees shall take appropriate steps to perform their job duties in a safe manner. Employees shall not use cell phones or other personal electronic items in any manner or at any time which may distract them from the performance of their duties. Employees shall not wear ear buds, earphones, or any other equipment unrelated to their job duties which may negatively affect the safe performance of their duties.

Ask Questions

If an employee is ever in doubt regarding the safe way to perform a task, the employee should not proceed without consulting a supervisor. If an employee feels a task may be dangerous, they should inform a supervisor at once.

CCPS strongly encourages employee participation and input on health and safety matters. Employees may report potential hazards and make suggestions about safety without fear of retaliation. CCPS appreciates, encourages, and expects this type of involvement. The success of the safety program relies on the participation of all employees. Though it is CCPS' responsibility to provide for the safety, health, and security of its workers during working hours, it is the responsibility of each employee to abide by the rules, regulations and guidelines.

Weapons

CCPS believes it is important to establish a clear policy that addresses weapons in the workplace. Specifically, CCPS prohibits all persons who enter its property from carrying a handgun, firearm, knife, or other prohibited weapon of any kind regardless of whether the person is licensed to carry the weapon or not. The only exception to this policy will be

police officers or other persons who have been given written consent by CCPS to carry a weapon on CCPS property. Any employee violating this policy will be subject to discipline up to and including termination.

Security

Maintaining the security of CCPS' buildings and vehicles is every employee's responsibility. All employees should develop habits that ensure security as a matter of course. For example:

- Always keep cash properly secured. If an employee becomes aware that cash is insecurely stored, the employee should immediately inform the person responsible.
- Cash collected from students must be given to the financial secretary each day.
- Employees should know the location of all alarms and fire extinguishers and understand the proper procedure for using them.

Tobacco Use

CCPS is committed to providing employees, students, and visitors a safe, healthy environment. It is the policy of the Board of Education of Charles County that the sale or use of tobacco in any form including electronic cigarettes is prohibited, at all times, in school buildings, on school grounds and in school vehicles.

All employees and visitors are expected to abide by this policy while on CCPS property during and after work hours.

Workplace Policies

The Employee Manual is designed to answer questions about the practices and policies of CCPS. Employees must consult with their supervisor, the Office of Human Resources, or the Benefits Department for help concerning anything they don't understand.

Communications

Employees need to stay aware of changes in procedures, policies, and general information and communicate ideas, suggestions, personal goals or problems as they affect their work.

In addition to the exchanges of information and expressions of ideas and attitudes which occur daily, employees need to make themselves aware of and utilize all CCPS methods of communication, including the Employee Manual, bulletin boards, discussions with their supervisor, memoranda, staff meetings, newsletters, training sessions, system e-mail or websites, and the internet.

Employees receive other information booklets, such as insurance booklets, from time-to-time. Employees should take these booklets home, so their family knows more about their job and benefits.

In addition, employees will receive biweekly newsletters from CCPS. The function of each newsletter is to provide employees and their families with interesting news and helpful information, which will keep everyone up to date on the events here in CCPS.

Fraud/Concerns/Waste and Abuse

All employees have a duty to report suspected fraud or unethical activity to the appropriate level of management. Such reporting can also be strictly anonymous and confidential. Complaints can be reported anonymously to the hotline, 301-302-8305, for further investigation.

Employee Gift Acceptance Policy

An employee may not solicit any gift. Except as provided below, an employee may not knowingly accept a gift from a person doing business with the school system, or a student or parent, or another employee.

An employee may accept:

- meals and beverages consumed in the presence of the donor
- ceremonial gifts or awards that have insignificant monetary value
- unsolicited gifts of nominal value that individually do not exceed \$20 in cost or a series of gifts totaling \$100 or less from or on behalf of any one person
- trivial items of informational value
- reasonable expenses for food, travel, lodging, and scheduled entertainment of the employee at a meeting which is given in return for the participation of the employee in a panel or speaking engagement at the meeting
- gifts from a person related by blood or marriage, or any other individual who is a member of the household of the employee or
- an honorarium for speaking to or participating in a meeting, provided that the offering of the honorarium is in no way related to the employee's school system position

Employees should review the CCPS Ethics Policy for more details and information.

Searches on CCPS property

Employees shall have no reasonable expectation of privacy in any desks, cabinets, or other workplace property owned or controlled by CCPS and accessible to other employees. CCPS retains the authority to conduct searches of CCPS property at any time for any reason.

Technology Information Systems Guidelines

CCPS technology programs are designed to connect students, staff, and parents with information and instructional resources delivered by voice, data, video, and print. The various programs interact to connect the school community with our region, state, nation, and the world.

The ability to access a variety of technology information from our network introduces new risks and opportunities. Appropriate computer use is the responsibility of all CCPS employees. Disciplinary action up to and including termination may result from violating any of these policies and procedures.

Conduct and Use

All computer information, voicemail and electronic mail messages are to be considered as system records. CCPS must be able to access electronically stored information from its computers at any time. CCPS must be able to respond to proper requests resulting from the Maryland Public Information Act or legal proceedings that call for electronically stored information. Therefore, CCPS must, and does, maintain the right and the ability to enter in any of these systems to inspect and review any and all data recorded in those systems at any time for any reason. Because CCPS reserves the right to obtain access to all voicemail and electronic mail messages left on or transmitted over these systems, employees should not assume that such messages are private and confidential or that CCPS or its designated representatives will not have a need to access and review this information. Individuals using CCPS system equipment should also have no expectation that any information stored on their computer - whether the information is contained on a computer hard drive, computer disks or in any other manner - will be private.

CCPS has the right to, but does not regularly, monitor voicemail or electronic mail messages. CCPS will, however, inspect the contents of computers, voicemail or electronic mail in the course of an investigation triggered by indications of unacceptable behavior or as necessary to locate needed information that is not more readily available by some other less intrusive means. The contents of computers, servers, voicemail, and electronic mail, properly obtained for some legitimate business purpose, may be disclosed by CCPS, if necessary, within or outside the school system.

The Superintendent of CCPS will review any request for access to the contents of an individual's computer, voicemail, or electronic mail prior to access being made without the individual's consent. Even though CCPS has the right to retrieve and read any electronic mail messages, such messages should be treated as confidential by other employees and accessed only by the intended recipient.

CCPS employees are prohibited from the following:

- The use of unauthorized e-mail, instant messaging and chat rooms
- System tampering (any unauthorized alteration of operating systems, individual accounts or software) and/or equipment damage is prohibited
- The decryption of passwords and/or attempting to gain or gaining higher-level access or privileges
- The use of inappropriate language, pictures or other materials
- Purposely introducing viruses or attempting to do so
- The use of commercial advertising, chain letters, or non-educational games on CCPS systems
- Improperly copying or transferring copyrighted materials or software
- The use of CCPS networks or computers for personal gain or any illegal activities

Electronic Data Security

CCPS employees may only access information and/or computer systems to which they are authorized and that are needed for their assignments and responsibilities. Employees are responsible for their user account security to include the following:

- Passwords are to be kept strictly confidential
- Employees are expressly prohibited from sharing user accounts and passwords
- Employees must not use any auto-fill password features
- Users must log off all systems when finished using a workstation or when allowing others to use the workstation
- Employees must secure their electronic data. Sensitive files must be saved to a secure location, such as an employee's individual network folder or to a removable disk that is stored in a secure location
- Personal files or pictures are not allowed to be stored on the CCPS network
- Employees will be required to change the passwords once a year as requested by the system administrator

Physical Security

Except for laptops and tablets, technology equipment may not be removed from CCPS property.

Technology equipment (personal computers, laptops, tablets, printers, etc.) that is not the property of CCPS is not allowed to be used at any CCPS location. Outside technology equipment has the potential to cause a security threat to the system. If a threat has occurred, the technology department will track the source, and the employee may be responsible for any damage, such as the loss or corruption of data due to a computer virus, network interruption, or intrusion.

Technology equipment must be properly maintained.

Disposal of technology equipment (computers, monitors, etc.) must follow CCPS procedures for equipment disposal.

Systems and Applications Security

CCPS employees may not install any unauthorized software or hardware, disable or modify security settings installed on any computer. Unauthorized software includes, but is not limited to, AOL (America Online), IM (Instant Messenger), Hotbar, Comet Cursor, screensavers, music players, games and similar programs. Portions of the Internet that do not promote education or the support of education or that is not related to any instruction, project, job, work assignment, task or function for which an employee is responsible are prohibited (e.g.; eBay, Internet radio, e-cards). These kinds of programs and Internet sites provide easy access for viruses and spyware, which can infect system computers.

CCPS software and applications may not be installed or copied to a non-CCPS computer except as specified by licensing agreements.

CCPS does not condone the illegal duplication of software.

Network Security

CCPS is not responsible for information found on networks outside of the CCPS network, including the World Wide Web. CCPS does not have control over information found on the Internet or other network systems. Internet sites and outside networks may contain inaccurate, defamatory, abusive, obscene, profane, sexually oriented, threatening, racially offensive or illegal material. CCPS filters all computers within the system by using web filtering software and spam filtering software.

Employees are responsible for ensuring that access to, or the importations of material on networks are for educational or business purposes only.

Materials or information purposefully posted or linked from the CCPS network or Internet site must be for educational or business purposes only.

Users are responsible for following the rules applicable to the computer system(s) they use, including systems accessed over the Internet from CCPS equipment.

Remote access to the CCPS network is not permitted except by written authorization from a department supervisor.

The use of the Internet for pornographic, racial, gambling, political, religious, or terrorist activities or for any other non-educational or non-business purposes is strictly prohibited.

Password Maintenance and Expiration

Staff members Active Directory password (used for computer logon, email, Office 365, Synergy, helpdesk, and Inside CCBOE) will expire 90 days after the last change in password. Employee will need to change their password to login. To change the password at any time on any CCPS computer or laptop, employee must press and hold the CTRL+ALT+DELETE keys then select "Change a password".

The new password cannot be the same as a password that has been used in the past, nor can it have the employee's name in it. The password must be at least 8 characters long and contain at least 3 of the following:

- Uppercase letter
- Lower case letter
- Number
- Non-alphanumeric character such as: !@#?\$

If the password is changed successfully, employee will receive the following message: "Your password has been changed".

If the password does not meet the requirements listed above, employee will receive the following error message and can try again: "Unable to update the password. The value

provided for the new password does not meet the length, complexity, or history requirements of the domain.”

Once the password has been successfully changed, the employee will use the new password to log on to the computer, email, Office 365, Synergy, web helpdesk, and Inside CCBOE. This does NOT change the password for the Employee Portal, iSeries, and other systems. If the employee checks their CCBOE email account on a mobile device, such as a cell phone or tablet, they will also have to update the password for their CCBOE account on that device.

If the employee does not change their password when prompted, they will be locked out of the systems that use this password. After the employees receives their first password or changes their password, they will be prompted to change it every 365 days.

REMINDER: CCPS Technology will NEVER ask an employee for their password in an email.

If an employee experiences any issues with their account they may call the Technology Call Center at x7400 or 301-934-7400, or enter a helpdesk ticket for the Computer Analyst at <http://helpdesk.ccboe.com>.

Considerations when Using E-Mail in the Business Setting

E-mail should only be used for business purposes. E-mail messages should be treated as if they will be permanent, even if they are deleted. CCPS employees have no expectation of privacy when sending or receiving e-mails – all correspondence to and from CCPS is subject to the Public Information Act. E-mail users should recognize that there is no guaranteed security when using e-mail. CCPS employees should avoid personal e-mails. DO NOT DELETE e-mails if instructed to retain them.

E-mails should be written as if they may end up on the front page of the Washington Post. Users should consider their choice of words when writing e-mails. E-mails should always be spell-checked and proofread before being sent.

Electronic Communications

Websites created and maintained by teachers through CCPS learning management system shall remain the exclusive property of CCPS. The sole purpose of the websites is to allow teachers to share education-related and classroom-related items and information with students, parents, and the community in furtherance of the business of the school system, specifically classroom instruction and management. Items created by and posted by teachers in furtherance of their duties, including lessons, schedules, assignments, grades, and related documents, remain the sole property of CCPS. Posted items and links may be reviewed by the school principal and other school system administrators and may, at the school system’s sole discretion, be rejected, edited or removed from the site for any education-related reason, including but not limited to the appropriateness of the topic, the appropriateness of the content or language, usefulness for students and parents, connection to the classroom setting, or other pedagogical concerns. Teachers shall be expected to abide by all school system policies and rules related to the appropriateness of the items posted

and shall treat the posting of materials and links in the same manner as they would the use of the materials in the classroom setting. When using electronic communication to correspond with parents and students, employees will use an approved CCPS communication system. Employees are responsible for all communication sent from their accounts.

Bring Employee's Own Device (BYOD) Implementation

CCPS is piloting a Bring Employee's Own Device (BYOD) program. The program is being "phased in" across the district. It allows for students and staff to use their personal device, such as personal laptop, tablet, or smartphone, to connect to the Internet for approved classroom activities. Visit www.ccboe.com/byod for more information.

General Information:

Dress Code and Personal Appearance

All employees are expected to dress professionally and to wear clothing appropriate for their positions. Some employees are required to wear uniforms. A supervisor may ask any employee to leave the workplace if he/she feels the employee's appearance, attire, mask, jewelry and/or grooming are inappropriate. If the employee has any questions regarding appropriate appearance, they should contact the Office of Human Resources or their supervisor.

Uniforms

CCPS provides uniforms to employees required to wear them. The AFSCME negotiated agreement specifically addresses the payments made by CCPS for uniforms. Upon separation of employment, all uniforms must be returned. Uniform cleaning and repairs shall be the responsibility of the employee. Employee may contact their supervisor for more information.

Drug-Free Workplace Policy

CCPS is a community in which responsibilities and freedoms are governed by policies and codes of behavior, including penalties for violations of these standards as stated in the Employee Manual. CCPS has a standard of conduct, which prohibits the unlawful possession, use, or distribution of illicit drugs and alcohol by employees on CCPS property or as a part of CCPS activities. CCPS will impose disciplinary sanctions on employees ranging from educational and rehabilitation efforts up to and including termination of employment and referral for prosecution for violations of the standards of conduct. Each situation will be looked at on a case-by-case basis.

It is the goal of CCPS to maintain a drug-free workplace. To that end, CCPS has adopted the following policies:

- The unlawful manufacture, possession, distribution or use of controlled substances is prohibited in the workplace or on CCPS property
- Employees who violate this prohibition are subject to corrective or disciplinary action as deemed appropriate, up to and including termination

- As an ongoing condition of employment, employees are required to abide by this prohibition and to notify the Office of Human Resources in writing within three days of a violation of any criminal charges, arrest, or court disposition
- Upon receipt of a court disposition CCPS may take appropriate action against the employee, up to and including termination. If require by law, and if the employee is working in a federally funded program, the school system will notify the federal contracting officer within 10 days of receiving notice of such disposition
- CCPS provides information about drug counseling and treatment
- CCPS reserves the right to search and inspect for the maintenance of a safe workplace

Fitness for Duty

CCPS retains the right to refer any employee for a Fitness for Duty Evaluation, Drug and Alcohol testing, or an Independent Medical Evaluation at any time to assess whether an employee's conduct, behavior, or other factors indicate that his/her continued presence on the job may pose a threat to self, others, or the public; interfere with the Board's ability to effectively provide services; or interfere with the employee's ability to perform essential job functions safely and effectively, with or without reasonable accommodations. An evaluation may also be required to determine return to work status; to document medical certification of a serious health condition under the Family Medical Leave Act (FMLA); and to document workers' compensation benefits. Refusing a mandatory evaluation or testing may result in termination.

Where to Get Help

A number of community resources are available to help, including:

Community Resources Phone Numbers

Employee Assistance Program - 877-465-0865\TTY: 800-697-0353

Alcoholics Anonymous - 800-492-0209

Narcotics Anonymous – 800-317-3222/800-662-4357

Center for Abused Persons - 877-496-7254

National Suicide Prevention Lifeline – 24 hours 800-273-8255

This document is intended solely as a resource. CCPS does not endorse programs and/or agencies listed in this document nor accept any responsibility for treatment provided by these agencies/programs, nor does it guarantee insurance coverage treatment.

This document is not a comprehensive listing of alcohol/chemical dependency treatment programs. Other sources for both in-patient and outpatient alcohol/chemical dependency treatment programs may be located by consulting the family physician.

Expense Reimbursement

Employees are required to have their supervisor's written authorization (usually by way of a requisition or purchase order) prior to incurring an expense on behalf of CCPS. To be reimbursed for all authorized expenses, employee must submit an expense report within 60 days of the expense or voucher accompanied by original receipts and the supervisor must approve it. Employees who are asked to conduct company business using their personal

vehicle will be reimbursed at the current Internal Revenue Service mileage rate. Expense reports must be submitted by employee on a monthly basis.

Relatives

For the purposes of this policy, the term “relatives” shall include relationships established by blood, marriage or legal action. If employees or relatives of their family are employed by CCPS, one may not supervise the other, nor be either judge, influencer or advocate in regard to salary, promotion, or conditions of employment. They also may not work in the same department unless explicitly approved by the Office of Human Resources. If the Office of Human Resources is unable to develop a workable solution, the Superintendent, or designee will decide which employee may be transferred in such situations. “Family member” of the employee is defined as one of the following:

- Spouse or significant other/domestic partner (a person with whom the employee's life is interdependent and with whom the employee shares a mutual residence)
- child/stepchild/ grandchild
- parent/stepparent/parent-in-law
- grandparent/grandparent-in-law
- brother/brother-in-law
- sister/sister-in law
- daughter/daughter-in-law
- son/son-in-law
- aunt or uncle of the employee/spouse or significant other/domestic partner
- niece/nephew
- first cousin
- any relative living in the household of the employee or significant other/domestic partner

The hiring supervisor is responsible for ensuring policy compliance. Department managers are responsible for monitoring changes in employee reporting relations after initial hire to ensure compliance with this policy. Employees are responsible for immediately reporting a situation where there is a conflict or any changes to their supervisor. Employees who fail to disclose family/personal relationships covered by this policy will be subject to disciplinary action up to and including the termination of employment.

Should two employees who work as peers or in a supervisory capacity and enter into a personal, non-work-related relationship, one or both employees may be transferred.

Service Awards

Each year, CCPS honors its long-term employees by presenting service awards at an annual system function. Service awards will be issued after completion of 5, 10, 15, 20, 25, 30, 35, 40, and 45 years of service.

Solicitations and Distributions

Solicitation for any cause during working time and in working areas is not permitted. Employees are not permitted to distribute non-system literature in work areas at any time

during working time. Working time is defined as the time assigned for the performance of the job duties and responsibilities and does not apply to break periods and mealtimes.

Employees are not permitted to sell merchandise or otherwise solicit or distribute literature without management approval.

Persons not employed by CCPS are prohibited from soliciting or distributing literature on CCPS property.

Use of School System Vehicles

The use of a CCPS owned vehicle is a privilege and not a right. If employees are authorized to operate a CCPS vehicle in the course of their assigned work, or if he/she operates a personal vehicle in performing job functions, the employee must read and sign the Vehicle Use Procedures form, available through the transportation department, and adhere to the following rules:

- Employee must hold a valid driver's license and be at least 18 years of age. All drivers who transport students must hold a valid driver's license and be at least 25 years of age.
- Employee is responsible for following all the manufacturer's recommended maintenance schedules to ensure all warranties remain in effect, and for the following manufacturer's recommended oil change schedule.
- CCPS provides insurance on CCPS vehicles; however, employees will be considered completely responsible for any fines, moving, or parking violations incurred.
- The vehicle must be kept clean at all times by washing and vacuuming the vehicle as often as necessary.
- Employee will be reimbursed for reasonable expenses incurred to keep vehicles clean and they must retain receipts to receive reimbursement.
- Persons not authorized or employed by CCPS cannot operate or ride in a CCPS vehicle.
- Prior to operating any CCPS vehicle, an employee's supervisor will train the employee on the appropriate steps to take in the case of an accident, filling out the accident report, getting names of witnesses and so on.
- Employee must be registered through the Office of Risk Management on the Maryland Driver Flagging System at least two weeks before the employee is allowed to drive a CCPS vehicle. If an employee has an out-of-state license, they are required to provide the Office of Risk Management with a current driving record from the official state driver license agency prior to driving a CCPS vehicle.

Mileage Reimbursement

Mileage for an employee's personal vehicle may be reimbursed for the performance of school business by submitting a mileage report to their supervisor within 30 days. The mileage reimbursement rate will be adjusted annually to reflect any adjustments in the allowable rate determined by the Internal Revenue Service (IRS). Mileage will not be reimbursed for commuting miles, which are miles driven to and from work. Mileage will be reimbursable from the mileage chart provided to employees. The commuting miles will

be deducted from the total miles driven for school business. Mileage forms are available on the school system website at www.ccboe.com.

Violence in the Workplace

CCPS has adopted a policy prohibiting workplace violence. Consistent with this policy, acts or threats of physical violence, including intimidation, harassment, and/or coercion, which involve or affect CCPS staff or which occur on CCPS property are not tolerated.

Acts or threats of violence include conduct which is sufficiently severe, offensive, or intimidating to alter the employment conditions at CCPS, or to create a hostile, abusive, or intimidating work environment for one or several employees.

Examples of workplace violence include, but are not limited to, the following:

- All threats or acts of violence occurring on CCPS premises, regardless of the relationship between CCPS and the parties involved.
- All threats or acts of violence occurring off CCPS' premises involving someone who is acting in the capacity of a representative of CCPS.
- All threats or acts of violence occurring on or off CCPS property that affect the employee's ability to do their job including but not limited to threats, harassment, using social media, telephone calls, emails or text message.

Specific examples of conduct which may be considered threats or acts of violence include, but are not limited to, the following:

- Hitting or shoving an individual
- Threatening an individual or his/her family, friends, associates, or property with harm
- Intentional destruction or threatening to damage CCPS property
- Making harassing or threatening phone calls
- Harassing surveillance or stalking (following or watching someone)
- Unauthorized possession or inappropriate use of firearms or weapons

CCPS' prohibition against threats and acts of violence applies to all persons involved in system operations, including but not limited to employees, contracted, and temporary workers and anyone else on public school property. Violations of this policy by any individual on CCPS property will lead to disciplinary action, up to and including termination and/or legal action as appropriate.

Every employee is encouraged to report incidents of threats or acts of physical violence of which he/she is aware. The report should be made to the Office of Human Resources or the employee's supervisor.

School System Sponsored Employee Events:

United Way of Charles County

CCPS supports the United Way of Charles County (UWCC) through an annual payroll deduction campaign. Employees elect to participate through payroll deduction over 24 pay

periods (no voluntary deductions taken from two of the 26 pay periods during the year). Payroll deductions must be renewed annually. Each school and center designates a campaign leader and is recognized by the United Way for individual school campaigns.

The UWCC operates separate and independent from other United Way organizations in the Washington area. UWCC Board members all live and/or work in Charles County. All funds contributed to the UWCC remain in our community and are distributed according to UWCC policy and procedures. Unless otherwise specifically directed by the donor to another county or state's United Way or Community Health Charities of Maryland. These funds benefit fellow county residents through member organizations operating in the county. Employees may elect to participate through a payroll deduction as follows:

- One-time donation taken from one paycheck.
- Specific annual donation with a set amount designated by employee taken from each paycheck beginning in January and for the duration of the year (24 pay periods) or until the designated annual donation is reached.
- Employees may also make a one-time donation through credit card payment, personal check, or cash.

If employees have any questions or needs clarification, they may contact the system's campaign coordinator, Angelia Willett at ext. 7320.

American Cancer Society – Relay for Life

CCPS supports and encourages participation in the American Cancer Society's *Relay for Life* in Charles County. Schools and centers, including the Jesse L. Starkey Administration Building, are encouraged to form teams and participate in the Relay.

Ethics Policy

CCPS employees have a standard of ethics that include limitations on gifts, financial disclosures and involvement with companies that do business with the school system. All employees are responsible for complying with ethics regulations. The ethics policy outlines conflicts of interest concerning business entities in which an employee has any interests. The policy does not allow participation by an employee with a business in which the employee or an immediate family member has a financial interest. In addition to financial matters, conflicts of interest also include post-employment restrictions, using prestige of office, use of confidential information, procurement restrictions, and acceptance of gifts. Employees can accept certain gifts up to \$20, but a series of gifts may be accepted up to \$100 in value on a yearly basis. Anyone who knows of an ethics violation may file a complaint directly with the Charles County Board of Education Ethics Panel, P.O. Box 2770, La Plata, MD 20646. The ethics policy is located under the Staff Services section on the CCBOE website.

FREQUENTLY ASKED QUESTIONS

Insurance:

When does my health insurance coverage begin?

If you complete your online enrollment within 31 days of your life event, your coverage will begin on the first day of the following month.

What should I do if I need to go to the doctor before I receive my membership card?

Newly enrolled members can print a confirmation statement by creating a new user login on the Carefirst BlueCross BlueShield website. www.carefirst.com.

I completed my on-line enrollment weeks ago and I haven't received my cards.

There are several factors that may cause a delay in the processing of your cards..

- Current Address – when completing the enrollment form, make sure to include an accurate local address. Out-of-state addresses, other than Virginia or the District of Columbia, will be rejected for out-of-coverage area.
- Blue Choice Open opt Out Open Access Primary Care Physician – failure to select a primary care physician may delay the processing of your enrollment.

Why do I have to pay for a family premium if it is only my husband and me? Currently there are only two premium options – individual and family.

I elected not to enroll in the health insurance at this time, will I ever have another opportunity to enroll?

Yes, during Open Enrollment, in October or November of each year with the effective date of January 1st. During this time, employees can add, make changes, or drop health insurance coverage without an explanation of the qualifying event.

What is a qualifying life event?

A qualifying life event defined by the Internal Revenue Service is a birth, marriage, death, divorce, adoption, and change in work hours or work status for you or your spouse. In special circumstances, different situations may qualify for changes in enrollment.

If I have a change in my personal information such as a name change, a birth, divorce or address change, what do I need to do?

Please submit address changes in writing to the Benefits Office and the Human Resources Office. For any type of enrollment changes, a new form would need to be completed and signed to add, change or terminate dependent information.

I am terminating my position with CCPS. When does my health insurance terminate?

Your health insurance benefits will terminate at the end of the month that you separate your employment from CCPS.

Payroll:**How do I change my income tax withholdings?**

Federal (W-4) and state forms for Maryland, Virginia and Washington, D.C. are available on the CCBOE website, www.ccboe.com in the Employee Portal. Completed new tax withholding forms need to be forwarded to the Payroll Department.

How is my bi-weekly salary calculated?

Regardless of whether an employee is employed 10, 11, or 12 months, all contract (annual) salaries are divided evenly by 26 paychecks. If an employee starts after the first day of the contract year, a different calculation applies.

Why is my net pay different during the summer months?

EACC dues are not withheld during July or August. (Teacher and Retirement/Pension, Classified Retirement, and AFSCME dues are withheld year-round.)

What deductions are excluded from the third paycheck of the month?

Twice a year there are three pay periods occurring in one month. The third paycheck of the month excludes certain “voluntary” deductions. The only deductions occurring on the third paycheck are: all taxes, wage garnishments, and pension/teacher retirement and classified retirement.

What is offered in the way of tax-sheltered annuities?

All schools have the listing of approved companies offering 403(b) and 457(b) tax sheltered annuities.

Can I have my paycheck set up on direct deposit in any bank I choose?

Direct deposit applies to any bank in the continental United States. All employees are eligible for this benefit.

When will I get paid for my overtime?

All overtime received in payroll by the deadline date (Monday after payday) is processed for the next payday.

Where do I send my new mailing address?

The Office of Human Resources processes all changes of address. Status Change Forms are available on the Employee Portal.

How many federal or state withholding exemptions do you think I should claim?

Employees should contact a tax consultant, the Internal Revenue Service or their personal tax preparer. Payroll employees are prohibited from dispensing any personal advice.

If my salary is “---,” can you tell me how much I’ll clear after taxes?

No. There are too many variables to consider including tax status and number of exemptions; health and/or life insurance, pretax or after tax; tax shelter annuities; and a variety of miscellaneous pre- or after-tax deductions.

How much do I make per hour?

Divide your annual salary by the number of workdays and holidays in your contract. Divide the result by the number of hours worked per day.

How many days are in my contract?

MONTHS		WORKDAYS/HOLIDAY
12	All	261
12	Certificated	227
11	Technical	226
11	Support	226
11	Certificated	210
10.5	Support	217
10.5	Certificated	200
10	Support	207*
10	Certificated	190
10	IA's	190

*Exceptions

Food Service Manager (12 month)	261
Food Service Manager	191
Food Service Workers	184
Bus Drivers	207

If I am a full-time employee, how many hours per day is my contract based on?

Instructional assistants and all certified employees are based on 7.5 hours per day; all other employees are based on 8 hours.

Notice

The Employee Manual outlines CCPS history, philosophy, employment practices, and policies, as well as the benefits provided to employees.

Some Things CCPS Wants Employees To Understand

The policies in this Employee Manual are to be considered as guidelines.

- Employees may not accrue eligibility for monetary benefits they have not become eligible for through actual time spent at work.
- Employees shall not accrue eligibility for any benefits, rights, or privileges beyond the last day worked.
- No one other than the Superintendent of Schools may alter or modify any of the provisions in the Employee Manual. Alterations or modifications of the Employee Manual must be in writing.
- No statement or promise by a supervisor, manager, or department head, past or present, may be interpreted as a change in provision nor will it constitute an agreement with an employee.

Should any provision in the Employee Manual be found to be unenforceable and invalid, such finding does not invalidate the entire Employee Manual, but only that particular provision.

This Employee Manual replaces any and all other or previous CCPS Employee Manuals.

IMPORTANT CONTACTS:

OFFICE OF HUMAN RESOURCES	EXT 7255
PAYROLL DEPARTMENT	EXT 7347/7351/7431/7564
BENEFITS DEPARTMENT	EXT 7202/7289/7317/7459

AFSCME P.O. Box 2443, La Plata, MD 20646	301-643-0721
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EACC 105 Centennial Street, Suite H, La Plata, MD 20646	301-392-0150
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REFERENCE TELEPHONE NUMBERS:

Pre-tax Benefits and Voluntary Supplemental Insurance

AFLAC Representatives – www.aflac.com	800-99-AFLAC
AFLAC Supplemental Insurance Group Claims	800-992-3522
AFLAC Supplemental Insurance Ind. Policy Claims	800-992-3522
Aflac/Wageworks	800-950-0105
To report a lost or stolen flex card	800-359-2144
American General Universal Life	540-829-8070
Genworth Long Term Care	540-872-0465

Health Insurance

CareFirst BlueCross BlueShield – PPN www.carefirst.com	877-691-5856
CareFirst BlueCross BlueShield – Dental	866-891-2802
CareFirst (Davis Vision)	800-783-5602

Retirement

State Retirement and Pension System of Maryland	800-492-5909
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Tax Sheltered Annuity Companies

Prudential	877-PRU-2100
TIAA-CREF	800-842-2776
AIG	800-448-2542

The Charles County public school system does not discriminate on the basis of race, color, religion, national origin, sex, sexual orientation, gender identity, age, or disability in its programs, activities, or employment practices. For inquiries, please contact Kathy Kiessler, Title IX/ADA/Section 504 Coordinator (students) or Nikial M. Majors, Title IX/ADA/Section 504 Coordinator (employees/adults), at Charles County Public Schools, Jesse L. Starkey Administration Building, P.O. Box 2770, La Plata, MD. 20646; 301-932-6610/301-870-3814. For special accommodations call 301-934-7230 or TDD 1-800-735-2258 two weeks prior to the event.

CCPS provides nondiscriminatory equal access to school facilities in accordance with its Use of Facilities rules to designated youth groups (including, but not limited to, the Boy Scouts).