

## SECTION G: PERSONNEL

Section G of the policy classification system provides a repository for personnel policies. This section has three main subdivisions: subsection GB presents policy topics that pertain to all employees; subsection GC is for policies that pertain to professional personnel who must hold certification by the state to serve in their positions; subsection GD is for policies pertaining to support, or noncertified, personnel.

### GA PERSONNEL POLICIES GOALS

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GBD SCHOOL COMMITTEE – STAFF COMMUNICATIONS (Also: BHC)

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GCIB PROFESSIONAL GROWTH FOR TEACHERS

GCIC PROFESSIONAL GROWTH FOR ADMINISTRATORS

GCID PROFESSIONAL STAFF TRAINING, WORKSHOPS AND CONFERENCES

GCJ PROFESSIONAL STATUS FOR TEACHERS AND SUPERINTENDENT

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## GA PERSONNEL POLICIES GOALS

The personnel policies established by the Minuteman Regional Vocational Technical School Committee shall have as their primary objectives the following:

- To attract and maintain a staff which shares the goal of the School Committee to provide the highest quality of education possible for the students at the Minuteman Regional Vocational Technical High School and to exert all efforts to obtain that goal.
- To provide such benefits and incentives for the staff as will enable the Committee to attract and maintain personnel who share such a commitment.
- To create an environment in which providing the highest quality of education is the primary focus of all staff.
- To create an environment which is culturally sensitive and in which all persons are treated equally and with respect and dignity at all times.
- To create an environment in which the learning process is honored.

Among the sources that form the foundation for personnel policy are:

1. Chapter 71 of the General Laws of the Commonwealth of Massachusetts that pertain to “teachers” as certified personnel and the requirements for Vocational Technical educators as issued by the Department of Elementary and Secondary Education
2. The specific provisions of the Collective Bargaining Agreements.
3. Principles of good school personnel administration as detailed in research and in the literature.
4. Related personnel policies.

**CROSS REFS:** GBEAA, GBEAB  
Faculty Handbook

**LEGAL REF:** M.G.L. 71:38G; 74:18

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**MINUTEMAN REGIONAL VOCATIONAL TECHNICAL SCHOOL DISTRICT**

## GBAA GENERAL PERSONNEL POLICIES

The Minuteman Regional Vocational Technical School Committee has established and adopted several policies which apply to all School staff and which form the foundation of the relationship of all personnel in the School. The policies which follow relate to and restate the most fundamental rights and responsibilities to which all staff must adhere in their relations with each other.

**LEGAL REF:** M.G.L. c. 71:37

### EQUAL OPPORTUNITY EMPLOYMENT

The Minuteman Regional Vocational Technical School Committee subscribes fully and unconditionally to the principle that the dignity of all people and of their labors is of utmost importance. It will take all action necessary or appropriate to ensure that all persons are employed, paid, assigned, promoted, and treated at all times without regard to their race, creed, religion, color, age, sex, ancestry, handicap, sexual preference or national origin. Every effort will be taken to assure that all applicants for positions in the School are selected on the basis of their qualifications, merit and ability.

**LEGAL REF:** Fourteenth Amendment to United States Constitution  
Civil Rights Acts of 1964, as amended in 1972, Title VI, Title VII, 42 U.S.C.A.  
Executive Order 11246, 1965, as amended by Executive Order 11375  
Equal Employment Opportunity Act of 1972, Title VII  
Education Amendments of 1972, Title IX, (P.L. 92-318), 20 U.S.C.A. 1681 et seq.  
45 CFR, Parts 81, 86 (Federal Register, June 4, 1975, August 11, 1975)  
Rehabilitation Act of 1973, Section 504  
Civil Rights Act of 1991, P.L. 102-166  
M.G.L. c. 151B, c. 214:1C, c. 151C

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Age Discrimination in Employment Act of 1967, 29 U.S.C.A. 661-634

Americans with Disabilities Act of 1990, 42 U.S.C.A. 12101 et seq.

Equal Pay Act, 29 U.S.C.A. 206(d)

Collective Bargaining Agreements with Staff

## GENERAL PERSONNEL POLICIES

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**LEGAL REF:** M.G.L. Chapter 71 §37

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**LEGAL REF:** Fourteenth Amendment to United States Constitution  
Title VI and Title VII of the Civil Rights Acts of 1964, as amended  
Executive Order 11246, as amended by Executive Orders 11375 and 13672  
Equal Employment Opportunity Act of 1972

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Title IX of the Education Amendments of 1972  
 Section 504 of the Rehabilitation Act of 1973  
 Civil Rights Act of 1991, P.L. 102-166  
 Age Discrimination in Employment Act of 1967, 29 U.S.C. §§621-634  
 Individuals with Disabilities Education Act (IDEA)  
 Equal Pay Act of 1963, as amended  
 45 CFR Part 86: Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance  
 M.G.L. Chapter 151B, Chapter 214 §1C, and Chapter 151C  
 Collective Bargaining Agreements with Minuteman Staff

## SEXUAL HARASSMENT

Students are protected from sexual harassment by federal law, specifically Title IX of the Education Amendments of 1972. Courts have found sexual harassment to be a form of sex discrimination. Sexual harassment includes harassment based on sex, sexual orientation or gender identity. School employees are also protected from sexual harassment by federal law, Title VII of the Civil Rights Act of 1964.

It is the policy of the Minuteman Regional Vocational Technical School District to maintain an instructional and working environment that is free from sexual harassment of any kind. For the purposes of this policy, “instructional and working environment” includes, without limitation, school-sponsored social events, trips, and sports events, work-related travel, and similar events connected with school or employment.

The Minuteman Regional Vocational Technical School District Public Schools strictly enforces a prohibition against sexual harassment of any of its students or employees by anyone, including any fellow student, teacher, supervisor, co-worker, vendor, or other third party, as such conduct is contrary to the mission of the Minuteman Regional Vocational Technical School District and its commitment to equal opportunity in education and employment. Sexual harassment of students and/or employees interferes with learning and will not be tolerated. It is a violation of this policy for any board member, employee, parent, student, vendor, or other individual doing business with the

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District to harass another employee or student through conduct or communication of a sexual nature.

The Minuteman Regional Vocational Technical School District will make it clear to all employees, students, and vendors that sexual harassment is prohibited. Sexual harassment will be specifically addressed during in-service programs. The District shall inform all employees and students of their rights and responsibilities under this policy.

While this policy sets forth our goals of promoting a school environment that is free from discrimination and harassment, this policy is not designed or intended to limit the District's authority to discipline and/or take remedial action for conduct which we deem unacceptable, regardless of whether that conduct falls within the ambit of this policy.

### **Definition of Sexual Harassment:**

Sexual harassment shall include conduct or communications of a sexual nature including, but not be limited to, unwelcome sexual advances, unwelcome comments regarding physical or personality characteristics of a sexual nature, requests for sexual favors, and other verbal or physical conduct of a sexual nature made by any employee to a student, when made by any individual subject to this policy when:

- a) Submission to the conduct or communication is made a term or condition of employment or education;
- b) Submission to, or rejection of, the conduct or communication is a basis for decisions affecting education, employment, or assignment;
- c) The conduct or communication has the purpose or effect of substantially interfering with an individual's professional or educational performance;
- d) The conduct or communication has the effect of creating an intimidating, hostile, humiliating, or offensive working or educational environment; and/or
- e) The allegedly harassed person has indicated by his/her conduct or verbal objection that the conduct or communication is unwelcome.

Prohibited behavior includes, without limitation, and depending on the totality of the circumstances including the severity of the conduct or communication and its pervasiveness:

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- Verbal harassment or abuse of a sexual nature.
- Repeated remarks with sexual or demeaning implications.
- Unwelcome touching, leering, or whistling of a sexual nature.
- Suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning one's grades, job, promotion, and/or salary increase.
- Unwelcome inquiries into and/or discussion of one's sexual experiences.
- Telling sexually suggestive jokes, making demeaning gestures, or displaying sexually suggestive photographs, objects, cartoons, and/or other materials in the presence of one who finds them offensive and has communicated that fact to the individual telling the jokes or displaying the materials.

### **Reporting Sexual Harassment:**

Minuteman Regional Vocational Technical School District takes allegations of sexual harassment seriously. The District will respond promptly to reports of sexual harassment. Where it is determined that inappropriate conduct has occurred, the District will act promptly to eliminate the conduct and impose such corrective action as is necessary, including disciplinary action where appropriate.

Students and employees who believe they have experienced or witnessed sexual harassment should notify the District's Civil Rights/Title IX Coordinator for investigation. Minuteman employees who witness sexual harassment or have a reasonable belief that it is occurring are required to report it immediately to the school's Civil Rights/Title IX Coordinator for investigation. The Coordinator's work address is 758 Marrett Road, Lexington, MA 02421. The Coordinator's telephone number is 781-861-6500 x7301.

### **Investigation:**

All complaints shall be processed in a fair, expeditious and confidential manner. The Civil Rights/Title IX Coordinator has authority to investigate all complaints. Complaints should be made promptly, within a short time after the occurrence giving rise to the complaint, to assure a prompt investigation and fair resolution.

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A student who believes that he/she is the victim of sexual harassment may report the matter to a teacher, counselor, or administrator. Any employee receiving a report of sexual harassment must immediately notify the Assistant Principal, who will in turn notify the Civil Rights/Title IX Coordinator. As an alternative, any student or employee may report directly to the Assistant Principal or the Coordinator. If the complaint concerns allegations against the Coordinator, then the complaint should be brought to the Superintendent. Employees are expected to take every report of sexual harassment seriously and to understand the reporting procedures.

All complaints will be thoroughly investigated by the Coordinator, the Superintendent, and/or the Coordinator's or Superintendent's designee. Both the complainant and the subject of the complaint will be interviewed and given a full opportunity to state their case through the presentation of witnesses and other evidence. Witnesses and other persons relevant to the complaint, if any, may also be interviewed. A record will be kept of each investigation.

When handling an investigation with the accused harasser:

- a) there will be a third-party faculty member present at discussions with the accused (preferably a supportive faculty member of the same sex as the accuser); and
- b) the investigating group will be as small as possible to protect the privacy of both parties.

Both the complainant and the subject of the complaint will be informed of the result of the investigation, in writing, in a manner consistent with federal and state law.

### **Disciplinary Action:**

If a complaint is substantiated, the Coordinator will act promptly to eliminate the behavior and will refer the matter to the proper supervisor or administrator for appropriate responsive measures, including but not limited to disciplinary action. For students, discipline will be imposed consistent with the student code of conduct and state laws and regulations. Discipline of school staff will be consistent with collective bargaining procedures, if applicable, and may include reprimand, suspension from employment, or discharge. Responsive measures will also include any steps necessary to prevent the recurrence of any discrimination and/or harassment, and will include corrective action aimed at eliminating any discriminatory effects on the complainant and others, as appropriate.

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**Retaliation Prohibited:**

Retaliation in any form against any person because of or related to a sexual harassment or retaliation complaint, or because of or related to cooperation with an investigation of a sexual harassment or retaliation complaint, is unlawful and prohibited. If it occurs, it could be considered grounds discipline, up to and including suspension and/or discharge for employee(s), and suspension and/or expulsion from the school for student(s).

**Confidentiality:**

Reports of sexual harassment should be kept completely confidential, involving as few people as possible, with the primary goal of stopping any unacceptable behavior while protecting the rights of both parties.

Any student who has been a victim of sexual harassment at Minuteman will have the opportunity to speak with the School Social Worker or School Psychologist. This can be arranged by his/her Guidance Counselor or the Civil Rights/Title IX Coordinator. Such referrals will be kept confidential.

**Additional Reporting:**

In certain cases, harassment, especially sexual harassment, of a student may constitute child abuse under Massachusetts law. The District will comply with all legal requirements governing the reporting of suspected cases of child abuse. The District will also report instances of sexual harassment that may involve a crime to law enforcement authorities in a manner consistent with applicable law.

In addition to the above, if an employee believes he/she has been subjected to sexual harassment, a formal complaint may be filed with either or both of the government agencies set forth below. Using the Minuteman Regional Vocational Technical School District's complaint process does not prohibit the employee from filing a complaint with these agencies. Each of the agencies has a short time period for filing a claim (EEOC - 180 days; MCAD - 300 days).

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1. **The United States Equal Employment Opportunity Commission ("EEOC")**  
John F. Kennedy Federal Building  
Government Center  
4<sup>th</sup> Floor, Room 475  
Boston, MA 02203  
(617) 565-3200  
TTY: (617) 565-3204
  
2. **The Massachusetts Commission Against Discrimination ("MCAD")**  
**Boston Office:**  
One Ashburton Place - Room 601  
Boston, MA 02108  
(617) 727-3990  
  
**Springfield Office:**  
436 Dwight Street, Room 220  
Springfield, MA 01103  
(413) 739-2145  
TTY: (617) 994-6196
  
3. **The U.S. Department of Education, Office for Civil Rights**  
5 Post Office Square, 8th Floor  
Boston, MA 02109-3921  
(617) 281-0111
  
4. **Massachusetts Department of Education**  
75 Pleasant Street  
Malden, MA 02148  
(781) 388-3300

**CROSS REFS:** AC  
ACA

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JBA  
Minuteman Student/Parent Handbook

**LEGAL REFS:**

Title VI and VII of the Civil Rights Act of 1964, as amended  
Title IX of the Education Amendments of 1972, 20 U.S.C. 1681 et  
seq.  
603 CMR 26:00: Access to Equal Educational Opportunity

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**MINUTEMAN REGIONAL VOCATIONAL TECHNICAL SCHOOL DISTRICT**

## GBAD FAMILY AND MEDICAL LEAVE

The Family and Medical Leave Act provided that effective August 5, 1993, the District will grant job protected family and medical leave to eligible employees for up to twelve (12) weeks per twelve (12) month period for any one or more of the following reasons:

- A. The birth of a child and/or in order to care for such child or in placement of a child with the employee for adoption or foster care (leave taken for this reason must be taken within the 12 month period following the child's birth or placement with the employee): or
- B. In order to care to an immediate family member (spouse, child or parent) of the employee if such immediate family member has a serious health condition: or
- C. The employee's own serious health condition that makes the employee unable to perform the functions of his position.

### Definitions

- A. 12 Month Period – means a rolling 12 month period measured backward from the date the leave is taken and continuous with each additional leave day taken.
- B. Spouse – does not include unmarried domestic partners. If both parties work for the School District their total leave in any 12 month period may be limited to an aggregate of 12 weeks if the leave is taken for either the birth or placement for adoption or foster care of a child or to care for a sick parent.
- C. Child – means a child under 18 years of age, or 18 years of age or older who is incapable of self care because of mental or physical disability. An employee's child is one for whom the employee has actual day-to-day responsibilities for care and include a biological, adopted, foster, or stepchild.
- D. Serious Health Condition – means an illness, injury, impairment, or a physical or mental condition that involves:

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1. Inpatient care; or
2. Any period of incapacity requiring absence from work for more than (3) three calendar days and that involves continuing treatment by a health care provider; or
3. Continuing treatment by a health care provider for a chronic or long-term health condition that is incurable or which, if left untreated, would likely result in a period of incapacity of more than three (3) calendar days; or
4. Prenatal care by health care provider.

#### E. Continuing Treatment Means

1. Two (2) or more visits to a health care provider; or
2. Two (2) or more treatments by a health care practitioner on referral from, or under the direction of, a health care provider; or
3. A single visit to a health care provider that results in a regimen of continuing treatment; or
4. A serious, long-term or chronic condition or disability that cannot be cured, being under the continuing supervision or, but not necessarily being actively treated by, a health care provider.

#### Coverage and Eligibility

To be eligible for family/medical leave an employee must:

1. Have worked for the District for at least twelve (12) months; and
2. Have worked at least 1250 hours for the District over the previous twelve (12) month period.
3. Eligibility requirement may be waived by the Superintendent.

#### Intermittent or Reduced Leave

- A. An employee may take leave intermittently (a few days or a few hours at a time) or on a reduced leave schedule to care for an immediate family member with a serious health condition or because of a serious health condition of the employee when “medically necessary.”

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1. “Medically necessary” means there must be a medical need for the leave and that the leave can best be accomplished through an intermittent or reduced leave schedule.
  2. The employee may be required to transfer temporarily to a position with equivalent pay and benefits that better accommodates recurring periods of leave when the leave is planned based on scheduled medical treatment.
- B. An employee may take leave intermittently or on a reduced leave schedule for birth or placement for adoption or foster care of a child only with the Employer’s consent.
- C. For part-time employees with family and medical leave entitlement is calculated on a pro rata basis. A weekly average of the hours worked over the twelve (12) weeks prior to the beginning of the leave will be used for calculating the employee’s normal work schedule.

#### Notice Requirement

- A. An employee is required to give thirty (30) days notice in the event of a foreseeable leave. A “Request for Family/Medical Leave” form (obtained from the Business Office) must be completed by the employee and returned to the Business Office. In unexpected or unforeseeable situations, an employee must provide as much notice as is practicable, usually verbal notice within one or two business days of when the need for leave becomes known, followed by a completed “Request for Family/Medical Leave” form.
- B. If an employee fails to give thirty (30) days notice for a foreseeable leave with no reasonable excuse for the delay, the leave will be denied until thirty (30) days after the employee provides notice.

#### Medical Certification

- A. For leaves taken because of the employee’s or a covered family member’s serious health condition, the employee must submit a completed “Physician or Practitioner Certification” form (obtained from the Business Office) and return the certification to the Business Office. Medical certification must be provided by the employee within fifteen (15) days after requested, or as soon as is reasonably possible.

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- B. The District may require a second or third opinion (at its own expense), periodic reports on the employee's status and intent to return to work, and a fitness for duty report to return to work.
- C. All documentation related to the employee's or family member's medical condition will be held in strict confidence.

#### Effect on Benefits

- A. An employee granted leave under this policy will continue to be covered under the District group health insurance, life insurance or long term disability plan under the same conditions as coverage would have been provided if he had been continuously employed during the leave period.
- B. Employee contributions will be required either through payroll deduction or by direct payment to the Business Office. The employee will be advised in writing at the beginning of the leave period as to the amount and method of payment. Employee contribution amounts are subject to change in rates that occurs while the employee is on leave.
- C. If an employee's contribution is more than thirty (30) days late, the District may terminate the employee's insurance coverage.
- D. If the District pays the employee contributions missed by the employee while on leave, the employee will be required to reimburse the District for delinquent payment (on a payroll deduction schedule) upon return from leave. The employee will be required to sign a written statement at the beginning of the leave period authorizing the payroll deduction for delinquent payments.
- E. If the employee fails to return from unpaid family /medical leave for reasons other than (1) the continuation of a serious health condition of the employee or a covered family member or (2) circumstances beyond the employee's control (certification required within thirty (30) days of failure to return for either reason), the District may seek reimbursement from the employee for the portion of the premiums paid by the District on behalf of that employee (also known as the employer contribution) during the period of leave.

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- F. An employee is not entitled to seniority or benefit accrual during periods of unpaid leave but will not lose anything accrued prior to the leave.

Job Protection

- A. If the employee returns to work within twelve (12) weeks following a family/medical leave, he will be reinstated to his former position or any equivalent position with equivalent pay, benefits, status and authority.
- B. The employee's restoration of rights are the same as they would have been had the employee not been on leave. Thus, if the employee's position would have been eliminated or the employee would have been terminated but for the leave, the employee would not have the right to be reinstated upon return from leave.

**LEGL REF:** Family and Medical Leave Act of 1993 Ref: H.R. 4986, the National Defense Authorization Act for FY 2008 (NDAA), Pub. L. 110-181.

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## GBD SCHOOL COMMITTEE-STAFF COMMUNICATIONS

The basic line of communication between the School Committee and the staff will be through the Superintendent.

### Staff Communication to the School Committee

All communications or reports to the Committee or any of its subcommittees from Principals, supervisors, teachers, or other staff members will be submitted through the Superintendent. This procedure does not deny the right of any employee to appeal to the Committee for administrative decisions on important matters, except those matters that are outside of the Committee's legal authority, provided the Superintendent has been notified of the forthcoming appeal and that it is processed in accordance with the Committee's policy on complaints and grievances. Staff members are also reminded that Committee meetings are public meetings. As such, they provide an excellent opportunity to observe firsthand the Committee's deliberations on problems of staff concern.

### School Committee Communications to Staff

All official communications, policies, and directives of staff interest and concern will be communicated to staff members through the Superintendent. The Superintendent, working with the Principal, will develop appropriate methods to keep staff informed of the Committee's concerns and actions.

### Visits to the School

Individual School Committee members interested in visiting the school or classrooms will inform the Superintendent of such visits and make arrangements for visitations through the Principal. Such visits will be regarded as informal expressions of interest in school affairs and not as "inspections" or visits for supervisory or administrative purposes. Official visits by Committee members will be carried on only under Committee authorization.

**SOURCE:** MASC

**ORIGINAL ADOPTION:** 4/24/07

**REVISED:**

**FIRST READING:** 3/20/07; 9/22/09

**SECOND READING:** 10/20/09

**ADOPTION:** 4/24/0; 11/17/09

**REVIEW:**

**MINUTEMAN REGIONAL VOCATIONAL TECHNICAL SCHOOL DISTRICT**

## GBEAA STAFF CODE OF ETHICS - SUPERINTENDENT

An educational leader's professional conduct must conform to an ethical code of behavior, and the code must set high standards for all educational leaders. The educational leader provides professional leadership across the district and also across the community. This responsibility requires the leader to maintain standards of exemplary professional conduct while recognizing that his or her actions will be viewed and appraised by the community, professional associates and students.

The educational leader acknowledges that he or she serves the schools and community by providing equal educational opportunities to each and every child. The work of the leader must emphasize accountability and results, increased student achievement, and high expectations for each and every student.

To these ends, the educational leader subscribes to the following statements of standards. The educational leader:

1. Honors Minuteman Regional Vocational Technical School District's mission statement.
2. Makes the education and well-being of students the fundamental value of all decision making
3. Fulfills all professional duties with honesty and integrity and always acts in a trustworthy and responsible manner.
4. Supports the principle of due process and protects the civil and human rights of all individuals.
5. Implements local, state and national laws.
6. Advises the school board and implements the board's policies and administrative rules and regulations.
7. Pursues appropriate measures to correct those laws, policies, and regulations that are not consistent with sound educational goals or that are not in the best interest of children.
8. Avoids using his/her position for personal gain.
9. Accepts academic degrees or professional certification only from accredited institutions.
10. Maintains the standards and seeks to improve the effectiveness of the profession through research and continuing professional development.
11. Honors all contracts until fulfillment, release or dissolution mutually agreed upon by all parties.
12. Accepts responsibility and accountability for one's own actions and behaviors.

Taken from the American Association of School Administrators Code of Ethics, adopted March 1, 2007.

**ORIGINAL ADOPTION:**

**REVISED:**

**FIRST READING:** 9/22/09

**SECOND READING:** 10/20/09

**ADOPTION:** 11/17/09

**REVIEW:**

**MINUTEMAN REGIONAL VOCATIONAL TECHNICAL SCHOOL DISTRICT**

## GBEBD ONLINE FUNDRAISING AND SOLICITATIONS – CROWDFUNDING

School District employees shall comply with all of the following provisions relating to online solicitations and the use of crowdfunding services for school-related purposes as well as all applicable laws, regulations and district policies. Crowdfunding services are defined as any online service used for the solicitation of goods, services, or money from a large number of people via the internet or other electronic network. Examples include GoFundme, Kickstarter, Indiegogo, YouCaring, and DonorsChoose. No online fundraising may occur except as provided below.

The Superintendent shall have final authority to approve any online fundraising activities by school district employees and shall determine and communicate to Principal the circumstances under which online fundraising proposals shall require Superintendent or School Committee approval in accordance with law and school district policy (KCD). The Principal shall approve all online fundraising activities prior to any employee posting any such fundraising solicitation.

Any solicitation shall be for educational purposes only (field trips, student activities and clubs, athletic activities, supplies, supplemental materials, books, etc.). The solicitation of personal items (coats, nutritional snacks, etc.) shall only be to benefit students directly. To the extent an employee solicits any technology or software, the employee shall secure the prior written approval of the Director of Technology or designee prior to any such solicitation. Any employee seeking to display or post a photograph of a student in conjunction with a fundraising solicitation must first secure the written consent of the student's parent or guardian.

Employees shall not use a crowdfunding source, or set up their appeal in such a way, that they are asking for donations directly from people over whom the employee making the request has authority, or with whom the public employee is having official dealings (such as parents of student's in a teacher's classroom - the solicitation can say "Classroom X needs tissues and crayons," but it shouldn't be directed to parents who have shared email addresses with the teacher for purposes of communicating about their student).

Employees using crowdfunding services shall periodically disclose in writing to the Superintendent the names of all individuals whom the employee has directly solicited in any manner including but not limited to oral, written, or electronic solicitation. The Superintendent shall maintain these disclosures as public records available for public review.

**ORIGINAL ADOPTION:** 11/18/08

**REVISION:**

**FIRST READING:** 10/21/08; 9/22/09

**SECOND READING:** 11/18/08; 10/20/09

**ADOPTION:** 11/17/09

**REVIEW:**

**MINUTEMAN REGIONAL VOCATIONAL TECHNICAL SCHOOL DISTRICT**

Employees may only use crowdfunding services that send the items or proceeds solicited by the employee directly to the employee's school or to the school district. Employees must verify under the crowdfunding service's terms and conditions that they meet all requirements for such solicitation. Items or proceeds directly sent to employees are considered gifts to the employee and may result in violation of state ethics laws.

If an employee's proposal is approved by the crowdfunding service, the employee agrees to use the donated materials solely as stated in the employee's proposal.

If a solicitation is not fully funded within the time period required by the crowdfunding service, or the solicitation cannot be concluded for any reason, every attempt will be made to return donations to the donors. Donations unable to be returned shall only be used as account credits for future solicitations.

Unless otherwise approved by the Superintendent in writing, all goods and/or proceeds solicited and received through any online solicitation shall become the property of the School Committee, and not of the individual employee who solicited the item(s) or funds. The employee is prohibited from taking any such item(s) or funds to another school or location, without the Superintendent's written approval.

**SOURCE:** MASC February 2018

**CROSS REFS:** GBEA, Staff Ethics/Conflict of Interest;  
GBEBC, Gifts To and Solicitations by Staff;  
KCD, Public Gifts to Schools

**LEGAL REFS:** MGL 44:53A; 71:37A; 268A:3; 268A:23;  
Ethics Commission Advisory Opinion EC-COI-12-1;

**ORIGINAL ADOPTION:** 11/18/08

**REVISION:**

**FIRST READING:** 10/21/08; 9/22/09

**SECOND READING:** 11/18/08; 10/20/09

**ADOPTION:** 11/17/09

**REVIEW:**

**MINUTEMAN REGIONAL VOCATIONAL TECHNICAL SCHOOL DISTRICT**

## GBEC DRUG-FREE WORKPLACE

The Minuteman Regional Vocational Technical School District will provide a drug-free workplace and certifies it will:

1. Notify all employees that the unlawful manufacture, distribution, dispensing, possession or use of controlled substance is prohibited in the District's workplace, and specify the actions that will be taken against employees for violation of such prohibitions.
2. Establish a drug-free awareness program to inform employees about the dangers of drug abuse in the workplace; the District's policy of maintaining a drug-free work place; available drug counseling, rehabilitation, and employee assistance programs; and the penalty that may be imposed on employees for drug abuse violations occurring in the workplace.
3. Make it a requirement that each employee whose employment is funded by a federal grant be given a copy of the policy as required.
4. Notify the employee that, as a condition of employment under the grant, the employee will abide by the terms of this policy, and will notify the District of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction.
5. Notify the federal granting agency within ten days after receiving notice from an employee or otherwise receiving notice of such conviction.
6. Take one of the following actions within 30 days of receiving notice with respect to any employee who is so convicted: take appropriate personnel action against such an employee, up to and including termination; or require such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state or local health law enforcement, or other appropriate agency.
7. Make a good faith effort to continue to maintain a drug-free workplace through implementation of all the provisions of this policy.

**ORIGINAL ADOPTION:** 11/18/08

**REVISION:**

**FIRST READING:** 10/21/08; 9/22/09

**SECOND READING:** 11/18/08; 10/20/09

**ADOPTION:** 11/17/09

**REVIEW:**

**MINUTEMAN REGIONAL VOCATIONAL TECHNICAL SCHOOL DISTRICT**

8. Notify the school committee of any disciplinary actions made to insure a drug-free workplace, without violating the offender's rights to privacy.

**SOURCE:** MASC

**CROSS REFS:** JICHA  
JICHB  
Student Handbook

**LEGAL REFS:** The Drug-Free Workplace Act of 1988, M.G.L. 71:37H

**ORIGINAL ADOPTION:** 11/18/08

**REVISION:**

**FIRST READING:** 10/21/08; 9/22/09

**SECOND READING:** 11/18/08; 10/20/09

**ADOPTION:** 11/17/09

**REVIEW:**

**MINUTEMAN REGIONAL VOCATIONAL TECHNICAL SCHOOL DISTRICT**

## GBED TOBACCO-FREE SCHOOL POLICY

### 1. Statement of Purpose:

The Minuteman Regional Vocational Technical School Committee is committed to providing a tobacco-free environment for the health and well being of the entire school community – students, staff, and visitors to its facilities. Education about the consequences of tobacco use is an integral part of the High School Health Curriculum. The use of tobacco products has a direct link to numerous health problems. Tobacco prevention and education play critical roles in establishing life-long, positive health habits. The purpose of this policy is to comply with the requirements of the Massachusetts General Law, Chapter 71, Sections 2A and 37H. It is the intention of the Minuteman Regional Vocational Technical School Committee to prohibit the use or distribution of tobacco products at all times whether or not school is in session within school buildings, on school grounds, on school buses or in other school vehicles, and at all school-sponsored functions in order to improve the health of students, all school personnel and visitors.

### 2. Definitions:

**School:** The Minuteman Regional Vocational Technical School.

**School Grounds:** Property owned or controlled by the Minuteman Regional Vocational Technical School, including but not limited to school buildings, structures, open space, sports or recreational facilities whether enclosed or not, vehicles owned or leased for the purpose of transporting students, school driveways, and school parking lots.

**School Personnel:** A person who performs services for the Minuteman Regional Vocational Technical School, including but not limited to administrators, teachers, teacher's aides, school counselors, coaches, assistant coaches, school nurses and therapists, cafeteria workers, administrative staff, janitorial staff, volunteers, interns, security guards.

**School-sponsored Activity:** An activity at least partially funded or controlled by the Minuteman Regional Vocational Technical School or the parent-teacher organization to which students are invited and which occurs on or off school grounds, such as, but not limited to, graduation, sporting events, work internships, job shadowing, dances, field trips or class picnic, etc.

**ORIGINAL ADOPTION:**

**REVISION:**

**FIRST READING:** 10/21/08; 9/22/09

**SECOND READING:** 11/18/08; 10/20/09

**ADOPTION:** 11/18/08; 11/17/09

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Student: A person enrolled at the Minuteman Regional Vocational Technical School.

Tobacco Products: Cigarettes, cigars, pipe tobacco, chewing tobacco, bidis, snuff or tobacco in any of its forms or any product containing tobacco.

Tobacco Paraphernalia: Shall include, but is not limited to products or materials of any kind which are intended or designed for producing, processing or using tobacco products, or paraphernalia

Tobacco Cessation: An intervention program applied to treat tobacco addiction.

Tobacco Use: The inhaling, exhaling or consuming of any lit or unlit tobacco product or carrying of any lit tobacco product; also, the possession by a student on school grounds of a tobacco product.

Visitor: Any person on school grounds who is not a student or staff member. Examples include repair or delivery personnel, security personnel, presenters, consultants, students or staff from other schools, parents, outside facility users, construction workers and contractors.

### **3. Tobacco Product Use Prohibited:**

No student, school personnel or visitor shall use a tobacco product at any time while on school grounds or at a school-sponsored activity as defined herein.

### **4. Violations:**

The following is the policy to be followed regarding violations of this policy. In appropriate circumstances, additional sanctions or remedies may be used. Nothing contained herein shall operate to limit the authority of any person or the sanctions that may otherwise be imposed by law for violating this policy or the law.

#### Visitors

- Announcers at all events will remind the public that the Minuteman Regional Vocational Technical School is a tobacco-free environment and that schools are required by law to keep school premises tobacco free. Visitors, who are observed smoking or using tobacco products

**ORIGINAL ADOPTION:**

**REVISION:**

**FIRST READING:** 10/21/0; 9/22/09

**SECOND READING:** 11/18/08; 10/20/09

**ADOPTION:** 11/18/08; 11/17/09

**REVIEW:**

**MINUTEMAN REGIONAL VOCATIONAL TECHNICAL SCHOOL DISTRICT**

on school property, shall be referred to a school administrator, a site administrator or a police officer.

### 5. Severability:

If any provision of this regulation is declared invalid or unenforceable, the other provisions shall not be affected thereby, but shall continue in full force and effect.

### 6. Conflict with Other Policies, Laws or Regulations:

Notwithstanding the provisions of this policy, nothing in this policy shall be deemed to amend or repeal applicable fire, health or other laws or regulations so as to permit smoking in areas where it is prohibited by such fire, health or other laws or regulations.

**CROSS REF:** JICG  
KF  
Student Handbook  
Faculty Guide

**LEGAL REF:** M.G.L. 71:2A  
M.G.L. 71:37H

**ORIGINAL ADOPTION:**

**REVISION:**

**FIRST READING:** 10/21/0; 9/22/09

**SECOND READING:** 11/18/08; 10/20/09

**ADOPTION:** 11/18/08; 11/17/09

**REVIEW:**

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## GBGB STAFF PERSONAL SECURITY AND SAFETY

Through its overall safety and security program and various policies pertaining to school personnel, the Minuteman Regional Vocational Technical School Committee will seek to promote the safety of employees during their working hours and assist them in the maintenance of good health.

Physical examinations will be required of bus drivers, custodians, and food services employees.

The Superintendent may require an employee to submit to a physical examination by a physician appointed by the school system whenever that employee's health appears to be a risk to children or others in the school system or when a doctor's certificate is needed to verify issues related to sick leave.

**Identification Badges:** In order to promote a safer and more secure school environment for students, staff and visitors, all school staff shall clearly and conspicuously display a Minuteman Regional Vocational Technical School District photo I.D. card at all times during school hours. Photo I.D. badges and lanyards will be provided for all school staff.

**Keys:** Staff may request a key for their personal classroom or office area. Any and all staff scheduled into a classroom/office may request a key, without charge, for their professional use. The key remains the property of Minuteman Regional Vocational Technical School District and must be turned in to the administration upon request, or upon leaving employment of the district.

**CROSS REFS:**                   CORI (ADDA)  
  School Safety Crisis Plans (EBC)  
  Accident Prevention and Safety Procedures (EBB)

**LEGAL REFS:**                   M.G.L. 71:54; 71:55B; 71:55C

**ORIGINAL ADOPTION:**

**REVISION:**

**FIRST READING:** 9/22/09

**SECOND READING:** 10/20/09

**ADOPTION:** 11/17/09

**REVIEW:**

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**GBGD  
WORKMEN'S COMPENSATION**

The Committee shall provide Workmen's Compensation as specified in chapter 152 of the Massachusetts General Laws.

**ORIGINAL ADOPTION:**

**REVISION:**

**FIRST READING:** 9/22/09

**SECOND READING:** 10/20/09

**ADOPTION:** 11/17/09

**REVIEW:**

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**GBI**  
**STAFF PARTICIPATION IN POLITICAL ACTIVITIES**

The Minuteman Regional Vocational Technical School Committee shall not by rule, regulation, or otherwise, restrict any teacher in, or dismiss him/her for, exercising his/her right of suffrage, signing nomination papers, petitioning the general court or appearing before its committees, to the extent that such rights are not exercised on the school premises during school hours, or when their exercise would actually interfere with the performance of school duties. No school resources are to be used in the support of or promoting of any political activity.

**LEGAL REF:** M.G.L. 71:44

**ORIGINAL ADOPTION:**

**REVISION:**

**FIRST READING:** 9/22/09

**SECOND READING:** 10/20/09

**ADOPTION:** 11/17/09

**REVIEW:**

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## GBJ PERSONNEL RECORDS

The Superintendent shall maintain a personnel file and a payroll file for each staff member. All files shall be updated periodically and kept current.

All staff members shall, at the request of the Superintendent, furnish or assist in the acquisition of documentation to complete or revise the following:

1. Teaching Certificate (or duplicate thereof).
2. Completed Application and Credentials.
3. Official Undergraduate and Graduate Transcripts.
4. Pre-employment Health Records.
5. Records of Salary Deductions.
6. Income Withholding Information.
7. Hospital Insurance Information.
8. Attendance and Sick Leave Information.
9. Supervisory Reports and/or Written Appraisals.
10. Any Documents relating specifically to the staff member.
11. Performance Reviews.
12. Other pertinent records.

All personnel records shall be maintained in accordance with the provisions of the Collective Bargaining Agreements between the School Committee and the employee groups in the School.

**LEGAL REFS:** M.G.L.c. 4:7; 71:42C  
M.G.L.c. 149:52C  
Family Educational Rights and Privacy Act, Sc. 438, P.L. 90-247,  
Title IV as amended, 88 Stat. 571-574 (20 U.S.C. 1232G)

**ORIGINAL ADOPTION:**

**REVISION:**

**FIRST READING:** 9/22/09

**SECOND READING:** 10/20/09

**ADOPTION:** 11/17/09

**REVIEW:**

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**GC  
PROFESSIONAL STAFF**

In addition to the staff specifically identified within the recognition clause of any collective bargaining agreement, all other personnel are considered professional staff.

**LEGAL REF:** M.G.L. c. 71:59

**ORIGINAL ADOPTION:**

**REVISION:**

**FIRST READING:** 9/22/09

**SECOND READING:** 10/20/09

**ADOPTION:** 11/17/09

**REVIEW:**

**MINUTEMAN REGIONAL VOCATIONAL TECHNICAL SCHOOL DISTRICT**

## GCA PROFESSIONAL STAFF POSITIONS

The Minuteman Regional Vocational Technical School District has no fixed number of professional position descriptions. The number of such positions is determined by the Superintendent. Position descriptions are required for every employee position in the School District. A position description should apply to each major type or kind of position. The District should classify all of its employees into “groups” or “types” to the extent possible.

Whenever possible, the “major responsibilities” should be written in a single, “non-subdivided” list. For positions in which the role is unduly complex, a limited number of “major responsibilities” should be listed with the specific duties listed as sub-points under each major responsibility.

In the event of a vacancy in any position, it may be appropriate to update the list of responsibilities.

**ORIGINAL ADOPTION:**

**REVISION:**

**FIRST READING:** 9/22/09

**SECOND READING:** 10/20/09

**ADOPTION:** 11/17/09

**REVIEW:**

**MINUTEMAN REGIONAL VOCATIONAL TECHNICAL SCHOOL DISTRICT**



**GCB**  
**PROFESSIONAL STAFF CONTRACTS AND COMPENSATION PLANS**

The Superintendent, Assistant Superintendent/Principal, and Business Manager, shall be employed pursuant to individual employment contracts which set forth the term, compensation, benefits and terms and conditions of the employment. The remaining non-instructional staff and administrators in the District shall be employed pursuant to the provisions of M.G.L.c. 71, sec. 59 which provides for the establishment of compensation by the Superintendent each year in accordance with policies adopted by the School Committee each year. All other district employees shall be employed pursuant to the terms of the Collective Bargaining Agreements between the School Committee and the District employees.

**LEGAL REFS:** M.G.L.c. 71:40, 71:41, 71:42B, 71:43, 71:59, 150E:6  
Employment Agreements  
Collective Bargaining Agreements

**ORIGINAL ADOPTION:**

**REVISION:**

**FIRST READING:** 9/22/09

**SECOND READING:** 10/20/09

**ADOPTION:** 11/17/09

**REVIEW:**

**MINUTEMAN REGIONAL VOCATIONAL TECHNICAL SCHOOL DISTRICT**

## GCFA HIRING OF INSTRUCTIONAL STAFF

### Procedure for Hiring Teachers

The Assistant Superintendent/Principal shall be responsible, consistent with District personnel policies and budgetary restrictions and subject to the approval of the Superintendent, for recommending for hiring all teachers, athletic coaches, instructional or administrative aides, and other personnel assigned to the School. Before the Superintendent hires any personnel, the Assistant Superintendent/Principal shall undertake the following:

1. Identify and advertise for the vacant position.
2. Ensure that each applicant for the position must complete the appropriate application and submit it together with a resume to the School.
3. Review all applications, conduct interviews with those applicants the Assistant Superintendent/Principal deems appropriate, and submit the recommendation of the preferred candidates to the Superintendent.

The Superintendent shall:

1. Determine salary placement.
2. Report all newly employed staff to the School Committee.
3. May waive any qualification or requirement of candidates for any position if in his/her judgment it is in the best interest of the School.

### Certification Requirements

All teachers must be properly certified or have received a waiver from the certification requirements from the Department of Elementary and Secondary Education prior to commencement of employment with the School District.

**LEGAL REFS:** M.G.L. c 69:6; 71:38; 71:38G; 71:39; 71:42B; 71:45; 71:55B; 74:22E  
Massachusetts Board of Education Requirements for Certification of Teachers, Principals, Supervisors, Directors, Superintendents and Assistant Superintendents in the Public Schools of the Commonwealth of Massachusetts; as currently revised.

**ORIGINAL ADOPTION:**

**REVISION:**

**FIRST READING:** 9/22/09

**SECOND READING:** 10/20/09

**ADOPTION:** 11/17/09

**REVIEW:**

**MINUTEMAN REGIONAL VOCATIONAL TECHNICAL SCHOOL DISTRICT**

## GCFB HIRING OF ADMINISTRATIVE STAFF

### Procedure for Hiring Administrators

The School Committee shall employ the Superintendent and fix the compensation for such position. Upon the recommendation of the Superintendent, the School Committee may also establish and appoint positions of assistant or associate superintendents, who shall report to the Superintendent, and the School Committee shall fix the compensation paid to such assistant or associate superintendents. The School Committee shall approve or disapprove the hiring of said positions, provided such approval shall not be unreasonably withheld and upon the request of the Superintendent the School Committee shall provide an explanation of disapproval.

The Superintendent shall appoint other administrative staff for the School at levels of compensation determined in accordance with policies established by the School Committee.

#### **LEGAL REFS:**

M.G.L.c. 71:16; 71:37; 71:38; 71:38G; 71:39; 71:42B; 71:45; 71:55B;  
71:59; 71:59B

Massachusetts Board of Education Requirements for Certification of Teachers, Principals, Supervisors, Directors, Superintendents and Assistant Superintendents in the Public Schools of the Commonwealth of Massachusetts as currently revise

**ORIGINAL ADOPTION:**

**REVISION:**

**FIRST READING:** 9/22/09

**SECOND READING:** 10/20/09

**ADOPTION:** 11/17/09

**REVIEW:**

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**GCGB**  
**ARRANGEMENTS FOR PROFESSIONAL STAFF SUBSTITUTES**

The Superintendent or his/her designee will seek to develop as complete a substitute list as possible so that the instructional program can be effectively carried on in event of the absences of regular classroom teachers.

The consideration of assignment of a substitute will include experience, subject matter, interests, and ability to supervise groups of students.

**ORIGINAL ADOPTION:**

**REVISION:**

**FIRST READING:** 9/22/09

**SECOND READING:** 10/20/09

**ADOPTION:** 11/17/09

**REVIEW:**

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GCH  
PROFESSIONAL STAFF ORIENTATION

Under development.

**ORIGINAL ADOPTION:**

**REVISION:**

**FIRST READING:** 9/22 /09; UNDER DEVELOPMENT

**SECOND READING:**

**ADOPTION:**

**REVIEW:**

**MINUTEMAN REGIONAL VOCATIONAL TECHNICAL SCHOOL DISTRICT**

GCHA  
MENTOR TEACHERS/ADMINISTRATORS

Under development.

**ORIGINAL ADOPTION:**

**REVISION:**

**FIRST READING:** 9/22/09; 11/17/09; HELD FOR DEVELOPMENT

**SECOND READING:**

**ADOPTION:**

**REVIEW:**

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**GCIB  
PROFESSIONAL GROWTH FOR TEACHERS**

Held for development 11.17.09

**ORIGINAL ADOPTION:**

**REVISION:**

**FIRST READING:** 9/22/09; 11/17/09; HELD FOR DEVELOPMENT

**SECOND READING:**

**ADOPTION:**

**REVIEW:**

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## GCIC PROFESSIONAL GROWTH FOR ADMINISTRATORS

The Superintendent and the other administrators bear major responsibilities for educational leadership in the Minuteman Regional Vocational Technical School District. It is essential that each administrator continue to grow in both the knowledge of current developments in vocational education and in the skills needed to carry out the responsibilities of a particular position. Accordingly, each administrator, the Superintendent included, will develop an individualized professional growth plan that will include:

1. Specific "growth" objectives to be accomplished.
2. Means by which the objectives are to be accomplished: conferences, workshops, conventions, academic courses, sabbatical leaves, and individual reading and study program.
3. Activities above and beyond the ordinary which will support an administrator's growth as a professional educator: leadership in a professional group, curriculum construction, businesses and industries, educational travel and visitations participating in team efforts to introduce educational improvements, and planning and carrying out other research and development activities.
4. Provisions for a desirable balance between time spent in professional growth activities and the time required for carrying out the responsibilities of the position.
5. Provisions for recording and evaluating professional growth activities with the view of giving credit in the evaluation of an administrator for his/her efforts to grow professionally.

**CROSS REFS:** Massachusetts Department of Elementary and Secondary Education  
Certification/Recertification Guidelines

**ORIGINAL ADOPTION:**

**REVISION:**

**FIRST READING:** 9/22/09

**SECOND READING:** 10/20/09

**ADOPTION:** 11/17/09

**REVIEW:**

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**GCID  
PROFESSIONAL STAFF TRAINING, WORKSHOPS AND CONFERENCES**

Opportunities for professional staff to attend conferences and workshops are provided as indicated in the Professional Development Plan and employment contracts.

**LEGAL REFS:**                    M.G.L. 71:73

**ORIGINAL ADOPTION:**

**REVISION:**

**FIRST READING:** 9/22/09

**SECOND READING:** 10/20/09

**ADOPTION:** 11/17/09

**REVIEW:**

**MINUTEMAN REGIONAL VOCATIONAL TECHNICAL SCHOOL DISTRICT**

GCJ  
**PROFESSIONAL STATUS FOR TEACHERS AND SUPERINTENDENT**

Teachers and certain other professional employees who have served in the School District for three consecutive years shall be entitled to professional teacher status. The Superintendent will base his/her decisions on the results of evaluation procedures conducted according to Committee policy.

At the end of each of the first three years of a teacher's employment, it will be the responsibility of the Superintendent to notify each employee in writing of the decision on reappointment. Notification to a teacher not being reappointed must be made by June 15 or at an earlier date if required by a collective bargaining agreement and must include the reason for dismissal.

A teacher with professional teacher status whose position is abolished by the School Committee may be continued in the employ of the school system in another position for which he/she is legally qualified.

Nothing in these provisions will be considered as restricting the Superintendent from changing teaching assignments or altering or abolishing assignments except that, by law, no teacher may be assigned to a position for which he/she is not legally qualified.

Established by law and Committee policy

**LEGAL REFS.:** M.G.L. 71:38; 71:38G; 71:38H; 71:41; 71:42; 71:42B; 71:43

**ORIGINAL ADOPTION:**

**REVISION:**

**FIRST READING:** 9/22/09

**SECOND READING:** 10/20/09

**ADOPTION:** 11/17/09

**REVIEW:**

**MINUTEMAN REGIONAL VOCATIONAL TECHNICAL SCHOOL DISTRICT**

GCN  
EVALUATION OF PROFESSIONAL STAFF

For pertinent information, refer to the Professional Employees' Collective Bargaining Agreements and individual employment agreements.

**ORIGINAL ADOPTION:**

**REVISION:**

**FIRST READING:** 10/21/08; 9/22/09

**SECOND READING:** 11/18/0; 10/20/09

**ADOPTION:** 11/18/08; 11/17/09

**REVIEW:**

**MINUTEMAN REGIONAL VOCATIONAL TECHNICAL SCHOOL DISTRICT**

GCQ  
PROFESSIONAL STAFF TERMINATION OF EMPLOYMENT

Termination of Contract:

Termination is covered by individual and collective bargaining contracts.

**LEGAL REFS:**                   M.G.L. 71:41; 71:42; 71:42B  
  Collective Bargaining Agreements

**ORIGINAL ADOPTION:**

**REVISION:**

**FIRST READING:** 9/22/09

**SECOND READING:** 10/20/09

**ADOPTION:** 11/17/09

**REVIEW:**

**MINUTEMAN REGIONAL VOCATIONAL TECHNICAL SCHOOL DISTRICT**

**GCR**  
**NONSCHOOL EMPLOYMENT BY PROFESSIONAL STAFF MEMBERS**

Staff members may undertake and engage in private employment for which the staff member may be paid by outside individuals or concerns, so long as said activities do not interfere with the duties of the professional staff member in the Minuteman Regional Vocational Technical School District, do not occur during school hours, and so long as such activities do not reflect unfavorably upon the School District. No district resources can be used in the conduct of any employment or volunteer work not associated with the school.

**ORIGINAL ADOPTION:**

**REVISION:**

**FIRST READING:** 9/22/09

**SECOND READING:** 10/20/09

**ADOPTION:** 11/17/09

**REVIEW:**

**MINUTEMAN REGIONAL VOCATIONAL TECHNICAL SCHOOL DISTRICT**

**GCU  
PROFESSIONAL ORGANIZATIONS**

Professional staff members are encouraged to engage in activities which will broaden their vision and knowledge of education and increase their competence as they function as members of the School staff.

The Superintendent must authorize in advance the reimbursement of staff members for expenditures for any expenses related to professional development including but not limited to items such as: books, subscriptions, transportation, meals, lodging, membership fees, and conference costs.

**LEGAL REFS:** M.G.L.c. 40:5; 71:16

**ORIGINAL ADOPTION:**

**REVISION:**

**FIRST READING:** 9/22/09

**SECOND READING:** 10/20/09

**ADOPTION:** 11/17/09

**REVIEW:**

**MINUTEMAN REGIONAL VOCATIONAL TECHNICAL SCHOOL DISTRICT**

**GDJ**  
**SUPPORT STAFF ASSIGNMENTS AND TRANSFER**

Held for development 11.17.09; see Superintendent.

Employees will be placed on the appropriate salary schedule on the basis of their experience and assigned responsibilities.

The Superintendent is responsible for the assignment of the employee to his/her specific position.

With the advice of supervising personnel, the Superintendent will establish work schedules for all non-instructional employees.

The decision to transfer an employee from one position to another will be based on consideration of factors such as:

1. Desires of the employee and his/her present immediate superior.
2. Quality of work now being performed.
3. Length of service.
4. Possible desired changes in the present position.
5. The advisability of increased or reduced responsibilities.
6. The general welfare of the Minuteman Regional Vocational Technical School District.

It is the responsibility of the Superintendent to make all decisions related to the transfer of employees, in accord with collective bargaining agreements where appropriate.

**CROSS REF:** Support Staff Policies & Agreements

**ORIGINAL ADOPTION:**

**REVISION:**

**FIRST READING:** 9/22/09; 11/17/09; HELD FOR DEVELOPMENT, SEE SUPT.

**SECOND READING:**

**ADOPTION:**

**REVIEW:**

**MINUTEMAN REGIONAL VOCATIONAL TECHNICAL SCHOOL DISTRICT**

GDN  
SUPERVISION OF SUPPORT STAFF

For pertinent information, refer to the appropriate Employees' Collective Bargaining Agreements and individual employment agreements.

**ORIGINAL ADOPTION:**

**REVISED:**

**FIRST READING:** 10/21/08; 9/22/09

**SECOND READING:** 11/18/08; 10/20/09

**ADOPTION:** 11/18/08; 11/17/09

**REVIEW:**

**MINUTEMAN REGIONAL VOCATIONAL TECHNICAL SCHOOL DISTRICT**