

Building the Future



Carroll County Public Schools

125 North Court Street
Westminster, MD 21157

410-751-3000

www.carrollk12.org

Employee Handbook

INTRODUCTION

School System Disclaimer

The Carroll County Public Schools System is a changing system. As such, the Superintendent and Board of Education reserve the right to amend, modify, or delete provisions in this Employee Handbook without prior notice. These changes will occur administratively in the normal process of change or through direct Board of Education action.

The Handbook contains brief descriptions of many items and often contains references to negotiated agreements, school system offices, and administrative policies and regulations. The Handbook is not intended to replace these resources, but rather to provide a one-document summary of appropriate items which are useful to all employees, especially those new to the system.

The Handbook is not a contract. In fact, only the Board of Education has the authority to enter into a contract with an employee. In addition, the Handbook does not replace or supersede any negotiated agreement, Board of Education policy, or administrative regulation. The Superintendent and the Board of Education reserve the right to modify or amend any Board of Education policy or administrative regulations at any time.

If there is any inconsistency between the contents of this Handbook and Board of Education policy or administrative regulations, Board of Education policy and administrative regulations will govern.

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SECTION I: EMPLOYEE BENEFITS

Employees of Carroll County Public Schools are provided with many fringe benefits in addition to their annual salary. These benefits take many forms and range from leave days to tuition reimbursement. This section of the Employee Handbook is designed to simply review briefly the many benefits that are available to you as an employee. Complete information regarding these benefits can be found in your Master Agreement or by contacting the Department of Human Resources.

SALARY & INSURANCE BENEFITS

Salaries

Carroll County offers salary schedules which are competitive with our surrounding counties in the Baltimore Metropolitan area.

- ◆ Payment of Salary is divided into 24 semi-monthly payments. Ten-Month employees may choose a summer payoff option. Details on this option are available from the Payroll Office. Direct deposit is required for all employees and credit union programs exist for the employee's convenience.
- ◆ Extra-duty pay schedules exist for those teachers involved in extra-duty activities. All such activities are voluntary.

Insurance Benefits

Carroll County Public Schools offers a Flexible Benefits Program to all permanent employees (except Cafeteria Workers) who work more than 20 hours per week. This allows employees to select insurance coverage to meet their individual needs. The benefits include Medical, Dental, Vision, Life Insurance, Long Term Disability and Flexible Spending Accounts.

DIRECT DEPOSIT

Carroll County Public Schools provides a direct deposit service that is available to all employees. This service is coordinated by the Carroll County Public Schools bank at no cost to the employee.

It will be mandatory for employees hired after January 1, 2012 to enroll in direct deposit. The employee's semi-monthly pay is automatically deposited to the employee's designated bank. The employee's funds are available at 9:00 am on every pay day.

Direct deposit assures employees that funds are available on pay day even if school is closed for inclement weather.

Please contact the Payroll Office (410-751-3050) with questions regarding direct deposit.

PENSION BENEFITS

Employees who are contracted to work more than 500 hours per year are required to enroll in the Maryland State Pension System. The Maryland State Pension System is a contributory system in which employees contribute a percentage of their annual salary to their account with the State Retirement Agency. The Board of Education also provides annual contributions for eligible employees.

There are two plans in which an employee will be enrolled based on their job description.

Employees included in the Teachers' pension plan:

- Certificated Employees, except as regulated by title 22 of Code of Maryland Regulations
- Registered Nurses (RN)
- Instructional Assistants
- Clerical Employees
- Pupil Services Staff
- Administrative & Technical Support Personnel (ATSP)

Employees included in the Employees' pension plan are:

- Custodial and Maintenance
- Food Service
- Licensed Practical nurses (LPN)
- ATSP positions as regulated by title 22 of the Code of Maryland Regulations

Each year Carroll County Public Schools holds Pre-Retirement Seminars for employees interested in gathering information about retirement. They are usually held in November and late January. Announcements for the meetings are sent out in September. All employees are welcome to attend.

Employees wishing further information regarding the Maryland State Pension System should contact the Department of Human Resources or The Maryland State Retirement Agency website at www.sra.maryland.gov

RETIREMENT INSURANCE BENEFITS

Carroll County Public Schools provides a subsidy for retirees wishing to continue their health insurance through the Board of Education. This amount of money is based on a sliding scale relating to the number of years of service with Carroll County Public Schools. Employees must work a minimum number of 10 years of service with Carroll County Public Schools to receive any part of the subsidy. Employees wishing further information on retirees' insurance should contact the Department of Human Resources.

FIRST FINANCIAL FEDERAL CREDIT UNION

Employees and all members of their family are eligible for membership in First Financial Federal Credit Union. A \$5 deposit into a First Financial savings account begins your membership and entitles employees to all the services and benefits the Credit Union has to offer. The main office is located in Lutherville, MD with seven branch offices, including two in Carroll County. Services of the Credit Union include:

Savings & checking accounts

Checking account customers enjoy the benefits of:

- no minimum balance
- no monthly service charge
- no fee per check
- no fee overdraft protection
- free standard checks with direct deposit
- dividends earned on balances over \$500

Automobile, mortgage, and personal loans

Home Equity Lines of Credit

Member of the MOST/CIRRUS ATM networks

Visa credit cards

Point of sale purchasing power

Telephone/internet access to accounts for balance information, fund transfers, etc.

Automatic Payroll Deduction

Direct Deposit

Christmas Club Accounts

CD's, Money Market Accounts, and IRA's

For more information call First Financial (410) 321-6060.

403(b) PLANS AND 457(b) PLAN

CCPS offers 3 great ways to save for the future!

403(b) Savings Plan
Roth 403(b) Savings Plan
457(b) Deferred Compensation Plan

All of these plans provide an opportunity for employees to save money for retirement through payroll deductions. The traditional 403(b) and 457(b) contributions are tax deferred (pre-tax) meaning the amount contributed is excluded from Federal and Maryland State income tax at the time of contribution. The Roth 403(b) is an after-tax retirement option. You pay taxes on the money you set aside now, but the growth and future withdrawals are tax free for qualified distributions.

General Information

Carroll County Public Schools' 403(b) and 457 (b) Plans are governed under the provisions of the Internal Revenue Code. Any current contracted and non-contracted CCPS employees are eligible to participate.

Compliance with Internal Revenue Code

As required by the IRS regulations governing 403b plans, CCPS adopted a Plan Document (available on request) effective January 1, 2009. Through negotiations, a 403(b) and 457(b) review committee was established with members from all five bargaining groups and representatives of the Superintendent. The purpose of the committee is to keep Carroll County Public Schools in compliance with IRS regulations. The committee uses a financial consultant to assist with the process.

Effective January 1, 2016, based on the committee's recommendation, the Board of Education unanimously approved Lincoln Financial Group to become the sole service provider for the 403(b) / 457(b) plans. Loans and hardships may only be approved from CCPS's approved plan provider, Lincoln Financial Group, from accounts held in the Lincoln Alliance Program.

Processing

Signing up is easy! Your first step is to contact our approved vendor, Lincoln Financial Group. Lincoln Financial representatives are happy to provide you their investment choices, help you decide which plan and which investments are right for you, and answer any other questions you may have.

Employees should submit salary deferral amounts directly to Lincoln Financial Group. This can be done online at www.lincolfinancial.com or by contacting Lincoln Customer Service at 1-800-234-3500, Monday through Friday, from 8:00 a.m. to 8:00 p.m. Eastern Time.

Additional information regarding 403(b) and 457(b) plans can be accessed through Payroll's setion of the website:
[https://www.carrollk12.org/admin/financeservices/payroll/Pages/403\(b\)-and-457\(b\)-Plans.aspx](https://www.carrollk12.org/admin/financeservices/payroll/Pages/403(b)-and-457(b)-Plans.aspx)

LINCOLN FINANCIAL GROUP
307 International Circle
Suite 390
Hunt Valley, MD 21030

TUITION REIMBURSEMENT

*available for contractual employees only

Tuition reimbursement is one of the benefits extended to contractual employees of Carroll County Public Schools. This benefit allows employees to continue in professional and academic growth activities while reducing or eliminating the cost of course work. Tuition reimbursement is available for graduate or undergraduate level credits on an official transcript from an accredited college or university. The stipulations for tuition reimbursement vary between employee groups. Therefore, please refer to your Master Agreement for the specific guidelines and eligibility requirements applicable to your circumstances.

The processing of tuition reimbursement requests is given top priority in the Department of Human Resources. To ensure that your requests are handled as expeditiously as possible, please follow these steps:

1. Complete a Tuition Request through the online Tuition Reimbursement System via the Human Resources Center. Detailed instructions for completing the Tuition Request are available on the Tuition Reimbursement page of the Human Resources section of the CCPS website:

<https://www.carrollk12.org/admin/hr/tuition/Pages/default.aspx>

2. Once your Tuition Request has been submitted, Human Resources staff will review the request for eligibility. You will receive an email notification detailing an Approved or Denied status. For requests that have been approved, you may then upload a copy of the itemized invoice/billing statement indicating the breakdown of tuition and fee costs for the course. Please remember an itemized invoice/billing statement is a requirement for audit purposes.
3. Upon completion of your course, please have an official transcript emailed to tuitionreimbursement@carrollk12.org. Receipt of your official transcript will trigger the reimbursement process. Once the reimbursement process is completed, you will receive an email notification.
4. The fiscal year runs July 1 through June 30. Reimbursement requests for course work taken in the fall must be received in Human Resources by **June 30** of the same *fiscal year*. We allow until **October 1** to receive tuition reimbursement requests for course work taken from January 1 through June 30 of the same calendar year.

Please keep in mind that tuition reimbursement requests received in Human Resources after the appropriate due dates will not be eligible for reimbursement.

If you are also seeking an evaluation for an additional area of certification, classification IV (masters or "equivalency"), classification V (master's degree + 30), or VI (master's degree + 60), please submit a request to Sharon Adams via email. Evaluations for an additional area of certification or classification will be made once the employee's official transcript is received.

Reimbursement payments are paid semi-monthly via the employee's direct deposit. Tuition Reimbursement will not be taxed nor will it affect W-2 wages for year end. Contact the Department of Human Resources for follow-up if you have not received your reimbursement four (4) weeks after the date the request is marked as reimbursed in the online Tuition Reimbursement System.

EMPLOYEE LEAVE BENEFITS

*available for contractual employees only

- ◆ Sick Leave is granted at the rate of one (1) day per contract month and may be accumulated to the amount earned. An employee's sick leave may be used for illness in the immediate family in accordance with the negotiated Master Agreement.
- ◆ Transfer of Sick Leave for employees entering Carroll County directly from another Maryland system will be accepted without limit.
- ◆ Personal Business Days are granted to a maximum of three (3) days per year. Unused days will be transferred to accumulated sick leave at the end of the school year. (Please see your Master Agreement for specific details or limitations.)
- ◆ Bereavement Leave is granted without loss of pay according to the negotiated Master Agreement.
- ◆ Vacation Leave is earned by twelve-month employees. Please refer to the appropriate Master Agreement for detailed information.

LEAVE OF ABSENCE EXCEPTIONS TO THE CONTRACT

The Master Agreement restricts the way in which some leave may be used. For example, the Agreement does not permit employees to use personal business days preceding and/or following a school holiday or the first duty day and the final duty day of school.

Carroll County Public Schools recognizes that there may be emergency situations where an employee must take time off from work which would be contrary to the Master Agreement. These requests must be made in writing.

The letter must describe the reason for the requested leave, the dates the employee wants to take off, any personal time to be applied, and any additional pertinent documentation. The letter should be addressed to the Director of Human Resources but must first be directed to the principal or other cost center administrator to whom the employee may report. If the absence does not present a hardship, the administrator will forward the letter to the Director of Human Resources who will make the final decision.

Approval or disapproval will be based on several factors which may include: the reason for the request, length of leave, specific dates, and the availability of substitutes, if required. Non-compensatory leave may be granted when an employee has exhausted other appropriate leave. The employee will receive a response in writing from the Director of Human Resources

LIBERAL LEAVE PROCEDURES/12-MONTH EMPLOYEES*

1. The Superintendent of Schools or designee will announce the time period for which "Liberal Leave" is in effect.
2. "Liberal Leave" is defined as a liberalization of existing leave policies. Twelve-month employees who are unable to transport themselves to work due to extreme weather conditions or other emergency conditions have permission to use a leave day (vacation day or personal business day) without prior authorization from their immediate supervisor.

However, employees must notify their immediate supervisor of their intention to use a leave day. These procedures include the day prior to or following a holiday.

3. Leave days used for "liberal leave" must be taken in half or full day increments.

* These procedures do not include emergency staff (all maintenance & custodial personnel). During extreme weather conditions or other emergency situations, plant maintenance and operations employees are expected to report to work on time for their normal shift or on an altered emergency shift. Altered emergency shifts are determined at the discretion of the building principal or immediate supervisor.

When there is a release from duty for twelve month employees due to emergency conditions, emergency staff will be allowed to take compensatory time at a later date or at a time mutually agreed upon between the employee and his/her supervisor.

EMPLOYEE ASSISTANCE PROGRAM

Carroll County Public Schools has established a service to help our employees and their families resolve problems encountered in everyday life. The Employee Assistance Program (EAP) is provided by an independent agency to assist employees in dealing with a variety of problems that may be upsetting their personal life, their job or their family.

- Who?* All employees and their families can receive assistance through EAP.
- What?* Assistance can be obtained in marital and family problems, drug and alcohol abuse, care and concern of aging parents, stress, financial and legal problems, eating disorders, etc.
- Where?* The EAP is a program of Deer Oaks EAP Services. The agency's professionally trained counselors have Master's degrees and are licensed. Each counselor has broad training and experience in working with persons with individual, family, and chemical dependency problems.
- When?* Assistance is available 24 hours per day by calling 1-866-327-2400 24 hours a day, seven days a week. Simply give your zip code, name and telephone number. You will be connected to a Deer Oaks counselor's office or the counselor will contact you directly.
- How?* By calling 1-866-327-2400 and asking to speak to the Employee Counseling Program. A social worker will arrange an appointment at one of their counseling offices after normal working hours.

1-866-327-2400
eap@deeroaks.com
www.deeroakseap.com

EMPLOYEE SICK LEAVE BANK

*available to contractual employees who are .6 FTE or greater

The purpose of the Classified and Professional Sick Leave Banks is to provide paid sick leave to members of the Banks in cases of incapacitating personal illness. Sick Leave Bank grants may only be used after all accumulated leave has been used. The definition of sick leave shall be: leave that is granted to a member whom, through personal illness, injury, or quarantine, is unable to perform the duties of his/her position. This does not cover cosmetic or elective surgery.

The existence of the Sick Leave Banks and participation by a unit member in the appropriate Bank does not negate or eliminate any other sick leave policies of Carroll County Public Schools, nor does it in any way negate the rights of individual unit members who participate in the Bank to other sick leave benefits.

The Sick Leave Bank may only be used for the contributor's own personal illness; it may not be used for illness of other members of the contributor's family, or by the contributor to remain away from his/her position in order to assist a member of his/her family who is ill.

All employees of the Carroll County Public Schools who earn sick leave are eligible to participate in the appropriate Sick Leave Bank. Participation is voluntary, but requires contributions to the Bank. Only contributors will be permitted to use the Bank for payment for qualifying incapacitating personal illness occurring on regularly scheduled duty days.

It is the philosophy of the Sick Leave Bank to encourage employees to return to work as soon as the doctor approves and releases the employee to do so. Individuals who have been on a grant of at least 20 days, and whose doctor indicates they may return to work half time, may continue to receive approved grant days (half-time).

An employee shall be required to seek accommodations in order to return to work on a full or part time basis at the earliest possible date provided the accommodation requested is a reasonable accommodation, as determined by Carroll County Public Schools.

For more information and procedures for applying for Sick Leave Bank grants, please refer to the appropriate Sick Leave Bank Handbook or contact your bargaining unit representative. You may also contact the Benefits Administrator in the Department of Human Resources.

FAMILY & MEDICAL LEAVE ACT

The Family and Medical Leave Act of 1993 (FMLA) legislation was signed into law on February 5, 1993. Generally the law allows eligible employees to take up to 12 weeks of unpaid leave per year for reasons related to family and medical illness. Specifically, eligible employees of the Board may take family and medical leave because of a:

- birth or placement of a child for adoption or foster care;
- need to care for the employee's spouse, son, daughter, or parent who has a serious health condition; or serious health condition that prevents the employee from performing the essential functions of the employee's job (including work related injuries compensable under Worker's Compensation benefits);
- need to care for employee's spouse, son, daughter, parent or next of kin who is a covered service member of the Armed Forces, National Guard or reserves who has serious illness or injury resulting from active duty
- need to be absent due to qualifying exigencies arising out of an employee's spouse, son, daughter, or parent being activated to duty or notified of an impending call or order to active duty in support of a contingency operation. This applies for service members of the National Guard or reserves only, not active Armed Forces service members.

An eligible employee is one who has been employed by the Board of Education for at least 12 months; and been employed as a .6-time (or more) employee who has worked at least 1,250 hours during the 12-month period immediately preceding the commencement of the leave.

Family and Medical Leave under this law is unpaid.

The total time an employee may use for FML is 12 weeks. This period includes any sick leave, personal business days, vacation days, or any other paid leave employees are granted by the Board of Education for purposes of family or medical leave. Employees who have not accumulated 12 weeks of leave may apply for unpaid Family and Medical Leave for the balance.

Eligible employees must notify the Department of Human Resources, in writing, that they wish to apply for FML. When the leave is foreseeable, employees must give written notification to the Department of Human Resources at least 30 days prior to the commencement of the leave if the leave is based on an expected birth, placement of a child in adoption or foster care, or planned medical treatment for the serious health condition of the employee or family member.

Employees applying for FML will be required to provide medical certification to support any requests for use of FML because of a serious health condition. Additionally, the Board may require a second or third medical opinion (at the Board's expense) to support the request. Further, the Board will require the employee on FML for personal illness to provide a medical fitness report prior to returning to work. Failure to provide adequate medical certification will result in a denial of reinstatement of employment until such certification is provided by the employee.

Employees on FML will continue to receive the same benefits as they would if they were working. Employees will be billed for the normal contributions they were making to maintain these benefits. Those employees who choose to stay at home with a newborn child at the conclusion of FML will be required to reimburse the Board for all premiums paid by the Board to maintain the employee's fringe benefits during the period of FML.

For more information and procedures for applying for FML, write to the Department of Human Resources.

SECTION II: EMPLOYMENT ISSUES

Federal and state laws, as well as Board of Education policies, compel Carroll County Public Schools to comply with numerous employment mandates. The school system, as an employer, must demonstrate that all employees have received information and/or training dealing with these mandates.

This section of the Handbook presents you with some extremely important information affecting your employment. You, as an employee, are responsible for reviewing these materials and to be aware of your responsibilities in complying with these issues.

CHILD ABUSE, CHILD NEGLECT & DATING STUDENT RELATIONSHIPS

These regulations regarding employees support Carroll County Board of Education Policy entitled, "*Child Abuse - Child Neglect - Staff Dating Students.*" Additional administrative regulations related to this policy and students are found in the Student Services Handbook.

I. Child Abuse

Maryland's Family Law Article, Title 5, Subtitle 7, has as its purpose the protection of children from physical abuse and neglect by early intervention. The law specifies that reporting of known or suspected physical or sexual abuse is the responsibility of any health practitioner, educator, human service worker, or law enforcement agency or officer. The law states persons who have "reason to believe that a child has been subjected to abuse or neglect shall notify the Department of Social Services or the appropriate law enforcement agency." In the making of a report in good faith, the law provides immunity from civil liability or criminal penalty. The report should be made orally to either the local Department of Social Services or to the appropriate law enforcement agency. In addition, a written report must be made within 48 hours on a special form available from the local Department of Social Services. Child abuse or neglect can be life threatening and should be considered as a possibility with students about whom there is concern.

II Child Neglect

The provisions of the Family Law Article dealing with child neglect require that every health practitioner, educator, human service worker, and law enforcement agency or officer make an oral or written report of a child believed to be a neglected child to the local Department of Social Services. The written report must be made within 48 hours after the occurrence of the contact with the neglected child. In addition, a person acting in his/her capacity as a member of the staff of a hospital, public health agency, child care institution or school, shall notify the head of his/her institution or his/her designee.

III. Dating or Sexual Relations Between Staff and Students

The relationship between staff and students is to be of a professional nature. Because school personnel have the responsibility for the supervision of children, teachers' and other staffs' interactions with students should remain clearly within the appropriate confines of a professional staff/student relationship. Therefore, asking for a date, dating, or exploiting the teacher/student relationship by soliciting or actually engaging in sexual relations are not to occur between Carroll County Public Schools' employees/substitutes and students.

- A. Dating may include, but is not necessarily limited to, a social appointment, engagement, or occasion, pre-planned or not, between persons for social or sexual gratification. Dating also may include occasions where the sole or major purpose is for personal pleasure.

III. Dating or Sexual Relations Between Staff and Students (Continued)

B. Sexual relations may include, but is not necessarily limited to, sexual contact or conduct, in person or through communication, occurring between or involving 2 or more persons. Examples include:

- inappropriate touching or fondling
- intimate kissing
- phone calls, letters, or tapes of a sexual nature
- allowing, permitting, encouraging, or engaging in obscene or pornographic discussion, display, or photography
- accepting or giving gifts of a sexual/intimate nature
- filming or depiction of a child as prohibited by law
- communications that include sexual innuendos
- any kind of sexual penetration; sexual molestation; sexual exploitation; sexual intercourse

C. Employees/substitutes may not ask for a date, go out on a date, nor have sexual relations with any student or potential student. [This statement applies to all students or potential students through high school graduation or age twenty-one. (Twenty-one is the age at which a person may not return to high school as a student.) It also applies to teachers of adult education classes and their students, unless the teacher and student are married to one another.] Should compliance not occur, an employee is subject to disciplinary action. Principals and other administrators shall inform staff that this regulation is in effect.

Should an administrator have reason to believe that dating or sexual relations between students and an employee has occurred, the Director of Student Services and the Child Abuse & Sexual Assault Unit of the Maryland State Police (CASA) shall immediately be contacted. The Director of Student Services shall notify the Director of Human Resources and the Director in the division where the employee reports.

The Directors will recommend to the Superintendent disciplinary action to be considered. If given permission to do so by the investigating agency the school administrator will promptly inform the student's parent(s) of the situation and the referral to the investigating agency. Recommended disciplinary action could include one or more of the following:

- verbal reprimand
- written reprimand
- suspension with or without pay
- dismissal
- loss of certification

Information given to the public related to disciplinary action against an employee for dating or having sexual relations with a student will comply with §10-616 of the Annotated Code of Maryland which prohibits disclosure of information from an employee's personnel file.

III. Dating or Sexual Relations Between Staff and Students (Continued)

D. When a staff member/substitute is a suspected or actual child abuser, an investigation by the school may not occur until cleared to do so by Protective Services or the Maryland State Police (as established by the Office of the Attorney General, December 17, 1991). The appropriate Directors will determine whether sufficient reason exists to recommend to the Superintendent any disciplinary action prior to, during, or at the conclusion of any investigation by Protective Services/State Police or the school system's own investigation. Items to be considered prior to a recommendation include:

- information known or alleged
- effect of information on the employee's ability to perform job assignments
- conclusions of Protective Services/State Police investigation
- conclusion of school system's investigation

The Department of Human Resources shall provide each new staff member/substitute with information concerning child abuse/neglect, staff's obligation to report suspected abuse/neglect, and how such a report is to be made. The community may be informed by means of the school calendar, PTA meetings, school newsletters, or handouts. In addition, principals should advise staff to consult with an administrator in advance regarding staff/student interactions that could be interpreted as social events. Staff should be aware that, since school personnel have the "responsibility for supervision of a child," all interactions with students should remain clearly within the appropriate confines of a professional teacher/student relationship. Activities, engaged in with students, that could place a staff member in jeopardy of being reported for, and possibly found guilty of, child abuse include:

- striking a child
- making sexual innuendos or sexual advances to students
- engaging in physical contact of a sexual nature with students
- initiating, encouraging, or engaging in obscene or pornographic discussions or displays with students
- engaging in sexual exploitation of the teacher/student relationship
- accepting or giving gifts of a sexual/intimate nature
- dating or requesting dates with students
- accepting student offers of sexual favors

In addition, staff should be aware that Board policy prohibits dating or sexual relations between staff and students.

SEXUAL HARASSMENT COMPLAINTS

The Carroll County Board of Education recognizes that harassment on the basis of sex is a violation of both federal and state employment discrimination laws and board of education policies. Further, the Board believes that sexual harassment is both morally wrong and offensive and will not tolerate such conduct on the part of any employee, supervisor, manager, administrator, or visitor. It is the Board's intent to provide to all employees a work environment free from sexual harassment.

Any employee with a complaint of sexual harassment should follow the complaint procedure. All complaints of sexual harassment will be investigated and promptly resolved.

1. *Definition*

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

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

Forms of sexual harassment include the following:

- verbal harassment, such as derogatory comments, jokes, or slurs;
- physical harassment, such as unnecessary or offensive touching, or impeding or blocking movement;
- visual harassment, such as derogatory or offensive posters, cards, cartoons, graffiti, drawings, or gestures.

2. *Complaint Procedure* - Any employee who has a complaint of sexual harassment at work by anyone, including supervisors, co-workers, or visitors, must bring the problem to the attention of responsible Board of Education employees. Employees may bring their complaint to their supervisor or to the Director of Human Resources. All complaints will be promptly handled and investigated by the Director of Human Resources or the Director's designee. Should the complaint involve supervisory personnel in the Department of Human Resources, the complaint will be investigated by the Assistant Superintendent of Administration.

3. *Confidentiality* - Confidentiality will be maintained to the extent possible.

4. *Disciplinary Action* - Any employee or administrative personnel found to be responsible for sexual harassment will be subject to disciplinary measures and corrective, remedial action will be taken to eliminate the harassment. Failure by staff to address and/or report incidents of sexual harassment will result in consequences as determined by the Director of Human Resources in consultation with other directors as appropriate.

DRUG/ALCOHOL-FREE WORKPLACE

The Board of Education of Carroll County is committed to a drug/alcohol-free workplace.

The unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited on Board of Education property. Any employee in violation of this policy will be recommended for termination consistent with Board of Education procedures for disciplinary action. In every case, the local or state police will be notified.

Confidential treatment is available for employees. For self-referral, please contact the Employee Assistance Program (EAP) at 1-800-327-2400. An employee convicted of violating a criminal drug statute in the workplace must notify the Board of Education, Department of Human Resources within three (3) business days of such conviction. The Board of Education shall notify the appropriate Federal and State agencies within ten (10) days after receiving notice of such conviction(s).

Reasonable Suspicion Drug and Alcohol Testing

Carroll County Public Schools provides a safe and orderly environment for both students and staff by fostering the well being and health of its employees and its students. A safe environment is jeopardized when drugs and/or alcohol are illegally used or distributed in the workplace. In that regard, this administrative regulation for drug/alcohol testing is established to ensure that a safe working and learning environment is maintained.

The regulation balances respect for employees with the needs of the system to maintain a safe, productive, and drug/alcohol free environment. Its intent is to provide appropriate assistance while sending a clear message that illegal drug use and alcohol abuse are incompatible with the mission of the school system and will not be tolerated.

Carroll County Public Schools maintains an Employee Assistance Program (EAP) to provide employees with no cost confidential counseling in a variety of areas. Employees are encouraged to contact the EAP or one of the agencies in the community when seeking help for drug/alcohol or related problems.

TOBACCO-FREE ENVIRONMENT

The Board of Education of Carroll County is committed to providing employees, students, and visitors with a safe and healthy environment. It is also in the educational interest of this Board to set a positive example by its actions. Smoking, second-hand smoke, and smokeless tobacco have been found to pose definite health hazards.

Therefore, the sale or use of tobacco products including electronic cigarettes or vapor type devices is strictly prohibited while on or in property owned, leased, or used by Carroll County Public Schools at all times. This includes facilities and vehicles. There shall be no exceptions.

BLOOD BORNE PATHOGENS

HBV; HVC; HIV - You and Your Job

During 1991, the Occupational Safety & Health Administration (OSHA) produced a "standard" on blood borne pathogens that requires universal precautions to become mandatory in settings such as schools and health care facilities.

This information is presented to inform our employees as to the universal precautions necessary to protect them from potentially infectious materials.

We strongly advise that you review this material thoroughly.

HBV; HCV; HIV - Why These Initials Are Important

These initials stand for three diseases, Hepatitis B (HBV), Hepatitis C (HCV) and Human Immunodeficiency Virus (HIV - the cause of AIDS). If contracted, these diseases could have devastating effects on your health and well-being. Listed below are some important facts you should be aware of:

	<u>HBV</u>	<u>HCV</u>	<u>HIV</u>
Found in blood and other body fluids	Yes	Yes	Yes
Spread through casual contact	No	No*	No
Person may be unaware of infection	Yes	Yes	Yes
A vaccine can provide Protection	Yes	No	No
The virus dies very quickly once it leaves the body	No	No	Yes

* *An estimated 10% of those infected with HCV have no identifiable history of exposure to HCV.* While normal working conditions are generally not conducive to the spread of HBV, HCV, or HIV, measures should be taken to protect yourself as much as possible against any communicable disease. The best way to protect yourself is to practice Standard Precautions.

Recommended Protective Procedures

- The best protection against the spread of disease is good hand washing. Wearing gloves is no substitute. Remember to wash your hands with a disinfectant soap and running water after exposure.
- Wear the proper Personal Protective Equipment (PPE) when coming in contact with blood or body fluids possibly containing blood. If gloves or other needed PPE are not available use some barrier to protect yourself from contact (e.g. tissues, paper towels, plastic, articles of clothing, etc.).
- When removing used PPE, care should be taken not to touch the outside (contaminated) of the PPE with bare hands.
- Trashcans should be lined with plastic bags. Trash should not be dumped. The plastic bag should be tied and removed entirely when disposing of waste materials.
- Any non-disposable objects contaminated with blood/body fluids should be cleaned with an approved disinfectant [a bleach/water solution (1:10) is excellent disinfectant] only in the health suite by the health nurse.

- If soap and running water are not available, use some form of disinfectant wipe or alcohol wipes until a source of soap and running water is available.

If you feel you have had an exposure to blood or blood products on the job, report this to your immediate supervisor. Any questions regarding Hepatitis or HIV may be directed to the Supervisor of Health Services for Carroll County Public Schools, Ms. Filipa Gomes, at (410) 751-3124 or the Carroll County Health Department at (410) 876-4900.

Additional information relating to guidelines for handling exposures to body fluids can be located in the [Exposure Control Plan](#).

EMPLOYEE RIGHT-TO-KNOW LAW

The *Access to Information About Hazardous and Toxic Substance Act*, the **Employee Right-to-Know Law**, gives employees a way to learn about chemical hazards in the workplace and how to work safely with these materials (Article 89, Annotated Code of Maryland, SS 32A - 32N). A copy of this law is available in the Office of the Director of Facilities Management. This law requires employers to inventory and list all hazardous and toxic substances used in the workplace and to collect Material Safety Data Sheets for these substances. Employers must also label or otherwise identify hazardous chemicals. Employees must know how to get information about the hazardous substances in their workplaces and be trained in the safe use of these materials.

A copy of the Board of Education written hazard communication program is available in the Director of Facilities Management Office and all public school offices of the Carroll County Board of Education for review by any interested employee.

Employee Rights - You have a right by law to:

- See the Chemical Information list and Material Safety Data Sheets for hazardous substances in your workplace within one (1) day of your request.
- Be provided with one (1) copy of the list of substances you use and safety data sheets, or the means to make a copy at no cost within five (5) days of the request.
- Be trained on the hazards of the chemicals in your workplace, the appropriate equipment and methods to use to protect you from the hazards and emergency procedures.
- Refuse to work with a hazardous chemical if you are denied access to information about that chemical.

Employee Responsibilities - The Right-to-Know program takes teamwork. Do your part to work with your employer and co-workers to keep your workplace safe!

- Know where to get information about hazardous substances in your workplace
- Learn to read and understand labels and Materials Safety Data Sheets
- Identify hazards before you start a job
- Don't be afraid to ask questions
- Keep your work area clean
- Use protective clothing and equipment
- Don't smoke, eat or drink around hazardous substances
- Learn emergency procedures
- Follow your employer's procedures for disposal and clean-up
- Practice safe work habits at all times

INTEGRATED PEST MANAGEMENT PROGRAM

The Integrated Pest Management (IPM) program employed by Carroll County Public Schools uses inspection, monitoring, employee education, and sanitation practices to minimize the use of pesticides in our schools.

Maryland law requires that parents of all elementary students be notified automatically prior to application of any pesticide. Parents of secondary students must request to be placed on a pesticide notification list.

Carroll County Public Schools notifies all students and staff 24 hours prior to scheduled applications of pesticides on school property. If an emergency pest control situation arises and a pesticide is used, notification will be made within 24 hours. Space spraying of a pesticide throughout an entire room or area by a fogger or aerosol device requires one week advance notice to all students and staff.

The following is a list of pesticides and bait stations, by common name, that may be used on school grounds:

Copies of material safety data sheets (MSDS) and product labels for each pesticide and bait station used on school property are maintained in the Department of Plant Operations. Persons wishing to review this information should contact the Supervisor of Plant Operations, at 410-751-3470. For additional information about the Integrated Pest Management Program, please contact Raymond Prokop, Director of Facilities Management, 410-751-3177.

TRADE NAME

COMMON CHEMICAL NAME

Advance Dual Choice	Sulfuramid
Advance Granular Bait	Abamectin B1
Advance Roach Gel	Dinotefuran
Banvel	Dicamba
Boric	Orthoboric Acid
Drax Ant Gel	Orthoboric Acid
Drione	Piperonybutoxide, Pyrethrins, Silicon Gel
First Strike Soft Bait	Difethialone
Gentrol	Hydroprene
Maxaforse Bait Gels	Hydramethylnon
Maxforse FC Bait Station	Fiprinol
Mother Earth Dust (green product)	Diatomaceous Earth
Mother Earth Granular (green product)	Boric Acid
Phantom	Chlorfenapyr
Roundup Concentrate	Glyphosate
Spectracide Bug Stop	Permethrin
Spectracide Concentrate	Lambda-Cyhalothrin
Suspend	Deltamethrin
TempoSC	Beta-Cyfluthrin
Termidor SC	Fipronil
Wasp Freeze PT515	D-Trans Allethrin/Phenothrin
Trimec 992 (Broadleaf Herbicide)	2, 4-D, DMA, MCPP and Dicamba
Triplet SF (Selective Herbicide)	2, 4-D Macoprop and Dicamba

NOTICE OF NON-DISCRIMINATION

Carroll County Public Schools (CCPS) is firmly committed to creating equal employment and educational opportunities for all persons with regard to its employment practices and in the provision of services, programs, and activities.

CCPS does not discriminate on the basis of age, color, genetic information, marital status, mental or physical disability, ancestry or national origin, race, religion, sex, sexual orientation, gender identity or gender expression. CCPS provides non-discriminatory access to school facilities in accordance with its policies and regulations regarding the community use of schools (including, but not limited to, the Boy Scouts).

CCPS maintains all of its policies and practices in strict compliance with all applicable Federal and State civil rights laws, including Titles VI and VII of the Civil Rights Act of 1964, Titles I and II of the Americans with Disabilities Act, Section 504 of the Rehabilitation Act of 1973, the Individuals with Disabilities Education Act, Title IX of the Education Amendments of 1972, and Title 20 of the State Government Article of the Annotated Code of Maryland.

No person will be denied admission to any school or to any program or course of study in CCPS on a basis that is contrary to any of the above stated laws.

TITLES VI AND VII OF THE CIVIL RIGHTS ACT OF 1964

Titles VI and VII of the Civil Rights Act of 1964 prohibit discrimination in the provision of programs and services (Title VI) and in employment practices (Title VII). All students and employees in the CCPS are covered by these laws. They require that the system must provide equal opportunity in admissions, athletics, counseling, access to courses, and employment policies regarding race, color, or national origin.

For questions or concerns regarding Titles VI and VII, please contact one of the following:

Dana A. Falls
Director of Student Services
125 North Court Street
Westminster, Maryland 21157
(410) 751-3123

Chantress J. Baptist
Director of Human Resources
125 North Court Street
Westminster, Maryland 21157
(410) 751-3070

TITLES I AND II OF THE AMERICANS WITH DISABILITIES ACT

Carroll County Public Schools (CCPS) does not discriminate on the basis of disability in employment or the provision of services, programs or activities. Persons needing auxiliary aids and services for communication should contact the Office of Community and Media Relations at 410-751-3020 or publicinfo@carrollk12.org, or write to Carroll County Public Schools, 125 North Court Street, Westminster, Maryland 21157. Persons who are deaf, hard of hearing, or have a speech disability, may use Relay or 7-1-1. Please contact the school system at least one (1) week in advance of the date the special accommodation is needed.

Information concerning the Americans with Disabilities Act is available from the Director of Facilities or the Supervisor of Community and Media Relations.

Raymond Prokop
Director of Facilities
125 North Court Street
Westminster, Maryland 21157
(410) 751-3177

Carey Gaddis
Supervisor of Community & Media Relations
125 North Court Street
Westminster, Maryland 21157
(410) 751-3020

SECTION 504 OF THE REHABILITATION ACT OF 1973

Section 504 of the Rehabilitation Act of 1973 prohibits discrimination based on disability. Inquiries regarding students' rights related to Section 504 of the Rehabilitation Act of 1973 should be addressed to the CCPS 504 Coordinator. All other Section 504 related questions should be addressed to the Director of Research and Accountability.

M. Dona Foster
Supervisor of Research and Accountability
125 North Court Street
Westminster, Maryland 21157
(410) 386-1822

Gregory J. Bricca
Director of Research and Accountability
125 North Court Street
Westminster, Maryland 21157
(410) 751-3068

TITLE IX OF THE EDUCATION AMENDMENTS OF 1972

Title IX is that portion of the Educational Amendments of 1972 which prohibits discrimination on the basis of sex in educational programs or activities receiving federal funds. All students and employees in Carroll County Public Schools are covered by this law. It requires that the system must provide equal opportunity in admissions, athletics, counseling, access to courses, employment policies regarding marital or parental status of students, and treatment of students.

For questions or concerns regarding Title IX, please contact one of the Title IX Coordinators.

Judy A. Klinger
Supervisor of School Counseling
125 North Court Street
Westminster, Maryland 21157
(410) 751-3125

David B. Dolch
Supervisor of Athletics
125 North Court Street
Westminster, Maryland 21157
(410) 751-3059

NON- DISCRIMINATION GRIEVANCE PROCEDURE

The CCPS has adopted an internal grievance procedure providing for prompt and equitable resolution of complaints alleging any discriminatory action prohibited by applicable laws.

Any person who believes she or he has been subjected to discrimination on the basis of disability may file a grievance under this procedure. It is against the law for the CCPS or any of its employees to retaliate against anyone who files a grievance or cooperates in the investigation of a grievance.

Grievances or complaints related to allegations of discrimination should be addressed to the Director of Research and Accountability.

Gregory J. Bricca
Director of Research and Accountability
125 North Court Street
Westminster, Maryland 21157
(410) 751-3068

Procedure:

- Grievances must be submitted to the Director of Research and Accountability within 20 calendar days of the date the person filing the grievance becomes aware of the alleged discriminatory action.
- A complaint must be in writing, containing the name and address of the person filing it. The complaint must state the problem or action alleged to be discriminatory and the remedy or relief sought.
- The Director of Research and Accountability (or her/his designee) shall conduct an investigation of the complaint. This investigation may be informal, but it must be thorough, affording all interested persons an opportunity to submit evidence relevant to the complaint. The Director of Research and Accountability will maintain the files and records for the CCPS relating to such grievances.
- The Director of Research and Accountability (or her/his designee) will issue a written decision on the grievance no later than 30 days after its filing.
- The person filing the grievance may appeal the decision of the Director of Research and Accountability (or her/his designee) by writing to the Superintendent of Schools within 15 days of receiving the written decision from the Director of Research and Accountability (or her/his designee). The Superintendent of Schools shall issue a written decision in response to the appeal no later than 30 days after its filing.

The availability and use of this grievance procedure does not prevent a person from filing a complaint of discrimination with the U. S. Department of Education, Office for Civil Rights, the Equal Employment Opportunity Commission, or the Maryland Commission on Human Relations. In addition, employees may submit a grievance in accordance with the terms of their negotiated collective bargaining agreements.

The CCPS will make appropriate arrangements to ensure that persons with disabilities are provided other accommodations, if needed, to participate in this grievance process. Such arrangements may include, but are not limited to, providing interpreters for the deaf, providing recording of material for the blind, or assuring a barrier-free location for the proceedings. The Director of Research and Accountability will be responsible for such arrangements.

WORKER'S COMPENSATION PROCEDURES

Employees who have had an accident while working "on the job" should report this accident immediately to their principal or immediate supervisor. A delay in reporting may affect the claim.

If it is determined that the injury is compensable, then the Worker's Compensation Insurance carrier will provide medical and hospital treatment and income replacement benefits in accordance with state law, until the employee can return to work or until maximum benefit is reached. Unless the employee is specifically referred to a doctor, he/she may choose to go to his/her own doctor. If the injury is covered under worker's compensation, the insurance carrier will pay all doctor's bills, hospital bills, physical therapy, prescriptions, and necessary expenses related to the accidental injury. Employees should have pre-authorization from the worker's compensation insurance carrier for any procedure alleged to be related to the claim. A change in treatment plans may also require pre-authorization. Lack of pre-authorization may result in loss of benefits.

If, after an investigation, a claim is not considered to be compensable, the Department of Human Resources will contact the employee and inform him/her that:

1. Available sick leave or other leave may be used for any lost time, and that;
2. If no sick leave or other leave is available, wages will be docked for the lost time related to the claim, and that;
3. Medical bills must be processed through the employee's regular health insurance coverage, and that;
4. If the claim is later found to be compensable, all leave and lost wages will be restored and Worker's Compensation will pay all medical bills in accordance with their rules and procedures.

More specific information pertaining to Worker's Compensation Procedures can be found in the HR Procedure GEN 11 - Worker's Compensation Procedures.

Statement of Professional Conduct

Each Carroll County Public Schools (CCPS) employee in every position serves an important role in fulfilling the Core Values and Beliefs of the Board of Education. To contribute effectively in a quality educational system, all employees must conduct themselves in a professional manner at all times and convey a positive image to students, colleagues, and community that reflects and upholds our community standards and expectations.

While it is impossible to list every example of proper conduct, the following represent the manner in which our employees are expected to conduct themselves in the course of their employment with CCPS:

- act with honesty and integrity;
- demonstrate care and diligence in carrying out duties;
- treat students, colleagues, professional associates, and community members with courtesy and respect, without discrimination or harassment;
- serve as a model of good behavior for the students of CCPS;
- respect the diversity of the school community and the work place;
- be knowledgeable of, and comply with, all applicable laws, regulations, and policies of CCPS;
- disclose and take reasonable steps to avoid any conflicts of interest;
- use CCPS materials and resources in a proper manner;
- communicate with parents and students at all times in a professional manner only through proper, official communication media;
- maintain appropriate confidentiality as required by each position;
- never make improper use of any school system information or your duties, status, power, or authority;
- accept and comply with any reasonable direction given by someone with the proper authority to do so; and
- behave at all times in a manner that upholds and reflects the values, integrity, and reputation of CCPS.

Although the time beyond the official duty day is personal and private, please be mindful that actions undertaken outside of the work day may impact the school system or the ability to effectively perform official duties. Actions or activities that impair one's ability to discharge duties or function effectively as a part of the school system community, even when occurring outside the school system setting or beyond the work day, may jeopardize continued employment with CCPS.

Human Resources Policies & Procedures

Additional information regarding the policies and procedures of the Human Resources Department may be viewed in the HR Procedure Manual located in the Human Resources Center through the Web Portal:

<https://ccpsportal.ccps.wan/hrcenter/documents.aspx>

Any questions regarding the policies and procedures within the HR Procedure Manual should be directed to the Human Resources Department at 410-751-3070.