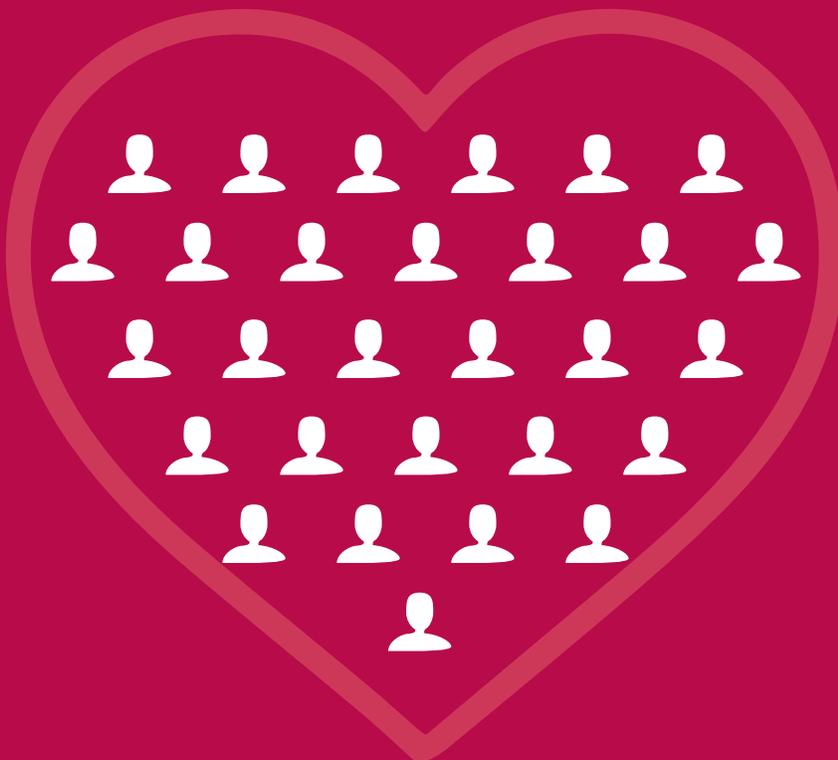


Welcome to **Adams 12 Five Star Schools**

New Employee Handbook





NEW EMPLOYEE HANDBOOK

IMPORTANT NOTICE

- ❖ This employee handbook is designed to introduce you to Adams 12 Five Star Schools and provide you with information about your employment with the district. This handbook is not all inclusive, but is intended to provide you with a summary of some of the district guidelines, Board policies and district policies with which you are expected to comply. Board policies and district policies are available on the district website. Temporary policies may be implemented in the event of special circumstances. These may also be found on the district website.
- ❖ This edition replaces all previously issued editions.
- ❖ The Human Resources Department authorizes a person to temporarily begin employment; however, the Board of Education is the ultimate hiring authority. Therefore, employment is subject to Board approval. The Board of Education meets monthly and will review Human Resources hiring requests.
- ❖ This employee handbook may not anticipate every circumstance or question. If you have questions after reading the handbook, please talk to your immediate supervisor or the Human Resources Department. Also, the need may arise to change the district guidelines, Board policies or district policies described in the handbook. The district reserves the right to interpret the district guidelines, Board policies or district policies, or to change them without prior notice.

NEW EMPLOYEE HANDBOOK

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Board of Education General Ends Policies

1.0 General Ends Policy

Adams 12 Five Star Schools is a caring, inclusive, and engaging district which exists so the students it serves can attain the knowledge and skills necessary to pursue the future of their choosing and are equipped to navigate and thrive in our rapidly changing world.

1.1 Schooling Ends Policy

Students enrolled in Adams 12 Five Star Schools shall have the knowledge, learning and life skills necessary to prepare them for further learning in the next grade level or life mission.

- a. Students shall build and demonstrate strong content knowledge in their required and selected courses.
- b. Students will have the ability to communicate their knowledge.
- c. Students will have the opportunity and expectation to demonstrate comprehension and critical analysis skills.
- d. Students in all subgroups will show appropriate academic growth each year.

Students shall have opportunities to develop and demonstrate independence, self-directed learning, creativity, problem-solving, adaptability, critical thinking, perseverance, global and cultural understanding and effective communication skills in order to successfully achieve their college, career and life aspirations.

1.2 Graduates Ends Policy

Adams 12 Five Star Schools high schools:

The district shall increase the overall 4 and 5 year graduation rate each year or earn an Exceeds Rating on the District Performance Framework.

The district will increase the 4 year graduation rates for subgroups compared to previous year's district data and the state average.

Based on the state adopted college entrance exam the district shall increase the percentage of students meeting all college readiness benchmarks each year or until the district meets and continues to exceed 60%* of all students demonstrating college readiness. (*60% of students meeting college readiness benchmarks represents more than a 50% increase from baseline data in the spring of 2016.)

Using appropriate data, the policy interpretations shall include district, school and sub-groups.

Please refer to [Board of Education Policies](#) for a complete listing of board policies.

U.S. Department of Education Title III

Adams 12 Five Star Schools hires teachers for alternative language programs (e.g., ESL) only if they are proficient in the English language. The issuance of a Teacher License by the Colorado Department of Education is assurance of this English proficiency.

Equal Employment Opportunity – District Policy 4140

The district shall not discriminate in its employment or hiring practices on the basis of race, color, sex (including pregnancy, childbirth, and related medical conditions), age, religion, creed, national origin (including ethnicity), ancestry, genetic information (including family medical history), marital status, sexual orientation, transgender identity, gender identity, gender expression, disability, or other basis prohibited by applicable law. The district is committed to cultural diversity among district personnel as a means of enriching the educational experience.

NEW EMPLOYEE HANDBOOK

The district shall identify, solicit, and consider applicants for employment from a broad spectrum of qualified individuals who will contribute to that effort.

LEGAL REFERENCES:

Title VII of the Civil Rights Act of 1964, as amended, 42 U.S.C. §2000e
Age Discrimination in Employment Act of 1967, as amended, 29 U.S.C. §621 et seq.
Americans with Disabilities Act of 1990, 42 U.S.C. §12101 et seq.
Sections 503 and 504 of the Rehabilitation Act of 1973
Genetic Information Nondiscrimination Act of 2008
C.R.S. 22-32-110(1)(k) (Board of Education-Specific Powers)
C.R.S. 22-61-101 (Discrimination in Employment Prohibited)
C.R.S. 24-34-401 (Employment Practices-Definitions)
C.R.S. 24-34-402 (Discriminatory or Unfair Employment Practices)

Notice Regarding Rights of Pregnant Workers

Under state and federal law, employees and applicants have the right to be free from discriminatory or unfair employment practices because of pregnancy, a health condition related to pregnancy, or the physical recovery from childbirth.

An employer may require an employee or applicant to provide a note stating the necessity of a reasonable accommodation from a licensed health care provider before providing such accommodation. If an applicant or an employee requests an accommodation, the employer and applicant or employee shall engage in a timely, good-faith, and interactive process to determine effective, reasonable accommodations for the applicant or employee for conditions related to pregnancy, physical recovery from childbirth, or a related condition. If you need an accommodation, please contact Human Resources.

Notice Regarding Americans With Disabilities Act (ADA)

The Americans with Disabilities Act of 1990 (ADA) makes it unlawful to discriminate in employment against a qualified individual with a disability. The ADA also outlaws discrimination against individuals with disabilities in State and local government services, public accommodations, transportation and telecommunications. This part of the law is enforced by the U.S. Equal Employment Opportunity Commission and state enforcement agencies that work with the Commission.

Employees and applicants have the right to request reasonable accommodations for a disability that will enable the individual with disabilities to perform the essential job functions; unless to do so would cause undue hardship or cause direct threat to the health or safety of others.

To be protected by the ADA, one must have a disability, which is defined by the ADA as a physical or mental impairment that substantially limits one or more major life activities, a person who has a history or record of such an impairment, or a person who is perceived by others as having such an impairment. The ADA does not specifically name all of the impairments that are covered.

An employer may require an employee or applicant to provide a note stating the necessity of a reasonable accommodation from a licensed health care provider before providing such accommodation. If an applicant or an employee requests an accommodation, the employer and applicant or employee shall engage in a timely, good-faith, and interactive process to determine effective, reasonable accommodations for the applicant or employee for conditions related to their disability. If you need an accommodation, please contact your Human Resources Administrator.

NEW EMPLOYEE HANDBOOK

District Organizational Structure

Elementary Schools

Arapahoe Ridge	Glacier Peak	North Mor	Stukey
Centennial	Hillcrest	North Star	Tarver
Cherry Drive	Hunters Glen	Prairie Hills	The Studio School
Coronado Hills	Leroy	Riverdale	Thornton
Cotton Creek	Malley Drive	Rocky Mountain	Westview
Coyote Ridge	McElwain	Silver Creek	Woodglen
Eagleview	Meridian	Skyview	
Federal Heights	Mountain View	Stellar	

P-8 and K-8 Schools

Hulstrom K-8, STEM Lab (K-8), STEM Launch (K-8), Thunder Vista P-8

Middle Schools

Century, Crossroads, Independence Academy, Northglenn, Rocky Top, Shadow Ridge, Silver Hills, Thornton, Westlake

High Schools

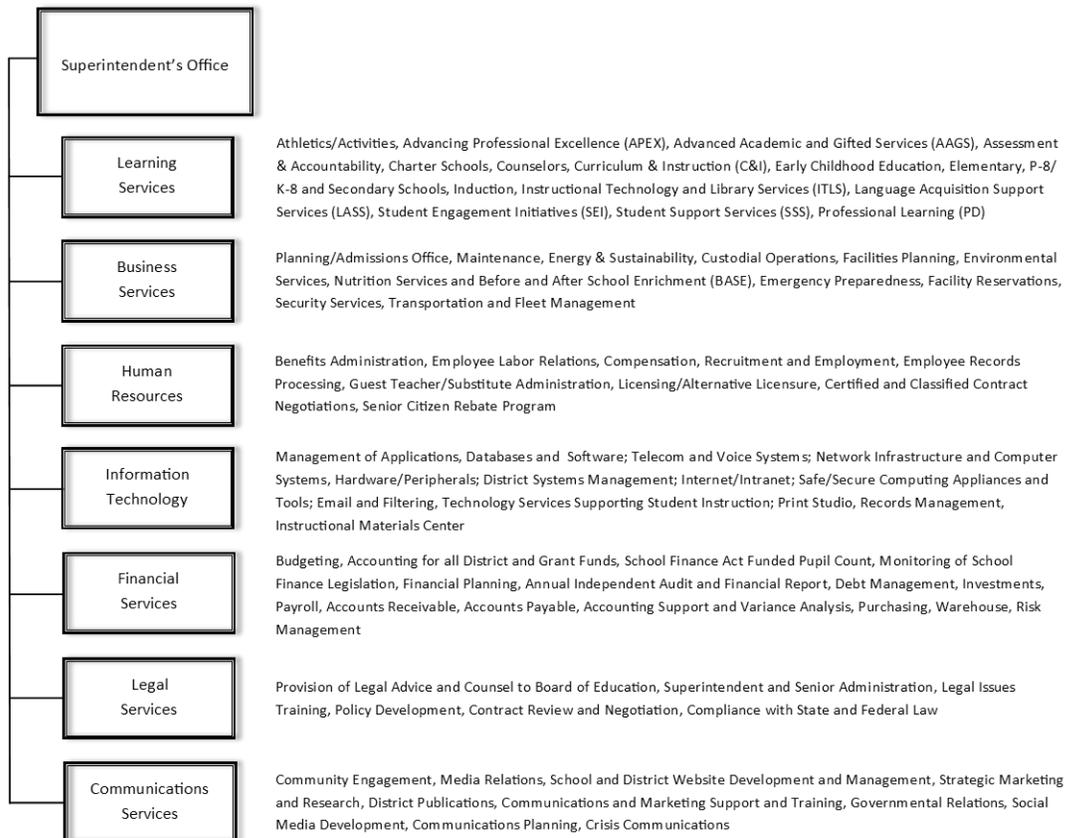
Horizon, Legacy, Mountain Range, Northglenn, Pathways, Thornton, Vantage Point

Alternative Education and CTE Schools

Crossroads, Five Star Online Academy, FutureForward, Pathways, Vantage Point, Vista View

Board of Education

See [Board Policy 4.2](#) for Board Job Description



NEW EMPLOYEE HANDBOOK

General Information

Awareness of Policies, Laws, and Regulations

It is the responsibility of each employee to be familiar with and to comply with the laws, board policies, board policies, and building or department regulations related to the job assignment. The district has the responsibility to make these documents available to you, but the employee should read and seek answers to any questions about any law, policy, or regulation. One of the main purposes for this handbook is to begin to provide you with the information you will need to be a productive employee. Being aware of the laws, policies, and regulations governing your employment will help avoid problems for you and the district.

Changing Your Personal Information

It is your responsibility to notify Human Resources as quickly as possible of any change of address (physical and/or mailing), name, telephone number, or emergency contacts. Changes should also be reported to your supervisor.

Shared Decision Making – District Policy 1100

- 1.0 The Superintendent supports the philosophy of shared decision making as reflected in Colorado state law, district Policy, district School Improvement Team bylaws, and master agreements with district employees.
- 2.0 While fully supporting these collaborative efforts, the Superintendent recognizes that Board policies hold the Superintendent accountable for achievement of Ends policies and compliance with Operating Limitations. Accordingly, except as provided by law or applicable master agreement, the Superintendent shall implement shared decision making by gathering feedback and input from appropriate stakeholders to inform his/her final decisions.

Absences From Work

Attendance

If you anticipate being late or absent from work, you are responsible for contacting your supervisor, administrator or designee. If you know about an absence in advance, you should inform your supervisor as soon as possible. This policy may vary to meet special requirements of your respective department, school, or employee classification.

Emergency School Closure and One-Hour Delay – District Policy 5710

- 1.0 The Superintendent will determine when it is necessary to have a one-hour delay at the start of a school day, close district schools or dismiss students early in the event of hazardous conditions which threaten the safety or health of students or staff members.

Released Time for Voting – District Policy 4190

Since most employees of Adams 12 Five Star Schools have opportunity to vote before or after working hours, no blanket provision is made to release employees to vote. If, however, an employee's work schedule presents unusual circumstances and a request is received prior to election day for released time to vote, the administrator shall consider the request as per criteria in District Policy 4190.

Paid Holidays

Most regular classified employees who are normally scheduled to work 20 or more hours per week shall have paid holidays. The length of a classified employee's work year shall determine to which holidays they are entitled. For a complete listing, refer to Article 12.2 in the Classified Master Agreement. Twelve-month administrative employees are also entitled to paid holidays as listed in the Administrative Employees Compensation Program Handbook. Holidays for certified employees and less-than-twelve-month administrative employees are granted as per the Perpetual School Calendar (District Policy 6100).

NEW EMPLOYEE HANDBOOK

Vacation

Administrative: Twelve-month administrative employees accrue vacation time at the rate of 20 days per work year. Less-than-twelve-month employees are granted time off as per the Perpetual School Calendar (District Policy 6100). For additional information on vacation, see the Administrative Employees Compensation Program Handbook.

Certified: Certified employees do not accrue vacation time; however they do accrue temporary leave.

Classified: Only classified employees who work 12 months per year are entitled to vacation time, and the amount of vacation time earned is based on the employee's length of employment. A complete explanation of vacation benefits may be found in Article 12.1 of the Classified Master Agreement.

Temporary Leave

Administrative: Twelve-month administrative employees accrue 12 days of temporary leave per year and less-than-twelve-month employees, 11 days per year. Accrual is pro-rated for part-time employees. For additional information on temporary leave, see the Administrative Employees Compensation Program Handbook.

Certified: Certified full-time employees are granted 11 temporary leave days per year, and part-time employees are granted temporary leave on a pro-rated basis. For additional information on temporary leave, see Article 23 of the Certified Master Agreement.

Classified: Classified employees who are regularly scheduled to work 12 months per year and 40 hours per week accrue eight hours of temporary leave for each month worked. Eligible employees who work less than 40 hours per week accrue temporary leave at the rate of one hour per each 21 hours worked. For additional information, see Article 12.3 of the Classified Master Agreement.

Sick Leave Bank

Individuals of the classified and certified employee groups are eligible to participate in a Sick Leave Bank on a voluntary basis. The district provides the participating employees in each of these employee groups an emergency bank of temporary leave days. Employees may participate by donating days from their allotted temporary leave. Complete information about the Sick Leave Bank can be found in the Master Agreement for certified employees, the Sick Leave Bank Booklet for classified employees, or on the district staff website under the Benefits section (https://staff.adams12.org/myfivestar/employee_benefits - Log in to staff website to view this page.)

Various Additional Leave Plans

District employees have the benefit of many different types of leave in addition to those listed here. These leaves are detailed in the Certified and Classified Master Agreements and the Administrative Employees Compensation Program Handbook.

Your Rights Under the Family and Medical Leave Act of 1993

The Family and Medical Leave Act (FMLA) entitles eligible employees of covered employers to take unpaid, job-protected leave for specified family and medical reasons with continuation of group health insurance coverage under the same terms and conditions as if the employee had not taken leave. Please contact the Benefits Department for further information or to request a Leave of Absence form.

NEW EMPLOYEE HANDBOOK

Under FMLA, Eligible Employees are entitled to:

- ❖ Twelve work weeks of leave in a “rolling” 12-month period measured backward from the date of any FMLA usage for:
 - The birth of a child and to care for the newborn child within one year of birth;
 - The placement with the employee of a child for adoption or foster care and to care for the newly placed child within one year of placement;
 - To care for the employee’s spouse, child or parent who has a serious health condition;
 - A serious health condition that makes the employee unable to perform the essential functions of his or her job;
 - Any qualifying exigency arising out of the fact that the employee’s spouse, son, daughter, or parent is a covered military member on “covered active duty”; OR
- ❖ Twenty-six workweeks of leave during a single 12-month period to care for a covered service member with a serious injury or illness if the eligible employee is the service member’s spouse, son, daughter, parent, or next of kin (military caregiver leave).

Advance Notice and Medical Certification

The employee is required to provide advance notice and medical certification to the Human Resources Department. Taking of leave may be denied if FMLA requirements are not met.

- ❖ The employee ordinarily must provide 30 days advance notice when the leave is “foreseeable.”
- ❖ Certification issued by a health care provider is required to support a request for leave because of a serious health condition, and may require second or third opinions and/or re-certifications. A fitness for duty report may also be necessary for the employee to return to work.
- ❖ The Human Resources Department shall notify the employee in writing of the employee’s approval/denial of FMLA leave within two business days after receiving the Request for Family and Medical Leave of Absence form and the Certification of Health Care Provider form.
- ❖ Use of reduced leave under FMLA shall not be allowed to care for the employee’s child after birth, or placement for adoption or foster care.
- ❖ Use of intermittent temporary leave (other than accrued) shall not constitute FMLA leave, even if it would otherwise qualify under FMLA.

Job Benefits and Protection

- ❖ For the duration of FMLA leave, the employer must maintain the employee’s health coverage under any “group health plan.”
- ❖ Upon return from FMLA leave, the employee will be restored to his/her original or equivalent position with equivalent pay, benefits, and other employment terms.
- ❖ The use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee’s leave.

Unlawful Acts by Employers

FMLA makes it unlawful for any employer to:

- ❖ Interfere with, restrain, or deny the exercise of any right provided under FMLA.
- ❖ Discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

Enforcement

- ❖ The U.S. Department of Labor is authorized to investigate and resolve complaints of violations.
- ❖ An eligible employee may bring a civil action against an employer for violations.

FMLA does not affect any federal or state law prohibiting discrimination, or supersede any state or local law or collective bargaining agreement which provides greater family or medical leave rights. For additional information visit <http://www.dol.gov/whd/fmla/index.htm>.

NEW EMPLOYEE HANDBOOK

Benefits

Insurance Benefits

A complete range of insurance benefits are available for all full-time employees and eligible part-time employees. These benefits include:

- ❖ Medical Insurance
- ❖ Life Insurance
- ❖ Dental Insurance
- ❖ Vision Insurance
- ❖ Pet Insurance
- ❖ Accident, Hospital Indemnity and Critical Illness with Cancer

Administrative: Administrative employees regularly scheduled to work 20 or more hours per week are eligible for various benefits. Refer to the Administrative Employees Compensation Program Handbook for details.

Certified: Full-time certified employees are eligible for benefits. Part-time certified employees will pay a pro-rated amount depending on their full-time equivalency (FTE) status.

Classified: Classified employees regularly scheduled to work 20 or more hours per week are eligible for benefits. Nutrition Services employees hired after January 1, 2003 are eligible for benefits when they are regularly scheduled to work 25 or more hours per week.

Retirement

Public Employees' Retirement Plan (PERA)

The Public Employees' Retirement Association of Colorado (PERA) serves as a substitute for Social Security. Once your employment begins, you will be contributing to PERA. PERA provides benefits to you when you retire or are disabled. A percentage of your earnings will be contributed to your PERA account. The district will contribute a percentage to your PERA account as well. You will be required to complete a PERA form during orientation and PERA will send you further information. Please visit copera.org for more information and/or to set up an account.

401(k)/403(b)/457 Plans

Available 401(k), 403(b) and 457 plans allow you to make additional savings towards your retirement. Both traditional and Roth contributions are available. You may enroll or make changes in your contributions or investment funds at any time. Additional information may be obtained on the district staff website at <https://staff.adams12.org/content/retirement-plans>.

Professional Growth

Certified

Quarter hours of community college, college or university credit obtained from an accredited institution shall be recognized for intermediate salary step increments. In addition, up to 10 quarter hours obtained through adult education, non-district educational experience, or applicable international travel/study experiences shall count toward a lane change. Specific rules and regulations on the recognition of such hours and credits may be found in the Certified Master Agreement for certified employees, Article 22.

NEW EMPLOYEE HANDBOOK

Classified

If the district determines that a particular course of education or training is necessary or required for the performance of duties, the district will pay the tuition expenses and other costs of the employee undergoing the training. Other courses and training programs which are not required for the current job but substantially relate to district positions may be supported by payment of tuition, fees, books, and other related expenses up to a specific amount per calendar year. Additional information is available in the Classified Master Agreement, Article 21.

Employee Assistance Program

All employees and their household members, including children up to age 26, may access the Employee Assistance Program (EAP), 24 hours per day/7 days a week, from Resources for Living. Your personal information will remain confidential and will not be released to anyone without your written permission. The EAP benefit offers up to five sessions per issue each year.

The Employee Assistance Program also offers a comprehensive on-line website and library with legal/financial resources, health/wellness information, convenience services and information on how to balance your personal and professional life.

Additional information on both of these resources can be found at <https://staff.adams12.org/content/wellness-employee-assistance-program-eap>.

Why EAP? Adams 12 provides the EAP benefit to protect its most valuable investment – you. The district believes that trouble-free employees are more productive and achieve better results when working with students and the public.

· It's Confidential · It's Convenient · It's Easy to Use ·

Payroll

Electronic Transfer of Funds

Your salary is established through negotiations with professional organizations or unions. Your paycheck will automatically be deposited into your account through direct deposit. The money will be deposited on the last banking business day of the month. Each month, you will receive a notice stating the net amount deposited into your account. The notice will outline earnings, deductions, and any accrued Vacation or Temporary Leave. Changes to your account status must be submitted to Payroll by the 10th of the month for changes to be effective for that month's payroll.

Horizons North Credit Union

All employees are eligible to join Horizons North Credit Union. The credit union is located at 13559 Huron Street in Westminster. Call (303) 451-1146 for additional information about the Horizons North Credit Union services.

NEW EMPLOYEE HANDBOOK

Probation and Evaluation

Performance Appraisals

The superintendent and the employee group professional associations agree that employee evaluation is beneficial. The purpose of regular employee evaluation is to improve the administrative management, classroom instruction, and the effectiveness of the support services. The desired outcomes of the evaluation systems are:

- ❖ To stimulate creativity, communication, and teamwork.
- ❖ To measure the professional growth and development of employees.

For more detailed information about performance evaluation of each employee group, please consult the respective master agreements. Information is also available on the district staff website Human Resources, Appraisals (www.staff.adams12.org).

Probationary and Non-Probationary Periods

Administrative

Administrative personnel are evaluated on a rotating basis by their assigned monitor.

Certified

Certified employees are on a probationary status until after they obtain three consecutive years of final evaluation ratings that are effective or higher. All teachers are evaluated annually.

Classified

For classified employees, the probationary period is the first six months of employment, with the exception of summer break. Thereafter, the employee must be evaluated annually.

Risk Management and Safety

It is each employee's responsibility to be aware of all safety and risk issues in their work area and to adhere to any established safety programs or procedures. Following established safety programs or procedures reduces exposure to risk of injury or liability for all individuals connected with the school district, promotes fiscal and legal responsibility, and contributes generally to a positive, secure and safe learning and working environment. Any questions you may have regarding safety should be directed to your immediate supervisor.

Injuries at Work

Under the Colorado Workers' Compensation Act, the district provides benefits of medical coverage and compensation when an employee is injured while in the course of his/her employment. To ensure eligibility of these benefits, each employee must follow the procedures summarized below. The summary is informational in nature only.

- ❖ Accidents or injuries must be reported immediately to the employee's supervisor, and not later than 24 hours after the incident.
- ❖ If the injury is an emergency, immediate treatment should be sought at the nearest hospital or appropriate medical facility, and not at the employee's personal physician.

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- ❖ All follow-up care and treatment of non-emergency injuries must be through the district's designated medical provider.
- ❖ After receiving treatment, the employee must secure a statement of ability to work from the designated medical provider. This statement must be returned to the Risk Management Department as soon as possible after treatment. The employee will not be allowed to return to work without consent of the Risk Management Department.
- ❖ If the employee cannot return to regular duties, alternative duties may be assigned.
- ❖ The employee must report daily to their immediate supervisor when off work due to a Workers' Compensation accident.

An employee's Workers' Compensation benefit may be reduced for non-compliance of various policies or guidelines, including:

- Deliberate disobedience of reasonable instruction of an administrator or other school district representative
- Violation of a district rule or regulation

General Safety Precautions

It is district policy to provide and maintain safe and healthful working conditions and to promote continuing safety awareness at all levels. It is the responsibility of each employee to follow safe work practices as a part of all operations. Employees are expected to follow every precaution and safety rule to protect themselves and their fellow workers.

Accidents are typically caused by unsafe acts or conditions. You are the most important factor in eliminating these unsafe exposures. This set of safety rules helps set the initial baseline for your standard of safe care in the workplace. Your acceptance of these basic rules is a condition of your contract with the district and your signature signifies that you have received, read, understood and hereby agree to abide by these basic rules. Remember, it's your work environment and it's up to you to recognize, avoid, prevent, and notify of dangers that may cause an accident!

**4 CAUSES
OF
ACCIDENTS**

- I DIDN'T THINK
- I DIDN'T SEE
- I DIDN'T KNOW
- I DIDN'T ASK

**YOU ARE THE MOST IMPORTANT FACTOR
IN ELIMINATING UNSAFE EXPOSURES!**

General Safety

- ❖ Employees shall not be impaired by alcoholic beverages or illegal narcotics while on duty and shall not consume such substances or use tobacco on district property or while using district vehicles.
- ❖ Horse play and practical jokes are prohibited.

Use of Equipment

- ❖ Personal protective equipment is required as necessary.
- ❖ Do not attempt to operate equipment without proper training.
- ❖ Operate all equipment under the manufacturer's guidelines.
- ❖ Only qualified electricians shall work on electrical equipment or energized power lines.
- ❖ Report all malfunctioning equipment to the immediate supervisor and take the equipment out of service until repairs can be made.
- ❖ Do not leave any machine running when not in use.
- ❖ Proper, safe clothing must be used for the job or position.

NEW EMPLOYEE HANDBOOK

Facility Safety

- ❖ Know the location of fire alarm equipment and fire extinguishers.
- ❖ Know and be aware of emergency evacuation/preparation procedures.
- ❖ Emergency exits, pathways, and access to emergency equipment must be kept clear at all times.
- ❖ Dispose of flammable waste towels in the appropriate covered metal flammable waste receptacles.
- ❖ Never pour flammable wastes into drains.
- ❖ Keep your area clean and free of clutter.

Hazardous Materials/Chemical Safety

- ❖ Order chemicals only through the Purchasing Department.
- ❖ Date all incoming chemicals and store in accordance to suggested safe groupings and containment.
- ❖ Keep all Material Safety Data Sheets both in the location of use and in a separate emergency access location.
- ❖ Dispose of all hazardous waste materials through the Risk Management Department.

Transportation Employees

- ❖ Seatbelts must be worn while operating a district vehicle.
- ❖ A vehicle safety pre-inspection must be conducted prior to use of district vehicles.
- ❖ When backing a district vehicle, always use another adult to assist in guiding when possible.
- ❖ Only back vehicles on school grounds if in an emergency situation and then only with assistance.
- ❖ Always follow all posted traffic signs and heed all traffic regulations.
- ❖ Drive defensively and to the conditions of the surrounding environment.
- ❖ Always chain and secure compressed gas containers and follow the Compressed Gas Association recommendations for storage and usage.

Custodial Employees

- ❖ Always use step stools or ladders when attempting to reach heights.
- ❖ Always be aware of safety hazards and report unsafe conditions immediately to your immediate supervisor.
- ❖ Use proper techniques in all lifting, pushing, stooping, carrying, standing or sitting activities.
- ❖ Always use the right tool for the job.
- ❖ Only qualified and trained persons may operate a forklift or stock picker.

Nutrition Services Employees

- ❖ Only authorized, paid personnel may operate food service equipment. All food preparation areas are off limits to unauthorized personnel.
- ❖ If a gas odor is detected, notify the school office immediately.
- ❖ If the pressure on a steam kettle rises above the safety level, turn the kettle off and report the incident to the Nutrition Services Office. If the safety valve pops off and steam escapes, maintain a safe distance to avoid scalding.
- ❖ Be cautious of knives and sharp utensils, and use proper caution when using any mechanized kitchen equipment.
- ❖ Avoid unsanitary conditions and be aware of proper food preparation procedures.

FIRE SAFETY

In responding to a fire emergency, remember
R - A - C - E

Rescue – Rescue any persons who cannot respond themselves as long as you do not further endanger yourself

Alarm – Pull the nearest alarm and let everyone know that there is a danger

Contain – Shut the door to the area and contain the fire to that location

Escape – Get out of the area and let the professionals do their job

If you know how to use an extinguisher, remember
P - A - S - S

Pull the pin on the extinguisher

Aim the nozzle at the base of the fire

Squeeze the handle of the extinguisher to release the agent

Sweep the nozzle around the base of the fire

NEW EMPLOYEE HANDBOOK

Temporary Procedure for District Policies 4310 and 5440 – Communicable Diseases – Staff and Students

The safety of our students and staff is paramount. For this reason, we have established this temporary procedure to address the unique circumstances and challenges presented by the Coronavirus Disease 2019 (COVID-19). In addition to this temporary procedure, District Policies continue to apply, including but not limited to Policies 4310 and 5440. See District Policies 4310 and 5440 for further information.



DID YOU KNOW?

Being energy efficient and water wise allows you to positively affect our environment and help the district's budget. Help us by turning off lights when you leave the room, reporting water leaks, and letting us know when your working/learning space is too hot in the winter or too cold in the summer. Our **utility expenditure** (electric, gas, water, and irrigation) for the 2019-20 school year was approximately **7 million dollars!** If each of us does our part and practices conservation we can significantly offset the increasing costs of energy and water.

Energy efficiency and water conservation will not only better our schools through money available for direct educational needs, it also improves our stewardship of community resources. Below are some suggestions on how you can contribute:

- ❖ Keep lights off in buildings, rooms and cubicles when they are not in use. Leaving an unoccupied room for longer than 10 minutes qualifies as "not in use"!
- ❖ Shut off **non-essential office equipment** (such as desktop printers, speakers, and shredders) at night and over the weekends. Computers are remotely shut down, so simply log off nightly, and let IT know if you think your computer is not shutting down at night.
- ❖ Convenience appliances are strongly discouraged as all schools and buildings are equipped with kitchen areas.
- ❖ During extended breaks, shut off and unplug water coolers, refrigerators, microwaves, and soda machines (unless it has a vending miser on it).
- ❖ Do not use space heaters. Rather, if temperature issues create an uncomfortable work environment, submit a work order to the Facilities Department and let them resolve the issue in the most efficient manner.
- ❖ You may notice that some of the vegetation at our schools is not a bright and vibrant green. This is intentional and the vegetation in these areas can survive with a little less water than our heavier traffic areas.
- ❖ Most toilets and faucets in the districts are automatic, however if you have manual fixtures, make sure the water isn't running unnecessarily and report any leaks or continually running faucets.

As each of us becomes more aware of cost-saving measures, be sure to take those additional steps to save resources.

Thank you!

Staff Conduct / Use of Information Sources

It is the responsibility of each district employee to be aware of and adhere to established district policies. Following are **highlights** of some of the key policies as they relate to the conduct of staff and the use of information sources. *The complete set of district policies may be found online at www.adams12.org/our-district/search-policies.*

Nondiscrimination – District Policy 8400

- 1.0 **Discrimination and Harassment Prohibited.** The district is committed to nondiscrimination in relation to race, color, sex (including pregnancy, childbirth, and related medical conditions), age, religion, creed, national origin (including ethnicity), ancestry, genetic information (including family medical history), marital status, sexual orientation, transgender identity, gender identity, gender expression, or disability ("Protected Classes") in its educational programs, activities, operations and employment decisions. Harassment is a form of discrimination. Anyone engaging in discrimination shall be subject to discipline in accordance with this and other district policies.

NEW EMPLOYEE HANDBOOK

- 4.4 “Discriminatory Harassment” means unwelcome conduct directed at an individual based on one or more of the individual’s protected classes which is so severe, persistent, or pervasive that it interferes with an individual’s academic performance, employment, or participation in district programs or activities, and creates an environment that a reasonable person would find intimidating, hostile or abusive. Offensive conduct based on an individual’s protected class may include, but is not limited to: 4.4.1 Offensive jokes, slurs, epithets, or name calling; 4.4.2 Physical assaults, threats, or intimidation; 4.4.3 Offensive objects or pictures; 4.4.4 Interference with school or work performance.
- 6.1 Any student or staff member who believes s/he/they has/have been discriminated against or harassed shall promptly make a complaint to an administrator, supervisor, or the Title IX/Non-Discrimination Coordinator.
- 7.1 If the investigating official concludes that the policy has been violated, appropriate consequences shall be imposed, including but not limited to warning, exclusion, suspension, expulsion, transfer, remediation or termination.
- 8.1 It shall be a violation of this policy for any person to retaliate against a person who alleges discrimination/harassment or who testifies, assists or participates in an investigation, proceeding or hearing relating to discrimination/harassment allegations.
- 4.5 “Retaliation” means any attempt to seek retribution against an individual or group of individuals involved in filing a complaint or report under this policy, filing an external complaint, participating in a disciplinary process, or opposing in a reasonable manner an action believed to constitute a violation of this policy.

Sexual Harassment (Title IX) – District Policy 8410

- 1.0 Policy Statement and Purpose. The district is committed to fostering and cultivating a safe, non-discriminatory learning and working environment that respects the dignity and value of all its members and is free from sexual harassment. The district will take prompt and equitable action to eliminate sexual harassment, prevent its recurrence, and remedy its effects. Furthermore, the district does not discriminate on the basis of sex in its educational programs, activities, operations, and employment decisions, consistent with its responsibilities under Title IX of the Education Amendments of 1972 (“Title IX”) and other applicable federal and state laws. This policy prohibits specific forms of behavior that may violate Title IX; other types of sex-based discrimination or harassment are addressed in District Policy 8400. State and federal criminal laws may also apply to conduct prohibited by this policy and criminal prosecution may take place independently of any investigatory or disciplinary action taken by the district.

Staff Dress, Accessories and Grooming – District Policy 4100

- 1.0 The district is committed to providing a safe and secure environment in school and at school activities which promotes achievement of Board Ends.
- 2.0 Therefore, staff must exercise good judgment in their choice of professional appearance for work or work-related activities by always appearing in a manner:
- 2.1 that is appropriate to the situation as a professional;
 - 2.2 that reflects community standards;
 - 2.3 that provides appropriate role modeling for students;
 - 2.4 that promotes a working and learning environment that is free from unnecessary disruption.
- 3.0 In addition, all district employees are required to wear a district or school issued identification card at all times while on district property or when acting as a district employee. Identification cards shall be worn so that they are visible on the outermost garment above the waist.

NEW EMPLOYEE HANDBOOK

Employee and Visitor Tobacco and Nicotine Use – District Policy 3740

- 1.0 The use of tobacco products, or nicotine products, or any delivery mechanism or device that could be used for the consumption, ingestion or inhalation of tobacco or nicotine products or controlled substances at any school-sponsored event or activity and/or on all district property, including all district buildings, district grounds, district-owned and lease vehicles, and sites leased by the district, is prohibited.

Employee Use of Drugs, Alcohol or Controlled Substances – District Policy 4210

- 1.0 The district is concerned about the health, safety, well-being and satisfactory job performance of its employees. The use, abuse and/or dependency on alcohol and/or illegal drugs can seriously affect the health of employees, threaten their own safety and that of co-workers and students, and impair job performance.
 - 1.1 The manufacture, use, possession, sale, transfer or distribution of illegal drugs, or being in an impaired state caused by the use of illegal drugs, by any district employee while on the job or so as to affect job performance, is prohibited and grounds for disciplinary action up to and including termination.
 - 1.2 The consumption of alcoholic beverages while on the job is grounds for disciplinary action up to and including termination. Being in an impaired state while on the job, even if the consumption of alcoholic beverages took place outside of work hours or off school grounds, is grounds for disciplinary action up to and including termination.

Controlled Substance and Alcohol Testing for Employees with Driving Responsibilities – District Policy 4230

- 1.0 General. The district shall test employees and prospective employees required to hold a commercial driver's license or serving in a safety sensitive position for the presence of drugs and/or alcohol as a condition of hiring or continued employment.
- 2.0 Applicability. This policy shall apply to all employees, including part-time, temporary, substitute and contract workers, who are required to hold a Colorado commercial driver's license and who serve in a safety sensitive position as defined herein. This policy also applies to all applicants for employment in such positions, including current district employees seeking to transfer into such positions.
- 3.0 Prohibited Conduct. Employees subject to this policy shall not report for duty or remain on duty under the circumstances described in Sections 4.0 (Alcohol-Related Prohibited Conduct) and 5.0 (Controlled Substance-Related Prohibited Conduct) when such duty requires or may require the performance of safety sensitive functions connected to commercial motor vehicles.

Employee / Authorized Volunteer Protection – District Policy 4300

- 1.0 The district recognizes the need to protect employees and other persons performing authorized services on behalf of the district from psychological and physical abuse which may occur on school or district property or while performing assigned duties for the district. Prohibited conduct shall include assault; disorderly conduct; harassment; theft or damage to personal property; accusations of child abuse which the accuser knows are false; sexual harassment; sexual misconduct; or other violations of the Colorado Criminal Code.
- 2.0 When a district employee or other person performing authorized services on behalf of the district alleges that he/she has become a victim of an offense described in Section 1.0, the aggrieved individual shall file a written complaint with the building principal or the employee's supervising director/executive director within five (5) working days of the alleged offense. Filing shall be completed by delivery of the written complaint to the principal or the employee's supervising director/executive director who shall then be responsible for promptly informing the Director of Safe and Secure Environments and the Chief Human Resources Officer.

NEW EMPLOYEE HANDBOOK

Student School Records – District Policy 5300

- 1.0 **General.** Student records shall be maintained in accordance with the federal Family Educational Rights and Privacy Act of 1974, The Colorado Open Records Act, and the Colorado Children’s Code Records and Information Act and the Student Data Transparency and Security Act (Data Act). Parents and students, if they are eighteen years of age or older, may have access to the education records. Each individual’s right to privacy shall be protected by limiting the transferability of education records without consent of the parent or eligible student except as otherwise provided by law.
- 2.0 **Education Records.** Generally, student school records, or “education records”, are paper and/or electronic documents, files, records, and other materials maintained by a school which contain information which personally identifies a student, including special education records. Records which “personally identify” a student are those which include the name of a student, the student’s parent, or other family member; the student’s address; a personal identifier, such as a student number; or a list of personal characteristics or other information that would make it possible to identify the student with reasonable certainty.

Copyright – District Policy 6600

- 1.0 **General.** It is the intent of the district to respect all aspects of copyright law including, but not limited to, that which applies to print media, computer software, online material, audiovisual materials, and music. All district employees must adhere to the law, rules, and regulations concerning the use of copyrighted materials. Legal or insurance protection of the district may not be available to employees who violate copyright law. School personnel shall direct questions concerning copying that do not fall within the guidelines to the Director of Instructional Technology and Library Services or to General Counsel.

Staff Ethics/Conflicts of Interest/Nepotism – District Policy 4130

- 1.0 **General.** Public employment is a public trust. Upon accepting employment with the district, an employee also accepts the responsibility to act honestly and objectively for the benefit of the public in matters affecting the district. Therefore, no employee of the district shall engage in or have a financial interest, directly or indirectly, in any activity that conflicts with, or raises a reasonable question of conflict with, his or her duties and responsibilities in the school system.

NEW EMPLOYEE HANDBOOK

Individual Rights & Responsibilities – District Policy 8900

IT IS THE TEACHER'S ...

RIGHT TO:

- Teach in a positive atmosphere free from threats, intimidations, harassments, racial, sexual, and/or religious prejudices.
- Develop personal and professional skills.
- Expect due process procedures to be in effect at all times.
- Receive the support of the Board of Education, school district personnel and principal in establishing a positive learning environment and implementing the curriculum.
- Be provided appropriate and sufficient instructional materials to implement the curriculum.
- Assist in the formulation and compliance of guidelines, rules and regulations with full support from administrative personnel.
- Impose disciplinary measures consistent with the guidelines, rules and regulations adopted to enforce the district policy.
- Receive support from other members of the professional team in the disposition of behavior referrals and be informed of action proposed or taken.
- Receive school district assistance in legal actions against persons suspected of vandalism against personal property, to the extent legally permissible.
- Be informed if the teacher's professional judgment is questioned.
- Have access to all adopted policies and administrative procedures.
- Express personal and/or professional opinions.
- Make recommendations for development and enrichment of the school district curriculum.
- Expect school to be a safe place.
- Teach a class of reasonable size to ensure maximum educational benefits for all students.
- Expect parents/guardians to respond in a positive, helpful manner when informed of learning difficulties encountered by the student.
- Offer constructive suggestions and/or criticism concerning existing and/or anticipated district policies, procedures, codes, and regulations at all levels of operation.
- Receive school district assistance in appropriate actions against persons suspected of vandalism against personal property, to the extent legally permissible.

RESPONSIBILITY TO:

- Support an atmosphere free from intimidation, harassments, and prejudices.
- Utilize appropriate opportunities for personal and professional growth.
- Support and utilize guidelines, rules and regulations that pertain to individual rights and due process.
- Exercise professional knowledge and skills in the delivery of courses of studies which will be rewarding to students and support the district curriculum.
- Identify instructional materials needed and notify appropriate personnel relative to those needs.
- Develop and adhere to the guidelines, rules and regulations that have been developed by the staff to enforce the district policies.
- Establish classroom disciplinary measures consistent with the guidelines, rules and regulations adopted by the staff to enforce the district policies.
- Report incidents of vandalism, etc. against personal property.
- Be present if the teacher's professional judgment is questioned.
- Become familiar with all district adopted policies and administrative procedures.
- Express opinions in a professional non-slanderous manner.
- Instruct, evaluate and enrich the established district curriculum.
- Assist school staff in maintaining a safe school.
- Plan and organize instruction to ensure the maximum educational benefits for all students.
- Advise and fully discuss in a positive manner with parents/guardians learning difficulties encountered by the student.
- Seek in a responsible manner changes in areas with which they are dissatisfied and work positively through existing channels.
- Report incidents of vandalism, etc., against personal property to appropriate personnel.

Exercise professional knowledge and skills in the delivery of courses of studies which will be rewarding to students and support the district curriculum.

NEW EMPLOYEE HANDBOOK

Individual Rights & Responsibilities – District Policy 8900

IT IS THE CLASSIFIED EMPLOYEE'S ...

RIGHT TO:

- Expect full support of the staff, students and other personnel within all district guidelines, rules and regulations.
- Work in an environment that is free from prejudices.
- Develop personal and professional skills.
- Expect due process procedures that are fair, consistent, and well-defined.
- Receive the support of the Board of Education and Adams 12 Five Star Schools personnel in establishing a positive working environment
- Be provided appropriate and sufficient training, materials and equipment necessary to perform job responsibilities.
- Be recognized as a viable member of the organization with full support from teachers, parents and administrative personnel.
- Impose disciplinary measures and act in the absence of certified personnel consistent with the guidelines, rules and regulations adopted to enforce the district policy.
- Have job responsibilities clearly defined.
- Receive school district assistance in appropriate actions against persons suspected of vandalism against personal property, to the extent legally permissible.
- Have access to all policies and administrative procedures.
- Have input into school district policies and procedures which affect classified employees.
- Express personal and/or professional opinions.
- Expect school to be a safe place.
- Offer constructive suggestions and/or criticism concerning existing and/or anticipated district policies, procedures, codes, and regulations at all levels of operation.

RESPONSIBILITY TO:

- Provide support to staff, students and other personnel within all district guidelines, rules and regulations.
- Respect rights of staff, students and parents.
- Utilize opportunities for personal and professional growth.
- Support and utilize guidelines, rules and regulations that pertain to individual rights and due process.
- Exercise professional knowledge and skills in the support of the educational programs.
- Identify training, materials and/or equipment needs and notify appropriate personnel.
- Support and adhere to guidelines, rules and regulations that have been developed to enforce the district policies.
- Support and adhere to disciplinary measures that have been developed to enforce the district policies.
- Perform the defined job responsibilities.
- Report incidents of vandalism, etc., against personal property to appropriate personnel.
- Become familiar with all district policies and administrative procedures.
- Support and implement school district policies and procedures.
- Express opinions in a professional manner.
- Assist school staff in maintaining a safe school.
- Seek in a responsible manner changes in areas with which they are dissatisfied and work positively through existing channels.

Be recognized as a viable member of the organization with full support from teachers, parents and administrative personnel.

NEW EMPLOYEE HANDBOOK

Employee Cell Phones and Other Personal Electronic Communication Devices – District Policy 4180

- 1.0 Personal use of cell phones/electronic communication devices during work hours must not disrupt or compromise district work activity. Cell phones must be turned off or set for silent alert during meetings and class time to avoid disruption. Employees are expected to be fully considerate of others in their environment when using cell phones/electronic communication devices.
- 2.0 Personal electronic devices shall not be used in a manner which is unsafe, illegal, inappropriate, or contrary to district policies. Prohibited uses include, but are not limited to, creating video or audio recordings of students and/or staff, or taking photographs of students and/or staff, without permission of the student, parents, and/or staff member.
- 3.0 Employees shall have no expectation of privacy for use of personal electronic devices for work-related functions whether during or after work hours.
- 4.0 For matters that are not work-related, the district reserves the right to search, monitor, inspect, copy, and review data stored on or accessed through personal electronic devices based upon reasonable suspicion of activity or data that may be illegal, inappropriate or contrary to district policy. Any such search must be justified at its inception and reasonable in scope under the specific circumstances.

Internet Safety Policy – District Policy 8200

- 1.0 Purpose. It is the goal of the district to prevent access by minors to inappropriate information or material on or through district-provided Internet or on district computers or technology devices, while allowing staff members and students access to enhance learning and enrich the educational environment.
- 2.0 Blocking or filtering of obscene, pornographic and harmful information. The district may implement one or more technology protection measures that block or filter information or material that is obscene, that constitutes child pornography or is otherwise harmful to minors, on all district computers, technology devices and/or network equipment. Staff members and students shall not bypass or attempt to bypass district filters or otherwise engage in any actions that circumvent or allow others to circumvent the district's protection measures, obtain or attempt to obtain unauthorized access to information or material, nor, disclose, use or disseminate the personal identification information of any minor. The district may allow temporary short term disabling or reduction of blocking or filtering for the purposes of bona fide research or other lawful purposes.
- 3.0 Online activity and appropriate behavior. The district will educate students about appropriate online behavior, cyberbullying awareness, and the safety and security of minors when using the Internet, email, chat rooms, social networking, and other electronic communications.

Staff and Students

It is the responsibility of each district employee to be aware of and adhere to established district policies. Following are *highlights* of some of the key policies as they relate to the interaction between staff and students. *The complete set of district policies may be found online at www.adams12.org/our-district/search-policies.*

NEW EMPLOYEE HANDBOOK

Corporal Punishment – District Policy 5140

No administrator, teacher, or other district employee shall subject a student to corporal punishment nor condone the use of corporal punishment by any person under his or her supervision or control. Corporal punishment is defined as action taken to punish a student by spanking or otherwise physically handling a student in any way to purposefully inflict punishment (as distinguished from the use of intervention and physical restraint as described in District Policy 5150). Permission to administer corporal punishment shall not be sought nor accepted from any parent, guardian, or school official.

Physical Intervention, Restraint and Seclusion – District Policy 5150

To maintain a safe learning environment, district employees may, within the scope of their employment and consistent with state law, use physical intervention and restraint with students in accordance with this policy. Such actions shall not be considered child abuse or corporal punishment if performed in good faith and in compliance with this policy.

- 1.0 **Physical Intervention.** Corporal punishment shall not be administered to any student by any district employee. Within the scope of their employment, district employees may use reasonable and appropriate physical intervention with a student that does not constitute restraint as defined by this policy, including physically holding a student for more than five (5) minutes.
- 2.3 Physical restraint or seclusion are to be used only in an emergency and with extreme caution when there appears to be imminent danger of injury to the student, other students, or staff, or severe damage to property of substantial value; to obtain possession of weapons or other dangerous objects upon a student or within the control of a student and when alternative interventions are determined to be inappropriate or are unlikely to be effective under the circumstances.

Reporting Child Abuse / Neglect – District Policy 5540

- 1.0 The school employee having knowledge of suspected abuse or neglect of a student shall immediately report to Adams County or Broomfield County Department of Social Services or local law enforcement.
- 2.0 As soon thereafter as possible, the employee shall notify the building's designated Child Abuse Reporting Liaison and a building administrator.
- 4.0 Should the suspected abuse involve a district employee, the building principal shall also notify the Chief Human Resources Officer.

Staff Relations With Students – District Policy 4110

- 1.0 The relationship between staff members and students should be one of cooperation, understanding, and mutual respect. Staff members have a responsibility to provide an atmosphere conducive to learning and to motivate students to perform to their capacity.
- 2.0 Staff members shall extend to students the same respect and courtesy which they as staff members have a right to demand.
- 3.0 All employees shall observe and maintain professional boundaries between themselves and students, both inside and outside the school context. Employees shall not engage in unethical, lewd, suggestive, or other inappropriate conduct at any time if there is a reasonable and adverse relationship between the conduct and the continuing ability of the employee to perform any of his/her professional functions in an effective manner.

The relationship between staff members and students should be one of cooperation, understanding, and mutual respect.

NEW EMPLOYEE HANDBOOK



Acknowledgement of Receipt

I have received a copy of the new employee handbook. I understand that I am to become familiar with its contents. Further, I understand:

- ❖ The New Employee Handbook is not all inclusive, but is intended to provide me with a summary of some of the district guidelines, master agreement information, board policies and district policies. Master agreements, board policies and district policies are available for viewing on the district website.
- ❖ This edition replaces all previously issued handbooks. The need may arise to change the district guidelines, master agreements, board policies and district policies described in the handbook. The district therefore reserves the right to interpret them or to change them without prior notice.
- ❖ The Human Resources department authorizes a person to temporarily begin employment; however, the board of education is the ultimate hiring authority. Therefore, employment is subject to board approval. The board of education meets monthly and will review human resource hiring requests.
- ❖ The Administrative Employees Compensation Program Handbook, the Certified Master Agreement and the Classified Master Agreement preside over all information contained in the New Employee Handbook.

PRINT NAME _____

SIGNATURE _____

DATE _____

NEW EMPLOYEE HANDBOOK

Questions?

Human Resources and Benefits	720-972-4068
Hours – 7:30 am-4:30 pm Monday through Friday	
Substitute Office	720-972-4068
Hours – 7:00 am-4:30 pm Monday through Friday	
Payroll	720-972-4031
Hours – 7:30 am-4:30 pm Monday through Friday	
Risk Management	720-972-4203
Hours – 7:30 am-4:30 pm Monday through Friday	
Professional Development	720-972-5881
Teacher Induction	720-972-5894
Licensure	720-972-4058
Classified School Employees Association (CSEA)	303-457-2580
District Twelve Educators Association (DTEA)	303-457-3324
Colorado Department of Education (CDE)	303-866-6628
Public Employees Retirement Association (PERA)	303-832-9550



1500 E. 128th Ave., Thornton, CO 80241
(720) 972-4000

www.adams12.org