

TABLE OF CONTENTS

Personnel - Series 5000

RECRUITMENT AND PERSONNEL SELECTION

Recruitment and Selection of Staff	<u>5000</u>
Procedures	<u>5000P</u>
Hiring of Retired School Employees	<u>5001</u>
Employment: Disclosures, Certification, Assurances, and Approval	<u>5005</u>
Procedures	<u>5005P</u>
Certification Revocation	<u>5006</u>
Nondiscrimination and Affirmative Action	<u>5010</u>
Procedures	<u>5010P</u>
Sexual Harassment	<u>5011</u>
Procedures	<u>5011P</u>
Staff and Private Use of Social Media	<u>5015</u>
Collective Bargaining	<u>5020</u>
Applicability of Personnel Policies	<u>5021</u>
Contracts	<u>5050</u>
1. Certificated Staff Contracts	
2. Provisional Employment	
3. Persons Replacing Certificated Staff on Leave	
4. Adjustments to Certificated Staff Contracts	
5. Supplemental Employment Agreements	
6. Consultants	

EMPLOYMENT PRACTICES

Drug-Free Schools, Community, and Workplace	<u>5201</u>
Procedures	<u>5201P</u>
Federal Motor Carrier Safety Administration Mandated	
Drug and Alcohol Testing Program	<u>5202</u>
Procedures	<u>5202P</u>
Staff Assistance Program	<u>5203</u>
Assignment, Reassignment, and Transfers	<u>5211</u>
Assignment and Transfer of Certificated Administrative Staff	<u>5215</u>
Part-time Staff	<u>5221</u>
Job-Sharing Staff Members	<u>5222</u>
Job Descriptions/Responsibilities	<u>5230</u>
1. Duties of Classified and Certificated Staff	
2. Principals and Program Administration	
3. Duties of Administrative Staff	
Evaluation of Staff	<u>5240</u>
Procedures	<u>5240P</u>
Conflicts of Interest	<u>5251</u>
Staff Participation in Political Activities	<u>5252</u>
Procedures	<u>5252P</u>
Maintaining Professional Boundaries between Employees and Students	<u>5253</u>
Procedures	<u>5253P</u>

Staff Recognition	<u>5255</u>
Personnel Records.....	<u>5260</u>
Procedures.....	<u>5260P</u>
Resolution of Staff Complaints.....	<u>5270</u>
Procedures.....	<u>5270P</u>
Reporting Improper Governmental Action.....	<u>5271</u>
Procedures.....	<u>5271P</u>
Termination of Employment.....	<u>5280</u>
1. Release from Contract	
2. Resignation	
3. Retirement	
4. Probation, Non-renewal or Termination	
5. Program and Staff Reduction	
Procedures.....	<u>5280P</u>
Disciplinary Action and Discharge.....	<u>5281</u>
Procedures.....	<u>5281P</u>
Civility	<u>5282</u>
Procedures.....	<u>5282P</u>

COMPENSATION

Compensation	<u>5310</u>
1. Certificated Salaries	
2. Classified Salaries	
3. Military, Peace Corps or Vista Credit	
Deferred Compensation Programs.....	<u>5314</u>
Garnishment and Personal Credit Problems	<u>5315</u>
Procedures.....	<u>5315P</u>

LEAVES

Personnel Leaves	<u>5400</u>
Sick Leave.....	<u>5401</u>
Maternity Leave.....	<u>5402</u>
Emergency Leave.....	<u>5403</u>
Family Leave	<u>5404</u>
Leave Sharing	<u>5406</u>
Procedures.....	<u>5406P</u>
Military Leave.....	<u>5407</u>
Procedures.....	<u>5407P</u>
Jury Duty and Subpoena Leave	<u>5408</u>
Discretionary Leaves	<u>5409</u>
1. Leaves of Absence	
2. Leave to Attend Meetings/Conferences	
Holidays	<u>5410</u>
Employee Vacations for Classified Employees not Covered by Bargaining Units or Individual Contracts	<u>5411</u>

BENEFITS

Retirement Programs	5510
Staff Development	5520
Procedures	5520P
Teacher Assistance Programs	5521
Procedures	5521P
Professional, Civic, and Service Organization Memberships.....	5525

AUXILIARY PERSONNEL

Substitute Employment.....	5610
Procedures	5610P
Temporary Administrators.....	5612
Volunteers	5630
Procedures	5630P
Student Teachers.....	5641
Procedures	5641P
Internships.....	5642