



**ADMINISTRATIVE / PROFESSIONAL / TECHNICAL
(APT) EMPLOYEES' HANDBOOK**

Thompson School District R2-J

General Personnel Practices and Procedures

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***EMPOWER TO LEARN
CHALLENGE TO ACHIEVE
INSPIRE TO EXCEL***

IMPORTANT NOTE

This handbook is designed to acquaint administrative, professional, and technical (APT) staff of the Thompson School District with some information about working in the district. The handbook is not all inclusive, but is intended to provide employees with a summary of some of the Thompson School District's guidelines and practices. The Board of Education also has school district policies, and if this handbook conflicts with Board of Education policies, Board of Education policies shall prevail. If there is a conflict with federal, state, or local laws, the laws prevail.

The policies and procedures contained in this handbook do not represent a contract, are not meant to be enforceable as a contractual obligation of the Thompson School District, and should not be relied upon as binding, inflexible promises made by the school district. Consistent with the procedures for mediation stated herein, the school district reserves the right to change or rescind these statements of policy at any time, as well as the right to determine their meaning, purpose, and effect. The school district also reserves the right to determine whether, and to what extent, these policies and procedures should be applied in any given circumstance.

Employment with Thompson School District is at-will. Employees have the right to end their work relationship with the Thompson School District with or without advance notice for any reason. The district has the same right. The language used in this handbook and any verbal statements made by management are not intended to constitute a contract of employment, either express or implied, nor are they a guarantee of employment for a specific duration. No representative of Thompson School District, other than the Superintendent of Schools, has the authority to enter into an agreement of employment for any specified period, and such agreement must be in writing and signed by the Superintendent of Schools and the employee.

No employee handbook can anticipate every circumstance or question. After reading the handbook, employees who have questions should talk with their immediate supervisor or the Department of Human Resources. In addition, the need may arise to change the guidelines described in the handbook. Except for the at-will nature of the employment, Thompson School District therefore reserves the right to interpret guidelines and practices or to change guidelines and practices without prior notice.

A Note from Human Resources

This handbook was developed to describe some of the guidelines, practices, programs, and benefits for employees. All employees should familiarize themselves with the contents of the employee handbook as soon as possible, for it may answer many questions about employment with Thompson School District.

Our Vision:

To be the employer of choice in our community for those seeking a rewarding career in education.

Our Mission:

To welcome and support all staff in our culture of growth and excellence.

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GENERAL INFORMATION – SECTION 1

DEFINITION OF APT

A “**Administrator**” means any person who administers, directs, or supervises the education instructional program or a portion thereof, in any school or school district in the state and who is not the chief executive officer or an assistant chief executive officer of such school.

Legal Refs.:

C.R.S. 22-60.5-102 (3)

P “**Professional**” means any person engaged or qualified in a profession.

T “**Technical**” means any person having special and usually practical knowledge especially in a mechanical or scientific field.

EMPLOYMENT

Equal Employment Opportunity (EEO)/Discrimination Policy

The Thompson School District is dedicated to the principles of equal employment opportunity. The school district prohibits unlawful discrimination against applicants or employees on the basis of race, color, ethnicity, sex (which includes marital status), sexual orientation, genetic information, religion, national origin, ancestry, age, disability, and/or other status protected by law.

American Disabilities Act (ADA) and Religious Accommodation

The Thompson School District will make reasonable accommodation(s) for qualified individuals with known disabilities and employees whose work requirements interfere with a religious belief unless doing so would result in an undue hardship to the school district or a direct threat. Employees needing such accommodation(s) are instructed to contact their supervisor or Department of Human Resources immediately.

EEO Harassment

Thompson School District strives to maintain a work environment free of unlawful harassment. In doing so, the school district prohibits unlawful harassment because of age (40 and over), race, sex, color, religion, national origin, disability, genetic information, gender preference, or any other applicable status protected by federal, state, or local law.

Unlawful harassment includes verbal or physical conduct that is based upon a person’s protected status and that has the purpose or effect of substantially interfering with an individual’s work performance or creating an intimidating, hostile, or offensive work environment. Actions based on race, color, ethnicity, sex (which includes marital status), sexual orientation, genetic information, religion, national origin, ancestry, age, disability, and/or other status protected by law, will not be tolerated. Prohibited behavior may include, but is not limited to, the following:

- Written form such as cartoons, e-mail, posters, drawings, or photographs.
- Verbal conduct such as insults, derogatory comments, slurs, or jokes.
- Physical conduct such as assault, or blocking an individual’s movements.

This policy applies to all employees, including managers, supervisors, co-workers, and non-employees such as parents, students, customers, clients, vendors, consultants, etc.

Sexual Harassment

Because sexual harassment raises issues that are to some extent unique in comparison to other harassment the school district believes it warrants separate emphasis. Board of Education policy **GBAA** contains more detail.

Thompson School District strongly opposes sexual harassment and inappropriate sexual conduct. Sexual harassment is defined as unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature when:

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

All employees are expected to conduct themselves in a professional and businesslike manner at all times. Conduct which may violate this policy includes, but is not limited to, sexually implicit or explicit communications, whether in:

- Written form, such as cartoons, posters, calendars, notes, letters, e-mail.
- Verbal form, such as comments, jokes, foul or obscene language of a sexual nature, gossiping or questions about another's sex life, or repeated unwanted requests for dates.
- Physical gestures and other nonverbal behavior, such as unwelcome touching, grabbing, fondling, kissing, massaging, and brushing up against another's body.

Complaint Procedure

If an employee believes there has been a violation of the EEO policy or harassment based on the protected classes outlined above, including sexual harassment, use the complaint procedure described in Board of Education policy AC-R. Thompson School District expects employees to make a timely complaint to enable the school district to investigate and correct any behavior that may be in violation of this policy.

As described in AC-R, report the incident to a person in authority, such as an immediate supervisor, manager, director, officer, or human resources. Anyone receiving the report is mandated to forward the information to the Superintendent of Schools, who will investigate the matter and take corrective action. The complaint will be kept as confidential as practicable. If the employee prefers not to go to either of these individuals with the complaint, the employee can report the incident to the Office for Civil Rights, U.S. Department of Education, Region VII, Federal Office Building, 1244 North Speer Blvd., Suite 310, Denver, Colorado 80204, (303)844-2991.

Thompson School District prohibits retaliation against an employee for filing a complaint under this policy or for assisting in a complaint investigation. If an employee perceives retaliation for making a complaint or for participating in the investigation, please follow the complaint procedure outlined above. The situation will be investigated.

If the Thompson School District determines that an employee's behavior is in violation of this policy, disciplinary action will be taken, up to and including termination of employment.

EMPLOYMENT REQUIREMENTS

The following are basic employment requirements for most APT positions:

- Ability to work with the public and school-age children.
- Fingerprinting for required background checks at the expense of the employee.
- Information to comply with federal immigration laws.
- Ability to perform the essential job functions for the particular position as set forth in the job description; or, if the applicant is disabled as defined by law, the ability to perform the essential job functions for the particular position as described in the job description with reasonable accommodation.

LICENSE REQUIREMENTS FOR ADMINISTRATIVE EMPLOYEES

Administrative staff employment contracts shall at all times be conditioned upon and subject to the requirement that the administrator hold a teaching or administrative license. Administrators who are appointed to an administrative position that has been designated by the District as not requiring a license shall be exempt from this requirement.

HIRING

Job Application

All job applications for APT personnel openings in the school district will be maintained in the Department of Human Resources. Recruitment resources might include the local office of the Colorado Department of Employment, newspaper advertisements, and other recruitment sources.

Job Postings

When vacancies become available for new positions as authorized by the school district, notifications will be prepared by the Department of Human Resources and posted on the district's website.

Employees interested in posted positions must apply on the internet website. Employees of the school district will be considered for any position for which they are qualified.

Employees who apply for a job, interview, and are not selected, shall be informed of the decision by the department and/or supervisor with whom they interviewed.

Contracts

Each year, each employee will be issued an employment contract confirming position, location, and salary. Assignment start dates are based on their position.

Assignments and Transfers

The assignment of APT staff members to positions in the various schools and departments of the school district shall be made by the Superintendent and reported to the Board of Education. An APT employee may be transferred or reassigned in the best interest of the school district. Such transfers shall be for valid and demonstrable reasons and be shared with the affected employee in writing by their supervisor of any change in assignment.

When the need for an involuntary transfer is known, the APT employee shall be contacted by the Superintendent or designee. The Superintendent shall state the reasons for the transfer in a letter to the APT employee or in a personal conference on this topic.

If an employee is promoted or demoted, the employee's pay may be adjusted accordingly.

Workday

For the purposes of this handbook, a district business workday (sometimes referred to as a working day or workday) is defined as a day that the district is officially schedule for operation.

GETTING STARTED – SECTION 2

GMAIL

Gmail for New Employees

Initial Login:

Launch your favorite web browser (Internet Explorer, Safari, Firefox, Chrome)

Browse to the Gmail website (<https://mail.google.com> or google.com or gmail.com) or go to this link: [Gmail login](#)

Sign in using your **firstname.lastname@thompsonschoools.org** username (same as logging into a Thompson School District computer).

Your first-time password will be **Welcome123**.

You will be asked to accept terms and conditions. Click on **Agree**. You will be prompted to change your password. A new window will open. Enter your current password (Welcome123) in the **Current password** box and then enter your new password (must be a minimum of 8 characters) in the **New password** and **Confirm new password** boxes. Next click on **Change Password**.

If you forget your password or want to change it in the future, please contact your site technologist or the **ISTS Help Desk at ext. 5156**. Passwords for logging into your Gmail account and the district network will remain different and separate until you change your password. If you change it at any time after logging in, it will change your password on both systems.

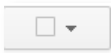
Navigating your Mail window:

After a successful login, you will be at your main window in Gmail. At the left side of the Gmail window you will see your **'labels'** (folders). If you click on any of the labels (**Inbox**, **Starred**, **Important**, **Deleted Messages**, **Sent Mail**, etc.) you will see any emails that reside in the label in a list on the right-hand portion of the window. To get back to your inbox at any time, just click on **Inbox** or this icon:

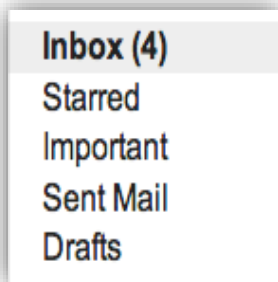


You will notice that there are three icons to the left of each email.

When you click on the square icon next to an email  it selects that specific email. You can select several emails at a time by checking the box next to each email. You can also select or deselect them all by clicking

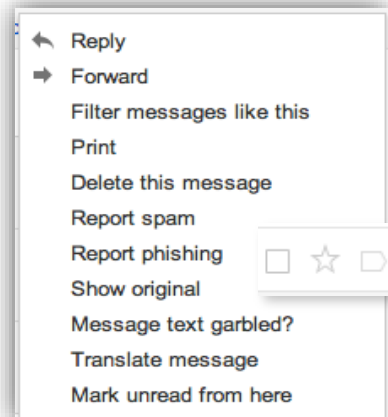




on this icon  at the top of your email window.




(After you have selected several emails by clicking on the square box next to each of them, you can click on **More** at the top of your Gmail window and you will get the options listed here. Each email you have selected will have the function you select from the list performed on it.)

When you click on the star icon  it will add the **Star** label to that email and will then add the email to the **Starred** label (folder), which you will see at the left side of the main Gmail window. The email also remains in the **Inbox**.



This icon  , when yellow  , means the email is marked as **Important**. Any email with this marking will be added to the **Important** label (folder), which you will see at the left side of the main Gmail window. The email also remains in the **Inbox**.




If you have selected at least one email by clicking on the square icon  , you will see some options at the top of your main Gmail window as show below. Use these options to perform tasks on selected emails.

Select (options) **Archive** **Report Spam** **Delete** **Move To a label (folder)** **Labels** **More choices**

Note: to automatically remove spam from your inbox, subsequently move it to your Spam label, and report it to Google as spam, click on the square box by the email and then click on the Report Spam icon (stop sign with an exclamation point on it).

Printing Gmail messages:

- To print one message:
- Open the message you want to print.

- Click the down arrow next to the reply button, at the top-right of the message.
- Select Print.
- To print an  entire conversation:
- Open the conversation you want to print.
- Click the "Print all" button located above your message pane.




A bit about Conversation View:

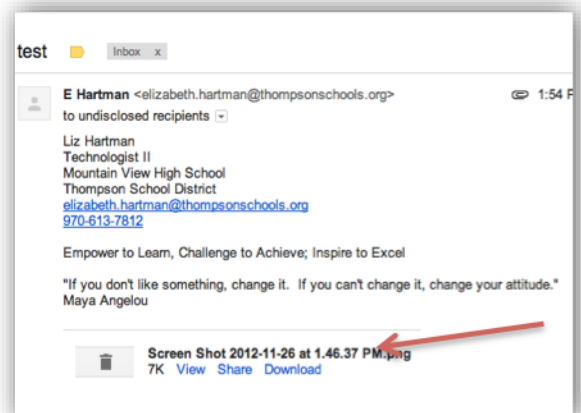
Gmail groups all replies with their original message, creating a single conversation or thread. In other email systems, responses appear as separate messages in your inbox, forcing you to wade through all your mail to follow the conversation. In Gmail, replies to emails (and replies to those replies) are displayed in one place, in order, making it easier to understand the context of a message or to follow the **conversation**.

When you open one message in a conversation, all of your related messages will be stacked neatly on top of each other. We call this **Conversation View**. In **Conversation View**, each new message is stacked on top of the ones that arrived before it, so that the newest message is always the one you see first.

To see all the messages in a conversation, just click the





"Expand all" button. 

A conversation will break off into a new thread if the subject line of the conversation is changed, or if the conversation reaches over 100 messages.




If you'd like, you can change this setting so that replies aren't threaded into conversations, but appear as individual messages in your inbox. To do so, go to the **General** tab of your Gmail Settings, and select the radio button next to 'Conversation view off'.

Email Overview:

- To open an email, just click on one of the emails in the list and it will open in the window on the right.
- To reply to an email, click on the left-pointing arrow  in the right-hand, top corner of the email. For other options such as **Forward**, **Delete**, etc. click on the down arrow   
- These are the options you will see:
- You will also see **Reply All** if the email has more than one recipient.

Creating an email:

To create a new email, click on **Compose**  in the top left of your Gmail window. A **New Message** window will open. The address field will auto populate as you begin typing in a name, as long as the name is a Thompson School District contact, is a contact in your **Contacts** or you have sent or received an email from that address before. Otherwise, type in the entire email address. If you are not finding the contact you are searching for using the first name, try typing the last name into the **To** field.

Archive



vs. **Delete** :



When you delete an email into the trash can it stays in the trash for 30 days and then is permanently deleted. When you archive an email into the folder with the down arrow, it is removed from your Inbox, but stays forever in **All Mail** which is one of your labels at the left side of your main Gmail window.

Attachments:

To add an attachment to an email, click on the paper clip icon at the bottom of your new message window. You can also insert a photo, a link, or an invitation. Emoticons (smiley faces) are coming soon.



Note: Gmail will not allow you to send ".exe" files or files larger than 25 MB as attachments.

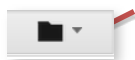
You can delete a message you are composing if you decide not to send it by clicking on the trashcan icon. If you want to save the email to send later, you will find it automatically saved in the **Drafts** label.

Attachments to emails in your **Inbox** will be visible at the bottom of the email. In this example the attachment is named "**Screen Shot 2012-11-26...png**". To view the attachment, click on **View**. To share the attachment, click on **Share**. To download and save the attachment, click on **Download**. A window will open asking you where you want to save the attachment. Select a location and click **Save**.

How to use filters and set up labels in Gmail:

To create a label (folder):

To simply create a label, click on **Create new label** at the bottom of the left-hand side of your **Mail** window. Follow the prompts to create the label. You will now be able to move an email to that label by clicking on the square box by the email, then clicking on the down arrow on the folder icon which opens up a box that allows you to select the label that you want to move the email to.



To create labels within a label (nesting) do the following:

Click on **Create new label**.

Check the box next to **Nest label under**.

- Click on the drop-down arrow and select the label you want to create the new label under.
- Click on **Create**.
- Gmail's filters allow you to manage the flow of incoming messages. Using filters, you can automatically label, archive, delete, star, or forward your mail, even keep it out of Spam.

To create a filter:

- Click the down arrow in your search box.
- A window that allows you to specify your search criteria will appear.
- Enter your search criteria. If you want to check that your search worked correctly, click the search button.
- Click **Create filter with this search** at the bottom of the search window. If you need to verify the search results, you can click the **x** to collapse the filter options. Clicking the down arrow again will bring the window back with the same search criteria you entered.
- Choose the action(s) you want the filter to take. To keep organized, many people like to have incoming messages automatically labeled and removed from their inbox until they can look at them later at a more convenient time. If you want to do this, make sure to select **Skip the Inbox** and **Apply the label**: when you create your filter. If the label doesn't exist, you can create one at this point.
- Click the **Create filter** button.




Please note: When you create a filter, only new messages will be affected unless you check the **Apply filter to current conversations** radio button.


To use a particular message to create a filter:

- Select the message in your message list.
- Click the **More** button, then click on **Filter messages like these**.
- Enter your filter criteria in the appropriate field(s).

Editing or deleting existing filters:

- Click the **gear icon**  in the upper right, then select **Settings**.
- Click the **Filters** tab.
- Find the filter you'd like to change and click **edit** or **delete** to remove the filter.
- If you're editing the filter, enter the updated criteria for the filter in the appropriate fields, and click **Edit filter actions**.
- Update any actions and click the **Update filter** button.

Adding a signature to your email:

- Click on the gear icon  in the upper right
- Select Settings.
- Click on the **General** tab.
- Scroll down to **Signature** and deselect **No Signature** by clicking on the radio button below **No Signature**.
- Type in your signature, scroll to the bottom of the page and select **Save Changes**.

How to set up a Vacation Responder (Auto Reply):



- Click on the gear icon in the upper right, then select **Settings**.
- Click on the **General** tab.
- Scroll down to **Vacation Responder** and click on the radio button by **Vacation Responder On**.
- Type in your message, scroll to the bottom of the page and select **Save Changes**.
- People will now receive an automatic reply to their emails displaying the message you created in the above steps.

FAQs:

Can I change my email username?

No, but you can add a nickname by performing the following steps:



- Click the **gear icon** in the upper right,
- Click on **Settings**.
- Click on the **Accounts** tab.
- In the **Send mail as:** section, locate the email address you'd like to edit.
- Click on **edit info** next to the address.
- In the **Name:** section, specify what you'd like your name to be and click **Save changes**.

People will now be able to enter your nickname when they are emailing you, but your email address will remain the same (i.e. firstname.lastname@thompsonschoools.org).

How do I un-send in Gmail?



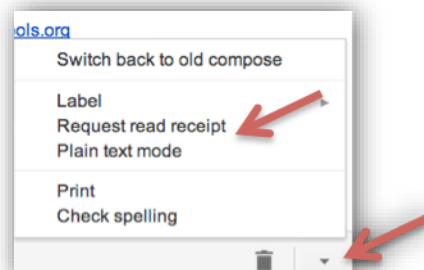
- Click on the **gear icon**.
- Click on **Settings**.
- Click on **Labs**.
- Scroll down and find a Gmail lab called 'Undo Send'
- Click on **Enable**.

This lab allows you to set a delay (up to 30 seconds) between when you hit send and when the email actually sends. During this delay, you can cancel sending the email by clicking on the small yellow box that pops up at the top of your email window when you click send.

How do I know someone has read my email (History)?

In Gmail you will need to request a read receipt. Here's how:

- Compose a message as usual.
- Click the down arrow next to the trashcan
- Click Request read receipt
- Send the mail message.

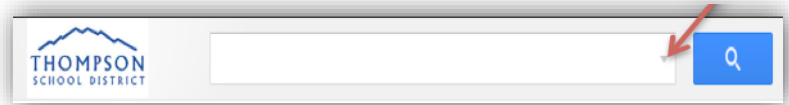


Gmail now requests a read receipt from every recipient in the **To:** and **Cc:** boxes. When the recipient opens the email you requested the return receipt on, you will receive an email in your inbox stating that the email was opened.

Note: Read receipts work across most email systems, so that you can get notifications from recipients using other email software that supports read receipts. However, the behavior of the receipts may differ depending on the recipient's email software and how they access the message; for example, IMAP-based email clients may return a receipt when the message is marked as read even if the recipient does not open the message. To protect users' email addresses, Gmail only deliver read receipts for messages sent to the user's address, not messages sent to group mailing lists or aliases.

Can I sort emails by date, sender, etc.?

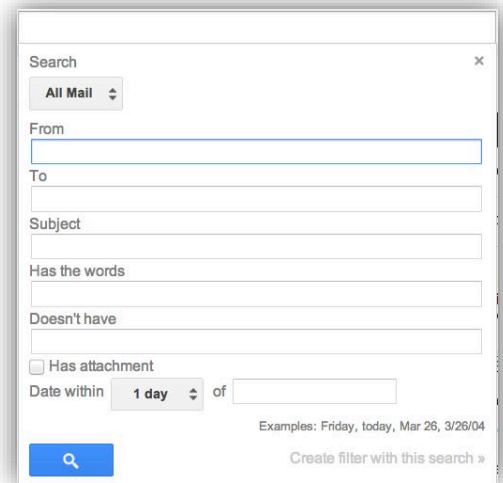
Unfortunately, you can't sort. Gmail believes in searching, not sorting. Use the search box at the top of the email window. See instructions below on how to search in Gmail.



How do I Search for emails?

Searching in Gmail is the best way to find messages. Try it and you'll find the same attributes that Google is known for: laser accuracy and blazing speed.

Start at the search bar at the top of the page and type whatever you remember from the message (e.g. text from the subject or message body, the recipient, etc.). You can also refine your query by using search operators or the advanced search option to hone in on messages with specific senders, recipients, subjects, labels, attachments, or date ranges.



Use this link to find a list of search operators:

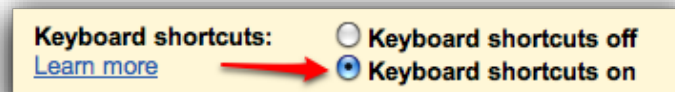
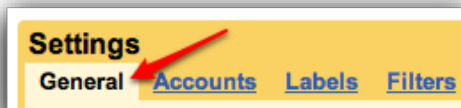
<http://support.google.com/mail/bin/answer.py?hl=en&answer=7190>

You can also click on the arrow in the search box, to bring up a window to enter search criteria, including searching for emails to or from certain people, emails with attachments or certain subjects. You can also search for emails with certain words in them and within certain date ranges.

Are there keyboard shortcuts in Gmail and how do I access them?

Yes. Keyboard shortcuts help you save time by allowing you to never have to take your hands off the keyboard to use the mouse. For example, instead of clicking "compose" to open a new message, you can press 'c'.

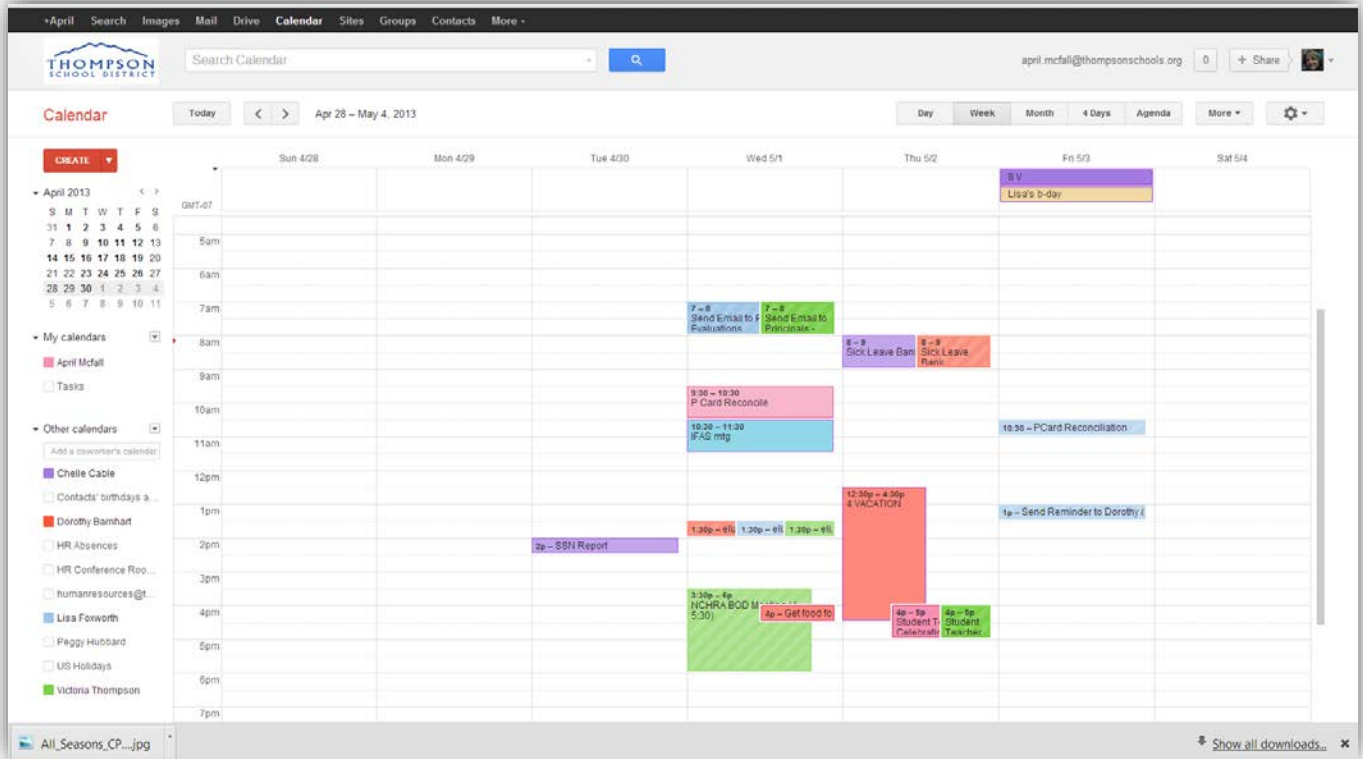
In order to use keyboard shortcuts, you need to turn them on. To turn these case-sensitive shortcuts on or off, click **Settings**, and then pick an option next to **Keyboard shortcuts**.



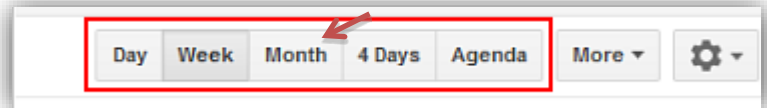
GOOGLE CALENDAR

Calendar

- Click on Calendar on the black bar. You'll see your calendar weekly view. See example below:

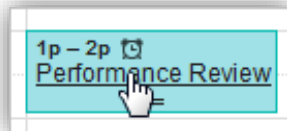


- To change your calendar view: click the tabs in the upper-right corner of the view.



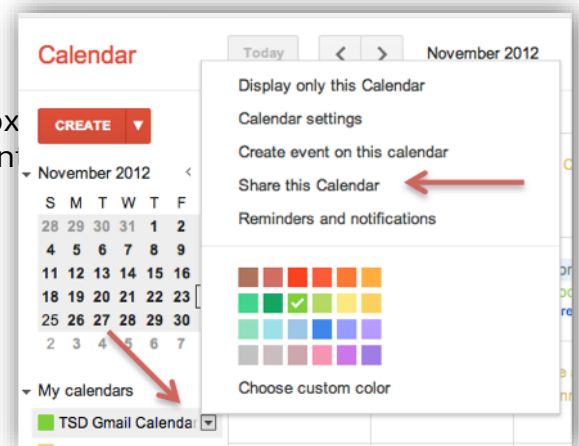
Schedule a meeting/event:

- Click Create an event or
- Click on a spot on your calendar to create a 1 hour event. Click and drag to create an event for more than one hour. Then type the event name in the box
- Click "Create Event" to immediately publish the event to your calendar or click "Edit Event" to add more details to the event.
- Enter details such as recurrence, guests, an agenda and a reminder.
- Click "Save".



Edit event details later:

- If you have already scheduled and published your meeting, you can edit its details by clicking the title of the meeting on your calendar.
- Once you have finished enter the changes, click "Save" at the top of the event details page.



Invite guests:

- Go to the event details page of your meeting.
- In the “Add: Guests” section on the right side of the page, enter the first few letters of a guest’s email address to look up the address in the TSD directory.
- Select the guest to add them to your “Guests” list.
- Continue adding your guests’ email addresses one by one.
- Optionally, select options in the “Guests can” section to allow or prevent guests from changing event details, inviting more people to your event, or viewing who else was invited.
- If desired, fill in the rest of the fields on the page.
- Click “Save”.
- Google calendar asks you whether you want to send invitations to the guest you selected. Your guests can respond to the meeting invitation and leave comments.
- If you want to check the availability of guests before creating the event, use the “Find a time tab” at the top. You can see how your proposed event time (in the blue box) works for each guest. If necessary, use the date and time options at the top to change the time of your meeting. Or, simply drag the blue box to a time available to all guests.

Add: **Guests** | Rooms, etc.

"Jasmine Carmine" <jcarmine@electric-a
 Make some attendees optional
Guests Email guests
Isabella Moretti ×
Maria Manager ×
Mary Appleby ×
Guests can modify event
 invite others
 see guest list

Event details **Find a time**

Go to event | Show guests: all - required - none [How to use this tool](#)

Today < > Wednesday, Jan 18, 2012 Day Week

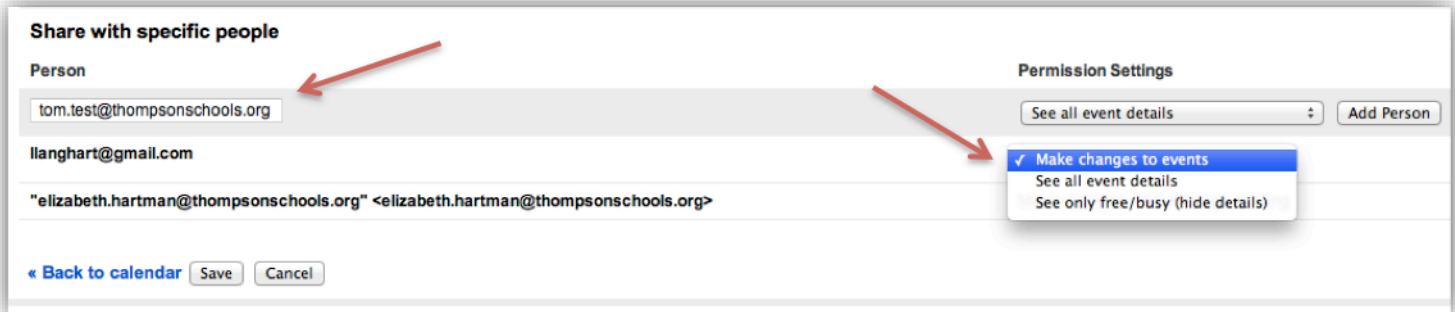
	Isabella Moretti	Maria Manager	Mary Appleby
7pm - 11am	Project Planning		11 - 12p Work on Pitch
8pm - 12pm	Team Lunch	11:30 - 12:30p Team Lunch	
9pm - 1pm			

Add: **Guests** | Rooms, etc.

"Jasmine Carmine" <jcarmine@electric-a
 Make some attendees optional
Guests Email guests
Isabella Moretti ×
Maria Manager ×
Mary Appleby ×
Guests can modify event
 invite others

Sharing your Gmail calendar:

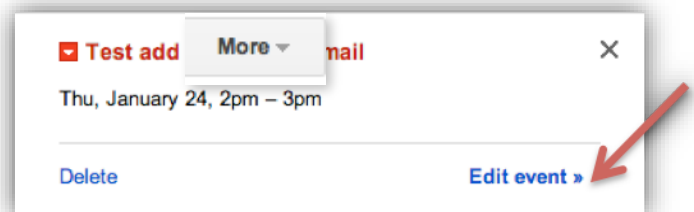
- Click the down-arrow button next to a calendar.
- Select Share this calendar.
- Enter the email address of the person you want to share your calendar with.
- From the drop-down menu on right, select a **Permission Setting**.
- Click **Add Person**. (**Note:** the people you select to share the calendar with will receive an email invitation to view your calendar).
- Click **Save** when all people are added.



You can currently share your calendar with up to 75 users per day. If you'd like to share your calendars with more users, please wait 24 hours before trying again. If you're having trouble sharing your calendar, remove the shared person from your calendar settings and share your calendar again to resolve the problem.

Adding an event to your calendar from an email:

- Open an email by clicking on it.
- Click on **More** at the top of your email window.
- Click on Create Event.
- Edit the event.
- Click **Save**. (**Note:** event must be saved to your personal calendar initially, then it can be moved).



Moving event to another calendar:

- Click event.
- Select Edit event.
- Now you can select a different calendar.

Repeating events:

- Events that happen once each week, every weekday, etc. can be set up using the repeat option when you enter your event into your Google calendar:

Untitled event

11/9/2012 4:00am to 5:00a

All day Repeat...

Event details Find a time

Repeat

Repeats: Weekly

Repeat every: 1 weeks

Repeat on: S M T W T F S

Starts on: 11/9/2012

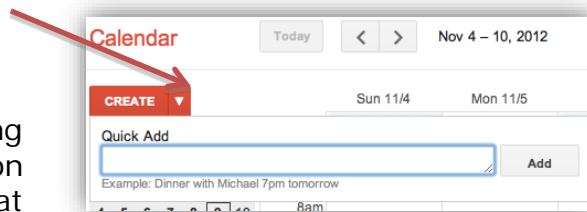
Ends: Never
 After [] occurrences
 On []

Summary: Weekly on Friday

Done Cancel

Twice-monthly events (i.e. the first and third Tuesdays of every month):

- Browse to your Google Calendar page.
- Click on the arrow next to **Create**.
- **Quick Add** text box will open.
- Type in the parameters of your repeating event. (For example: "Book Club Meeting on the first and third Wednesday of the month at 6pm").



Other Google Calendaring links:

- <http://support.google.com/calendar/bin/topic.py?hl=en&topic=1672453&parent=1665164&ctx=topic>
- Sharing options and information:
<http://support.google.com/calendar/bin/answer.py?hl=en&answer=36598>
- Google Calendar for Administrative Assistants:
<https://docs.google.com/document/d/1UQEEdjql8vfjopxZ4SD1kPBCIBviiOAWO-8ifg9kt7Wc/edit?pli=1>
- Video:
http://commondatastorage.googleapis.com/enterprisetraining/gapps/aa/calendardel/delegating_cal_020510.mov

FAQ:

Why are my past calendar events dimmed and is there an option to prevent it from occurring?

Google Calendar found a way to separate old events from upcoming events: old events are now grayed out. The interface also grays out future recurring events because it's likely that they're less important (this was an experimental feature in Google Calendar Labs).

- Click on the gear icon.
- Select **Settings**.
- Scroll down to **Event Dimming**.
- Check or uncheck the desired settings.



Employee Online – Information at your fingertips

Employee Online (EO) is accessible from both your home and work computer. *Access to EO is optimal when using Internet Explorer however it will work with other browsers.*

You may access a variety of information and records* such as: paycheck stubs, employee benefits, leave balance, W2s, change your address, employment agreements, job history and much more. You can also access commonly used forms such as a name change form, direct deposit form, W4 form, and extra hours timesheet.

How do I access EO? Visit the district website at <http://thompsonschoools.org>

1. Click on Employee Online under the Quick Links Tab.

The screenshot shows the Thompson School District website. The navigation menu includes: Home, Departments, Employee Online, About Us, Academics, Board of Education, Community, Departments, Parents. The 'Employee Online' link is highlighted in blue. Below the navigation menu is a 'Quick Links' dropdown menu with the following items: Alerts - Closures - Security, School Directory, Employee Online (highlighted with a red arrow), Student Fees Online Payment, Employment, Volunteer - Get Involved!, and WebConnect. To the right of the dropdown menu is an 'Upcoming Events' section with a 'View Calendar >>' link.

How do I access Employee Online

You will be asked to provide a user name and password. Your user name will be your Employee ID number (EID) and your initial password will be your social security number. Your (EID) can be found:

- on your EID card
- on your employment contract/notice of assignment
- on your monthly paycheck or EFT statement (directly under your name)
- the school/department secretary

After your initial log in you will be prompted to create a new password for future access. If you have questions about these instructions call Human Resources at: 613-5773.

[Employee Online \(Click Here\)](#)
[Email Us](#)

2. Click on link at the bottom of the page.
3. Type in your user name (this is your 6-digit Employee ID number) and password. Your **initial** password is your social security number. You will then be prompted to create a new one. Make sure to write your password down. We are unable to retrieve it for you.

If you have logged into Employee Online before then you would have created a personal password.

You must enter the full 6 digit

What if I forgot my Employee ID (EID)? Your EID number is printed on your paycheck/eft statements and your contract/notice of assignment.

What if I forgot my password? Click on the link that says “Forgot Password?” and enter your email address that is on file.

4. Click on the links in the left menu to access EO Home, Personal Information, Pay Information, Leave Balance, Forms, Job Information and Benefits. To change your address at any time, click on Employee Info and then edit. Don't forget to click save before logging out.

If you have problems accessing EO please contact the Human Resources Department at 613-5773.

COMPENSATION / PAY ARRANGEMENTS – SECTION 3

It is the Thompson School District's policy to strictly comply with the Fair Labor Standards Act (FLSA). Noncompliance with the FLSA is a violation of federal law. Lack of knowledge of FLSA violations does not excuse noncompliance. Supervisors should encourage staff to notify them, their Department of Human Resources representative, or director if they become aware of a problem.

Payroll

Your paycheck will automatically be deposited into your account through direct deposit. The money will be deposited on the 27th of each month or the last banking day prior to the 27th. You will access Employee Online for your specific payroll information (check stubs, leave information, etc.)

Required salary deductions:

- Federal income tax.
- State of Colorado income tax.
- Public Employees Retirement Association (PERA).
- Medicare deduction (1.45%) for persons employed after April 1, 1986.

Deductions authorized upon written request by employee:

- District approved tax-shelter annuity contracts.
- District approved Section 125 plans.
- United Way Program/Thompson Education Foundation
- Thompson Education Association dues.
- District insurance premiums for medical, life, dental, and vision insurance.
- PERA Survivors Insurance.
- Big Thompson Credit Union

Changes in deductions or contributions:

Changes in deductions or contributions must be submitted and received in the payroll department on the Friday before the 15th of any given month, to be effective that month.

Other deductions:

The district may deduct from an employee's check the cost of lost or destroyed equipment/tools or other district property for which the employee is responsible.

Salary Ranges

The Department of Human Resources uses area market survey(s) to help determine pay ranges.

New hires are placed in their respective pay ranges depending on their relevant qualifications and experience.

Employees beyond the top of the pay range will not receive salary increases. The employee, however, may receive a bonus. This bonus is a once per year payment that does not affect base wages.

The APT salary schedule can be found on the District Staff Intranet, www.thompsonschoools.org

PERA

District employees are not covered under Social Security. District employees shall participate in the Public Employees' Retirement Association (PERA) in which both the employee and the district make monthly contributions. (BOE Policy GBBB)

Tax Deferred Savings Plans

The district shall provide payroll-withholding services for employees who wish to participate in tax deferred savings plans (BOE Policy DKB) including:

- Employee selected 403(b), 401(k), and 457 programs that are district approved.
- Flexible fringe benefits (Section 125 Flexible Spending Account)

Mileage Reimbursement

The district reimburses employees at a rate per mile recommended by the IRS for business travel. (BOE Policy DKC)

Compensation "Comp" Time

APT employees are considered exempt from certain minimum wage and overtime provisions of the FLSA. There is no "comp" time or overtime pay for exempt employees.

- Exempt vs. non-exempt employees, non-exempt (classified) employees are entitled to overtime pay, while exempt employees (licensed and APT) are not. Exempt employee's must meet certain salary basis criteria and be employed in a bona fide executive, administrative or professional capacity as defined by the FLSA.

Flex Time

APT employees may flex five working days during the contract year. Flex days are considered worked days and cannot be exchanged for vacation time or annual leave time. APT staff are encouraged to communicate with their direct supervisor to coordinate the use of a flex day.

Overpayments and Underpayments

On occasion, the school district may overpay or underpay compensation that is not reflected in the Contract. If the employee or the district becomes aware of an apparent overpayment or underpayment, either party shall bring this to the attention of the school district or the employee.

In the event of underpayment or overpayment, the school district shall adjust payment in the amount that is owed in the next scheduled pay period.

Claims made by either party for overpayment or underpayment shall not be recognized for prior school or contract years.

Fiscal Emergency

If the Board of Education declared a fiscal emergency during a budget year as allowed by state law, it may reduce salaries for all employees on a proportional basis or alter the work year of employees. Any such reduction in salaries may be made despite any adopted salary schedule or policy.

EMPLOYEE BENEFITS – SECTION 4

Insurance

Health, Dental, Long-Term Disability and Life Insurance

The district shall offer group health, dental, long-term disability and life insurance coverage for all eligible full-time employees and dependents and for part time employees (working 50% or more) who wish to participate. Employees working less than 4 hours per day are not eligible. The district will pay individual premiums for each full time employee for health, life, dental and disability insurance not to exceed amounts set by the Board of Education annually and a pro-rata share of those premiums for such employees working 50% or more.

Remaining premiums for dependents shall be paid by salary deduction.

Newly hired and rehired employees must enroll for dependent coverage within 30 calendar days of their hiring date. Coverage shall become effective on the first of the month following thirty (30) days of employment.

Failure of an employee to complete the carrier-approved application for participation in the medical and/or dental insurance programs shall constitute a waiver of the right of the employee to these benefits.

Vision

Vision insurance for the employee and eligible dependents is available at the employee's expense.

Flexible Spending

Eligible employees may reduce their taxable income by deducting IRS allowable health insurance costs and other eligible costs from gross earnings before taxes. Total salary reduction limits are those defined by current IRS regulations.

New employees shall be eligible starting with the first payroll date after their employment. The program requires an annual, written enrollment or waiver. The plan year for pre-tax programs (insurance premiums and flexible spending accounts) is July 1 through June 30.

Workers' Compensation

All district employees are covered under the Workers' Compensation Insurance plan and shall be entitled to all the prescribed benefits. (BOE Policy GBGD)

LEAVES AND ABSENCES – SECTION 5

Annual Leave

Full-time employees shall be entitled to one day of paid annual leave for each month worked. Part-time employees shall be entitled to annual leave on a pro-rated basis. Annual leave shall be available for employee to use at the beginning of the employee's work year.

Annual leave may be taken for personal illness, personal business or for the necessary care of a member of the employee's immediate family.

After five consecutive work days of absence, the Board may inquire into the nature and anticipated duration of the leave. Evidence of illness may be required for approval of annual leave pay. Additionally, the Board, at its own expense, may require a physical examination by a physician chosen by the Board.

Annual leave may be accumulated in accordance with district procedures. Upon termination of employment, any annual leave that has been used but not earned shall be deducted from the employee's final paycheck. (BOE Policy GBGG)

Accrued Leave

Accrued leave shall be defined as the amount of annual leave that is unused from prior years.

APT staff may carry forward up to 45 days of annual leave not used in previous years, which may only be used for illness and/or an FMLA qualifying event. Upon retirement, all accrued leave hours will be reimbursed at 50% of the current licensed substitute rate. (BOE Regulation GBGG-R)

The following guidelines may be used prior to the use of accrued leave being used.

- **Circumstances surrounding the request.**
- **Does the employee have vacation time?**

Available Leave

Available leave shall be defined as the total of both annual and accrued leave.

Upon retirement, separation (excluding termination of employment) or participation in an approved severance plan, APT employees who have completed three consecutive years of employment will be reimbursed at 50% of the licensed substitute rate for all available leave hours. A year of employment is defined as completion of 133 days for school year employees and 169 days for 12-month employees. (BOE Regulation GBGG-R)

Service Units

APT employees who have 45 days of accrued leave and who have available leave in excess of 45 days at the end of the employment year will be reimbursed for those days by means of service units as follows:

- 5-10 years of employment = \$25 per service unit
- 11-15 years of employment = \$50 per service unit
- 16-20 years of employment = \$75 per service unit
- 21+ years of employment = \$100 per service unit

Grandfathered Leave

Grandfathered leave shall be defined as additional unused leave days beyond the 45 accrued days that have been acquired prior to the end of 1992-1993.

When available leave days have been exhausted, employees may use grandfathered leave for extended long-term illnesses or accident-related injuries of a personal nature or for illness or accidents of a member of the employee's immediate family. APT staff who have acquired unused annual leave prior to July 1, 1996 may use up to 135 additional days beyond the 45 accrued days. Upon termination of employment or retirement, all grandfathered leave days will be reimbursed at 50% of the current licensed substitute rate.

A physician's statement shall be required when available leave days have been exhausted and an employee intends to use grandfathered leave days. (BOE Regulation GBGG-R)

Vacations and Holidays

All 260-day professional employees shall be entitled to annual vacation leave. Administrators, who are on a 260-day contract, receive 20 days of vacation per fiscal year, earned at 1.667 days per month, based on FTE.

- Vacation days shall not accumulate from year to year. Earned vacation time shall begin July 1 of each year and end the following June 30.
- Vacation time earned during an accrual cycle may be carried over and used during the period between July 1 and June 30 with a maximum of 320 hours at any given time.
- Employees should obtain the permission of their supervisor prior to taking vacation.
- All employees who resign or whose employment is terminated shall receive the paid vacation to which they are entitled as soon as possible.
- New employees whose term of service is less than one full year shall be entitled to paid vacation in the ratio that their length of service bears to a full year.

The district shall observe twelve holidays. Six of the holidays shall be: Labor Day, Thanksgiving, Christmas, New Year's Day, Memorial Day and Fourth of July. Any other holidays will be approved by the Board when it adopts the calendar for the following year. (BOE Policies GCDB/GDD)

Sick Leave Bank

A Sick Leave Bank has been established to provide a source of sick leave for a district employee who has a serious illness or accident and uses up all accumulated leave or for a new employee who likewise has a serious illness or accident and does not have accumulated leave to use. The sick leave bank will operate under the following regulations:

1. An employee shall be automatically enrolled in the sick leave bank unless the employee completes and returns the approved opt-out form by October 1 of each year.
2. Initial enrollment in the sick leave bank requires a contribution equal to one day of the employee's annual leave, up to eight hours.
3. Opt-out decisions will remain in effect for the duration of the staff member's employment unless the employee elects, in writing, to become a member of the sick leave bank during the open enrollment period (annually July-September).
4. Employees who are members of the sick leave bank shall be restricted to using the bank for their own serious illness or accident. Sick Leave Bank coverage does not include common ailments such as pink eye, flu, cold, strep throat, sinus infections, etc. when hospitalization is not necessary.
5. New APT staff hired after October 1 will be given 10 contract days from the date of contract approval to opt out of the sick leave bank. (BOE Regulation GBGH-R)
6. After initial enrollment in the sick leave bank, employees may remain members of the sick leave bank by contributing up to eight hours of annual leave per year as determined by the sick leave bank committee unless they submit the opt-out form to withdraw from the bank during the open enrollment period.
7. Any hours remaining in the sick leave bank at the end of any school year will accrue to the following year. By June 1, the sick leave bank committee will determine if an additional assessment is needed to replenish the bank for the following year.
8. Application for benefits from the bank will be made in writing on a form provided by the sick leave bank committee. The application must be accompanied by a physician's statement specifying the nature of the serious illness, the days and extensiveness of treatment, and the anticipated date of release for return to work. (BOE Regulation GBGH-R)

Donate-A-Day

The Donate-a-Day program is for employees to provide care for an ill member of their immediate family. The term “immediate family” includes the employee’s spouse or domestic partner, children, step children, daughters-in-law, sons-in-law, parents, step-parents, parents-in-law, grandparents, grandparents-in-law, grandchildren, brothers, sisters, brothers-in-law, sisters-in-law, and others with whom the employee has an unusually close relationship.

The Donate-a-Day program shall be accessed only after an employee has exhausted all other leave available for this purpose. (BOE Policy GBGH)

Family and Medical Leave

To be eligible for a family and medical leave of absence (FMLA leave) under this policy, an employee shall have been employed for at least 12 months and shall have worked at least 1,250 hours during the 12-month period preceding the commencement of the leave. (BOE Policy GBGF)

Permitted Reasons for FMLA Leave

An eligible employee shall be entitled to a combined total of 12 weeks’ leave per year for the following reasons:

1. The birth and care of the employee’s newborn child;
2. The placement of a child with the employee for adoption or foster care;
3. To care for an employee’s spouse, parent or child with a serious health condition;
4. When the employee is unable to perform the essential functions of his or her position because of the employee’s own serious health condition; or
5. Any qualifying exigency arising out of the fact that the employee’s spouse, son daughter or parent is on covered active duty in the Armed Forces or has been notified of an impending call or order to covered active duty in the Armed Forces.

Spouses who are both employed by the district shall be entitled to a total of 12 weeks of leave (rather than 12 weeks each) per year for reasons (1), (2), (3) and/or (5) specified in the immediately preceding paragraph.

Leave may be taken on an intermittent or reduced leave schedule. The district may require the employee to transfer temporarily to an alternative position which better accommodates recurring periods of absence or a part-time schedule provided that the position has equivalent pay and benefits.

The district shall maintain coverage under any group health insurance plan for any employee who is granted an approved leave of absence under this policy for the duration of the leave.

Reinstatement shall be determined in accordance with applicable law and Board policies. If the APT staff on leave is among the highest paid 10 percent of district employees and keeping the job open for the employee would result in substantial economic injury to the district, the employee may be denied reinstatement provided the district notifies the employee of its intent to deny reinstatement at the time economic hardship occurs and the employee elects not to return to work after receiving the notice.

Bereavement Leave

Full-time employees shall be allowed up to five days leave with full pay for a death in the employee’s immediate family. For purposes of this policy, the term “immediate family” includes the employee’s spouse or domestic partner children, step children, daughters-in-law, sons-in-law, parents, step-parents, parents-in-law, grandparents, grandparents-in-law, grandchildren, brothers, sisters, brothers-in-law, sisters-in-law, and others with whom the employee has an unusually close relationship. (BOE Policy GBGJ)

An employee may request up to five additional bereavement leave days subject to approval by the employee’s supervisor/building principal. If approved, the additional days used shall be charged to the employee's annual leave.

Part-time employees shall be entitled to bereavement in the ratio that their service bears to full-time service.

Personal Leave of Absence

Licensed Administrative Staff

Upon approval of the Board of Education, licensed administrative staff members may be granted unpaid leave of absence not to exceed one year for purposes or activities approved by the Board. (BOE Policy GCCBF)

Non-Licensed Administrative/Professional/Technical Staff

Upon approval of the Board of Education, non-licensed administrative / professional / technical staff members who have served a minimum of four consecutive years (including the current contract year) may be granted unpaid leave of absence not to exceed one year for purposes or activities approved by the Board. A leave of absence for non-licensed administrative/ professional/technical staff members with less than four consecutive years may be granted for a period not to extend beyond the termination of the current school year in which the leave commences. (BOE Policy GDCB)

Requests for personal leave of absence shall be made in writing to the director of human resources at least 30 days prior to the anticipated leave date. Exceptions to this deadline may be approved by the Board of Education. (BOE Policies GCCBF & GDCB)

An employee returning from personal leave shall be returned to his/her original position with all accrued but unused benefits reinstated. (BOE Policies GCCBF & GDCB)

Political Leave

Professional staff members who are elected public officials may be granted unpaid leave as necessary to fulfill the duties of that office in accordance with this policy. (BOE Policy GBGN)

Legal Leave

All employees of the school district shall be excused for jury duty or when ordered to appear in a proceeding pursuant to subpoena or other court order with no jeopardy to their employment, compensation annual or other leave.

While state law provides that the district is only responsible for paying employees their regular wages up to \$50 per day for the first three days of jury service, the district believes it should support employees to the full extent of their regular wages while on jury service.

Pursuant to state law, after the first three days of jury service, the state pays each juror \$50 per day. Because employees will be receiving their regular wages from the district, which in most instances is more than \$50 per day, the district shall deduct \$50 per day from the employee's pay as an offset. If an employee's regular wages are less than \$50 per day, the district will supplement the employee's regular wages to bring the daily wage up to \$50.

The district shall not reimburse employees for expenses or mileage related to jury service. (BOE Policy GBGK)

Military Leave

Annual Military Leave

An employee who as a member of a reserve or National Guard unit or any other branch of the military organized under state or federal law shall be granted military leave with a right of reinstatement in accordance with state and federal law.

The employee shall receive full salary and benefits during such leave up to a maximum of 15 days in a fiscal year. The leave year shall be as established by the district. All remaining leave to fulfill the annual military obligation shall be unpaid leave.

Emergency Military Leave

Military leave of absence without pay shall be granted to any employee who enlists for military duty with any branch of the United States armed forces or who is called into active military service in time of war or other emergency declared by the proper authority of the state or United States. The employee shall be considered on a leave of absence during military service.

Notice of Military Service

An employee taking leave under this policy shall provide written or oral notice, as far in advance as possible, of pending military service. Employees on military leave resulting in absence of more than 30 days shall forward a copy of their military orders to the superintendent or designee.

Reinstatement after Service

Upon completion of military service and in accordance with state and federal law, the employee shall be reinstated in the same or a similar position of like seniority, status and pay if such is available at the same salary and benefits which he or she would have received had leave not been taken, and if the employee meets the applicable statutory requirements including notification to the district of the employee's intent to return to work within the time period set out in law. (BOE Policy GBGI)

Other Leave

Staff Victim Leave

Any employee who has been the victim of any of the crimes/actions listed below may request and shall be granted up to three working days of leave without pay during any 12-month period for any of the following purposes:

- To seek a civil restraining order in order to prevent domestic abuse as it is defined in state law
- To obtain medical care and/or mental health counseling or both to address related physical or psychological injuries experienced personally or by the employee's children
- To make his or her home secure from the perpetrator or to seek new housing to escape from the perpetrator
- To seek legal assistance to address related issues and to attend and prepare for court-related proceedings

All information related to such leave shall be kept confidential, and copies of any related documents retained by the district shall be marked confidential and stored in a secure location separate from routine personnel documents.

This leave applies to the following crimes/actions as defined in state law:

- Domestic abuse
- Stalking
- Sexual assault
- Any other crime where a court has found that the underlying factual basis includes an act of domestic violence (BOE Policy GBGL)

Parental Involvement Leave

Eligible employees shall be entitled to take leave up to six hours per month, not to exceed 18 hours per academic year, to attend parent-teacher conferences or other academic activities for or with the employee's child. Such leave shall be unpaid. An eligible employee who works less than a full-time schedule shall be eligible for a portion of the leave based on the percentage of a full-time schedule the employee works. An eligible employee may elect to substitute accrued paid leave for unpaid leave provided pursuant to this policy.

An “eligible employee” is defined as an employee who is the parent/legal guardian of a child enrolled in kindergarten through twelfth grade at a public or private school or in a nonpublic home-based educational program in Colorado, and shall further be referred to as “employee.”

An “academic activity” includes the following meetings or conferences involving the employee’s child or any child for whom the employee has primary legal responsibility: (1) a parent-teacher conference; or (2) a meeting related to special education services, response to intervention, dropout prevention, attendance, truancy or disciplinary issues. (BOE Policy GBGM)

EVALUATIONS – SECTION 6

Evaluation of Licensed Administrative Staff

The purpose of administrator evaluations shall be to assist administrators in developing and strengthening their professional abilities, improve the instructional program, enhance the implementation of curricular programs and measure professional growth and development and level of performance of administrators. The evaluation system also shall serve as the measurement of satisfactory performance and documentation for an unsatisfactory performance dismissal proceeding under state law, if applicable.

The evaluation process shall provide for:

1. Cooperative planning of job performance objectives by administrator and evaluator.
2. Evaluation in relation to job description and objective accomplishments.
3. Means for self-evaluation.

All licensed administrators or principals that administer, direct or supervise the instructional program shall be evaluated consistent with state law. Please refer to BOARD Policy GCOC and GCOC-R for additional information on the evaluation process for licensed administrative staff.

Evaluation of Non-Licensed Administrative/Professional/Technical Staff

The purpose of administrative/professional/technical evaluations shall be to assist administrative/professional/technical staff in developing and strengthening their professional abilities, improving leadership effectiveness and measuring professional growth, development and performance.

The evaluation process shall provide for:

1. Collaborative planning of job performance objectives by the administrative/professional/technical employee and evaluator.
2. Evaluation in relation to job description and objective accomplishments.
3. Means for self-reflection

Please refer to Board Policy GDO-2 and GDO-2R for additional information on the evaluation process for non-licensed administrative/professional/technical staff.

In order to be eligible for salary advancement, APT staff must have been under contract a minimum of 90 days and received an effective or highly effective final evaluation rating. Any APT staff on an improvement plan, at the time of their final evaluation rating, as a result of the evaluation process will be excluded from the salary advancement available to other APT staff and will be frozen at his/her current salary level for the entire following contract year.

WORKING CONDITIONS – SECTION 7

Dress Code

All staff shall dress in a manner that is clean, not hazardous to their safety or the safety of others, and does not detract from a positive educational environment.

Specific expectations for staff dress at each site should be determined through shared decision making processes. The supervisor shall be responsible for determining appropriateness in specific cases. (BOE Policy GBEB)

Code of Conduct

All staff members are responsible for making themselves familiar with and abiding by federal and state laws as these affect their work, and the policies and regulations of the district.

As representatives of the district and role models for students, all staff shall demonstrate and uphold high professional, ethical and moral standards. Staff members shall conduct themselves in a manner that is consistent with the educational mission of the district and shall maintain professional boundaries with students at all times. Interactions between staff members must be based on mutual respect and any disputes will be resolved in a professional manner.

Please refer to Board Policy GBEB and CH for additional information on the Rules of Conduct.

Public Conduct on School District Property

Board of Education policy KFA applies to anyone on school property or using school property for any purpose. Employees are expected to report any prohibited conduct to their supervisor or the Department of Human Resources.

Anti-Violence

Prohibited behavior includes any conduct intended to obstruct, disrupt or interfere with teaching, research, service, administrative or disciplinary functions, or any activity sponsored or approved by the Board of Education. Unlawful or unauthorized possession of a deadly weapon, as defined in state law, on school property or in school buildings, is prohibited.

Threats or Damage

Physical abuse or threats of harm to any person is prohibited. Threats or damage to any school or private property while on school district controlled premises also is prohibited. This includes forceful or unauthorized entry or occupation of school property.

Alcohol and Drugs

Unlawful use, possession, distribution or sale of drugs and other controlled substances, alcohol, and other illegal contraband is prohibited on school district property, at school sponsored functions, on any school bus transporting students or any school district vehicle transporting staff or students, or within 1,000 feet of the perimeter of any school district property. Persons known to be under the influence of alcohol shall not be permitted to enter the school building or grounds.

Because the possession and use of marijuana, whether for medical use or otherwise, still constitutes a federal offense, and because the use of marijuana is not compatible with the performance of any job with the school district, the school district will not accommodate the use of medical marijuana on the job, or the use of marijuana for medical purposes while the employee is off duty, or off the job, if the employee is under its influence while performing duties or while at the workplace.

Confidentiality

School district employees shall not disclose or use confidential school district information for personal financial benefit.

In the course of their duties, district staff members may have access to information that is personal or confidential. Such information may be acquired in many ways, including viewing printed or electronic materials, participating in or overhearing oral communications, or transmitting information to others.

Any personal or confidential information pertaining to students or their families shall be shared only with other school personnel who have a legitimate educational interest in that student *unless there is express written parental permission to the contrary*.

Although the district has explicit restrictions relating to some specific kinds of information (such as student or personnel records, interviews, release of photographs, computer passwords, disciplinary investigations or hearings, etc.) staff members have an obligation to respect all personal information, however acquired, even when no such explicit guidelines apply. (BOE Policy GBEB and JRA/JRC)

School district employees are bound by the laws and regulations of the Family Education Rights and Privacy Act (FERPA) and the Health Insurance Portability and Accountability Act (HIPAA).

Drug-Free Work Place

Thompson School District has a vital interest in the safety and well-being of district employees. It is well recognized that individuals who use illicit drugs or abuse alcohol perform their jobs in a substandard manner, are more likely to have workplace accidents and incur greater amounts of lost time. In addition, such use may cause chronic, progressive and, in many cases, fatal health problems.

Therefore, the district promotes a safe and secure work environment, free of illicit drug use and alcohol abuse, and shall comply with applicable federal law enforcing such an environment.

Please refer to Board Policy GBEC for additional information.

Gifts, Financial Interests, Staff Ethics and Conflict of Interest

Gifts

School district employees are prohibited from accepting gifts of material value. Exceptions to this policy are the acceptance of minor items which are generally distributed by the company or organization through its public relations programs. (BOE Policy GBEC)

Financial Interests

District employees shall not engage in or have a financial interest, directly or indirectly, in any activity that conflicts or raises a reasonable question of conflict with his or her duties and responsibilities in the district.

No district employee may request or receive a pecuniary benefit from outside district sources for the performance of any official district duty. If any district employee engages in consulting work outside of the district that results in a financial gain, the employee must use available leave. (BOE Policy GBEA)

Staff Ethics

District staff must maintain high standards of honesty, integrity, impartiality and conduct in order to earn and keep our citizens' confidence in the school district. (BOE Policy GBEA)

Conflict of Interest (Nepotism)

No district employee may participate in the selection or employment of a member of his or her immediate family or directly supervise or evaluate immediate family members. The district shall attempt to assign personnel so that even an indirect supervisory relationship between immediate family members does not exist in the same office, department, or in the same school building where there is the potential of daily or regular professional contact. (BOE Policy GBEA)

Professional Development

District employees may have the opportunity for in-service courses and other appropriate professional growth activities.

Professional Growth Funds

Building level administrators are encouraged to continue their professional growth and to be active in professional organizations. Each year each principal and assistant principal is provided a professional growth account in the amount of seventeen hundred dollars (\$1700). While these funds are used at the discretion of the building administrator, because they are district funds, all expenses require final approval. Questions regarding the use of these funds can be answered by the level administrator.

Guidelines and forms for the use of Professional Growth Funds are available on the district's intranet.

Care and Use of District Property

Employees who are issued district property are expected to operate and use the equipment in a safe manner, in accordance with acceptable use of the specific equipment, in a manner that prevents premature deterioration or damage and in accordance with manufacturers' guidelines and applicable local, state, and/or federal law(s).

Use of district property is limited to conducting district business: there is to be no personal or unauthorized use of district property nor shall unauthorized persons be allowed to ride in or operate district equipment or vehicles.

District Separation

Resignation Licensed Administrative Staff

A licensed administrator may cancel a contract prior to the beginning of an academic year by giving written notice no later than 30 days prior to the start of the academic year, during an academic year by giving at least 30 days' written notice, or at any time by mutual agreement. (BOE Policy GCQC)

Employees who resign their positions must go through the "check out" procedures (return of property, keys, ID badge, etc.) and complete the resignation form at separation with the individual department supervisor and/or the Department of Human Resources.

Resignation Non-Licensed Administrative Staff

A non-licensed administrative/professional/technical employee is encouraged to give two weeks written notice to the district prior to resigning employment. (BOE Policy GDQB)

Employees who resign their positions must go through the "check out" procedures (return of property, keys, ID badge, etc.) and complete the resignation form at separation with the individual department supervisor and/or the Department of Human Resources.

Separations and Dismissals

The Chief Human Resource Officer may with concurrence of the immediate supervisor and the Superintendent of Schools or designee, terminate the employment of an APT employee. Wages earned, but unpaid, as of the date the employment terminates will be payable at the time of termination. Any annual leave or vacation that has been used but not earned shall be deducted from the employee's final paycheck.

Severance

Annually the Board of Education determines whether or not to offer the severance incentive for eligible employees. When offered, the opportunity to participate in the severance program is only available to employee's who are on salary schedule A.

Discipline

Occasionally, performance or other behavior falls short of our standards and/or expectations. When this occurs, management takes action which, in its opinion, seems appropriate. When management finds an employee's performance is unsatisfactory or an employee's conduct is unacceptable, disciplinary action may be taken. The discipline may range from informal discussion with the employee to termination of employment, depending on the school district opinion of the seriousness of the situation. Any action taken by management in an individual case will follow established school district procedure and should not be assumed to establish a precedent in other circumstances.

Other Responsibilities

Other required responsibilities include:

- Faithfulness and promptness in attendance at work. Employees who are going to be absent or late must contact their supervisor/manager or delegate as soon as possible prior to the start of their shift. Leaving messages with other employees is not acceptable. Absences should be reported using the Substitute Finder Tracking system prior to the employee's regularly scheduled start-time. Failure to call in when absent for three consecutive days will be considered job abandonment.
- Support and enforcement of policies of the Board of Education and regulation of the school administration in regard to students.
- Diligence in submitting required reports promptly at the times required.
- Care and protection of students, their personally identifiable information and school property.
- Concern and attention toward their own and the school system's legal responsibility for the safety and welfare of students including the need to ensure that students are appropriately supervised.
- Maintaining a safe learning and working environment and taking prompt action to correct or address an unsafe situation.

Research and Publishing

The Board recognizes the value of educational research conducted by staff members. However, all research studies carried out within the school system using district or school data of any kind or staff or students, as subjects must be approved in advance by the superintendent or designee. Only those studies which have value to the school district shall be approved. (BOE Policy GCS)

Ownership of Professional Materials

Lesson plans and other instructional materials developed by staff members for use in the district shall be considered as co-authored by the district and the staff members involved. The district and staff members shall be credited as co-authors, and the district shall not be charged for use of the materials.

Any published work shall follow copyright laws. (BOE Policy GCW)

Communication Systems

The communication systems are property of Thompson School District and intended for business use. Therefore, the school district maintains the ability to access any computer files, use of software, internet usage, e-mail, and voice mail. Although employees may select individual passwords, employees should not assume that such files are confidential. However, other than management employees acting on behalf of Thompson School District, employees should not attempt to gain access to another employee's computer, internet files, e-mail, or voice mail without the latter's permission.

Use of the School District Network

The school district's network relies upon users adhering to established standards of proper conduct. In order to be granted access to the school district's network, a user must adhere to the district's policies and regulations governing the use of the network. This requires efficient, ethical, and legal procedures, or guidelines, access to the district's network may be denied and other legal or disciplinary actions may be taken. The school district will cooperate fully with local, state, or federal officials in any investigation concerning or relating to misuse of the district's network. The school district's network is the property of the district and its use is a privilege, not a right. (BOE Policy EHAA)

Telephones/Cell Phones

In the interest of good business practice, telephone calls, including those made with cell phones, must not interfere with employees' performance of their jobs. Personal use of Thompson School District (landline) telephones for long-distance is not permitted.

- School district employees shall under no circumstances use a mobile or cellular phone to talk or to read or send text or e-mail messages while driving (a personal or district vehicle) during the work day. The work day is the period of time for which the district is paying you, for example, if you are required to drive to and from district meetings, to multiple locations to perform work, etc.

STAFF CONCERNS, COMPLAINTS, GRIEVANCES – SECTION 8

The purpose of this procedure is to secure, at the lowest possible administrative level and that each employee be assured an opportunity for orderly presentation and review of complaints without fear of reprisal.

A "grievance" is defined as an alleged material violation of Board of Education policies or administrative regulations that apply to all employees.

The process designated for the resolution of "grievances" in agreements between the Board and recognized employee organizations shall apply only to grievances as defined in the particular agreement.

Nothing in this policy shall be construed to imply in any manner the establishment of personal rights not explicitly established by statute or Board policy. Neither shall anything in this policy be construed to establish any condition prerequisite relative to nonrenewal of contracts, transfer, assignment, dismissal or any other employment decision relating to school personnel. (BOE Policy GBK)

Human Resources “Who to Call”

<u>HR Service Areas</u>	<u>Contact</u>	<u>HR Service Areas</u>	<u>Contact</u>
Accidents	5003 Denise	Info/Data Requests	5008 Karen
Address Changes	5004 Anne	Job Posting – Class	5773 April
Applications/Applitrack	5771 Amanda	Job Posting – APT	5008 Karen
Benefits	5006 Dorothy	Job Posting - Licensed	5002 Peggy
Classified Staff Handbook	5009 Tom	Leaves of Absence	5774 Robbi
Column Changes	5012 Bill	Licensure	5002 Peggy
Employee Online	5771 Amanda	Mentors	5008 Karen
Employee ID cards	5771 Amanda	Property Loss	5003 Denise
Evaluations APT (non-licensed)	5012 Bill	Pre-placement Physical	5006 Dorothy
Evaluations APT (licensed)	5012 Bill	Public School Works	5006 Dorothy
Evaluations Classified	5773 April	Recruitment	5012 Bill
Evaluations Licensed	5771 Amanda	Safety	5006 Dorothy
FMLA	5774 Robbi	Severance	5008 Karen
FTE Staffing	5012 Bill	Sick Leave Bank	5774 Robbi
Fingerprinting	5771 Amanda	Student Travel	5006 Dorothy
I - 9s	5771 Amanda	Substitutes	5005 Dana
Insurance	5004 Anne	Teacher Quality	5012 Bill
Induction	5002 Peggy	Workers’ Compensation	5003 Denise

Staff Name	Job Title	Phone#	E-Mail
Absalom, Denise	Risk Management Specialist	613-5003	denise.absalom@thompsonschoools.org
Barnhart, Dorothy	Benefits and Risk Manager	613-5006	dorothy.barnhart@thompsonschoools.org
Caruso, Karen	Executive Admin Assistant, Human Resources	613-5008	karen.caruso@thompsonschoools.org
Chaney, Sandy	Admin Building Receptionist/HR Technician	613-5001/5007	sondra.chaney@thompsonschoools.org
Dockter, Tracy	Administration Building Receptionist	613-5001	tracy.dockter@thompsonschoools.org
Goetz, Amanda	Human Resources Technician	613-5771	amanda.goetz@thompsonschoools.org
Hinkle, Anne	Insurance Benefits Specialist	613-5004	anne.hinkle@thompsonschoools.org
Hubbard, Peggy	Human Resources Specialist/Licensed Staff	613-5002	peggy.hubbard@thompsonschoools.org
Medich, Dana	Substitute Technician	613-5005	dana.medich@thompsonschoools.org
McFall, April	Human Resources Specialist/Classified Staff	613-5773	april.mcfall@thompsonschoools.org
Siebers, Bill	Chief Human Resources Officer	613-5012	bill.siebers@thompsonschoools.org
Stokovaz, Robbi	HR Benefits & Leave Specialist	613-5774	robbi.stokovaz@thompsonschoools.org
Texeira, Tom	Director, Human Resources	613-5009	thomas.texeira@thompsonschoools.org

CALENDARS