

C O N T E N T S

Personnel - Series 5000

Goals	5000
Recruitment and Selection: Non-Discrimination.....	5010
Procedure.....	R 5010
Affirmative Action.....	5011
Processing of Washington State Criminal Identification Fingerprint Cards	5012
Procedure.....	R 5012
F-1: Voluntary Wage Deduction.....	F-1 5012
F-2: Waiver of One-Time Deduction Requirement	F-2 5012
F-3: Waiver of Wage Deduction Requirement.....	F-3 5012
Sexual Harassment Prohibited – District Staff.....	5013
Procedure.....	R 5013
F-1: Sexual Harassment Complaint Form	F-1 5013
Collective Bargaining.....	5020
1. Pre-Employment	
Recruitment and Selection.....	5110
Procedure: Certificated Staff.....	R 5110
Certification	5120
Infectious Disease.....	5130
Bloodborne Pathogens Occupational Exposure.....	5131
Individual Employee Contracts	5140
Provisional Employment	5142
Non-Continuing & Supplemental Contracts.....	5143
Adjustments to Certificated Staff Contracts.....	5144
Discrimination and Harassment Prohibited	5150
Procedure.....	R 5150
Complaint Form	F-1 5150
Civility in the Workplace	5161
2. Employment Practices	
Assignment and Transfer.....	5210
Responsibilities of the Teacher	5220
Procedure: Evaluation Criteria.....	R 5220
Work Schedules.....	5221
Non-School Employment.....	5223
Employment of Retired School Employees.....	5224
Personnel Records	5230
Length of Workday.....	5231
Procedure.....	R 5231
Reporting Improper Governmental Action.....	5241
Staff Participation in Political Activities.....	5242
Termination of Employment	5250

CONTENTS

Personnel – Series 5000 continued

Resignation	5252
Retirement.....	5253
Disciplinary Action and Discharge	5255
Procedure: Disciplinary Action and Discharge	R 5255
Inquiries Relative to Employees.....	5260
General Staff Responsibilities & Conduct.....	5270
Procedure.....	R 5270
Conflicts of Interest	5275
Maintaining Professional Staff/Student Boundaries	5276
Procedure.....	R 5276
Social Media	5278
3. Assignment, Reassignment and Transfer	5300
Compensation Schedules.....	5310
Garnishment of Employee Wages.....	5311
Procedure.....	R 5311
Personnel Leaves	5320
Procedure.....	R 5320
Family and Medical Leave	5321
Military Leave	5324
Jury Duty	5325
Drug Free Environment.....	5350
Use of Tobacco on School Property.....	5351
Federal Motor Carrier Safety Administration.....	5352
Procedure.....	R 5352
4. Auxiliary Personnel	
Leave Sharing	5406
Substitute Employment	5410
Paraeducators.....	5420
Volunteers.....	5430
Student Teachers.....	5440
5. Employer Support	
Workforce Secondary Traumatic Stress.....	5515

Revised: September 2017

Revised: December 2019

Revised: August 2021

Revised: February 2023

Revised: March 2023