

**NEW LONDON PUBLIC SCHOOLS
PERSONNEL -- CERTIFIED & NON-CERTIFIED**

SERIES 4000

		Contract	
		Policy or Supersedes	
		Number	Regulation Policy
0.	Concept and Roles in Personnel		
A.	Title IX.....	4000.1	P
1.	Certified Personnel		
A.	Permanent Personnel (Professional Staff Positions)	4110	P
(1)	Recruitment and Selection	4111	P/R
(a)	Affirmative Action:		
	Equal Employment Opportunity	4111.1	P/R
(2)	Appointment and Conditions of Employment		
(a)	Health & Safety Requirements	4112.4	P
(b)	Security/Credit Check	4112.5	P/R
(c)	Reference Checks.....	4112.51	P/R
(d)	Personnel Records.....	4112.6	P T,A
(e)	Use and Disclosure of Employee Medical Information (HIPAA)	4112.61	P
(3)	Assignments (Appointment of Coaches)	4113	P T
(a)	Load/Scheduling/Hours of Employment	4113.1	T
(b)	Non-Teaching Duties	4113.11	P T
(c)	Promotion/Demotion	4113.2	T,A
(d)	Work Year	4113.3	T,A
(e)	Job-Sharing	4113.4	P
(4)	Transfer/Reassignment.....	4114	P
(5)	Evaluation Supervision	4115	P T,A
(a)	Evaluation Coaches.....	4115.3	P
(6)	Probationary/Tenure Status	4116	P
(7)	Separation/Disciplinary Action	4117	P
(a)	Retirement/Resignation	4117.1	P
(b)	Personnel Reduction	4117.3	T,A
(c)	Non-renewal/Suspension		
(i)	Just Cause.....	4117.41	T,A
(d)	Termination of Employment.....	4117.5	P

**NEW LONDON PUBLIC SCHOOLS
PERSONNEL -- CERTIFIED & NON-CERTIFIED**

SERIES 4000

		Contract Policy or Supersedes Number Regulation Policy	
(8)	Rights, Responsibilities and Duties		
(a)	Civil and Legal Rights		
(i)	Nondiscrimination	4118.11	P T
(b)	Professional Responsibilities		
(i)	Conduct and Dress	4118.23	P
(a)	Alcohol, Drugs and Tobacco.....	4118.231	R
(b)	Prohibition on Recommendations For Psychotropic Drugs	4118.234	P/R
(ii)	Staff/Student Relations	4118.24	P
(c)	Electronic Monitoring/Computer Use	4118.4	P/R
B.	Temporary and Part-Time Personnel		
(1)	Substitute Teachers.....	4121	P/R T
(2)	Student Teachers/Internships	4122	P
(3)	Summer School Teachers.....	4124	T
(4)	Adult Education Staff.....	4125	P
C.	Activities		
(1)	Staff Development.....	4131	P
(a)	In-Service Education/Independent Study ...	4131.3	T
(b)	Continuing Education Units (CEUs).....	4131.5	P/R
(2)	Publication or Creation of Materials	4132	P
(3)	Travel; Reimbursement	4133	P
(4)	Tutoring for Pay.....	4134	P
(5)	Organizations/Units.....	4135	T,A
(a)	Agreement	4135.1	T,A
(i)	Recognition	4135.11	T,A
(ii)	Personnel Covered	4135.12	T,A
(iii)	Board/School System Rights	4135.13	T,A
(iv)	Federation/Association Rights.....	4135.14	A
(v)	Savings Clause	4135.15	A
(vi)	Work Stoppages	4135.16	A
(b)	Communications/Contracts	4135.2	
(c)	Negotiations/Consultation	4135.3	T,A
(d)	Grievances/Complaints.....	4135.4	T,A
(6)	Professional Staff Meetings	4136	P A
(7)	Non-School Employment.....	4138	P
D.	Compensation and Related Benefits	4140	T,A
(1)	Salary Guides.....	4141	T,A
(2)	Salary Checks and Deductions.....	4142	T,A
(3)	Extra Pay for Extra Work.....	4143	T
(4)	Insurance/Health & Welfare Benefits	4144	T,A

Note: Legend follows last page of this table of contents.

**NEW LONDON PUBLIC SCHOOLS
PERSONNEL -- CERTIFIED & NON-CERTIFIED**

SERIES 4000

		Contract Policy or Supersedes Number Regulation Policy
(5)	Retirement Compensation.....4145	T,A
(a)	Tax-Sheltered Annuities4145.1	T
(6)	Employee-Related Accommodations.....4146	T
(a)	Employee Amenities.....4146.3	T
(7)	Employee Safety.....4147	P
(a)	Occupational Exposure to Bloodborne Pathogens4147.1	P
(8)	Employee Protection4148	P/R T,A
(a)	Employee Safety4148.1	P
(i)	From Reproductive Hazards.....4148.11	P
E.	Leaves and Vacations4150	P
(1)	Short-Term Leaves4151	T,A
(a)	Personal Illness and Injury.....4151.1	T,A
(i)	Industrial Accident/Illness4151.11	T
(b)	Family Illness/Quarantine.....4151.2	T
(c)	Bereavement.....4151.3	T,A
(d)	Professional Purposes4151.4	T,A
(e)	Legal and Civic Duties.....4151.5	A
(f)	Religious Observance4151.6	T
(g)	Emergency/Personal.....4151.7	T,A
(h)	Association.....4151.8	A
(i)	Military.....4151.9	P T
(2)	Long-Term Leaves4152	T,A
(a)	Sabbatical4152.1	T,A
(b)	Maternity; Adoptive; Child Care/ Paternity4152.3	T,A
(c)	Military.....4152.4	P T
(d)	Personal/Family and Medical Leave4152.6	P
(3)	Vacations/Holidays.....4153	T,A
(4)	Jury Duty.....4158	P
2.	Non-Certificated Personnel4200	P
A.	Permanent Personnel4210	P
(1)	Recruitment and Selection4211	P/R
(a)	Affirmative Action: Equal Employment Opportunity4211.1	P/R
(b)	Vacancies4211.2	C

**NEW LONDON PUBLIC SCHOOLS
PERSONNEL -- CERTIFIED & NON-CERTIFIED**

SERIES 4000

		Contract Policy or Supersedes Number Regulation Policy	
(2)	Appointment and Conditions of Employment		
(a)	Health & Safety Requirements	4212.4	P
(i)	Drug and Alcohol Testing for School Bus Drivers	4212.42	P
(b)	Security/Credit Check	4212.5	P/R
(c)	Reference Checks.....	4212.51	P,R
(d)	Personnel Records	4212.6	P
(e)	Medical Information (HIPPA).....	4212.61	P
(3)	Assignment		
(a)	Load/Scheduling/Hours of Employment	4213.1	P C,S
(b)	Promotion/Demotion	4213.2	C,S
(c)	Work Year	4213.3	C,S
(4)	Transfer/Reassignment.....	4214	P C
(5)	Evaluation Supervision	4215	P
(6)	Probationary/Continuing Contract Status	4216	C
(a)	Seniority	4216.1	C,S
(7)	Separation/Disciplinary Action	4217	P C
(a)	Retirement	4217.1	P
(b)	Layoff/Rehire	4217.3	P C
(c)	Support Staff Reemployment	4217.31	P
(d)	Dismissal/Suspension	4217.4	C,S
(i)	Just Cause.....	4217.41	C,S
(ii)	Notice; Hearing	4217.42	C
(iii)	Rights of Appeal	4217.43	C,S
(8)	Rights, Responsibilities and Duties		
(a)	Civil and Legal Rights		
(i)	Nondiscrimination	4218.11	P
(b)	Professional Responsibilities		
(i)	Conduct and Dress	4218.23	P
(a)	Alcohol, Drugs and Tobacco	4218.231	R
(ii)	Staff/Student Relations	4218.24	P
(c)	Duties		
(i)	Electronic Monitoring/ Computer Use	4218.4	P/R
B.	Temporary and Part-Time Personnel		
(1)	Substitute Support Staff Employment	4221	P

**NEW LONDON PUBLIC SCHOOLS
PERSONNEL -- CERTIFIED & NON-CERTIFIED**

SERIES 4000

		Contract Policy or Supersedes Number Regulation Policy
C.	Activities	
(1)	Growth in Job Skills.....	4231 P
(2)	Organizations/Units.....	4234 C,S
(a)	Agreement.....	4234.1 C,S
(i)	Recognition.....	4234.11 C,S
(ii)	Personnel Covered.....	4234.12 C,S
(iii)	Board/School System Rights.....	4234.13 C,S
(iv)	Savings Clause.....	4234.15 C,S
(v)	Work Stoppages.....	4234.16 C
(b)	Negotiations/Consultation.....	4234.3 C,S
(c)	Grievances/Complaints.....	4234.4 C,S
(3)	Non-School Employment.....	4238 P
D.	Compensation and Related Benefits.....	4240 C,S
(1)	Salary Guides.....	4241 C,S
(2)	Salary Checks and Deductions.....	4242 C,S
(3)	Overtime Pay.....	4243 C
(4)	Insurance/Health & Welfare Benefits.....	4244 C,S
(5)	Retirement Compensation.....	4245 C,S
(6)	Employment-Related Accommodations.....	4246 C
(a)	Employee Amenities.....	4246.3 C
(b)	Protective Clothing/Devices.....	4246.4 C
(7)	Employee Safety.....	4247 P
(a)	Occupational Exposure to Bloodborne Pathogens.....	4247.1 P
(8)	Employee Protection.....	4248 P/R
(a)	Employee Safety.....	4248.1 P
(b)	Protection of Employees from Reproductive Hazards.....	4248.11 P
E.	Leaves and Vacations.....	4250 P C,S
(1)	Short-Term Leaves.....	4251 C,S
(a)	Personal Illness and Injury.....	4251.1 C,S
(i)	Industrial Accident/Illness.....	4251.11 S
(b)	Family Illness/Quarantine.....	4251.2 C,S
(c)	Bereavement.....	4251.3 C,S
(d)	Religious Observance.....	4251.6 S
(e)	Emergency/Personal.....	4251.7 S
(f)	Military.....	4251.9 P
(2)	Long-Term Leaves.....	4252 S
(a)	Maternity; Adoptive; Child Care.....	4252.3 S
(b)	Military.....	4252.4 P
(c)	Personal/Family and Medical Leave.....	4252.6 P
(3)	Vacations/Holidays.....	4253 C,S

Note: Legend follows last page of this table of contents.

**NEW LONDON PUBLIC SCHOOLS
PERSONNEL -- CERTIFIED & NON-CERTIFIED**

SERIES 4000

**Contract
Policy or Supersedes
Number Regulation Policy**

LEGEND

P/R Policy/Regulation

*** The policy and/or regulation is the same for Certified and Non-Certified Personnel. Refer to the Certified Personnel section of this manual for the policy or regulation covering this issue.**

T Contract for New London Board of Education – New London Education Association

A Contract New London Board of Education and New London Administrators' Education Association

C Collective Bargaining Agreement between New London Board of Education and Local 1378(A) of CT. Council 4, AFSCME, AFL-CIO

S Working Agreement between the New London Board of Education and the Professional Secretaries Association