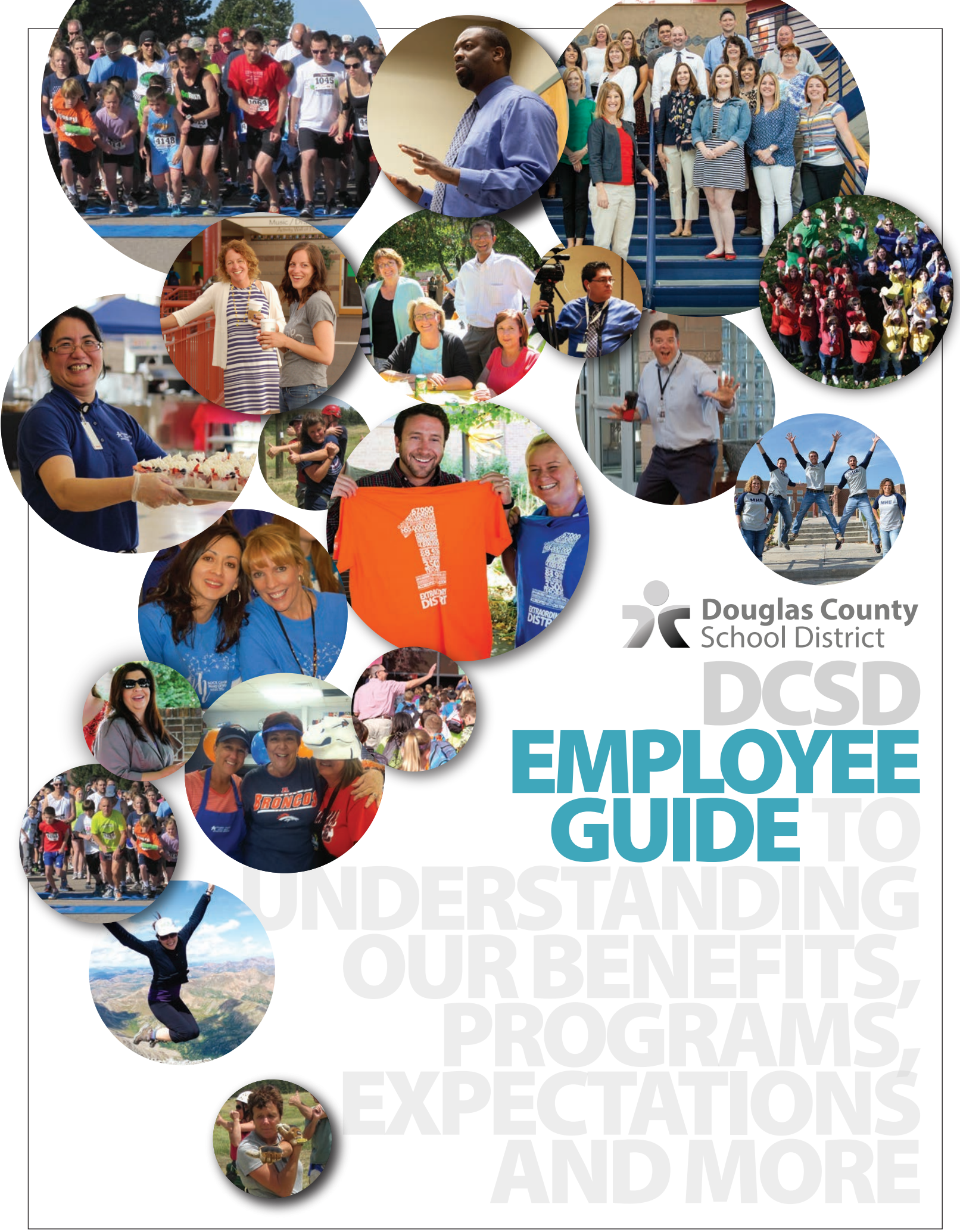


Douglas County School District

DCSD EMPLOYEE GUIDE TO UNDERSTANDING OUR BENEFITS, PROGRAMS, EXPECTATIONS AND MORE

DISCLAIMER

What is a Disclaimer?

While we want to avoid the use of legal jargon, we do have to call out certain attributes as to what the employee guide is and what it is not. Placing this disclaimer at the front of the employee guide in a bold and conspicuous way serves this purpose.

DISCLAIMER

THIS GUIDE REPRESENTS A BRIEF SUMMARY OF SOME OF THE MORE IMPORTANT DOUGLAS COUNTY SCHOOL DISTRICT (DCSD) INFORMATION. IT OUTLINES GENERALLY YOUR RESPONSIBILITIES, BENEFITS AND GUIDELINES RELATED TO THE WORKPLACE. CONSEQUENTLY, THE GUIDE IS NOT INTENDED TO BE ALL-INCLUSIVE. THE DCSD RESERVES THE RIGHT TO MODIFY, REVOKE, SUSPEND, TERMINATE, INTERPRET OR CHANGE ANY OR ALL OF THE GUIDELINES MENTIONED, IN WHOLE OR IN PART, AT ANY TIME, WITH OR WITHOUT NOTICE. ALL PREVIOUS EDITIONS ARE SUPERSEDED BY THIS PUBLICATION.

ABSENT AN EMPLOYMENT CONTRACT OR LAW TO THE CONTRARY, EMPLOYMENT WITH DCSD IS AT-WILL. EMPLOYEES HAVE THE RIGHT TO END THEIR WORK RELATIONSHIP WITH THE ORGANIZATION, WITH OR WITHOUT ADVANCE NOTICE FOR ANY REASON. THE ORGANIZATION HAS THE SAME RIGHT. THE LANGUAGE USED IN THIS GUIDE AND ANY VERBAL STATEMENT MADE BY MANAGEMENT ARE NOT INTENDED TO CONSTITUTE A CONTRACT OF EMPLOYMENT, EITHER EXPRESS OR IMPLIED, NOR ARE THEY A GUARANTEE OR EMPLOYMENT FOR A SPECIFIC DURATION.

WHERE THE GUIDE CONFLICTS WITH BENEFIT PLAN DOCUMENTS, POLICY, COLLECTIVE BARGAINING AGREEMENT OR EMPLOYMENT CONTRACT, THE PLAN DOCUMENTS, AGREEMENTS, POLICY OR CONTRACT WILL PREVAIL OVER THE GUIDE

6 **RESPECT AT WORK**
Equal employment opportunity
Unlawful harassment

8 **BENEFITS**
Wellness

10 **TIME OFF FROM WORK**
Vacation
Personal
Sick
Holidays
Leaves of absence
Bereavement
Jury duty
Compensatory time
Lunch & work breaks

14 STAFFING

14 PERFORMANCE EVALUATIONS

15 COMPENSATION

16 **PAY**
Overtime
Paydays
Time reporting

18 **EMPLOYEE CONDUCT & WELFARE**
Drug-free workplace
Tobacco
Anti-violence
Confidential & proprietary information
No solicitation
Searches
Conflict of interest
Technology & communication systems
Social media
Political activity
Dispute resolution process
Adverse weather
Safety & reporting of injury
Appearance & attire
Attendance & punctuality
Employee records
Separation of employment

30 **APPENDICES**
A – Time off plans, classified staff
B – Time off plans, licensed staff
C – Time off plans, Admin-Pro-Tech staff
D – Sick leave payout
E – Licensed working conditions
F – Position classifications

Welcome to the Douglas County School District (DCSD), one of the most innovative and accomplished school districts in the United States! We are excited to have you join our team of the most talented, student-centered and forward-thinking individuals in education today.

In DCSD, we know the future for our students is ever-changing and we must prepare them to thrive in this world. To that end, we are committed to collaboratively creating the educational system our students need to be successful in the 21st century.

As a result, our staff embraces continuous improvement and is encouraged to take educated risks for the benefit of themselves and our students. We support one another as we explore ideas, evaluate our strategies and advance educational outcomes for our students.

DCSD has a rich tradition of empowerment and personalization, both in the classroom and across the district. We value the sharing of great ideas and we nurture a culture of appropriate risk-taking with both our students and our staff. We know that a one-size-fits-all model works for some school districts – but not Douglas County.

Finally, we make our decisions based on our five-star employees and we put our resources behind them. Our team aspires to do great work for students by setting clear ends, providing quality communication and delivering personalized support to all.

Please take the time to read through this employee guide. We believe it will provide you with clear guidance that will support your work and reinforce an environment where five-star employees thrive.

We are thrilled to welcome you to the DCSD family. May your time here be fulfilling, prosperous and rewarding!

Sincerely,

Dr. Steven Cook
Acting Superintendent

SAFETY

The number one priority of the Douglas County School District is the safety of our students and staff.

We understand that if our students and staff are not safe, nothing else matters. When we say safety, we mean it in the broadest sense. We mean physical, psychological and online safety.

EQUAL EMPLOYMENT OPPORTUNITY AND UNLAWFUL HARASSMENT

Douglas County School DCSD (DCSD) is dedicated to the principles of equal employment opportunity. We oppose and forbid unlawful discrimination against applicants or employees on the basis of age 40 and over, race, sex, color, religion, creed, national origin, ancestry, disability, genetic information, marital status, military status, pregnancy, sexual orientation or any other status protected by federal, state or local law. This prohibition includes unlawful harassment based on any of these protected classes. Unlawful harassment includes verbal or physical conduct which has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating hostile or offensive work environment. This policy applies to all employees, including supervisors, co-workers, and non-employees such as students, customers, clients, vendors, consultants, volunteers, etc.

Disability and Religious Accommodation

DCSD will make reasonable accommodations 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 DCSD or cause a direct threat to health or safety. Employees can visit our Risk Management website for more information on employees with disabilities, including how to make a request for accommodation:

Sexual Harassment

DCSD strongly opposes and forbids sexual harassment and inappropriate sexual conduct. Sexual harassment is defined as unwelcome sexual advances, requests 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-mails.
- 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

Any employee who believes there has been a violation of the EEO policy or harassment based on the protected classes listed above, including sexual harassment, must make a report immediately using the complaint procedure described within this section. DCSD expects employees to make a timely complaint to enable DCSD to promptly investigate and correct any behavior that may be in violation of this policy.

Depending on the circumstances of the incident, you can report the incident to one of the following persons: your immediate supervisor, next level supervisor or a Human Resources Director. Your complaint will be kept as confidential as practicable.

DCSD prohibits retaliation against any employee for filing a complaint under this policy or for assisting in a complaint investigation. If you believe there has been a violation of our EEO or retaliation standard, please follow the complaint procedure outlined above.

DCSD will respond to every complaint of discrimination or harassment reported. If DCSD determines that an employee's behavior is in violation of this policy, disciplinary action will be taken, up to and including termination of employment.

BENEFITS AND WELLNESS

DCSD offers a number of choices when it comes to health care. These choices include medical, dental and vision plans, health savings account, flexible spending accounts, disability benefits, life insurance, employee assistance program, tuition assistance and more.

Employees have 30 days from their first day on the job or from a qualifying event to enroll in health benefits. Health benefits become effective the 1st of the month following completed online enrollment. Health benefits become effective September 1st for teachers hired at the start of the school year. For life insurance and disability insurance, these benefits are available to eligible employees the 1st of the month following 90 calendar days of continuous employment.

For more information on benefits and benefit eligibility, visit the Benefits website

Wellness

Our Wellness Program is key to a culture that supports employees who are present, happy, and productive. This is why we have designed our program to focus on the "Whole Employee." Check out what we are doing socially, emotionally, physically, and financially to keep employees pumped up on wellness.

Socially

We offer a variety of opportunities and experiences so all employees feel they have a way to get involved. Our wellness events and challenges promote relationship building within and across teams as well as with our students and communities.

Emotionally
We recognize the importance of mental health and want our employees to get the help they need with those life situations that can distress them most – depression, anxiety, addiction, family, work life balance and more. Our communication plan involves many different ways to reach employees so they are educated and aware of their options when tough times hit.

Physically
We focus on programs that ensure our employees can meet the physical requirements of their job as well as have fun! Whether it is going to a biometric screening or enjoying some friendly competition – there is a tremendous amount of choice to improving physical wellness.

Financially
We want our employees to start thinking about and saving for retirement as early as possible. By offering attractive retirement options and increasing opportunities to learn about estate planning, debt management, and more – we aim to take care of our employee before it is too late.

For more information, visit the Staff Wellness website

TIME OFF FROM WORK

Vacation (includes off track)

DCSD offers vacation time to eligible employees in order to provide opportunity for rest, recreation, travel or for pursuing other personal interests away from work. Employees are encouraged to take all their earned vacation each year in order to rejuvenate their energies.

In general, vacation requests should be scheduled in advance with your supervisor's approval. On occasion, requests may be denied due to organizational or student needs.

Vacation time is not used in the computation of overtime.

An employee's accrued balance will follow the employee if transferring to a position eligible for vacation days based on the provisions of the new plan. Employees, who leave their employment with DCSD or move to a position not eligible for vacation, will waive any remaining vacation balances upon the effective date of separation or transfer.

Vacation time does not carry forward to the next fiscal year. Employees forfeit any vacation time that is not taken within the fiscal year it was accrued.

Vacation time may be taken in advance of accrual within the same fiscal year. Any vacation time taken in advance of being accrued will be deducted from an employee's final pay.

See Appendices A, B and C for more information on vacation specific to your position classification.

Personal Days

We realize from time to time employees must take care of personal or emergency matters that cannot be handled outside of scheduled work. Such occasions may be home maintenance, family events, mortgage closings and other personal matters.

To avoid hardship on fellow employees, personal time should be scheduled and approved in advance by your supervisor. On occasion, requests may be denied due to student or organizational needs.

An employee's balance will follow the employee if transferring to a position eligible for personal days based on the provisions of the new plan. Employees, who transfer to a position not eligible for personal days or separate employment with DCSD, will forfeit unused personal time.

Personal time is not used in the computation of overtime.

See Appendices A, B and C for more information on personal days specific to your position classification.

Sick Days

If you are ill and cannot come to work, then it is best to get appropriate care and rest until you are better.

Sick time can be used for an employee's personal illness and to care for a sick child. Sick time can also be used to care for a spouse or parent with a serious health condition when appropriate medical certification is provided. Employees must report each day of absence according to the procedures established by their supervisor.

Employees can be required to provide proof of illness, fitness to return to duty or proof fitness to continue to perform duty. At any time, DCSD may require an employee to be examined by a physician designated by DCSD at DCSD's expense. For these cases, supervisors must consult with Human Resources.

An employee's balance will follow the employee if transferring to a position eligible for sick days based on the provisions of the new plan. Employees who leave DCSD forfeit unused sick time unless eligible for a sick leave pay out. There is no sick leave payout when changing positions within DCSD.

Sick time may be taken in advance of accrual within the same fiscal year except in the case of leave of absence. Sick time does not accrue for any month in which an employee is on a leave of absence for the entire month. Classified employees may not take sick time in advance of accrual. For any mid-year separations any sick time taken in advance of being accrued will be deducted from an employee's final pay.

Sick time is not counted as hours worked in the computation of overtime.

See Appendices A, B, C and D for more information on sick days and sick leave pay out specific to your position classification.

Holidays

DCSD offers paid time off for a number of observed holidays. Actual dates for observed holidays will be aligned with the DCSD calendar. A holiday must fall on an employee's scheduled work day in order to receive holiday pay.

Employees must have worked their regularly scheduled work day immediately before and after the holiday in order to qualify for holiday pay with exception of any pre-arranged time off (i.e. vacation).

Holiday time is not counted as hours worked in the computation of overtime.

See Appendices A, B and C for more information on holidays specific to your position classification.

Leaves of Absence

A leave of absence is time allowed away from work, generally for a defined period of time, to cover medical or other limited circumstances occurring in an employee's life. DCSD offers the following types of leaves of absence:

- Family and medical leave (FMLA)
- Medical leave (non-FMLA qualified)
- Military leave
- Adoption leave
- Other leave of absence

For more information on leaves of absence, see Superintendent Policy GBGF – Leaves of Absence.

Bereavement

Employees will be provided up to five (5) days of bereavement pay following the death of an employee's family member. Family is defined as an employee's spouse, domestic partner, children, grandchildren, parents, grandparents, siblings and the same relationships for the spouse's family.

Before taking bereavement, employees should discuss their time off with their supervisor. If additional time off is needed or in cases of death of a person who is not a family member as defined above, employees can take available vacation, personal time or unpaid time off with supervisor approval.

Jury Duty

When an employee is summoned for jury duty or is required to appear in a work-related legal proceeding, an employee will be granted time off with full pay to perform his or her duty. Employees should provide documentation to their supervisor to validate this time off request.

If the employee is excused from jury duty during his or her regular work hours, he or she is expected to report to work promptly.

When an employee is required to appear in a non-work-related legal proceeding, employees can use available vacation or personal time or otherwise take the time off unpaid. In limited situations, paid time off may be considered for non-work-related legal proceedings.

Compensatory Time

When a classified employee works more than their scheduled work week, the employee may be given compensated time off.

Compensatory time for hours worked above the scheduled work week, up to 40-hours, is credited at straight time. Compensatory time for "overtime" hours, more than 40-hours worked, is credited at a rate of 1 ½ times the "overtime" hours worked. An employee can accumulate up to a maximum of 120 hours of compensatory time.

Any unused compensatory balance as of December 31st of each year will be paid to the employee at the employee's pay rate as of December 31st in January. Any unused compensatory balance as of June 30th of each year will be paid to the employee at the employee's pay rate as of June 30th in July.

An employee must make a request of his/her supervisor to take compensatory time off. Such requests will be granted if the use of the compensatory time does not unduly disrupt the operations of the employee's school or department.

Work Breaks

Classified employees who are scheduled to work between two (2) and up to six (6) hours will be provided one (1) formal or informal break at a reasonable time during the work period of up to fifteen (15) minutes to attend to personal needs. Classified employees who are scheduled to work six (6) or more hours per day will be provided two (2) formal or informal breaks at a reasonable time during the work period of up to fifteen (15) minutes to attend to personal needs. Such breaks will not result in a deduction from pay. Breaks are intended to break up and not shorten the work day.

Lunch Breaks

In general, classified employees who are scheduled to exceed five (5) continuous hours in the day will receive an unpaid, uninterrupted thirty (30) minute lunch period during the work day. Employees should refer to their supervisor for expectations as to when lunch breaks should occur.

Notify your supervisor immediately, if your lunch is shorter than thirty (30) minutes or if your lunch is interrupted by work, so your time can be adjusted.

STAFFING

DCSD has posted information to help employees navigate our various staffing processes. Supervisors and employees can also find helpful resources such as career pathways, how to complete I-9s, and registering for new hire orientation. Visit our HR for Employees intranet site for more information on the Your Career page and Hiring tab.

PERFORMANCE EVALUATIONS

We firmly believe that the growth and development of all our employees will positively impact our students' and organizational success. To help develop our employee's knowledge, skills and abilities, we offer a series of performance management programs and tools to prompt rich, ongoing discussions between supervisors and employees, including helpful feedback designed to improve performance and celebrate accomplishments.

In general, our performance evaluations classify employee performance into the following performance categories: highly effective, effective, partially effective, and ineffective. These performance categories then correlate to specific merit increases. Final evaluations and performance ratings are typically conducted toward the end of the school year (or fiscal year) and the respective merit increase takes effect the following school year (or fiscal year).The following links will direct you to the evaluation programs based on your position's classification:

- **Licensed Employees** - the evaluation process is Continuous Improvement of Teacher Effectiveness (CITE). Visit the PK-12 Education google site, Evaluation tab, for more information.

- **Building Administrators** - the evaluation process is Leadership Effectiveness through Analysis and Data (LEAD). Visit the PK-12 Education google site, Evaluation tab, for more information.

- **Administrative (non-building), Professional, Technical and Classified Employees** - the evaluation process is in Workday. Visit the HR for Employees intranet site, Evaluation tab, for more information.

COMPENSATION

In DCSD, our compensation programs break the mold in education. While market based pay and pay for performance plans have been in place for many years for our non-licensed employees, DCSD is the first school district to implement market based pay and pay for performance plans for teachers.

Market Based Pay

All positions are critical to our students' and organizational success. It is important to recognize that supply and demand factors have an influence on attracting and retaining great employees, including teachers. We have over 70 different types of teaching positions and over 550 non-teaching positions. By using applicant-to-posting ratio data, we are able to see some positions can receive hundreds of qualified applicants where others may receive just one application. Where there are fewer applications (hard to fill positions), we can now more effectively provide incentive to attract more applicants. This will improve our ability to attract more qualified teacher candidates in our higher pay bands.

Pay for Performance

DCSD believes that performance should be rewarded. We do this by tying pay to the position description and providing increases based on how well you perform in your role.

Our performance evaluations classify employee performance into the following performance categories: highly effective, effective, partially effective, and Ineffective. These performance categories then correlate to specific pay increases that are determined after we know our funding for the following year. Final evaluations and performance ratings are typically conducted toward the end of the school year (or fiscal year) and the respective pay increase takes effect the following school year (or fiscal year).

See our Compensation Guide on our HR for Employees intranet site. (coming soon)

"[DCSD] is using a combination of performance and market data to determine pay adjustments moving forward.

Pay increases are based on performance instead of years of service and educational attainment."

PAY

Overtime

From time to time, employees may be required to work overtime. In these instances, employees are given as much advance notice as practical. Non-exempt employees are paid at the rate of one and one-half times their regular hourly rate for hours worked in excess of 40 during the established work week. The established work week begins at 12:01 a.m. on Sunday and ends at 12:00 p.m. midnight on Saturday.

For purposes of calculating overtime payments, only hours actually worked are counted. Consequently, hours paid but not worked (i.e. vacation, jury duty, etc.) are not counted.

It is important to remember that all overtime must be authorized and approved in advance by your supervisor.

Paydays

Generally, employees are paid monthly on the 20th of the month - see Payday Calendar on the Payroll website. If the regular payday occurs on a holiday or weekend, the payday is the last working day prior to the holiday or weekend.

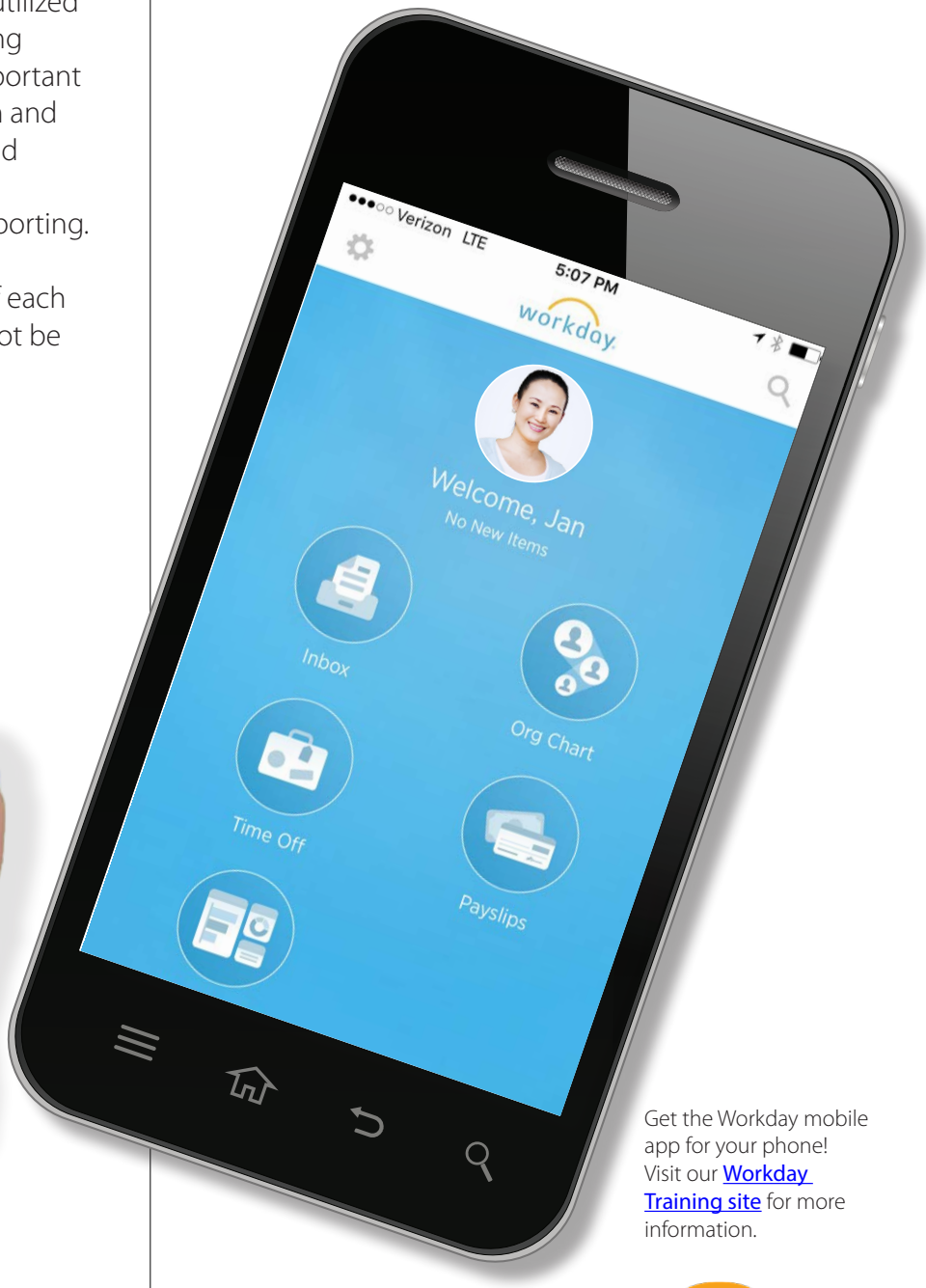
On each payday, employees can access a pay statement in Workday showing gross pay, deductions and net pay.

For the employees' convenience, we offer the option of having their paycheck automatically deposited to their bank account.

The payroll team and Kronos managers working together over the summer.

Time Reporting

DCSD has several different systems that are utilized by employees for purposes of either recording work each day or reporting time off. It is important that all employees understand which system and procedures apply to them. Employees should consult with their supervisor regarding any expectations or questions regarding time reporting. Employees must review their time reporting weekly for accuracy and at the conclusion of each pay period. Fraudulent time reporting will not be tolerated.



Get the Workday mobile app for your phone! Visit our Workday Training site for more information.

EMPLOYEE CONDUCT and WELFARE

Drug-Free Workplace

DCSD is committed to a safe, healthy and productive work environment for all employees that is free from the effects of substance abuse. Abuse of alcohol, drugs and controlled substances impairs employee judgment, resulting in increased safety risks, injuries and faulty decision making. This includes working after the apparent use of marijuana, regardless of marijuana's legal status.

DCSD prohibits the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance during work hours, on DCSD premises or other DCSD sites. An employee, knowingly in the possession of or under the influence of alcohol or any controlled substance, shall be suspended immediately by his/her supervisor if such use or possession is:

- On DCSD property
- At any school sponsored or sanctioned activity or event off of DCSD property
- On the way to work Pursuant to law, any employee who is convicted, pleads nolo contendere or who receives a deferred sentence or deferred prosecution under any criminal drug statute for a violation occurring in the workplace must notify an HR Director within five days of such conviction, plea or deferred sentence/ prosecution

DCSD offers employees an Employee Assistance Program (EAP), which provides confidential access to services and resources to employees who want to seek out options for drug counseling or rehabilitation. Visit the Benefit's website for more information on EAP.

Employees, who violate any aspect of this policy, may be subject to disciplinary action up to and including termination.

See also Superintendent policy GBEC - Drug-Free Workplace.

Tobacco

It is our objective to provide a smoke-free, tobacco-free environment within DCSD. The visible possession and use of tobacco by employees in or on any school property or while participating in any school-sponsored activity is prohibited. This prohibition includes all forms of tobacco and e-cigarettes. Smoking is prohibited within all areas of our buildings. This restriction applies to all employees and visitors, at all times, including non-business hours.

Anti-Violence

Our goal is to strive to maintain a work environment free from intimidation, threats or violent acts. Employees must not engage in intimidation, threats or hostile behaviors, physical/verbal abuse, vandalism, arson, sabotage, bullying or any other act which in DCSD's opinion is inappropriate to the workplace. In addition, bizarre or offensive comments regarding violent events and/or behavior are not tolerated. Employees are expected to report any prohibited conduct to management.

Except for authorized DCSD personnel, DCSD prohibits the possession or use of unconcealed weapons and the use of concealed weapons on DCSD property. This guideline applies to all employees, contract and temporary employees, visitors and customers on DCSD property, regardless of whether or not they are licensed to carry a concealed weapon. All weapons are banned.

Employees should directly contact proper law enforcement authorities if they believe there is a serious threat to the safety and health of themselves or others.

"DCSD property" covered by this guideline includes all DCSD-owned or leased buildings and surrounding areas such as sidewalks, walkways, driveways and parking lots under DCSD's ownership or control. This guideline also applies to all DCSD-owned or leased vehicles and all vehicles that come onto DCSD property.

"Weapons" include, but are not limited to, handguns, firearms, explosives and knives. If employees have a question regarding whether an item is covered by this guideline, they should call Human Resources. Employees have the responsibility to make sure that any item not specifically listed above, that is possessed by the employee, is not prohibited by this guideline.

Confidential and Proprietary Information

The protection of confidential information is vital to the interests and the success of DCSD. Violations of confidentiality may injure DCSD's reputation and effectiveness, and can result in serious financial harm. Confidential information includes, but is not limited to:

- Student information
- Employee information
- Meetings behind closed doors, or that are commonly deemed confidential or privileged
- New materials research
- Pending projects and proposals
- Execution methods, procedures or manuals
- Pre-patent or pre-copyright material
- Nonpublic financial information
- Technological data, processes or prototypes

You are advised not to discuss confidential information outside DCSD. In effort to foster a culture of trust and openness, recording of meetings or any other business related conversation without the consent of management is prohibited. When confidential information is discussed within DCSD, it shall be done strictly on a "need to know" basis. These guidelines are not intended to interfere with normal business communication and relationships nor are they intended to diminish an employee's ability to discuss issues related to the employee's terms and conditions of employment, or our requirement to comply with Colorado Open Records Act. These guidelines are intended to alert you to your obligation to use discretion in safeguarding DCSD's internal affairs.

DCSD's records, including documents, computer files and similar materials, may not be copied or removed from DCSD's premises without prior management approval. Removal from DCSD's premises means the actual physical removal of information as well as the transmittal of information via fax, telephone, e-mail or any other form of electronic communication,except in the ordinary course of performing your job duties on behalf of DCSD.

If your work product is unique to DCSD or if you have access to certain types of confidential information, you will be asked to sign certain agreements as a condition of employment, or in some cases as a condition of continuing employment or reassignment. These agreements may include a Proprietary Information and Inventions Agreement, Non-Compete Agreement, and/or a Confidentiality Agreement. Your supervisor or other management will determine which of these forms applies to you.

Your obligation to maintain the confidentiality of DCSD remains even after you are no longer employed.

CONFID

No Solicitation

Employees are not permitted to solicit during working time. An employee may not solicit another employee during the latter's working time.

Employees are not permitted to distribute literature during working time or in working areas.

Off-duty employees are not permitted to be on DCSD premises, including arriving at work early or staying after work late, unless they are actively working, have a reasonable purpose, preparing for work or cleaning up after work.

Non-employees are not permitted to solicit or distribute literature on DCSD's premises.

Working time does not include meal, break or rest periods or other specified times during the work shift when employees properly are not engaged in performing their work tasks. Working areas are defined as areas of the premises where employees perform their work tasks, but do not include break rooms, rest rooms, parking lots or other non-work areas.

Searches

DCSD may question employees and other persons entering and leaving our premises. Entry onto DCSD's premises constitutes consent to searches or inspections. Inspections may be conducted at any time at the discretion of DCSD.

This process includes the inspection of items such as packages, parcels, purses, handbags, briefcases, lunch boxes or other possessions or articles carried to and from DCSD property. In addition, DCSD reserves the right to search DCSD property that is used by the employees, such as an employee's locker, office, desk, files, computer, e-mail, voice mail and Internet files. If you have personal items that you would not like subjected to such inspection, these items should not be brought onto DCSD premises.

A DCSD-initiated search does not necessarily imply an accusation of theft or that an employee has broken a rule. Cooperation in the conduct of inspections is required as a condition of employment. Employees refusing to cooperate with or submit to a search will be subject to termination.

ENTIAL

Conflicts of Interest

Employees have an obligation to conduct business within guidelines that prohibit actual or potential conflicts of interest. An actual or potential conflict of interest occurs when an employee is in a position to influence a decision that may result in a personal gain for that employee or for a relative. If employees have any question whether a situation is a conflict of interest, employees should discuss the matter with their supervisor. If it remains unresolved, refer the matter to Human Resources for a final determination.

For more information see Superintendent Policy GBEA - Conflicts of Interest and Ethics

Technology and Communication Systems

DCSD's computer network, access to Internet, e-mail and voicemail systems are business tools intended for employees to use in performing their job duties. The communication systems are property of DCSD and intended for business use. Employees have no expectation of privacy in their use of DCSD computers, email or other electronic devices.

For more information see Superintendent Policy GBEE - Employee Computer, Internet and Electronic Mail Use Rules.

Social Media

Whenever you use social media, use good judgment. We request that you be respectful of DCSD, our employees, students, communities, partners, affiliates, and others.

At Work

Personal use of social media is never permitted on working time by means of DCSD's computers, DCSD-issued mobile devices, networks, and other IT resources and communications systems. Use of personal mobile devices during work time should be kept to a minimum.

Employees who utilize social media in their official duties—including blogs, wikis, and social networking sites – should refer to the Social Media Guidance developed by DCSD Community Relations. All postings on a blog, wiki, chat room, or social networking site on behalf of DCSD must be pre-approved and may only be sent by authorized employees.

Outside of Work

We encourage employees to be thoughtful about their activity online. Social media is a public forum and therefore even posts made on personal time may have professional consequences.

Guidelines:

- Posts concerning DCSD, employees of DCSD, and any other affiliates of DCSD must not violate any guidelines set forth in this guide, especially as it relates to discrimination, unlawful harassment, and illegal activities.

- Avoid speech that is a matter of personal grievance and not a matter of public policy, particularly when expressed as a part of an employee's official job duties or as a public employee.

- Avoid using statements, photographs, video or audio that reasonably could be viewed as malicious, unprofessional, obscene, threatening or intimidating, disruptive to the efficient operations of schools, violates an employee's duty of loyalty to DCSD, that disparages DCSD employees, students, communities, customers, partners and affiliates, or that might constitute harassment or bullying. Examples of such conduct might include offensive posts meant to intentionally harm someone's reputation or posts that could contribute to a hostile work environment.

- Your personal or anyone else's blog, wiki, or social networking site is not the ideal place to raise employment concerns or to make complaints, including alleged discrimination, unlawful harassment, or safety issues. Appropriate reporting procedures are outlined elsewhere in this Employee Guide.

- You may not disclose any sensitive, proprietary, confidential, or financial information about DCSD.

Confidential information includes trade secrets or anything related to DCSD's innovations, strategy, financials, or initiatives that have not been made public, internal reports, procedures or other internal business-related confidential communications.

Consult with your supervisor or DCSD Community Relations if you have any questions about the appropriateness of publishing information relating to DCSD, its employees or any of its affiliates.

Political Activity

DSCD respects the diversity of its employees. When determining whether certain political activity is permissible, employees should consider other sections in this guide such as no solicitation, conflict of interest, confidentiality, social media, use of computer, internet and email and other provisions within this guidebook.

During the workday employees can respond to unsolicited questions with strictly factual responses regarding campaign issues using DCSD property and resources. Presentations which express a position on a campaign issue or candidate may be made outside of employee work hours and outside of work areas.

Employees cannot work to promote or diminish a candidate or ballot issue during work time or while using DCSD provided resources or property.

Employees should direct any questions on permissible political activity to their supervisor.

Dispute Resolution Process

DCSD is committed to our core value of trust and promoting a workplace where employees can express their concerns in an open forum. The dispute resolution process (DRP) is designed to provide employees with an impartial procedure in an attempt to resolve work-related conflicts in a timely manner regarding an employee's job, management, policies or in some cases about other employees, with the assurance that no reprisals will result from doing so. Issues regarding an employee's performance appraisals, with the exception of situations of termination, will be heard only through the employee's own department's levels of management.

The following sections will review the different roles and responsibilities of this process as well as the two (2) levels of process resolution. Steps in the process may be skipped on occasion. The most likely event is when an issue is between the employee and the employee's supervisor.

<u>Roles and Responsibilities</u>

1. Employees. Employees should bring work-related concerns and issues to the attention of management as they occur. To make this process work, employees must be committed to working with management toward a solution that is in the best interest of the employee and DCSD. Employees need to use this process before seeking assistance outside DCSD. Employees are expected to keep the information they become aware of in confidence.

2. Supervisors. Supervisors must respect the rights of the employees, and keep all information confidential. Supervisors must respond to work-related concerns of employees quickly and accurately. Supervisors are expected to actively encourage and maintain an open-door policy. Supervisors will make every possible effort to work with employees to reach a mutual resolution and with mutual respect. Supervisors are expected to participate

in the process in a professional, productive and expeditious manner. Retaliation or indifference toward employees who use the process will not be tolerated.

3. Human Resources. Human Resources will advise employees of the appropriate level and procedure for their issue. Human Resources will maintain a complete file of all second level disputes. This file will not be included in the employee's personnel record. A Human Resources Representative will explain the dispute process and arrange meetings with the appropriate persons. Human Resources will assist the employee at each step during their presentation of the dispute, if requested by either the employee or management.

First Level Resolution

1. Overall, concerns should be resolved at the lowest level, as quickly as possible and through the chain of command prior to engaging second level resolution.

2. As practical, conflicts between workers should be worked out between co-workers or with the involvement of each employee's supervisors.

Second Level Resolution

1. If an employee wishes to use the DRP, they must inform Human Resources within five (5) business days of their last discussion with management regarding their issue, but no later than thirty (30) calendar days from the event or decision in dispute. To avoid confusion, employees must express in written format that they are engaging the DRP to a Human Resources Director.

2. When Human Resources receives the written copy of an employee's dispute, they will forward the employee's concern to the appropriate level of management. Within five (5) business days after receiving the employee's dispute, the employee's supervisor will set up a time to meet with the employee. The supervisor can meet with any other people necessary to consider the employee's dispute. Within five (5) business days after meeting with the employee, the supervisor will contact the employee with a decision and will provide them with a written response. If the supervisor needs additional time to reach a decision, then the supervisor should communicate when he or she anticipates being able to make a decision. A copy of the written decision also will be forwarded to Human Resources.

3. If an employee is not satisfied with the decision, they have five (5) business days to ask Human Resources to move their dispute forward to the next level. Within five (5) business days of receipt of the employee's dispute, the next level supervisor will contact the employee with a decision and send them a written response. If the supervisor needs additional time to reach a decision, then the supervisor will communicate when he or she anticipates being able to make a decision. A copy of the written decision also will be forwarded to Human Resources.

If after the second level the employee is not satisfied with the decision, they have five (5) business days to ask to move their dispute to the Chief Human Resources Officer (CHRO) or designee. Within five (5) business days of receipt of the employee's dispute, the CHRO may meet with others necessary and then issue a final written decision to the employee. If the CHRO needs additional time to reach a decision, then the CHRO will communicate when he or she anticipates being able to make a decision. This is the final step of this process.

Adverse Weather

DCSD may close schools because of bad weather or emergency conditions. When such conditions exist, the superintendent will make the official decision concerning the closing of DCSD's facilities. When it becomes necessary to open late or to release students early, or to cancel school, DCSD officials will post a notice on DCSD's web site and notify local radio and television stations.

Delayed School and Early Dismissal

The superintendent may delay school starting times or dismiss schools early due to severe weather or other emergencies. When schools are on a delayed start schedule, employees should arrive at their worksite as close to the normal starting time as is safely possible. In those events when schools are dismissed early or start late and employees are permitted to shorten their work day, employees may make up the time missed at a later date if approved by the employee's supervisor. The employee may also choose to use accumulated personal leave, compensatory or vacation time to fill-out the lost hours and maintain expected compensation levels.

DCSD-Declared Snow Days/Emergency Closure

An emergency closure occurs when DCSD closes a school, work site, an area of DCSD or the entire DCSD due to adverse weather conditions or other condition requiring an unscheduled closure. Snow and ice are examples of adverse weather. Other conditions that could cause closures include problems at a site, a system failure such as a water main break, heating system failure or roof collapse. In the event of such an emergency closure, full-time, part-time and limited part-time classified employees will be governed by the following provisions:

> Essential personnel are those employees predetermined by building or department leaders. Responsibilities of essential employees include responding to the type of situation causing the closure or performing a time sensitive or critical DCSD function that would have an adverse impact on DCSD, if not performed on a specific day.

In the event of an emergency closure the following apply:

- When school is dismissed early due to an emergency, building staff can leave the building after students have left the building and building leadership determines staff's presence is no longer needed for the safety and welfare of students.
- Only essential personnel are to report to work at the affected sites. Essential personnel are those employees predetermined by the site supervisor. Responsibilities of essential employees include responding to the type of situation causing the closure or performing a time sensitive or critical DCSD function that would have an adverse impact on DCSD if not performed on a specific day.
- Essential classified employees will be paid their regular rate of pay plus one and one half (1½) times their regular rate for the hours actually worked. Essential personnel reporting to work will be paid a minimum of 2 hours.

- Non-essential employees who do not report to work on emergency closure days will not be paid. However, the following options can be used to avoid loss of regular pay with supervisor approval: engage in professional development at home, work from home, make up work at a later date or use paid time off (i.e. vacation, personal, compensatory).
- Essential personnel who are notified by their supervisor not to report or who are unable to report to work will be treated as non-essential personnel.
- Substitutes, long-term substitutes or temporary employees are not to report for work and will not receive any compensation for the time.
- If, because of state attendance requirements, DCSD is required to schedule make-up time due to emergency closure, employees affected will be required to work the make-up days so scheduled.

Safety and Reporting of Injury

DCSD is committed to a safe work environment for employees. All employees should be familiar with the safety procedures for responding to a medical emergency, emergency drills and evacuations. Each campus is equipped with an automatic external defibrillator. Fire extinguishers are located throughout all DCSD buildings. Employees should know the location of these devices and procedures for their use.

Employees should report any unsafe practices or conditions to their supervisor. Failure to follow safety rules or use appropriate safety devices may result in a reduction of workers' compensation benefits in the event of an injury.

If employees are injured on the job, no matter how minor, they must immediately report this fact in writing to their direct supervisor. The injury needs to be reported within four (4) days or risk losing one day of worker's compensation benefits for each day the employee is late.

If medical treatment for an on-the-job injury is needed, it must be obtained from one of DCSD's designated physicians. If not, the employee may be responsible for the cost of medical treatment.

For more information on worker's compensation, visit the Risk Management website.

Appearance and Attire

The general appearance of all DCSD employees, especially those who interact with student or the public, is an important aspect of the professional image. Unless otherwise required by department or building rules, employees may choose their clothing for work consistent with the essential functions of their job and reasonable standards of professionalism, safety, cleanliness and hygiene. Department heads and building principals may require employees to change clothing and/or discontinue practices of dress that are not consistent with the criteria in the preceding sentence or that have a negative impact on the educational process or DCSD operations.

Attendance and Punctuality

All employees are expected to be on time and punctual for showing up to work. In addition, regular attendance is considered an essential function and is necessary for the efficient operation of DCSD.

Employees who are going to be absent, late or need to leave work during their usual work time, must contact their supervisor as soon as possible prior to the start of the work day. Leaving messages with other employees is not acceptable. Excessive absenteeism, patterns of absenteeism or tardiness may result in discipline, up to and including termination, even if the employee has not yet exhausted available paid time off.

No Call, No Show. Failure to call in when absent will result in disciplinary action up to and including termination.

Employees should discuss any further expectations regarding attendance with their supervisor.

Employee Records

DCSD maintains essential employment records for each employee. It is important for these records to be up-to-date and complete. This enables us to reach you in an emergency, forward your mail and properly maintain your insurance and other benefits. It also helps keep track of your payroll deductions and many other things that concern you as an individual.

To ensure your records are up to date at all times, please review your name, telephone number, home address, marital status, beneficiary designations, scholastic achievements, certifications, licensures and emergency contacts. Most of this information can be updated directly by the employee through Workday, otherwise, contact HR Customer Care at 720-433-0140 for assistance.

Derogatory material will not be placed in the employee's record unless either the employee acknowledges having received and/or read the material as indicated by the employee's signature on or referencing the document, or by a signed notation by a DCSD official indicating that the employee was given the opportunity to sign the document and refused or failed to do so; however, in any event, material furnished by the employee of copies of correspondence addressed to the employee will not require the employee's signature.

If you want to review your records, most information can be found in either Workday, Employee Self Service or contact the Human Resources department.

Except where required by law, former employees cannot access their records post-employment.

Separation of Employment

Employees should notify their supervisor of their anticipated departure at least two weeks in advance. Employees should complete the Employee Notice of Resignation form, found on the HR for Employees intranet site, and provide this to their supervisor. Notice allows sufficient time to calculate final pay and other monies and benefits to which employees may be entitled.

Separating employees are asked to ensure their personal email address, forwarding mail address and phone number are current prior to their last day of work. All property of DCSD, including but not limited to gmail accounts, keys, books, uniforms, property including intellectual property and equipment must be surrendered upon separation from employment.

In general, an employee may not take personal or vacation days during the last two scheduled work weeks of employment without supervisor approval. Unauthorized time off will not be paid during this period.

APPENDIX A

TIME OFF PLANS FOR CLASSIFIED EMPLOYEES

(ATU employees refer to the ATU agreement)

VACATION TIME

Employees are eligible for vacation if they are scheduled a .5 full time equivalent (FTE) and 261 annual work days. Hours worked from multiple positions and from the same budget will be combined for eligibility purposes. Annual vacation time is determined by the below table and is accrued by pay date within the fiscal year. An employee will move to the next accrual rate on the next payroll following the qualifying anniversary of their employment.

Completed Years of Service	Vacation Hours
Upon hire	"X" divided by 32.5 = vacation hours
1 – 4	"X" divided by 26.00 = vacation hours
5 – 9	"X" divided by 17.33 = vacation hours
10 or more	"X" divided by 13.00 = vacation hours

(X = annual hours scheduled to work)

PERSONAL TIME

Employees who are scheduled a .5 full time equivalent (FTE) and at least for nine (9) months are eligible for personal time. Three (3) personal days will be granted at the start of the school year. Personal days accumulate up to a limit of four (4) days and any personal days in excess of this limit will be added to an individual's sick leave balance. Time will based on an employee's scheduled weekly hours. New employees will be prorated as follows:

Start Date	Days Granted
July 1 - September 30	3 days
October 1 - December 31	2 days
January 1 - March 31	1 and ½ day
April 1 - June 30	.75 day

OBSERVED HOLIDAYS	Employees are eligible for holidays if they are scheduled a .5 full time equivalent (FTE) and 169 annual work days. Employees who work on an actual or observed holiday will be paid at time and a half in addition to holiday pay. This premium is paid on the actual or observed holiday, but not both. Preschool employees who work at least twenty (20) hours per week and are scheduled to work a calendar of 167 paid or working days will be eligible for two (2) paid holidays granted to 9-month employees. Holidays are paid up to an eight (8) hour a day maximum. Employees will follow the schedule that corresponds to their scheduled work days: <u>12-month employees (>250 work days)</u> Labor Day Thanksgiving (Thursday & Friday) Christmas Eve Christmas Day New Year's Day Martin Luther King Day President's Day Memorial Day Independence Day. <u>11-month employees (215-250 work days)</u> Labor Day Thanksgiving (Thursday & Friday) Christmas Eve Christmas Day New Year's Day Memorial Day. <u>10-month employees (200-214 work days)</u> Labor Day Thanksgiving Day Christmas Day New Year's Day Memorial Day <u>9-month employees (169 - 199 work days)</u> Thanksgiving Day Christmas Day
SICK TIME	Employees who are scheduled a .5 full time equivalent (FTE) and at least nine (9) months are eligible for sick time. Employees within their first year of employment may receive up to three (3) days advancement of their sick leave within the school year for coverage related to a serious medical condition. An employee will move to the next accrual rate on the next payroll following the qualifying anniversary of their employment. Sick days accumulate without limit. Sick time will accrue per pay date as follows:

Years in DCSD	Accrual per Scheduled (FTE)
0-4	0.027043
5-6	0.030899
7-8	0.038687
9 or more	0.042630

APPENDIX B

TIME OFF PLANS FOR LICENSED EMPLOYEES

PERSONAL TIME	All employees who are scheduled a .5 full time equivalent are eligible for personal time. Employees will be granted two (2) personal days at the start of the school year. Personal days accumulate up to a limit of 4 days and any personal days in excess of this limit will be added to an individual's sick time balance. New employees will be prorated as follows: Start Date — Days Granted July 1 - September 30 — 2 days October 1 - December 31 — 1.5 days January 1 - March 31 — 1 day April 1 - June 30 — .5 days
OBSERVED HOLIDAYS	Employees should refer to the school calendar for their holiday time off schedule.
SICK TIME	All employees who are scheduled a .5 full time equivalent are eligible for sick time. Sick time accumulates without limit. Sick time will be prorated for new employees and employees who do not complete a full school year. Employees who separate employment before the end of the school year will have their final pay deducted for sick days taken but not earned based on proration. All employees hired prior to the 2015-16 school year are covered by Plan A. Employees hired beginning with the 2015-2016 school year have a one-time choice of Plan A or Plan B at the time of hire: **Plan A.** Employees will accrue nine (9) sick days throughout the school year. **Plan B.** Employees will accrue eight (8) sick days throughout their first year and five (5) sick days for every subsequent year. Sick time accumulates without limit.

APPENDIX C

TIME OFF PLANS FOR ADMINISTRATIVE, PROFESSIONAL, AND TECHNICAL EMPLOYEES

PERSONAL TIME	All employees who are scheduled a .5 full time equivalent are eligible for personal time. Employees will be granted two (2) personal days at the start of the school year. Personal days accumulate up to a limit of 4 days and any personal days in excess of this limit will be added to an individual's sick time balance. New employees will be prorated as follows: Start Date — Days Granted July 1 - September 30 — 2 days October 1 - December 31 — 1.5 days January 1 - March 31 — 1 day April 1 - June 30 — .5 days
OBSERVED HOLIDAYS	All employees are eligible for the holidays below that fall on a scheduled work day: Labor Day Thanksgiving (Thursday & Friday) Christmas Eve and Christmas Day New Year's Day Martin Luther King Day President's Day Memorial Day Independence Day
SICK TIME	All employees who are scheduled a .5 full time equivalent are eligible for sick time. Employees will accrue 10 sick days throughout the fiscal year. A maximum of 15 days can rollover annually.

* Employees should check with their supervisor regarding any time off plan information specific to their department.

APPENDIX D

SICK LEAVE PAY OUT

CLASSIFIED	Regular full time and part time employees will be paid $7.00/hr for all of his or her accumulated sick leave up to 1,040 hours upon separation from service with DCSD, provided he or she has at least 10 years continuous service with DCSD. The employee will receive a lump sum payment on or before July 31 of the year he or she separates employment.
ADMINISTRATIVE PROFESSIONAL TECHNICAL	Employees who held an administrative, professional or technical position as of June 30, 2012 are grandfathered under the former sick reserve cash out benefit. To be eligible, an employee must have had 10 years of continuous service with DCSD at the time of retirement or resignation. Employees will be paid $62.00 for each day of all of their accumulated sick leave up to 130 days. Employees will receive a lump sum payment on or before July 31 of the year they retire and/or separate from DCSD.
LICENSED	Employees with at least ten (10) years continuous service with DCSD are eligible for a sick leave cash out upon resignation or retirement. The cash out will be determined by the employee's sick time off plan: Plan A - employees will be paid $48.00 for each day of all of their accumulated sick leave up to 130 days. Plan B – employees will be paid $48.00 for each day of all of their accumulated sick leave up to 60 days. Employees will receive a lump sum payment on or before August 31 of the year they retire and/or separate from DCSD.

APPENDIX E

LICENSED WORKING CONDITIONS

Work year
See your DCSD teacher contract.

Work week
In general, teachers should be available for assigned duties 37½ hours during each full calendar week that schools are in session. A 37½ hour work week will reflect as a full 1.0 FTE (full time equivalent).

Work day
Typically, the regular working day should consist of seven and one-half (7½) consecutive hours, including a duty-free lunch period of twenty-five (25) minutes, not including passing time. Teachers are expected to attend meetings scheduled during the regularly scheduled workday. Any absence from such meeting(s), unless excused by the principal, shall be considered absence without leave. Service on committees that meet beyond the seven and one-half (7½) hour day is voluntary. A full time teacher's FTE (full time equivalent) will reflect a full 1.0.

Supervisory duties
The District recognizes that as professionals, the primary responsibility of teachers is the education of students. However, teachers may be assigned to non-instructional supervisory and student activity assignments during the regular school day.

Other time responsibilities
The District recognizes that there are other responsibilities beyond the regular workday and the duty hours specified above which are incidental to the practice of the teaching profession. These responsibilities cannot be quantified in terms of time, and teachers do not receive additional compensation for them.

Instructional duties
Determined at the building level.

Class sizes
Determined at the building level. This includes assistance for teachers with large classes.

Planning time
Planning time is determined at the building level. However, in general, elementary teachers have two hundred minutes of duty-free planning time during each regular workweek and secondary teachers have a time equivalent to one (1) instructional period.

Class coverage
In the event the District, after a good faith effort, is unable to hire a substitute for a classroom teacher then the school will enact their class coverage plan.

Assignments
Determined at the building level.

Job share
Requests will be reviewed on a case by case basis by the principal, director of schools, and human resources.

Educational materials
Reimbursement for the purchase of educational materials that are not provided by the school is determined at the building level.

Professional days
Determined at the building level.

Days without students
Determined at the building level.

Instructional support
Determined at the building level.

Department chairpersons
Determined at the building level.

Library media specialists
Determined at the building level.

APPENDIX F
POSITION CLASSIFICATIONS

Regular positions: All persons who have a regular work schedule, receive wages or salaries through DCSD's payroll and whose employment is not limited to a specific period of time or purpose.

Full-time positions: Those employees who are scheduled to work 30 hours or more per week. All regular full-time employees are eligible for all employment benefits provided by DCSD to its employees in general.

Part-time positions: Those employees who are scheduled to work less than 30 hours per week. Regular part-time employees are eligible for limited employment benefits in general.

Temporary positions: Those employees whose administrative or professional technical service is intended to be of limited duration. Paid interns, who are employed for a limited duration, fall under this category. This definition excludes individuals supplied under contract by an outside agency. Temporary employees are not eligible for employment benefits in general and their term of employment does not normally exceed one year.

Seasonal positions: Those employees who are hired to work for a particular season or specific time of the year on a recurring basis, usually less than nine (9) months annually.

Substitute positions: Those employees who work on an as needed basis for absent classified or licensed employees. Absences can include both daily absences and leaves of absence. Substitute positions are not eligible for time off or health benefits.

Non-exempt positions: Employees (i.e. classified) who are subject to all provisions of the Fair Labor Standards Act (FLSA) as amended and other laws that regulate overtime. These employees receive an overtime pay rate for hours worked beyond 40 hours in any workweek.

Exempt positions: Executive, professional, administrative, licensed and some computer professional employees who are excluded from the overtime provisions of the FLSA as amended. These employees do not receive overtime pay for hours worked beyond 40 hours in any workweek.

110 positions: Those employees who are retired under PERA and can only be hired when a job posting has not produced a viable candidate pool.