



800 S. Taft Avenue  
Loveland, Colorado 80537

## **CLASSIFIED STAFF PERSONNEL HANDBOOK**

(Revised July 2024)

In accordance with Board Policy AC, Thompson School District does not discriminate on the basis of a person's actual or perceived characteristics such as, but not limited to, race, color, sex, sexual orientation, gender, gender identity, gender expression, religion, creed, national origin, ancestry, immigration/citizenship status, age, marital status, conditions related to pregnancy or childbirth, genetic information, mental or physical disability, need for special education services, or any other protected class in conformance with federal, state, and local law in admission or access to, or treatment and employment in, its programs and activities. A lack of English skills will not be a barrier to admission or participation. For information regarding civil rights or grievance procedures, contact Human Resources, 800 S. Taft, Loveland CO 80537, 970-613-5000 of the Office of Civil Rights, US Department of Education, Region VIII, federal Office Building, 1244 North Speer Boulevard, Suite 310, Denver, Colorado 80204, 303-844-5695.

The following person/people has/have been designated to handle inquiries regarding the nondiscrimination policies:

Title IX/Employee ADA/Section 504/EEO Compliance Officer  
Director of Human Resources  
800 South Taft Avenue  
Loveland, Colorado 80537  
(970) 613-5009  
[nondiscrimination@tsd.org](mailto:nondiscrimination@tsd.org)

Student ADA/Section 504 Compliance Officer  
Executive Director of Student Support Services  
800 South Taft Avenue  
Loveland, Colorado 80537  
(970) 613-5092  
[nondiscrimination@tsd.org](mailto:nondiscrimination@tsd.org)

**Produced by the Human Resources Department**

# IMPORTANT NOTICE

THE THOMPSON SCHOOL DISTRICT TAKES THIS OPPORTUNITY TO WELCOME NEW EMPLOYEES, AND TO THANK ALL EMPLOYEES FOR HELPING R2-J IN ITS PRIMARY OBJECTIVE OF OFFERING THE YOUNG PEOPLE OF THIS AREA THE BEST EDUCATIONAL OPPORTUNITIES POSSIBLE.

THIS HANDBOOK IS DESIGNED TO ACQUAINT YOU WITH THE DISTRICT AND PROVIDE YOU WITH INFORMATION ABOUT WORKING HERE. THE HANDBOOK IS NOT ALL INCLUSIVE, BUT IS INTENDED TO PROVIDE YOU WITH A SUMMARY OF SOME OF THE DISTRICT'S GUIDELINES. THIS EDITION REPLACES ALL PREVIOUSLY ISSUED EDITIONS.

EMPLOYMENT WITH THOMPSON SCHOOL DISTRICT R2-J IS AT-WILL. EMPLOYEES HAVE THE RIGHT TO END THEIR WORK RELATIONSHIP WITH THE ORGANIZATION, WITH OR WITHOUT ADVANCE NOTICE FOR ANY REASON. THE DISTRICT HAS THE SAME RIGHT. THE LANGUAGE USED IN THE HANDBOOK AND ANY VERBAL STATEMENTS MADE BY MANAGEMENT ARE NOT INTENDED TO CONSTITUTE A CONTRACT OF EMPLOYMENT, EITHER EXPRESSED OR IMPLIED, NOR ARE THEY A GUARANTEE OF EMPLOYMENT FOR A SPECIFIC DURATION. NO REPRESENTATIVE OF THOMPSON SCHOOL DISTRICT R2-J, OTHER THAN THE SUPERINTENDENT, HAS THE AUTHORITY TO ENTER INTO AN AGREEMENT OF EMPLOYMENT FOR ANY SPECIFIED PERIOD.

WHERE A BENEFIT PLAN, HEALTH OR LIFE INSURANCE PROVISION OR STATUTE IS DESCRIBED IN GENERAL TERMS, THE COMPLETE AND CONTROLLING DESCRIPTION IS THE OFFICIAL DOCUMENT OR STATUTE.

**IT IS THE RESPONSIBILITY OF EACH CLASSIFIED STAFF EMPLOYEE TO READ AND BECOME FAMILIAR WITH THE CONTENTS OF THIS HANDBOOK AND BOARD OF EDUCATION POLICIES AVAILABLE AT THE DISTRICT ADMINISTRATION OFFICE AND ON THE INTRANET AT [WWW.THOMPSONSCHOOLS.ORG](http://www.thompsonschoools.org).**

NO EMPLOYEE HANDBOOK CAN ANTICIPATE EVERY CIRCUMSTANCE OR QUESTION. AFTER READING THE HANDBOOK, IF YOU HAVE QUESTIONS PLEASE TALK WITH YOUR IMMEDIATE SUPERVISOR, A MEMBER OF THE EXECUTIVE LEADERSHIP STAFF, CLASSIFIED STAFF ADVISORY COUNCIL OR THE HUMAN RESOURCES DEPARTMENT. ALSO, THE NEED MAY ARISE TO CHANGE THE GUIDELINES DESCRIBED IN THE HANDBOOK. EXCEPT FOR THE AT-WILL NATURE OF THE EMPLOYMENT, THE DISTRICT THEREFORE RESERVES THE RIGHT TO INTERPRET THEM OR TO CHANGE THEM WITHOUT PRIOR NOTICE.

ALL CLASSIFIED STAFF ARE CONSIDERED HOURLY, NON-EXEMPT EMPLOYEES AS DEFINED BY THE FAIR LABOR STANDARDS ACT.

A COPY OF THIS HANDBOOK IS ALSO AVAILABLE ON THE DISTRICT'S INTRANET AT: [HTTP://WWW.THOMPSONSCHOOLS.ORG](http://www.thompsonschoools.org) . LOG IN TO THE INTRANET AND THE HANDBOOK CAN BE FOUND UNDER DOCUMENTS AND FORMS > CLASSIFIED STAFF RESOURCES.

# Table Of Contents

## Areas of Interest

	<u>PAGE</u>
<b>Absences from Work .....</b>	<b>5</b>
Absences	
Annual Leave	
Bereavement	
Child Care	
Donate – A - Day	
Family and Medical Leave Act (FMLA)	
Holidays	
Jury Duty/Legal Leave	
Military Leave	
Parental Involvement Leave	
Personal Leave	
Sick Leave Bank	
Staff Victim Leave	
Vacation	
Voting/Election	
<b>Benefits .....</b>	<b>11</b>
Education Reimbursement	
Flexible Spending Accounts	
Insurance Benefits	
Professional Development	
Retirement	
Tax Sheltered Annuities	
<b>Evaluation .....</b>	<b>13</b>
<b>General Information.....</b>	<b>15</b>
Awareness of Policies, Laws and Regulations	
Changing Your Personal Information	
Culture of Collaboration and Shared Decision Making	
Emergency School Closing	
Employee Online	
Late Start of Schools	
<b>Operating Practices .....</b>	<b>17</b>
Breaks & Lunches	
Call-In Reimbursement	
Demotion	
Employee Hours & Work Year	
Meal Allowance	
Other Paid Activities	
Overtime/Compensatory Time	
Position Evaluation	
Promotion	
Reduction In Force (RIF)	
Reemployment	
Resignation	
Transfer	

**Payroll** ..... 20

- 10 month / 12 month Pay
- Foothills Credit Union
- Electronic Transfer of Funds
- Payroll Deductions

**Safety and Reporting of Injury** ..... 21

- Safety Statement
- Worker’s Compensation

**Salary Schedule Regulations** ..... 22

- Employment Status
- Salary Computation for Less Than Twelve Month Employees
- Salary Placement of New Employees
- Substitute Pay Schedule
- Work Status

**Staff Conduct** ..... 23

- Disciplinary Action
- Drug Free Workplace
- Non-Discrimination/Equal Opportunity
- Reporting of Child Abuse
- Staff Concerns/Complaints
- Technology/Communications Systems Use
- Tobacco-Free Schools/Workplace

**Team/Committee Activity** ..... 28

**Glossary** ..... 29

**Evaluation Form and Resources** ..... 33

# Absences from Work

## ABSENCES

When an employee is absent from work, the employee must notify the district substitute tracking system prior to his/her regularly scheduled start-time and comply with his or her building/department's absence notification process. Staff working in Nutrition Services, Transportation (drivers and aides), ITS, Facilities and Custodial Services must report their absence in Time Clock Plus and comply with his or her department's absence notification process.

Failure to follow proper absence reporting procedures may disqualify the employee from using available paid leave and/or result in disciplinary action.

After five consecutive work days of absence, the Board may inquire into the nature and anticipated duration of the leave.

When an employee is absent they must use available paid leave, where applicable, to cover the absence. If an employee exhausts all paid leave benefits the employee should contact the Human Resources Department regarding available unpaid leave options. Unpaid leave options will be explored and approved by the Department of Human Resources in accordance with district policy and state and federal law.

All absences which do not qualify under Board policy are considered unexcused and may be subject to disciplinary action.

Failure to contact the immediate supervisor or designee for three consecutive days of absence will result in voluntary termination of employment.

## ANNUAL LEAVE ([Ref Policy GBGG/GBGG-R](#))

All hours stated in the definitions below are for full-time (1.0 FTE) employees. Hours for employees on partial assignments will be calculated proportional to the reduction in their assignments (e.g. a .50 assignment entitles employees to one-half the hours specified in the definitions).

**Definition:** Annual Leave is provided and available to use immediately. Annual Leave is based on each individual's assignment. Annual leave may be used at the professional discretion of the employee for personal illness, personal business or for the care of a member of the employee's immediate family.

- A. Annual Leave** is accrued at the rate of 8 hours per month of agreed assignment to work, i.e.:
  - 170 (or less) - 189 day work assignment = 72 hours per year
  - 190 - 209 day work assignment = 80 hours per year
  - 210 - 229 day work assignment = 88 hours per year
  - 230 - 260 day work assignment = 96 hours per year

- B. Accrued Leave**

**Definition:** Annual leave not used in previous years becomes Accrued Leave. Classified staff may accrue up to 320 hours (40 days), which may be used for illness and/or an FMLA (Family and Medical Leave Act) qualifying event only. In unique circumstances, employees may request the use of accrued leave for other purposes from the Human Resources Department.

- C. Available Leave**

**Definition:** The total hours of both annual and accrued leave (up to a total of 392 to 416 hours) are dependent upon the employee's annual work assignment. Each July the employee is paid 75% of the daily sub rate in lieu of any accumulated leave hours in excess of 320 hours (based on 1.0 FTE). Classified employees who have completed three consecutive years of employment upon retirement, separation (excluding termination of employment, voluntary or involuntary) or participation in an approved severance plan will be reimbursed at 50% of the current substitute rate for all available leave. A year of employment shall be defined as: completion of 115 days for school year employees and 169 for 12-month employees.

**D. Grandfathered Leave Days**

**Definition:** Classified staff employees who have accumulated more than 30 days annual leave by the end of 1993-94 assigned year can use those days for an extended, long-term illness (personal or of an immediate family member) or accident-related injury as verified by a physician’s statement. Upon retirement, separation (excluding termination of employment, voluntary or involuntary) or participation in an approved severance plan, all grandfathered leave days are reimbursed at 50% of the current sub rate up to a total of 120 days.

**VACATION (Ref. Policy GDD)**

All hours stated in the definitions below are for full-time (1.0 FTE) employees. Hours for employees on partial assignments will be calculated proportional to the reduction in their assignments (e.g. .50% assignment entitles employees to one-half the hours specified in the definitions).

Twelve month (260 day) regular classified staff employees are entitled to the following annual vacation leave:

- First through fourth year of employment ..... 80 hours per year
- Fifth through twelfth year of employment ..... 120 hours per year
- Thirteenth and each succeeding year of employment ..... 160 hours per year

Vacation accrues as shown below from the first day of employment:

- First through fourth year of employment ..... 6.67 hours per month
- Fifth through twelfth year of employment .....10.00 hours per month
- Thirteenth and each succeeding year of employment .....13.33 hours per month

Accrual of vacation time begins July 1 of each year and ends the following June 30. Accruals change on anniversary dates. Vacation time earned during an accrual cycle may be carried over and used during the period between July 1 and June 30.

**Note:** A less than 12 month employee who transfers to a 12 month position will be able to convert months of service into years with the District and be placed into the vacation schedule above.

**HOLIDAYS (Ref. Policy GDD)**

Twelve month (260 day) classified staff employees are eligible for twelve (12) paid holidays per year as approved by the Board of Education.

Classified staff employees working less than 12 months will be eligible for a maximum of two (2) paid holidays per year as approved by the Board of Education. The two (2) paid holidays will be; one (1) day for the Thanksgiving break and one (1) day for the Winter Intermission break. "Holiday Pay" is received in January.

## **SICK LEAVE BANK (Ref. Policy [GBGH](#), [GBGH-R](#), [Classified SLB Guidelines](#))**

One of your benefits as a Thompson School District employee is the option of participation in the Classified Staff Advisory Council (CSAC) sponsored Sick Leave Bank.

The philosophy associated with the operation of the Classified Staff Sick Leave Bank (CSSLB) is to provide financial protection to the member who has experienced a loss of salary due to a serious medical condition, as defined by the Family and Medical Leave Act (FMLA), which prevents the member from performing his or her job. The treatment/surgery must be medically necessary under the American Medical Association guidelines. Benefits of the Bank are restricted to the illness or injury of the employee. Classified employees may receive up to 35 days of their equivalent FTE within a rolling year. A rolling year is defined as *365 days from the last date Sick Leave bank was paid*.

- Members on personal leave or on 110 Transition are not eligible to utilize the Sick Leave Bank.
- Members who are currently receiving payment from Workers' Compensation or other third party liability claims (e.g. auto accident, homeowners) are not eligible for benefits, including lost wages, under this paid leave policy. Members who are subject of a third party liability claim but who are not currently receiving payments, including lost wages, from the third party liability claim may be eligible for sick leave bank benefits upon showing that they are not receiving payments from their claims.

Medical evidence (physician's statement) specifying the nature of the illness/injury, the dates and extensiveness of treatment, and the anticipated date of release for return to work must accompany the CSSLB Request Form. The Bank is funded by employee contribution and applicants need to be aware that there may be limitations on the number of hours available for distribution.

Decisions of the CSSLB, with respect to eligibility for sick leave bank days, are final.

Classified Staff Sick Leave Bank Guidelines, request forms and opt out forms may be obtained by contacting the HR Benefits and Leave Specialist in the Department of Human Resources.

### Membership:

- You are automatically enrolled in the sick leave bank.
- One day, up to 8 hours, of your annual leave will be donated to the bank based on your full time equivalency (FTE).
- Membership remains in effect unless you submit a completed Opt Out form during the open enrollment period.
- In subsequent years, an additional contribution of up to one annual leave day per year may be required.

### Opting Out of Membership

- The deadline for opting out of the Sick Leave Bank is August 15 (for employees working 260 days) or October 1 (for employees working less than 260 days) of each year.
- Request an Opt Out form from the Human Resources Department.
- Return the completed Opt Out form to the Human Resources Department by the applicable deadline date or within 30 days of your hire date.
- Opt Out decisions will remain in effect for the duration of your current employment unless you elect, in writing, to become a member of the sick leave bank during the open enrollment period.

### Open Enrollment Period

The annual open enrollment period shall be July - August 15 for employees who work year round (260 days) and August - October 1 for employees who work less than 260 days.

The effective date of coverage for an employee who elects to opt in to the sick leave bank during the open enrollment period shall be August 15 for employees who work year round (260 days) and October 1 for employees who work less than 260 days.

## **DONATE - A – DAY**

Donate-a-day is a way to help employees who need additional day(s) beyond their available leave days to provide care for an ill **member of their immediate family**. A classified staff employee who has exhausted all other leave (annual, accrued and grandfathered sick leave days *(in this order)*) may apply for Donate-a-Day.

For additional information or to request a Donate-a-Day form please contact the Human Resources Department.

## **FAMILY AND MEDICAL LEAVE ([Ref. Policy GBGF , GBGF-R](#))**

The Family and Medical Leave Act (FMLA) of 1993 provides eligible\* employees up to 12 weeks of unpaid leave, per school year, for the following reasons:

- The birth and care of the employee’s newborn child;
- The placement of a child with the employee for adoption or foster care;
- To care for an employee’s spouse, partner in civil union, domestic partner, parent or child with a serious health condition;
- When the employee is unable to perform the essential function of his or her position because of the employee’s own serious health condition; or
- 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.

Terms used in this policy and its accompanying regulation, such as “serious health condition,” “qualifying exigency,” “covered active duty,” “covered service member,” and “serious injury or illness” shall be as defined by FMLA and its implementing regulations. The terms “partner in a civil union” and “domestic partner” shall be as defined by state law.

Employees entitled to paid leave under other policies (annual, accrued, sick leave bank, etc.) will use the paid leave for part or all of their family and medical leave. FMLA will run concurrently with paid leave. Spouses, who are both employed by the District shall be entitled to a total of 12 weeks of leave (rather than 12 weeks each) for the birth or adoption of a child, family illness, or 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.

The District shall maintain group health insurance coverage for any employee who is granted an approved leave of absence under this policy for the duration of the leave (up to 12 weeks). Such coverage shall be maintained at the same level and under the same conditions as coverage would have been provided if the employee were not on leave. The District reserves the right to seek reimbursement for this benefit in the event that an employee elects not to return to work, as allowed by law.

Reinstatement shall be in accordance with applicable law and Board policies and other leave policies.

*Eligibility is defined in Board policy GBGF\*.*

## **BEREAVEMENT LEAVE ([Ref. Policy GBGJ](#))**

Classified Staff employees are allowed up to five days leave with full pay for a death in the immediate family. See page 29 for the specific definition of the term immediate family.

Any portion of a day, up to and including 8 hours (based on 1.0 FTE) is allowed for death outside of the immediate family such as for an extended family member or close friend.

Bereavement leave shall not be cumulative.



## **CHILD CARE LEAVE ([Ref. Policy GBGE](#))**

A leave of absence without pay may be granted to classified staff employees who have four consecutive years of service (including the current assignment year) for the purpose of child care upon the birth or adoption of a child into the family. Such leave may be granted for a period not to exceed one year, in addition to the remaining portion of a year during which childcare leave commences.

Childcare leave for classified employees with less than four consecutive years of service may be granted for a period not to exceed the end of the school year in which the childcare leave commences.

Group health insurance will continue subject to the provisions of the Family and Medical Leave Act.

Following completion of such leave, the employee shall be placed in a position for which he or she is qualified.

## **JURY DUTY/STAFF LEGAL LEAVE ([Ref. Policy GBGK](#))**

Employees shall be excused for jury duty or when ordered to appear in a proceeding pursuant to subpoena or other court order.

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.

## **MILITARY LEAVE ([Ref. Policy GBGI](#))**

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

The employee shall receive full salary and benefits during such leave up to a maximum of 15 days in any fiscal year. The leave year shall be as established by the district. If the employee is required by proper authority to continue military service beyond the time for which leave with pay is allowed, he/she shall be entitled to leave of absence without pay for such additional service.

An employee taking leave under this policy may at his/her discretion, but is not required to, use accrued vacation or other paid leave during time 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 their immediate supervisor.

Upon release from such military services, the employee must return to work within the timelines outlined by the Uniformed Services Employment and Reemployment Right Act (USERRA).

Reinstatement shall be in accordance with state and federal laws.

## **PARENTAL INVOLVEMENT LEAVE ([Ref. Policy GBGM](#))**

Eligible employees shall be entitled to take leave up to 6 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. Part-time employees shall be eligible for a portion of leave proportional to the reduction in their assignment.

For detailed information on eligibility, definition of "academic activity" and proper notice of the need for leave please review board policy GBGM.

## **PERSONAL LEAVE ([Ref. Policy GDCB](#))**

Personal leaves of absence without pay not to exceed 45 work days per assignment year may be granted to classified staff employees with the approval of the employee's supervisor and the Department of Human Resources.

Such leaves are intended for purposes or activities approved by the Board.

Requests for personal leave of absence shall be made in writing to the director of human resources or designee at least 30 days prior to the anticipated leave date. Exceptions to this deadline may be approved by the Board of Education.

An employee returning from leave shall be returned to his/her original position or equivalent with all accrued but unused benefits reinstated.

If an employee has excessive absenteeism or an unacceptable, unsatisfactory evaluation then a leave of absence may be denied.

## **STAFF VICTIM LEAVE ([Ref. Policy GBGL](#))**

An 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:

1. To seek a civil restraining order in order to prevent domestic abuse as it is defined in state law
2. 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
3. To make his or her home secure from the perpetrator or to seek new housing to escape from the perpetrator
4. To seek legal assistance to address related issues and to attend and prepare for court-related proceedings

Except in cases of imminent danger to his or her health or safety, an employee seeking such leave shall provide as much advance notice to the district as possible, as well as any appropriate documentation requested by his or her supervisor. The employee does not need to exhaust his or her annual or grandfathered leave prior to being granted leave in accordance with this policy.

For further information please contact the Department of Human Resources.

## **VOTING**

Voting is an important responsibility we all assume as citizens. We encourage employees to exercise their voting rights in all municipal, state, and federal elections.

Under most circumstances, it is possible for employees to vote either before or after work. If it is necessary for employees to arrive late or leave work early to vote in any election, employees should arrange with their **supervisor/manager** no later than the day prior to Election Day.

# Benefits

## INSURANCE

Thompson School District (TSD) offers group health, dental, prescription, long-term disability and life insurance coverage for all eligible full-time employees, part time employees (working 50% or more) and eligible dependents who wish to participate. **The health, dental and prescription plans are a benefit package and cannot be separated.** Employees working less than 50% per day are not eligible. The district will pay individual premiums for each full-time employee for health, dental, prescription and disability insurance not to exceed amounts set by the Board annually, and a pro-rated share of those premiums for such employees working 50% or more. The district will pay the single life insurance premium for all employees working 50% or more. The employee's portions of premiums, if applicable, shall be paid by salary deduction.

The district provides and funds its contributions for up to twelve months of coverage for its regular and temporary employees who begin work at the beginning of the school year or who are hired before January 1st and complete their assignment. (For example, for employees who complete their contract the insurance coverage will begin October 1, for employees who begin work in August, and will end September 30 of the following year.) Employees, whose assignments are based on the school calendar may be paid either on a 10 or 12-month basis and coverage will continue through September 30. The example for employees on a 260-day assignment: Insurance coverage will begin September 1 (if the employee starts work in July) and will end July 31, if the employee completes his assignment.

Temporary full-time employees (and part-time employees who work at least half time) who are scheduled to work 45 days or more and have been issued a Notice of Assignment will be eligible to participate in the District Insurance Plan on the first (1st) day of the month following 30 days of employment.

Regular and temporary part-time employees working less than half time are not eligible to participate in the District's insurance plan (for either themselves or their families).

Vision care, which is paid by the employee, is offered on a voluntary basis to all benefit eligible employees.

The above insurance information is to provide a basic understanding of coverage and eligibility. The terms, exclusions and conditions of the master policy will be binding in all instances.

Contact the insurance department at 613-5004 for more information.

## FLEXIBLE SPENDING ACCOUNTS

This optional program allows employees to pay for selected expenses BEFORE taxes, thus lowering their taxable income and saving the employee tax dollars.

Definition of Eligibility: employee must be on a regular or temporary notice of assignment of 45 days or more.

Eligible employees may participate in one or more of the following plans:

- A. **Insurance Premium Option:** allows employee to pay district insurance premiums BEFORE taxes.
- B. **Medical Flexible Spending Account:** Allows employees to pay out-of-pocket medical, dental, and vision expenses BEFORE taxes.
- C. **Dependent Care Flexible Spending Account:** Allows employees to pay child care or other dependent care expenses BEFORE taxes.

**Enrollment in any of the flexible spending plans is at the time of hire and on an annual basis for continued participation.** The I.R.S. requires that employees elect/waive participation in flexible spending plans on an annual basis. Applicable law and Board regulations require that once an employee has made a decision to participate in a Flexible Spending Account Plan, the employee may not change or in any way modify that decision unless there is a significant change in family status or employment. Not all changes in family and employment status meet the criteria to change a pre-tax election. The plan operates according to IRS regulations and is subject to changes in those laws. Contact Human Resources for more information.

## **TAX SHELTERED ANNUITIES (457, 403B and 401K)**

Employees may elect to participate by payroll deduction in tax-sheltered annuity plans approved by the District. Tax-sheltered annuities are plans under which the employee may set aside a portion of salary in the annuity which is not taxed by the federal government until it is withdrawn. All costs are borne by the employee. Contact payroll for more information

## **RETIREMENT**

All employees are required to participate in the Public Employees Retirement Association (PERA). Any employee participating in PERA may also participate in the group life insurance programs sponsored by PERA at the employee's own expense. PERA also has a 401 K Plan for interested employees.

Currently, under state law, the Thompson School District R2-J pays a portion of your gross wages to PERA for your retirement. More information is available from our payroll department or the PERA website at [www.copera.org](http://www.copera.org).

## **PROFESSIONAL DEVELOPMENT**

The continuing education and skill development of employees is essential for the successful accomplishment of our School District objectives in this ever changing and challenging work environment.

Employees are encouraged to discuss their self-development and career objectives with their immediate supervisor or building administrator.

### **Education Reimbursement**

Upon employment, all classified employees who receive a Notice of Assignment are eligible to participate in the Education Reimbursement Program.

Education reimbursement is available for any current classified staff employee who successfully completes a course, class, or seminar providing it meets the criteria outlined on the Education Reimbursement Form. Forms can be obtained on [Employee Online](#) and the Intranet.

Education reimbursement benefits are contingent upon available funding.

For more information contact the Human Resources Department.

### **Thompson R2-J Staff Development Course Offerings**

Publications of staff development offerings for the purpose of providing employees with professional enrichment opportunities throughout the year are communicated through employee email and are available on the Intranet at [www.thompsonschoools.org](http://www.thompsonschoools.org). Click on the Intranet Homepage icon and sign in or go to the [Classified PD Google classroom here](#).

### **Site-Based Staff Development**

Opportunities for professional growth and training are also organized and/or conducted within your department or school. See your supervisor for additional information.

# Evaluation

## **PERFORMANCE EVALUATIONS (GDO-1, GDO-1-R)**

The Board believes that the development of a high performing classified staff is essential to the smooth functioning of the district therefore all classified employees shall make continuous efforts to improve their performance.

The district has adopted an evaluation system designed to ensure the highest quality of services for the district's students, staff and community. The evaluation system also supports the district's mission, vision, and strategic plan and is designed to:

1. Improve or support teaching and learning
2. Enhance implementation of curricular programs
3. Measure professional growth, development and performance
4. Promote and improve communications between the employee and supervisor
5. Provide insight and feedback regarding the employee's performance, including areas of strength, opportunities for growth, and need for improvement
6. Provide recognition for outstanding performance
7. Ensure that consistent procedures and uniform performance standards are used for the evaluation of all employees who hold the same position
8. Explain the responsibilities of the employee and employer in the evaluation process
9. Provide additional information that may be related to personnel decisions

### Evaluation Cycle:

A written performance evaluation shall be completed for all classified employees during the first year of employment and every alternating year thereafter (2 year cycle) with an approved performance rating of 31 Points and above. Any performance rating of 30 points and below requires an annual evaluation.

In the event a classified employee acquires a new position, an evaluation shall be completed during the first year in the new position, then every alternate year thereafter.

The employee's supervisor may establish an annual evaluation cycle based on the employee's situation.

An employee may request an evaluation during an "off cycle" year.

The Classified staff evaluation system is designed to be a year-long active process involving both supervisor and employee participation.

### Initial Conference:

The evaluator and employee shall meet at the beginning of the evaluation cycle to establish expectations of duties and responsibilities of the employee's job and personal/professional development. This **Initial** conference occurs no later than August 15 for staff who work 200 days or more, and by October 1 for staff who work less than 200 days. For employees hired after the beginning of the school year, the preliminary appraisal conference should occur no later than 30 days from the date of hire. Employees will not receive a performance rating during the initial conference.

**Mid-Year Conference:**

The employee and evaluator shall have a mid-year conference by January 15. This conference is intended to be a give and take session in which the evaluator and employee share their observations and perception on the employee's current level of performance.

**Self-Reflection (Optional):**

Classified employees may choose to submit a self-reflection form to the evaluator outlining their personal/professional growth for the year. In order for the evaluator to consider and include information shared in the Self-Reflection the form must be submitted to the supervisor no later than April 30.

The **final evaluation conference** shall take place in May and shall involve a thorough discussion on the rating results and give the employee the opportunity to record comments and discuss the "Total Evaluation Score." In addition, goals and professional development for the next evaluation period may be established for the start of the next evaluation cycle.

Completed evaluations are due to Human Resources by June 15. Please see the Classified Evaluation form and resources on page 33.

# General Information

## **AWARENESS OF POLICIES, LAWS, AND REGULATIONS**

It is the responsibility of each employee to be familiar with certain specific laws, Board of Education policies and building or department regulations. The District has the responsibility to make these documents available to you, and the employee has the responsibility to read and seek answers to any questions about any law, policy, or regulation. One of the main purposes of this handbook is to begin to provide you with the information you will need as an employee of the district. Being aware of and complying with the laws, policies, and regulations governing your employment will help avoid problems for you and the District. District policies and regulations can be found on the district website at: [www.thompsonschoools.org](http://www.thompsonschoools.org).

## **CHANGING YOUR PERSONAL INFORMATION**

Personal information changes such as a change in address, phone number, etc. must be changed on [Employee Online](#).

Employees who have district insurance and have a name change or change in beneficiary must complete a name change form and the appropriate insurance form. Please contact the Insurance Department at 613-5004 to obtain a form or it can be obtained on [Employee Online](#).

Employees should also change their personal information with PERA at [www.copera.org](http://www.copera.org) or 1-800-759-7372.

## **CULTURE OF COLLABORATION AND SHARED DECISION MAKING**

In building collaborative, shared decisions, the Thompson School District supports the following:

### *General Guidelines*

- All students/stakeholders are central to decisions.
- Consider the continuous improvement cycle of *Plan, Do, Check, Adjust*.
- Full participation is encouraged to keep the process as open as possible.
- Finding and identifying the *best* solution for the circumstance is always the primary purpose of decision-making.
- Inclusive solutions produce wise decisions and greater probability of support.
- Collaboration processes should represent the diversity of staff and students.
- Shared responsibility and innovation should result from shared decisions.
- Ownership creates effective and sustainable decisions.
- Decisions are based on data and artifacts using sound research practices.
- Practice open and honest communication.
- Communication of decisions and collaborative processes is regular, frequent, and explicit, and may include strategies, such as minutes posted in a timely manner in an easily accessible location.

For more information please contact the School Principal or the Director of Human Resources.

## **EMPLOYEE ON-LINE (EO)**

Employees can access a variety of information and review records such as:

- Personal Information – home address, phone number(s), email and emergency contact information
- Payroll Information – direct deposit, check stubs, w-2, tax info., and a “what if” calculator
- Insurance Benefits, medical/dental, vision and supplemental plans, coverage and cost
- Job Assignment Information – notices of assignment, position(s) held, dates of service, salary, licenses, education
- Leave balances
- Copy of licenses/certifications

## **EMERGENCY SCHOOL CLOSING ([EBCD-R-1](#))**

Notice of an emergency school closing (whether prior to school start or during school hours) shall be communicated to department leaders, individual building principals, to radio stations, to Denver television stations and posted on the district webpage, Channel 14 and the School Closure Line, 970-613- 6788, by the superintendent or designated staff.

### **Full Closure Prior to Start of School Day**

- A. If the decision to close schools/buildings is due to inclement weather:
- Maintenance, grounds, and custodial personnel responsible for facility/building systems, security and snow removal must report to work as usual. The lead custodian at each building will be responsible for checking mechanical operations in their building. Other maintenance personnel will be on call to respond to emergency calls until released by the director of operations or designee.
  - Other District employees will not report for work unless directed otherwise by their building administrator/supervisor.
- B. If the decision to close schools/buildings is due to reasons other than inclement weather: all employees will report for work at the normal starting time unless directed otherwise by their building administrator/supervisor.
- C. In the event of an emergency school closure, employees not required to work will receive their regular pay. Employees who are required to work on days declared as emergency closure for the school district shall be compensated at their regular rate for their regularly scheduled hours. In addition, they will be paid at their regular rate of pay or will receive time off at a one-to-one ratio for the number of hours actually worked on that emergency closure day. Use of time off must be scheduled with the employee's supervisor.
- D. In the event that employees are required to report to work before the announcement of an early morning school/district closure the employee shall be compensated at their regular rate for their regularly scheduled hours. In addition, they will be paid at their regular rate of pay or will receive time off at a one-to-one ratio for the number of hours actually worked. Use of time off must be scheduled with the employee's supervisor.

### **Early Dismissal Schedule**

If weather or other emergency conditions are serious enough to close schools prior to the end of the school day, employees must remain on duty until dismissed by the immediate supervisor.

### **Makeup Days**

The scheduling of makeup days is at the discretion of the Board and subject to CDE requirement. All employees will be required to report for work on makeup days.



# Operating Practices

## **EMPLOYEE HOURS AND WORK YEAR**

A classified staff employee's normally scheduled work hours and work year is determined by the job classification held and specific assignment.

A list of classifications and schedules is available from the Human Resources Department.

## **OVERTIME/COMPENSATORY TIME ([Ref. Policy GDBC](#))**

This policy affects all non-exempt classified staff personnel.

All overtime work – time worked in excess of forty hours in a regular workweek – **requires the advanced approval of the employee's immediate supervisor or principal**. A regular workweek is defined as the period of time beginning at 12:01 am Sunday and continuing through 12:00 midnight the following Saturday.

An employee who qualifies for overtime compensation will either receive pay at the rate of one and one-half times his/her regular rate of pay on the next scheduled payday, or be allowed to take compensatory time off at the rate of one and one-half hours per hour of overtime worked. **A determination as to whether overtime is compensated by overtime pay or by compensatory time is made prior to the performance of work.**

An employee may accumulate up to eighty hours (80) of compensatory time during a fiscal year in accordance with district practice. After eighty hours has accrued, overtime is then compensated in the form of pay at the rate of one and one-half times the regular rate of pay. An employee may not accrue more than 240 hours of compensatory time in accordance with federal law.

All hours worked shall be recorded accurately in the manner required by the supervisor.

**Employees are encouraged to take compensatory time within 30 days from the date it is accrued.** An employee should be allowed to use his/her accrued compensatory time within a month of requesting to use it whenever possible. The immediate supervisor or principal may approve only a portion of the time requested, or deny the request altogether, if granting the requested time would unduly disrupt the operation of the school district. Any accrued compensatory time must be used prior to the end of the fiscal year or else paid. Accrued compensatory time is converted to overtime pay upon termination of employment.

For the purpose of computing overtime/compensatory time, district approved paid holidays are credited as time worked. Annual leave, vacation, or other types of paid leave are not credited as time worked.

District employees who put in extra hours to supervise and/or serve community groups using school facilities are paid at the rate established by the Board for such contract services and in accordance with the Fair Labor Standards Act.

## **BREAKS AND LUNCH**

If an employee's work shift exceeds five (5) consecutive hours, they are entitled to a minimum of one-half hour uninterrupted/duty free lunch. Work performed during the employee's lunch, even if voluntary, must be compensated at the rate of pay dictated by Board Policy GDBC.

If an employee's work shift is less than five (5) consecutive hours per day, they may or may not have a lunch period, depending on the building administrator, the nature of the work schedule and the job performed.

An employee working 6 to 8 hours per day is permitted to take two paid fifteen minute breaks during their work day. An employee working more than 2 hours but less than 6 consecutive hours is permitted to take one paid fifteen minute break per day.

The time of day that breaks occur is determined by the immediate supervisor and insofar as practicable shall be in the middle of each four (4) hour work period.

If breaks are missed on a regular basis because of work demands, the employee is encouraged to use the Open Door Policy (page 25) to resolve the situation.

## **CALL-IN REIMBURSEMENT**

An employee called back to work, outside of the unit's scheduled work day, because of an emergency or extra assignment, receives a minimum of two (2) hours pay or compensatory time at the rate of 1 ½ his or her regular rate of pay, plus reimbursement for mileage.

## **PROMOTION**

When a classified employee receives a promotion to a position in a higher pay range of the salary schedule, the employee receives a minimum of a 5% promotional increase to their current salary or receives a rate that is 5% above the minimum of the new pay range, whichever is greater.

## **DEMOTION**

When an employee is demoted, the rate of pay will not change unless it exceeds the maximum of the lower pay range. If such is the case, the employee's salary will be reduced to the maximum of the lower pay range.

## **TRANSFER – Voluntary and/or Administrative**

**Note: Employees must be in their current position for a minimum of 90 calendar days to be eligible for a voluntary transfer.** (*Intra-departmental* transfers in Nutrition, Custodial and Transportation Services are permissible within the first 90 days, but *Inter-district* transfers are not.)

If a regular employee is approved for a transfer to a position:

- A. Within the same pay range, the rate of pay will remain unchanged.
- B. Of lower pay range, the employee will be placed in the lower pay range at the equivalent percentage as in their current pay range.
- C. Of a higher pay range than their original pay range and classification, the rate of pay will be determined by the Promotion procedure.

## **REEMPLOYMENT**

Persons reemployed in the same job classification within one year of his/her separation date may be paid up to the salary attained at the time of separation, or the minimum of the range, whichever is greater.

The above actions will be at the suggestion of the immediate supervisor and subject to the approval of the Department of Human Resources.

## **RESIGNATION ([Ref. Policy GDOB](#))**

An employee who chooses to leave the District is requested to give a minimum of two weeks' notice, in writing, to his/her immediate supervisor. An employee who resigns during the term of the assignment shall be paid the prorated amount of the annual salary for each day the employee has been on duty.

An employee who has used any paid leave (annual, vacation) in excess of his/her actual accrued amount or who has incurred other debts to the district which remain unpaid at the date of separation shall have the amount deducted from the final paycheck.

## **REDUCTION IN FORCE ([Ref. Policy GDOA, GDOA-R](#))**

If it is determined that a Reduction In Force (RIF) will take place, employees will be placed in two categories: Group A – those with less than one year of service at the building or department level and Group B – those with more than one year of service at the building or department level.

Employees in Group A will be subject to reduction first. Employees in Group B will be subject to reduction second.

Factors such as quality of service, job performance history, specific qualifications of individual employees and continuous years of service will be considered in each group.

Please refer to the policies (referenced above) for more information regarding provisions for re-employment.

## **POSITION EVALUATION**

The Human Resources Department will review requests for Salary Placement Review or re-evaluation of specific jobs relating to the classified staff salary structure.

Classified staff interested in requesting a salary placement review should contact the Human Resources Department for the necessary documentation.

### **Timing Of Job Evaluation Reviews**

Employee requests for review must be presented in writing to the Human Resources Department by **December 31 of each year**. Recommendations will be made prior to the end of the contract year, so that any adjustments in compensation can be approved by the Board and included in the budget. **Any adjustments in compensation will become effective the following fiscal year. This is defined as July 1 for 12-month employees and the appropriate reporting date in July/August/September for less than 12-month employees.** Exceptions to this schedule may be accepted at the discretion of the Director of Human Resources.

## **MEAL ALLOWANCE ([Ref. Policy DKC](#))**

An employee assigned to duties outside District boundaries during normal meal periods, and who works five continuous hours or more, is eligible to be reimbursed the current allowance rate for his/her meal.

## **OTHER PAID ACTIVITIES**

In-Service Training, Field Trips, and all other activities related to the regular duties and responsibilities of the employee, whether voluntary or requested, are paid at the employee's regular hourly rate and subject to the Overtime/Compensatory Time policy outlined in the handbook.

All additional work that an employee chooses to perform for the District, not related to an employee's regular duties and responsibilities, is paid at the rate established by the District but is still subject to Overtime/Compensatory Time regulations set forth by law. Contact Human Resources for further information.

# Payroll

## **10 MONTH/12 MONTH PAY ([Ref. Policy DKAB-R](#))**

Employees who work 200 days or more are paid on a twelve-month basis.

Employees whose work year is less than 200 days have the **option** of being paid in either ten (10) equal monthly payments or twelve (12) equal monthly payments.

Less than twelve (12) month employees on a temporary assignment hired after January 1<sup>st</sup> do not have this option.

Part-time Nutritional Services employees are paid on a ten-month basis.

Qualified employees must notify the Human Resources Office in writing prior to May 1 of each year, for implementation the following September, if they wish to make a change in their payment option. Employees who fail to notify the Human Resources Office by May 1 receive their salary in the same manner as the previous year. Once an option has been selected no change will be permitted during the course of that work year.

## **FOOTHILLS CREDIT UNION**

All employees are eligible to join Foothills Credit Union. The Credit Union is located at 3875 Mountain Lion Drive, Loveland, 80537. For additional information call Foothills Credit Union at 970-669-4747.

## **ELECTRONIC TRANSFER OF FUNDS ([Ref. Policy DKAB](#))**

Direct deposit of paychecks for all regular and temporary employees is required. Paperwork must be completed within 30 days of hire.

Your paycheck will automatically be deposited into your account through direct deposit. The money will be deposited on the 27<sup>th</sup> of each month or the last banking day prior to the 27<sup>th</sup>. Each month, employees may access a copy of their check stub on employee online. The check stub will outline earnings, deductions, and available leave. Changes to your account status must be submitted to Payroll by the 10<sup>th</sup> of the month.

## **PAYROLL DEDUCTIONS**

### **Required Deductions**

- Federal income tax
- Medicare (employees hired after April 1986 only)
- Public Employees' Retirement Association PERA (see retirement)
- State of Colorado income tax

Note: No other payroll deductions for direct payment to a company or association may be made without authorization by the Board of Education.

Note: All changes made by an employee in the above listed deductions must be in the payroll department on the Friday before the 15<sup>th</sup> of any given month, to be effective that month.

### **Deductions Authorized upon Written Request by Employee**

- Foothills Credit Union
- District insurance premiums for medical, life, dental, and vision insurance
- District approved supplemental insurances
- District approved tax sheltered annuity contracts (403b).
- PERA Survivors Insurance (Optional for PERA members)
- United Way Program
- Thompson Education Association dues
- Thompson Education Foundation (TEF)
- Flexible Spending Accounts
- 401k Plan (Administered by PERA)

**Contact the Payroll Department if you have questions.**

# Safety/Reporting Of Injury

## **SAFETY STATEMENT (Ref. Policy EB)**

All employees of the District are responsible for maintaining a safe and healthy work place and ensuring that safety precautions and practices are followed. You are expected to immediately report any injuries, unsafe working conditions or safety problems to your supervisor. Until corrective action is taken, be sure that the area or condition is restricted and that cautionary devices, i.e., cones, temporary fencing, floor signs, etc., are in place so that others are not affected or injured.

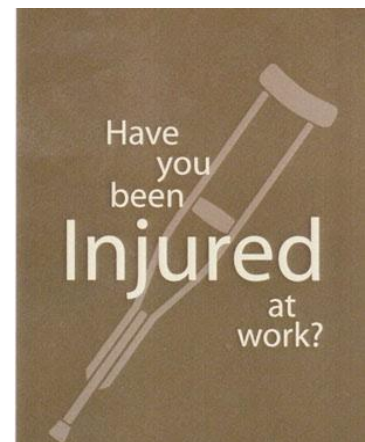
In order to safely perform your job, you must familiarize yourself with the safety rules specific to your position and participate in all safety training provided by your department. You must wear personal protective equipment whenever required, ask for assistance if the task requires more than one person and, if you're unsure how to perform a task safely, stop and ask your supervisor for instruction before continuing.

## **WORKERS' COMPENSATION (Ref. Policy GBGD)**

The Board of Education believes that safety education and accident prevention are important to everyone involved with our schools and should be integrated into every aspect of our work activity.

**If you are involved in a work-related accident you MUST report the injury to your immediate supervisor and then complete the Employee's First Report of Injury Form within 24 hours.**

The District has a Designated Physician Program. If you are injured at work and require medical attention that is not life or limb threatening, you must visit one of the designated physicians. In order for your medical bills to be paid by the workers' compensation insurance carrier and for your absences to be handled as an authorized work-related absence, you **MUST** seek treatment from a designated provider. *A list of designated providers is included in the workers' compensation handbook, which is available on the district intranet and on the employment law posters posted at each building.*



**If the injury is life or limb threatening**, or if the nearest designated facility does not have an on-call after hours service, treatment may be obtained from the nearest available medical facility. All follow-up care must be provided by a designated physician.

Under the Workers' Compensation Act, lost wages are paid at 66 2/3% of total wages; an injured employee will receive wage continuation benefits, in accordance with the Act, and will be paid directly from the district's workers' compensation insurer. Current, detailed information regarding wage benefits and use of paid leave is available on the district website under Board Policy GBGD, Workers' Compensation.

In accordance with the Colorado Revised Statute 8-42-112, failure to obey safety rules may result in a 50% reduction of workers' compensation disability benefits, "where injury results from employee's willful failure to obey any reasonable rule adopted by the employer for the safety of the employee."

## **Pre-Placement Physical Evaluation**

The District has implemented a Pre-Placement Physical Program for job candidates who are recommended for specific assignments. The flexibility and strength testing determines if a candidate is physically capable of performing the essential job functions for which he/she is being recommended. See Human Resources for further details.

# Salary Schedule Regulations

## WORK STATUS ([Ref. Policy GD](#))

- Full-time: Employees who work 40 hours per week, depending on the position.
- Part-time: Employees who work less than 40 hours per week, depending on the position
- Twelve month: Employees who work 260 days per year.
- Eleven month: Employees who work more than 209 and less than 230 days per year.
- Ten month: Employees who work more than 189 and less than 210 days per year.
- Nine month: Employees who work up to 189 days per year.

**NOTE:** The above description of work status is for administrative purposes only and is not intended to imply or confer a promise or contract of employment for any specified term.

## EMPLOYMENT STATUS ([Ref. Policy GD](#))

- Regular:** A regular classified employee is one who has been notified of a particular assignment.
- Substitute:** A substitute classified employee is one who is employed on a day-by-day basis in place of a regular employee.
- Temporary:** A temporary classified employee is one who is hired for a specific period of time to fill a vacancy or assist in an additional workload situation.

Employment status is only considered for purposes of determining an employee's entitlement to benefits.

Classified staff employees are notified by the Human Resources Department when there is a change in their classification and/or salary. **All classified staff employees, regardless of employment status, are employees at-will and, as such, are employed for an indefinite term and may be terminated with or without cause.**

## SALARY PLACEMENT OF NEW EMPLOYEES

An employee originally hired into a regular or temporary position is paid the Pay Range minimum salary for his/her class of work unless the Superintendent (or designee) determines that a rate of pay above the minimum is justified.

## SALARY COMPUTATION FOR LESS THAN TWELVE MONTH EMPLOYEES

Employees occupying less than twelve-month positions (with the exception of Nutrition Services and Transportation) are paid based on the monthly equivalent of the annual rate.

Nutrition Services and Transportation employees are paid monthly for actual hours worked during the previous month.

All classified staff employees are paid on an hourly basis. Computation of twelve-month salary for less than twelve month employees is as follows:

$$\begin{aligned} \text{Hourly Rate} \times \text{Scheduled Hours} &= \text{Daily Rate} \\ \text{Daily Rate} \times \text{Number of Work Days} &= \text{Annual Rate} \end{aligned}$$

NOTE: Actual hours worked may vary from scheduled hours.

## SUBSTITUTE PAY SCHEDULE

Substitutes placed through the district substitute system will receive the minimum hourly rate of pay for the position that they are substituting for. This applies to positions in the Classified Staff Salary Schedule B Pay Ranges 5-17. Substitutes will be paid for the actual hours worked that are tracked in the district substitute system. Transportation Department substitutes will receive the minimum hourly rate of pay for the position that they are substituting for. Nutrition Services substitutes will receive the minimum rate of pay on the current Classified Staff Salary Schedule B Pay Range 5.

# Staff Conduct

## **NON-DISCRIMINATION/EQUAL OPPORTUNITY (Ref. Policies GBA, GBAA, AC, AC-R)**

Thompson School District is dedicated to the principles of equal employment opportunity in any term, condition or privilege of employment. In accordance with Board Policy AC, Thompson School District does not discriminate on the basis of a person's actual or perceived characteristics such as, but not limited to, race, color, sex, sexual orientation, gender, gender identity, gender expression, religion, creed, national origin, ancestry, immigration/citizenship status, age, marital status, conditions related to pregnancy or childbirth, genetic information, mental or physical disability, need for special education services, or any other protected class in conformance with federal, state, and local law in admission or access to, or treatment and employment in, its programs and activities. A lack of English skills will not be a barrier to admission or participation.

The following person/people has/have been designated to handle inquiries regarding the nondiscrimination policies:

Title IX/Employee ADA/Section 504/EEO Compliance Officer  
Director of Human Resources  
800 South Taft Avenue  
Loveland, Colorado 80537  
(970) 613-5009  
[nondiscrimination@tsd.org](mailto:nondiscrimination@tsd.org)

Student ADA/Section 504 Compliance Officer  
Executive Director of Student Support Services  
800 South Taft Avenue  
Loveland, Colorado 80537  
(970) 613-5092  
[nondiscrimination@tsd.org](mailto:nondiscrimination@tsd.org)

This prohibition includes unlawful harassment based on any of these protected classes. Unlawful harassment includes verbal, written 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 managers, supervisors, co-workers, and non-employees such as customers, clients, vendors, consultants, etc.

The District 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 non-discrimination, equal opportunity or retaliation standard, please follow the complaint procedure contained in policies GBA, AC, and AC-R.

### **Americans with Disabilities Act (ADA)**

The District will make reasonable accommodation for qualified individuals with disabilities in compliance with the act, unless doing so would result in an undue hardship to the district. The ADA governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training.

### **Harassment/Bullying**

Repeated offensive or cruel behavior that intentionally targets a specific person or persons for the purpose of intimidation, to frighten, to undermine or obtain control over another person is prohibited. Such conduct can occur through a written, verbal or electronically transmitted (cyberbullying) expression or by means of a physical act or gesture. Harassing conduct is prohibited on district property and off school property when such conduct has a nexus to work. Retaliatory action taken against an employee who files a complaint is also prohibited.

### **Sexual Harassment (Ref. Policies GBAA, AC-R)**

Thompson School District strongly opposes sexual harassment and inappropriate sexual conduct. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal, written 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. Inappropriate sexual conduct that could lead to a claim of sexual harassment is expressly prohibited by this policy. Such conduct includes, but is not limited to, sexually implicit or explicit communications whether in:

- Written form, such as cartoons, posters, calendars, notes, letters, email.
- 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 you believe there has been a violation of the Non-discrimination/EEO policy or harassment based on the protected classes outlined in policy, including sexual harassment, please use the following complaint procedure. The district expects employees to make a timely complaint to enable the district to promptly investigate and correct any behavior that may be in violation of this policy.

Report the incident to an administrator or supervisor. Your complaint will be kept as confidential as practicable. If you feel you cannot go to either of these individuals with your complaint, you should report the incident to the Director of Human Resources.

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

The district prohibits retaliation against an employee for filing a complaint under this policy or for assisting in a complaint investigation. If you perceive retaliation for making a complaint or for your participation in the investigation, please follow the complaint procedure outlined above. The situation will be promptly investigated.

## **DISCIPLINARY ACTION ([Ref. Policies GBEB, GDQD](#))**

An employee's conduct is a major factor affecting the health and growth of the Thompson School District. It is also an important aspect of the District's image within the community.

The Board of Education believes that employees should have an opportunity to correct inappropriate conduct related to their employment with the district if it is determined that the misconduct is remediable. Their immediate supervisor, upon the recommendation of the department supervisor (where appropriate) and after review by the Department of Human Resources, will initiate the following progressive discipline procedure:

First occurrence	-	written warning
Second occurrence	-	final written warning (possible suspension without pay)
Third occurrence	-	suspension without pay and/or dismissal

Progressive discipline may not be available when the misconduct is serious enough to warrant immediate termination of employment.

Reasons:

- A. Insubordination.
- B. Possession, sale, or use of intoxicating beverages or drugs on or in District property or reporting for work under the influence of intoxicating beverages or drugs.
- C. Dishonesty, including any falsification or misrepresentation, providing incomplete, misleading or incorrect information in connection with the preparation of any records, including an application for employment.
- D. Fighting on or in District property.



- E. Willful destruction of District or District employee/visitor property, equipment, or supplies.
- F. Theft.
- G. Conviction of a crime that would jeopardize the District's ability to operate in an orderly and uninterrupted manner and not raise the fear or concern of citizens and students in the community.
- H. Unexcused absence of three (3) or more consecutive days. Failure to contact the immediate supervisor or designee within three consecutive days of absence will be considered a voluntary termination.
- I. Willful disruption of student activities and instruction.
- J. Gross disregard for sound safety practices resulting in physical endangerment of oneself, other employees, students and visitors.
- K. Violation of drug/alcohol testing policy (EEAEAA).
- L. Any other conduct which is of a serious nature and which in the sole opinion of the District, makes the employee unfit for further service or warrants discharge.

***This list is meant for illustrative purposes and is not all inclusive.***

**Suspension with pay** means relieving an employee of all work responsibilities while continuing to pay the employee. This generally occurs when accusations or information indicate a serious misconduct may have taken place necessitating immediate action pending an investigation.

**Suspension without pay** means relieving an employee of all work responsibilities and not paying the employee for days he or she normally would be expected to work and receive pay. This generally will occur as disciplinary action in an attempt to identify and correct inappropriate conduct as it relates to continued employment with the district.

An employee who disagrees with disciplinary action taken against him or her may use the open door policy to resolve the issue.

Employees will be notified of district action to demote or dismiss them, and will be entitled to a hearing if they request one within seven days of the notification. The Superintendent or his designee will sit as the hearing officer and render a decision whether to sustain, reject, or amend the recommendation for dismissal. The decision will be final.

**This policy in no way implies that classified staff are not "at will" employees of the district.**

## **STAFF CONCERNS/COMPLAINTS/GREVIENCES ([Ref. Policy GBK](#))**

(Open Door Policy) Every situation should be treated with respect when concerns/complaints are discussed. The Board believes that an employee should be able to discuss a problem, issue, concern or idea with management about any work-related subject without fear of retribution. In most cases, the appropriate person with who to initiate this discussion is the employee's immediate supervisor, relying on the chain of command (the next level supervisor) as needed to resolve the issue. Finding solutions at the lowest level is beneficial to the employee as well as the relationship building process within the department.

An employee who exercises this option with a representative of District management, and determines that he or she is not given a reasonable or thorough explanation, or is punished in some way as a result of using the "open door policy" should contact Human Resources for assistance.

## **DRUG-FREE WORKPLACE ([Ref. Policy GBEC](#))**

Thompson School District promotes a safe and secure work environment, free of illicit drug use and alcohol abuse, and complies with federal regulations enforcing such an environment.

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.

No employee of the Thompson School District shall knowingly and unlawfully manufacture, use, distribute, dispense, possess or be under the influence of any alcoholic beverage, controlled substance (as defined by federal, not state, law), illicit drug or other drug, including anabolic steroids, while:

1. district property, whether or not school is in session, or while driving a district vehicle or a personal vehicle on district business;
2. At any school-sponsored or sanctioned activity or event off district property or enroute thereto;
3. At any time or in any place which may adversely affect the health, safety or welfare of students or district personnel, the operations of the district, or the employee's fitness to perform his or her duties.
4. On the way to work.

"Unlawfully" means in violation of any federal, state or local law or regulation or in violation of any district policy, rule or regulation. An employee whose alcohol concentration measures greater than .02 is considered to be in violation of this policy. "Controlled substances" means drugs specifically identified and regulated under federal law and include, but are not limited to, opiates, narcotics, cocaine, amphetamine and other stimulants, depressants, hallucinogenic substances and marijuana.

Observance of this policy is required. Employees who violate this policy are subject to appropriate disciplinary action, which may include suspension, termination in accordance with applicable Board policies, or referral for prosecution.

Recognizing that drug and alcohol abuse problems are treatable, the district encourages employees who use or abuse drugs or alcohol to contact the district's Employee Assistance Program for support, guidance and resources. If participation in a drug or alcohol abuse assistance or rehabilitation program is appropriate or necessary, it will be at the employee's own expense; the employee's out-of-pocket cost may be reduced based on the employee's insurance coverage.

For additional information on the Employee Assistance Program (EAP), please reference the district intranet or contact Benefits and Risk Management.

## **REPORTING CHILD ABUSE/CHILD PROTECTION ([Ref. Policy JLF](#))**

In compliance with the Child Protection Act and the mandatory reporting requirements of that act, any employee of the school district who has reasonable cause to know or suspect that a child has been subject to abuse or neglect or who has observed the child being subjected to circumstances or conditions which would reasonably result in abuse or neglect, shall immediately report or cause a report to be made to the County Department of Social Services or local law enforcement. All school employees are affirmatively charged with familiarizing themselves with these reporting requirements.

Employees shall not contact the child's family or any other persons to determine the cause of the suspected abuse or neglect.

It is not the responsibility of the employee to prove the child has been abused or neglected.

Failure to report promptly may result in civil and/or criminal liability. A person who reports child abuse or neglect in good faith is immune from civil or criminal liability.

## **TECHNOLOGY/COMMUNICATIONS SYSTEMS USE ([Ref. Policy GBEE](#)) NO EXPECTATION OF PRIVACY**

District technology is owned by the district and is intended for educational purposes and district business at all times. Staff members shall have no expectation of privacy when using technology or electronic communications. The district reserves the right to monitor, inspect, copy, review and store (at any time and without prior notice) all usage of district technology, including all Internet and electronic communications access and transmission/receipt of materials and information. All material and information accessed/received through district technology and network systems shall remain the property of the district.

## **PUBLIC RECORDS**

Electronic communications sent and received by district employees may be considered a public record subject to public disclosure or inspection under the Colorado Open Records Act. Employee electronic communications may be monitored to ensure that all public electronic communication records are retained, archived, and destroyed in accordance with applicable law.

## **UNAUTHORIZED AND UNACCEPTABLE USES**

Staff members shall use district technology and network systems in a responsible, efficient, ethical, and legal manner.

## **CONFIDENTIALITY**

Staff members shall not access, receive, transmit or retransmit material regarding students, parents/guardians, district employees or district affairs that is protected by confidentiality laws unless such access, receipt or transmittal is in accordance with their assigned job responsibilities, applicable law and district policy. If material is not legally protected but is of a confidential or sensitive nature, great care shall be taken to ensure that only those with a "need to know" are allowed access to the material. Staff members shall handle all employee, student, and district records in accordance with policies GBJ (Personnel Records and Files), JRA/JRC (Student Records/Release of Information on Students) and EGAEA (Electronic Communication).

Disclosure of confidential student records, including disclosure via electronic mail or other telecommunication systems, is governed by law, including the Colorado Student Data Transparency and Security Act and the Federal Family Educational Rights and Privacy Act. (See policy JRA/JRC, Student Records/Release of Information on Students for detailed information on student records).

It is imperative that staff members who share confidential student information via electronic communications understand the correct use of the technology, so that confidential records are not inadvertently sent or forwarded to the wrong party. Staff members who use email to disclose student records or other confidential student information in a manner inconsistent with applicable law and district policy may be subject to disciplinary action.

## **USE OF SOCIAL MEDIA**

Staff members are discouraged from communicating with students through personal social media platforms/applications or texting. Staff members are expected to protect the health, safety, and emotional well being of students and to preserve the integrity of the learning environment. Online or electronic conduct that distracts or disrupts the learning environment or other conduct in violation of this or related district policies may form the basis for disciplinary action up to and including termination of employment.

## **STAFF MEMBER USE IS A PRIVILEGE**

Use of district technology and electronic communications demands personal responsibility and an understanding of the acceptable and unacceptable uses of such tools. Staff member use is a privilege, not a right. Failure to follow the use procedures contained in this policy shall result in loss of the privilege to use these tools and restitution for costs associated with damages, and may result in disciplinary action and/or legal action. The district may deny, revoke, or suspend access to district technology or close accounts at any time.

Staff members shall be required to sign the district's Acceptable Use Agreement annually.

## **TOBACCO FREE SCHOOLS/WORKPLACE ([Ref. Policy ADC](#))**

To promote the general health, welfare and well-being of students and staff, smoking, chewing, or any use of any tobacco product by staff, students, and members of the general public is prohibited on all district property.

Employees found to be in violation of this policy shall be subject to appropriate disciplinary action.

# Committee Activity

Classified staff employees actively serve on District committees created to foster understanding, cooperation and problem solving. All buildings and locations provide opportunities for classified staff to serve on committees. Classified staff employees are encouraged to play an active role.

The following committees have Classified Staff employee representation:

## **CLASSIFIED STAFF ADVISORY COUNCIL (CSAC)**

The Board of Education and the Executive Leadership Staff consider the CSAC to be the primary communication and problem-solving link with regard to classified staff issues, concerns and ideas.

CSAC members regularly meet with the Superintendent of Schools, Chief Human Resources Officer, Director of Human Resources, and other members of the Executive Leadership Team.

For additional information please reference the CSAC fact sheet located on the district intranet, under classified staff resources.

## **CLASSIFIED STAFF SICK LEAVE BANK COMMITTEE (CSSLB)**

A committee composed of three classified staff members and a Human Resource designee. It is the responsibility of this committee to consider requests for hours from the Classified Staff Sick Leave Bank.

## **EDUCATION REIMBURSEMENT COMMITTEE**

A committee composed of classified staff and Human Resource employees. This committee meets three times annually to review requests for education reimbursement.

## **JOINT INSURANCE COMMITTEE (JIC)**

The JIC is comprised of three classified staff employees, four TEA appointed teachers, and two administrators. The group meets to review and make recommendations to the Board, through the Superintendent, concerning qualifications of a broker/consultant, insurance specifications such as the deductible amount, co-insurance, out-of-pocket cost, types of coverage and plan design, and alternative insurance financing plans such as self-insurance, self-funding, and trusts.

## **CALENDAR COMMITTEE**

A committee composed of a variety of staff members, including Classified staff. This committee meets as many times annually as needed to create school and work calendars for the district.

# Glossary

**ABSENCE** - Not being available to work on a regularly scheduled workday for one or more hours.

**ACCRUED LEAVE** - Annual leave not used in previous years becomes Accrued Leave. Classified staff may accrue up to 320 hours (40 days), which may be used for illness and/or an FMLA qualifying event only. In unique circumstances, employees may request the use of accrued leave for other purposes from the Human Resources Department.

**ADMINISTRATIVE TRANSFER** - An employee transfer initiated by the District to a position of equal or lesser classification.

**ANNUAL LEAVE (Policy GBGG, GBGG-R)** - Paid time-off due to illness or to conduct personal business that cannot be accomplished outside of work hours. All hours stated are for full-time (1.0 FTE) employees. Hours for employees on partial assignments will be reduced proportional to the reduction in their assignments (e.g. .50 assignment entitles employees to one-half the hours).

**AT WILL EMPLOYEE** - The nature of classified staff employment is such that employment is for an indefinite term and may be terminated at the district's discretion with or without cause.

**BREAKS** - A paid period of time during the workday when an employee is allowed to rest without performing work.

**COMPENSATORY TIME (Policy [GDBC](#))** - Time-off granted in lieu of overtime pay.

**CSAC** - Classified Staff Advisory Council

**DEMOTION** - An involuntary reassignment of an employee to a lower classification due to identified performance deficiencies.

**DISCIPLINARY ACTION** - A formal response by an employer to inappropriate conduct by an employee.

**DISMISSAL** - An involuntary cessation of employment with the District.

**EDUCATION REIMBURSEMENT** - A benefit to reimburse employees for tuition and other education related fees for courses/classes/seminars taken to improve the employees' skills.

**ELEVEN MONTH EMPLOYEE** - One who works more than 209 and less than 230 days per year.

**GRANDFATHERED LEAVE** - Classified staff employees who have accumulated more than 30 days annual leave by the end of 1993-94 assigned year can use those days for an extended, long-term illness (personal or of an immediate family member) or accident-related injury as verified by a physician's statement. Upon retirement, termination, or participation in an approved severance plan, all grandfathered leave days will be reimbursed at 50% of the current sub rate up to a total of 120 days.

**IMMEDIATE FAMILY** - Immediate family is defined as anyone who lives in the employee's household plus persons not in the employee's household who are the employee's children, stepchildren, daughters-in-law, sons-in-law, parents, stepparents, parents-in-law, grandparents, grandparents-in-law, grandchildren, brothers, sisters, brothers-in-law, sisters-in-law, spouse, partner in a civil union or domestic partner and others whom the employee has an unusually close relationship.

JOINT INSURANCE COMMITTEE (JIC) - Established to review and make recommendations to the Board of Education concerning insurance specifications, alternative plans, broker/consultant selection.

LUNCH - A non-paid period of time during the workday when an employee is free of all duties and responsibilities in order to replenish depleted energy reserves.

MILITARY LEAVE (Policy GBGI) - A leave without loss of pay for authorized training or active service not to exceed 15 days in a calendar year.

NINE MONTH EMPLOYEE - One who works up to 189 days per year.

NON-EXEMPT - Employees who are subject to the rules and regulations of the Fair Labor Standards Act (FLSA) and minimum wage and overtime pay provisions.

OVERTIME (Policy GDBC) - Time worked in excess of forty hours in a regular work week.

PERA - Public Employee Retirement Association

PERSONAL LEAVE - Time-off granted without pay by an employee's supervisor and the Department of Human Resources for purposes or activities approved by the Board.

POSITION RECLASSIFICATION - Any change in Job Title or Pay Range for an individual employee or group of employees resulting from a position evaluation.

PROGRESSIVE DISCIPLINE - A series of discretionary responses intended to correct inappropriate conduct.

PROMOTION - Movement from a position to one of a higher pay range by meeting the qualifications of the higher level position.

REDUCTION IN FORCE (RIF) - A reduction in force is defined by the need or desire for a building or department to decrease the number of employees in a job classification.

SUBSTITUTE - A person who is employed on a day-to-day basis in place of a regular employee.

SUSPENSION WITH PAY - Relieving an employee of all work responsibilities while continuing to pay the employee. Generally occurs when accusations or information indicate a serious misconduct needing immediate action pending an investigation.

SUSPENSION WITHOUT PAY - Relieving an employee of all work responsibilities per the progressive discipline procedure for misconduct.

TEMPORARY - A person who is hired for a specific period of time, rather than on a day-to-day basis, to fill a vacancy.

TEN MONTH EMPLOYEE - One who works more than 189 and less than 210 days per year.

TRANSFER - Employee movement from one position to another.

TWELVE MONTH EMPLOYEE - One who works 260 days a year.

UNEXCUSED ABSENCE - Absences which do not qualify under board policy.

WORK DAY - The number of hours an employee is scheduled to work as determined by the position.

WORK WEEK - The period of time beginning at 12:01 A.M. Sunday and continuing through 12:00 midnight the following Saturday.

WORK YEAR - The number of days you are scheduled to work as determined by your job classification.

WORKERS' COMPENSATION - State mandated benefits which cover medical care and lost wages for employees injured at work.

# Questions?

Exceptional Student Services.....	<u>EXT.</u> 5026
Facilities/Custodial Services.....	5350
Financial Services .....	5051
Human Resources .....	5771
Innovative Technology Services (Help Desk) .....	7777
Insurance Benefits .....	5004
Learning Services .....	5032/5054
Materials and Procurement Services .....	5051
Media Support .....	5125
Nutrition Services .....	5113
Payroll.....	5044/5084/6082
School Support Services .....	6581
Superintendent of Schools .....	5013
Transportation.....	5185



# Notes: