Dedicated to Excellence
Cherry Creek Schools

Cherry Creek School District

Educational Support Personnel

Guidebook

2020-2021

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IMPORTANT

THIS INFORMATIONAL GUIDE IS DESIGNED TO ACQUAINT EMPLOYEES WITH THE DISTRICT AND PROVIDE INFORMATION ABOUT WORKING HERE. THE GUIDEBOOK IS NOT ALL INCLUSIVE, BUT IS INTENDED TO PROVIDE EMPLOYEES WITH A SUMMARY OF DISTRICT GUIDELINES. THIS EDITION REPLACES ALL PREVIOUSLY ISSUED EDITIONS.

EMPLOYMENT WITH CHERRY CREEK SCHOOLS IS AT-WILL. EMPLOYEES HAVE THE RIGHT TO END THEIR WORK RELATIONSHIP WITH THE DISTRICT, WITH OR WITHOUT ADVANCE NOTICE, FOR ANY REASON. THE DISTRICT HAS THE SAME RIGHT. THE LANGUAGE USED IN THIS GUIDEBOOK AND ANY VERBAL STATEMENTS MADE BY SUPERVISORS ARE NOT INTENDED TO CONSITITUTE A CONTRACT OF EMPLOYMENT, EITHER EXPRESSED OR IMPLIED, NOR ARE THEY A GUARANTEE OF EMPLOYMENT FOR A SPECIFIC DURATION.

NO EMPLOYEE GUIDEBOOK CAN ANTICIPATE EVERY CIRCUMSTANCE OR QUESTION. AFTER READING THIS GUIDE, EMPLOYEES THAT HAVE QUESTIONS SHOULD TALK WITH THE IMMEDIATE SUPERVISOR OR THE HUMAN RESOURCES DEPARTMENT. IN ADDITION, THE NEED MAY ARISE TO CHANGE THE GUIDELINES DESCRIBED IN THE GUIDEBOOK, 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.

Board of Education

The Board of Education recognizes the Cherry Creek Schools Educational Support Personnel for the purposes of meeting and conferring with respect to procedures, and to maintain favorable relationships.

The Superintendent, or designee, shall receive and consider recommendations concerning salaries, benefits and procedures annually unless changed by mutual agreement.

Employee

The term "Classified Employee" is applied to employees who are, in most positions, not required to hold a certificate or a letter of authorization as a prerequisite to obtain or keep their job

Full-Time Employee

An employee normally scheduled to work at least 40 hours per workweek (Monday – Sunday). Full-time employees work 8 hours per day and at least 230 days/year. Employees working .6 – 1.0 FTE are eligible for full time benefits. Two 15-minute breaks are allowed daily. The daily half-hour lunch period is not included in the workday, some exceptions may apply for those whose duties do not allow for an uninterrupted, duty-free, lunch period (i.e. food service). There is a difference between not being afforded a thirty minute uninterrupted, duty free lunch period and choosing to not take a lunch break. Not taking a lunch break, without supervisor request/approval, may result in disciplinary action. Hours and days of work shall be established by the supervisor.

Part-Time Employee

An employee normally scheduled to work less than forty hours per workweek (Monday – Sunday). Part-time employees working .5 - .59 FTE are eligible for part time benefits. . Those who work more than six hours per day are allowed two 15-minute breaks daily. Those who work six hours or less each day will be allowed one 15-minute break daily. The daily half-hour lunch period is not included in the workday, some exceptions may apply for those whose duties do not allow for an uninterrupted, duty-free, lunch period (i.e. food service). There is a difference between not being afforded a thirty minute uninterrupted, duty free lunch period and choosing to not take a lunch break. Not taking a lunch break, without supervisor request/approval, may result in disciplinary action.
Hours and days of work shall be established by the supervisor.

Temporary/Relief Employee

An employee who is hired in a job established for a temporary period or for a specific assignment. Temporary employees are ineligible for benefits.

Non-Exempt Employee

Employees are eligible for compensatory time or paid overtime at one and one-half times their regular rate of pay for all hours worked in excess of 40 hours per workweek (Monday – Sunday). Whether the time is to be considered compensatory time or paid overtime will be determined prior to the time worked by the employee and supervisor. Time worked above and beyond the employee's work schedule must be pre-approved by their supervisor. Employees must be compensated in either time or money for time over their scheduled hours, whether preapproved or not. If the time was not preapproved this is considered a performance concern and disciplinary action may be taken.

EMPLOYEE BENEFITS

Group Insurance

For further information and plan details contact the Benefits Department.

Liability Insurance – Vehicle Maintenance Only

The District will provide liability insurance coverage for all Vehicle Maintenance personnel.

Life Insurance

For further information and plan details contact the Benefits Department.

Long-Term Disability Insurance

The District will provide, at no cost to the benefit eligible employee, a District-approved long term disability insurance.

Other Insurance

The Board of Education supports the idea that employees should be insured against personal and professional risks and in this regard will cooperate with staff members or representatives thereof in the development and administration of such a program.

The Board of Education shall protect the staff and program against undue invasion of the school day by insurance agents by not allowing such agents to solicit employees during the school day. Supervisors shall not allow materials from solicitors to be placed in mail boxes of employees or in school areas where employees may assemble.

Insurance Committee

a) The Insurance Benefits Committee shall be established by the superintendent, composed of one representative of each employee group of the Cherry Creek School District. Each representative may be appointed or elected by a majority vote of these employees. The Committee shall be chaired by a representative of the Human Resources department and include a representative of Fiscal Services.
b) This Committee is charged with the responsibility of making an annual review of the District approved employee insurance plan.
c) Following this review, the Committee shall make the annual report to the Superintendent. This report shall recommend retention of the existing program or appropriate changes.
d) The Committee shall have the responsibility to monitor insurance coverage problems and to make procedural recommendations.

Holidays

Holidays shall be identified by the Assistant Superintendent following the adoption of the school calendar by the Board of Education. Normally, the holidays would include.

- New Year's Day
- Martin Luther King, Jr. Day
- President's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Friday following Thanksgiving
- Day Before Christmas
- Christmas Day
- Day After Christmas

When a holiday falls on a Saturday, it is observed on the preceding Friday. When the holiday falls on a Sunday, the following Monday is observed. If a holiday falls at a time when an employee cannot be released, the day granted will be granted at a later date.

Employee groups with paid Holidays include: Vehicle Maintenance, Para-Educators and Food & Nutrition Services.

Vehicle Maintenance: Paid Holidays – New Year's Day, Martin Luther King Jr. Day, President's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Day After Thanksgiving, Day Before Christmas, Christmas Day, Day After Christmas.

Para-Educators: Paid Holidays – Thanksgiving Day, Christmas Day.

Food & Nutrition Services: Paid Holidays – New Year's Day, Memorial Day, Labor Day, Thanksgiving Day, Christmas Day

In order to be eligible for holiday compensation the employee must be in the position at least one workday prior to the holiday, and work their scheduled shift the day prior and the day after the holiday, unless taking time-off pre-approved by their immediate supervisor.

Compensation for the paid holiday is based on the number of daily hours assigned to the employee.

Holiday hours will not result in overtime and will be compensated at the employee's regular hourly rate.

Meals – Food and Nutrition Services Only

All Food and Nutrition Services employees will receive a meal per day without charge.

Professional Growth

Classified staff shall be encouraged to participate in approved professional growth activities. The Cherry Creek Board of Education shall provide each fiscal year the sum of $42,500 to be used by classified staff, applying for funds, to defray the cost of such activities. This fund will be closed at the end of each fiscal year with any remaining funds returned to the General Fund. Temporary classified personnel will not be eligible for funds. The Classified Employee Council reserves the right to make the final decision on approval of funds. The Director of Classified Employees in Human Resources, or designee, will act in an advisory capacity in approval of fund expenditures.

1. Goals/Aims

The Professional Growth Policy provides for classified staff to participate in professional growth activities, and to assist individuals with the cost of professional growth experiences that relate to classified staff job descriptions. Professional growth will add to our District value of improving the organization continuously and should be documented in the employee's yearly evaluation. These funds should be utilized to provide the greatest benefit to all classified staff.

The goals/aims are to:

a) Encourage individuals to keep current with changes in the technology of the school business world and explore new methods of school business operations.

b) Stimulate learning and encourage individuals to upgrade their skills, gain new skills, and/or refine techniques to enable them to prepare for increased responsibilities.

2. Application Process – Individual

a) An individual may apply for professional growth funds at any time during the school year, July 1 through June 15.

b) To receive reimbursement, the professional growth activity must meet at least one of the goals/aims listed above.

c) An application form (Administrative Procedure 4430.1) must be completed before any request for reimbursement can be considered.

d) An individual may not be reimbursed for more than $500 in any given school year (exclusive of a group sponsored professional growth experience). Funds are available on a first-come, first-served basis.

e) Application Procedure: If submitted prior to taking course: provide an application and a copy of the course prospectus or outline. If submitted following course completion: provide

an application, copy of course prospectus or outline, verification of payment, and evidence of satisfactory completion.

f) Courses under $25 each should be combined, where possible, and classes submitted together.

g) Classes that meet during normal work hours must have approval of the individual's immediate supervisor prior to application.

3. Approval Process – Classified Employee Council

a) The Committee will review the professional growth balance monthly.

b) The Council will determine a meeting place and time for the purpose of considering professional growth requests.

c) The Committee will respond to all requests.

d) The Committee may not grant more than $500 to an individual in any fiscal year for professional growth activities covered under this procedure exclusive of group sponsored professional growth activities.

e) Applications will be processed on a first come first served basis until all funds are depleted. Preapproval of funds may be granted to reserve funds for classes that occur/are completed late in the year. If a class is cancelled or the employee does not pursue taking the class, notification must be provided to the Director of Classified Employees in Human Resources in order to release those funds for other use.

f) If there are sufficient funds, they may be used for speakers, films, rental of space and other related expenses necessary to conduct group sponsored professional growth activities.

g) The Committee may also grant up to $500 per fiscal year to an individual classified employee to sponsor group professional growth activities of primary interest to his or her department or to other classified employees having similar positions. All classified employees must be invited and most of the attendees must be classified employees. Reimbursement is similar to individual professional growth. The $500 limit does not reduce the amount the sponsoring classified employee may spend on his or her own individual professional growth.

When the activity/class is complete, fill out entire application form, attach course description documentation, copy of proof of payment, verification of completion of class, and send one copy of the application packet to the Director of Classified Employees in Human Resources.

Time Off

Leave

Leave shall be earned annually which may be accumulated to an unlimited number (This number shall include previously accumulated sick leave). Leave will be earned according to the following schedule:

Employee Group	Accumulated Leave
Educational Office Professionals	230 work days = 120 leave hours 200 – 229 work days = 104 leave hours >200 days = 8 hours for every 15.3 days worked
Food & Nutrition Services	96 leave hours
Para-Educators	Full-time = 91 leave hours
Staff Support	120 leave hours
Vehicle Maintenance	128 leave hours

Employees hired after the beginning of the school year and those working less than full-time will receive a prorated number of leave hours.

Leave may be used for illness of the employee/the employee's family, health appointments, death of immediate family, and personal or family matters. Personal or family matters are defined as those that cannot be handled after the course of the work day.

Leave must be scheduled with your immediate supervisor, but not less than 24 hours in advance, except in illness or emergencies. Supervisors may request a doctor's note for leave pay, for illness, at any time. Supervisors may also request documentation for leave pay, for the death of immediate family. Employees may take leave in quarter hour increments. Leave should be scheduled to interfere as little as possible with normal operation of business and to avoid excessive workloads for other employees during peak periods.

Leave must be reported using the District's absence reporting method.

Leave is paid at the employee's base pay rate, in their primary assignment, at the time of the absence. It does not include overtime or any special forms of compensation such as supplemental assignments, incentives, stipends or differentials.

Following separation for resignation or retirement and after ten years of continuous service in a benefit eligible, classified position, an employee will be compensated at one-half of the employee's rate of pay at the time of separation for accumulated, unused leave.

Should an employee be reduced, in full or in part and is no longer benefit eligible, and has five years of continuous service in a Classified position with Cherry Creek Schools, the employee will be compensated at one-half of the employee's rate of pay at the time of separation for accumulated, unused leave.

Following the death of a current employee, provided they have completed ten years of continuous service in a benefit eligible, classified position, the employee's designated beneficiary would receive payment equal to one-half of the employee's rate of pay at the time of death for accumulated, unused leave.

Example:

Rate of Pay at Separation or Death: $25 per hour

Accumulated, unused leave balance: 50 hours

$25/2 (half of rate of pay) = $12.50 x 50 hours leave balance = $625*

*Compensation is subject to applicable taxes and fees

Leave payout may be paid in one payment, if under $25,000, in the month following the employee's separation or death. If more than $25,000, the balance will be divided in half and paid out as two equal annual payments.

Vacation – Vehicle Maintenance Only

Employees are to be granted vacation periods based on their length of service in the school district. Senior employees will be given an opportunity to choose vacation periods before employees lower on the seniority list. Vacations for all employees shall be at the convenience of the school district. Requests for vacation leave must be made 48 hours in advance.

Full time personnel shall be granted paid vacation in accordance with the following schedule:

Years of Service	Days
0 - 3	11
4 - 7	16
8 - 10	19
11 +	21

Employees beginning after the start of the work year will receive a prorated number of days.

Vacation hours will be banked July 1 of each fiscal year. Vacation leave is accessible following successful completion of the probationary period. Time earned must be used within the twelve month period starting July 1 through June 30. Time earned and not taken in the twelve month period is not accumulated and will be paid out.

Uniforms, Tools, Eyewear – Vehicle Maintenance Only

Uniforms shall be provided by the school district in order for each Vehicle Maintenance employee to have one clean change of clothes each working day. Pant and shirt combination will be selected by the school district. In addition to the uniform, a light-weight jacket shall be provided.

The school district shall make available one set of lined coveralls for each Vehicle Maintenance employee. The coveralls must be returned to the District on separation of employment.

Each new Vehicle Maintenance employee shall become eligible for uniforms within one week of initial employment.

The employee will supply his/her own basic set of hand tools as a minimum for the assigned job title. The District will provide a tool allowance of $1200 per year for replacement of broken, worn-out, or additional special tools, steel-toed footwear, and/or safety eye wear.

Tool allotment will be provided after completion of probation. It will be prorated for the number of months remaining in the budget year.

Upon separation, a Vehicle Maintenance employee shall have his/her final paycheck adjusted for the cost of all uniforms and/or tools, checked out, but not returned to the Director of Transportation or designee.

The District will provide eye wear required to be worn in the Transportation shop, such as face shields, welding helmets, and safety goggles.

LEAVES OF ABSENCE

Domestic Abuse Leave

Employees subject to domestic abuse may be eligible for a leave of absence. Please see the Benefits Department for more information.

Jury Duty

The District recognizes jury duty as a civic responsibility of everyone. When summoned for jury duty, an employee will be granted leave to perform their duty as a juror with pay. Such sums as shall be paid by the court shall be forwarded to the District if jury duty occurs on a scheduled work day. If the employee is excused from jury duty during their regular work hours, they are expected to report to work promptly.

The employee shall supply juror service certificate and amount of compensation.

Subpoena Duty

The District recognizes subpoenas related to current or previous Cherry Creek School District employees or students as a civic responsibility. When subpoenaed, an employee, will be granted leave to perform the duty unless said employee is the plaintiff in the case. If the employee is released during their regular work hours, they are expected to report to work promptly.

Leave of Absence (Family and Medical Leave)

The District provides up to 12 weeks of unpaid, job-protected leave to eligible employees for the following reasons:

- Incapacity due to pregnancy, prenatal medical care, or child birth.
- To care for the employee's child after birth, or placement for adoption, or foster care.
- To care for the employee's spouse, civil union partner, domestic partner, son or daughter, or parent, who has a serious health condition.
- Serious health condition that makes the employee unable to perform the employee's job.

<u>Military Family Leave Entitlements</u>

Eligible employees with a spouse, son, daughter, or parent on active duty or called to active duty status in the National Guard or Reserves may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered service member during a single 12-month period. A covered service member is: (1) a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness*; or (2) a veteran who was discharged or released under conditions other than dishonorable at any time during the five-year period prior to the first date the eligible employee takes FMLA leave to care for the covered veteran, and who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness.*

*The FMLA definitions of "serious injury or illness" for current service members and veterans are distinct from the FMLA definition of "serious health condition".

<u>Benefits and Protections</u>

During FMLA leave, the District maintains the employee's health coverage under any group health plan on the same terms as if the employee had continued to work. Employees must continue to pay their portion of any insurance premium while on leave. If the employee is able but does not return to work after the expiration of the leave, the employee will be required to reimburse the District for payment of insurance premiums during leave.

Upon return from FMLA leave, most employees are restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms. Certain highly compensated employees (key employees) may have limited reinstatement rights.

Use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave. As with other types of unpaid leaves, paid leave will not accrue during the unpaid leave.

Eligibility Requirements

Employees are eligible if they have worked for this District for at least 12 months, for 1,250 hours over the previous 12 months.

Definition of Serious Health Condition

A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job, or prevents a qualified family member from participating in school or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than three consecutive full calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

Use of Leave

The maximum time allowed for FMLA leave is either 12 weeks in the 12-month period as defined by the District, or 26 weeks as explained above. A 12 month period is measured forward from the first day of an employee's leave.

An employee does not need to use this leave entitlement in one block. Leave can be taken intermittently or on a reduced leave schedule when medically necessary. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the District's operations. Leave due to qualifying exigencies may also be taken on an intermittent basis.

Employees taking intermittent or reduced schedule leave based on planned medical treatment and those taking intermittent or reduced schedule family leave with the District's agreement may be required to temporarily transfer to another job with equivalent pay and benefits that better accommodates that type of leave.

Substitution of Paid Leave for Unpaid Leave

The District requires employees to use accrued paid leave while taking FMLA leave. In order to use paid leave for FMLA leave, employees must comply with the District's normal paid leave policies. If an employee fails to follow the District's policies, the employee cannot use accrued paid leave, but can take unpaid leave. FMLA leave is without pay when paid leave benefits are exhausted. Workers' Compensation benefit may not be supplemented with paid leave benefits.

Employee Responsibilities

Employees must provide 30 days advance notice of the need to take FMLA leave when the need is foreseeable. When 30 days' notice is not possible, the employee must provide notice as soon as practicable and generally must comply with the District's leave reporting procedures.

Employees must provide sufficient information for the District to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. Employees also must inform the District if the requested leave is for a reason for which FMLA leave was previously taken or certified.

Employees also may be required to provide a certification and periodic recertification supporting the need for leave. The District may require second and third medical opinions at the District's expense. Documentation confirming family relationship, adoption, or foster care may be required. If notification and appropriate certification are not provided in a timely manner, approval for leave may be denied. Continued absence after denial of leave may result in disciplinary

action in accordance with the District's attendance guideline. Employees on leave must contact the Director of Human Resources at least two days before their first day of return and provide written documentation from the employees' physician releasing the employee to return to work with or without restrictions.

The District's Responsibilities

The District will inform employees requesting leave whether they are eligible under FMLA. If they are, the notice will specify any additional information required as well as the employees' rights and responsibilities. The District will provide a reason for the ineligibility if they are not eligible.

The District will inform employees if leave will be designated as FMLA-protected and the amount of leave counted against the employee's leave entitlement. If the District determines that the leave is not FMLA-protected, the District will notify the employee.

Unlawful Acts

FMLA makes it unlawful for the District to:

- Interfere with, restrain, or deny the exercise of any right provided under FMLA.
- Discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

Enforcement

An employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against the District.

FMLA does not affect any federal or state law prohibiting discrimination, or supersede any state or local law or collective bargaining agreement which provides greater family or medical leave rights.

Long-Term Leave

A long-term leave may be granted by the Board of Education for more than 12 weeks, not to exceed 24 months, for injury, ill health, or other reasons as approved by the Board of Education:

a) No accruals of leave will be granted after the initial twelve-week period;
b) Employees will be eligible for approved wage changes upon their return to work;
c) If the employee has been approved for long-term disability, then the District contribution for health benefits will continue for two years from the date of leave;
d) If the employee is not approved for a long-term disability, but is on an approved leave of absence, the employee may continue their health coverage at their own expense for a maximum of two years from the date of leave. If payment is not received, at any time, for benefit continuation the District reserves the right to retroactively terminate benefits for non-payment;
e) Upon expiration of the approved long-term leave, employees will be considered for placement in the following order:
    - In the position they vacated, only if vacant; or
    - In a comparable position, with wages adjusted accordingly, if available; or
    - In another position, with wages adjusted accordingly, for which the employee is qualified.
    - If an appropriate position is not available, or if the employee does not accept a position offered by the District, then the employee will be separated from the District.

There are no guarantees that the District can place the employee back in their old job - or a similar one - when they return from personal leave.

Medical Leave (For Employees Pre- and Post-FMLA)

A medical leave of absence may be granted to full-time employees for absences arising from the employee's illness, injury, or pregnancy. This leave may be approved under the following circumstances:

- The employee is not eligible for FMLA leave, or
- Has exhausted all available FMLA leave.

The following conditions must be met for a medical leave to be granted:

- The employee has completed three months of employment.
- The employee notifies the immediate supervisor as soon as possible of the need for medical leave.
- All available paid time off is used at the beginning of the leave of absence.
- The employee submits to the supervisor and benefits office a written statement from the attending medical provider outlining the reason for leave and the estimated time needed. (The District may require the employee to obtain an opinion from a medical provider selected by the District.)
- The immediate supervisor and Director of Human Resources or designee approve the leave before the leave is taken.

Medical leaves, and any extension of leaves, will generally be limited to no longer than five weeks. An employee ready to return to work from leave must present a medical provider's statement indicating ability to return to work. If an employee is unable to return to work at the end of FMLA /extended leave, the employee may be entitled to additional accommodation under the Americans with Disabilities Act or other law. The employee must supply sufficient information from their medical provider indicating that they are unable to return due to a disability and the likely date the employee will be able to return to work with or without reasonable accommodation. The employee must qualify for coverage under the Act and any accommodation provided must be reasonable and not result in any undue hardship to the employer. The scope and duration of the potential accommodation will be determined after an interactive dialogue between the employee and the District.

The District may reinstate an employee ready to return from a medical leave of absence, when in the opinion of the District, it is practical to do so or as a reasonable accommodation under the ADA.

The District currently continues health insurance benefits for an employee on leave until the employee has exhausted all leave benefits provided the employee continues to pay the employee's portion of the premium. Employee health insurance benefits may continue through the remainder of the unpaid leave provided the employee pays the premium. Premiums must be received by the Benefits Department by the 25th of the month to be effective for the following month. Paid time off will not accrue during a medical leave of absence. Holidays or employer's jury duty pay will not be granted during the leave. Part-time employees are not eligible for a leave of absence under these guidelines except as may be required by the ADA. Also see guidelines for Family and Medical Leave (FMLA Leave.)

Part-time employees are not eligible for leave under these guidelines except as required for a disability.

Military Leave

Employees granted a military leave of absence are re-employed and paid in accordance with the laws governing veteran's re-employment rights.

The employee shall be granted leave for up to fifteen days of active duty for training in any year. Leave shall be granted with pay if the military duty for training takes place during an employee's regular assigned work time. Wages shall be paid by the military while on training leave and shall be reimbursed to the District up to that amount which equals the employee's normal wage for the day(s) in question.

Should the amount paid by the military exceed the employee's normal wage paid by the District, the employee may keep such excess.

An employee who is involuntarily inducted into active military service shall, upon request, be granted a leave of absence without pay by the Board of Education for the period of involuntary service.

A copy of the employee's orders will accompany the request for leave.

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 no later than the day prior to Election Day.

POSITION

Assignment

Notice of Assignments will be available for review on the District's employee self-service site.

Attendance and Punctuality

All employees are expected to be on time, at work and ready to work their scheduled shift. Absenteeism, early departures, and late arrivals burden the department and fellow employees. It may be necessary for you to be absent occasionally, it is important that absences be kept to a minimum. Excessive absenteeism is not acceptable.

Employees are expected to take care of personal affairs and obligations at a time other than during working hours. If it is necessary to be off for personal convenience, prior approval must be received from the employee's immediate supervisor. Prior to absence approval or denial, the supervisor will take into consideration the operational needs of the site/department.

Employees who are going to be absent or late must contact their supervisor as soon as possible prior to the start of their shift. Leaving messages with other employees or on voice mail is not acceptable. Absences must be reported in the District's preferred method of reporting.

Failure to call in when absent for two consecutive days may result in a recommendation for immediate dismissal.

Closure – (Site/District)

Each employee's immediate supervisor may designate those individuals who shall work on day(s) when locations are closed due to adverse weather conditions or emergency situations. Arrangements for compensating those who do work should be made between the employee and supervisor. The Board of Education may reschedule work days not held through a revision of work calendars.

Performance Evaluation

Supervisors will conduct assigned evaluations no later than three weeks prior to the end the employee's work year. Employees with the exception of first-year, will be evaluated once per year. First-year employees will be evaluated twice, the first evaluation at the conclusion of the 60 day probationary period. The supervisor will review the evaluation with the employee and the employee's signature on the evaluation indicates only that the employee is familiar with the contents. The evaluation record will be placed in the employee's personnel file. If the employee desires, a written response/rebuttal may be submitted to be attached to the evaluation.

The District-approved form will be used for evaluation. Please contact Human Resources if defined evaluation steps have not been followed.

Position/Job Description Creation and Review

New positions will be established upon approval by the appropriate District Leadership Team. The classification and job description of the new position will be based upon an analysis of information provided by supervisors, existing District positions and appropriate market comparisons.

General job descriptions are available in the Office of Human Resources. A specific description must be provided to the Director of Human Resources for review if a recommendation is submitted to convert a current employee to another position.

Transfer Procedure

When a vacancy occurs the principal or department supervisor will have the option of filling that vacancy by transferring an employee within the building or department without utilizing the Classified Transfer Procedure provided the employee remains within the same position, pay grade and classification.

Vacancies that remain unfilled must follow the job posting procedures.

When a classified position becomes available within the District, any qualified classified employee will be given serious consideration.

In order that this may be realized, all classified employees must follow the procedure as listed.

Please use the following transfer procedure to assure consideration of in-district classified employees in filling all vacancies.

Step 1: The Office of Human Resources will post vacancies as soon as possible after receipt and approval of the Personnel Requisition.

The vacancy announcement will be posted on the District's website for a period of eight (8) calendar days.

Step 2: Those interested in specific transfer opportunities must submit an online Transfer Request form to the Office of Human Resources no later than 4:00 p.m. on the closing date of the vacancy.

1. Online Transfer Request forms are available on the District's website.
2. Kiosks with computers are available in the Office of Human Resources for District employees to submit an online Transfer Request form.
3. The Office of Human Resources will electronically acknowledge receipt of the online Transfer Request form.

Step 3: Following the closing date, a list of all transfer applicants will be available online to the appropriate building administrator, or designee, for review.

Step 4: The administrator, or designee, will consider all applicants for a vacancy and select applicants for interviews based on their qualifications for the vacancy.

Step 5: Within thirty (30) calendar days, the building administrator, or designee, must make a decision to:

1. Recommend a candidate to fill the vacancy, or
2. Cancel the vacancy
3. Request the Office of Human Resources to repost the vacancy or position.

4. At the request of the Assistant Superintendent of Human Resources, or designee, the thirty (30) day period may be extended to accommodate unusual circumstances.

We recognize the fact that informal communication between administrators and potential applicants may occur in an effort to secure the most highly qualified staff possible. This should not, however, interfere with serious consideration of all in-district transfer requests.

COMPENSATION

Certification Stipends

Professional Standards Program (PSP) – Educational Office Professional

A copy of the PSP certificate notification from NAEOP is sent to the PSP registrar.

The eligible employee must hold a current PSP certification, which includes continuous membership in the local and national organization, in order to continue receiving the stipend, effective July 2005.

Each time a higher PSP certificate is earned, a copy of the notification from NAEOP must be submitted to Human Resources.

Effective May 15, 2018, guidelines for PSP recertification. An EOP PSP recipient must be an active member of NAEOP for five continuous years, complete sixty (60) hours of continuing education (any combination of continuous education courses, workshops, or seminars), and obtain ten (10) point of Association Responsibility within these five years. The EOP is responsible for paying the recertification fee.

**Continuous membership means continually renewing your NAEOP membership. EOP members are responsible for paying the active member renewal fee. (The PSP Governing Board discussed this area and determined that continuous NAEOP membership is defined as dues paid within one year of member's anniversary date. Renewal notices will be provided by NAEOP. If you neglect to renew, there is a 45 day grace period. If you fail to renew within the grace period, you will have a lapse in membership which may affect PSP status.)

For the purpose of the Professional Standards Program, to receive a year of service credit, an EOP must work 120 days or more during each fiscal year to receive the PSP stipend and must satisfy the above requirements.

Option I Certificate Level	Option II Certificate Level	Annual Compensation
Basic	Basic	$500
Associate Professional	Associate Professional	$550
Advanced I	Advanced I - Associate Degree	$600
Advanced II	Advanced II	$650
Advanced III	Advanced III BA/BS, MA/MS, Doctorate	$700
Certified Ed Office Employee (CEOE)	CEOE	$750

Master Certification – Vehicle Maintenance Only

Mechanics presenting a current ASE School Bus Master Certification by July 1 are eligible for an annual stipend. This payment will continue annually while the mechanic holds a valid ASE School Bus Master Certificate.

Certification	Annual Compensation
ASE School Bus Master Certification	$2500

This amount will be paid in July of each year and will not be added to regular hourly rate.

Call Time – Designated Personnel Only

Any employee called to work outside of his/her regularly scheduled shift for an emergency shall be paid for a minimum of three hours. Travel time is included.

Scheduled early reporting and reporting to perform normal duties caused by inclement weather shall not be considered call time.

Longevity Stipend

The following longevity compensation will be granted to eligible employees as additional salary, to be paid in a lump sum in July of each year. This will not be included in base pay. Years of service must be continuous in a Classified position with Cherry Creek Schools.

Completed Years of Service	Amount
10-14 years	$500
15-19 years	$1000
20 or more years	$1300

*Must work 120 days or more during each fiscal year in order to be eligible for longevity.

Overtime

Employees may work overtime or on non-scheduled days only with the pre-approval of their supervisor. Non-exempt employees are eligible for overtime at time and one-half in excess of 40 hours in any work week. Compensatory time, if not taken during the work week in which it was accrued, shall be accumulated at time-and-one-half. Time worked in excess of scheduled hours and taken in the same week is defined as flex time. The 40-hour work week will not include approved district holidays that occur during the work week or time taken as leave. Accrued compensatory time may be taken at any time with the approval of the supervisor. Eligible employees may accrue up to 240 hours of compensatory time in accordance with the Fair Labor Standards Act.

Payday

Depending on position, employees are paid on either the 10th, or 20th of each month, if a payday occurs on a holiday or weekend, the payday is the last working day prior to the holiday or weekend.

On each payday, employees may access an online statement showing gross pay, deductions, and net pay.

Automatic deductions such as additional tax withholding, contributions to voluntary benefits plans, and individual savings plans may be arranged through Payroll.

For convenience purposes, we encourage paychecks to be automatically deposited to the employee's bank account of choice.

Single Occasion Responsibility – Vehicle Maintenance Only

An employee working in a shift leader position for a minimum of one hour, will receive additional compensation equivalent to 10% of the employee's base wage until the leader returns or the shift has ended, whichever occurs first.

Storm Schedule – Vehicle Maintenance Only

Those designated as essential employees by the Director of Transportation shall be paid double time for the time worked while schools are closed. Vehicle Maintenance employees are designated as essential employees and are expected to report to duty.

Those who are unable to report to work, the absence will be recorded as a day of leave. If leave has been exhausted, the employee may request a day of compensatory time or vacation time, provided these balances have not be exhausted. If balances have been exhausted, the day will be recorded as leave without pay.

Temporary Assignment

Any employee who is temporarily assigned duties of a higher classification for a period in excess of 11 consecutive working days will be paid at the minimum of the category of the position being replaced or up to 5% over the employee's current wage (whichever is higher), and will be so paid for the entire period of time the duties of the higher classification are being performed.

Time Reporting

Employees are responsible for submitting their time card to their supervisor on a predetermined basis for approval and timely submittal for payroll purposes. It is important that these records are accurate and complete. Non-exempt employees are expected to submit accurate and complete time records reflecting all hours worked. Falsification of timesheets will result in immediate dismissal.

Employees who also choose to keep personal time records must provide them to the District if they find a discrepancy between the District's records and their records. Employees should contact their supervisor or payroll specialist with any questions about how their pay is calculated. Employees must promptly notify their supervisors or payroll specialist of any mistakes in their time records or pay. Employees also must notify the Director of Classified Employees in Human Resources if they perceive that anyone is interfering with their ability to record their time accurately and completely. All reports will be investigated and appropriate corrective action will be taken. The District will not tolerate retaliation against employees for making a report or participating in an investigation.

Travel Reimbursement

On the recommendation of the Superintendent, the Board of Education shall authorize the payment of traveling expenses. Payment at the official District rate per mile shall be made for any employee or member of the Board of Education while conducting official District business. Claims for payment shall be made in the manner prescribed by the Superintendent acting in accordance with established State funding requirements.

Wages

The District endeavors to follow fair and consistent wage placement practices.

Wage Placement

First-year employees will be placed on the position applicable pay range in accordance with the compensation philosophy.

Placement higher on the range may be made, based on unique and highly specialized skills required for the job, with the recommendation of the supervisor and the approval of the office of Human Resources.

At no time will any employee be placed below the minimum or above the maximum of their pay category.

Transfer and Wage Adjustment

Transfers made within the same pay category will maintain current hourly compensation.

A transferee or reclassification from either a lower to a higher, or higher to a lower pay category will be placed at the same relative position, in relation to the range mid-point, in the new pay category upon transfer.

Placement higher on the range may be made, based on unique and highly specialized skills required for the job, with recommendation of the supervisor and the approval of the Office of Human Resources.

Placement lower on the range may be made with the recommendation of the supervisor and the approval of the Office of Human Resources.

At no time will any employee be placed below the minimum or above the maximum of their pay category. Unless during an involuntary transfer when a transferee to a lower pay category is currently paid over the maximum of the new pay category will maintain the previous wage for six months at which time the new pay category maximum will become the employee's new wage.

Compensation Schedules

EARLY CHILDHOOD EDUCATION

JOB TITLE	RANGE	MINIMUM	MIDPOINT	MAXIMUM
Para-Educator, Early Childhood	Para-Educator 1	$12.68	$15.66	$18.64
Early Childhood Instructor	ESP 5	$15.99	$19.74	$23.49
Early Childhood Instructor/Onsite Director	ESP 6	$16.89	$20.86	$24.82
Liaison, Early Childhood	ESP 6	$16.89	$20.86	$24.82
Bookkeeper, Early Childhood	ESP 7	$17.80	$21.97	$26.15
Early Childhood Instructional Coach	ESP 9	$19.84	$24.49	$29.15

EDUCATIONAL SUPPORT PERSONNEL

RANGE	MINIMUM	MIDPOINT	MAXIMUM
1	$12.89	$15.91	$18.93
2	$13.61	$16.80	$19.99
3	$14.37	$17.74	$21.11
4	$15.18	$18.74	$22.30
5	$15.99	$19.74	$23.49
6	$16.89	$20.86	$24.82
7	$17.80	$21.97	$26.15
8	$18.82	$23.23	$27.65
9	$19.84	$24.49	$29.15
10	$20.95	$25.86	$30.77
11	$22.05	$27.22	$32.40
12	$23.26	$28.72	$34.17
13	$24.47	$30.21	$35.95
14	$25.89	$31.96	$38.03
15	$27.31	$33.71	$40.11
16	$28.85	$35.62	$42.38
17	$30.39	$37.52	$44.65
18	$32.11	$39.64	$47.17
19	$33.83	$41.76	$49.69
20	$35.87	$44.28	$52.69
21	$37.91	$46.80	$55.69
22	$40.08	$49.48	$58.88
23	$42.35	$52.28	$62.21
24	$44.75	$55.25	$65.75

EXTENDED CHILD SERVICES

JOB TITLE	RANGE	MINIMUM	MIDPOINT	MAXIMUM
Before and After School Assistant	MIN	Minimum Wage - $12.00		
Child Development Assistant				
Before and After School Leader	ESP 2	$13.61	$16.80	$19.99
Before and After School Support Leader	Para-Educator 5	$15.52	$19.16	$22.80
Before and After School Assistant Director	ESP 6	$16.89	$20.86	$24.82
Bookkeeper, Extended Child Services				
Child Development Leader				
Before and After School Director	ESP 9	$19.84	$24.49	$29.15
Child Development Director				

FOOD AND NUTRITION SERVICES

JOB TITLE	RANGE	MINIMUM	MIDPOINT	MAXIMUM
Food Service Worker	ESP 1	$12.89	$15.91	$18.93
Assistant Manager, Kitchen	ESP 2	$13.61	$16.80	$19.99
Kitchen Manager I	ESP 4	$15.18	$18.74	$22.30
Assistant Baker	ESP 5	$15.99	$19.74	$23.49
Kitchen Manager II				
Assistant Manager, Catering	ESP 6	$16.89	$20.86	$24.82
Kitchen Manager III	ESP 7	$17.80	$21.97	$26.15
Kitchen Manager IV	ESP 8	$18.82	$23.23	$27.65
Manager, Kitchen Training				

PARA-EDUCATOR

JOB TITLE	RANGE	MINIMUM	MIDPOINT	MAXIMUM
Para-Educator Apprentice, Instructional	1	$12.68	$15.66	$18.64
Para-Educator, Instructional				
Para-Educator, School Support				
Para-Educator, Title I Instructional				
Para-Educator, Library	2	$13.40	$16.54	$19.68
Para-Educator, Title I Library				
Technician, Technology				
Bus Assistant	3	$14.10	$17.41	$20.72
Para-Educator, Moderate Needs				
Para-Educator, Title I Moderate Needs				
Technician, Health				
Technician, Music Programs	4	$14.81	$18.28	$21.75
Technician, Title I Music Programs				

Para-Educator Apprentice, Severe Needs	5	$15.52	$19.16	$22.80
Para-Educator, Severe Needs				
Para-Educator, Title I Severe Needs				
Technician, Audiology				
Technician, Library				
Technician, Title I Library				
Para-Educator, Transition Program	6	$16.22	$20.03	$23.84
Special Education Job Trainer				

VEHICLE MAINTENANCE

JOB TITLE	RANGE	MINIMUM	MIDPOINT	MAXIMUM
Assistant, Vehicle Mechanic	ESP 6	$16.89	$20.86	$24.82
Mechanic III	ESP 7	$17.80	$21.97	$26.15
Mechanic II	ESP 11	$22.05	$27.22	$32.40
Mechanic I	ESP 12	$23.26	$28.72	$34.17
Shop Foreman	ESP 13	$24.47	$30.21	$35.95

WORK ENVIRONMENT

Activity Tickets

All District employees will present their District/School issued photo ID at home games of athletic contests for the employee and accompanying immediate family to enter for free. Does not include post-season games.

Anti-Violence

Employees must not engage in intimidation, threats or hostile behaviors, physical abuse, vandalism, arson, sabotage, use of weapons, carrying weapons (unless pre-authorized) onto District property, or any other act, which in management's opinion is inappropriate to the workplace. In addition, employees must refrain from making bizarre or offensive comments regarding violent events and/or behavior. Employees are expected to report any prohibited conduct to management. 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.

Child Abuse & Neglect Reporting

Colorado law requires all school employees to report cases of suspected child abuse to the Department of Human Services immediately. If you suspect child abuse, report the incident to the principal/assistant principal or social worker/counselor immediately. They will support you with the steps you need to take to report child abuse.

Drug Free Workplace

The unlawful manufacture, possession, use or distribution of illicit drugs, as defined by law, marijuana, and alcohol on school district premises or as part of any of the school district activities is specifically prohibited.

Observance of this policy is mandatory and a condition of employment. A violation shall subject the employee to appropriate disciplinary sanctions (consistent with local, state and federal law), including suspension and up to and including termination of employment and referral to the appropriate law enforcement agency for prosecution. A

disciplinary sanction may include completion of an appropriate rehabilitation program.

Drug and alcohol counseling and rehabilitation and re-entry programs may be available through the District. The District encourages affected employees to seek assistance.

Each employee will be provided with a copy of this policy which sets forth the expected standards of conduct and the disciplinary sanctions which may be imposed as a result of a violation of this policy.

Pursuant to the provisions of federal law, any employee who is convicted of or pleads guilty or nolo contendere (no contest) to any criminal drug statute for a violation occurring in the workplace, shall notify the Superintendent or his designee within five days after the conviction. The District has the obligation and shall notify the appropriate Federal agency within 10 days after receiving notice of such conviction or plea if there is a relationship between federal funds received by the District and the convicted employee's work site.

The Board of Education shall conduct a biennial review of its drug and alcohol abuse prevention programs to determine the programs' effectiveness, to implement required changes if necessary, and to insure that disciplinary sanctions are consistently enforced.

Employee / Board of Education Relationships

The Board of Education of the Cherry Creek School District is always accessible to employees and employee representatives of the District.

As a general rule, any topic necessitating official action should first be submitted to the Office of Human Resources before being placed on the agenda.

Employment

The Board of Education is obligated to hire the most qualified applicants to fill existing vacancies.

Qualified applicants who have followed the District application process may include in-district transfers, as well as individuals not currently employed by the Cherry Creek School District.

Examinations

Employees of the Cherry Creek School District are subject to physical and mental examinations, and alcohol and controlled substances testing prior to and during employment. The following provisions of this policy set forth the circumstances and conditions when such examinations and testing will be required:

A. Physical Examination - All Employees
After recommendation for employment but before employment commences, candidates for employment may be required to take and pass such physical and mental examinations as may be prescribed by the District. Results of such examinations shall be reported on forms provided by the District, or forms acceptable to the District, and shall be filed in the Office of Human Resources. All examinations shall be at the sole cost and expense of the candidate.

B. Required Examination during Employment - All Employees

1. The superintendent or designee may require any employee within the school district to submit to a physical or mental examination, when he/she has reasonable suspicion to believe:

   (a) The welfare of the employee, students or other employees justifies such examination; or
   (b) That the employee's ability to perform his or her duties is impaired due to physical or mental reasons.

   The District will pay the cost of the examination which shall be conducted by a physician of the District's

choice. However, in the event the employee desires to utilize a personal physician, subject to the approval of the Superintendent, to satisfy the employee's examination requirement, the employee may do so, provided the examination can be conducted within such time as may be reasonably required by the District. In such event, the private physician will be paid by the District an amount equal to the amount usually and customarily paid by the District to the physician selected by the District.

` Following the examination, a written report shall be issued by the physician.

2. As a condition of continued employment with the District, all employees consent to a chemical test of their blood, urine or breath upon request of the Superintendent or designee. This test shall be ordered in the event the Superintendent or designee has reasonable suspicion to believe that the employee is under the influence of alcohol or drugs, or in the event of a reasonable suspicion that the employee's ability to perform his/her duties is impaired by the use of alcohol or drugs. The employee will be allowed up to thirty minutes to obtain representation of his/her choice. Any such tests shall be conducted at any hospital, clinic, or facility properly equipped to administer such tests and shall be performed by any doctor, nurse or technician properly qualified to administer such tests. The employee may not select the physician or technician to administer the tests. All such tests shall be paid for by the District.

The term drugs, as used herein, shall include, but not be limited to, those substances defined in CR5. 12-22-30 1 et. seq., known as the Colorado Controlled Substance Act of 1981.

(a) The failure or refusal of an employee to submit to any test required in paragraph 2 above, or to submit to and obtain the examinations required in paragraph 1 above, shall constitute insubordination, and shall result in:
   (1) Immediate suspension without pay, except as required by Colorado Statute, and,
   (2) Termination of employment being recommended to the Board of Education.

3. Alcohol and Controlled Substance (Drugs) Testing for Commercial Driver's License (CDL) Employees

(a) The Omnibus Transportation Employee Testing Act of 1991 (the "ACT") and Department of Transportation rules, procedures and regulations (the "Regulations") require that the District conduct pre-employment/pre-duty, random, reasonable suspicion, post-accident, return to duty and follow-up testing of all District employees required to obtain a Commercial Driver's License ("CDL").
(b) All alcohol and controlled substance testing performed under and pursuant to this Section C, will be conducted in accordance with federal regulations, the Act and procedures adopted by the District.

   (1) Controlled substance testing will be conducted by means of a urine specimen collected and tested by a laboratory certified by the U.S. Department of Health and Human Services.
   (2) Alcohol testing will be conducted using an evidential breath-testing device.
   (3) Employees will not be entitled to have testing performed at a location or by an individual or facility other than that designated by the District. However, a split sample of the urine test for controlled substances will be available for the employee pursuant to District policy and federal regulations in the event the sample tested is confirmed positive.
   (4) An employee may not refuse to submit to alcohol and/or controlled substance testing under this Section C. Refusal shall result in immediate suspension of employment without pay and recommendation of termination to the Board,

C. The required testing under this Section C will be conducted at the District's expense and as follows:

1. Pre-employment testing shall be administered to all applicants offered a position in the District requiring a CDL prior to the first time the employee performs any safety-sensitive functions for the District.
2. Random alcohol testing shall be conducted at any time period surrounding the performance of safety-

related functions, which includes just before or just after the employee performs the safety-related function. Random controlled substance testing shall be performed anytime while the employee is at work.

3. Reasonable suspicion testing will be conducted of any employee when a determination and observation is made by a trained supervisor and they have a reasonable suspicion to believe any employee has violated the District's policies and/or federal regulations relating to alcohol or controlled substance use or possession.
4. Post-accident testing will be conducted on any employee involved in an accident which results in the loss of human life or if the employee receives a citation for a moving traffic violation arising out of an accident.
5. Return to duty testing will be required prior to an employee being reinstated, if at all, after an employee has tested positive for prohibited alcohol concentration levels or the presence of a controlled substance and after the employee has undergone an evaluation by a substance abuse professional except as noted in No. 6 below.
6. Follow-up testing will be required of any employee identified by a substance abuse professional as needing assistance in resolving problems with alcohol misuse or controlled substance use and who has returned to duty.

D. Records of all tests will be maintained and kept confidential in accordance with District procedures and federal regulations.

E. All affected employees and employee organizations will be provided with educational materials which explain the requirements of this Section C, the District procedures and federal regulations related thereto.

F. The District encourages all employees with any alcohol abuse or controlled substance use to seek assistance through a Substance Abuse Professional (SAP) and will provide employees lists of individuals and organizations providing this service. Unless otherwise provided by law or District policy, the District is not required to provide rehabilitation, pay for substance abuse treatment or to reinstate an employee terminated for violations of District policy relating to the use or possession of alcohol or controlled substances.

G. Any employee who is determined, as the result of any of the required alcohol or controlled substance testing, to have violated any District policy relating to the use of possession of alcohol or controlled substances shall, consistent with state and federal law and District policies, be subject to disciplinary action, including termination of employment.

Organizational Membership

No contract or other employment arrangement executed or made by and between the school district and employee shall require, by inference or otherwise, that said employee pay dues or belong to any group or organization.

Problem Solving

Employees who disagree or are dissatisfied with the interpretation or application of a policy, District practice, or related matter should promptly discuss the concern with their immediate supervisor, where appropriate. This discussion should be held within five days of the incident. Discussions held in a timely manner will enhance the District's ability to resolve concerns while it is fresh in everyone's mind. The majority of misunderstandings can be resolved at this level.

If the solution offered is not satisfactory, or if it is inappropriate to go to the supervisor, then employees are encouraged to take the problem to the supervisor's supervisor. Employees may submit a verbal or written complaint to the Director of Human Resources for review and/or investigation and final decision regarding the situation.

No employee shall be discharged or subjected to reprisal because of initiating or participating in a problem solving procedure.

Political Activities

Except as provided in Colorado statute no employee of the Cherry Creek School District shall use his/her position or the facilities of the District to promote political objectives.

As a protection to the District from persons who may desire to use the schools for the purpose of disseminating political propaganda, no written materials shall be circulated or posted on school property without the approval of the building principal.

Copies of all materials referred to in the foregoing paragraph, receiving the approval of the building principal, shall be filed with the Superintendent of Schools.

Publication of Articles

All employees are encouraged to submit original articles for publication. Manuscripts deal with programs of the Cherry Creek School District shall be reviewed and approved by the Superintendent or designee.

Respectful Behavior

The District expects all employees to maintain respectful interactions. Respectful behavior may include, but is not limited to speaking in a civil tone, listening to the individual, responding or referring the individual to the appropriate person for response. Some examples of behaviors to avoid include, but are not limited to:

- Public belittlement and humiliation
- Threats or physical harm
- Refusal to aid an individual in need of assistance
- Inappropriate or comments of a sexual nature

Employees anticipating a difficult interaction should contact the Principal, Supervisor or Human Resources in advance of the interaction for assistance. If an interaction becomes difficult for the employee, he or she should politely disengage from the situation and seek assistance from the Principal, Supervisor or Human Resources. An individual's inappropriate behavior will not excuse an employee's inappropriate behavior in response.

Separation from District Employment

1. Voluntary
   The District requests that an employee who voluntarily resigns do so in writing to the employee's supervisor and the Office of Human Resources at least two (2) weeks prior to the employee's last work day.

2. Termination
   Educational Support Personnel may be recommended for termination by the supervisor, with the approval of the Office of Human Resources. Examples of factors that may contribute to such recommendation include, but are not limited to: performance concerns, incompetence, insubordination, neglect of duty, and/or other just cause.

3. Reduction in Force
   In the event of justifiable staff reductions, staff lay-offs shall be determined by administration on the basis of school, department and/or facility needs. Factors that may be taken into consideration when determining which employees will be laid-off include:

   - Ability to perform in a variety of skill areas
   - Ability to perform duties and fulfill responsibilities of the job as documented in written evaluations
   - Efficiency and effectiveness
   - Supervisor judgment in conjunction with documentation
   - Years of service at current position and site

4. Retirement
All Educational Support Personnel covered by this agreement are required by law to become members of the Public Employees' Retirement Association (PERA). Payroll withholding in this program will be accomplished according to the scheduled rate published by PERA.

Retirement practices will be administered in accordance with the rules and policies of PERA. Employees requesting to retire must submit proper paperwork to the Office of Human Resources.

Upon death of the retiree receiving the accumulated leave compensation, the unpaid portion of the allotment shall be payable to the retiree's designated beneficiary using the same schedule as agreed to by the retiree.

5. Death
In the event that a current employee's employment is terminated as a result of death, the employee's designated beneficiary will receive all unused accumulated leave at the rate of pay that the employee was earning at the time of death.

Sick Leave Bank

A. Introduction

The purpose of the Sick Leave Bank is to provide for a limited income continuation in conjunction with other benefit plans in case of extended absences due to disability resulting from illness or injury, which renders the member incapable of working.

B. Membership

1. Initial Enrollment
All classified employees who earn leave will be eligible to join the Sick Leave Bank after one year of employment in an eligible group. All eligible employees with one year of employment or more will be automatically enrolled on their anniversary date unless they have declined/opted-out in writing. When an employee is enrolled, they will contribute 8 hours of sick leave to the bank.

2. Re-Enrollment
Any eligible employees who wish to join the Sick Leave Bank after their first year of eligibility will contribute two (2) days upon joining. Such membership may only be made during the month of October using the appropriate forms. The two (2) required days of leave shall be donated from their account upon enrollment in the Sick Leave Bank.

3. Contributed Days
Days contributed or assessed become part of the bank and no longer count toward the individual member's current or accumulated sick leave.

4. Dropping Membership
A member may terminate membership in the Sick Leave Bank by completing the required form (Administrative Procedure 4588.3) provided by the Classified Employee Council (CEC). However, the days contributed by the member may not be withdrawn.

C. Sick Leave Bank Operation/Procedural Guidelines

1. Governance

Daily operation of this bank will be by the Benefits Office in the Office of Human Resources who will determine eligibility and usage of the bank. The CEC will oversee administration of total hours and hours used.

2. Operation

(a) The minimum number of days in the bank will be one hundred and fifty (150).

(b) Should the number of days drop below the minimum, the CEC will take necessary action to raise the balance above the minimum. The CEC will have the authority to assess an additional day from each member. Days will be assessed in increments of one (1) additional day of current or accumulated leave from each member.

i) Inability to contribute, within a school year, will not prohibit individuals from being a member for the remainder of that school year unless the member affirmatively drops membership in the bank.

ii) Any members who were unable to contribute the assessed day(s) and did not affirmatively drop membership in the bank will have the assessed day(s) deducted from their current or accumulated leave during the following year.

(c) If an assessment is deemed necessary, all members will be provided an opportunity to terminate their membership prior to the assessed day being deducted from their current or accumulated leave.

(d) If the CEC feels that the bank cannot be funded adequately with the present membership or a more suitable plan is found, the CEC in conjunction with Human Resources can vote to terminate the bank. If the Sick Leave Bank is terminated, days remaining on the bank's records will be cancelled. Days will not be returned to the members of the Sick Leave Bank.

(e) Members may contribute more days to the bank up to their leave balance amount.

(g) This administrative procedure will be reviewed at least once each year.

D. Maximums / Minimums

1. A member in any single rolling year may be granted up to 45 days.

2. Any member will be assessed up to two (2) deduct days at per diem in connection with an application or illness in any single year.
3. If the balance of days in the Sick Leave Bank drops to one hundred and fifty (150) or below, members being granted days will continue to receive days. All new applications to the Sick Leave Bank will be put on hold until the CEC takes action to alleviate the situation. If the balance should reach zero (0) all days will cease to be granted, as the bank cannot operate in a deficit.

E. Granting of Days / Application Process

The term "day" is defined as a full workday. Days may be granted from the Bank only after the member requesting Sick Leave Bank days has used all his/her current and accumulated leave.

1. The first two (2) days of leave after the member has exhausted his/her accumulated leave will not be covered by the bank.

2. Upon acceptance by the LTD carrier, the two (2) deduct days will be reimbursed to the member.

3. When a member becomes eligible to receive benefits from the district approved LTD program; the member will no longer be eligible to receive days from the Sick Leave Bank. (Eligibility for LTD begins sixty

(60) calendar days from date of disability resulting from illness or injury that renders the member incapable of working.)

4. Days from the Sick Leave Bank will be approved for extended illness and/or disability of a member only. Days will not be granted for a member to care for someone else who is ill or disabled.

5. Application for use of days must be made by the member to the Benefits Office in the Office of Human Resources any time prior to needing the days but not later than 60 calendar days after the member returns to work. Applications submitted at a time outside these limits will not be considered. Requests should include all of the following:

   (a) A licensed physician's verification that the illness or disability is total and renders the employee incapable of working.

   (b) A medical leave of absence.

   (c)A Sick Leave Bank application form.

6. The Benefits Office will have the authority to request additional information, including a request to the Superintendent to use Policy 4047 (Physical/Mental Examination).

7. Coincident with approval of days, the approved number of days will be deducted from the Bank. All days granted from the bank, but not used, will be restored to the bank.

8. Requests for less than full days of disability will be considered when:

   (a) The member is engaged in a rehabilitation/recovery program directed by a licensed physician; and

   (b) The member's supervisor and/or building principal has approved a partial return to work.

9. A member who uses days from the bank will not be required to repay such days except as a regular contributing member of the bank.

10. The CEC will make available by request to classified employees a summary of action taken on requests and other information deemed appropriate. Information pertaining to specific individuals will be kept confidential within the Office of Human Resources. A representative of the Office of Human Resources will maintain a current record of days contributed and days used.

Smoking/Tobacco Use

It is the District's objective to provide a smoke and tobacco free environment. Smoking and the use of tobacco is prohibited within all areas of the building and on District property. This restriction applies to all employees, contractors, and visitors, at all times, including non-business hours.

Workers' Compensation

As required by law, Cherry Creek School District carries Workers' Compensation insurance covering all the employees of the District. Should an employee be injured while at work and the accident is within the scope and course of his/her employment, he/she is entitled to the benefits provided by the Workers' Compensation Law provided that such injury is reported to the employee's immediate supervisor as soon as practicable.

Information concerning the Colorado Workers' Compensation Law will be posted in each building.

Please know:

1. Injured employees must notify their supervisor within 48 hours after a work related injury.

2. Written notice must be given by the injured employee to the Risk Management Department within four working days after the accident.
3. The injured employee will assist the supervisor in completion of the First Report of Injury form.

Important: Please contact Risk Management for additional information

Workers' Compensation Claims Procedures

The Cherry Creek School District is self-insured through the Joint School Districts' Workers' Compensation Self Insurance Pool. An employee who sustains a work related injury or disease which is directly attributable to the employee's job, trade, occupation, or position may qualify for medical and/or wage loss benefits under the Colorado Workers' Compensation Act.

Workers' Compensation claims are administered and adjusted by a third party administrator.

FORMS

For the most up-to-date forms: Please go to the Backyard >> Human Resources >>Forms

ACKNOWLEDGMENT OF RECEIPT

I ACKNOWLEDGE THAT I HAVE RECEIVED AN ELECTRONIC COPY OF THE EMPLOYEE GUIDEBOOK EFFECTIVE 2019/2020. I UNDERSTAND THAT I AM TO BECOME FAMILIAR WITH ITS CONTENTS. FURTHER, I UNDERSTAND:

- EMPLOYMENT WITH CHERRY CREEK SCHOOL DISTRICT IS AT-WILL. I HAVE THE RIGHT TO END MY WORK RELATIONSHIP WITH THE DISTRICT, WITH OR WITHOUT ADVANCE NOTICE, FOR ANY REASON. THE DISTRICT HAS THE SAME RIGHT.

- THE LANGUAGE USED IN THIS GUIDEBOOK AND ANY VERBAL STATEMENTS OF ADMINISTRATION ARE NOT INTENDED TO CONSTITUTE A CONTRACT OF EMPLOYMENT, EITHER EXPRESS OR IMPLIED, NOR ARE THEY A GUARANTEE OF EMPLOYMENT FOR A SPECIFIC DURATION.

- THE GUIDEBOOK IS NOT ALL INCLUSIVE, BUT IS INTENDED TO PROVIDE ME WITH A SUMMARY OF THE DISTRICT'S GUIDELINES.

- THIS EDITION REPLACES ALL PREVIOUSLY ISSUED GUIDEBOOKS. THE NEED MAY ARISE TO CHANGE THE GUIDELINES DESCRIBED IN THE GUIDEBOOK, EXCEPT FOR THE AT-WILL NATURE OF EMPLOYMENT. THE DISTRICT THEREFORE RESERVES THE RIGHT TO INTERPRET THEM OR TO CHANGE THEM WITHOUT PRIOR NOTICE.

- NO REPRESENTATIVE OF CHERRY CREEK SCHOOL DISTRICT, OTHER THAN THE SUPERINTENDENT, HAS THE AUTHORITY TO ENTER INTO AN AGREEMENT OF EMPLOYMENT FOR ANY SPECIFIED PERIOD. SUCH AGREEMENT MUST BE IN WRITING, SIGNED BY THE SUPERINTENDENT AND MYSELF. I UNDERSTAND WE HAVE NOT ENTERED INTO SUCH AN AGREEMENT.