Employee Handbook

Revised July 2025

Table of Contents

Introduction

The Adams 12 Five Star Schools Employment Handbook ("Handbook") is intended to provide District staff with guidance around key Human Resources (HR) practices. Employees and managers are expected to familiarize themselves and comply with **Board Policies** and **District Policies** and the practices and expectations contained in this Handbook. In addition, employees and managers are expected to review the handbook on an annual basis to familiarize themselves with any revisions. This handbook is not all inclusive, but is intended to help point employees in the right direction when they are looking for information. Temporary policies may be implemented in the event of special circumstances.

This edition replaces all previously issued editions, including what was formerly titled the "New Employee Handbook." An effort has been made to ensure there is no inconsistency between this handbook and other regulations. However, if a discrepancy or omission exists between this handbook and District policy, District policy will prevail. If a discrepancy or omission exists between this handbook and local, state, or federal laws, the laws will prevail.

In the event the language in the Handbook conflicts with provisions of a collective bargaining agreement or an innovation plan, the collective bargaining agreement or the innovation plan shall control. Supplemental additional employee handbooks for specific schools or departments may also provide information pertinent to particular locations and roles. Language in a school or department handbook which conflicts with this Handbook is superseded by this Handbook.

Neither this Handbook nor any other District document confers any contractual right, either express or implied, to remain in the District's employ. Nor does it guarantee any fixed terms and conditions of employment.

Mission and Vision

Adams 12 Five Star Schools is a caring, inclusive, and engaging district which exists so the students it services can attain the knowledge and skills necessary to pursue the future of their choosing and are equipped to navigate and thrive in our rapidly changing world.

We commit to engage and **inspire** all students to **innovate, achieve** and **succeed** in a safe environment by ensuring high-quality instruction in every classroom every day.

District Strengths

- Care
- Collaborate
- Empower
- Engage
- Focus on Students

Workplace Expectations and Guidelines

The Human Resources Department authorizes a person to temporarily begin employment; however, the Board of Education is the ultimate hiring authority. Therefore, employment of all District staff is subject to Board approval. The Board of Education meets throughout the year and will consider all requests to hire, typically through its approval of the Consent Agenda.

Equal Employment Opportunity (District Policy 4140)
The District shall not discriminate in its employment or hiring practices on the basis of race, color, sex (including pregnancy, childbirth, and related medical conditions), age, religion, creed, national origin (including ethnicity), ancestry, genetic information (including family medical history), marital status, sexual orientation, transgender identity, gender identity, gender expression, disability, or other basis prohibited by applicable law. The District is committed to cultural diversity among District personnel as a means of enriching the educational experience.

The District shall identify, solicit, and consider applicants for employment from a broad spectrum of qualified individuals who will contribute to that effort.

The District's Title IX/Non-Discrimination Coordinators shall be responsible for coordinating, monitoring and documenting District compliance with Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Americans with Disabilities Act, Age Discrimination in Employment Act, Genetic Information Nondiscrimination Act of 2008 (GINA), and federal and state civil rights/nondiscrimination laws. The District currently has two individuals serving in these roles: a Non-Discrimination Coordinator and an Interim Title IX Coordinator. Their contact information is listed below.

Title IX/Non-Discrimination Coordinator

Michaela Bland
Educational Support Center (ESC)
1500 E. 128th Avenue
Thornton, CO 80241
720-972-4179
Michaela.M.Bland @adams12.org

Notice Regarding Americans with Disabilities Act (ADA)
The Americans with Disabilities Act of 1990 (ADA) makes it unlawful to discriminate in employment against a qualified individual with a disability. The ADA also outlaws discrimination against individuals with disabilities in State and local government services, public accommodations, transportation and telecommunications. This part of the law is enforced by the U.S. Equal Employment Opportunity Commission and state enforcement agencies that work with the Commission.

Employees and applicants have the right to request reasonable accommodations for a disability that will enable the individual with disabilities to perform the essential job functions; unless to do so would cause undue hardship or cause direct threat to the health or safety of others.

To be protected by the ADA, one must have a disability, which is defined by the ADA as a physical or mental impairment that substantially limits one or more major life activities, a person who has a history or record of such an impairment, or a person who is perceived by others as having such an impairment. The ADA does not specifically name all of the impairments that are covered.

An employer may require an employee or applicant to provide a note stating the necessity of a reasonable accommodation from a licensed health care provider before providing such accommodation. If an applicant or an employee requests an accommodation, the employer and applicant or employee shall engage in a timely, good-faith, and interactive process to determine effective, reasonable accommodations for the applicant or employee for conditions related to their disability. If an employee needs an accommodation, they should contact their Human Resources Administrator.

Notice Regarding Rights of Pregnant Workers
Under state and federal law, employees and applicants have the right to be free from discriminatory or unfair employment practices because of pregnancy, a health condition related to pregnancy, or the physical recovery from childbirth.

An employer may require an employee or applicant to provide a note stating the necessity of reasonable accommodation from a licensed health care provider before providing such accommodation. If an applicant or an employee requests an accommodation, the employer and applicant or employee shall engage in a timely, good-faith, and interactive process to determine effective, reasonable accommodations for the applicant or employee for conditions related to pregnancy, physical recovery from childbirth, or a related condition. Employees who need accommodation, please contact Human Resources.

District Organizational Structure

Elementary, P-8, K-8, Middle, High, Alternative and CTE

Elementary Schools

- Arapahoe Ridge Elementary
- Centennial Elementary
- Cherry Drive Elementary
- Coronado Hills Elementary
- Cotton Creek Elementary
- Coyote Ridge Elementary
- Eagleview Elementary
- Federal Heights Elementary
- Glacier Peak Elementary
- Hillcrest Elementary
- Hunters Glen Elementary
- Leroy Elementary
- Malley Drive Elementary
- McElwain Elementary
- Meridian Elementary
- Mountain View Elementary
- North Mor Elementary
- North Star Elementary
- Prairie Hills Elementary
- Riverdale Elementary
- Rocky Mountain Elementary
- Silver Creek Elementary
- Skyview Elementary
- Stellar Elementary
- Stukey Elementary
- Tarver Elementary
- The Studio School
- Thornton Elementary
- Westview Elementary
- Woodglen Elementary

K-8 Schools

- Hulstrom K-8
- STEM Lab
- STEM Launch
- Thunder Vista P-8

Middle Schools

- Century Middle
- Independence Academy
- Northglenn Middle
- Rocky Top Middle
- Shadow Ridge Middle
- Silver Hills Middle
- Thornton Middle
- Westlake Middle

High Schools

- Horizon High
- Independence Academy
- Legacy High
- Mountain Range High
- Northglenn High
- Thornton High

Alternative Schools

- Crossroads Middle
- Pathways Future Center
- Vantage Point High

Career & Technical Education

- FutureForward
- FutureForward at Bollman
- FutureForward at Washington Square

Online Schools

- Five Star Online Academy

Organizational Structure: Superintendent's Office and Supporting Services

- **Superintendent's Office**

- **Learning Services**
  - Athletics/Activities
  - Advancing Professional Excellence (APEX)
  - Advanced Academic and Gifted Services (AAGS)
  - Assessment & Accountability
  - Charter Schools
  - Counselors
  - Curriculum & Instruction (C&I)
  - Early Childhood Education
  - Elementary, P-8/K-8 and Secondary Schools
  - Induction
  - Instructional Technology and Library Services (ITLS)
  - Language Acquisition Support Services (LASS)
  - Student Engagement Initiatives (SEI)
  - Student Support Services (SSS)
  - Professional Learning (PD)

- **Business Services**
  - Planning/Admissions Office
  - Maintenance
  - Energy & Sustainability
  - Custodial Operations
  - Facilities Planning
  - Environmental Services
  - Nutrition Services
  - Before and After School Enrichment (BASE)
  - Emergency Preparedness
  - Facility Reservations
  - Security Services
  - Transportation and Fleet Management

- **Human Resources**
    - Benefits Administration
    - Employee Labor Relations
    - Compensation
    - Recruitment and Employment
    - Employee Records Processing
    - Guest Teacher/Substitute Administration
    - Licensing/Alternative Licensure
    - Certified and Classified Contract Negotiations
    - Senior Citizen Rebate Program

- **Information Technology**
    - Management of Applications
    - Databases and Software
    - Telecom and Voice Systems
    - Network Infrastructure and Computer Systems
    - Hardware/Peripherals
    - District Systems Management
    - Internet/Intranet
    - Safe/Secure Computing Appliances and Tools
    - Email and Filtering
    - Technology Services Supporting Student Instruction
    - Print Studio
    - Records Management
    - Instructional Materials Center

- **Financial Services**
    - Budgeting
    - Accounting for all District and Grant Funds
    - School Finance Act Funded Pupil Count
    - Monitoring of School Finance Legislation
    - Financial Planning
    - Annual Independent Audit and Financial Report
    - Debt Management
    - Investments
    - Payroll
    - Accounts Receivable
    - Accounts Payable
    - Accounting Support and Variance Analysis
    - Purchasing
    - Warehouse
    - Risk Management

- **Legal Services**
    - Provision of Legal Advice and Counsel to Board of Education
    - Superintendent and Senior Administration
    - Legal Issues Training
    - Policy Development
    - Contract Review and Negotiation
    - Compliance with State and Federal Law

- **Communications Services**
    - Community Engagement
    - Media Relations
    - School and District Website Development and Management
    - Strategic Marketing and Research
    - District Publications
    - Communications and Marketing Support and Training
    - Governmental Relations
    - Social Media Development
    - Communications Planning
    - Crisis Communications

General Information

Awareness of Policies, Laws, and Regulations
It is the responsibility of each employee to be familiar with and to comply with the laws, board policies, and building or department regulations related to their job assignment. The District has the responsibility to make these documents available to the employee, 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 for this Handbook is to provide employees with the information they need to be productive. Being aware of the laws, policies, and regulations governing employment with the Adams 12 Five Star Schools will help avoid problems for employees as well as the District.

Changing Employee Personal Information
It is the employee's responsibility to notify Human Resources as quickly as possible of any change of address (physical and/or mailing), name, telephone number, or emergency contacts. Changes should also be reported to their supervisor.

Shared Decision Making (District Policy 1100)

1.0 The Superintendent supports the philosophy of shared decision making as reflected in Colorado state law, District Policy, District School Improvement Team bylaws, and master agreements with District employees.

2.0 While fully supporting these collaborative efforts, the Superintendent recognizes that Board policies hold the Superintendent accountable for achievement of Ends policies and compliance with Operating Limitations. Accordingly, except as provided by law or applicable master agreement, the Superintendent shall implement shared decision making by gathering feedback and input from appropriate stakeholders to inform his/her final decisions.

Absences From Work

Attendance
If an employee anticipates being late or absent from work, they are responsible for contacting their supervisor, administrator or designee. If an employee knows about an absence in advance, they should inform their supervisor as soon as possible. The details of implementing this directive may vary to meet special requirements of department, school, or employee classification.

Emergency School Closure and One-Hour Delays (District Policy 5710)
The Superintendent will determine when it is necessary to have a one-hour delay at the start of a school day, close District schools or dismiss students early in the event of hazardous conditions which threaten the safety or health of students or staff members.

Any employee who had previously arranged a vacation, temporary or compensatory time on a closure day will NOT have the day/hours deducted from their personal leave account. Visit the Winter Weather Protocols guidance on the District Staff Intranet site for additional information.

Released Time for Voting (District Policy 4190)
Since most employees of Adams 12 Five Star Schools have the opportunity to vote before or after working hours, no blanket provision is made to release employees to vote. If, however, an employee's work schedule presents unusual circumstances and a request is received prior to election day for released time to vote, the administrator shall consider the request as per criteria in District Policy 4190.

Paid Holidays
Most regular classified employees who are normally scheduled to work 20 or more hours per week shall have paid holidays. The length of a classified employee's work year shall determine to which holidays they are entitled. For a complete listing of holidays, refer to Time-Off Benefits in the Classified Master Agreement. Twelve-month administrative employees are also entitled to paid holidays as listed in the Administrative Employees Compensation Program Handbook. Holidays for certified employees and less-than-twelve-month administrative employees are granted as per the Perpetual School Calendar (District Policy 6100).

Vacation
- **Administrative:** Twelve-month administrative employees accrue vacation time at the rate of 20 days per work year. Less-than-twelve-month employees are granted time off as per the Perpetual School Calendar (District Policy 6100). For additional information on vacation, see the Administrative Employees Compensation Program Handbook.
- **Certified:** Certified employees do not accrue vacation time; however they do accrue temporary leave.
- **Classified:** Only classified employees who work 12 months per year are entitled to vacation time, and the amount of vacation time earned is based on the employee's length of employment. A complete explanation of vacation benefits may be found under Time-Off Benefits in the Classified Master Agreement.

Temporary Leave
- **Administrative:** Twelve-month administrative employees accrue 12 days of temporary leave per year and less-than-twelve-month employees, 11 days per year. Accrual is pro-rated for part-time employees. For additional information on temporary leave, see the Administrative Employees Compensation Program Handbook.
- **Certified:** Certified full-time employees are granted 11 temporary leave days per year, and part-time employees are granted temporary leave on a pro-rated basis. For additional information on temporary leave, refer to the article of the Certified Master Agreement referring to Temporary Leave.
- **Classified:** Classified employees who are regularly scheduled to work 12 months per year and 40 hours per week accrue eight hours of temporary leave for each month worked. Eligible employees who work less than 40 hours per week accrue temporary leave at the rate of one hour per each 21 hours worked. For additional information, refer to Time-Off Benefits in the Classified Master Agreement.

Sick Leave Bank
Individuals of the classified and certified employee groups are eligible to participate in a Sick Leave Bank on a voluntary basis. The District provides the participating employees in each of these employee groups access to the Sick Leave Bank: a pool of temporary leave days available for qualifying medical emergencies. Employees may participate by donating days from their allotted temporary leave. Complete information about the Sick Leave Bank can be found in the Master Agreement for certified employees, the Sick Leave Bank Booklet for classified employees, or on the District Staff Intranet under Leave of Absence guidance.

Additional Leave Plans
District employees have the benefit of many different types of leave in addition to those listed here (for example, bereavement and jury duty). These leaves are detailed in the Certified and Classified Master Agreements and the Administrative Employees Compensation Program Handbook.

Family and Medical Leave Act of 1993 (FMLA)
The Family and Medical Leave Act (FMLA) entitles eligible employees of covered employers to take unpaid, job-protected leave for specified family and medical reasons with continuation of group health insurance coverage under the same terms and conditions as if the employee had not taken leave. Please contact the Benefits Department for further information or to request a Leave of Absence form.

Colorado Family and Medical Leave Insurance (FAMLI)
Colorado FAMLI is a voter-approved, statewide program that provides benefits and protections, including partial income protection for eligible employees who are temporarily unable to work due to their or a family member's qualifying medical or legal reason, specifically, for the care of a newborn, adopted child, or fostered child; to care for a family member with a serious health condition; for the employee's own serious health condition; for qualifying military exigency leave; or to address safety needs or the impact of domestic violence and/or sexual assault. Partially paid leave is available for up to 12 weeks in a calendar year or up to 16 weeks under certain circumstances related to pregnancy and childbirth.

Please visit the Leave of Absence guidance on the District Staff Intranet site for additional information.

Employee Benefits

Insurance Benefits

A wide range of insurance benefits are available for all full-time employees and eligible part-time employees. These benefits include:

- Medical Insurance
- Life Insurance (employer paid)
- Dental Insurance
- Vision Insurance
- Pet Insurance (voluntary)
- Accident, Hospital Indemnity and Critical Illness with Cancer (voluntary)

- **Administrative:** Administrative employees regularly scheduled to work 20 or more hours per week are eligible for various benefits. Refer to the Administrative Employees Compensation Program Handbook for details.
- **Certified:** Full-time certified employees are eligible for benefits. Part-time certified employees will pay a prorated amount depending on their full-time equivalency (FTE) status.
- **Classified:** Classified employees regularly scheduled to work 20 or more hours per week are eligible for benefits. Nutrition Services employees hired after January 1, 2003 are eligible for benefits when they are regularly scheduled to work 25 or more hours per week.

Retirement - PERA and 401(k), 403(b) and 457 Plans

Public Employees' Retirement Plan (PERA)

All employees of Adams 12 Five Star Schools pay into the Public Employees' Retirement Association of Colorado (PERA) rather than Social Security. Once employment begins, employees will be contributing to PERA. PERA provides pension benefits to District employees when they retire or are disabled. A percentage of employee earnings will be contributed to each employee's PERA account. The District will contribute a percentage to the employee's PERA account as well. Employees will be required to complete a PERA form included in their new hire paperwork and PERA will send them further information. Please visit copera.org for more information and/or to set up an account.

PERA also offers life insurance that employees can buy in addition to the coverage offered by the employer. PERA's life insurance covers a spouse and children under 21 years of age, in addition to the employee. Information can be found on the Colorado PERA website (https://www.copera.org/welcome-pera-members/life-and-job-changes/life-insurance).

Retirement Savings Plans

Available 401(k), 403(b) and 457 plans allow employees to make additional tax-sheltered savings towards their retirement. Both traditional and Roth contributions are available. District employees may enroll or make changes in their contributions or investment funds at any time. Visit the Retirement guidance on the District Staff Intranet site for additional information.

Professional Learning

Certified

Quarter hours of community college, college or university credit obtained from an accredited institution are recognized for intermediate salary step increments. In addition, up to fifteen (15) quarter hours obtained through adult education, non-District educational experience, or applicable international travel/study experiences shall count toward a lane change. For specific rules and regulations on the recognition of such hours and credits, please refer to Intermediate Salary Steps in the Certified Master Agreement.

Classified

If the District determines that a particular course of education or training is necessary or required for the performance of duties, the District will pay the tuition expenses and other costs of the training. Other courses and training programs which are not required for a current job but are substantially related to District positions may be supported by payment of tuition, fees, books, and other related expenses up to a specific amount per calendar year. Additional information is available in the Professional Growth section of the Classified Master Agreement.

Employee Assistance Program

All employees are enrolled free of charge in the Employee Assistance Program (EAP). The EAP offers in-the-moment emotional/well-being support 24 hours a day/7 days a week. The service is available to all employees and any member of their household.

The EAP also offers work and lifestyle support, legal guidance, financial resources, digital support and wellness support. The EAP website includes digital resources such as legal/financial resources, health/wellness information, convenience services, and information on how to balance personal and professional life.

Visit the Mental Health Wellness (EAP) guidance on the District Staff Intranet site for additional information.

Payroll

Electronic Transfer of Funds

Each classified and certified employee's salary is established through negotiations with employee associations and the Board of Education. Administrative salaries are determined through the Administrative Compensation Program, which uses a combination of market analysis, position evaluation, and recommendations from the Administrative Compensation Advisory Council, with final decisions approved by the Superintendent. Paychecks will automatically be deposited into employee's accounts through direct deposit. The money will be deposited on the last banking business day of the month. Each month, employees will receive a notice stating the net amount deposited into their account. The "pay advice" notice will outline earnings, deductions, and any accrued Vacation or Temporary Leave. Changes to an employee's account status must be submitted to Payroll by the 10th of the month for changes to be effective for that month's payroll.

Probation And Evaluation

Performance Appraisals

The superintendent and the employee group professional associations agree that employee evaluation is beneficial. The purpose of regular employee evaluation is to improve the administrative management, classroom instruction, and the effectiveness of the support services. The desired outcomes of the evaluation systems are:

- To stimulate creativity, communication, and teamwork.
- To measure the professional growth and development of employees.

For more detailed information about performance evaluation of each employee group, please consult the respective master agreements. Visit the Appraisals/Evaluation guidance on the Staff Intranet site for additional information.

Probationary and Non-Probationary Periods

- **Administrative:** Administrative personnel are evaluated as determined by their supervisor.
- **Certified:** Certified employees are on a probationary status until after they obtain three consecutive years of final evaluation ratings that are effective or higher. All teachers are evaluated annually, in accordance with state requirements.
- **Classified:** For classified employees, the probationary period is the first six months of employment, with the exception of summer break. Thereafter, the employee is evaluated annually.

Risk Management And Safety

Adams 12 Five Star Schools is committed to providing a safe and healthy working environment for all employees. It is each employee's responsibility to adhere to any established safety programs or procedures in their work area, as well as to report any hazards and complete any assigned safety training.

Following safety procedures reduces the number of injuries for everyone connected with the school district and promotes fiscal and legal responsibility. We strive to provide a positive, secure and safe learning and working environment for all.

Injuries at Work
The district provides medical coverage and compensation when an employee is injured while in the course and scope of their employment duties, under the Colorado Workers' Compensation Act. To ensure eligibility of these benefits, each employee must follow the procedures summarized below.

- If you are injured on the job, report the injury to your supervisor immediately (within 24 hours), complete the Workers' Compensation Injury Worksheet and email it to the Risk Management department. The form is available on the District website, from your supervisor or the Risk Management department.
- If the injury is a true emergency, immediate treatment should be sought at the nearest hospital or appropriate medical facility, and not at the employee's personal physician.
- All follow-up treatment, and non-emergent injuries must be managed by Risk Management, who will coordinate care through the District's designated medical providers or other providers allowed by state law.
- After receiving medical treatment, the employee must obtain a report from the Workers Compensation physician, and provide it to their immediate supervisor.
- If the employee is excused from work by the treating Workers Compensation physician, alternate duties may be assigned.
- The employee must check-in with their supervisor on a regular basis when off from work due to a Workers' Compensation accident/injury.

The purpose of providing safety rules is to increase employee awareness of safety, acknowledge the importance of safety in the workplace, recognize the vital role that the employee plays in creating a safe work environment and reduce the risk of personal injury.

An employee's Workers' Compensation benefit may be reduced for non-compliance with various policies or guidelines, including:

- Deliberate disobedience of reasonable instruction of an administrator or other school district representative
- Violation of a District rule or regulation

General Safety Precautions

It is District policy to provide and maintain a safe work environment, and to promote continuing safety awareness at all levels. It is each employee's responsibility to follow safe work practices to protect themselves and their coworkers. The focus is to safeguard the health and well-being of employees by identifying potential hazards and taking preventative measures.

Accidents are typically caused by unsafe acts or conditions. The following set of safety rules is the initial baseline for your standard of safety in the workplace. Department specific safety rules also apply. Your acceptance of these basic rules is a condition of your employment with the District. Your signature, as indicated on the Acknowledgement of Receipt for this handbook, confirms that you have received, read, understood and agree to abide by these basic rules. It is up to each of us to recognize, avoid, prevent and notify of dangers that may cause an accident.

General Safety Rules

- Employees shall not be impaired by alcoholic beverages or illegal drugs while on duty, and shall not consume such substances or use tobacco on District property or while using District vehicles.
- Horseplay and practical jokes are prohibited.
- Do not plan or participate in excessively physical activities, (handstands, hallway running, etc.)
- Do not stand on desks, tables, chairs, boxes, etc. Use step stools or ladders instead.
- Do not jump from heights; use the proper equipment or technique to return to surface level.
- Immediately report any unsafe working conditions or safety concerns to your supervisor.
- Observe all traffic and motor vehicle regulations; use seat belts when driving a District vehicle or driving a personal vehicle on District business.
- Do not use stairs with your hands full. You need to be able to hold on to the handrail at all times. Pay attention to every step.
- Use proper lifting techniques. Ask for help if needed.

Fire Safety

- Learn the location of fire alarm equipment and fire extinguishers.
- Know and be aware of emergency evacuation/preparation procedures.
- Emergency exits, pathways and access to emergency equipment must be kept clear at all times.
- Dispose of flammable waste towels in the appropriate covered metal flammable waste receptacles.
- Never pour flammable waste into drains.
- Keep your area clean and free of clutter.

Use of District Equipment

- Use of Personal Protective Equipment is required per job specifications.
- Do not attempt to operate equipment without proper training.
- Operate all equipment under the manufacturer's guidelines.
- Only qualified electricians shall work on electrical equipment.
- Report all malfunctioning equipment to the immediate supervisor, and take the equipment out of service until repairs are made.
- Do not leave any machine running when not in use.

Hazardous Materials / Chemical Safety

- Order chemicals only through the Purchasing Department.
- Date all incoming chemicals and store them in accordance with safe groupings and containment.
- Keep all Material Safety Data Sheets both in the location of use and in a separate emergency access location.
- Dispose of all hazardous waste materials through Environmental Services.

Vehicle Use

- A vehicle safety pre-inspection must be conducted prior to using a District vehicle.
- When backing up a District vehicle, always use another adult to assist in guiding, when possible.
- Only back up vehicles on school grounds in an emergency situation, and then only with assistance.
- Always follow all posted traffic signs and heed all traffic regulations.
- Drive defensively and to the conditions of the surrounding environment.

Maintenance / Custodial / Warehouse Operations

- Always use step stools or ladders when attempting to reach heights.
- Always be aware of safety hazards, and report unsafe conditions immediately to your supervisor.
- Use proper techniques in all lifting, pushing, pulling, carrying, as well as sitting and standing activities.
- Always use the right tool for the job.
- Only qualified and trained persons may operate a forklift or stock picker.

Nutrition Services

- Only authorized personnel may be allowed within District kitchens operated by the Nutrition Services Department and operate or utilize food service equipment.
- Be cautious of knives and sharp utensils, and use proper caution when using any mechanized kitchen equipment.
- Follow all departmental HACCP and handbook policies and procedures.

Communicable Diseases - Staff and Students (District Policies 4310 and 5440)
The safety of our students and staff is paramount. Testing for COVID-19 is strongly recommended for anyone with symptoms or a known exposure. Staff return-to-work decisions are based on guidance from the Colorado Department of Public Health and Environment (CDPHE) website (https://cdphe.colorado.gov).

Energy Efficiency and Water Conservation

Being energy efficient and water wise allows each employee to positively affect our environment and help the District's budget. Help us by turning off lights when leaving the room, reporting water leaks, and letting us know when the working/learning space is too hot in the winter or too cold in the summer. Our utility expenditures (electric, gas, water and irrigation) each year account for a significant amount of our operating budget. If each of us does our part and practices conservation we can significantly offset the increasing costs of energy and water.

Energy efficiency and water conservation will not only better our schools through money available for direct educational needs, it also improves our stewardship of community resources. Below are some suggestions on how each employee can contribute:

- Keep lights off in buildings, rooms and cubicles when they are not in use. Leaving an unoccupied room for longer than 10 minutes qualifies as "not in use."
- Shut off non-essential office equipment (such as desktop printers, speakers, and shredders) at night and over the weekends. Computers are remotely shut down, so simply log off nightly, and let IT know if you think your computer is not shutting down at night.
- Personal, convenience appliances are not allowed. Please use the kitchen areas provided in your school or building.
- During extended breaks, shut off and unplug water coolers, refrigerators, microwaves, and soda machines (unless it has a vending miser on it).
- Do not use space heaters. Rather, if temperature issues create an uncomfortable work environment, submit a work order to the Facilities Department and let them resolve the issue in the most efficient manner.
- Some of the vegetation at our schools is not a bright and vibrant green. This is intentional and the vegetation in these areas can survive with a little less water than our heavier traffic areas.
- Most toilets and faucets in the District are automatic, however if there are manual fixtures, make sure the water isn't running unnecessarily and report any leaks or continually running faucets.

Staff Training

Annual mandatory training on a variety of topics is administered each year using Public School Works online learning platform at the start of the school year. Topics for the 2025-26 school year include, but are not limited to:

- Suicide Awareness and Response by Staff
- Adult Sexual Misconduct
- Discrimination, Harassment and Sex-Based Discrimination and Harassment
- Advancing School Safety
- Child Abuse and Neglect Reporting
- Five Star EdTECH: Supporting Safe & Effective 21st Century Learning
- Translation and Interpretation Training
- Homeless and Foster Care Education
- Accessible Information and communication Technology
- Dyslexia Awareness
- Cybersecurity Awareness
- Student Allergy Management
- PLP Guidelines
- Seizure Recognition and First Aid

All courses include an acknowledgement at the end of the course that reads, "By completing this form, you indicate that you have viewed the full training, have had an opportunity to have your questions answered, and fully understand your responsibilities." The response should be, "yes" to indicate completion of the requirement. For more information on which trainings are required for certain employees,, see the document titled Beginning of the Year Required Trainings.

Staff Conduct

It is the responsibility of each District employee to be aware of and adhere to established District Policies. The following are some of the frequently used policies related to the conduct of staff and the use of information sources. The complete set of District policies can be found online at Adams 12 Five Star Schools by searching Policies.

Nondiscrimination (District Policy 8400)

1.0 **Discrimination and Harassment Prohibited.** The District is committed to nondiscrimination in relation to race, color, sex (including pregnancy, childbirth, and related medical conditions), age, religion, creed, national origin (including ethnicity), ancestry, genetic information (including family medical history), marital status, sexual orientation, transgender identity, gender identity, gender expression, or disability ("Protected Classes") in its educational programs, activities, operations and employment decisions. Harassment is a form of discrimination. Anyone engaging in discrimination shall be subject to discipline in accordance with this and other District policies.

4.4 "Discriminatory Harassment" means unwelcome conduct directed at an individual based on one or more of the individual's protected classes which is so severe, persistent, or pervasive that it interferes with an individual's academic performance, employment, or participation in District programs or activities, and creates an environment that a reasonable person would find intimidating, hostile or abusive. Offensive conduct based on an individual's protected class may include, but is not limited to: 4.4.1 Offensive jokes, slurs, epithets, or name calling; 4.4.2 Physical assaults, threats, or intimidation; 4.4.3 Offensive objects or pictures; 4.4.4 Interference with school or work performance.

6.1 Any student or staff member who believes s/he/they has/have been discriminated against or harassed shall promptly make a complaint to an administrator, supervisor, or the Title IX/Non-Discrimination Coordinator.

7.1 If the investigating official concludes that the policy has been violated, appropriate consequences shall be imposed, including but not limited to warning, exclusion, suspension, expulsion, transfer, remediation or termination.

8.1 It shall be a violation of this policy for any person to retaliate against a person who alleges discrimination/ harassment or who testifies, assists or participates in an investigation, proceeding or hearing relating to discrimination/harassment allegations.

4.5 "Retaliation" means any attempt to seek retribution against an individual or group of individuals involved in filing a complaint or report under this policy, filing an external complaint, participating in a disciplinary process, or opposing in a reasonable manner an action believed to constitute a violation of this policy.

Title IX: Sexual Harassment (District Policy 8410)

1.0 **Policy Statement and Purpose.** The District is committed to fostering and cultivating a safe, non-discriminatory learning and working environment that respects the dignity and value of all its members and is free from sexual harassment. The District will take prompt and equitable action to eliminate sexual harassment, prevent its recurrence, and remedy its effects. Furthermore, the District does not discriminate on the basis of sex in its educational programs, activities, operations, and employment decisions, consistent with its responsibilities under Title IX of the Education Amendments of 1972 ("Title IX") and other applicable federal and state laws. This policy prohibits specific forms of behavior that may violate Title IX; other types of sex-based discrimination or harassment are addressed in District Policy 8400. State and federal criminal laws may also apply to conduct prohibited by this policy and criminal prosecution may take place independently of any investigatory or disciplinary action taken by the district.

8.0 **Reporting to the Title IX/Non-Discrimination Coordinator.** When a District employee receives a report of alleged sexual harassment from any source, the District is deemed to have actual notice of the allegation. All District employees shall notify the Title IX/Non-Discrimination Coordinator of any reports of alleged sexual harassment they receive immediately when practical and not later than 24 hours following receipt of a report. All relevant information the District employee receives (names, dates, locations, and details) shall be provided to the Title IX/Non-Discrimination Coordinator. Such information can be provided to the Title IX/Non-Discrimination Coordinator in person, by mail, via phone, or email, using the Title IX/Non-Discrimination Coordinator's contact information and can be made 24 hours a day, seven (7) days a week via voicemail or email. When practicable, the details of the report to the Title IX/Non-Discrimination Coordinator shall also be provided to the building principal.

Staff Dress, Accessories and Grooming (District Policy 4100)

1.0 The District is committed to providing a safe and secure environment in school and at school activities which promotes achievement of Board Ends.

2.0 Therefore, staff must exercise good judgment in their choice of professional appearance for work or work-related activities by always appearing in a manner:
2.1 that is appropriate to the situation as a professional;
2.2 that reflects community standards;
2.3 that provides appropriate role modeling for students;
2.4 that promotes a working and learning environment that is free from unnecessary disruption.

3.0 In addition, all District employees are required to wear a District or school issued identification card at all times while on District property or when acting as a District employee. Identification cards shall be worn so that they are visible on the outermost garment above the waist.

Employee and Visitor Tobacco and Nicotine Use (District Policy 3740)

1.0 The use of tobacco products, or nicotine products, or any delivery mechanism or device that could be used for the consumption, ingestion or inhalation of tobacco or nicotine products or controlled substances at any school-sponsored event or activity and/or on all District property, including all District buildings, District grounds, district-owned and lease vehicles, and sites leased by the district, is prohibited.

Staff Conduct (District Policy 4135)

1.0 All staff members have a responsibility to make themselves familiar with and abide by federal and state laws as these affect their work, and the policies and regulations of the District.

2.0 As representatives of the District and role models for students, all staff shall demonstrate and uphold high professional, ethical and moral standards. Staff members shall conduct themselves in a manner that is consistent with the educational mission of the District and shall maintain professional boundaries with students at all times in accordance with this policy's accompanying regulation. Interactions between staff members must be based on mutual respect and any disputes will be resolved in a professional manner.

3.0 Reasons for disciplinary action shall include, but not be limited to the following:

- 3.1 Failure to carry out instructions or failure to perform a job assignment as directed;
- 3.2 Insubordination, refusal to do assigned work or not following general instructions, unless such instruction is injurious to the employee's or general public's health and welfare.
- 3.3 Failing to follow safety regulations or practices;
- 3.4 Failing to ensure the safety or welfare of students and or staff. This includes but is not limited to neglect, child abuse, unwelcome touching, inappropriate touching, sexual abuse or harassment;
- 3.5 Conduct that is threatening, humiliating, intimidating, defamatory, malicious, employment sabotage or acts of violence that interfere with work, consequently creating a hostile, offensive and/or toxic workplace;
- 3.6 Violation of federal/state regulations and laws;
- 3.7 Conviction of any crime involving immorality or a felony;
- 3.8 Breach of confidentiality; including but not limited to violations of the Individuals with Disabilities Act (IDEA) and Family Educational Rights and Privacy Act (FERPA);
- 3.9 Inappropriate (such as pushing, pulling, blocking or unwelcome contact) or unlawful physical contact with students;
- 3.10 Taking or using District property without proper authorization or negligence in the care of or use of District property when authorized;
- 3.11 Violation of the District's drug, alcohol and controlled substances policy;
- 3.12 Engaging in conduct which adversely affects the employee's ability to do his/her job or which reflects adversely on the District;
- 3.13 Engaging in political activity during work hours;
- 3.14 Unauthorized absence or tardiness in reporting to assigned position;

3.15 Dishonesty;
3.16 Falsification or inaccuracy of data on application forms, employment records, time sheets, or any other information required by the District;
3.17 False reporting or providing false information during an investigation;
3.18 Failing to supervise and account for all students at all times.
3.19 Abandonment of a position or absence without notification;

4.0 Consequences for violation of this policy may involve progressive discipline, up to and including dismissal. Progressive discipline may include unpaid suspension by the Chief Human Resources Officer for incompetence, neglect of duty, immorality, unsatisfactory performance, conviction of a felony (including certain pleas), insubordination or other good and just cause, where the conduct is serious, but does not justify dismissal.

Employee Use of Drugs, Alcohol or Controlled Substances (District Policy 4210)

1.0 The District is concerned about the health, safety, well-being and satisfactory job performance of its employees. The use, abuse and/or dependency on alcohol and/or illegal drugs can seriously affect the health of employees, threaten their own safety and that of co-workers and students, and impair job performance.

1.1 The manufacture, use, possession, sale, transfer or distribution of illegal drugs, or being in an impaired state caused by the use of illegal drugs, by any District employee while on the job or so as to affect job performance, is prohibited and grounds for disciplinary action up to and including termination.

1.2 The consumption of alcoholic beverages while on the job is grounds for disciplinary action up to and including termination. Being in an impaired state while on the job, even if the consumption of alcoholic beverages took place outside of work hours or off school grounds, is grounds for disciplinary action up to and including termination.

Controlled Substance and Alcohol Testing for Employees with Driving Responsibilities (District Policy 4230)

1.0 **General.** The District shall test employees and prospective employees required to hold a commercial driver's license or serving in a safety sensitive position for the presence of drugs and/or alcohol as a condition of hiring or continued employment.

2.0 **Applicability.** This policy shall apply to all employees, including part-time, temporary, substitute and contract workers, who are required to hold a Colorado commercial driver's license and who serve in a safety sensitive position as defined herein. This policy also applies to all applicants for employment in such positions, including current District employees seeking to transfer into such positions.

3.0 **Prohibited Conduct.** Employees subject to this policy shall not report for duty or remain on duty under the circumstances described in Sections 4.0 (Alcohol-Related Prohibited Conduct) and 5.0 (Controlled Substance-Related Prohibited Conduct) when such duty requires or may require the performance of safety sensitive functions connected to commercial motor vehicles.

Employee / Authorized Volunteer Protection (District Policy 4300)

1.0 The District recognizes the need to protect employees and other persons performing authorized services on behalf of the District from psychological and physical abuse which may occur on school or District property or while performing assigned duties for the district. Prohibited conduct shall include assault; disorderly conduct; harassment; theft or damage to personal property; accusations of child abuse which the accuser knows are false; sexual harassment; sexual misconduct; or other violations of the Colorado Criminal Code.

2.0 When a District employee or other person performing authorized services on behalf of the District alleges that he/she has become a victim of an offense described in Section 1.0, the aggrieved individual shall file a written complaint with the building principal or the employee's supervising director/executive director within five (5) working days of the alleged offense. Filing shall be completed by delivery of the written complaint to the principal or the employee's supervising director/executive director who shall then be responsible for promptly informing the Director of Safe and Secure Environments and the Chief Human Resources Officer.

Student School Records (District Policy 5300)

1.0 **General.** Student records shall be maintained in accordance with the federal Family Educational Rights and Privacy Act of 1974, The Colorado Open Records Act, and the Colorado Children's Code Records and Information Act and the Student Data Transparency and Security Act (Data Act). Parents and students, if they are eighteen years of age or older, may have access to the education records. Each individual's right to privacy shall be protected by limiting the transferability of education records without consent of the parent or eligible student except as otherwise provided by law.

2.0 **Education Records.** Generally, student school records, or "education records", are paper and/or electronic documents, files, records, and other materials maintained by a school which contain information which personally identifies a student, including special education records. Records which "personally identify" a student are those which include the name of a student, the student's parent, or other family member; the student's address; a personal identifier, such as a student number; or a list of personal characteristics or other information that would make it possible to identify the student with reasonable certainty.

Copyright (District Policy 6600)

1.0 **General.** It is the intent of the District to respect all aspects of copyright law including, but not limited to, that which applies to print media, computer software, online material, audiovisual materials, and music. All District employees must adhere to the law, rules, and regulations concerning the use of copyrighted materials. Legal or insurance protection of the District may not be available to employees who violate copyright law. School personnel shall direct questions concerning copying that do not fall within the guidelines to the Director of Instructional Technology and Library Services or to General Counsel.

Staff Ethics/Conflicts of Interest/Nepotism (District Policy 4130)

1.0 **General.** Public employment is a public trust. Upon accepting employment with the district, an employee also accepts the responsibility to act honestly and objectively for the benefit of the public in matters affecting the district. Therefore, no employee of the District shall engage in or have a financial interest, directly or indirectly, in any activity that conflicts with, or raises a reasonable question of conflict with, their duties and responsibilities in the school system.

Employee Cell Phones and Other Personal Electronic Communication Devices (District Policy 4180)

1.0 Personal use of cell phones/electronic communication devices during work hours must not disrupt or compromise District work activity. Cell phones must be turned off or set for silent alert during meetings and class time to avoid disruption. Employees are expected to be fully considerate of others in their environment when using cell phones/electronic communication devices.

2.0 Personal electronic devices shall not be used in a manner which is unsafe, illegal, inappropriate, or contrary to District policies. Prohibited uses include, but are not limited to, creating video or audio recordings of students and/or staff, or taking photographs of students and/or staff, without permission of the student, parents, and/or staff member.

3.0 Employees shall have no expectation of privacy for use of personal electronic devices for work-related functions whether during or after work hours.

4.0 For matters that are not work-related, the District reserves the right to search, monitor, inspect, copy, and review data stored on or accessed through personal electronic devices based upon reasonable suspicion of activity or data that may be illegal, inappropriate or contrary to District policy. Any such search must be justified at its inception and reasonable in scope under the specific circumstances.

Internet Safety Policy (District Policy 8200)

1.0 **Purpose.** It is the goal of the District to prevent access by minors to inappropriate information or material on or through district-provided Internet or on District computers or technology devices, while allowing staff members and students access to enhance learning and enrich the educational environment.

2.0 **Blocking or filtering of obscene, pornographic and harmful information.** The District may implement one or more technology protection measures that block or filter information or material that is obscene, that constitutes child pornography or is otherwise harmful to minors, on all District computers, technology devices and/or network equipment. Staff members and students shall not bypass or attempt to bypass District filters or otherwise engage in any actions that circumvent or allow others to circumvent the district's protection measures, obtain or attempt to obtain unauthorized access to information or material, nor, disclose, use or disseminate the personal identification information of any minor. The District may allow temporary short term disabling or reduction of blocking or filtering for the purposes of bona fide research or other lawful purposes.

3.0 **Online activity and appropriate behavior.** The District will educate students about appropriate online behavior, cyberbullying awareness, and the safety and security of minors when using the Internet, email, chat rooms, social networking, and other electronic communications.

Staff and Students

It is the responsibility of each District employee to be aware of and adhere to established District policies. Following are some of the frequently used policies related to the interactions between staff and students. The complete set of District policies can be found online at Adams 12 Five Star Schools by searching Policies.

Corporal Punishment (District Policy 5140)

No administrator, teacher, or other District employee shall subject a student to corporal punishment nor condone the use of corporal punishment by any person under their supervision or control. Corporal punishment is defined as action taken to punish a student by spanking or otherwise physically handling a student in any way to purposefully inflict punishment (as distinguished from the use of intervention and physical restraint as described in District Policy 5150). Permission to administer corporal punishment shall not be sought nor accepted from any parent, guardian, or school official.

Physical Intervention, Restraint and Seclusion (District Policy 5150)

To maintain a safe learning environment, District employees may, within the scope of their employment and consistent with state law, use physical intervention and restraint with students in accordance with this policy. Such actions shall not be considered child abuse or corporal punishment if performed in good faith and in compliance with this policy.

1.0 **Physical Intervention.** Corporal punishment shall not be administered to any student by any District employee. Within the scope of their employment, District employees may use reasonable and appropriate physical intervention with a student that does not constitute restraint as defined by this policy, including physically holding a student for more than one (1) minute.

2.3 Physical restraint or seclusion are to be used only in an emergency and with extreme caution when there appears to be imminent danger of injury to the student, other students, or staff; or to obtain possession of weapons or other dangerous objects upon a student or within the control of a student; and when alternative interventions are determined to be inappropriate or are unlikely to be effective under the circumstances. Alternative interventions shall include the use of positive behavior supports; constructive, non-physical de-escalation; and restructuring of the environment.

Reporting Child Abuse / Neglect (District Policy 5540)

1.0 The school employee having knowledge of suspected abuse or neglect of a student shall immediately report to Adams County or Broomfield County Department of Social Services or local law enforcement.

2.0 As soon thereafter as possible, the employee shall notify the building's designated Child Abuse Reporting Liaison and a building administrator.

4.0 Should the suspected abuse involve a District employee, the building principal shall also notify the Chief Human Resources Officer.

Staff Relations With Students (District Policy 4110)

1.0 The relationship between staff members and students should be one of cooperation, understanding, and mutual respect. Staff members have a responsibility to provide an atmosphere conducive to learning and to motivate students to perform to their capacity.

2.0 Staff members shall extend to students the same respect and courtesy which they as staff members have a right to demand.

3.0 All employees shall observe and maintain professional boundaries between themselves and students, both inside and outside the school context. Employees shall not engage in unethical, lewd, suggestive, or other inappropriate conduct at any time if there is a reasonable and adverse relationship between the conduct and the continuing ability of the employee to perform any of his/her professional functions in an effective manner.

Acknowledgement of Receipt

I have received a copy of the employee handbook. I understand that I am to become familiar with its contents. Further, I understand:

- The Employee Handbook is not all inclusive, but is intended to provide me with a summary of some of the District guidelines, master agreement information, Board policies and District policies, which are available for viewing on the District website.

- This edition replaces all previously issued handbooks. The need may arise to change the District guidelines, master agreements, board policies and District policies described in the handbook. The District therefore reserves the right to interpret them or to change them without prior notice.

- The Administrative Employees Compensation Program Handbook, the Certified Master Agreement and the Classified Master Agreement take precedence over all information contained in the Employee Handbook.

- The language used in this handbook and any verbal statements of management are not intended to constitute a contract of employment, either express or implied, nor are they a guarantee of employment for a specific duration.

Print Name: _____

Signature: _____

Date: _____

Questions?

Human Resources and Benefits
Hours: 7:30 am - 4:30 pm Monday through Friday
720-972-4068

Guest Teachers/Substitutes
Hours: 7:30 am - 4:30 pm Monday through Friday
Log in to Frontline Absence Management System
720-972-4068

Payroll
720-972-4368
Hours: 7:30 am - 4:30 pm Monday through Friday

Risk Management
Hours: 7:30 am - 4:30 pm Monday through Friday
720-972-4210

Professional Development
720-972-4029

Teacher Induction
720-972-5894

Licensure
720-972-4068

Classified School Employees Association (CSEA)
303-457-2580

District Twelve Educators Association (DTEA)
303-457-3324

Colorado Department of Education (CDE)
303-866-6628

Public Employees Retirement Association (PERA)
www.copera.org
303-832-9550

Employee Handbook Revisions

Name of Item	Date and Description of Change
Adams 12 Five Star Schools Employee Handbook	Adopted August 1, 2025