UNITED IN EXCELLENCE

NEW LONDON
PUBLIC SCHOOLS

NEW LONDON PUBLIC SCHOOLS

EMPLOYEE HANDBOOK

2026-2027



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WELCOME TO NEW LONDON PUBLIC SCHOOLS



Welcome to New London Public Schools! We are thrilled to have you a part of our team of dedicated teachers, leaders, and support staff who are committed to fostering a positive and dynamic learning environment. As a member of our district, you play a crucial role in shaping the future of our students and in upholding the values that define our school community. This handbook is designed to provide you with the essential information, resources, and guidelines you need to succeed in your role and feel supported as you embark on the exciting professional journey with us.

We look forward to working together to make a lasting impact on our students' lives. You were selected to join the New London Board of Education because we believe you have those incredible personal and professional qualities that we look for in our employees. Our school district's reputation is based on the hard work and dedication of employees like you. We are proud and pleased to have you a part of the New London Whaler family!

Again, welcome to the New London Public Schools!

Sincerely,
Dr. Cynthia Ritchie
Superintendent of Schools



Whether you are joining our district for the first time or returning for another school year, we are excited to welcome you to the New London Public Schools community. Through collaboration, innovation, and a shared commitment to excellence, we strive to foster a culture where employees feel valued, supported, and empowered. The Office of Talent and Human Resources is committed to providing the resources, guidance, and support needed for every employee to succeed and grow. We encourage you to build meaningful connections, embrace opportunities for professional growth, and contribute your unique talents to our school community.

Your dedication helps to create an environment where students can thrive academically, socially, and personally. Thank you for choosing to serve and for embodying the spirit of unity and excellence that defines New London Public Schools. Together, we will continue to make a lasting impact on the lives of our students, families, and community.

Warm Regards,
Christine Pemberton
Executive Director of Talent and Human Resources

Notice and Disclaimer

This handbook is designed to inform employees of the New London Board of Education about working conditions, employee benefits, and some of the policies affecting employment. Employees should read, understand, and comply with all provisions of this handbook, as it describes many responsibilities of an employee and outlines the programs developed by New London Board of Education. One of our objectives is to provide a work environment that is conducive to both the professional and personal growth of our employees and in the educational interests of our students.

No employee handbook can anticipate every circumstance or question about policy. This handbook is intended for information and guidance; it is not an employment contract and is not intended to create contractual obligations of any kind, either with respect to the employment relationship itself or to any policies or benefits described herein. As the New London Board of Education evolves, to retain necessary flexibility in the administration of policies and procedures, the need may arise to change policies described in this Handbook. The New London Board of Education therefore reserves the right to change, revise, or eliminate any of the policies and/or benefits described in this handbook in its sole and absolute discretion. Employees will, of course, be notified of such changes as they occur. The only recognized deviations from the stated policies are those authorized and signed by the Board of Education and/or the Superintendent. Should any questions arise regarding a policy, a complete listing of school policies can be obtained by referencing our district webpage (New London Public School Policies).

Absent any statute, employment, or collective bargaining agreement to the contrary, the employment relationship between the New London Board of Education and its employees is employment at will. Under this relationship, neither the employee nor the New London Board of Education is bound to continue the employment relationship if either chooses, at its will, to end the relationship at any time, for any reason, with or without notice.

Where there is a conflict between the provisions of this handbook and any employment contract or collective bargaining agreement, the terms of the employment contract or collective bargaining agreement will prevail. Where there is conflict between this handbook or school policies and updates to State and/or Federal legislation, law shall prevail.

Each employee is responsible for the contents of this document and for acting within the parameters of the Board's policies.



DISTRICT OVERVIEW

About Us

New London Public Schools serves more than 3,100 amazing and diverse PreK–12 students in the urban shoreline community of Southeastern Connecticut. Through New London Adult and Continuing Education, we also support adult learners and community members by providing opportunities for lifelong learning, workforce development, and personal growth. NLPS staff experience the personal reward of making a difference in the lives of New London's students as we collectively aim to support their academic, social-emotional and technical skillset development to prepare them for college, careers and beyond. New London has received statewide attention and garnered the support of the CT State Department of Education for its many educational and innovative initiatives, as it continues its focus on high academic outcomes and continues its transformation to become Connecticut's first and only all-magnet school district in the state.

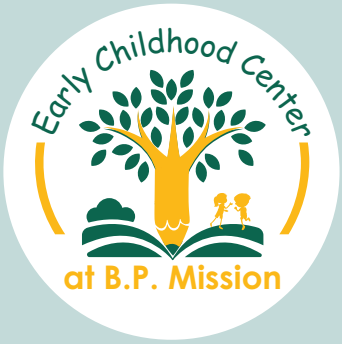
New London Public Schools attracts students from over 40 surrounding Connecticut towns to join in learning aligned to two thematic pathways:

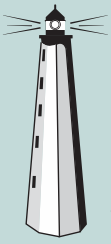




The STEM and Visual & Performing Arts Pathways provide cohesive programming for students Pre K-12. Both our middle and high schools are part of the highly competitive Connecticut State Department of Education's Commissioner's Network program.

Most professional educators want to teach in a great school where they can exercise their creativity and passion for teaching and learning in an environment where they are valued and where their continuous growth and development is always supported. Under its vision, mission and goals outlined in its improvement plan, New London Public Schools aims to be "United In Excellence", offering a unique opportunity to work in an exciting and supportive school system, focused on the development of the whole child through a team approach to success.





NEW LONDON
ADULT & CONTINUING EDUCATION

Our Vision

United In Excellence

Mission Statement

To educate and graduate students who specialize in one of the two themed Magnet Pathways: STEM and Visual & Performing Arts, who are well versed in the academic knowledge and practical experiences necessary to exceed beyond high school; who are critical thinkers and innovators; who are courageous and self-reliant; and who challenge the status quo while enriching their community, country, and global society.

District Strategic Plan

Information about the New London Public Schools' District Strategic Plan can be found on our district webpage.

The District Strategic Plan focuses on the following five areas:

1. Student Achievement
2. Climate and Culture
3. School Community that Creates Welcoming and Empowering Partnerships
4. Operations, Systems, & Structures
5. Talent Management: Recruit, Retain, and Recognize



Equal Employment Opportunities and Non-Discrimination

New London Public Schools provides equal employment opportunity in accordance with applicable federal and state law. Employment decisions are based on merit, qualifications, and job-related requirements.

The district does not discriminate in any employment practice, including recruitment, hiring, assignment, promotion, compensation, training, discipline, or termination, on the basis of any protected characteristic under applicable law, including race, color, religion, creed, national origin, ancestry, sex, sexual orientation, gender identity or expression, age, marital status, disability (including pregnancy), genetic information, veteran status, or any other status protected by law.

Discrimination and harassment based on protected characteristics are prohibited in district employment and programs and are not permitted by employees, supervisors, students, or third parties in district settings or activities.

The district provides reasonable accommodations to qualified individuals with disabilities in accordance with applicable law.

Employees are encouraged to report concerns of discrimination or harassment to the Executive Director of Talent and Human Resources or the Executive Director of School and Family Supports. Reports will be promptly reviewed and investigated in accordance with district procedures. Retaliation against any individual who reports or participates in a good faith complaint or investigation is strictly prohibited. (Reference NLPS BOE Policy Nos. 4111.1 and 4112.112)

External Filing Options

Employees may also file complaints with the following federal and state agencies:

Office for Civil Rights (OCR), U.S. Department of Education
Boston Office
U.S. Department of Education
8th Floor, 5 Post Office Square
Boston, MA 02109-3921
Phone: (617) 289-0111
Website: http://www2.ed.gov/about/offices/list/ocr/docs/howto.html

Equal Employment Opportunity Commission (EEOC)
Boston Area Office
John F. Kennedy Federal Building
475 Government Center
Boston, MA 02203
Phone: (800) 669-4000

Connecticut Commission on Human Rights and Opportunities (CHRO)
450 Columbus Boulevard
Hartford, CT 06103-1835
Phone: (800) 477-5737

Recruitment

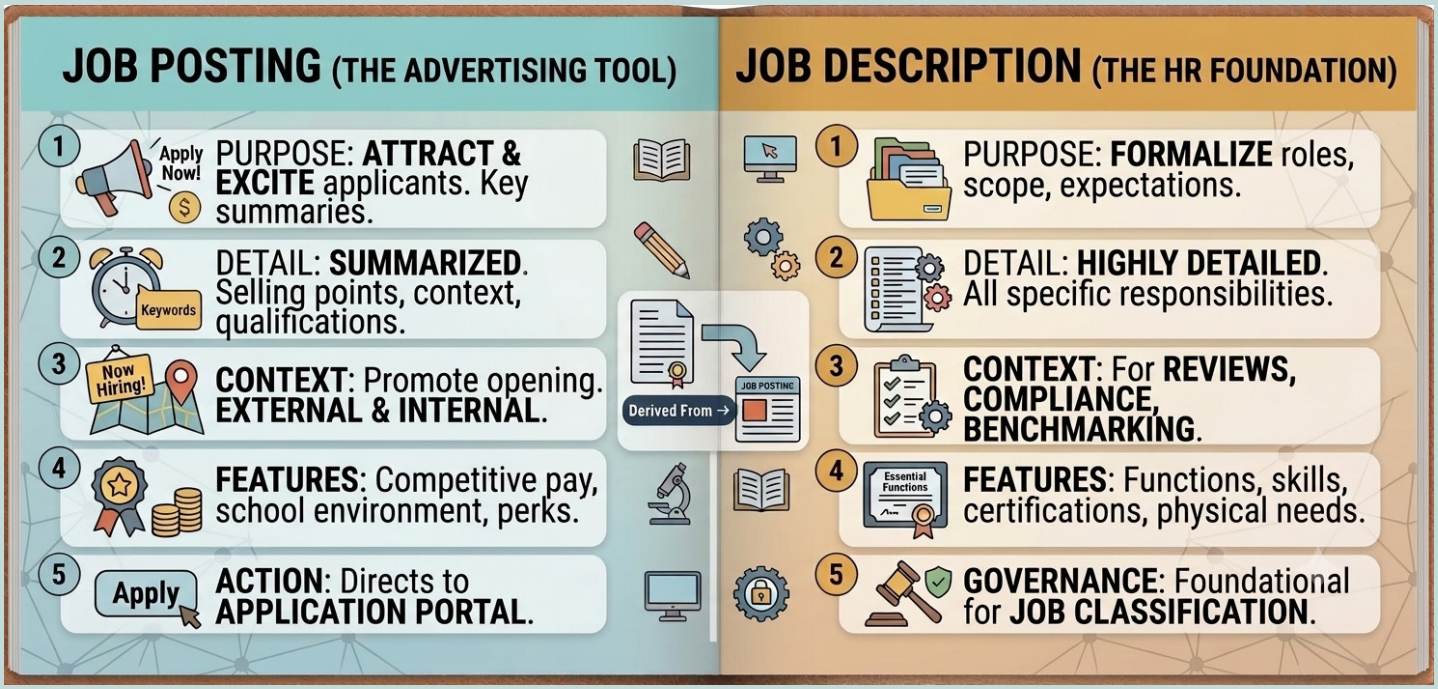
Job Postings

Job vacancies may be posted internally and externally and will adhere to language in accordance with applicable collective bargaining agreements. Positions may be advertised on the New London Public Schools employment website: https://www.applitrack.com/newlondon/onlineapp and through other recruitment sources as appropriate.

Job Descriptions

Job descriptions have been developed for all positions within the district to provide a general overview of physical responsibilities, essential functions, and required qualifications. Job Descriptions are available by request.

If you have questions or need clarification about your job description, please contact the Human Resources Department.



Application Process

To be considered for employment, all applicants must complete the appropriate New London Public Schools Board of Education application and submit all required supporting documentation, as applicable. This may include, but is not limited to, a valid CSDE certification, applicable licenses or credentials and official transcripts (for positions requiring a degree). Additional materials, such as a resume and cover letter, are optional but strongly recommended.

Candidate Selection

Interviews

An interview committee, consisting of two or more trained staff members, will conduct interviews to ensure a fair, consistent, and unbiased evaluation process. Depending on the position, the interview may include additional components, such as performance-based tasks or practical assessments, to evaluate the candidate's knowledge, skills, and experience.

Following the interviews, the committee will identify finalists based on the established selection criteria. Candidates selected to move forward will be contacted regarding the next steps. All other candidates will be notified of their application status.

Appointment to a Position

Once a candidate verbally accepts a position, they will be issued a conditional offer, followed by an appointment letter and/or employment contract, provided all compliance requirements are met.

Compensation and Placement

Compensation and placement are not subject to negotiation. For employees covered by a collective bargaining agreement, the district will adhere to the terms and conditions outlined in the applicable agreement. For all other employees, compensation and placement decisions will be made in accordance with the approved district budget and established compensation structures.

NLEA CBA Placement

Salary schedule placement is determined and is finalized upon receipt of official transcripts and verification of prior experience. Salary placement is not subject to negotiation.

Credit for prior service is granted in accordance with the New London Education Association (NLEA) contract.



Pre-Employment Requirements

Records Check and Fingerprinting

To help maintain a safe and secure learning and working environment, individuals recommended for employment must complete all required pre-employment screenings, including fingerprinting and criminal history record checks, in accordance with applicable federal and Connecticut law, including Connecticut General Statutes § 10-221d.

All employment offers are contingent upon the satisfactory completion of these requirements.

Background screening results will be reviewed in compliance with applicable laws and regulations, and employment decisions will be based on job-related considerations and other factors required by law. The district is committed to equal employment opportunity and nondiscrimination in all employment practices.

Applicants and employees are required to notify the Executive Director of Talent and Human Resources immediately upon being charged with, arrested for, or convicted of a criminal offense. This reporting obligation applies anytime after initial background screening and throughout the duration of employment with the district.

DCF and Sex Offender Registry Checks

All candidates for employment, as well as contractors, interns, and volunteers, are subject to a records check through the Department of Children and Families (DCF) Child Abuse and Neglect Registry and the Sex Offender Registry. These screenings are conducted by the Human Resources Department, and individuals must receive clearance before they are approved to work, volunteer, intern, or otherwise serve within the district.

Participants of Start on Success (SOS)

District students participating with Start on Success (SOS) and seeking employment with New London Public Schools are exempt from fingerprinting; however, they are subject to a records review and processing by the Human Resources Department prior to employment.

Case-by-Case Evaluation

Decisions regarding the impact of disclosed criminal charges or convictions on an applicant's or employee's status will be made on an individual basis. Each situation will be evaluated considering factors such as the nature of the offense, its relevance to the position, and other pertinent circumstances.

Falsification or Omission

The falsification or omission of any information on a job application or during a job interview, including information about criminal convictions or pending criminal charges will result in disqualification from employment consideration or termination of employment.

Employment Eligibility

The New London Board of Education is committed to employing only individuals who are legally authorized to work in the United States, including U.S. citizens and non-citizens with valid work authorization. In accordance with the Immigration Reform and Control Act of 1986, all new employees must complete the Form I-9 (Employment Eligibility Verification) and present documentation that establishes both identity and employment eligibility. Failure or refusal to provide the required documentation will result in disqualification from employment. The New London Board of Education does not discriminate based on citizenship status or national origin, in compliance with applicable federal and state laws.

Substitute Teacher Information

New London Public Schools works in partnership with Kelly Educational Services for most substitute teacher positions. The district may employ building substitutes and long-term substitutes at each building as needed. Individuals serving in long-term substitute assignments are responsible for meeting all applicable Connecticut State Department of Education (CSDE) certification requirements. This includes completing all required documentation, obtaining and maintaining the appropriate certification or authorization, and communicating regularly with the Human Resources Department regarding their certification status and progress.



General Employment Provisions

Probationary Period

Employees are subject to any applicable probationary or introductory period as established by Connecticut law, their collective bargaining agreement, individual employment agreement, or applicable district policy. The length and terms of the probationary period vary by position and employee group.

Current collective bargaining agreements are available on the New London Public Schools- Human Resources webpage.

Personnel Records

The Board of Education maintains personnel records for all current employees, containing information essential for good personnel administration. These records are kept exclusively in the Human Resources Department. The Superintendent or designee will notify an employee if a request for disclosure of their personnel file is made under the Freedom of Information Act (FOIA). (Reference NLPS BOE Policy 4112.6)

Staff Evaluations

All employees are expected to perform their duties competently. To assist employees in achieving performance levels consistent with their capabilities, all staff will receive an annual evaluation, subject to the terms of any applicable collective bargaining agreement. This evaluation will be provided by each employee's direct supervisor. Teachers and administrators will receive regular feedback throughout the school year according to the district's approved Teacher and Administrator Evaluation Plans (legislative requirement). All staff will be evaluated through an electronic platform that will house annual evaluations.

Mandatory Trainings

All New London Public Schools employees are required to complete assigned mandatory training as a condition of employment. Required training is established in accordance with applicable federal and state laws, regulations, Connecticut General Statutes, Board policies, and district requirements. Annual training assignments are typically released on or about July 1 of each year.

Mandatory training courses are assigned and completed through the New London Public Schools SafeSchools platform: https://newlondon-ct.safeschools.com/, and the Connecticut TRAIN Learning Network: https://www.train.org/connecticut/home, as applicable.
Additional training platforms or learning management systems may be utilized as needed to meet district, state, or federal compliance requirements.

Current employees must complete all assigned training by September 30, unless otherwise directed. New employees must complete applicable mandatory training during onboarding and prior to beginning employment.

Additional mandatory trainings may be required due to job responsibilities, legal or regulatory requirements, district policy, or administrative needs. Employees will be notified of any additional training requirements.

Mandated Reporting: Child Abuse and Neglect

New London Public Schools is committed to the safety and well-being of all students. In accordance with Connecticut law and Board Policy 5141.4, all employees are mandated reporters and are personally responsible for reporting any reasonable suspicion of child abuse, neglect, or imminent risk of harm to the Department of Children and Families (DCF).

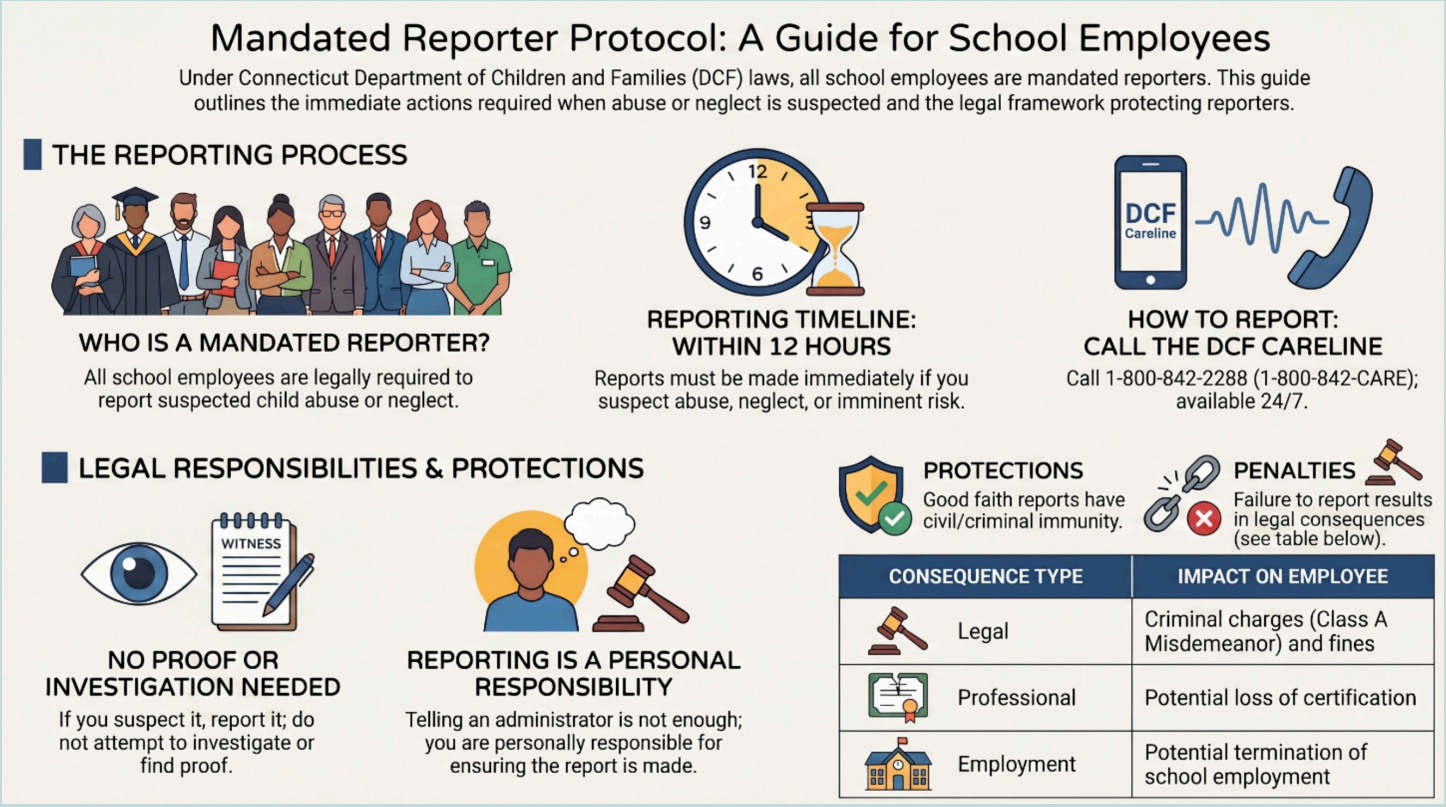
Employee responsibilities include:

- Reporting immediately upon reasonable suspicion, and no later than 12 hours
- Submitting a written report within 48 hours of the oral report
- Notifying a building administrator or designee that a report has been made
- A copy of the DCF-136, and any response received from DCF, must be submitted to the Superintendent's Office

All employees must complete required DCF mandated reporter training as a condition of employment and participate in any additional district-provided training.

Employees who make good-faith reports are protected from retaliation under applicable law.

Questions regarding reporting obligations should be directed to Human Resources or a building administrator.



Professional Certifications

All employees are professionally responsible for maintaining any certifications, licenses, endorsements, registrations, and other credentials required for their position. Employees whose positions require certification through the Connecticut State Department of Education (CSDE) must maintain a valid and appropriate CSDE certificate at all times. Failure to maintain the credentials required for a position may affect an employee's eligibility to continue serving in that role.

Separations

Retirements

Employees planning to retire should submit written notice to the Superintendent and Human Resources as early as possible and members of any collective bargaining unit should refer to their applicable collective bargaining unit. Employees are encouraged to contact Human Resources regarding retirement procedures, final compensation, benefits continuation, and other separation-related matters.

Resignations

- Certified Educators
    - Employees are encouraged to notify the Superintendent and Human Resources Department in writing by May 1st if they intend to resign at the end of the current school year.
    - Employees are expected to provide at least thirty (30) calendar days' written notice of resignation.
    - Employees who submit a resignation during the month of August or within thirty (30) calendar days of the start of the contractual work year may be required to remain in their position for up to thirty (30) days following submission of the resignation to allow the district sufficient time to secure a qualified replacement, consistent with applicable law, Board policy, and any governing collective bargaining agreement.
- Non-Certified Staff
    - It is recommended that non-certified and unaffiliated staff members notify their direct supervisor and the Human Resources Department in writing at least two weeks prior to their intended last day of employment with the district.

Exit Survey

As part of the separation process, employees may be contacted by Human Resources for a brief exit screening and will receive a detailed online exit survey. Employees are encouraged to provide feedback regarding their experience with the district through the survey and, if desired, an exit interview with Human Resources.

Return of Property

Employees are responsible for all property, materials or written information issued to them or in their possession or control. All employees must return all keys, swipe badges, identification cards, computers and all other school-owned property prior to or on their last day of employment.

All property must be returned by employees to their supervisor upon separation from employment with New London Public Schools.

EMPLOYEE EXPECTATIONS AND CONDUCT

All employees and certified staff should refer to Series 4000 – Personnel Policies which are located on the district website. School administrators are expected to comply with the Connecticut Code of Professional Responsibility for School Administrators, as outlined in the Regulations of Connecticut State Agencies, Section 10-145d-400b. Teachers are expected to comply with the Connecticut Code of Professional Responsibility for Teachers, as outlined in the Regulations of Connecticut State Agencies, Section 10-145d-400a.

Standards of Conduct

Employees are expected to act in a professional, ethical, and respectful manner while performing their duties and when representing the district. Conduct should support a safe, inclusive, and positive learning and working environment.

As public servants, employees are expected to uphold trust in the school community. Conduct that interferes with job performance, compromises student safety or well-being, disrupts operations, or violates district policy or applicable law may result in review and appropriate action.

Employees are expected to serve as positive role models for students and contribute to a respectful school environment. Nothing in this section is intended to restrict employees' lawful off-duty conduct or rights protected by federal or state law.

Professional Expectations

Report to work on time, appropriately dressed, and prepared to perform assigned duties effectively and efficiently

Interact with students, families, colleagues, supervisors, and community members in a respectful and professional manner

Avoid conduct that is inappropriate, disruptive, or unprofessional, or that may undermine a positive school environment or public trust

Confidentiality of Information

Employees are expected to maintain the confidentiality of student, employee, and district information and may access or disclose such information only as necessary to perform their job duties and as permitted by law and district policy.

Student education records are protected under FERPA and other applicable laws. Employees must use appropriate safeguards when handling confidential information.

Unauthorized disclosure or misuse of confidential information may result in corrective action consistent with applicable law, Board policy, and any applicable collective bargaining agreement.

Prohibited Conduct and Examples of Misconduct

While it is not possible to list every form of behavior that may be considered unacceptable, the following examples represent conduct that may result in disciplinary action, up to and including suspension or termination of employment. These expectations apply to all employees of New London Public Schools.

Employees are expected to maintain professional conduct in accordance with Board policy, applicable law, and collective bargaining agreements. The following examples are not exhaustive but may result in discipline, up to and including suspension or termination, when appropriate.

Examples of Prohibited Conduct

- Misuse of resources: Theft or unauthorized use of district property; falsification of records or timekeeping; misuse of district funds, assets, vehicles, or technology; negligence resulting in loss or damage
- Safety and substance use: Reporting to or being at work under the influence of alcohol or illegal drugs; possession, use, or distribution of illegal substances on duty or on district property; possession of weapons or dangerous items on school grounds or at school events
- Professional conduct: Insubordination; excessive absenteeism or tardiness without proper notice; failure to report safety concerns or misconduct; disruption of school operations
- Harassment and student safety: Unlawful harassment or discrimination; substantiated findings of abuse or neglect in accordance with law and district policy
- Technology and confidentiality: Unauthorized disclosure of confidential information; misuse of district technology; inappropriate communications with students, including use of personal social media contrary to district policy
- Workplace conduct: Threatening, violent, or disruptive behavior; violations of Board policy or law that interfere with district operations or public trust

Conflict of Interest

Employees must avoid any actual, potential, or perceived conflict of interest that could affect or appear to affect their professional judgment or duties.

A conflict may exist when an employee's role could result in personal gain for the employee or a relative, or when outside employment, financial interests, or relationships could influence district work.

Employees must disclose any conflict promptly to the Executive Director of Talent and Human Resources. The district will review disclosures and determine appropriate action consistent with Board policy and applicable law.

Professional Boundaries and Non-Fraternization

Adults who have contact with children and adolescents through school activities have the responsibility not to betray or misuse their privileged position. Students develop a special trust in school staff by virtue of the school system's authority and the key role the schools play in their lives. Adults must never take advantage of students' vulnerability or of their confidence that adults in school will behave appropriately in relationships with them.

It is the policy of the Board of Education to prohibit any sexual relationship, contact or sexually nuanced behavior or communication (verbal or non-verbal) between a staff member and a student, while the student is enrolled in the school system. The prohibition extends to students of the opposite sex or the same sex as the staff member and applies regardless of whether the student or the staff member is the initiator of the behavior and whether the student welcomes or reciprocates the attention. (Reference Policy 4118.24)

Staff Discipline and Termination

The district uses a corrective action and progressive discipline approach intended to support employee success and address concerns in a fair and consistent manner. Depending on the nature of the issue, responses may include coaching, mentoring, training, verbal or written feedback, counseling, reassignment, suspension with or without pay, or termination, consistent with applicable law, Board policy, and any collective bargaining agreement.

The district may adjust or bypass progressive steps when warranted by the severity of the conduct, repeat violations, or when immediate action is necessary to protect students, staff, district property, or the school environment.

Discipline decisions will consider the nature of the concern, prior performance, and relevant circumstances. Employees may be subject to termination for serious or repeated misconduct or other conduct inconsistent with continued employment, consistent with applicable law, board policy, and any collective bargaining agreement.



Harassment and Bullying

Sex Discrimination and Harassment (Title IX) in The Workplace

The Board of Education prohibits sex discrimination, including sexual harassment, in accordance with Title IX of the Education Amendments of 1972, applicable federal regulations, and Connecticut law. The district is committed to maintaining a work environment free from discrimination, harassment, and intimidation based on sex.

Title IX Coordinators- District	
Title IX Coordinator Student Related Issues Ms. Carrie Rivera Executive Director of School and Student Support Services riverac@newlondon.org 3 Shaw's Cove, New London, CT 06320 (860) 447-6058	**Title IX Coordinator Non-Student Related Issues** Ms. Christine Pemberton Executive Director of Talent and Human Resources pembertonc@newlondon.org 3 Shaw's Cove, New London, CT 06320 (860) 447-6000 ext. 6019

Title IX Coordinator – School Level	
Nathan Hale Arts Magnet School Ms. Erin McGuire mcguiree@newlondon.org Ms. Katherine Fioravanti fioravantik@newlondon.org 860-447-6060	**BDJ Multi-Magnet Middle School Campus** Mr. Chris Vamvakides vamvakidesc@newlondon.org Ms. Alicia Ross rossa@newlondon.org 860-437-6480
Winthrop STEM Elementary Magnet School Mr. Michael Podeszwa podeszwam@newlondon.org Mr. Shawn Brown brownsh@newlondon.org 860-447- 6070	**NLHS Multi-Magnet Campus** Mr. Bryan Mahon mahonb@newlondon.org Ms. Katherine Brodaski brodaskik@newlondon.org 860-437-6400

Reporting and Grievance Procedures
Employees are encouraged to report concerns promptly to the Executive Director of Talent and Human Resources or the School Level- Title IX Coordinator. Reports shall be submitted through designated district reporting systems. If the complaint involves the Title IX Coordinator, it should be directed to the Superintendent or designee.

Employees covered by collective bargaining agreements may also pursue applicable contractual grievance procedures where appropriate.

Prohibited Conduct
Sexual harassment is a form of sex discrimination prohibited under Title IX and applicable state and federal law. It includes unwelcome conduct based on sex that is severe, pervasive, or objectively offensive enough to interfere with an individual's work performance, create a hostile work environment, or affect employment opportunities.

Prohibited conduct may include, but is not limited to: unwelcome sexual advances; inappropriate or unwanted physical contact; sexual comments, jokes, or gestures; display or sharing of sexually explicit materials; or inappropriate sexualized electronic communications, including through district systems or personal devices when related to the workplace.

Retaliation and Confidentiality
Retaliation against any individual who, in good faith, reports or participates in the reporting or investigation of sex discrimination or sexual harassment is strictly prohibited under Title IX and applicable state and federal law.

Reports will be addressed promptly and investigated in accordance with district procedures. When a violation is substantiated, appropriate corrective action will be taken consistent with law and Board policy.

Information will be shared only with those who need to know in order to carry out the investigation and resolution process. The district cannot guarantee confidentiality; however, privacy will be maintained to the extent possible consistent with the need to conduct a fair and thorough investigation.

Corrective Action
Violations of this policy may result in disciplinary action up to and including termination of employment, consistent with applicable law, Board policy, and any collective bargaining agreement. Conduct may also be reported to appropriate authorities as required or permitted by law.



Workplace Bullying

The district is committed to a professional, respectful, and safe work environment free from bullying, harassment, intimidation, and discrimination. Employees are expected to treat students, colleagues, families, and visitors with dignity and respect.

Prohibited Conduct
Bullying or harassing behavior includes conduct that is unwelcome and interferes with a respectful and productive work environment or an employee's ability to perform assigned duties. This section is not intended to limit or interfere with the lawful exercise of supervisory authority, including the assignment of work, performance feedback, coaching, evaluation, or disciplinary action when conducted in a professional and non-discriminatory manner.

Reporting and Response
Employees should report concerns to Human Resources. Reports will be reviewed and addressed in accordance with district procedures and applicable law. Informal resolution may be appropriate but is not required.

Retaliation and Discipline
Retaliation against individuals who report or participate in an investigation is prohibited. Violations may result in disciplinary action up to and including termination, consistent with law and Board policy.

Alcohol, Tobacco and Drug Free Workplace

New London Public Schools is committed to maintaining an alcohol-, tobacco-, drug-, and vape-free workplace. The use, possession, distribution, or being under the influence of alcohol, tobacco products, electronic cigarettes, vaping devices or products, or illegal drugs while on district property, during work hours, or while conducting district business is prohibited. Employees who violate this policy may be subject to disciplinary action, up to and including termination of employment.

District Action for Violation of Alcohol and Drug Policy

These procedures should be followed if an employee of the district is found to have violated the alcohol and drug policy. (Reference Policy 4118.232/4218.232)



Technology Use

Use of District Technology and Electronic Communications

The district provides technology resources, including telephones, computers, networks, email, and Internet access (NLPS Network), to support instructional and operational needs. These resources are district property and must be used primarily for job-related purposes. Limited personal use may be permitted if it is incidental and does not interfere with duties or system operations.

Acceptable Use and Responsibility
Employees must use district technology in a professional, ethical, and lawful manner, in accordance with Board policy and applicable law. Electronic communications and system activity are not private and may be accessed or reviewed by the district as permitted by law.

Prohibited Use
Prohibited use includes accessing or distributing inappropriate or unlawful content; harassment or discriminatory communications; unauthorized software or system access; bypassing security measures; misuse for personal financial or political purposes; and any use that disrupts district operations.

Privacy and Monitoring
District technology resources, including email, telephones, mobile devices, computers, and network systems, are provided for district business and may be monitored, accessed, or reviewed by the district in accordance with applicable law and Board policy. Employees should have no expectation of privacy when using district-owned systems.

Employees are expected to conduct district business using district-issued technology whenever possible. Use of personal devices or accounts for district business may result in those communications being subject to records requests, legal disclosure requirements, or other review as permitted by law. (Reference Board Policies 4118.4 and 4118.6)

Social Media
Employees must use social media in a professional manner and may not harass, disclose confidential information, or violate Board policy or law. Employees may not connect with currently enrolled students through personal social media accounts or share student images without authorization.



Instructional Use
Employees supervising student use of technology are responsible for ensuring appropriate use and addressing violations in accordance with district procedures.





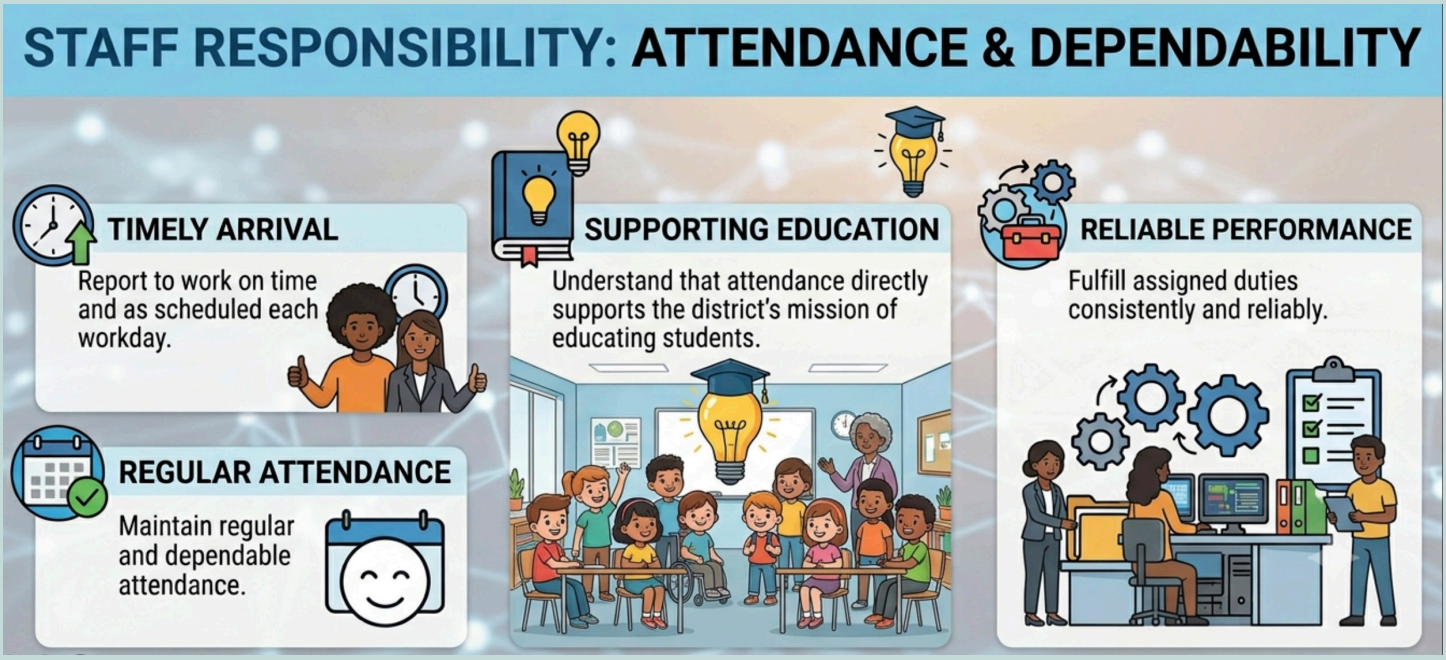
Time and Attendance Expectations

To promote a safe and productive work environment, New London Public Schools expects all employees to be reliable and punctual in reporting for scheduled work. Absenteeism and tardiness are disruptive and place a burden on coworkers, administrators, and most importantly the students. Excessive absenteeism and/or chronic lateness, as well as recurring patterns of time off, may lead to disciplinary action up to and including termination of employment.

Attendance and Punctuality

Employees are expected to:

- Report to work on time and as scheduled each workday
- Maintain regular and dependable attendance
- Understand that attendance directly supports the district's mission of educating students
- Fulfill assigned duties consistently and reliably as part of supporting school operations



Timekeeping

Timekeeping and Reporting

Employees are responsible for honestly and accurately recording all hours worked and leave taken in accordance with district procedures, applicable timekeeping systems, and any applicable collective bargaining agreement.

When required by assignment, employees must record time using the designated system and ensure all entries are complete, accurate, and submitted in accordance with established payroll deadlines.

Time off and any work performed outside of the regularly scheduled assignment must be approved in advance when required and documented through the appropriate district process.

Accurate time reporting is required to ensure proper compensation, maintain compliance with district procedures, and meet applicable audit and legal requirements.

Certified Staff (NLEA Members)
All members of the New London Education Association (certified teachers) will be required to use the district time and attendance system to punch in once per day. They will also continue to use Frontline Absence Management to report time away from work.

Staff Absences

Time Off Requests and Reporting Absences

Employees are expected to report absences and request time off in accordance with district procedures and their applicable reporting system.

- Planned absences: Employees must submit a Time Off Request as soon as practicable in advance of any anticipated lateness or absence, even when a substitute is not required. Requests must be entered through the district Time & Attendance system or, for applicable teaching staff, the Kelly Services Absence Management portal.
- Unplanned absences: If an absence is unexpected, employees must notify their supervisor or designated contact no later than the start of the workday.
- Notification process: If a direct supervisor is unavailable, employees must leave a voicemail with the reason for the absence and a reliable contact number, and also notify the department's main office or secretary. Reasonable efforts should be made to ensure that a live notification is received when possible.

All absences must be reported and documented in accordance with district procedures and any applicable collective bargaining agreement.

Work Schedules

Work schedules are developed based on many factors including school/office hours, budgetary restrictions, student/classroom needs, etc. Work hours/days are determined by the employee's Supervisor and/or contract provisions.

Overtime

- Overtime work may be required when operational needs cannot be met during regular working hours. Overtime must be approved in advance by a supervisor.
- Authorization required: All overtime must be pre-approved by a supervisor, except in emergency situations where prior approval is not possible.
- Eligibility: Overtime applies to non-exempt employees in accordance with applicable federal and state wage and hour laws and any applicable collective bargaining agreement.
- Pay calculation: Overtime is calculated based on actual hours worked. Paid or unpaid leave time (such as vacation or sick leave) is not considered hours worked unless otherwise required by an applicable collective bargaining agreement or contract.
- Compensation: Overtime will be paid in accordance with applicable law and any collective bargaining agreement provisions.

Calendar

The annual calendar for the academic year (July 1st to June 30th) is available by visiting the district website. School/staff hours for each school are listed. Current School Year Calendar

School Closings, Delays and Early Dismissals

The district may close or delay schools due to severe or inclement weather or other emergency conditions. When this occurs, information will be communicated as follows:

- Local radio and television stations
- Website and social media outlets (Facebook, Instagram, etc)
- ParentSquare notifications (phone, text, and email)
- District communications as available

Employees are responsible for ensuring their contact information is current. Updates should be submitted through Employee Access.

Work Expectations During Closings and Delays

When schools are closed or delayed for students:

- Employees who do not report to work, or who leave early without authorization, will not be paid unless leave time is available and approved in accordance with district policy, applicable law, or a collective bargaining agreement.
- Employees may request available leave time (such as personal or vacation leave) when permitted.

10-Month Staff

- Do not report to work when schools are closed for students due to weather or emergency closures.
- Missed days may be addressed in accordance with the approved school calendar or applicable collective bargaining agreement.
- Secretarial staff follow provisions of their collective bargaining agreement regarding closures, delays, and early dismissals.

12-Month Staff

- When schools are closed for students, 12-month employees generally report to work at 9:30 a.m., unless otherwise directed by the Superintendent or designee.
- Employees who choose not to report must notify their supervisor by 9:00 a.m. and use available leave time if approved.

Summer Work Hours

All 12-month employees are expected to report to work for their regular hours throughout the summer. If there is a change to hours over the summer, it will be communicated to all employees by the end of June and will be based upon the needs of the district.



Pay Schedule and Payroll Information

Pay dates are established on a bi-weekly schedule in accordance with applicable law and collective bargaining agreements. Pay calendars are available from the Business Office upon request.

Hourly Employees

- Paychecks are issued only for hours properly recorded and approved.
- Timesheets must be submitted electronically through the Time & Attendance system (or other designated process) in accordance with payroll deadlines.

Failure to submit an approved timesheet may delay payment.

Direct Deposit

- Direct deposit is required for all employees; employees are responsible for providing accurate banking information
- The first payroll may be issued as a live check while direct deposit is being pre-noted.
- New direct deposit enrollments may take up to two payroll cycles to become fully effective.

Payroll Changes

Employees are responsible for keeping personal and payroll information current, including address and tax withholding. Updates must be submitted through the Business Office (payroll).

Payroll Deductions

- Mandatory deductions include federal and state taxes, Social Security, and Medicare (as applicable).
- Additional voluntary deductions may include benefits, retirement contributions, or other authorized programs.
- Union dues or agency fees, when applicable, are deducted in accordance with collective bargaining agreements.
- Teacher retirement contributions are made in accordance with state law and applicable retirement system requirements.

Final Pay

Final pay is calculated in accordance with applicable law, district policy, and collective bargaining agreements. For employees on annualized pay schedules or with front-loaded leave (such as vacation time), final compensation may be adjusted based on actual dates of employment and leave earned versus used. Employees with questions about final pay calculations should contact the Business Office at 860-444-3189.

Complaint and Correction Procedure on Payroll Issues

Every precaution is taken to ensure that employees are paid correctly, and promptly on the scheduled payday. Furthermore, it is our policy to comply with the salary basis requirements of State and Federal law. Wages are calculated from the employee's approved time and attendance records. If you have any questions concerning why deductions were made from your paycheck or how they were calculated, please check with the Business Office at 860-444-3189.

Exempt and Non-Exempt Employees

Employee positions are classified as exempt or non-exempt in accordance with the federal Fair Labor Standards Act (FLSA) and applicable state law. The district determines classifications based on the duties and responsibilities of each position and applicable legal requirements.

- Exempt Employees: Exempt employees are not eligible for overtime compensation and are compensated in accordance with the terms and conditions of their position, employment agreement, or applicable collective bargaining agreement.
- Non-Exempt Employees: Non-exempt employees are eligible for overtime compensation in accordance with applicable wage and hour laws and any applicable collective bargaining agreement.
- Non-exempt employees may not work beyond their regularly scheduled hours without prior supervisory approval, except in emergency situations.



BENEFITS

A variety of benefits are available to individuals who qualify according to the eligibility requirements that may apply to such benefits. A list of benefits and qualifying criteria are generally included in bargaining unit agreements or individual letters of employment.

Health Insurance, Life Insurance, Long-Term Disability

Plans provided are in accordance with collective bargaining agreements or individual employee contracts and are available from the Benefits Coordinator within the Human Resources Office. Every eligible employee must make an appointment to enroll or opt to waive insurance.

Retirement

Connecticut State-certified employees participate in the Connecticut Teachers' Retirement System (TRS) in accordance with state law. Eligibility for retirement benefits is governed by the Teachers' Retirement Board and applicable statutes.

Certified Teachers and Certified Administrators may be eligible for certain additional incentive payments as per collective bargaining contracts. Certain retirement incentive payments require advance notice of 30 days in accordance with the applicable collective bargaining agreement.

Pension Plan

Eligible employees participate in the pension plan applicable to their position, bargaining unit, and date of hire. New London Public Schools employees may be covered under either the legacy pension plan administered through the City of New London or the pension plan established under the City Charter, Mission Square.

Employee eligibility, participation requirements, and contribution rates are governed by the applicable pension plan provisions, collective bargaining agreements, and governing laws. Employees with questions regarding pension benefits should contact the Benefits Coordinator within the Human Resources at 860-444-3198.



Leaves

Personal, Vacation and Illness Days

- Personal Days – Paid leave for personal business or matters requiring absence from work.
- Vacation Days – Paid time off for rest, relaxation, and personal use.
- Illness Days – Paid leave for an employee's illness, injury, medical appointments, or other qualifying reasons.

Please refer to your applicable collective bargaining agreement, employment contract, or job classification terms for eligibility, accruals, usage requirements, and approval procedures. Certain absences may require prior supervisory approval.

Jury Duty

The New London Board of Education encourages employees to fulfill their civic responsibilities by serving on jury duty when required. Employees must provide timely notification to their supervisor or Human Resources when they receive a jury duty summons to ensure proper documentation of the related absence. The employee must also turn in receipt of their participation of each day of jury duty to HR.

Family and Medical Leave

New London Public Schools administers leave in accordance with the federal Family and Medical Leave Act (FMLA), the Connecticut Family and Medical Leave Act (CTFMLA), and other applicable laws.

Eligible employees may qualify for job-protected leave for approved family, medical, military, and other qualifying reasons as provided by law. Available paid leave may be used concurrently with approved leave, when required or permitted by law, Board policy, employment agreement, or collective bargaining agreement.

Employees should contact the Benefits Coordinator in Human Resources at 860-444-3198 regarding eligibility, required documentation, and leave procedures.

Connecticut Paid Leave

Employees may be eligible for wage replacement benefits through the Connecticut Paid Leave Authority, subject to program eligibility requirements and applicable law. Eligibility for Connecticut Paid Leave benefits may vary based on an employee's position, bargaining unit, and participation in the program.

Connecticut Paid Leave benefits are separate from, but may run concurrently with, FMLA and CTFMLA leave when permitted by law.

Employees should contact Human Resources or the Connecticut Paid Leave Authority for information regarding eligibility, benefits, and application procedures.

For additional information, employees should contact Human Resources or visit the Connecticut Paid Leave website.

Return to Work

Employees returning from approved leave will be restored to employment rights and protections as provided by applicable law, provided they remain qualified to perform the essential functions of their position and maintain any required certifications, licenses, or credentials.

Workplace Safety and Facility Guidelines

Employees who sustain an injury or illness arising out of and in the course of their employment may be eligible for Workers' Compensation benefits. To ensure timely processing and consideration of a claim, employees must promptly report work-related injuries and follow applicable reporting procedures.

- All Incidents must be Reported within 24 hrs to Building Secretaries, Administrator or Human Resources
- If you have an accident, please fill out a Staff Incident Form on the New London Public Schools- Human Resources webpage
- Must seek Medical Attention
  - Yale New Haven Health Occupational Health Center (Pequot)
  - After Hours- Yale New Haven Health- Lawrence Memorial Hospital Emergency Department
- Refer to *What to Do When Injured At Work* guide

Appliances

Personal appliances in offices and/or classrooms are restricted. Staff lounges and main offices will be equipped with all the tools and appliances needed for comfort and work effectiveness. The District's budget for energy costs cannot sustain running personal appliances. Additionally, the Fire Marshall agrees that central locations for appliances are the safest.

Pest Management

The New London Board of Education uses an Integrated Pest Management (IPM) approach to control structural and landscape pests while protecting the health and safety of students, staff, and visitors. (Reference Policy 3524.1)

Pest management practices are designed to:

- Reduce health and safety risks
- Prevent damage to school buildings and property
- Limit the spread of pests within and beyond school facilities
- Maintain a safe and healthy learning and working environment

Pesticides, when used, are applied in accordance with applicable laws, regulations, and district procedures.

District Communication

All communications between the district and the newspaper or media will flow through the Superintendent's Office. If staff are contacted by the media, they should contact the office of the Superintendent. (Reference Policy News Media 1112-Relationships)

Purchasing

The district utilizes the purchase order method for placing orders.

Purchase Requisition

It is imperative that a purchase requisition be submitted and approved to an actual purchase order before an order for goods or services is given. Emergency purchases which need to be made before a purchase order can be approved but require prior authorization from the Chief Financial Officer.

Purchase Approvals

Purchase orders are not official until signed by the Director of Business and Finance. Employees are not authorized to enter into any contract on behalf of the district/school. All contracts must be approved and signed by the Superintendent of Schools or the Executive Director of Finance. (Reference Policy 3320- Purchasing Procedures)

Fundraising and Advertising

The New London Board of Education recognizes that schools should maintain careful controls on the way in which students are exposed to materials and announcements other than those directly related to school sponsored programs and activities. Board Fund Raising/Advertising and Promotion Policy 1111.2 details the circumstances in which fundraising, advertising and/or promotion activities are approved and the protocols for such. Additionally, Board Policy 3281 – School Fund Raisers – details the requirements for volunteer organizations who intend to raise funds benefiting students within the New London Public Schools.

Policies

A complete set of published policies, regulations, and notifications are available on the district website www.newlondon.org and upon request at the Board of Education Office. (See Board of Education Policies)

Annual Policy Notification

Series	Policy #	Title
0000 - Missions-Goals-Objectives	0521	Nondiscrimination
1000 - Community Relations	1110.1	Parent-Teacher Communication
3000 - Business/Non-Instructional Operations	3231	Individuals with Disabilities Education Act (IDEA) Fiscal Compliance
3000 - Business/Non-Instructional Operations	3516.12	Asbestos Control
3000 - Business/Non-Instructional Operations	3513.1	Energy Conservation
3000 - Business/Non-Instructional Operations	3524.1	Pest Management /Pesticide Application
3000 - Business/Non-Instructional Operations	3542.43	Food Service- Charging Policy
4000 - Personnel	4112.112	Policy Regarding Prohibition of Sex Discrimination and Sexual Harassment in The Workplace (Personnel)
4000 - Personnel	4111	Hiring of Certified Staff
4000 - Personnel	4112.61	Use and Disclosure of Employee Medical Info (HIPAA)
4000 - Personnel	4118.234/5141.231	Prohibition on Recommendations for Psychotropic Drugs

Employee Acknowledgment Required

Each employee authorized to access the school district's computers, networks and Internet services is required to sign an acknowledgment a form stating that they have read Policy 4118.4 and these regulations.



This Employee Handbook is provided as a reference to support your work and understanding of district expectations, procedures, and resources. It is intended to guide your role as a valued member of the New London Public Schools community.

We appreciate your professionalism, dedication, and ongoing contributions to supporting our students, families, and colleagues. Your commitment plays an essential role in the success of our schools.

Thank you for your service, your support of district goals, and your adherence to the policies and practices that help ensure a safe, respectful, and effective learning environment for all.

Thank You

Graphics Note: Visual layouts throughout this handbook were developed with assistance from Google Gemini and NotebookLM and approved by Human Resources.

UNITED IN *excellence*

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