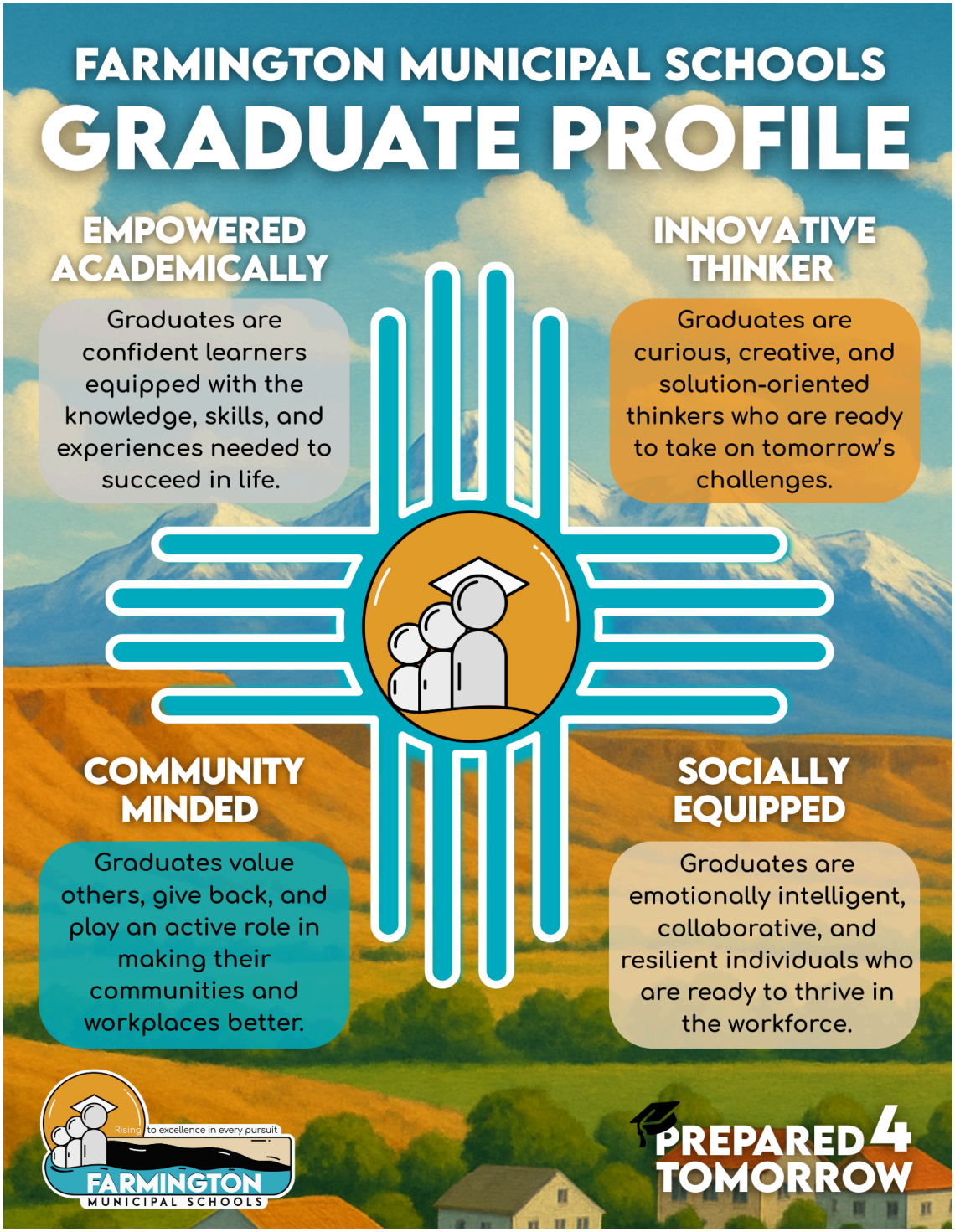


Employee Handbook

2026-2027

INTRODUCTION

The most powerful curriculum a student will ever experience is your example. Adult behavior precedes student outcomes — what we say, how we say it, how we respond to challenges, and how we treat one another sets the standard. As a Farmington Municipal Schools Employee, you are not just working in our schools; you are shaping mindsets, modeling integrity, and cultivating the habits of future graduates. We encourage all employees to review the FMS Graduate Profile to reflect on how their daily efforts align with and contribute to the district's vision of empowering every student to thrive academically, socially, and personally.



FMS STRATEGIC PLAN

General Information: The district strategic plan is aligned to and works towards four strategic priorities:

1. **Safe Supportive and Collaborative Culture**
2. **Effective Teaching in Every Classroom**
3. **Guaranteed, Viable and Equitable Curriculum**
4. **Standards Referenced Reporting Systems**

Strategic priorities are taken from Leading a High Reliability School Levels from Marzano Resources in which the goal is for every school to strive for excellence and equity where students acquire knowledge, skills and dispositions that prepare them for their future (p.1).

The Farmington Municipal School Board will foster positive relationships, create Board and community alignment, transparency and communication toward and in support of district goals. Click here for a complete version of the FMSD Strategic Plan

EMPLOYEE SERVICES

Employees are encouraged to contact the Human Resources Office for any assistance needed during employment.

Links to important information:

- Farmington Municipal Schools Homepage here
- Board Policies here
- Calendar here
- Employee Information Page here

HUMAN RESOURCES STAFF DIRECTORY

Human Resources Staff	
Nathan Pierantoni Executive Director of Human Resources & Support Services (505) 324-9840 x npierantoni@fms.k12.nm.us	**Mari McClanahan** Human Resources Operations Manager (505) 599-0786 mmcclanahan@fms.k12.nm.us
Brie Hutchens ClassifiedStaff/Substitutes/Volunteers/Vector Training (505) 599-0787 bhutchens@fms.k12.nm.us	**Brielle Rubenstein** CertifiedStaff/LicensureCompliance/Student Teachers & Interns (505) 599-0788 brubenstein@fms.k12.nm.us

KarrahShay Benefits/FMLA (505) 599-0785 kshay@fms.k12.nm.us	**Kellie Clark** Central Office Receptionist (505) 324-9840 keclark@fms.k12.nm.us
Lisa Haws Investigator (505) 324-9840 ext 1530 lhaws@fms.k12.nm.us	**Michelle Blades** Coaches/Worker's Comp (505) 599-0795 mblades@fms.k12.nm.us

NEW HIRE FAQ's

Questions	Answers
When can I report to work?	You must complete the onboarding paperwork and fingerprinting process with HR prior to reporting to your site.
When will Employee Orientation occur?	Information will be provided by HR during the onboarding appointment. Certified staff generally attend a one-day orientation at the beginning of the year. Classified staff will see their direct supervisors.
When will I receive my contract?	Your official contract will be drafted and sent to your work location for signature on the first day of work.

SCHOOL-BASED REMINDERS

Once you report to work, there are a few questions to ask your administrator/designee:

Questions
How and when will I be evaluated?
Who is my Teacher Mentor or Coach?
Who is my Team Lead/Department Head?
Where are the staff lounges?
Where are the staff workrooms?
Where can I obtain the school-wide discipline matrix?
Who do I speak with if I need supplies/essentials? (computer/laptop, text books, paper copier, calculators, etc.)
Who do I contact for Technical Support or Facility Issues?

HIRING INFORMATION

EQUAL OPPORTUNITY EMPLOYER

The Farmington Municipal School District will select individuals for employment based on educational background and professional competence. All hiring, promotion practices, and other terms and conditions of employment shall be maintained and conducted in a manner which does not discriminate on the basis of race, color, sex, religion, national origin or political affiliation in violation of Title VII of the Civil Rights Act of 1964, as amended.

The State of New Mexico Public School Code 22-10-3.5 requires all public-school employees to submit to background fingerprint checks if hired after July 1, 1998.

The Superintendent of Schools must approve all recommendations for employment.

Definitions:A licensed/certified employee refers to an employee that must hold
a license from the New Mexico Public Education Department. This includes but is not limited to: teachers, educational assistants, nurses, counselors, ancillary staff, and administrators. A licensed/certified teacher is exempt from overtime or comp time based on FLSA (Fair Labor Standards Act). Educational Assistants, while licensed by the NMPED, are non-exempt and are eligible for overtime or comp time.

A non-licensed/non-certified classified employee refers to an employee that is not required to hold a license from the New Mexico Public Education Department. A classified employee is eligible for overtime or comp time based on FLSA and may include but not be limited to: clerical, maintenance, and custodial. Administrators, principals, district wide managers and supervisors or considered administration. Administrators are not eligible for FSLA and have no due process rights upon termination.

Qualifications:

Administrators: Full or part-time certified licensed administrators must possess or be qualified to obtain a valid New Mexico administrator's license. Classified/
administrators, district wide managers and supervisors must meet district criteria.

Instructors: Full or part-time certified instructors must possess or be qualified to obtain a valid New Mexico teaching license and be Highly Qualified or endorsed in the area of assignment.

Educational Assistants: Full or part-time educational assistants must possess or be qualified to obtain a valid Level 3 New Mexico license for Educational Assistants. More information on obtaining the license will be provided during your onboarding appointment.

Classified: Applicants will be screened, interviewed and processed by the school or department or which they are being hired. The Superintendent of Schools may require, at the district's expense, a physical examination of an existing employee or applicant prior to employment.

EMPLOYMENT OF RELATIVES

Board Policy: Nepotism
Whenever possible, spouses and other relatives employed by Farmington Municipal Schools will be assigned to different administrative units.

CONTRACTS

Employees:

- Notice of reemployment (contracts) or notices of termination will be issued to returning staff on or before the 14th calendar day before the last day of school. The signed contracts or notices, whether accepted or rejected, must be returned to Human Resources within 15 days or the contract will be considered rejected. Once a contract has been issued, any changes will be made by addendum.

- Employees new to the district will receive their official contract the first day of work.Those contracts need to be signed and returned to the HR office ASAP.

- Any change to an employee's record that might affect a change in the salary schedule must be submitted to the Human Resources Office NO LATER THAN October 1. For employees that start after the first of the school year, 30 days will be granted to submit changes.

DUTIES

Instructional staff, Administrative staff and Classified Clerical Staff work a 7.5-hour day. Most teachers must arrive for duty at least thirty minutes before class begins and remain after school at least thirty minutes following the end of the last class of the day. Schedules are developed by school and may include modifications to accommodate meetings and special events.

In addition to the regular duties of an instructor, principals may assign other duties, when needed, to ensure adequate student supervision. Employees will be expected to participate in in-service activities for improvement in instructional techniques and are encouraged to participate in and contribute to local and other educational meetings.

Classified staff such as custodians, maintenance and grounds work an 8-hour day.

TRANSFERS

Vacancies may be open to reassignments within the district, school or program before outside applications are considered. Openings will be posted on the FMS website. Principals, however, do not have to accept a transfer

over an outside candidate. Principals are instructed to hire the person that is best for the position. Emergency transfers or reassignments may occur when staffing needs dictate reassignments and transfers.

REASSIGNMENT

All staff may be reassigned within the building or to another building in order to serve the best interests of the school district.

MANDATORY ANNUAL TRAINING VIDEOS FOR ALL STAFF

PAYROLL POLICIES

Every instructor or administrator who serves either on a full or part time basis in the public schools of New Mexico must hold a valid New Mexico teaching license. Any person teaching, supervising an instructional program, counseling, providing special instructional services, or administrating in a public school without a valid license with the proper endorsements by October 1st of the school year shall thereafter forfeit all claim to compensation for services rendered. Rules relating to the licensure of teachers are available at the Office of Human Resources. Transcripts, licenses, and other necessary data are turned into the Office of Human Resources.
All salaries will be paid in twenty-four (24) installments. There is a salary schedule applicable to all employees in the Farmington Schools posted on the website. Social Security, FICA and Medicare are mandatory for all employees.

DEDUCTIONS

There will be a mandatory deduction from total earnings each month for all contracted employees working .25 FTE or more to be deposited in the state retirement fund, in accordance with applicable law.

Contract employees that turn in a timesheet or use Timecard Online for extra duties must turn them in every Friday. Mileage forms must be turned in at the end of the month. Failure to turn in timesheets or mileage forms on time may mean a delay of payment.

PAYROLL DISTRIBUTION

Upon employment, the employee must choose direct deposit for salary payments. The first time an employee is paid by the district, they receive a paycheck. Subsequent payment will be made by direct deposit.
Employees will be paid on the 5th and 20th of each month. If the 5th or 20th day of the month falls on a weekend or holiday, paychecks will be distributed on the previous working day. Distribution of administrators' checks will be according to the length of contract.
25-26 PAYROLL CALENDAR

SALARY INFORMATION:

- **26-27 SALARY SCHEDULES**

CREDIT FOR EXPERIENCE

New teachers will receive credit on the salary schedule for all previous verifiable teaching experience. This will include all public schools, accredited private schools and colleges as long as the teacher holds a teaching license at the time of teaching.
Experience must be verified by October 1. Those starting after the beginning of the school year will have 30 days to have previous experience verified.
The same criteria above will be used to determine how much experience is allowed. Teaching fellowships and internships do not apply.

Credit for Experience is available to non-licensed employees based on verification from the previous employers as long as the tasks are the same or similar to those you will provide for the district.

NMPED Tier Licensure Information for Teachers
Farmington Municipal Schools supports teacher movement on the PED Tiered Licensure Framework found here.

EMPLOYEE BENEFIT INFORMATION LINK

WORKER'S COMPENSATION

Any injury, no matter how slight, **must be reported as soon as possible** to the principal or supervisor, who records it. You are not eligible for compensation if the accident is not reported. Each employee who has an on-the-job injury and is in need of medical care is to report to **Reliance Medical Group**.

Questions should be directed to the Human Resource Department.

Exclusions to the errors and omissions coverage are claims involving bodily injury, death, property damage, risks covered under other State required insurance, illegal personal profit, and dishonest or criminal acts.
There is unlimited coverage on Civil Rights Actions, personal injury, and errors and omissions.

LEAVE

Employees that are eligible for benefits are eligible for leave. Employees are credited at the beginning of each contract year with leave to be used for illness and personal business. Leave, except for illness, must be requested in advance to the immediate supervisor for reasons such as accidents, court appearances, religious holidays, business matters, legal matters, weddings, funerals, graduations, situations over which the employee has no control which delay or prevent his/her appearance, or other cases of a similar nature. Please note that recreational activities are not acceptable reasons for personal leave. Please see Board Policy for further information.

Unused leave will accumulate each year and be available as **sick** leave only.

The number of days (converted to hours) of leave credited each year is based on the number of contract days an employee is expected to work (based on 7.5 or 8-hour workday).

Nine-month employees (180-187 days)	12 days or 90 hours
Ten-month employees (199-200 days)	13 days or 97.5 hours
Eleven-month employees (205-221 days)	14 days or 105 hours
Twelve-month employees (236 days)	15 days or 112.5 hours/120 hours

An employee working only part of a contract year will receive a prorated number of sick leave days/hours based on the portion of the year he/she is employed by.

SICK LEAVE BANK

FAMILY MEDICAL LEAVE

BEREAVEMENT

JURY DUTY

VACATION (236 DAY EMPLOYEES)

PROFESSIONAL LEAVE

Professional leave of absence is granted to school employees for absence that is required because it is in the best interest of the school district. The request for professional leave must be submitted on the appropriate form to the building principal and/or supervisor for permission and approval of expenses.

ABSENCE AND SUBSTITUTE SYSTEM - Frontline Absence Management

All contract employees (except bus drivers) will call or log in to the substitute system to record their absences even those whose position does not require a substitute. If an employee is unable to access the system, they need to notify the school secretary or administrator who will be able to enter the absence. An employee may enter jobs in the system up to 90 days in advance for future absences. Secretaries are not to put in absences except in extreme emergencies. The secretaries are to verify that all staff have reported their absence. Not putting in an absence is considered unlawful and could cause discipline of the employee up to and including termination. It is a fourth-degree felony to be paid for time worked when the employee was not actually working (NMAC 30-23-2).

RETIREMENT

All new eligible employees contribute, through payroll deduction, a percentage of their total earnings, as determined by current law.

Further information and guidelines published by the Educational Retirement Board of New Mexico are available on the web site or by calling – **Santa Fe 505.827.8030 Albuquerque 505.888.1560 Las Cruces 505.647.3313 Toll Free 866.691.2345**

RESIGNATION

PROFESSIONAL STAFF
SUPPORT STAFF

LEAVING EMPLOYMENT REDUCTION IN FORCE (RIF)

PROFESSIONAL STAFF
SUPPORT STAFF

TERMINATION

PROFESSIONAL STAFF
SUPPORT STAFF

PERFORMANCE EVALUATIONS

LICENSED/CERTIFIED

Instructors – the building principal and/or assistant principal will conduct evaluations of teachers. The definition of required competencies, the identification and definition of additional competencies, and the formulation of the evaluation documentation for teachers and other licensed employees were established by the Public Education Department.

- Teachers will be observed and evaluated annually, with the frequency determined by their level of licensure. Building administrators will do walk-throughs frequently. All licensed employees will be on a Professional Development Plan (PDP) at all times. For a detailed description of the teachers' evaluation process, consult the Educator Evaluation page of the NM PED Website..
- Educational Assistants – the building principal will do a performance evaluation for educational assistants yearly. The principal may request input from the cooperating teacher.
- Principals – will be the responsibility of the Superintendent.

NON-LICENSED / CLASSIFIED

New employees or those reappointed to a new position with a twelve-month contract will serve a ninety (90) workday probationary period during which he/she will be evaluated. At the end of the probationary period, the employee and supervisor will discuss the standards of performance and behavior required and the supervisor will recommend formal employment or termination. The immediate district-wide manager or supervisor will evaluate all classified staff yearly.

EMPLOYEE DISCIPLINE

When an issue with performance, compliance with code of conduct and ethics or general Board Policy is identified by an Administrator or Supervisor, efforts should be made to correct the behavior or practice. Resistance to guidance or instruction on how to improve can result in the following procedure being initiated.

- Letter of Expectation

- Letter of Reprimand with Growth Plan
- Notice of Administrative Leave and or Termination of Contract

EMPLOYEE FILES

The Human Resource Department maintains an electronic master file for all employees. You may review materials that have been placed in your file after employment by requesting a review from the Executive Director of Human Resources.

MENTORING

The district provides a mentoring program for all teachers new to the profession. A mentor will be a Level II or Level III teacher in the same grade or subject matter if available. All mentors have been trained. Mentors will not provide any information to principals that would be used in the evaluation.

IMPORTANT POLICIES REGARDING CONDUCT

All district employees are held to the Code of Ethics and Conduct

DRESS CODE

Farmington Schools require their employees to have "business professional" appropriate dress on Monday-Thursday. "Business Casual" is allowed on Fridays with the supervisor's consent.

TOBACCO USE POLICY

DRUG-FREE WORKPLACE

NONMEDICAL USE OR ABUSE OF DRUGS OR ALCOHOL

SEARCH OF EMPLOYEE SPACE AND POSSESSIONS

Farmington Municipal Schools reserves the right to search an employee's person and/or personal effects, vehicle and workspace.

EMPLOYEE ASSISTANCE PROGRAM - Ulliance

In recognition that many kinds of personal problems may affect an employee's job performance, employees and their families are eligible for confidential assistance from the Employee Assistance Program. Assistance is available for problems that may be affecting health, working relationships, and/or quality of work. The EAP functions either directly or through a referral system to help employees with the following problems: emotional, drug abuse, financial, marital conflicts, family conflicts, stress, alcoholism, and other specialized areas. Tha EAP program is anonymous and employees can contact them on their own for help. Please contact the Executive Director of Human Resources for more information.

SEXUAL HARASSMENT

No employee or employee organization shall interfere with, intimidate, restrain, coerce, or discriminate against any employee because of the exercise of the employee's rights as described in these policies or as set forth in the laws of the State of New Mexico or of the United States of America. Farmington Schools will not tolerate victim-based misconduct by students or staff.

BULLYING/CYBER BULLYING POLICY

Farmington Municipal Schools respects all employees and attempts to provide a safe and supportive work environment. Therefore, no bullying by staff or students to other students or staff will be tolerated. If you are being bullied or witness an employee engaging in bullying behaviors, you are required to report to your immediate supervisor or the Assistant Superintendent of Human Resources.

ASSAULT POLICY

The Board of Education acknowledges the need to provide a working environment that is safe, secure, and non-threatening. Employees should take reasonable and appropriate actions to discourage assault as a means of

settling personal, social, or academic differences and they should protect themselves from impending assault. If an employee is assaulted, he/she should report the assault to their supervisor.

SEXUAL EXPLOITATION

All district employees, students, patrons and vendors are entitled to work and study in school-related environments that are free from sexual exploitation. Therefore, sexual exploitation or violence by any officer, employee, student, or other person having business with the district is prohibited. Sexual exploitation is any sexual advance, requested for sexual favor or sex-based behavior.

STAFF GRIEVANCES

TECHNOLOGY SECURITY POLICY

STAFF INVOLVEMENT IN DECISION MAKING

Involvement in decision-making is highly encouraged in the Farmington District. Meaningful opportunities exist through numerous decision-making committees at the district level, such as Professional Learning Communities, Goal Teams, Building and District Budget Committees, Textbook Selection Committees and Curriculum Committees. In order to participate in one or more committees, contact your building supervisor.

PROFESSIONAL COMMUNICATION

All written communication should be clear, factual, and professional. Use objective language—avoid assumptions, personal opinions, or emotionally charged language. Maintaining a neutral and professional tone ensures your communication is accurate, respectful, and aligned with school standards.

Staff with access to student education records are legally responsible for protecting the privacy of the student by using information only for legitimate educational purposes to instruct, advise, or otherwise assist students. Discussing a student's record with ANY PERSON who does not have a legitimate educational interest is a violation of FERPA.

SAFETY AND SECURITY

District Emergency Code

Farmington Municipal Schools follow the standard emergency codes that apply to county and state when responding to threats: issues and concerns for students, staff, and property. It is critical to fully understand these emergency codes and their responses at your school or administration offices. Your administrator will provide further training and codes will be reviewed annually.

Emergency Lockdown: Used when a dangerous person is in a building or on campus.

1. Lock the classroom door.
2. Turn lights off.
3. Cover windows & doors/pull shades/blinds down.
4. Stay out of sight, hide or get down.
5. Remain quiet/cell phones on vibrate.
6. Listen for further instructions.
7. NO ONE comes in or out.
8. DO NOT answer the door for anyone.
9. DO NOT respond to bells or fire alarms.
10. Be prepared to evacuate.
11. Take accountability of students and staff.
12. Supply any medical needs through the RUVNA chat
13. Remain in a secured area until ALL CLEAR code is given or gives you instructions.

Preventative Lockdown: Isolate all students, faculty and staff from the external environment.

1. Stop teaching!
2. All students and staff inside!
3. Take accountability
4. Provide medical needs through RUVNA chat
5. Lock classroom doors.
6. Close all windows to the school.
7. No one comes in or out.
8. Return to teaching after being advised by the office, stay attentive to announcements from the office.
9. DO NOT respond to bells or fire alarms.
10. Remain vigilant and LISTEN for further instructions.
11. Remain in shelter until it is canceled or all clear given.
12. Be ready to transition to Emergency Lock-Down or Evacuation.

Evacuation: If a directive to evacuate is issued, a primary or secondary area will be designated.

1. Evacuate to the primary safe area unless directed to go to a secondary location or another area by the front office or public safety authorities.
2. Close all doors behind you.

DO NOT LOCK DOORS!

3. Take accountability of students and staff.
4. Provide needs assessment at Evacuation site.
5. Be attentive to further instructions and stay together.

Is it a crime or a School Administration Issue?

- If a school issue, go through the office for discipline.
- If legal or criminal, call the office and the office will request an SRO or ACSM.
- If there is any type of evidence, i.e. note, drawing, drugs or paraphernalia, do not touch and secure the area.
- Contact the office and the office will request an SRO OR ACSM.
- If an Emergency, call 9-1-1, otherwise contact the office and they will contact law enforcement or medical personnel.

SCHOOL DISTRICT LIABILITY INSURANCE

The school district carries liability insurance on all employees. The coverage is in accordance with State Law. The general insurance components covered by the school district for all employees are:

- LEGAL DEFENSE – provided if the employee and/or the district are sued while in the line of duty and acting within school board policies and regulation.
- AUTOMOBILE LIABILITY – is extended to employees who are approved and authorized to drive school vehicles. Limits of liability conform to the tort Claims Act and are $300,000 per person, $750,000 per accident, and $100,000 property damage.
- GENERAL LIABILITY – covers personal negligence that would cause bodily injury or property damage to students or members of the public while in the line of duty. It also covers disciplinary actions including corporal punishment administered within School Board policies. Limits of liability are $400,000 per person, $750,000 per occurrence, and $100,000 property damage. General liability also covers suits arising from alleged violation of civil rights, personal injury, such as slander or libel, or acts of errors and omissions (insured's performance or failure to perform official duty within the scope of his/her employment).

HOW FARMINGTON SCHOOLS COMMUNICATES

Employees of Farmington Schools are expected to communicate positively regarding the district, staff, and students. There are many ways in which the district communicates with staff, students and the community.

- Strategic Plan
- Facebook
- District Webpage
- Email
- Board minutes
- Automated phone calls
- School Newsletters
- Representation on Community Committees (Chamber of Commerce, Rotary, Kiwanis, San Juan College, Etc.)
- Special Events – Flyers are sent to all residents and taken home by students. Information is given through newspaper advertising, radio/television spot announcements, and posters in local businesses and recreational centers.
- City and College Officials – information about the district and calendar data are provided for the city and college officials.

VOLUNTEERS/CHAPERONES

A regular volunteer/chaperone is any volunteer who routinely volunteers in the school or a program including but not limited to meeting the following criteria: has a specific job description, specific duties and time commitment, and have direct supervision responsibilities of students.
Spontaneous volunteers are not subject to these rules, but spontaneous volunteers must be supervised at all times by an employee or regular volunteer of the school district. Spontaneous volunteers are those volunteers who may occasionally volunteer in the school or on a field trip.

Prior to any volunteer duty, trip, or other type of event, volunteers/chaperones must have completed a background check through the school district.

Example of volunteers and spontaneous volunteers:

Example	Background Check
Athletic Coach	Yes
Parent who is fulfilling the duty as a chaperone and is supervising students	Yes
Parent who reads to students in the hall with no teacher present	Yes
Parent who volunteers (once or twice) in the classroom with teacher present at all time	No
Parent who attends a field trip with no supervisory role. For example meets the class (walks with class) and observes (is not a chaperone)	No
Book Fair, Science Fair, Plays	No

SUBSTITUTE INFORMATION

Research states that a student K-12 will have a substitute for 1 full year of their academic lives. If you are a teacher, it is your responsibility to facilitate success for your substitute by leaving lesson plans, class lists, materials and a schedule in a location where it is easily found.

Because most absences are due to illness and not planned, you must be well organized and plan ahead. Lesson plans that are complete and detailed provide the substitute with a better understanding of your intent for each lesson. Calling or logging into the substitute system at the earliest time possible will allow a substitute plan for

your class. Substitutes are trained by the Human Resource Staff when they enter into employment with Farmington Municipal Schools.

Currently substitutes are instructed to:

- sign in at the office when they enter a building and check out at the office when leaving
- arrive a minimum of 15 minutes before the school bell
- assume all duties for the teacher including bus duty, playground duty, etc.
- supervise students
- take attendance on the computer (talk to building secretary for instructions)
- follow lesson plans
- report the lack of lesson plans/materials to the administrator
- notify surrounding teachers of their presence
- keep information confidential – if a concern arises, info should be shared with administration in the building but not with those outside the school

Substitutes should never:

- yell at students
- touch students
- Show videos
- Be negligent in supervision including but not limited to: use of cell phone, conversing with other staff, reading personal materials, etc.

If you have a good experience with a substitute, you are encouraged to share your information with the substitute, your principal and the Human Resources Office. If you have any problems with a substitute, you are encouraged to report your information to your principal. The principal may choose to have a conversation with the substitute and/or report to the Human Resources Office depending on the nature of the problem.

DISCLAIMER

This handbook and its contents are presented as a matter of information and direction only. The contents may be changed as rules and regulations or procedures change per the discretion of the Administration. For specific information or guidelines, refer to FMS Board Policy.