PIKES PEAK BOCES

2026/2027 Employee Handbook

Indicates an update or change in policy from previous editions of the Handbook.

*For policies that are not included in this handbook, please refer to Board Policies on the BOCES website: www.ppboces.org (Policies/View Board Policies).

Introduction

This handbook is a reference manual for employees and members of the Pikes Peak Board of Cooperative Educational Services. PPBOCES is a unique educational organization serving 20 school districts in the Pikes Peak Region. Boards of Cooperative Educational Services were authorized by the Colorado General Assembly in 1965. A BOCES can be formed when the Boards of Education of two or more school districts agree to cooperate in furnishing services to reduce costs and provide higher quality of services than a district attempting to provide the same service alone.

In an era of declining resources available to education at the local level, BOCES units have been invaluable assets to local districts in Colorado. They find ways to best use educational dollars effectively for programs vital to the education of our young people.

Our Mission

WE SUPPORT THE EDUCATIONAL PRIORITIES OF SCHOOL DISTRICTS AND THEIR COMMUNITIES THROUGH COLLABORATION, EFFECTIVE INNOVATION AND QUALITY SERVICES

History

The Pikes Peak Board of Cooperative Services (BOCES) was formed on May 14, 1968, by 12 school districts in the Pikes Peak Region. At present there are 9 member districts with a present student population of approximately 5,000 students and 12 associate members. The history of Pikes Peak Board of Cooperative Educational Services (PPBOCES) has been primarily that of services for exceptional students. However, additional cooperative programs have been implemented in recent years. Added programs include technology support, alternative licensure, identification of highly qualified paraprofessionals, induction programs, student programs, staff development, networking groups, grant administration, and other projects and programs to assist area school districts. The PPBOCES staff has increased from 10 in 1968 to about 160 full or part-time employees for the present school year.

Getting to Know Us

The Pikes Peak Board of Cooperative Educational Services was established in 1968 as an extension of the local public school districts in the Pikes Peak Region. Its purpose is to develop and operate those educational programs for our member school districts where the cooperative effort proves beneficial.

Member Districts:

- **Big Sandy #100J**
- **Calhan #RJ1**
- **Edison #54JT**
- **Elbert #200**
- **Ellicott #22**
- **Fremont #RE-2**
- **Hanover #28**
- **Miami-Yoder #60JT**
- **Peyton #23JT**

Associate members also purchase limited services from Pikes Peak BOCES.

Associate Member Districts:

- **Academy School District #20**
- **Cheyenne Mountain School District #12**
- **Charter School Institute (CSI)**
- **Colorado Department of Corrections**
- **Colorado Springs School District #11**
- **Fountain/Ft. Carson School District #8**
- **Falcon School District #49**
- **Harrison School District #2**
- **Lewis Palmer School District #38**
- **Manitou Springs School District #14**
- **Pueblo City School District #60**
- **Widefield School District #3**

BOCES Association

The Pikes Peak BOCES is a member of the Colorado BOCES Association (CBA), a network of BOCES units across the state. The BOCES Association works cooperatively to acquire funding and to promote state legislation that benefits member school districts. F***or more information about the BOCES Association, visit www.coloradoboces.org***

BOCES Governance

Governing Board

The Governing Board of the Pikes Peak Board of Cooperative Educational Services includes one representative from each member school board who is appointed by the local board. Each board member has one vote. The board meets six times per year to set policy, hire staff, approve programs, and adopt the budget.

Board meetings are held throughout the school year at 6 p.m. at Pikes Peak BOCES, 2883 S. Circle Drive (unless otherwise noted). Please check the website for dates.

BOCES Board Members

The Pikes Peak BOCES Governing Board is made up of school board members from BOCES member school districts. Each district may appoint one voting member.

District	Board Member
Big Sandy #100J	Deb Carter
Calhan RJ-1	Sonya Vandergriff (President)
Edison #54JT	Jean Meinzer (Vice President)
Elbert #200	Del Olkjer
Ellicott #22	Bob McWilliams(Treasurer)
Fremont #RE-2	Carrie Mitchell

Hanover #28	Louise Barnes
Miami-Yoder #60JT	Jon Hogeboom
Peyton #23	Joshua Hunsaker

For information about the BOCES Governing Board contact Pat Bershinsky, Executive Director, Pikes Peak BOCES, (719) 622-2086; *pbershinsky@ppboces.org*

SUPERINTENDENTS' ADVISORY COUNCIL (SAC)

The superintendent or representative of each member district serves as a member of the Council. The Council meets monthly, September through May, to review items under consideration by the Board and to recommend programs, projects and other services to the Board.

Superintendents' Advisory Council Members

District	Superintendent
Big Sandy # 100J	David Robinson
Calhan # RJ1	Donovan Mitchell
Edison # 54JT	Dave Eastin
Elbert # 200	Kelli Thompson
Ellicott # 22	Chris Smith (SAC Chair)
Fremont #RE-2	Bill Wilson
Hanover # 28	Mark McPherson
Miami-Yoder # 60JT	Tonya Rodwell
Peyton # 23JT	Robert Howard

Administration

The Governing Board selects and hires an Executive Director who develops, implements, and supervises services and programs. The Director, meeting with member superintendents and program directors, submits the annual BOCES budget to the Superintendents' Advisory Council and the Board. The Executive Director and staff administer the budget as enacted by the Board. Administrators who directly assist the Executive Director in conducting and supervising the Pikes Peak BOCES programs and services are:

- **Director of Fiscal Services- Brook Williamson**
- **Director of Technology- Larry McDowell**
- **Director of Exceptional Student Services and AU Sped Director of Record- Caryl Manuszak**
- **Assistant Director of Exceptional Student Services - Jeanine Charlton**
- **Assistant Director of the Two-Year Alternative Licensure Program- Sue Sallee**
- **Principal / Dean of the School of Excellence Programs:**
    - **Karin Gurokovich**
    - **Amber Bumgardner**

BOCES Services

EXCEPTIONAL STUDENT PROGRAMS

The Pikes Peak Board of Cooperative Educational Services provides a variety of educational programs within member school districts. The largest program is the Special Education Services department. At present the Pikes Peak BOCES serves as the Special Education Administrative Unit for 9 member districts and coordinates the planning and implementation of the mandatory exceptional student programs within its member districts. Services may include:

Physical Therapists (PT) The physical therapist is a health professional concerned with providing educationally related assessment and habilitative or rehabilitative services to individuals to prevent or minimize disability; relieve pain; develop and/or improve motor function and control; and prevent/minimize postural deviations and establish and maintain performance within the individual's capabilities (included is adaptation of the environment and/or instruction in the use of adaptive equipment to promote improved function in the educational setting).

Occupational Therapists (OT) The occupational therapist is a health professional who utilizes the application of purposeful, goal-directed activity in the assessment and treatment of persons with disabilities. In an educational setting, the occupational therapist can use motor activities to facilitate: use of upper extremities; sensory motor skills; fine, visual and oral motor control; activities of daily living such as eating and dressing; and motor aspects of prevocational skills, when these skills interfere with a student's educational functioning.

School Psychologists School psychologists conduct psychoeducational evaluations, consult with parents and teachers, assist schools with developing behavior plans, and provide counseling to students. School psychoeducational evaluations can provide information about an individual's cognitive, sensory motor, communication, academic and social skills as well as behavioral and emotional functioning. School psychologists use observations, interviews, tests, checklists, and other instruments to assess these and related skills. Tests of intelligence and cognition typically measure skills involving general knowledge, memorization, calculation, reasoning, visual motor coordination (e.g., writing, drawing) classification and problem solving.

Measures of early sensory motor development provide information about how infants and toddlers explore and manipulate objects in their environments; perceive and respond to visual, tactile and auditory events around them; coordinate motor actions (e.g., reaching, grasping); acquire new concepts; and engage in social play. Evaluations of these skills help educators and therapists to consider appropriate goals and activities in early intervention programs.

School Nurses School Nurses are licensed professionals who practice within the parameters of the Colorado School Nurses Act. Nurses develop health programs in the schools cooperatively with district administrators to meet the needs of the school. Health programs in the schools may include, but not necessarily be limited to:
vision and hearing screenings, health assessments, health referrals, first aid, consultation, and administration of medication, coordination with other agencies, infectious disease issues, and immunization.

Teachers of the Deaf/Hard of Hearing (D/HH) Teachers of the Deaf/Hard of Hearing provide supplementary, specialized help to deaf/hard of hearing children who are educationally and/or communicatively unable to function to their intellectual and academic potential, for reasons related to their impairment. They will complement the language goals of the educational program which must often be supplemented by providing language/vocabulary development, reading enforcement and even tutoring in specific subject areas when necessary. They assist children in meeting their potential for growth in all areas and to help them develop competencies and skills that may be needed to function successfully in school, community, career area, etc.

Educational Interpreters Educational Interpreters provide sign language interpreting and tutoring to deaf/hard of hearing students in accordance with their IEP. PPBOCES also has an established list of substitute Educational Interpreters in order to help our member/associate member districts meet their needs in providing authorized interpreters to deaf and hard of hearing students.

Teachers of the Visually Impaired Teachers of the Visually Impaired provide the student with a visual disability with the opportunity to function within a regular school setting by providing the child and his/her school with materials and equipment, educational services and social, vocational and emotional guidance appropriate to each student's impairment. They will design, develop, prepare and/or obtain materials in the required media (Braille, large print, recording) for the child's use in his/her classroom. They will also develop effective use of equipment and apparatus designed for the visually disabled (recording and listening equipment, lighting and/or magnifying aids, drawing and writing tools, etc.).

Speech and Language Pathologists (SLPs) SLPs assess, design, instruct and implement educationally related speech and language services for disabled children. Some of their responsibilities are: diagnose receptive and expressive language and articulation; perform and/or interpret testing (e.g., auditory comprehension tests, speech discrimination tests, articulation tests, and other measures of language ability); provide support and guidance to schools, classroom teachers and parents; and apply information gained from assessment procedures to practical application within the IEP. SLPs also make the proper referrals of children to the appropriate agencies for ideological or ontological evaluations.

Audiologists Audiologist specialize in diagnostic services and research related to hearing. They administer a wide variety of tests designed to determine precisely the individual's hearing level, to determine the most likely site of damage to the auditory system, to describe the amount of social disability resulting from hearing loss and to predict potential benefits from the use of a hearing aid and/or special amplification or training. Audiologists work closely with teachers of the hearing impaired.

For more information about Special Education services, contact Caryl Manuszak, Director of Exceptional Student Services (719) 380-6244; CMANUSZAK@ppboces.org

Child Find The Child Find Coordinator assists districts with assessing and determining services to students that may need an individual education plan (IEP). Students from preschool to high school may be identified through assessment as a child who needs an IEP. Preschool child find supports districts in assessing and providing services to qualifying preschoolers within their home districts.

For more information about Child Find and Preschool Child Find, contact Brande O'Brien (719) 380-6203; bobrien@ppboces.org

Gifted and Talented Program The Gifted and Talented Coordinator assists districts with assessing and providing services to students that are or may be gifted and talented.

For more information about the G/T Program, contact Jennifer Locke (719) 313-8991; jlocke@ppboces.org

Transition The BOCES assists districts in preparing exceptional students to transition from school to work and in coordinating child find efforts for exceptional students.

For more information about transitions, contact Kolleen Johnson or Nikki Trethewey kjohnson@ppboces.org; ntrethewey@ppboces.org

School of Excellence The Pikes Peak BOCES School of Excellence is comprised of three programs that provide unique services to students from school districts across the region. Placement in these programs is an IEP Team decision according to students' individual needs. Each program is tuition-based, and is supported by the students' home districts.

BOCES East located in Calhan, & **BOCES South** located in Fremont, CO, both locations provide the same unique services as the SOE in a more convenient location for rural children.

Programming within both schools (according to student need) may include:

> **Pathways Programming** The program provides mental health services, educational services, and intense behavioral support to students K-12. Reality-based clinical treatment and natural and logical consequences guide the development of socially acceptable behavior.
>
> **Liberty Programming** This program is for students with dual diagnoses or students on the autism spectrum. It is a licensed educational setting that provides students with structure, routines, and communication supports in order to improve academic achievement, develop appropriate behaviors, and gain independence in all areas of life.
>
> **C.O.L.A (COmmunication LAnguage Programming)** is a licensed language intensive autism program with quality indicators in 6 domains of essential educational programming for students on the autism spectrum.

School to Work Alliance Program (SWAP) The School to Work Alliance Program provides support to youth as they leave the public schools and enter the community and the workforce for School Districts 2, 3, 8, and 12 and our member districts.

For more information about SWAP, contact Elizabeth Connell, Coordinator of SWAP, (719) 380-6251; econnell@ppboces.org

TWO YEAR ALTERNATIVE LICENSURE PROGRAM The Two-Year Alternative Licensure Program, sponsored by the Pikes Peak BOCES, in partnership with the College of Education at the University of Colorado at Colorado Springs, allows individuals to earn a regular teaching or special education (generalist) license while they teach. This program makes it easy to earn a Colorado Teaching License while gaining competency.

For more information about the Two Year Alternative Licensure Program, contact Sue Sallee, 2YALP Assistant Director, (719) 622-2081; ssallee@ppboces.org

TEACHER INDUCTION PROGRAM: ***BOCES Member District Teachers & Special Service Providers -***
We offer this program to all BOCES & Member District teaching staff and Special Service Providers.

For more information, contact Sheralyn Aniasco, Accounting Specialist, (719) 622-2089; saniasco@ppboces.org

PROFESSIONAL DEVELOPMENT **What educators know and are able to do is the single most important factor for increasing student achievement. Therefore, professional development is critical. Pikes Peak BOCES provides a wide variety of professional development opportunities to its employees as well as to employees from member and associate members. Examples of professional development opportunities include:**

1. Coaching, mentoring or supervising
2. Developing process or products
3. Online classes, webinars and video-based learning opportunities
4. Professional learning communities
5. Workshops or conferences

Selecting the appropriate professional development avenue is based on results of student needs and achievement as well as staff skills and competencies. Professional development opportunities are offered on a variety of timely topics. Training can be accommodated for individual districts or buildings on an "as needed" basis. All professional development offerings can be found on the website ***www.ppboces.org***.

For more information, contact Caryl Manuszak or Brande O'Brien, pd@ppboces.org

TESTING FOR HIGHLY QUALIFIED PARAPROFESSIONALS Pikes Peak BOCES offers testing for paraprofessionals through ACT Work keys. This test is designed to help paraprofessionals become "highly qualified."

For more information contact Sheralyn Aniasco, Accounting Specialist, (719) 622-2089; saniasco@ppboces.org

TECHNOLOGY COOPERATIVE The Pikes Peak BOCES has a cooperative effort that provides support to member districts in developing effective use of technology to improve student achievement, school management, and teacher training.

For more information, contact Larry McDowell, Director of Technology, (719) 238-7426; larry.mcdowell@ppboces.org

FINANCING OF SERVICES/MATCHING POWER Financing of services under the Boards of Cooperative Educational Services shall be by fees collected from participating school districts on the basis of program cost analysis as determined by the governing Board. The Pikes Peak Board of Cooperative Educational Services shall be authorized to use the fees from the participating school districts to match state and federal funds. Fees collected from any other agency are applicable when the acceptance of financial assistance from such agencies requires funds as a condition of participating in the services authorized by law.

For more information about fiscal services, contact Brook Williamson, Director of Fiscal Services, (719) 622-2092; bwilliamson@ppboces.org

BOCES Staff Policies

All policies of the Pikes Peak BOCES can be found on the website **www.ppboces.org**. The following is a compilation of policies that employees reference most frequently. **IT IS THE RESPONSIBILITY OF EACH EMPLOYEE TO REVIEW AND ABIDE BY ALL POLICIES OF THE PIKES PEAK BOCES.**

PPBOCES LEGAL STATUS—FILE: AA

Colorado law provides for the creation of boards of cooperative services where feasible to enable two or more school districts to cooperate in furnishing services authorized by law if cooperation appears desirable for the improvement and expansion of education services of the public schools. The Pikes Peak Board of Cooperative Educational Services was created by official action of district representatives on May 14, 1968. As are all school districts in the state, the Pikes Peak Board of Cooperative Educational Services is a body corporate and may hold property for any purpose authorized by law, sue and be sued, and be a party to contracts for any purpose authorized by law.

BOCES DRUG FREE POLICY—FILE: ABB

The Pikes Peak Board of Cooperative Educational Services acknowledges its responsibility for the health, welfare and safety of its employees and those students served by the BOCES. Congruent with this responsibility is a concern about the problem of alcohol and drug abuse. The BOCES recognizes that the use of alcohol, narcotic drugs, depressants, hallucinogens and other controlled substances constitute a hazard to the positive growth of students and staff. Accordingly, the BOCES requires:

1. A warning to all employees that the BOCES prohibits the unlawful manufacture, distribution, dispensation and possession of controlled substances in the workplace, and, as a condition of employment, the employees must abide by the terms of this statement.
2. The education of staff as to the physical, emotional and psychological dangers associated with the use of controlled substances.
3. The distribution to all staff of the BOCES "drug-free work place" policy.
4. That our organization shall continue to make a good faith effort to maintain a drug- free workplace by taking the necessary steps as provided in this policy statement.

NON-DISCRIMINATION—FILE: AC (Excerpt)

The Pikes Peak BOCES is committed to a policy of non-discrimination in accordance with applicable federal and state laws and constitutional provisions. Accordingly, no otherwise qualified student employee, applicant for employment or member of the public shall be excluded from participation in, be denied the benefits of, or be subjected to unlawful discrimination under any BOCES program or activity on the basis of race, color, national origin, ancestry, creed, religion, sex (which includes marital status), sexual orientation, or disability. Discrimination against employees and applicants for employment based on age and genetic information is also prohibited in accordance with state

and/or federal law. Respect for the dignity and worth of each individual shall be paramount in the establishment of all policies by the Board and in the administration of those policies.

In keeping with these statements, the following shall be objectives of this PPBOCES:

1. To promote the rights and responsibilities of all individuals as set forth in the state and federal constitutions, pertinent legislation and applicable judicial interpretations.
2. To encourage positive experiences in human values for children and adults who have differing personal and family characteristics or who come from various socio-economic, racial and ethnic groups.
3. To initiate a process of reviewing all policies and practices of this agency in order to achieve to the greatest extent possible the objectives of this policy.
4. To investigate and resolve promptly any complaints of unlawful discrimination and harassment.
5. To investigate and appropriately discipline staff and students found to be responsible for incidents of harassment or unlawful discrimination in violation of BOCES policy.

Annual Notice

The PPBOCES shall issue a written notice prior to the beginning of each school year that advises students, parents, employees, and the general public that the educational programs, activities and employment opportunities offered by the PPBOCES are offered without regard to race, color, sex, religion, national origin, ancestry, creed, marital status, disability, or need for special education services. With respect to employment practices, the PPBOCES shall also issue written notice that it does not discriminate on the basis of age or genetic information. The notice shall also include the name/title, address, and telephone number of the person designated to coordinate Title VI, Title IX, and Section 504 compliance activities. The notice shall be disseminated to persons with limited English language skills in the person's own language. It shall also be made available to persons who are visually or hearing impaired.

The notice shall appear on a continuing basis in all PPBOCES media containing general information, including: staff handbooks, school publications, recruitment materials, application forms, vacancy announcements, student handbooks, school program notices, summer program newsletters, annual letters to parents, and on the PPBOCES website.

Harassment is Prohibited

Harassment based on a person's race, color, national origin, ancestry, creed, religion, sex (which includes marital status), sexual orientation, disability or need for special education services is a form of discrimination prohibited by state and federal law. Preventing and remedying such harassment is essential to ensure a nondiscriminatory, safe environment in which students can learn, employees can work and members of the public can access and receive the benefit of BOCES facilities and programs. All such harassment, by BOCES employees, students and third parties is strictly prohibited.

All BOCES employees and students share the responsibility to ensure that harassment does not occur at any BOCES school, on any BOCES property, at any BOCES or school-sanctioned activity or event, or off BOCES property when such conduct has a nexus to the BOCES.

For purposes of this policy, harassment is any unwelcome, hostile and offensive verbal, written or physical conduct based on or directed at a person's race, color, national origin, ancestry, creed, religion, sex, sexual orientation, disability or need for special education services that: (1) results in

physical, emotional or mental harm, or damage to property; (2) is sufficiently severe, persistent, or pervasive that it interferes with an individual's ability to participate in or benefit from a BOCES's program or activity or creates an intimidating, hostile or threatening environment; or (3) substantially disrupts the orderly operation of the BOCES. Board policy on sexual harassment (GBAA for employees and JBB for students) will apply to complaints alleging sexual harassment.

Harassing conduct may take many forms, including but not limited to:

1. Verbal acts and name-calling;
2. Graphic depictions and written statements, which may include use of cell phones or the Internet;
3. Other conduct that may be physically threatening, harmful or humiliating.

Reporting Unlawful Discrimination and Harassment

Any student who believes he or she has been a victim of unlawful discrimination or harassment as defined in Board policy, or who has witnessed such unlawful discrimination or harassment, shall immediately report it to an administrator, counselor, teacher or the BOCES's compliance officer and file a complaint as set forth in the regulation which accompanies this policy. Any employee, applicant for employment or member of the public who believes he or she has been a victim of unlawful discrimination or harassment, or who has witnessed such unlawful discrimination or harassment, shall file a complaint with either an immediate supervisor or the BOCES's compliance officer. If the individual alleged to have engaged in prohibited conduct is the person designated as the compliance officer, the
complaint shall be made to the Executive Director who shall designate an alternate compliance officer to investigate the matter.

BOCES Action

All BOCES employees who witness unlawful discrimination or harassment shall take prompt and effective action to stop it, as prescribed by the BOCES. The BOCES shall take appropriate action to promptly and impartially investigate allegations of unlawful discrimination and harassment, to end unlawful behavior, to prevent the recurrence of such behavior and to prevent retaliation against the individual(s) who files the complaint and/or any person who participates in the investigation. When appropriate, the BOCES shall take interim measures during the investigation to protect against further unlawful discrimination, harassment or retaliation.

To the extent possible, all reports of unlawful discrimination or harassment will be kept confidential. Students or employees who knowingly file false complaints or give false statements in an investigation shall be subject to discipline, up to and including suspension/expulsion for students and termination of employment. No student, employee or member of the public shall be subject to adverse treatment in retaliation for any good faith report of harassment under this policy.

Upon determining that incidents of unlawful discrimination or harassment are occurring in particular BOCES settings or activities, the BOCES shall implement measures designed to remedy the problem in those areas or activities. Any student or employee who engages in unlawful discrimination or harassment shall be disciplined according to applicable Board policies and the BOCES shall take reasonable action to restore lost educational or employment opportunities to the victim(s). In cases involving potential criminal conduct, the compliance officer shall determine whether appropriate law enforcement officials should be notified.

Notice and Training

To reduce unlawful discrimination and harassment and ensure a respectful environment, the administration is responsible for providing notice of this policy to all BOCES schools and departments. The policy and complaint process shall be referenced in student and employee handbooks and otherwise available to all students, staff and members of the public through electronic or hard-copy distribution. Students and BOCES employees shall receive periodic training related to recognizing and preventing unlawful discrimination and harassment. BOCES employees shall receive additional training related to handling reports of unlawful discrimination and harassment.

NON-DISCRIMINATION/EQUAL OPPORTUNITY NOTICE – Administrative Reg.: AC-E-1

In compliance with Titles VI & VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of
1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination in Employment Act of 1967, the
Americans with Disabilities Act, the Genetic Information Nondiscrimination Act of 2008, and Colorado law, Pikes Peak BOCES does not unlawfully discriminate on the basis of race, color, sex, religion, national origin, ancestry, creed, age, marital status, sexual orientation, genetic information, disability or need for special education services in admissions, access to, treatment, or employment in programs or activities which it operates.

Complaint procedures have been established for students, parents, employees and members of the public. The following persons have been identified as the compliance officers for PPBOCES:

Compliance officer for employees:

Ann Gotschall
Finance & HR Coordinator
2883 S. Circle Dr.
Colorado Springs, CO 80906
719-380-6237
hr@ppboces.org

Compliance officer for students and parents:

Caryl Manuszak, Director of Exceptional Students
2883 S. Circle Dr.
Colorado Springs, CO 80906
719-380-6244,
cmanuszak@ppboces.org

Outside Agencies

Complaints regarding violations of Title VI, (race, national origin), Title IX (sex/gender), or Section 504/ADA
(handicap or disability) may be filed directly with the Office for Civil Rights, U.S. Department of Education,
1244 North Speer Blvd., Suite 310, Denver, CO 80204. Complaints regarding violations of Title VII (employment) and the ADEA (prohibiting age discrimination in employment) may be filed directly with the Federal Office of Equal Employment Opportunity Commission, 303 E. 17th Ave., Suite 510, Denver, CO 80202, or the Colorado Civil Rights Commission, 1560 Broadway, Suite 1050, Denver, CO 80202.

TOBACCO-FREE SCHOOLS – FILE: ADC

Tobacco smoke in the school and work environment is not conducive to good health. As an educational organization, a BOCES should provide both effective educational programs and a positive example to students concerning the use of tobacco. In order to promote the general health, welfare, and well-being of students and staff; smoking, chewing, or any other use of any tobacco products by staff, students, and members of the public is banned from all school property.

For purposes of this policy, the following definitions apply:

1. "BOCES property" means all property owned, leased, rented, or otherwise used by the BOCES, including but limited to the following:
   a. All interior portions of any building or other structure used for instruction, administration, support services, maintenance, or storage.
   b. All school grounds over which the school exercises control, including areas surrounding any building, playgrounds, athletic fields, recreation areas, and parking areas.
   c. All vehicles used by the BOCES for transporting students, staff, visitors, or other persons.
   d. At a BOCES sanctioned activity or event.
2. "Tobacco" includes any product that contains nicotine or tobacco and is intended to be ingested or inhaled by or applied to the skin of an individual, including but not limited to cigarettes, cigars, pipe tobacco, snuff, liquid nicotine, chewing tobacco, and all other kinds and forms of tobacco prepared in such manner as to be suitable for chewing, smoking, or both.
   a. "Tobacco" includes cloves or any other product packaged for smoking.
   b. Any electronic device that can be used to deliver nicotine to the person inhaling from the device, including but not limited to an electronic cigarette, cigar, cigarillo or pipe.
   c. "Tobacco product" does not include any product that has been approved by the appropriate federal agency as a tobacco use cessation product.
3. "Use" means lighting, chewing, inhaling, or smoking any tobacco product.

Signs will be posted in prominent places on all BOCES/school buildings to notify the public that smoking or other use of tobacco products is prohibited in accordance with state law and BOCES' policy. This policy will be published in all employee and student handbooks, posted on bulletin boards, and announced in staff meetings. Any member of the general public considered by the Executive Director or designee to be in violation of this policy will be instructed to leave BOCES' property. Employees found to be in violation of this policy will be subject to appropriate disciplinary action. Disciplinary measures for students who violate this policy will include in-house detention, revocation of privileges, and exclusion from extracurricular activities. Repeated violations may result in suspension from school. In accordance with state law, no student will be expelled solely for tobacco use.

SAFE SCHOOLS – FILE: ADD

The Pikes Peak BOCES Board of Directors recognizes that effective learning and teaching takes place in a safe, secure, and welcoming environment, and that safe schools contribute to improved attendance, increased student achievement, and community support. To that end, the Board directs the program directors, following consultation with the parents, teachers, students, and when the Board deems it appropriate, members of the community, to develop a safe schools plan with respect to schools and

school- sponsored activities in building(s) owned and operated by the BOCES and in which classes are taught by BOCES employees that includes:

1. Procedures that address the supervision and security of school buildings and grounds.
2. Procedures that address the safety and supervision of students during school hours and school-sponsored activities.
3. Procedures that address persons visiting school buildings and attending school-sponsored activities.
4. Training programs for staff and students in crisis prevention and management.
5. Training programs for staff and students in emergency response procedures that include practice drills.
6. Training programs for staff and students in how to recognize and respond to behavior or other information that may indicate impending violence or other safety problems.
7. Training and support for students that aims to relieve the fear, embarrassment, and peer pressure associated with reporting behavior that may indicate impending violence or other safety problems.
8. Procedures for safe, confidential reporting of security and safety concerns at each school.
9. Procedures for regular assessments by school security professionals and law enforcement officers to evaluate the security needs of each school building and to provide recommendations for improvements if necessary.
10. Procedures for regular assessments by school climate professionals to determine whether students feel safe and to provide recommendations for improvements in school climate at each BOCES building.
11. Procedures to provide for regular communications between BOCES officials, law enforcement officers, fire department officials, city and county officials, and local medical personnel to discuss crisis prevention and management strategies, including involvement by these parties in the development and revision of crisis
    prevention and management plans.
12. Training programs for staff and students in safety precautions and procedures related to fire prevention, natural disaster response, accident prevention, public health, traffic, bicycle and pedestrian safety, environmental hazards, civil defense, classroom and occupational safety, and special hazards associated with athletics and other extracurricular activities.
13. Procedures for the reporting of criminal activity to law enforcement.

Each program director shall be responsible for the supervision and implementation of the safe school program at his or her school.

LINE AND STAFF RELATIONS – FILE: CCB

The Board desires the Executive Director to establish clear understandings on the part of all BOCES personnel of the working relationships in the BOCES and its member school districts.
Lines of direct authority shall be those determined by the Executive Director, reviewed by the Board and shown on the BOCES's organization chart. In addition, personnel shall be under the authority of the building principal in any school in which they are working. A BOCES supervisor shall conduct the evaluation of BOCES employees assigned to various schools in member and associate member districts. This may be done solely by the BOCES supervisor, with input from appropriate district personnel, or may be done in conjunction with the appropriate district personnel.

Personnel shall be expected to refer matters requiring administrative action to the administrator to whom they are responsible. The administrator shall refer such matters to the next higher administrative authority when necessary. Personnel are also expected to keep the person to whom they are immediately responsible informed of their activities by whatever means the person in charge deems appropriate. Lines of authority do not restrict the cooperative, sensible working together of staff

members at all levels to develop the best possible programs and services. Rather, the established lines of authority represent direction of authority and responsibility. When the staff is working together, the lines represent avenues for a two-way flow of ideas to improve BOCES programs and operations.

VENDOR RELATIONS—FILE: DJG

No favoritism shall be extended to any vendor. All employees of the Pikes Peak (PPBOCES) must exercise sound judgment in avoiding conflicts of interest or the appearance of impropriety in dealing with vendors. Gifts or gratuities of other than nominal value or which might obligate a PPBOCES employee in any manner shall be politely and firmly refused. Any vendor or bidder who offers items in excess or in violation of the spirit of this policy may be disqualified indefinitely. No person officially connected with or employed by the PPBOCES shall be an agent or be in any way pecuniary or beneficially interested in or receive any compensation or reward of any kind from any vendor for the sale of supplies, material, equipment or services to the PPBOCES without the express prior written consent of the Board.

EXPENSE AUTHORIZATION/REIMBURSEMENTS –FILE: DKC

The same general policy shall apply to all personnel in regard to reimbursement of expenses. This policy shall be as follows:

Personnel who incur expenses in carrying out their authorized duties shall be reimbursed by Pikes Peak BOCES (PPBOCES) upon submission of a properly filled out and approved voucher and such supporting receipts as required by the fiscal director.

Such expenses may be approved and incurred in line with budgetary allocations for the specific type of expense. Reimbursement may be up to, but not exceeding, allowable PPBOCES expenses. Personnel who use a personally owned vehicle in carrying out their ordinary and regular authorized duties shall be reimbursed by PPBOCES with a monthly stipend, in accordance with Regulation DKC- R-1. Extraordinary work-related travel may be reimbursable on a case-by-case basis as approved by the Executive Director or designee.

For official travel expenses by personally owned vehicle other than those covered by a mileage stipend, mileage payment shall be made at the IRS approved mileage rate on May 1 of each year.

All expenses for which reimbursement is made shall have approval of the Executive Director or designee.

EXPENSE AUTHORIZATION/REIMBURSEMENTS FOR MILEAGE—Administrative Reg.: DKC-R-1

The Pikes Peak BOCES (PPBOCES) shall provide a stipend for eligible individuals as reimbursement for travel of associated with the provision of routine duties for the PPBOCES. The amount listed below is a yearly stipend, to be determined by August 1 for the upcoming school year based on a 179-day school year calendar. It will be determined based on the eligible individual's school and district assignment for the upcoming year and distance from their assigned location of either PPBOCES, BOCES East, or BOCES South. The stipend will be reviewed and recalculated if there is a zone reassignment in the eligible individual's assignment during the school year. Any change may be prorated through the year.

An eligible individual includes, but is not limited to, special education itinerants. The following chart is an explanation of zones.

Zone 1	Travel within 0-15 miles from assigned location or home address, whichever is closest to first school.
Zone 2	Travel within 16-25 miles from assigned location or home address, whichever is closest to first school.
Zone 3	Travel within 26-35 miles from assigned location or home address, whichever is closest to first school.
Zone 4	Travel within 36-45 miles from assigned location or home address, whichever is closest to first school.
Zone 5	Travel within 46-55 miles from assigned location or home address, whichever is closest to first school.
Zone 6	Travel within 56-65 miles from assigned location or home address, whichever is closest to first school.

The following chart displays the yearly stipend to be paid to employees based on the zone/zones to which they are assigned, and the number of schools they serve in a week.

Sites per week	Zone 1	Zone 2	Zone 3	Zone 4	Zone 5	Zone 6
1	0	3300	3600	3900	4200	4500
2	+250	+250	+300	+350	+350	+350
3	+300	+300	+400	+400	+400	+400
4	+350	+350	+450	+500	+500	+500
TOTAL POSSIBLE STIPEND	**$350**	**$3650**	**$4050**	**$4400**	**$4700**	**$5000**

Special Service Providers whose assignment includes all PPBOCES member districts (Examples: D/HH, PT, TVI, etc.) may be eligible to receive the maximum annual stipend of $6,250.00, based on the scope, frequency, and geographic range of travel required to fulfill assigned duties during the 179-day school year. PPBOCES will make reasonable efforts to schedule employees to work at a single location per day when practicable: however, assignment needs may require travel to multiple locations within a day. Employees assigned to locations 15 miles or less from the PPBOCES/BOCES East/BOCES South office or home address (whichever is closer to that location) will not receive mileage for travel to that first location. If an individual travel across zones, the percentage of time per week in each zone will be calculated to determine the annual stipend.
The stipend shall be paid to eligible employees in each of 12 payroll checks during the school year.

TAX SHELTERED ANNUITIES—FILE: DLB (Excerpt)

Tax-sheltered annuities ("TSA") in the form of vendor-provided Section 403(b) of the Internal Revenue Code annuity contracts and/or custodial accounts are available to employees of the Pikes Peak BOCES under the following conditions:

Employees may utilize any vendors on the PPBOCES' approved list. All vendors who are currently providing TSA products to Plan participants can continue to do so, providing that they comply with the PPBOCES requirements for TSA vendors. New vendors will be added to the approved list when they can demonstrate that 5 or more PPBOCES' employees are willing to purchase plans, and that they comply with the PPBOCES' requirements

FURNITURE AND EQUIPMENT DISPOSAL PROCEDURE—FILE: DN

The following procedure shall be observed in the disposal of Pikes Peak BOCES equipment or furniture:

Obsolete or unserviceable furniture and equipment, when repair is not in the best interest of PPBOCES, shall, if feasible, be traded on new replacement furniture or equipment or it shall be sold if the PPBOCES has no further need of it. If the value of the equipment to be sold shall exceed $1,000.00, then the same shall be advertised and sold to the highest bidder. Unserviceable furniture or equipment having little or no sales value or trade-in value, and that has been determined by the Director of Fiscal Services to be of no use to PPBOCES, shall be classified as junk, donated or destroyed, and removed from the fixed asset inventory of the Pikes Peak BOCES.

HAZARDOUS MATERIALS—FILE: EBAB (Excerpt)

Hazardous materials include any substance or mixture of substances that poses a fire, explosive, reactive or health hazard, as more fully defined by law. The Pikes Peak BOCES (PPBOCES) Board of Directors, through the Executive Director, shall cause to be created procedures which address the purchase, storage, handling, transportation, and disposal of hazardous materials for all facilities and operations, including instructional areas.
Emergency response actions and evacuation plans shall be coordinated with the procedures. The procedures shall comply with all local, state and federal laws and regulations which pertain to the safe and proper storage, transportation and disposal of hazardous materials.

The goal of the procedures shall be to set into place an ongoing process by which each location in the PPBOCES may begin a program of identifying and managing potentially hazardous materials. PPBOCES personnel shall be encouraged to make less dangerous substitutions for hazardous substances to the extent possible and to minimize the quantities of such substances stored on school property.

Appropriate school personnel shall be trained to take precautions to prevent accidents and to handle them, in the event they do occur. It is not the intent of PPBOCES to expand or modify its potential liability exposure through the adoption of this policy. The PPBOCES' voluntary compliance with any statute or regulations, to which it is not otherwise subject, shall not be construed to create or assume any potential liability under any local, state, or federal law or regulation.

PREVENTION OF DISEASE/INFECTION TRANSMISSION (Handling Body Fluids)—FILE: EBBA

All Pikes Peak BOCES schools shall provide a sanitary environment and shall establish routines, recommended by appropriate health professionals, for handling body fluids.
All Pikes Peak BOCES personnel shall be advised of and follow routine procedures regarding handling body fluids. These procedures shall provide simple and effective precautions against transmission of diseases to persons exposed to the blood or body fluids of another. These procedures shall be standard health and safety practices developed in consultation with medical personnel. No distinction shall be made between body fluids from individuals with a known disease and individuals without symptoms or with an undiagnosed disease.

The procedures shall be published as Pikes Peak BOCES regulations and distributed to all staff on a regular basis. Training and appropriate supplies shall be available to all personnel including those involved in transportation and custodial services.

In addition to ensuring that these health and safety practices are carried out on a PPBOCES-wide basis, special emphasis shall be placed in those areas that potentially present a greater need for these precautions. Under no circumstances shall students be directed or knowingly be allowed to handle body fluids other than their own.

ACCIDENT REPORTS—FILE: EBBB

Adequate and prompt accident reporting is essential if similar accidents are to be prevented from happening again. If there are injuries or property damage, prompt reports also are vital in assuring the Pikes Peak BOCES (PPBOCES) staff, students, and others of insurance coverage. Such reports may be important in the event of litigation.
The PPBOCES Board of Directors requires that an accident report be filed on every accident that takes place on PPBOCES property or that involves a school vehicle, students or staff on school-sponsored trips, including staff members on authorized school business trips. Such reports are required whether or not there are any immediately evident injuries of damage to property.

The Executive Director shall establish procedures for filing accident reports including details that:

1. Might be helpful in preventing similar accidents in the future.
2. Are needed for filing insurance claims.
3. Might be important in case of litigation.

EMERGENCY CLOSINGS—FILE: EBCE

The Executive Director is empowered to close the Pikes Peak BOCES or to dismiss employees early in event of hazardous weather or other emergencies which he/she determines threaten the safety, health or welfare of students or staff members. It is understood that he/she will take such action only after consultation with appropriate authorities. Parents, students and staff members shall be informed early in each school year how they shall be notified in event of emergency closings or early dismissals.

All staff members, except for teachers and personnel who work only on teacher work days or on student days, shall be required to report to work as soon as possible on emergency days unless otherwise notified.

EMERGENCY CLOSINGS—Administrative Regulation: EBCE-R-1

1. **Closing BOCES for the Day**
    - **a.** The BOCES and the School of Excellence (all locations) will be closed due to inclement weather if **Colorado Springs School District #11 is closed.**
    - **b.** It is the responsibility of all staff members and students to listen to the radio stations for information regarding possible closures. Allow time for stations to accumulate their list and make periodic announcements.
    - **c.** Itinerants are expected to report to their scheduled schools unless the employee verifies that the schools are closed. The closure of the PPBOCES does not cancel itinerants' obligations to serve school districts. If your scheduled school is closed, itinerants are expected to report to PPBOCES offices.

2. **Late Start/Closing the Day**
    a. **If Colorado Springs School District #11** announces a late start, the BOCES and School of Excellence will also have a late start.
    b. **If Colorado Springs School District #11** announces early dismissal/office closure, the BOCES and the School of Excellence will also close. In the event that early dismissal/office closure is necessary, the media will be called.

USE OF PRIVATE VEHICLES ON PIKES PEAK BOCES BUSINESS – FILE: EEBB

Pikes Peak BOCES (PPBOCES) personnel may be granted standing authorization by the Executive Director or designee to use their private vehicles on PPBOCES-related business. Employees are covered for liability while driving private vehicles on PPBOCES business. However, their vehicles are not covered for collision. The employee is to carry their own insurance for adequate collision coverage.

Drivers of PPBOCES vehicles or private vehicles for PPBOCES business must have a valid Colorado driver's license, a driving record approved by the Pikes Peak BOCES insurance carrier, complete small vehicle training, and insured by their own carrier.

Vehicles contracted by PPBOCES and compensated for use of the vehicle must meet small vehicle requirements. **The following equipment must be carried:**

- Three emergency triangle reflectors
- One 24 units first aid kit
- One 2 ½ pound dry chemical fire extinguisher

Employees involved in informal carpools or infrequently transporting students are not subject to small vehicle requirements. They shall be reimbursed at the current IRS-approved mileage rate.

SEXUAL HARASSMENT- File: GBAA

The Pikes Peak BOCES (PPBOCES) is committed to a learning and working environment that is free from sexual harassment. Sexual harassment is recognized as a form of sex discrimination and thus a violation of the laws which prohibit sex discrimination.

It shall be a violation of policy for any member of the PPBOCES staff to harass another staff member or student through conduct or communications of a sexual nature. Any conduct of a sexual nature directed toward students by teachers or others to whom this policy applies, shall be presumed to be unwelcome. Sexual harassment committed by a PPBOCES employee in the course of employment shall be deemed a breach of duty, and as such, shall subject the offending employee to disciplinary action which may include dismissal. This policy similarly applies to non-employee volunteers or any other persons who work subject to the control of the PPBOCES.

Sexual Harassment Prohibited

For purposes of this policy, unwelcome sexual advances, requests for sexual favors, or other unwelcome conduct of a sexual nature constitutes sexual harassment if:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of a person's employment or educational development.
2. Submission to or rejection of such conduct by an individual is used as the basis for employment or educational decisions affecting such individual.

3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance or creating an intimidating, hostile or offensive working or educational environment.

The prohibition against sexual harassment applies whether the harassment is between people of the same or different gender or gender identity.

Sexual harassment as defined above may include but is not limited to:

1. Sex-oriented verbal "kidding," abuse or harassment.
2. Pressure for sexual activity.
3. Repeated remarks to a person with sexual implications.
4. Unwelcome touching, such as patting, pinching or constant brushing against another's body.
5. Suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades, employment status or similar personal concerns.
6. Sexual violence.

Reporting, Investigation and Sanctions

It is the express desire of the Board to encourage victims of, or witnesses to, sexual harassment to report such claims through the PPBOCES's complaint process (AC-R).

Employees who feel that their superiors are conditioning promotions, increases in wages, continuation of employment, or other terms or conditions of employment upon agreement to unwelcome conduct of a sexual nature, are encouraged to report these conditions to the appropriate administrator or to the PPBOCES's compliance officer.

All reports of sexual harassment received by any PPBOCES employee shall be promptly forwarded to the compliance officer (AC-E-1). The compliance officer shall ensure that every complaint is promptly investigated and responded to as set forth in the BOCES's complaint and compliance process (AC-R). No reprisals or retaliation shall be allowed to occur as a result of the good faith reporting of charges of sexual harassment. Requests for confidentiality shall be honored so long as doing so does not preclude the PPBOCES from responding effectively to the harassment and preventing such conduct in the future.

Any employee found to have engaged in sexual harassment shall be subject to sanctions, including, but not limited to, warning or reprimand, suspension, or termination, in accordance with applicable Board policy. Conduct of a sexual nature directed toward students shall, in appropriate circumstances, be reported as child abuse for investigation by appropriate authorities in conformity with the Board's policy regarding child abuse reporting.

Filing of a complaint or otherwise reporting sexual harassment shall not reflect upon the individual's status or affect future employment or work assignments unless such complaint or report if found to have been fabricated, without any factual basis, and made in bad faith. All matters involving sexual harassment complaints shall remain confidential to the extent possible.

Notice of Policy

Notice of this policy shall be circulated to all PPBOCES schools and departments.

STAFF FRINGE BENEFITS—FILE: GBBD (Excerpt)

Benefits, in addition to basic salary, are recognized by the Board as an integral part of the total compensation plan for staff members. The benefits extended to staff shall be designed to promote their present and future economic security and provide incentive for professional development that will be of benefit to the Pikes Peak BOCES (PPBOCES.) Employees who work half time (.5 F.T.E.) or more are covered by the PPBOCES' group health, vision, dental, and life insurance plans, and are eligible for staff leave benefits. Employees no longer employed by PPBOCES are not eligible for benefits with the exception of COBRA rights. All district employees are covered under the Workers' Compensation Insurance Plan and will be entitled to all the prescribed benefits. The amount of benefits paid by PPBOCES will be approved by the PPBOCES Board. No action by the SAC and Board means the PPBOCES payment of benefits will remain the same as the previous year. Staff members who choose not to participate will not be entitled to compensation of like amount. All employees of PPBOCES are eligible to participate in an IRS Section 125 Plan designed to exempt certain medical and child care costs from taxation and PERA deductions. Deduction from gross pay are for Federal and state income taxes, PERA, Section 125 Plan, plus other individual options such as PPBOCES group insurance premiums, credit union and tax sheltered annuity deductions.

EMPLOYEE BENEFITS – 2026-2027

Health Insurance: PPBOCES offers health insurance for employees, with the Board providing $616 toward a single employee premium for health, dental, vision and life insurance. ***Please note: Specialty pharmaceuticals may not be covered. Please see your plan administrator for information (contact info below).**

Tax Sheltered Annuity (TSA): Any employee may participate in a PPBOCES approved TSA.

Workers Compensation: All employees are covered under the Workmen's Compensation Insurance Plan and will be entitled to all legal benefits.

Medicare Supplement: Persons initially employed by PPBOCES subsequent to March 1, 1986, are required by federal law to contribute to Medicare Supplement coverage.

Unemployment Insurance: All employees are covered under the Unemployment Insurance Plan and will be entitled to all legal benefits.

For more information, contact HR, at (719) 380-6237, hr@ppboces.org

BOCES also offers the following packages:

403(b)	Equitable
401(k)	PERA
Direct Deposit:	All BOCES employees are required to provide the HR office with a depository of their choice. All payment for services for employees will be directly deposited into individual bank accounts.

For more information, contact HR, at (719) 380-6237, hr@ppboces.org

STAFF VACATION AND HOLIDAYS – FILE: GCD

Vacation leave is available to all twelve-month (260-day) employees of the Pikes Peak BOCES (PPBOCES) based on the following years of service:

	ANNUALLY	MONTHLY
Year 1 – 5	10 days	.83
Year 6-10	15 day	1.25
Year 11 +	20 days	1.67

*****For the purpose of this policy a year is defined as July 1 through June 30*****

Vacation days accumulated during a contract year must be used before August 31st of the following year, except that, with the specific approval of the Executive Director or designee, vacation days may be held over to the following year, up to a maximum of two years. It is the philosophy of the PPBOCES that time provided for vacations should be taken in the designated period allowed. Vacation leave shall be scheduled at the convenience of the PPBOCES and as nearly as possible at the convenience of the employee. All vacation requests shall be submitted to the employee's supervisor in a timely manner.

Prior to the employee's scheduled absence, the employee shall complete and forward to the PPBOCES Office of Human Resources the appropriate absentee form. All employees who resign or whose employment is terminated shall receive paid vacation to which they are entitled no later than on the payday of the following month of their last day of employment. New 12 month employees whose term of service is less than one full year shall be entitled to paid vacation days in the ratio that their length of service bears to a full year. Generally, holiday leave for all employees shall be as noted on the PPBOCES calendar or PPBOCES School of Excellence (Policy IC/ICA-R). Some employees may need to report to work for security and maintenance of buildings, completion of time sensitive projects, catching up on required work, etc.

STAFF CONDUCT – FILE: GBEB (Excerpt) and STAFF ETHICS/CONFLICT OF INTEREST— FILE: GBEA

Employees shall not at any time engage in any activity or business that would affect their employment with PPBOCES, such activities could include: Employment with another agency, disclosure of confidential information, conflict of interest, breach of assigned duties, failure to report child abuse, possession of a weapon, conviction of a felony, mishandling of a student, etc.

STAFF DRESS CODE – FILE: GBEBA

All Pikes Peak BOCES (PPBOCES) staff members project an image to the community and to students about the professionalism of the PPBOCES. During the workday and at all work-related activities, employees shall adhere to a professional standard of dress and shall be neat and clean in appearance. Examples of professional attire include, but are not limited to, collared shirts, neat tee shirts, dress slacks, neat jeans, ties, dresses and coordinated separates. The principal, program director, or Executive Director has the final authority to decide what professional attire is.

UNACCEPTABLE ITEMS:

The following items are considered to be unprofessional or are deemed disruptive to the classroom environment or to the maintenance of a safe and orderly school/PPBOCES and are not acceptable in school buildings, on school grounds, or at school activities or at PPBOCES offices:

1. Shorts, dresses, skirts, or other similar clothing shorter than mid-thigh length.
2. Sunglasses and/or hats worn inside the building.
3. Inappropriately sheer, tight or low-cut clothing (e.g., midriffs, halter tops, backless clothing, tube tops, garments made of fishnet, mesh, or similar material, muscle tops, etc.) that bare or expose traditionally private parts of the body including, but not limited to, the stomach, buttocks, back and breasts.
4. Tank tops or other similar clothing with straps narrower than 1.5 inches in width.
5. Any clothing, paraphernalia, grooming, jewelry, hair coloring, accessories, or body adornments that are or contain any advertisement, symbols, words, slogans, patches, or pictures that:
   * Refer to drugs, tobacco, alcohol, or weapons
   * Are of a sexual nature
   * By virtue of color, arrangement, trademark, or other attribute denote membership in gang which advocate drug use, violence, or disruptive behavior
   * Are obscene, profane, vulgar, lewd, or legally libelous
   * Threaten the safety or welfare of any person
   * Promote any activity prohibited by the student code of conduct * Otherwise disrupt the teaching-learning process

Exceptions

Appropriate athletic clothing may be worn when teaching or assisting with physical education classes, or when coaching athletic activities. Appropriate clothing for field trips may be worn when the trip activities require alternative clothing.

GIFTS TO THE BOCES OR ITS EMPLOYEES—FILE: GBEBC

Gifts from Students: Teachers and other Pikes Peak BOCES (PPBOCES) employees shall not accept gifts from students except as such gifts represent tokens. The PPBOCES considers letters from students expressing gratitude and appreciation to be appropriate so long as they are not solicited by teachers and employees.

Gifts from Staff Members to Staff Members: Individual employees shall refrain from giving gifts to staff members who exercise any administrative or supervisory jurisdiction over them, either directly or indirectly. Generally, the collection of money for group gifts shall be discouraged except in special circumstances such as bereavement, serious illness or mementos at retirement which shall be approved in advance by the Executive Director or her/his designee.

Gifts from Companies: All PPBOCES employees are prohibited from accepting gifts of other than nominal value of approximately $25, from companies or organizations doing business with the PPBOCES. Exceptions to this policy are the acceptance of minor items which are generally distributed by the company or organization through its public relations program.

Solicitations

No organization may solicit funds of staff members nor may anyone distribute flyers or other materials related to fund drives through the PPBOCES without the approval of the Executive Director. Nor shall staff members be made responsible or assume responsibility for the collection of money or distribution of any fund drive literature within the PPBOCES without such activity having the Executive Director's approval.

As a matter of policy, the PPBOCES expects such activities to be kept to a minimum.

STAFF USE OF THE INTERNET AND ELECTRONIC COMMUNICATIONS—FILE: GBEE

The Internet and electronic communications (e-mail, chat rooms and other forms of electronic communication) have vast potential to support curriculum and learning. The Pikes Peak BOCES (PPBOCES) believes they should be used as a learning resource to educate and to inform.

The PPBOCES Board supports the use of the Internet and electronic communications by staff to improve teaching and learning through interpersonal communication, access to information, research, training and collaboration and dissemination of successful educational practices, methods and materials.
The Internet and electronic communications are fluid environments in which users may access materials and information from many sources. Staff members shall take responsibility for their own use of PPBOCES computers and computer systems to avoid contact with material or information that violates this policy.
For purposes of this policy, "PPBOCES technology devices" means any PPBOCES-owned computer, hardware, software, or other technology that is intended to be used for learning purposes and has access to the Internet. The PPBOCES makes no warranties of any kind, whether expressed or implied, related to the use of PPBOCES computers and computer systems, including access to the Internet and electronic communications services. Providing access to these services does not imply endorsement by the PPBOCES of the content, nor does the PPBOCES make any guarantee as to the accuracy or quality of information received. The PPBOCES shall not be responsible for any damages, losses or costs a staff member suffers in using the Internet and electronic communications. This includes loss of data and service interruptions. Use of any information obtained via the Internet and electronic communications is at the staff member's own risk.

LIABILITY OF BOCES PERSONNEL/STAFF PROTECTION—FILE: GBG (Excerpt)

Protection from Lawsuits

In order to provide teachers, principals and other BOCES professionals the tools they need to maintain order, discipline and an appropriate environment, state and federal law provide certain liability protections. The federal liability protections preempt state law to the extent state law is inconsistent, but do not preempt state law that is consistent and provides additional protection from liability. Applicability of state and federal liability protections to specific circumstances are made on a case-by-case basis. Exceptions stated in state and federal law may reduce or preclude liability protection.

Immunity for Enforcement of Discipline Code and Other Actions

An act of a teacher or other employee shall not be considered child abuse if the act was performed in good faith and in compliance with Board policy and procedures.

Disciplinary Information to BOCES Personnel

In accordance with state law, the principal or designee is required to communicate disciplinary information concerning any student enrolled in the school to any staff member who has direct contact with the student in the classroom and to any counselor who has direct contact with the student. The purpose of this requirement is to keep school personnel apprised of situations that could pose a risk to the safety and welfare of others. Any staff member to whom disciplinary information is reported shall maintain the confidentiality of the information and shall not communicate it to any other person. The principal or designee is required to inform the student and the student's parent/guardian when disciplinary information is communicated and to provide a copy of the disciplinary information. The student and/or the student's parent/ guardian may challenge the accuracy of disciplinary information through the process outlined in JK-R, Student Discipline.

False Reports Against Employees

State law provides criminal penalties for certain persons, including students at least ten years of age, who intentionally make false accusations of criminal activity against BOCES employees.

STAFF HEALTH—FILE: GBGA

Through its overall safety program and various policies pertaining to Pikes Peak BOCES (PPBOCES) personnel, the Board shall seek to ensure the safety of employees during working hours and assist them in the maintenance of good health. It shall encourage all its employees to maintain good health and practice good health habits. Under the following circumstances, the Executive Director may require physical examinations of its employees or applicants
for employment. The PPBOCES shall pay for all such physical examinations. Results of such physical examinations shall be maintained in separate medical files and not in the employee's personnel file and may be released only in limited circumstances.

STAFF PERSONAL SECURITY AND SAFETY—FILE: GBGB Offenses Against Pikes Peak BOCES (PPBOCES) Employees

The following procedures shall be followed in instances of assault, disorderly conduct, harassment, knowingly false allegation of child abuse, or any alleged offense under the "Colorado Criminal Code" by a student directed towards a PPBOCES' employee.

These same procedures shall be followed in instances of damage by a student to the personal property of a PPBOCES' employee occurring on PPBOCES' premises.

1. The teacher or employee shall file a written complaint with the building principal, program director or Executive Director.
2. The principal or other PPBOCES administrator, after receipt both of the complaint and adequate proof of the charges, may suspend the student for three days in accordance with established procedures.
3. The program director may initiate procedures for further disciplinary action, including suspension, or other behavioral intervention in accordance with the IEP or behavior plan, of the student when injury or property
damage has occurred.
4. The program director or designee shall report the incident to the district attorney's office or the appropriate local law enforcement agency or officer who shall then investigate the incident to determine the appropriateness of filing criminal charges or initiating delinquency proceedings.
5. A copy of this policy shall be distributed to each student and posted in each school building.

Communication of Disciplinary Information to Teachers/Counselors

The principal or designee shall communicate discipline information concerning any student enrolled in the PPBOCES to all PPBOCES staff members who have direct contact with that student. Any PPBOCES staff member who is assigned a student with known serious behavior problems will be informed of the student's behavior record. Any PPBOCES staff member who is provided this information shall maintain its confidentiality and shall not communicate it to any other person except PPBOCES employees with a need to know.

WORKERS' COMPENSATION POLICY – FILE: GBGD

An employee is eligible for workers' compensation leave from the Pikes Peak BOCES (PPBOCES) during the period of time the employee is temporarily disabled as the result of any injury arising out of and in the course of employment which qualifies for an indemnity payment from the workers' compensation division of the

Colorado Department of Labor and Employment. Workers' compensation leave shall be available only to those persons who sustain a temporary total disability and are unable to perform services for the PPBOCES while disabled. Employees who are temporarily certified unable to perform their regular or modified duties by the PPBOCES's designated medical provider as a result of personal injury incurred in the scope and course of their employment with the PPBOCES shall be deemed to be on medical leave until they are able to resume their duties or a modified duty position.

The first three days of an excused absence due to a work-related injury are not covered by workers' compensation. The first three days may be charged to staff leave. The day of the injury is counted as a full day worked. Beginning with the fifth day of approved absence due to such injury, the injured employee shall begin receiving temporary disability benefits through the workers' compensation carrier. If the employee is absent fourteen calendar days or more, the three days of staff leave will be reinstated. If the employee is unable to return to any work per the designated physician's statement, the employee may apply for unpaid medical leave of up to one year. The employee will receive the statutory benefits, and the PPBOCES shall pay the PPBOCES's portion of the medical insurance premium during this time. The employee shall pay the employee's portion of the medical insurance premium. If after one year the employee is not able to return to either his/her position or a temporary modified position, employment may be terminated. In cases where the PPBOCES has no liability, all absences may be charged under regular leave provisions.

The compensation provided herein shall be reduced by fifty percent in all benefit areas if it is determined by an administrative law judge: (a) that the injury is caused by the willful failure of the employee to use safety devices provided by the PPBOCES; (b) that injury results from the employee's willful failure to obey a rule adopted by the PPBOCES for the safety of the employee; (c) that injury results from willfully misleading the employer as to the physical ability to perform the job and injury is a result of that physical ability.

Where it is proven that injury results from the presence in the employee's system, during working hours, of not medically prescribed controlled substances or a blood alcohol level at or above 0.10 percent, non-medical benefits shall be reduced by fifty percent. The primary source of compensation for an employee on workers' compensation leave shall be the indemnity payment from the workers' compensation section of the division of worker's compensation of the Colorado Department of Labor and Employment or insurance carrier as determined by state law. The employee may use accrued BOCES sick leave and vacation time to supplement the workers' compensation payment.

Under no circumstances shall an employee be allowed to receive more than an amount equal to the weekly wage or equivalent when combining the indemnity payment from workers' compensation and BOCES benefits. The employee shall provide any requested documentation to the BOCES to evidence amounts paid by workers' compensation before benefit payments are allowed by the BOCES.

While on workers' compensation leave under a temporary total disability, employees shall continue to have PPBOCES health, life and disability insurance coverage, to the same extent the employee had such coverage prior to taking workers' compensation leave, for a period of time not to exceed one year. At such time, the employee shall be given the option of directly assuming payment of the BOCES's costs for such benefits or discontinuing the coverage until released by a doctor to return to work and able to perform the essential functions of the job, with or without reasonable accommodations and again being eligible for benefits, unless the BOCES is otherwise required to continue such coverage under applicable law.

STAFF MATERNITY/PATERNITY/PARENTAL LEAVE—FILE: GBGE (Excerpt)

Maternity Leave

Medically necessary leave for maternity purposes shall be available to any female employee who becomes pregnant. The leave will be allowed during such period of the pregnancy and a reasonable time immediately following termination of the pregnancy as is medically necessary to safeguard the health of the mother and/or child.

Parental leave of absence without salary and fringe benefits may be granted to staff members for the purpose of child rearing, child care or adoption. Parental leave may be granted for a period of time not to exceed a total of one school year for each employee. The leave need not be taken all at once, but must be taken in increments which coincide with the planning needs of the BOCES.

FEDERALLY MANDATED FAMILY LEAVE - FILE: GBGF (Excerpt)

The provisions of this policy shall apply to all family and medical leaves of absence covered under the Family and Medical Leave Act of 1993 ("FMLA"). Terms used in this policy and its accompanying regulation, such as "serious health condition," "qualifying exigency," "covered active duty," "covered service member," and "serious injury or illness" shall be as defined by the FMLA and its implementing regulations. The terms "partner in a civil union" and "domestic partner" shall be as defined by state law.

Eligibility

To be eligible for a family and medical leave of absence under this policy, an employee shall have been employed for at least 12 months and shall have worked at least 1,250 hours during the 12-month period preceding the commencement of the leave. A full-time classroom teacher shall be deemed to meet the hourly requirement but must also meet the 12-month requirement to be eligible for FMLA leave.

Permitted reasons for FMLA leave: An eligible employee shall be entitled to a combined total of 12 weeks' leave per year for the following reasons:

1. The birth and care of the employee's newborn child;
2. The placement of a child with the employee for adoption or foster care;
3. To care for the employee's spouse, partner in a civil union, domestic partner, parent or child with a serious health condition;
4. When the employee is unable to perform the essential functions of his or her position because of the employee's own serious health condition; or
5. Any qualifying exigency arising out of the fact that the employee's spouse, son, daughter or parent is on covered active duty in the Armed Forces or has been notified of an impending call or order to covered active duty in the Armed Forces

STAFF LEAVES AND ABSENCES – Administrative Regulation: GBGG

The BOCES provides for leaves and absences designed to help members of the staff maintain their physical health, take care of family or personal emergencies, improve professionally, and discharge necessary and important obligations, and Workers Compensation. Such leaves and absences shall be granted in accordance with law and Board policies and approves by the Executive Director or designee.

The following plans shall be recognized for leaves and absences of BOCES employees:

1. **Vacation Leave (For 260 Day Employees Only)**
2. **Leave**

3. **Family Medical Leave**
4. **Jury Duty Leave**
5. **Bereavement Leave**
6. **Staff Development/Conferences**
7. **Staff Victim Leave**
8. **Unauthorized Leave**
9. **Military Leave**
10. **Workers Compensation**

Leave forms can be found in the BOCES Finance wing (copy room), or with department Administrative Assistants (Administrative Regulation: GBGG-E-1)

STAFF LEAVES AND ABSENCES – Administrative Regulation: GBGG-R

1. Pikes Peak BOCES (PPBOCES) values the regular, consistent work of every employee and believes that even the most competent substitute is less effective than the person regularly assigned to a position. The PPBOCES recognizes that there are circumstances and events which may require the absence of an employee and that an employee will always consider the impact of his or her absence on the work site and those that are served in making a professional decision for using leave days. It is a requirement for any position in the PPBOCES that an employee establishes and maintains regular and ongoing attendance in one's work. Leave is available to all employees working .5 FTE or greater. Leave outlined below is based on 1.0 FTE; for regular part-time employees, the leave entitlement shall be directly proportionate to their contracted FTE.

Contract Days	Maximum Leave Days
145 & below	6 days
146	9 days
179-190	11 days
200	12 days
260	15 days

2. **Staff Leave May Be Used in the Following Situations:**
   - An illness or medical need of the employee
   - An illness or medical need of a member of the employee's immediate family
   - The death of a family member or friend
   - A major family/individual event (wedding, graduation, religious holiday, awards)
   - Personal legal/court appearances (other than jury duty or court-ordered appearances)
   - Other emergencies of a personal nature, as approved by the Executive Director.

3. **Staff Leave May Not Be Used in the Following Situations, Unless Prior Approval Has Been Given by the Executive Director:**
   - Vacation days
   - During the first or last weeks of the academic year
   - The day before or after a holiday or school vacation
   - On any day that the PPBOCES, or the district to which the employee is assigned, has added to the calendar to make up for snow days or other closures
   - In lieu of notice given to resign or retire from the PPBOCES
   - More than TWO days of *consecutive* leave must be approved by the Executive Director.

4. **Medical:** In any case in which an employee has used 6 days of *consecutive* Staff Leave, or in instances where the PPBOCES reasonably believes it is necessary to do so, the PPBOCES may require the employee to secure written verification from a physician attesting to the medical condition which requires that the employee be on leave or continued leave. The PPBOCES may accept a medical opinion from the employee's physician, or the PPBOCES may select another physician to examine the employee and to provide a medical opinion.
5. If the PPBOCES selects another physician, the PPBOCES shall pay for the medical examination and the opinion of the physician. All medical information shall be used only for the purposes specified in this policy and shall be maintained in a separate confidential file.
6. Any employee who uses leave in excess of earned leave or in a manner not covered under this policy will have the excess day(s) deducted from their paycheck based upon their daily rate of pay.
7. Individuals who have been employed within PPBOCES member districts who become employees of the PPBOCES instructional staff shall retain their accumulated leave days up to 60 days, in accordance with this regulation and Policy GBGG.
8. Employees shall notify the PPBOCES Office of Human Resources and the affected district(s) of their absence prior to 7:30 a.m. of each day of the employee's absence. Upon their return, the employee shall complete and forward to the PPBOCES Human Resource Office the appropriate absentee form via email.
9. Staff Leave may be accumulated to a maximum of 60 days, and accumulated at the rates and for the reasons described in this regulation. Upon accumulation of Staff Leave in excess of 60 days, staff will be reimbursed at half the current daily substitute rate for each day over sixty (60) days, at a rate *not to exceed $50 per day*. Reimbursement shall occur in June of each year, in the employee's regular paycheck.

Employees are expected to report to work and return from scheduled breaks on time. If employees cannot report to work as scheduled, they must notify their supervisor and HR no later than their regular starting time. This notification does not excuse the tardiness but simply notifies the supervisor that a schedule change may be necessary.

Employees who must leave work before the end of their scheduled shift must notify a supervisor immediately. Tardiness and early departures are each one-half an occurrence for this purpose of discipline under this policy.

Excessive absenteeism is defined as two or more occurrences of unexcused absence in a 30-day period and will result in disciplinary action. Eight occurrences of unexcused absence in a 12-month period are considered grounds for termination. Any employee who fails to report to work for a period of three days or more without notifying his or her supervisor will be considered to have abandoned the job and voluntarily terminated the employment relationship.

IDENTIFICATION BADGES

Employees will be issued either a photo ID Access Badge or a photo ID Badge. The Access badge will allow access to the building based on the requirements of each individual's position. New employees will receive their badge during their onboarding orientation with HR. For those currently employed who require a change in their badge please make an appointment by email hr@ppboces.org for an appointment. . **IF YOU LOSE YOUR BADGE, IMMEDIATELY CONTACT HR, AT: (719) 380-6237 *AND* YOUR**

SUPERVISOR. ***If the badge is lost or stolen the employee MUST PAY TO REPLACE THE BADGE. The cost to the employee is $10.00 per badge replaced.***

WORKMAN'S COMPENSATION

All employees are covered under the Workmen's Compensation Insurance Plan and will be entitled to all the prescribed benefits. If you are injured at work, contact **HR *at (719) 380-6237 immediately.***

All employees must obtain treatment for work-related injuries from one of the following designated providers:

UCHealth Occupational Medicine Clinic-Powers
2999 New Center Point CSC, 80922
719-364-6940

Colorado Occupational Medical Partners Inc.-Colorado Springs
3910 S Carefree Cir Ste B CSC, 80917
719-457-6001

Concentra Medical Center South
2322 S. Academy Blvd. CSC 80916
719-390-1727

UCHealth Occupational Medicine Clinic-Voyager
13445 Voyager Pkwy. CSC, 80921
719-365-3220

In the event of a non-emergency or after hour's injury, contact one of the providers at the non-emergency number listed above. In the unfortunate event of a life-or-limb threatening emergency, you will be sent to the nearest emergency medical facility. However, one of the medical providers designated above must provide all follow up care. If an unauthorized medical provider treats an employee, the employee will be responsible for payment of said treatment.

SICK LEAVE –

As outlined in Board policy GBGG, Staff Leave hours that are not used during the current calendar/fiscal year will be carried over to the next year and will be designated as Sick Leave. These converted hours may be used only for the medical need of an employee or the medical need of an employee's immediate family.

STAFF MILITARY LEAVE—FILE: GBGI (Excerpt)

An employee who as a member of a reserve or National Guard unit or any other branch of the military organized under state or federal law shall be granted military leave with a right of reinstatement in accordance with state and federal law. The employee shall receive full salary and benefits during such leave up to a maximum of 15 calendar days annually. The leave year shall be as established by the Pikes Peak BOCES (PPBOCES). All remaining leave to fulfill the annual military obligation shall be unpaid leave.

An employee who is required by the state or federal government to continue military service beyond the time for which leave with pay is allowed, shall be granted a leave of absence without pay for all such additional service.

STAFF BEREAVEMENT LEAVE – FILE: GBGJ

Bereavement leave is allowed to staff members for a death in the immediate family. For the purpose of this policy immediate family is defined as spouse, partner in a civil union, child, parent, sibling, spouse's parent, spouse's sibling, grandparents, and grandchildren. Absence necessitated by a death in the

employee's family of someone other than a member of the immediate family may be given the same consideration as a death in the immediate family upon recommendation of the employee's immediate supervisor and approval of the Executive Director.
The leave will be for three (3) days maximum per incident to be approved by the Executive Director or designee at no loss of pay. Employee absences which extend beyond three days due to a death in the family shall be charged to the employee's leave, or vacation leave if available, at the employee's option or, if the employee has no leave or vacation leave at that time, the absences shall be treated as leave without pay.

Employees shall notify the PPBOCES office and the affected district of their absence prior to 7:30 a.m. of each day of the employee's absence. Upon return of absence, the employee shall complete and forward to the PPBOCES Office of Fiscal Services the appropriate absentee form.

STAFF JURY DUTY AND WITNESS LEAVE – FILE: GBGK

The Pikes Peak BOCES (PPBOCES) Board recognizes the important role citizens play in our legal system, including the obligation to serve as jurors under appropriate circumstances and to appear in proceedings pursuant to subpoena
or other court order. All employees of the PPBOCES shall be excused for jury duty or when ordered to appear in a proceeding pursuant to subpoena or other court order with no jeopardy to their employment, compensation, annual leave or other leave.

STAFF VICTIM LEAVE – FILE: GBGL

Any staff member who has been employed with Pikes Peak BOCES (PPBOCES) for at least 12 months and is the victim of certain crimes/actions (listed below) may request and shall be granted up to three working days of leave during any 12-month period with pay. **Under extenuating circumstances the PPBOCES Board authorizes the Executive Director to extend under this policy for any of the following purposes:**

1. To seek a civil restraining order to prevent domestic abuse as it is defined in state law
2. To obtain medical care or mental health counseling or both for the employee or the employee's children to address related physical or psychological injuries
3. To make the employee's home secure from the perpetrator or to seek new housing to escape from the perpetrator
4. To seek legal assistance to address related issues and attend and prepare for court- related proceedings

Except in cases of imminent danger to the health or safety of the employee, an employee seeking victim leave shall provide as much advance notice to PPBOCES as possible, as well as appropriate documentation requested by the employee's supervisor. The employee does not need to exhaust other applicable leave prior to being granted this type of leave. All information related to the employee's leave shall be kept confidential and copies of any related documents retained by the PPBOCES shall be marked confidential and stored in a secure location separate from routine personnel documents.

This Leave applies to the following crimes/actions as defined in state law:

1. Domestic abuse
2. Stalking
3. Sexual assault
4. Any other crime where a court finds that the underlying factual basis includes an act of domestic violence.

PERSONNEL RECORDS AND FILES—FILE: GBJ

The Director of Fiscal Services is authorized and directed to develop and implement a comprehensive and efficient system of personnel records under the following guidelines:

1. A personnel folder for each employee, licensed and classified, shall be accurately maintained in the Pikes Peak BOCES (PPBOCES) administrative office. Personnel records shall include home addresses and telephone numbers, financial information, and other information maintained because of the employer-employee relationship.
2. All personnel records of individual employees shall be considered confidential except for the information listed below. They shall not be open for public inspection except as may be required by the Colorado Public (Open) Records Act or by court order or lawfully issued subpoena. The Director of Fiscal Services and designees shall take the necessary steps to safeguard against unauthorized use of all confidential material.
3. Employees shall have the right, upon request, to review the contents of their own personnel files, with the exception of references and recommendations provided to the PPBOCES on a confidential basis by universities, colleges or persons not connected with the PPBOCES.
4. **The following information in personnel records and files shall be available for public inspection:**
    a. Applications of past or current employees, except for such information as social security number, address, name of spouse and/or children, and telephone number.
    b. Employment agreements
    c. Any amount paid or benefit provided incident to termination of employment
    d. Performance ratings except for evaluations of licensed personnel as noted below
    e. Any compensation including expense allowances and benefits
5. The evaluation report of licensed personnel, and all public records used in preparing the evaluation report shall be confidential and available only to those permitted access under state law.
6. PPBOCES employee's home addresses and telephone numbers shall not be released for general public or commercial use.
7. PPBOCES employees' medical records shall be kept in separate files and shall be kept confidential in accordance with applicable law and Board policy.

STAFF COMPLAINTS AND GRIEVANCES – FILE: GBK

It is the Pikes Peak BOCES (PPBOCES) Board's desire that procedures for settling differences provide for prompt and equitable resolution at the lowest possible administrative level and that each employee be assured an opportunity for orderly presentation and review of complaints without fear of reprisal.

A "grievance" is defined as an alleged material violation of Board policies and associated administrative regulations that apply to all employees. Nothing in this policy shall be construed to imply in any manner the establishment of personal rights not explicitly established by statute or Board policy. Neither shall anything in this policy be construed to establish any condition prerequisite relative to transfer, assignment, dismissal or any other employment decision relating to PPBOCES personnel.

All employment decisions remain within the sole and continuing discretion of the PPBOCES administration and/or Board, as appropriate, subject only to the conditions and limitations prescribed by Colorado law.

The PPBOCES believes that every effort should be made to settle employee grievances as promptly and equitably as possible and at the lowest possible administrative level. Employees are encouraged to take any complaint to their immediate supervisor, as experience has shown that problems can frequently be best settled through discussion and common understanding between the employee and his/her supervisor.

PROCEDURES FOR STAFF COMPLAINTS AND GRIEVANCES – Administrative Reg.: GBK-R

The employee may choose a person to assist him or her at any step of the grievance procedure. Any costs resulting from such assistance shall be the employee's responsibility. Individual or group grievances of employees shall be filed within 30 working days of the incident that is the subject of the grievance. Any grievance filed outside of this timeline shall not be considered pursuant to this regulation. A grievance shall be resolved as follows:

1. The grievance shall first be presented in writing to the persons having direct administrative or supervisory responsibility over the work of the employee involved in the grievance. If the grievance is with the employee's supervisor, then the grievance shall be presented to the supervisor's direct supervisor. The written grievance shall: (1) explain the specific incident that is the subject of the grievance in sufficient detail; (2) include a description of prior attempts to resolve the matter and the results of these attempts; and (3) discuss the reasons why the employee(s) is/are not satisfied with the prior results. The supervisor or administrator shall render a written decision within 10 working days.
2. If the grievance is not solved at Step 1, the employee(s) may present the written grievance to the Executive Director or designee who shall review the grievance and the report from Step 1 and render a written decision within 10 working days of receipt of the report from Step 1.
3. If the grievance is not solved at Step 2, the employee(s) may file a written request for review by the Board, which will be held within 20 working days of receipt of the report from Step 2. The Board's review will be of the written decision rendered in writing.
4. It will not be an evidentiary hearing. The Board's review of the grievance may be held in open session or in executive session, at the request of the employee(s), the Executive Director or the Board. The decision of the Board shall be final and shall be made in writing within 15 working days of the Board's review.

Notwithstanding the steps of the grievance procedure described above, an employee may discuss any problem at any time with any BOCES supervisor or administrator.

STAFF COMPLAINTS AND GRIEVANCES PIKES PEAK BOCES FORMAL GRIEVANCE FORM (Administrative Regulation: GBK-E): Form can be found in the back of this document & in the HR/Finance offices.

STAFF RELATIONS WITH SCHOOL DISTRICTS – FILE: GBN

Staff members of Pikes Peak BOCES (PPBOCES) working in member and associate schools shall follow the line of authority established in that school. All agency employees shall be under the direct authority of the building principal in any school in which they are working.

Communications between staff members of PPBOCES and the member or associate member school districts shall be directed to the designated administrator of the district. Staff members of PPBOCES who make written replies to requests from staff members of school districts shall send a copy of the reply to the designated administrator of the district unless directed otherwise by the Executive Director or designee. It is the responsibility of the PPBOCES staff to keep the administrators of their assigned schools informed of their schedule, absences, and any changes in the schedule.

RETIREMENT OF STAFF—FILE: GBQE

Employment decisions of the Pikes Peak BOCES (PPBOCES) Board are based on many factors. Therefore, the Board has no mandatory retirement age for employees. Employees are encouraged to make their own

retirement decisions and to give written notice to the Board once a retirement date has been established. PERA retirees may apply for available positions with PPBOCES. All employment decisions remain within the sole and continuing discretion of the administration and/or Board, as appropriate, subject only to the conditions and limitations prescribed by Colorado law.

PROFESSIONAL STAFF POSITIONS—FILE: GCA

All instructional and administrative positions in the Pikes Peak BOCES (PPBOCES) shall be established initially by the PPBOCES Board. All changes in the titles and/or responsibilities of administrative and supervisory positions shall be approved by the Board.

The Board delegates to the Executive Director the task of writing job descriptions that must include any essential functions required for specific positions. Unless otherwise designated by contract, professional staff employees, including teachers, shall be considered "at will" employees who serve at the pleasure of the Board and shall only have those rights established by Board policy.

PROFESSIONAL STAFF CONTRACTS AND COMPENSATION SALARY SCHEDULES– FILE: GCBA

ALL SALARY SCHEDULES CAN BE FOUND ON OUR WEBSITE.

Professional staff contracts at all times shall be conditioned upon and subject to the requirement that the teacher or administrator hold or be entitled to hold a Colorado teaching or administrative license or letter or authorization issued in the manner prescribed by law. Upon failure of a teacher or administrator to meet this requirement, the contract shall be terminated automatically without further action by either the Board or the staff member. Individuals who are appointed to an administrative position that has been designated by the Pikes Peak BOCES (PPBOCES) as not requiring a Colorado administrative license shall be exempt from this requirement. Such individuals shall still meet the PPBOCES requirements for professional growth. Notwithstanding the specification of or specific reference to any law referred to in contracts, contracts shall be subject to and include all laws of the federal, state and local government and all Board policies in existence on the effective date of the contract or as may be subsequently amended. All teachers and administrators are required to meet the requirements for professional growth. Teachers and administrators failing to meet these requirements shall not receive salary increases provided for in the salary schedule and this failure or shortcoming shall constitute a breach of contract. Within the framework of state statutes, employees who do not comply with the requirements of the Board and state may not be granted salary increases or they may not be retained on the staff. It is the Board's intent to review all compensation plans annually. Once adopted by the Board, these plans of compensation shall be displayed in the Board's policy manual.

CHANGE OF PLACEMENT ON SALARY SCHEDULES

Prior to any change of placement on salary schedules for professional development the following process shall apply:

1. Application for horizontal movement on the salary schedule should be made to the Executive Director or designee on or before September 1 of each year. Schedule advancement granted shall be recognized as a full increment for the year. Semester hours required for horizontal movement on the salary schedule must be graduate-level hours earned at an accredited institution of higher

learning that directly relates to the staff members assignment and the State standards and curriculum of their specifically assigned area.

2. Undergraduate course work will be approved only when such work expands the teacher's license and is a direct benefit to the teacher's assigned duties. All undergraduate course work requires the prior approval of the Executive Director or designee.

Colorado Department of Education (CDE) course work may only apply for salary schedule advancement when the following conditions are met:

1. Work must be preapproved,
2. Course work will benefit the teacher's assignment and duties,
3. Credits must be earned on teacher's own time, and
4. CDE credit will only be approved by the Executive Director or designee not to exceed 8 credits in three years.
5. Licensed employees shall provide certified copies of all transcripts for proper placement on the salary schedule.
6. Only those college credits earned after the completion of an approved teacher training or degree program shall be recognized for placement on the salary schedule.

Administrators

Mentors for administrators may be selected from a variety of sources including BOCES personnel, personnel from school districts, and retired administrators.

PROFESSIONAL STAFF INDUCTION PROGRAM—FILE: GCHC (Excerpt)

In accordance with law, the Pikes Peak BOCES (PPBOCES) shall provide an induction program for the continuing professional development of teachers, special service providers, principals, and administrators with initial licenses just entering the profession and new to the PPBOCES. The purpose of the induction program under the educator licensing law shall be to promote purposeful learning by inductees rather than learning about the art and craft of teaching through trial and error. The goal of the induction program is to enhance the job satisfaction of its educators by providing a collegial atmosphere for teaching and learning. The induction program shall provide for supervision by mentors and ongoing professional development and training, including ethics and performance evaluation in accordance with the PPBOCES performance evaluation system.

The PPBOCES induction program shall include four major components:

1. Orientation of newcomers to new professional roles
2. Socialization and transition problems normally faced by newcomers to organizations
3. Technical skill refinement and development including ethics
4. Performance assessment

Through the induction program, inductees shall be provided information about PPBOCES Board policies and regulations, goals, content standards, and educator roles and responsibilities. A mentor shall be selected for each inductee to model the professionalism of the teaching staff employed by this BOCES and its member districts.

It is recognized that the content and experience needed by an inductee will vary, based on each individual's previous experiences prior to receiving an initial license. Pikes Peak BOCES shall establish criteria to evaluate an inductee who has successfully completed the program.

Among the important criteria shall be completion of activities listed in the inductee's professional growth plan, evidence in the inductee's portfolio of meeting or exceeding the professional educator standards, satisfactory summative evaluation by the supervisor and recommendations by the mentor and supervisor. The inductee's supervisor shall make a recommendation to the BOCES Executive Director regarding the completion of the induction program. The inductee's supervisor shall be responsible for recommending the inductee to the state for a professional license.

Nothing in this policy nor in the induction program itself shall be construed to imply in any manner the establishment of any property rights or expectancy or entitlement to continued employment. A favorable recommendation that an inductee receive a professional teaching license at the conclusion of the induction program is a decision separate and distinct from any decision about continued employment with the PPBOCES.

All employment decisions remain within the sole and continuing discretion of the PPBOCES Board. PPBOCES personnel shall establish a process to evaluate the induction program so that it fits within the comprehensive BOCES-wide professional growth plan for BOCES personnel.

PROFESSIONAL STAFF TRAINING, WORKSHOPS, AND CONFERENCES – FILE: GCID

The Pikes Peak BOCES (PPBOCES) Board recognizes the importance of developing, improving, and extending staff skills. Licensure for a position does not mean necessarily that the individual possesses and will develop automatically optimal level job competencies. Situations must be arranged to assist personnel in the pragmatic interpretation of theoretical knowledge from related disciplines to the immediate experience. Further, opportunities must be provided systematically to ensure that personnel remain abreast of emerging information and technical knowledge.

The Board may provide professional growth through such means as the following:

1. Planned in-service programs and other workshops offered within the agency from time to time. Staff members shall be given the opportunity to help plan such programs.
2. Release time for visits to other programs and schools, or attendance at conferences, workshops, and other professional meetings.
3. Salary credit for additional educational training in accordance with the salary schedule. Credits must be earned at the employee's expense and time.

The directors shall have authority to approve release time for conferences and visitations and reimbursements for expenses, provided such activities are within budget allocations for staff development and requests for approval are submitted sufficiently in advance of the conference or visitation. The employee may use personal time for professional improvement, if the director does not approve requested professional leave.

EVALUATION OF LICENSED STAFF—FILE: GCO

The Pikes Peak BOCES (PPBOCES) Board recognizes that sound appraisal of teaching performance is critical in achieving the educational objectives of the PPBOCES. The Board expects its administrative staff to exert reasonable efforts to help and encourage staff members to develop their professional talents and instructional abilities to an optimum degree.

This policy and accompanying regulation shall be considered part of the PPBOCES's licensed personnel performance evaluation system. The PPBOCES's licensed personnel evaluation system shall be developed

and implemented in accordance with state law. The Board shall consult with administrators, teachers, parents and the
advisory PPBOCES licensed personnel performance evaluation council in developing and evaluating the PPBOCES's evaluation system.

In keeping with state law and Board policy, the performance evaluation system shall serve as a basis for the improvement of instruction, enhance the implementation of curricular programs, and measure professional growth and development and level of effectiveness of licensed personnel. The evaluation system also shall serve as the measurement of satisfactory performance and documentation for the nonrenewal of contracts or termination of contracts for unsatisfactory performance during the contract year, if applicable. For purposes of this policy and the PPBOCES's licensed personnel performance evaluation system, "unsatisfactory performance" shall be defined as a performance rating of "ineffective."

PPBOCES shall conduct all evaluations so as to observe the legal and constitutional rights of licensed personnel. No informality in any evaluation or in the manner of making or recording any evaluation shall invalidate the evaluation. No minor deviation in the evaluation procedures shall invalidate the process or the evaluation report.

Licensed personnel, unless otherwise designated by contract, shall be considered "at will" employees who serve at the pleasure of the Board and shall have only those employment rights expressly established by Board policy. Nothing in this policy shall be construed to imply in any manner the establishment of any property rights or expectancy or entitlement to continued employment not explicitly established by statute, Board policy or contract. Neither shall this policy and/or the evaluation system be deemed or construed to establish any conditions prerequisite relative to renewal of contracts, transfer, assignment, termination, or other employment decisions relating to PPBOCES personnel. The Board reserves the right to discipline or terminate a licensed staff member without regard to the outcome of any past or pending evaluation.

Unless an evaluator acts in bad faith or maliciously with respect to the application of a procedure associated with the evaluation process, any misapplication of a procedure, failure to apply a procedure or adhere to a prescribed timeline shall not be an impediment to or prevent the Board from modifying an employee's contract status, employment status, or assignment under the terms of the employment contract and state law. The content of the evaluation, the ratings given and any improvement or remediation plan shall not be grievable under the PPBOCES' formal grievance process. All employment decisions remain within the sole and continuing discretion of the PPBOCES Board, subject only to the conditions and limitations prescribed by Colorado law.

EVALUATION OF LICENSED PERSONNEL- FILE: GCO_R

The procedures necessary to administer and implement the policy accompanying this regulation and the Pikes Peak BOCES's (PPBOCES) licensed personnel evaluation system are as follows:

Basic requirements

1. All licensed personnel shall be evaluated by an administrator/supervisor who has a principal or administrator license issued by the Colorado Department of Education and/or such administrator's/supervisor's designee, who has received education and training in evaluation skills required by law and approved by the Colorado Department of Education that will enable the evaluator to make fair, professional and credible evaluations of the licensed personnel whom the evaluator is responsible for evaluating.

2. The standards for effective performance of licensed personnel and the criteria to be used in determining whether performance meets these standards shall be available in writing to all licensed personnel. Such standards and criteria shall be communicated and discussed by the person being evaluated and the evaluator prior to and during the course of the evaluation.
3. The system shall identify the various methods of evaluation, which shall include but not be limited to direct observations and a process of systematic data- gathering.

Information collection

The evaluator shall directly observe the licensed staff member and gather other data in accordance with the PPBOCES's evaluation system and state law. No evaluation information shall be gathered by electronic devices without the consent of the licensed staff member. Peer, parent or student input may be obtained from standardized surveys as part of a teacher's evaluation. Each principal's evaluation shall include input from teachers employed at the school and may include input from the students enrolled at the school and their parents.

Frequency and Duration

Teachers shall receive the written evaluation report at least two weeks before the last class day of the school year. Principals shall receive one evaluation that results in a written report each academic year. All other administrators will be evaluated at least annually. Each evaluation will result in a written report.

Variations will be permitted in this evaluation schedule, whether requested by the evaluator or licensed staff member, when the staff member is notified by the evaluator that an additional evaluation report is necessary for reasons consistent with one or more purposes of the evaluation system. Minor adjustments and variations in the evaluation process will be allowed in order to ensure that the evaluation process is thorough and that sufficient data is collected in accordance with the PPBOCES's evaluation system.

Informal evaluations and observations may be made whenever deemed appropriate by the PPBOCES.

Documentation

The evaluator will prepare a written evaluation report at the conclusion of the evaluation process which will include the following:

1. An improvement plan which is specific as to what improvements, if any, are needed in the licensed staff member's performance and which clearly sets forth recommendations for improvements. If the person evaluated is a teacher or a principal, the plan shall include recommendations for additional education and training during the teacher's or principal's license renewal process.
2. Specific information about the strengths and weaknesses in the licensed staff member's performance.
3. Documentation identifying when a direct observation was made.
4. Identification of data sources.

The evaluation report will be discussed with the licensed staff member evaluated. Both the evaluator and the staff member will sign the report, and each will receive a copy. The signature of any person on

the report will not be construed to indicate agreement with the information contained therein. If the staff member disagrees with any of the conclusions or recommendations made in the evaluation report, he or she may attach any written explanation or other relevant documentation. Each report will be reviewed and signed by a supervisor of the evaluator.

Ineffective performance

A licensed staff member whose performance is deemed to be ineffective shall receive:

1. Written notice that his or her performance evaluation shows a rating of ineffective;
2. A copy of the documentation relied upon in measuring the staff member's performance; and
3. Identification of deficiencies.

Appeal

The conclusions of the evaluator will not be subject to further review except as otherwise provided in these procedures. The licensed staff member evaluated may appeal the application of the evaluation procedures by submitting a request for review to the supervisor of the evaluator to determine if the procedures were followed during the evaluation.

EVALUATION OF STAFF- File: GCOC

The Executive Director shall institute and maintain a comprehensive program for the evaluation of all Pikes Peak BOCES (PPBOCES) personnel, including teachers, specialized service professionals, principals, licensed administrators, other administrators or supervisors, paraprofessionals, and other support staff. The purpose of staff evaluations shall be to assist staff in developing and strengthening their professional abilities, improve the instructional program, enhance the implementation of curricular programs, enhance professional growth and development and level of performance of staff, and to assist in meeting the goals of the PPBOCES. The evaluation system also shall serve as the measurement of satisfactory performance and documentation for an unsatisfactory performance dismissal proceeding under state law, if applicable.

The evaluation process shall provide for:

1. Cooperative planning of job performance objectives by staff member and evaluator.
2. Evaluation in relation to job description and objective accomplishments.
3. Means for self-evaluation.

All licensed administrators or principals that administer, direct, or supervise the instructional program shall be evaluated consistent with state law.

The basic requirements of the evaluation system shall be:

1. All licensed staff shall be regularly evaluated by properly licensed supervisors who have principal or administrator license and training in evaluation skills which will enable them to make fair, professional, and credible evaluations of the personnel whom they are responsible for evaluating.
2. All evaluations shall be conducted in a fair and friendly manner and shall be based on predetermined written criteria which pertain to the staff member's position.
3. Standards for satisfactory performance of staff and criteria which can be used to determine whether performance meets such standards shall be developed. Performance criteria shall be stated in the job description.

4. Evaluation standards and criteria shall be given in writing to all staff and shall be communicated and discussed by the person being evaluated and the evaluator prior to and during the course of the evaluation.
5. The system shall identify the various methods which will be used for information collection during the evaluation process such as direct and informal observation and peer, parent, or student input obtained from standardized surveys. All data on which an evaluation judgment is based will be documented to the extent possible and available for the staff member's review.
6. The evaluation system shall specify the frequency and duration of the evaluation process which shall be on a regular basis to ensure the collection of a sufficient amount of data from which reliable conclusions and findings may be drawn.
7. All written evaluation reports shall be specific as to performance strengths and weaknesses, specifically identify if and when a direct observation was made, identify data sources, and contain a written improvement plan, if needed. The written improvement plan shall be specific as to what improvements if any are needed in performance.
8. The staff member concerned shall have an opportunity to review the document with the supervisor who makes the evaluation, and both shall sign it. The evaluation document shall be reviewed by a supervisor of the evaluator whose signature also shall appear on it. If the Executive Director is the evaluator, the signature shall be that of the Chairperson of the Superintendents' Advisory Council.
9. If the staff member disagrees with any of the conclusions or recommendations made in the evaluation report, he or she may attach any written explanation or other relevant documentation.

The Executive Director shall make regular reports to the Board concerning the outcome of administrator evaluations. Nothing in this policy shall be construed to imply in any manner the establishment of any property rights or expectancy or entitlement to continued employment not explicitly established by statute, Board policy, or contract. Neither shall this policy and/or the evaluation system be deemed or construed to establish any condition prerequisite relative to renewal of contracts, transfer, assignment, dismissal, or other employment decisions relating to PPBOCES personnel. Unless an evaluator acts in bad faith or maliciously with respect to the application of a procedure associated with evaluation process, any misapplication of a procedure, failure to apply a procedure or adhere to a prescribed timeline shall not be an impediment to or prevent the Board from modifying an employee's contract status or assignment under the terms of the employment contract and state law. The content of the evaluation, the ratings given and any improvement or remediation plan shall not be grievable under the PPBOCES' formal grievance process. All employment decisions remain within the sole and continuing discretion of the PPBOCES Board, subject only to the conditions and limitations as may be prescribed by Colorado law.

RESIGNATION OF PROFESSIONAL STAFF- FILE: GCQC (Excerpt)

A professional staff member is encouraged to give at least 30 days written notice to the Pikes Peak BOCES (PPBOCES) prior to resigning employment. The PPBOCES shall comply with the reporting requirements concerning allegations of unlawful behavior involving a child and other offenses, in accordance with state law and the regulation accompanying this policy. Mandatory reporting requirements: If an employee resigns as a result of an allegation of unlawful behavior involving a child, including unlawful sexual behavior, which is supported by a preponderance of evidence, the Executive Director is delegated the responsibility for notifying the Colorado Department of Education (CDE) as soon as possible but no later than ten (10) business days after the employee's resignation. The Executive Director shall provide, any information requested by the department concerning the circumstances of the resignation. The BOCES also shall notify the employee that information concerning the resignation is being forwarded to CDE unless such notice would conflict with the confidentiality requirements of the Child Protection Act.

DISCIPLINE, SUSPENSION AND TERMINATION OF PROFESSIONAL STAFF (And Contract Nonrenewal)— FILE: GCQF (Excerpt)

All BOCES professional staff members, unless otherwise designated by contract, shall be considered "at will" employees who serve at the pleasure of the Board and shall have only those employment rights expressly established by Board policy. Professional staff members shall be employed for such time as the BOCES is in need of or desirous of the services of such employees. The Executive Director shall be authorized to suspend with pay or place a professional staff member on unpaid administrative leave as a disciplinary measure and/or pending an internal investigation when a professional staff member is accused of serious misconduct. The executive director shall report all such suspensions to the Board at its next meeting and shall make a recommendation if further disciplinary action is warranted, including but not limited to termination. The Board shall make the final decision regarding the termination of any professional staff member. The BOCES shall comply with the reporting requirements concerning allegations of unlawful behavior involving a child and other offenses, in accordance with state law.

SUPPORT STAFF POSITIONS—FILE: GDA

Support staff employees, unless otherwise designated by contract, shall be considered "at will" employees who serve at the pleasure of the Pikes Peak BOCES (PPBOCES) and shall have only those employment rights expressly established by Board policy. Support staff members shall be employed for such time as the PPBOCES is in need of or desirous of the services of such employees. The Executive Director authorizes the hiring, transfers, and dismissal of support staff. In each case, the Executive Director shall approve a statement of job requirements. This shall be in the form of a job description setting forth the qualifications for the job, a detailed list of performance responsibilities and any required physical capabilities.

SUPPORT STAFF SALARY SCHEDULES – FILE: GDBA

The Pikes Peak BOCES (PPBOCES) Board will annually adopt salary schedules for the various categories of support staff personnel. Each support staff member will be placed on the appropriate schedule commensurate with, but not limited to, job category, experience and, if re-employed, satisfactory performance in employment position. The salary schedules adopted by the Board will remain in effect until changed or modified by the Board. Salary schedule increases are granted only at the beginning of each fiscal year, contingent upon the approval of the Board.

ALL SALARY SCHEDULES CAN BE FOUND ON OUR WEBSITE.

SUPPORT STAFF SUPPLEMENTARY PAY/OVERTIME – FILE: GDBC

Under the provisions of the Fair Labor Standards Act, overtime and/or compensatory time will be compensated at the rate of one and one-half time, and shall be earned by Pikes Peak BOCES (PPBOCES) non-exempt employees required to work over forty (40) hours during the regular workweek. Compensation time must be used within sixty (60) working days of the date earned.

- Flexible time may be arranged between employee and supervisor during a forty (40) hour workweek.
- A forty (40) hour work week starts at 12:01 a.m. on Sunday morning and ends at midnight on Saturday night.
- All overtime work shall require the advance approval of the employee's immediate supervisor.
- All hours worked shall be accurately recorded in the manner required by PPBOCES.

SUPPORT STAFF RECRUITING/HIRING—FILE: GDE/GDF

The Pikes Peak BOCES (PPBOCES) Board shall establish and budget for classified positions on the basis of need and the financial resources of the PPBOCES. The recruitment and selection of candidates for these positions shall be the responsibility of the program director, or designee, who shall confer with principal(s) and other supervisory personnel in making a selection.

All vacancies shall be made known to the present staff. Anyone qualified for a position may submit an application.

Prior to hiring any person, in accordance with state law, the PPBOCES shall conduct background checks with the Colorado Department of Education, the Colorado Bureau of Investigations and previous employers regarding the applicant's fitness for employment.

All applicants recommended for a position with the PPBOCES shall submit a set of fingerprints and a notarized form with information about felony or misdemeanor convictions as required by law. Applicants may be conditionally employed prior to receiving the fingerprint results.

A program director shall submit recommendations for hire to the Executive Director, who shall have the authority to officially appoint the selected individuals. Upon the hiring of any employee, information required by federal and state child support laws will be timely forwarded by the PPBOCES to the appropriate state agency.

RESIGNATION OF SUPPORT STAFF—FILE: GDQB

Support staff employees are encouraged to give two (2) weeks written notice to the Pikes Peak BOCES (PPBOCES) prior to resigning employment. If an employee resigns as a result of an allegation of unlawful behavior involving a child, including unlawful sexual behavior, which is supported by a preponderance of evidence, the Executive Director is delegated the responsibility for immediately notifying the Colorado Department of Education (CDE) and for providing any information requested by the department concerning the circumstances of the resignation. The PPBOCES also shall notify the employee that information concerning the resignation is being forwarded to CDE unless such notice would conflict with the confidentiality requirements of the Child Protection Act.

DISCIPLINE, SUSPENSION AND DISMISSAL OF CLASSIFIED AND SUPPORT STAFF—FILE: GDQD

Support staff employees, unless otherwise designated by contract, shall be considered "at will" employees who serve at the pleasure of the Board and shall have only those employment rights expressly established by Board policy. Support staff members shall be employed for such time as the Pikes Peak BOCES is in need of or desirous of the services of such employees.

The Board delegates to the Executive Director the authority to dismiss support staff members. The Executive Director may delegate this authority to other appropriate personnel such as the Personnel Supervisor. All dismissals of support staff members shall be reported to the Board at its next regular meeting.

The Executive Director also may suspend employees from their assignments as a disciplinary measure, with or without pay.

The PPBOCES shall comply with the reporting requirements concerning allegations of unlawful behavior involving a child and other offenses, in accordance with state law.

SCHOOL YEAR/SCHOOL CALENDAR/ INSTRUCTION TIME – FILE: IC-ICA (Excerpt)

Prior to the end of the school year, the Board shall determine the length of time during which PPBOCES schools shall be in session during the next school year. The number of hours/days of planned teacher-student instruction and of teacher-student contact shall be consistent with the Board's definition of "actively engaged in the educational process," shall meet or exceed the requirements of state law and shall include a sufficient number of days to allow the executive director flexibility in preparing a calendar that supports the PPBOCES' educational objectives, including how best to address the needs of all students to enable them to meet or exceed state and PPBOCES content standards.

The Board defines "actively engaged in the educational process" as time when students are working toward achieving educational objectives under the supervision of a licensed teacher, including:

- classroom instruction time
- individual student work time while at school, including study hall and library research
- school-related field trips
- independent study insofar as such study is allowed under PPBOCES policy
- assemblies

"Actively engaged in the educational process" shall not include:

- lunch
- time students spend before school waiting for classes to begin and time after the last class of the day, including waiting for the bus
- recess time
- teacher preparation time
- passing periods between classes

LICENSE RENEWAL

It is the responsibility of the employee to renew his/her license. To ensure recertification credit, employees should check with the Colorado Department of Education for in services and continuing education classes that are approved by CDE, as classes and workshops are not automatically approved. Employees should be particularly attentive to the Colorado Licensure Act. Expired licenses are subject to review & may result in termination.

USE OF BOCES OWNED CELL PHONES

Cell phones are provided to certain BOCES staff in order that we may better communicate the business of the BOCES more effectively. Such phones are not provided for personal use. On the occasion that cell phones are used for personal business, such usage will be held to a minimum.

SCHOOL CALENDARS

All Staff follows the PPBOCES calendar that correlates to their contract or work agreement.
All Calendars can also be found on the company website: www.ppboces.org or in the company forms sorter located in the upper level copy room (Admin/Finance wing).

THE FOLLOWING PAGE MUST BE SIGNED/DATED AND RETURNED TO HUMAN RESOUCES:

Employee Acknowledgement form – Employee Must Sign All Areas of Acknowledgement and Initial on the Lines Before Each Point

_____ I, THE UNDERSIGNED EMPLOYEE OF Pikes Peak BOCES, have received a copy of the **Alcohol and Drug-Free Workplace** and I agree to abide by the terms of the policy. I also agree to notify my supervisor if I am convicted of violating a criminal drug statute in the workplace no later than five days after the date of such conviction.

_____ I, THE UNDERSIGNED EMPLOYEE OF Pikes Peak BOCES, have received a copy of the **Staff Leaves and Absences** and I agree to abide by the terms of this policy.

> **All absences or leave must be reported (phone call or e-mail) prior to 7:30 a.m. on the day of such leave.**
> **Employees are expected to report to work and return from scheduled breaks on time.** If employees cannot report to work as scheduled, they must notify their supervisor and HR (hr@ppboces.org) no later than their regular starting time. This notification does not excuse the tardiness but simply notifies the supervisor that a schedule change may be necessary.
> ***Any employee who fails to report to work for a period of three days or more without notifying his or her supervisor will be considered to have abandoned the job and voluntarily terminated the employment relationship.***

_____ I, THE UNDERSIGNED EMPLOYEE OF Pikes Peak BOCES, have received a copy of the **Staff Use of the Internet and Electronic Communications (Annual Acceptable Use Agreement)** and I agree to abide by the terms of this policy.

> _____ I have read, understand and will abide by the Pikes Peak BOCES' (PPBOCES) policy on Staff Use of the Internet and Electronic Communications. Should I commit any violation or in any way misuse my access to the PPBOCES' technology devices, including use of the Internet and electronic communications, I understand and agree that my access privileges may be revoked and disciplinary and/or legal action may be taken.
>
> _____ I hereby release the PPBOCES from all costs, claims, damages or losses resulting from my use of PPBOCES technology devices, including use of the Internet and electronic communications, including but not limited to any user fees or charges incurred through the purchase of goods or services.
>
> _____ I understand that my signature on this Acceptable Use Agreement is binding, and indicates that I have read the PPBOCES' policy on Staff Use of the Internet and Electronic Communications and understand its significance.

I have read and understand the policies and procedures contained in the Pikes Peak BOCES Employee Handbook.

_____ _____

Signature **Date**

_____ _____

Printed Name **Job Title**