ANSONIA PUBLIC SCHOOLS
EMPLOYEE HANDBOOK
2026-2027

Welcome to Ansonia Public Schools!

This 2026-2027 Employee Handbook has been developed to help you become better acquainted with Ansonia and to answer many of your questions whether you are a veteran employee or a newly hired member of our staff. We welcome you back if you are returning, and we thank you for your continued commitment to Ansonia. If you are new to Ansonia, we welcome you to our community of learners and we look forward to the exciting new contributions each of you will make in the coming year. Thank you all for choosing Ansonia!

As an employee of Ansonia Public Schools, you are very important to our success. Our goal is to provide the finest quality education to our students in a positive and responsive educational environment. Certainly, we need each member of the Ansonia community to be an integral part of that mission. Your daily efforts here at Ansonia directly influence both our students' learning and our teachers' teaching. We are pleased that you are part of our Ansonia community, and we hope that you will find your work to be both challenging and rewarding in the days ahead.

Each new year brings new hopes and challenges to us as educators and this year will be no different. However, if we remain positive, strive towards maintaining healthy minds and bodies, and embrace this difficult work as a team, we will most certainly bring a shared sense of commitment that is so necessary in today's school environments.

Thank you for being a part of Ansonia Public Schools.

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Word About This Handbook

- This 2026-2027 Employee Handbook contains information about the employment practices of the school, many of which reflect Board of Education's policies. We expect each employee to read this 2026-2027 Employee Handbook carefully, as it is a valuable reference for understanding your job and the school. The school retains the right to make decisions involving employment as needed in order to conduct its work in a manner that is beneficial to the employees and the school. This 2026-2027 Employee Handbook supersedes and replaces any and all prior Employee Handbooks.

- Please note that the **Ansonia Public Schools Policy Series 4000** contains additional important personnel information.

- The school complies with federal and state law and this handbook generally reflects those laws. The school also complies with any applicable local laws, even though there may not be any express written practices contained in the handbook. Except for the practice of at-will employment, the school reserves the right to revise, delete and add to the provisions of this 2026-2027 Employee Handbook at any time without further notice.

- The provisions of this 2026-2027 Employee Handbook are not intended to create contractual obligations with respect to any matters it covers. Nor is this 2026-2027 Employee Handbook intended to create a contract guaranteeing that you will be employed for any specific time period.

- Nothing in this 2026-2027 Employee Handbook is intended to unlawfully restrict an employee's right to engage in any of the rights guaranteed them by Section 7 of the National Labor Relations Act, including but not limited to, the right to engage in concerted protected activity for the purposes of their mutual aid and/or protection. Nothing in this 2026-2027 Employee Handbook will be interpreted, applied or enforced to interfere with, restrain or coerce employees in the exercise of Section 7 rights.

Equal Employment Opportunity

Ansonia is committed to equal employment opportunity. We will not discriminate against employees or applicants for employment on any legally-recognized basis [“protected class”] including, but not limited to: race; color; religion; genetic information; national origin; gender; pregnancy, childbirth, or related medical conditions; age; disability; citizenship status; uniform service member status; or any other protected class under federal, state, or local law.

In Connecticut, the following also are a protected class: race; color; religious creed; age; sex; pregnancy, childbirth, child-bearing capacity, sterilization, fertility or related medical conditions; marital status; national origin; ancestry; present or past history of mental disabilities; mental retardation; learning disability or physical disability; blindness; sexual orientation; gender identity or expression; off duty tobacco usage; status as a palliative marijuana patient or caregiver; housing status; genetic information; or status as a veteran.

Americans with Disabilities Act

Ansonia is committed to providing equal employment opportunities to qualified individuals with disabilities. This may include providing reasonable accommodation where appropriate in order for an otherwise qualified individual to perform the essential functions of the job. It is your responsibility to notify the Human Resources Director of the need for accommodation. Upon doing so, the Human Resources Director may ask you for your input or the type of accommodation you believe may be necessary or the functional limitations caused by your disability. Also, when appropriate, we may need your permission to obtain additional information from your physician or other medical or rehabilitation professionals. The school will not seek genetic information in connection with requests for accommodation. All medical information received by the school in connection with a request for accommodation will be treated as confidential.

A Word About our Employee Relations Philosophy

We are committed to providing the best possible climate for maximum development and goal achievement for all employees. Our practice is to treat each employee as an individual. We seek to develop a spirit of teamwork; individuals working together to attain a common goal.
In order to maintain an atmosphere where these goals can be accomplished, we provide a comfortable and progressive workplace. Most importantly, we have a workplace where communication is open, and problems can be discussed and resolved in a mutually respectful atmosphere. We consider individual circumstances and the individual employee.
We firmly believe that with direct communication, we can continue to resolve any difficulties that may arise and develop a mutually beneficial relationship.

Code Of Ethics And Professional Responsibility For Personnel

The **ANSONIA PUBLIC SCHOOLS** (the "School") requires all School employees to follow any applicable School policy concerning employee conduct, maintain high ethical and professional standards, and exhibit professional conduct and responsibility.

School employees shall comply with the following standards:

1. Maintain a just and courteous professional relationship with students, parents, staff members, members of the Board of Trustees, and others.

2. Make the well-being of students the fundamental value of all decision-making and actions.

3. Fulfill professional responsibilities with honesty and integrity.

4. Support the principle of due process and protect the civil and human rights of all individuals.

5. Obey local, state, and national laws.

6. Adhere to, implement, and (as applicable) enforce the School's policies and administrative rules and regulations.

7. Avoid using positions for personal gain through political, social, religious, economic, or other influence.

8. Accept academic degrees or professional certification only from duly accredited institutions.

9. Maintain the standards and seek to improve the effectiveness of the profession through research and continuing professional development.

10. Honor all contracts until fulfillment, release, or dissolution mutually agreed upon by all parties to the contract.

11. Refrain from engaging or participating in any activity and/or conduct, whether on duty or off duty, that is incompatible with the proper discharge of the employee's official duties, that would tend to impair the employee's independent judgment or action in the performance of the employee's professional duties, and/or that would erode the public's trust in the employee's ability to fulfill his/her professional duties.

12. Exhibit candor with supervisors and report to a supervisor any arrest or conviction of the employee that could erode the public's trust in the employee's ability to fulfill his/her professional duties.

13. Refrain from soliciting, accepting, or receiving, directly or indirectly, from any person, by rebate, gifts, or otherwise, any money, or anything of value whatsoever, or any promise, obligation, or contract for future reward or compensation in exchange for the performance of his/her duties as a School employee. It is recognized that instructional personnel may receive unsolicited gifts from time to time from students and their families, typically associated with holidays, the end of the year or other special occasions. This policy is not intended to prevent school personnel from accepting typical and customary gifts from students and their families in such circumstances.

14. Refrain from offering or providing any special consideration, treatment, favor, or advantage to any person, beyond that which is generally available to students and their families.

15. Teachers or other employees should refrain from providing transportation to any student, to or from school or to any school/or extracurricular function **without prior written consent**.

16. Teachers must adhere to the Connecticut Code of Professional Responsibility for Teachers (Regulations of Connecticut State Agencies Section 10-145d-400a), which Code is incorporated herein by reference.

17. Administrators must adhere to the Connecticut Code of Professional Responsibility for School Administrators (Regulations of Connecticut State Agencies Section 10-145d-400b), which Code is incorporated herein by reference.

Violations of this policy may result in disciplinary action, up to and including termination of employment.

Non-Discrimination (Policy 4111.01/4211.01)

ANSONIA PUBLIC SCHOOLS (the "School") will not make employment decisions (including decisions related to hiring, assignment, compensation, promotion, demotion, disciplinary action and termination) on the basis of race, color, religion, age, sex, marital status, sexual orientation, national origin, alienage, ancestry, disability, pregnancy, genetic information, veteran status, or gender identity or expression, except in the case of a bona fide occupational qualification.

It is the policy of the School that any form of discrimination or harassment on the basis of race, color, religion, age, sex, marital status, sexual orientation, national origin, alienage, ancestry, disability, pregnancy, genetic information, veteran status, or gender identity or expression, or any other basis prohibited by state or federal law is prohibited, whether by students, school employees or third parties subject to the control of the school. The School's prohibition of discrimination or harassment in its educational programs or activities expressly extends to academic, nonacademic and extracurricular activities, including athletics. It is also the policy of the School to provide for the prompt and equitable resolution of complaints alleging any discrimination or harassment on the basis of protected characteristics such as race, color, religion, age, sex, marital status, sexual orientation, national origin, alienage, ancestry, disability, pregnancy, genetic information, veteran status, or gender identity or expression.

For the purposes of this policy, "veteran" means any person honorably discharged from, released under honorable conditions from or released with an other than honorable discharge based on a qualifying condition from active service in, the United States Army, Navy, Marine Corps, Coast Guard and Air Force and any reserve component thereof, including the Connecticut National Guard. "Qualifying condition" means (A) a diagnosis of post-traumatic stress disorder or traumatic brain injury made by an individual licensed to provide health care services at a United States Department of Veterans Affairs facility, (B) an experience of military sexual trauma disclosed to an individual licensed to provide health care services at a United States Department of Veterans Affairs facility, or (C) a determination that sexual orientation, gender identity, or gender expression was more likely than not the primary reason for an other than honorable discharge, as determined in accordance with Conn. Gen. Stat. §§ 27-103(c), (d).

For the purposes of this policy, "genetic information" means the information about genes, gene products, or inherited characteristics that may derive from an individual or a family member. "Genetic information" may also include an individuals' family medical history, the results of an individual's or family member's genetic tests, the fact that an individual or an individual's family member sought or received genetic services, and genetic information of a fetus carried by an individual or an individual's family member or an embryo lawfully held by an individual or family member receiving assistive reproductive services.

For the purposes of this policy, "gender identity or expression" means a person's gender-related identity, appearance or behavior, whether or not that gender-related identity, appearance or behavior is different from that traditionally associated with the person's physiology or assigned sex at birth, which gender-related identity can be shown by providing evidence including, but not limited to, medical history, care or treatment of the gender-related identity, consistent and uniform assertion of the gender-related identity or any other evidence that the gender-related identity is sincerely held, part of a person's core identity or not being asserted for an improper purpose.

For the purposes of this policy, "race" is inclusive of ethnic traits historically associated with race, including but not limited to, hair texture and protective hairstyles. "Protective hairstyles" includes, but is not limited to, wigs, headwraps and hairstyles such as individual braids, cornrows, locs, twists, Bantu knots, afros and afro puffs.

Any employee wishing to file a complaint regarding discrimination or harassment may obtain a copy of the School's complaint procedures and complaint form, which are included in the School's Administrative Regulations Regarding Non-Discrimination/Personnel. These regulations accompany School Policy # 4500 and are available online at website address for School policies or upon request from the School.

If a complaint involves allegations of discrimination or harassment based on reasons such as gender/sex, gender identity, sexual orientation, disability or pregnancy, such complaints will be handled under other appropriate policies (e.g.Policy #4700, Sex Discrimination/Harassment in the Workplace ; Policy #4650, Section 504/ADA ((Personnel).

Any employee also may file a complaint with the Office for Civil Rights, U.S. Department of Education ("OCR"):

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

Employees may also file a complaint regarding employment discrimination or harassment with the Equal Employment Opportunity Commission:

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

Employees may also file a complaint with the Connecticut Commission on Human Rights and Opportunities:

Connecticut Commission on Human Rights and Opportunities
450 Columbus Blvd.
Hartford, CT 06103-1835
(8860-541-3400 or Connecticut Toll Free Number: 1-800-477-5737)

Anyone who has questions or concerns about these regulations, and/or who may wish to request or discuss accommodations based on religion, may contact:

Anyone who has questions or concerns about the School's policies regarding discrimination or harassment on the basis of gender/sex, gender identity, or sexual orientation may contact the School's Title IX Coordinator: Erich Marriott

Anyone who has questions or concerns about the School's policies regarding discrimination or harassment on the basis of disability, and/or who may wish to request or

discuss accommodations for a disability, may contact the School's Section 504/ADA Coordinator: Nicole Fenech

Introductory Period

- INTRODUCTORY PERIOD: All employees are on an introductory period during their first 90 days of employment. Unless stipulated differently in your union contract.

- During this time, you will be able to determine if your new job is suitable for you and the Principal will have an opportunity to evaluate your work performance. However, the completion of the introductory period does not guarantee employment for any period of time since you are an at-will employee both during and after your introductory period. (At-will employment refers to non-union employees. Union contracts supersedes handbook language).

Certification, Licensing and Other Requirements

You will be informed by our **Human Resource Specialist** if there are any licensing, certification or testing requirements for your job. Failure to qualify or to maintain a certification or license may be sufficient cause for discharge.

Immigration Reform and Control Act

In compliance with the federal Immigration Reform and Control Act of 1986 (IRCA), as amended, and any state law requirements, if applicable, Ansonia is committed to employing only individuals who are authorized to work in the United States.

Each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility.
If an employee is authorized to work in this country for a limited time period, the individual will be required to submit proof of renewed employment eligibility prior to expiration of that period to remain employed by the school.

New Employee Orientation

Upon joining Ansonia, you were given this copy of our 2026-2027 Employee Handbook by a member of our administrative team. After reading this 2026-2027 Employee Handbook please sign the receipt page and return it to our **Human Resources.** You will be asked to complete personnel, payroll and if applicable, benefit forms.

If you lose your copy of the 2026-2027 Employee Handbook it is posted on the district website.

Please see a member of our administrative team if you have specific questions about your specific role and job description responsibilities.

Talk to Us

We encourage you to bring your questions, suggestions and concerns to your building administrator who will carefully consider your questions, suggestions and concerns in our continuing effort to improve successful operations.

If you still have questions after meeting with your administrator, reach out to our Human Resources for further clarification on the matter at hand.

Your suggestions and comments on any subject are important, and we encourage you to take every opportunity to discuss them with us. Your job will not be adversely affected in any way because you choose to use this procedure.

Payroll

Recording Your Time

- All employees subject to this policy are required to accurately record all time worked.
- The workweek starts on Monday and ends on Sunday.
- Non-exempt employees must record their hours using our electronic timekeeping system. There are time clocks located in each of our buildings.
- Time off requests may be submitted through the time clock or by logging in to the following Link: https://ansoniapublicschoolsct.aws.executime.com/ExecuTime
- Accurately recording all of your time is required in order to be sure that you are paid for all hours worked. You are expected to follow the established procedures in keeping an accurate record of your hours worked. You are expected to work only your designated schedule unless pre-approved by your building administrator. Any problems with your time should be reported to your supervisor immediately.

Time must be recorded as follows:

- ★ Immediately before starting your shift.
- ★ Immediately after finishing work.
- ★ Immediately before resuming work.
- ★ Immediately after finishing work.
- ★ Immediately before and after any other time away from work. This includes any unpaid lunch periods.

- Exempt employees may be required to accurately record their time worked in accordance with federal and state wage and hour law.

Payday

You will be paid biweekly on Wednesday. Paydates will be posted on the district website. If you find discrepancies please contact Payroll immediately. Paystubs and tax information are readily available by accessing the Infinite Visions Self Serve Portal. End of the year W2s and 1095 will only be available on the portal. There will be no paper copies distributed this year.
Link to Payroll Dates

Garnishment/Child Support

When an employee's wages are garnished by a court order, Ansonia is legally bound to withhold the amount indicated in the garnishment order from the employee's paycheck. Ansonia will, however, honor applicable federal and state guidelines that protect a certain amount of an employee's income from being subject to garnishment.

Direct Deposit

You will receive your pay deposited into your designated bank account through our direct deposit program. To change your direct deposit use the link below and interoffice the form to payroll. The first paycheck after a change to direct deposit will be a paper check.
Link to Direct Deposit Form

Job Descriptions

The school maintains a job description for each position in the district. The job description outlines the essential duties and responsibilities of each position. When the duties and/or responsibilities of a position change, which may happen frequently, the job description is revised to reflect those changes.

Pay Advances

Pay advances will not be granted to employees.

Overtime

There may be times when you will need to work overtime so that we may meet the needs of our parents, guardians, and students. Although you will be given advance notice when feasible, this is not always possible. If you are a non-exempt employee, you must have all overtime approved in advance by your immediate supervisor..

Non-exempt employees will be paid at a rate of time and one-half their regular rate of pay for hours worked in excess of 40 hours in a workweek, unless state law provides a greater benefit in which case, we will comply with the state law or per union contract.

Only actual hours worked count toward computing weekly overtime.

If you have any questions concerning overtime pay, check with Payroll.

Employee Benefits

Ansonia has developed a comprehensive set of employee benefit programs to supplement our employees' regular wages. Our benefits represent a value of additional income to our employees.

Holidays

Paid holidays are contingent upon union contracts.

Personal Days/SickDays/Bereavement Leave

All days off are subject to Employee Contracts. Please refer to the district website under Bargaining agreements, or if you have a contract of one, refer to your individual contract. It is the employees responsibility to read and understand their contract. Any questions regarding the contract should be directed to Administration or Human Resources.

Refer to individual contracts
Links to:
Administration contract
Teacher contract
Paraprofessional contract
Secretary/Nurses contract
Custodians Contract
Food Service

Staff wishing to take personal leave must submit a request at least 2 working days in advance to their principal or supervisor. If on a requested date three (3) staff members are already approved for a personal day, that request will be forwarded to the Superintendent or designee for review. Personal days may be denied if they coincide with critical school days (e.g. start of the school year, state testing days, etc.).

Starting January 1, 2025 all part-time non-union staff are entitled to paid sick leave. Sick leave is accrued at the rate of 1 hour for every 30 hours of work. Not to exceed 40 hours per year. This begins on your 120th day of employment. Any unused sick time will be carried over to the following year. There is no buyout of sick time if you leave the district. Time is submitted through Time and Attendance and may be used in .25 hour increments.

Unpaid Days
Unpaid days may be authorized by the Superintendent only in extraordinary circumstances.

Federal Family and Medical Leave Act

The federal Family and Medical Leave Act ("FMLA") provides eligible employees the opportunity to take unpaid job-protected leave for certain specific reasons. The maximum amount of leave an employee may use is either 12 or 26 weeks within a 12-month period depending on the reasons for the leave. FMLA paperwork should be requested from the Human Resources Department as soon as the employee knows that such leave will be needed. Forms are on the following links:
Employee Form
Doctor's Employee Form
Doctor's Family Form
Fitness for Duty Form

● Employee Eligibility

To be eligible for FMLA leave, you must:

1. have worked at least 12 months for the school in the preceding seven years (limited exception applies to the seven-year requirement);
2. have worked at least 1,250 hours for the school over the preceding 12 months; and
3. currently work at a location where there are at least 50 employees within 75 miles.

All periods of absence from work due to or necessitated by service in the uniformed services are counted in determining FMLA eligibility.

● Conditions Triggering Leave

FMLA leave may be taken for the following reasons:

1. birth of a child, or to care for a newly-born child (up to 12 weeks);
2. placement of a child with the employee for adoption or foster care (up to 12 weeks);
3. to care for an immediate family member (employee's spouse, child, or parent) with a serious health condition (up to 12 weeks);
4. because of the employee's serious health condition that makes the employee unable to perform the employee's job (up to 12 weeks);
5. to care for a Covered Service member with a serious injury or illness related to certain types of military service (up to 26 weeks) (see Military Related FMLA Leave for more details); or
6. to handle certain qualifying exigencies arising out of the fact that the employee's spouse, son, daughter, or parent is on covered active duty or call to covered active duty status in the Uniformed Services (up to 12 weeks) (see Military-Related FMLA Leave for more details).

The maximum amount of leave that may be taken in a 12-month period for all reasons combined is 12 weeks, with one exception. For leave to care for a Covered Service member, the maximum combined leave entitlement is 26 weeks, with leaves for all other reasons constituting no more than 12 of those 26 weeks.

- Definitions

A “Serious Health Condition” is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job, or prevents the qualified family member from participating in school or other daily activities. Subject to certain conditions, the continuing treatment is requirement includes an incapacity of more than three full calendar days and two visits to a health care provider or one visit to a health care provider and a continuing regimen of care; an incapacity caused by pregnancy or prenatal visits, a chronic condition, or permanent or long-term conditions; or absences due to multiple treatments. Other situations may meet the definition of continuing treatment.

A “spouse” is the other person with whom an individual entered into marriage as defined or recognized under state law for purposes of marriage in the state where the marriage was entered into or, in the case of a marriage entered into outside of any state, if the marriage is valid in the place where entered into and could have been entered into in at least one state. This definition includes an individual in a same-sex or common law marriage that either: (1) was entered into in a state that recognizes such marriages, or (2) if entered into outside of any state, is valid in the place where entered into and could have been entered into in at least one state.

- Identifying the 12 Month Period

The 12-month period in which 12 weeks of leave may be taken is the calendar year. For leave to care for a covered service member, the school calculates the 12-month period beginning on the first day the eligible employee takes FMLA leave to care for a covered service member and ends 12 months after that date. FMLA leave for the birth or placement of a child for adoption or foster care must be concluded within 12 months of the birth or placement.

- Use Of Paid Leave

Accrued paid personal leave and accrued paid vacation will be substituted (in that order) for any unpaid portions of family or medical leave taken for any reason. However, where the leave is for the employee's own serious health condition, accrued paid sick leave shall be substituted for unpaid portions of family or medical leave prior to the substitution of accrued paid personal and accrued paid vacation leave. The amount of unpaid family or medical leave entitlement is reduced by the amount of paid leave that is substituted.

- ## Using Leave

Eligible employees may be eligible take FMLA leave in a single block of time, intermittently (in separate blocks of time), or by reducing the normal work schedule when medically necessary for the serious health condition of the employee or immediate family member, or in the case of a covered service member, his or her injury or illness. Eligible employees may also take intermittent or reduced-schedule leave for military qualifying exigencies.

Maintenance of Health Benefits

If you and/or your family participate in our group health plan, the school will maintain coverage during your FMLA leave on the same terms as if you had continued to work. If applicable, you must make arrangements to pay your share of health plan premiums while on leave. Failure to pay your share of the premiums will result in cancellation of your coverage. In some instances, the school may recover premiums it paid to maintain health coverage or other benefits for you and your family. Use of FMLA leave will not result in the loss of any employment benefit that accrued prior to the start of your leave.

- ## Notice and Medical Certification

When seeking FMLA leave, you are required to provide:

1. sufficient information for us to determine if the requested leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that you are unable to perform job functions, a family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. You must also inform the school if the requested leave is for a reason for which FMLA leave was previously taken or certified. If the need for leave is foreseeable, this information must be provided 30 days in advance of the anticipated beginning date of the leave. If the need for leave is not foreseeable, this information must be provided as soon as is practicable and in compliance with the school's normal call-in procedures, absent unusual circumstances.
2. medical certification supporting the need for leave due to a serious health condition affecting you or an immediate family member within 15 calendar days of the school request to provide the certification (additional time may be permitted in some circumstances). If you fail to do so, we may delay the commencement of your leave, withdraw any designation of FMLA leave or deny the leave, in which case your leave of absence would be treated in accordance with our standard leave of absence and attendance policies, subjecting you to discipline up to and including termination. Second or third medical opinions and periodic re-certifications may also be required;
3. periodic reports as deemed appropriate during the leave regarding your status and intent to return to work; and
4. medical certification of fitness for duty before returning to work, if the leave was due to your serious health condition. The school will require this certification to address whether you can perform the essential functions of your position.

Failure to comply with the foregoing requirements may result in delay or denial of leave, or disciplinary action, up to and including termination.

- ## Employer Responsibilities

To the extent required by law, the school will inform employees whether they are eligible under the FMLA. Should an employee be eligible for FMLA leave, the school will provide him or her with a notice that specifies any additional information required as well as the employee's rights and responsibilities. If employees are not eligible, the school will provide a reason for the ineligibility. The school will also inform employees if leave will be designated as FMLA-protected and, to the extent possible, note the amount of leave counted against the employee's leave entitlement. If the school determines that the leave is not FMLA-protected, the school will notify the employee.

- ## Job Restoration

Upon returning from FMLA leave, eligible employees will typically be restored to their original job or to an equivalent job with equivalent pay, benefits, and other employment terms and conditions.

- ## Failure to Return after FMLA Leave

Any employee who fails to return to work as scheduled after FMLA leave or exceeds the 12-week FMLA entitlement (or in the case of military caregiver leave, the 26-week FMLA entitlement), will be subject to the school's standard leave of absence and attendance policies. This may result in termination if you have no other school-provided leave available to you that applies to your continued absence. Likewise, following the conclusion of your FMLA leave, the school's obligation to maintain your group health plan benefits ends (subject to any applicable COBRA rights).

- ## Other Employment

The school generally prohibits employees from holding other employment. This policy remains in force during all leaves of absence including FMLA leave and may result in disciplinary action, up to and including immediate termination of employment.

- ## Fraud

Providing false or misleading information or omitting material information in connection with an FMLA leave will result in disciplinary action, up to and including immediate termination.

- ## Employer’s Compliance with FMLA and Employee's Enforcement Rights

The FMLA makes it unlawful for any employer to interfere with, restrain, or deny the exercise of any right provided under FMLA, or discharge or discriminate against any person for opposing

any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA. While the school encourages employees to bring any concerns or complaints about compliance with FMLA to the attention of human resources, FMLA regulations require employers to advise employees that they may file a complaint with the U.S. Department of Labor or bring a private lawsuit against an employer. Further, FMLA does not affect any Federal or state law prohibiting discrimination or supersede any State or local law or collective bargaining agreement which provides greater family or medical leave rights.
d federal law.

CT Paid FMLA

Starting October 1, 2015 non-certified employees are eligible for CT Paid FMLA. Employees will contribute ½ of 1% to this program. This is a mandatory program for all non-certified staff.
For more information please click on the following link: CT FMLA may run concurrently with federal FMLA.

https://www.ctpaidleave.org/resources-and-guides?language=en_US

Unemployment Insurance

Upon separation from employment, you may be entitled to state and federal unemployment insurance benefits. Information about unemployment insurance can be obtained from the Human Resource Specialist. 10 Month Employees have a Reasonable Assurance of being re-employee in August. Therefore, they are not entitled to unemployment compensation.

Workers' Compensation

On-the-job injuries are covered by our Workers' Compensation insurance policy. This insurance is provided at no cost to you. If you are injured on the job, no matter how slightly, report the incident to your supervisor, as soon as reasonably possible. Consistent with applicable state law, failure to report an injury within a reasonable period of time could jeopardize your claim. We ask for your assistance in alerting our administrative team to any condition that could lead to or contribute to an employee accident. For additional information on Workers' Compensation please see the attached link:
Worker's Compensation link

Confidentiality of Parents, Guardians, and Student Matters

Our professional ethics require that each employee maintain the highest degree of confidentiality when handling parents, guardians, and student matters.

To maintain this professional confidence, no employee shall disclose parents, guardians, and student information to other parents, guardians, and students, friends, or members of one's own family.
Questions concerning parents, guardians, and student confidentiality may be addressed with either of the building principals.

Care of Parents, Guardians, and Student Records FERPA

The impression that parents, guardians, and students have of Ansonia is based, in part, on the way we care for their records. If we are careless with their files and records, parents, guardians, and students may conclude that we have the same attitude toward our technical work. As professionals, we must respect the confidence in which we are entrusted and ensure that parents, guardians, and student files are handled with care. When possible, obtain all material from parents, guardians, and student files and then return the material back to the files. Material should be returned in the same condition or better than when it was received.

Under no circumstances will outside requests for parents, guardians, and student material be fulfilled unless prior written permission is received from either of the building principals.

Attendance and Punctuality

Introduction

The Board of Education considers attendance an important component of all staff member's job performance. Regular and prompt attendance is an essential element in the efficient operation of our school district and the effective delivery of educational programming.

These protocols were prepared by the Human Resources Department to outline the various expected administrative procedures and practices that affect employees with respect to attendance.

Overview of Absences

Sick leave is only to be used in the case of a bona fide illness or injury. Employee absences are tracked longitudinally. Abuse of sick leave or a pattern, such as Mondays, Fridays, PD days or before or after holidays, may also result in progressive discipline. There may be a year where extenuating circumstances may exist that may not result in progressive disciplinary measures. These types of situations will be monitored closely to avoid these matters occurring on an ongoing basis. If there are questions, teachers should reach out to their administrators.

Days taken as part of the following leaves of absence - Workers Comp, FMLA, Child Rearing and or Pregnancy Disability Leave) should not be considered as part of the total count. For employees in bargaining units with vacation days - vacation days are not counted toward the total and should not be used in place of sick days.

Unapproved/unplanned absences

Defined as: calling out sick the morning of, etc. will be flagged as potential issues, especially if a pattern is present.

Prior Approval

Staff members should not be out *without prior approval before or after holidays that extend a long weekend*. Pre-approval must be from the Superintendent of Schools or designee. If there is a pattern of absences attached to a long weekend without prior approval, it may result in disciplinary action including non-pay, written warning etc.

Stages of Progressive Disciplinary Action

Stage 1 -- Once an employee reaches **6 absences** a verbal conversation with building administration will be held and documented in meeting minutes.

Stage 2 - Any employee with **10 absences** will have a meeting with building administration and Union representation should be involved at this meeting. This will be noted as a verbal warning.

Stage 3 --Any employee with **12 or more absences in a year will receive an invitation** to a meeting with union representation. A fact finding meeting will take place with the Director of Human Resources or designee. This may lead to a written warning or more serious discipline in the case prior discipline exists.

When teachers are going to be absent for illness or personal reasons the first step is to submit the Absence Request via our FRONTLINE system. Employees should use the Infinite Visions Employee Self-Service Portal.

Personal issues requiring time away from your work, such as doctor's appointments or other matters, should be scheduled during your non-working hours, if possible. We ask for your diligence in this matter.

A Doctor's note may be required to return to work or if a misuse of sick time is suspected. Refer to the individual contracts.

Standards of Conduct

Each employee has an obligation to observe and follow the school's policies and to maintain proper standards of conduct at all times. Failure to adhere to the school's policies will result in corrective disciplinary measures.

Disciplinary action may include a verbal warning, written warning, suspension with or without pay, and/or discharge. The appropriate disciplinary action imposed will be determined by the school. The school does not guarantee that one form of action will necessarily precede another.

Among other things, the following may result in disciplinary action, up to and including discharge: violation of the school's policies or safety rules; failing to work in a cooperative manner with management, coworkers, parents, guardians, and students and others who do business with the school; unauthorized or illegal possession, use or sale of alcohol or controlled substances on work premises or during working hours, while engaged in school activities or in school vehicles; unauthorized possession, use or sale of weapons, firearms or explosives on work premises; theft or dishonesty; inappropriate or violent physical contact; harassment; discrimination or retaliation in violation of the school's non-discrimination policy performing outside work or use of school property, equipment or facilities in connection with outside work while on school time; poor attendance or poor performance. These examples are not all inclusive. We emphasize that discharge decisions will be based on an assessment of all relevant factors.

Nothing in this policy is designed to limit an employee's rights under Section 7 of the National Labor Relations Act.

Refer to individual contracts for Grievance and Mediation procedures.

Access to Personnel Files

Upon written request, current employees may inspect and obtain a copy of their own personnel files during regular business hours one time each year on school premises and in the presence of a school official. The school will permit inspection no more than seven business days after receipt of the request.

Upon written request, former employees may inspect and obtain a copy of their own personnel files during regular business hours at a mutually agreeable location for up to one year after termination. The school will permit inspection no more than ten business days after receipt of the request. If the former employee and the school cannot agree upon a location, the school will mail a copy of the file no later than ten business days after receipt of the request.

Inspection includes relevant employment information, with the exceptions of medical records, references from third parties and certain other documents as allowed by state law. If you disagree with information in your personnel file you may get it removed or changed if the school agrees, or you may file a statement explaining your position.

The school will provide an employee with a copy of any disciplinary documentation imposed upon them not more than one business day after the date of the action. The school will provide an employee, immediately upon termination of employment, a copy of any documented notice related to the termination.

Any documented disciplinary action, performance evaluation or termination notice will include a notice reminding the employee that they can submit a written statement explaining his or her position. The statement will be maintained in the employee's personnel file and will accompany any disclosure of the records made to a third party.

Upon written request, the school will permit the inspection of an employee's medical records during regular business hours on or reasonably near the school's premises by a physician chosen by the employee or by a physician chosen by the school with the employee's consent. For more information, contact the Human Resources and Business Operations Manager.

Computer Software Licensing

The school purchases or licenses the use of various computer software programs. Neither the school nor any of the school's employees have the right to duplicate this computer software or its related documentation. Unauthorized duplication of computer software is a federal offense, punishable by up to a $250,000 fine and up to five years in jail. The school does not condone the illegal duplication of software. You must use the software in accordance with the license agreement. This policy applies not only to individual desktop computers and laptops but to local area networks as well.

Employees learning of any misuse of software or related documentation within the school shall notify a member of the administration. Employees who reproduce, acquire or use unauthorized copies of computer software will be subject to discipline, up to and including discharge.

Non-Solicitation

The school believes employees should have a work environment free from interruptions of a non-work-related nature, as work time is for work. When you are to be working you should focus on your duties and not engage in activities that would interfere with your own work or the work of others. For the purpose of this policy, solicitation includes, but is not limited to, for collection of any debt or obligation, for raffles of any kind or chance taking, or for the sale of merchandise or business services, the attempt to sell any product or service (e.g. selling or collecting for Tupperware®, Avon® products, churches, schools, Girl Scout cookies, etc.). Such interruptions can be both detrimental to the quality of work and efficiency and may not be respectful of others' job responsibilities and right not to be interrupted.

Employees may not engage in solicitation for any purpose during his/her work time, which includes the working time of the employee who seeks to solicit and the employee who is being solicited. Although solicitation is not encouraged, it is permitted as long as it is limited to the employee's break and lunch time and kept out of active working areas. Nothing in this policy is intended to restrict an employee's statutory rights, including discussing terms and conditions of employment.

Distribution

Distribution by employees of any type (materials, goods, paper) is prohibited in work areas at any time, whether or not the employees are on working time. Electronic distribution is subject to the school's Acceptable Use of Electronic Communications policy and may not occur during the employee's working time. Non-employees are prohibited from distributing materials to employees on school premises at any time. Literature that violates the school's Equal Employment Opportunity and Non-Discrimination policy, includes threats of violence, or is knowingly and recklessly false is never permitted. Nothing in this policy is intended to restrict an employee's statutory rights, including discussing terms and conditions of employment.

Changes in Personal Data

To aid you and/or your family in matters of personal emergency, we need to maintain up-to-date information.

Changes in name, address, telephone number, and marital status, number of dependents or changes in next of kin and/or beneficiaries should be given to the Human Resources Department. All Changes to employee information must be sent via interoffice mail or dropped off at Central Office.
Link to employee information form

Care of Equipment

You are expected to demonstrate proper care when using the school's property and equipment. No property may be removed from the premises without the proper authorization of the administration. You must report any loss, breakage, or damage to any school property to your supervisor at once. Any employee who damages or loses any school property will be subject to repair or replacement payment of any such property.

Reimbursement for Out of Pocket Expenses

Supplies must be purchased via an approved vendor and you must go through the approval process before purchasing items. When using a check request-you must submit the request at least 3 weeks in advance to allow time to process and print checks. No items are to be purchased for reimbursement before proper approval.

Curriculum and Instructional Supplies Reimbursement

Employees are prohibited from making any purchases of curriculum and instructional supplies without prior written approval from the designated authority, such as the department head, director, principal, or business manager. All purchases, including but not limited to, equipment, and materials, must be made through the district's approved procurement process. This includes requests on Donors Choose and Amazon Wish lists. This process involves obtaining a purchase order, requisition, or other required documentation.

Mileage Reimbursement

Employees who use their own vehicles on authorized school related business may submit their mileage for reimbursement. Ansonia reimburses at the most current rate set by the Internal Revenue Service. Mileage Reimbursement forms are available by clicking on the following link:.
Link to Mileage form.

Personal Property

The school is not responsible for loss or damage to personal property. Valuable personal items, such as purses and all other valuables should not be left in areas where theft might occur.

Visitors

If you are expecting a visitor, please notify the front office. All visitors must first check in at the reception area. Visitors must obtain a visitors badge. Visitors are not allowed in any area of the building without being accompanied by an authorized employee. Under no circumstances will visitors be allowed in confidential, unauthorized or potentially hazardous areas.

Employee Use Of Ansonia Public Schools's Computer Systems And Electronic Communications

Computers, computer networks, electronic devices, Internet access, and e-mail are effective and important technological resources. **ANSONIA PUBLIC SCHOOLS** (the "School") provides computers, a computer network, including Internet access and an e-mail system, on Board premises and may provide other electronic devices that access the network such as wireless and/or portable electronic hand-held equipment that can be used for word processing, wireless Internet access, image capture and recording, sound recording, information transmitting and/or receiving, storing, etc. (including, but not limited to, personal laptops, Smartphones, network access devices, Kindles, Nooks, cellular telephones, radios, personal cassette players, CD players, iPads or other tablet computers, walkie-talkies, Blackberries, personal data assistants, iPhones, Androids and other electronic signaling devices). The Board's computers, computer networks, electronic devices, Internet access, and e-mail are referred to collectively as "the computer systems" and are provided in order to enhance both the educational opportunities for our students and the business operations of the School.

These computer systems are business and educational tools. As such, they are made available to School employees for business and education related uses. The Administration shall develop regulations setting forth procedures to be used by the Administration in an effort to ensure that such computer systems are used for appropriate business and education related purposes.

In accordance with applicable laws and the Administrative Regulations associated with this Policy, the system administrator and others managing the computer systems may access email or monitor activity on the computer system or electronic devices accessing the computer systems at any time and for any reason or no reason. Typical examples include when there is reason to suspect inappropriate conduct or there is a problem with the computer systems needing correction. Further, the system administrator and others managing the computer systems can access or monitor activity on the systems despite the use of passwords by individual users, and can bypass such passwords. In addition, review of emails, messages or information stored on the computer systems, which can be forensically retrieved, includes those messages and/or electronic data sent, posted and/or retrieved using social networking sites, including, but not limited to, Twitter, Facebook, LinkedIn and YouTube.

Incidental personal use of the computer systems may be permitted solely for the purpose of e-mail transmissions and access to the Internet on a limited, occasional basis. Such incidental personal use of the computer systems, however, is subject to all rules, including monitoring of all such use, as the Executive Director may establish through regulation. Moreover, any such incidental personal use shall not interfere in any manner with work responsibilities.

Users should not have any expectation of personal privacy in the use of the computer system or other electronic devices that access the computer system. Use of the computer system represents an employee's acknowledgement that the employee has read and understands this

Social Media (Policy 4118.51-R/4211.51-R)

The **ANSONIA PUBLIC SCHOOLS** (the "School") Board of Trustees ("Board") recognizes the importance and utility of social media and networks for its employees. The laws regarding social media continue to evolve and change. Nothing in this policy is intended to limit an employee's right to use social media or personal online accounts under applicable law, as it may evolve. The School acknowledges, for example, that its employees have the right under the First Amendment, in certain circumstances, to speak out on matters of public concern. The Board will resolve any conflict between this policy and applicable law in favor of the law.

Ordinarily, the use of social media by employees, including employees' use of personal online accounts, will not be a legal or policy issue. While a policy cannot address every instance of inappropriate social media use, employees must refrain from social media use that:

1) interferes, disrupts or undermines the effective operation of the school;
2) is used to engage in harassing, defamatory, obscene, abusive, discriminatory or threatening or similarly inappropriate communications;
3) creates a hostile work environment;
4) breaches confidentiality obligations of school employees; or
5) violates the law, board policies and/or other school rules and regulations.

The School, through its Superintendent, will adopt and maintain administrative regulations to implement this policy. Please remember as an employee of the school system statements made by you may carry

more weight than the average stakeholder. Refrain from posting pictures of students/families without obtaining permission to do so. Use the utmost discretion for student communication. Avoid DMs, Friending and messaging apps when communicating with students.

Security of Electronic Devices

Each employee provided with a laptop computer, iPad, iPhone, smart phone, tablet or similar device is responsible for the physical security of that device. All devices acquired for or on behalf of the school are school property. The device must be locked up and stored in a secure location when it is not in the immediate possession of the authorized user. In addition, the user must return the device immediately upon request of the school. You must notify the Technology Director immediately if the device is lost, stolen, misplaced, or damaged and you may be held financially responsible for any damage or loss to any technology equipment.

All work created or performed on the device is school property. The device is subject to inspection by the school at any time without further advance notice. The device must be used in a manner that complies with all school policies including the Acceptable Use of Electronic Communications, Equal Employment Opportunity, No Harassment, Confidentiality of Parents, guardians, and Student Matters, Care of Parents, Guardians, and Student Records, and Protecting School Information.

Violations of this policy may be grounds for disciplinary action up to and including discharge.

Personal Cell Phone Use

We recognize that personal cell phone calls and texts may be needed from time to time. Cell phone use for personal reasons is limited to designated break times. Cell phones should not be used during instructional time.

Dress Policy

Personnel - Certified/Non-Certified Dress Code in recognition of the important role that members of the staff play in setting an example for students and the image they project in providing a reflection of the school district to the community, it is expected that the staff will dress as a professional presenting a neat and clean appearance at all times. The nature of certain teaching assignments (i.e. Industrial Arts, Physical Educations, Art, Field trips, etc.) may require exceptions to the above policy and will be dealt with, upon request by the staff member in question, on an individual basis. It will be the responsibility of the administrator of the building to determine when exceptions to the norm will be allowed.

Guidelines for Attire:

1. No jeans unless appropriate to the classroom, as determined by the building administrator. No ripped jeans.

2. No graphic tees or advertisements such as alcohol, tobacco, firearms, drugs, suggestive messages, etc.
3. No hats indoors. (special exceptions may be to applied to individuals with documented Medical conditions)
4. No revealing clothing.
5. No ripped sneakers.
6. No visible undergarments.
7. No sweatpants unless appropriate for class, as determined by the building administrator.
8. No backless (flip flops) shoes.
9. Shirts, skirts and/or shorts should be appropriate in length and promote modesty for working professionals.

Protecting School Information

Protecting Ansonia's information is the responsibility of every employee. Do not discuss the school's confidential business or proprietary business matters, or share confidential, personal employee information (such as social security numbers, personal banking or medical information) with anyone who does not work for us such as friends, family members, members of the media, or other business entities. You may be required to sign a non-compete and/or a nondisclosure agreement as a condition of your employment, in accordance with state and federal law.

Confidential information does not include information pertaining to the terms and conditions of an employee's employment, including wages. Nothing in this policy is designed to limit an employee's rights under Section 7 of the National Labor Relations Act.

All telephone calls regarding a current or former employee's position/compensation with Ansonia must be forwarded to the Human Resources and Business Operations Manager.

The school's address shall not be used for the receipt of personal mail.

Document Retention

The school maintains a formal document retention policy and procedure. Administration will explain how that policy applies to you and the work that you perform. You must retain all work products in the manner required and for the time period required by our policy. Never destroy or delete any work product until the retention periods specified by the school's policy have been satisfied.

Failure to comply with the school document retention policy and procedure may result in discipline up to and including discharge.

Link to the Municipal Retention Document.

Contact with the Media

All media inquiries regarding the school and its operations must be referred to the superintendent. No employees, unless specifically designated by the superintendent, are authorized to make statements on behalf of or as a representative of the school.

Each Employee's Responsibility

Safety can only be achieved through teamwork at Ansonia. Each employee, supervisor and manager must practice safety awareness by thinking defensively, anticipating unsafe situations and reporting unsafe conditions immediately.

Please observe the following precautions:

1. Notify a member of the administrative team of any emergency situation. If you are injured or become sick at work, no matter how slightly, you must inform a member of the administrative team immediately.
2. Report all workplace injuries as soon as reasonably possible to a member of the administrative team even if no medical treatment is required. It is our sincere hope that you or your coworkers are never injured.
3. The use of alcoholic beverages or illegal substances during working hours will not be tolerated. The possession of alcoholic beverages or illegal substances on the school's property is forbidden. This can result in immediate termination of employment.
4. Use, adjust and repair machines and equipment only if you are trained and qualified.
5. Know the proper lifting procedures. Get help when lifting or pushing heavy objects.
6. Understand your job fully and follow instructions. If you are not sure of the safe procedure, don't guess; just ask any member of our management team.
7. Know the locations, contents and use of first aid and fire-fighting equipment.

Comply with OSHA standards and/or applicable state job safety and health standards as written in our safety procedures manual

A violation of a safety precaution is in itself an unsafe act. A violation may lead to disciplinary action, up to and including discharge.

Workplace Violence

Violence by an employee or anyone else against an employee, supervisor or member of the administration will not be tolerated. The purpose of this policy is to minimize the potential risk of personal injuries to employees at work and to reduce the possibility of damage to school property in the event someone, for whatever reason, may be unhappy with a school decision or action by an employee or member of our administrative team.

If you receive or overhear any threatening communications from an employee or outside third party, report it to a member of our administrative team at once. Do not engage in either physical or verbal confrontation with a potentially violent individual. If you encounter an individual who is threatening immediate harm to an employee or visitor to our premises, contact an emergency agency (such as 911) immediately.

All reports of work-related threats will be kept confidential to the extent possible, investigated and documented. Employees are expected to report and participate in an investigation of any suspected or actual cases of workplace violence and will not be subjected to disciplinary consequences for such reports or cooperation.

Violations of this policy, including your failure to report or fully cooperate in the school's investigation, may result in disciplinary action, up to and including discharge.

Workplace Searches

To protect the property and to ensure the safety of all employees, parents, guardians, and students and the school, the school reserves the right to conduct personal searches consistent with state law, and to inspect any packages, parcels, purses, handbags, briefcases, lunch boxes or any other possessions or articles carried to and from the school's property. In addition, the school reserves the right to search any employee's office, desk, files, locker, equipment or any other area or article on our premises. In this regard, it should be noted that all offices, desks, files, lockers, equipment, etc. are the property of the school, and are issued for the use of employees only during their employment. Inspection may be conducted at any time at the discretion of the school.

Persons entering the premises who refuse to cooperate in an inspection conducted pursuant to this policy may not be permitted to enter the premises. Employees working on or entering or leaving the premises who refuse to cooperate in an inspection, as well as employees who after the inspection are believed to be in possession of stolen property or illegal substances, will be subject to disciplinary action, up to and including discharge, if upon investigation they are found to be in violation of the school's security procedures or any other school rules and regulations.

Good Housekeeping

Good work habits and a neat place to work are essential for job safety and efficiency. You are expected to keep your place of work organized and materials in good order at all times. Report anything that needs repair or replacement to the administration. Link to School Dude

Smoking in the Workplace

Ansonia is committed to providing a safe and healthy environment for employees and visitors. Smoking, including the use of e-cigarettes, is never permitted in the school or on any of Ansonia grounds. This includes private vehicles parked on school property.

No Weapons in the Workplace

Possession use or sale of weapons, firearms or explosives on work premises, while operating school machinery, equipment or vehicles for work-related purposes or while engaged in school business off premises is forbidden except where expressly authorized by the school and permitted by state and local laws. This policy applies to all employees, including but not limited to, those who have a valid permit to carry a firearm.
If you are aware of violations or threats of violations of this policy, you are required to report such violations or threats of violations to the Director of Security immediately.
Violations of this policy will result in disciplinary action, up to and including discharge.

A member of our administrative team should be notified immediately when an emergency occurs. Emergencies include all accidents, medical situations, bomb threats, other threats of violence, and the smell of smoke.

Should an emergency result in the need to communicate information to employees outside of business hours, the Superintendent or his designee will contact you. Therefore, it is important that employees keep their personal emergency contact information up to date. Notify the Human Resources and Business Operations Manager when this information changes.

When events warrant an evacuation of the building, you should follow the instructions of the building principals or any other member of the administrative team. You should leave the building in a quick and orderly manner. You should assemble at the predetermined location as communicated to you by the building principals to await further instructions or information.

Please direct any questions you may have about the school's emergency procedures to human resources.

Drug and Alcohol-Free Workplace (Policy 4118.231/4218.231)

The school has vital interests in ensuring a safe, healthy and efficient working environment for our employees, their co-workers and parents, guardians, and students we serve. The unlawful or improper use of controlled substances or alcohol in the workplace presents a danger to everyone. In addition, as a federal grantee we have a duty to comply with the requirement of the Drug free Workplace Act of 1988. For these reasons, we have established as a condition of employment and continued employment with the school the following drug and alcohol-free workplace policy.
The school has implemented a drug testing program in compliance with local, state and federal laws. Employees are prohibited from reporting to work or working while using illegal or unauthorized substances. Employees are prohibited from reporting to work or working when the employee uses any controlled substance, except when the use is pursuant to a doctor's orders and the doctor advised the employee that the substance does not adversely affect the employee's ability to safely perform his or her job duties. Employees are also prohibited from reporting for duty or remaining on duty with any alcohol in their systems. Employees are also prohibited from consuming alcohol during working hours, including meal and break periods.

In addition, employees are prohibited from engaging in the unlawful or unauthorized manufacture, distribution, sale or possession of illegal or unauthorized substances and alcohol in the workplace including: on school paid time, on school premises, in school vehicles or while engaged in school activities.

In accordance with the Drug-Free Workplace Act of 1988, you must notify the Superintendent of any criminal drug statute conviction for a violation occurring within the workplace within five days of such conviction.

Your employment or continued employment with the school is conditioned upon your full compliance with the foregoing drug and alcohol-free workplace policy. Any violation of this policy may result in disciplinary action, up to and including discharge.

Consistent with its fair employment policy, the school maintains a policy of non-discrimination and reasonable accommodation with respect to recovering addicts and alcoholics, and those having a medical history reflecting treatment for substance abuse conditions. We encourage employees to seek assistance before their drug and alcohol use renders them unable to perform their essential job functions or jeopardizes the health and safety of themselves, or others. The school will attempt to assist its employees through referrals to rehabilitation, appropriate leaves of absence and other measures, consistent with the school's policies and applicable federal, state or local laws.

The school further reserves the right to take any and all appropriate and lawful actions necessary to enforce this drug and alcohol free workplace policy including, but not limited to, the inspection of school issued lockers, desks or other suspected areas of concealment, as well as an employee's personal property when the school has reasonable suspicion to believe that the employee has violated this drug and alcohol free workplace policy.

Although the state has legalized marijuana for medicinal purposes, the school is not required to allow the medicinal use of marijuana in the workplace. Use is strictly prohibited on school property and may result in discipline, up to and including immediate discharge.

This policy represents management guidelines. For more information, please speak to the Human Resources.

KEY/BADGE Protocol

In keeping with district safety protocol we have instituted a KEY/BADGE Protocol. The District Key/Badge Protocol has been established as a basis for security issues, maintaining an accurate key log, and maintenance of the lock system for the entire district.

Protocol Detail and Instructions

Departmental Responsibility for Control of District Keys and Badges

The Facilities Department and respective building principals are responsible for the administration of the Protocol

Issuance of Keys and Badges

Only employees who are eligible to hold keys for areas to which they need access on a daily basis will be permanently issued keys. An employee's eligibility will be determined by the Director of Facilities and the building principal. All requests for permanently issued keys should be made through the appropriate department head, who will then forward the approved request to the building principal. At Ansonia High School, the principal will forward the approved request to the Director of Facilities. The Director of Facilities will supply the necessary key to the building principal, and the building principal will issue the key to the employee after obtaining a signature and date of issuance. At the middle school and both elementary schools, the building principal will consult with the Director of Facilities and issue a key to the employee after obtaining a signature and date of issuance. Signatures will be kept on file with the Director of Facilities. The Key Log Form will be utilized in issuing keys. *Outside door keys will not be issued to personnel who do not have a security code.*

Return of District Keys and Badges

All keys and badges must be returned to the respective building principals upon departmental transfer, termination of employment, or end of school year. Any keys not being used should be immediately returned to reduce the number of keys in circulation. The Key Log Form must be used to manage the issuance and return of keys. Building principals are ultimately responsible for the completion of this form.

Transfer/Loan of Keys

Employees must sign for keys issued to them, and should not receive or take into possession any District keys that have not been formally issued to them. Employees may not loan their formally issued keys to any other person. A person needing a key must follow the protocol for obtaining a key. Substitutes must sign for a temporary key in the main office of each building. Coaches must coordinate with the Athletic Director for any special key needs.

Lost Keys and Badges

In the event that a key or badge is lost, it must be reported immediately to the building principal and the Director of Facilities. Building security is everyone's responsibility and loss of keys will result in the employee being charged for the re-keying or replacement of the lock(s) in question. The cost to replace a key is $18.00, to rekey the lock is $35.00 and if the lock has to be replaced it is $124.00. A Replacement badge is $20.00.

Key Duplication

Key holders MUST NOT duplicate any keys issued to them. Disciplinary action may result for unauthorized key duplication.

Worn or Broken Keys

A replacement for a worn or broken key will be provided at no charge in exchange for the defective key.

Re-keying or Installation of New Locks

All re-keying or installation of new locks will be done at the direction of the Director of Facilities. In this case, all employees holding a key for locks affected by re-keying or new lock installation must turn in their old key and sign for a new one.

Keys for Service Personnel

Short-term contracted vendors to a school building will not be issued permanent keys. Keys will be made available for daily check out and check in on an as-needed basis as determined by the building principal and Director of Facilities. Keys may be checked out in the principal's office at the middle schools and at the facilities office at the high school. In the event of a vendor needing after-hour access, arrangements can be made through the Facilities Office.

Termination of Employment

Upon termination of employment an exit interview will be conducted by the Human Resources Department. You may request the interview to be over the phone or in person.

Receipt of 2026-2027 Employee Handbook

This is to acknowledge that I have received a copy of the Ansonia Public Schools 2026-2027 Employee Handbook and I understand that it contains information about the employment policies and practices of the school. I agree to read and comply with this 2026-2027 Employee Handbook. I understand that the policies outlined in this 2026-2027 Employee Handbook are management guidelines only, which in a developing business will require changes from time to time. I understand that the school retains the right to make decisions involving employment as needed in order to conduct its work in a manner that is beneficial to the employees and the school. I understand that this 2026-2027 Employee Handbook supersedes and replaces any and all prior 2026-2027 Employee Handbooks and any inconsistent verbal or written policy statements.

If I have questions regarding the content or interpretation of this 2026-2027 Employee Handbook, I will ask my supervisor or a member of the administrative team.

NAME _____

DATE _____

EMPLOYEE
SIGNATURE _____

Appendix A:

District Office Phone Numbers: 203.736.5095

Accounts Payable	1001
Special Education	1003
Accounts Payable	1005
Special Education	1006
Student Resources	1008
Student Registration	1010
Superintendent	1011
Payroll	1012
Special Education	1013
HR/Finance	1020
Technology	1021