EAST GREENWICH
PUBLIC SCHOOLS

# Employee Handbook

2026-2027

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**East Greenwich Public Schools**

111 Peirce Street

East Greenwich, RI 02818

www.egsd.net

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# General Employment Information and District Policy Outlining Employee Protocols and Mandates

## Welcome to East Greenwich Public Schools

This handbook was developed to provide answers to frequently asked questions regarding policies, procedures, employment, compensation, benefits, and more. In the event of any conflict or inconsistency between provisions within this handbook and any districtwide policy, the provisions within district policies shall prevail.

## Mission Statement

The Mission of the East Greenwich Public Schools is to genuinely know, support and celebrate all students in meeting their full potential. We are committed to meaningful collaboration among faculty, staff, students, families and the community, recognizing our collective responsibility to continue to deliver a high-quality education system for all.

## Strategic Plan

East Greenwich Public Schools Strategic Plan 2026-2029

## Disclaimer

It is the intent of the East Greenwich Public Schools that all procedures and information contained in this Employee Handbook are accurate and up-to-date as of the "distribution date." The District reserves the right to add new policies, delete existing policies, and/or change policies at any time. The District will make a good faith effort to do so reasonably and equitably.

If this Handbook or any of the provisions herein conflict with any terms in an employee's applicable labor contract, except for federal or state law, the terms of the contract shall prevail. No administrator, principal, or supervisor has any authority to vary, by contract or otherwise, the employment relationship between the employees and the District, except for the School Committee (or its designee). This Handbook, including the practices and benefits provided herein, do not constitute a contract between the District and any employee.

This Handbook shall be interpreted to conform to local, state, and federal laws. In the event of conflicts of ambiguities, the District shall interpret the provisions herein. If an employee has a question about the interpretation of a Handbook provision (s), the employee should contact the Superintendent, Director of Finance, Administration, and Operations, or the HR Coordinator for assistance.

*Employees are advised to visit the East Greenwich Public Schools website to familiarize themselves with the School Committee Policies, including, but not limited to those which are referenced throughout this Handbook.

# GENERAL EMPLOYMENT INFORMATION

## Statement of Non-Discrimination

The East Greenwich School District ("EGSD" or the "District") is committed to preventing discrimination and to providing an equal opportunity for all current and prospective employees, students, and contractors, regardless of race, color, creed, national or ethnic origin, sex, gender, genetic information, religion, disability, age, sexual orientation, gender identity or expression, marital status, citizenship status, or other legally-protected status.

Reference:

School Committee Policy #1210

## Attendance

All employees shall enter their absences in Frontline for the purpose of notifying the principal/administrator and to secure a substitute for the absence (if necessary). Each school Principal shall keep accurate records of staff absences and tardiness of all school personnel. The superintendent or designee shall keep accurate records of staff absences and tardiness of all persons assigned to the administration building and any other administrative offices.

Staff who are consistently tardy or absent without good cause may be disciplined, which may include, but not be limited to, counseling, an oral or written reprimand, suspension or termination. Said discipline shall be issued consistent with the concept of

progressive discipline and in accordance with all applicable rules, laws, regulations, policies, and collective bargaining agreements.

## Health and Wellness

The East Greenwich School District believes a healthy learning environment is an essential component to academic success in our schools. A healthy learning environment promotes and supports healthy eating, regular physical activity, standards-based physical and health education, and both social and emotional wellness. While health and wellness is not solely the responsibility of the schools, the East Greenwich School District is committed to providing a healthy learning environment that both optimizes performance and helps to develop lifelong wellness behaviors in students and staff. The district has contracted with Coastline Employee Assistance Program (EAP) to provide assistance to employees and their family members.

Reference: School Committee Policy #4215

## Drug Free Workplace

The School Department of the Town of East Greenwich is committed to the observance and enforcement of State and Federal laws regulating the use of alcohol and controlled substances. It is equally committed to creating conditions conducive to the physical and psychological health of everyone who works within its jurisdiction. This document sets forth-certain principles and practices officially adopted in pursuance of these commitments.

Reference: School Committee Policy #1225

## Non-Smoking Policy

In accordance with state law, smoking, the use of snuff or smokeless tobacco or the possession of a lighted cigarette, cigar, pipe, or other substance or item containing tobacco is prohibited anywhere on school grounds. Moreover, students are prohibited from smoking, using snuff or smokeless tobacco or possessing a lighted cigarette, cigar, pipe, or other substance or item containing tobacco while engaged in any school activity regardless of location. Teachers and staff must obey all laws related to smoking while

engaged in school business and are strongly discouraged from smoking or using tobacco in any form in any geographic location while in the presence of students.

Reference: School Committee Policy #1230

## Educator Code of Professional Responsibility

The Rhode Island Department of Education has enacted The Rhode Island Code of Professional Responsibility and the revised Basic Education Plan (BEP). The East Greenwich School Committee and district administration have a statutory responsibility to follow and implement the Department of Education's rules and regulations.

Questions regarding the professional code of conduct should be directed to the Superintendent.

Reference: School Committee Policy #5225 Educator Code of Professional Responsibility

## Employee Dress Code

All employees are expected to dress professionally and wear the East Greenwich identification badge. Appropriate dress includes, but is not limited to: closed-toe footwear; sweaters; dress shirts, collared shirts or turtlenecks, ties, dresses; skirts; pant suits; slacks; blouses; blazers or sweaters. No employee will wear short, low-cut, midriff-baring or tight clothing; jeans; sweatshirts; hats; shorts; T-shirts; white athletic sneakers or flip-flops; warm-up suits; and other similar casual and athletic attire, unless appropriate for the employee's assignment as determined by the employee's supervisor. Those employees required to wear uniforms must do so. Dress-down days may be allowed with administrative permission.
Reference: School Committee Policy #5710

## Professional Conduct and Communications with Students

In accordance with EGPS' Professional Conduct with Students Policy, the District has established guidelines and standards of conduct to ensure that the relationship between District employees and students is professional, respectful, and workplace appropriate. Employees are expected to adhere to the guidelines covered by the Professional Conduct with Students Policy both on and off District property, and both during and outside of the school day.

Employees are prohibited from direct communication with students for any reason through methods that include, but are not limited to, telephone calls, text messages, email to a non-District email address, social media, and direct messages through social media platforms. District employees/Partners may only communicate with students using student District-issued email addresses, District-sanctioned social media accounts formed for educational or school-related purposes, or via third-party District-sanctioned applications that are also accessible by District faculty, administrators, and parents.

Reference: School Committee Policy #8300: Professional Conduct with Students Policy

**First reading: 4/26/2022**
**Second reading: 5/24/2022**
**Adopted by the School Committee: 5/24/2022**

***8300: Professional Conduct with Students***
Students

## Philosophy

The East Greenwich School District ("District" or "EGSD") is committed to protecting the safety and well-being of students and employees, and creating and maintaining a safe, supportive, and positive learning environment and workplace. The District affirms the responsibility of employees and District partners to adhere to the standards of professional conduct, to act as role models, and to promote the dignity, health, and safety of students while maintaining professional relationships with them at all times.

## Purpose

The purpose of this policy is to establish guidelines and standards of conduct to ensure that the relationship between "District employees" and students is professional and respectful, and to promote appropriate workplace behavior. This policy covers conduct that occurs both on and off District property, as well as during and outside of the school day. The policy also pertains to all forms of communication that may occur between employees and students, at any time. This policy applies to all individuals registered and enrolled as a student in the District, regardless of age ("Students"), as well as District employees and "District Partners," which include District contractors, consultants, vendors, representatives from outside organizations, and volunteers, including coaches, who work with or have contact with students.

This policy shall be incorporated by reference into all school, employee, and athletic handbooks. The District shall use its best efforts to distribute these handbooks on an

annual basis and obtain a signed acknowledgment of these provisions by all students, employees, and coaches.

## Standards of Conduct

The relationship between District employees/Partners and Students must be of a professional nature at all times. District employees/partners are encouraged and expected to foster positive and supportive relationships with students. This includes recognizing students' unique abilities, talents, and challenges, and treating all students with dignity and respect in all interactions.

Appropriate professional and personal boundaries must be maintained, and EGSD employees/Partners may not engage in any inappropriate behavior, or behavior that could reasonably lead to the appearance of unacceptable conduct, regardless of the student's age, whether the student or the employee initiates the behavior, and regardless of whether the student reciprocates the attention.

These standards apply to actions that take place both on and off District property, during and outside of the school day, as well as to all forms of communication that occur between District employees/District Partners and Students, at any time, and on any social media platforms.

## Prohibited Conduct

Examples of prohibited conduct between District employees/District Partners and Students include, but are not limited to:

a. Dating Students. Includes, but is not limited to, a social interaction, preplanned or not, in which the purpose is to initiate or continue a relationship outside the scope of the normal school-related encounter that is romantic and/or sexual in nature.

b. Engaging in a Romantic Relationship with Students. Includes a relationship in which a District employee or Partner dates, exchanges personal affection, engages in intimate or sexually suggestive communication, and/or engages in any form of sexual or physical intimacy with a student.

c. Making romantically or sexually suggestive comments to or about a student.

d. Fostering, encouraging, or participating in emotionally or socially inappropriate intimate relationships with a student(s).

e. Direct communication with students for any reason through methods that include, but are not limited to, telephone calls, text messages, email to a non-District email address, social media, and direct messages through social media platforms.

District employees/Partners may only communicate with students using student District-issued email addresses; District-sanctioned social media accounts formed for educational, school-related purposes; or via third-party District-sanctioned applications that are also accessible by District faculty, administrators, and parents. See District Policy #13010 Social Media.

Under exigent circumstances related to immediate health and safety of a student, a school or district administrator may contact a student directly.

For certain specified field trips or non-school-sponsored activities, a District employee may engage in direct communication with students with prior, express written consent from a parent or guardian.

f. Providing drugs or alcohol to students or consuming drugs or alcohol in the presence of Students on school property, during a school or District-sponsored event, or otherwise in their capacity as a District employee/Partner.

g. Discussing sexual matters outside of an appropriate educational context, including the use of sexual jokes, slang, or innuendo.

h. Commenting on a student's physical appearance or body in any manner that can have the effect of objectifying the student and/or compromising the student's social and emotional well-being.

i. Touching students punitively or touching Students in any way that could be construed as romantic or sexually suggestive, including but not limited to intimately touching, brushing up against another's body, pinching, fondling, or massaging.

j. Displays of inappropriate or unwanted physical affection.

k. Accepting or giving gifts that could be deemed inappropriate, excessive or outside a professional student/teacher relationship.

l. Meeting alone with a student on school premises in an area that is secluded or that is not openly accessible/visible to others, such as a room without windows or without visibility through a door.

m. Athletic coaches may not be alone with an athlete in an area that is secluded or that is not openly accessible/visible to others, such as a room without windows or without visibility through a door. If a coach wants to meet or speak 1:1 with an athlete, that meeting must be observable and interruptible. This includes at away games or practice fields, off of school premises.

**Reporting Prohibited Conduct with Students**

Students or their families who wish to report a violation of this Policy may do so by completing this online form or by notifying a District faculty or staff member, including a teacher or principal. Students and families are encouraged to follow the protocol outlined in EGSD Policy #2113 Appeals and Review; however, students may communicate a complaint to any District employee with whom they feel comfortable. Students and families are encouraged to document all reports in writing. Faculty and staff in receipt of a report of Prohibited Conduct must document all communications and maintain all evidence relevant to the initial report and subsequent actions and communications.

While addressing complaints under this policy, the EGSD will attempt to maintain confidentiality to the extent practicable and appropriate under the circumstances. The EGSD will not tolerate any attempt at retaliation against any person who in good faith makes or assists in making a complaint under this policy, or provides truthful information or cooperates in an investigation of a complaint. Retaliation is a serious violation of this policy. Concerns about attempted retaliation should be raised and will be handled in the same manner as any other concern under this policy.

Knowingly lodging a false complaint may result in disciplinary and/or legal action against the complainant.

Any District employee/Partner who has direct or indirect knowledge of Prohibited Conduct outlined in this Policy must immediately report the conduct to the Human Resources office and may do so by emailing hr@egsd.net. The Human Resources office will document all reports and determine whether to pursue further action in accordance with Policy #1215 Title IX. Suppose the incident does not warrant a Title IX

investigation. In that case, Human Resources will provide the superintendent with the necessary documentation, who will then designate an investigator to determine if a violation of this Policy has occurred.

In addition, all District employees/Partners are required to follow the mandatory reporting requirements under state law for reporting suspected child abuse/neglect in accordance with Policy #4210 Child Abuse and Neglect. Consistent with Policy #4210, District administrators will report instances of Prohibited Conduct to the East Greenwich Police Department, and seek advice from legal counsel regarding further law enforcement involvement as appropriate.

**Reports to the Superintendent and to the School Committee**: The Superintendent of Schools shall provide the School Committee with data on an annual basis that includes the incidents of violations of this policy that have taken place. Such data will include a statement describing what remedial action has been taken to address such violations.

**Supportive Measures**

Members of school support staff shall be available to support and guide Students affected by Prohibited Conduct, including but not limited to providing Supportive Measures as outlined in District Policy #1210 Non-Discrimination and Complaint Resolution. Supportive measures may include, but are not limited to:

- Counseling;+
- Extensions of deadlines or other course-related adjustments;
- Modifications of work or class schedules;
- Supervision at arrival, dismissal, lunch, and/or recess;
- Mutual restrictions on contact between the parties; and/or
- Increased security and monitoring of certain areas of the school grounds.

**Violations**

Violation of any part of this policy may result in disciplinary action, up to and including termination of employment or the relationship as a District Partner.

References:

EGSD Policy #1210 Non-Discrimination and Complaint Resolution

EGSD Policy #1215 Title IX

EGSD Policy #2113 Appeals and Review

EGSD Policy #4210 Child Abuse and Neglect

EGSD Policy #5225 Educator Code of Professional Responsibility

EGSD Policy #6120 School Visits/Volunteers

EGSD Policy #8245 Bullying, Intimidation, and Harassment

EGSD Policy #10310 Social Media

## Mandatory Reporting Obligations for Child Abuse and Neglect

In accordance with state law and the EGPS's Mandatory Reporting Policy, an EGPS employee who has reasonable cause to know or suspect that any child has been physically or sexually abused or neglected, or has been a victim of sexual abuse by another child, EGPS employee, agent, contractor, or volunteer, shall immediately inform the School Principal, and they shall, within twenty-four (24) hours, make a telephone report to DCYF in accordance with the law. The aforesaid telephone report shall be made on an expedited basis in all cases where symptoms of injury are present, and/or the child is deemed to be at imminent risk. In situations of imminent risk, the East Greenwich Police Department shall also be immediately notified.

Reference: School Committee Policy #4210 Child Abuse and Neglect

## Illegal Harassment

In accordance with its policy of Nondiscrimination, the East Greenwich School Department prohibits sexual harassment and harassment on the basis of race, color, creed, national or ethnic origin, religion, disability, age, sexual orientation, gender identity or expression, or citizenship status. Incidents of discrimination and harassment may be reported through the District's online reporting form or for employees, to an immediate supervisor or the Director of Human Resources.

Reference: School Committee Policy #1210

## Prohibition Against Gender Identity-Based Discrimination

In accordance with federal, state, and local laws and its Transgender Non-Discrimination Policy, the School Department and its employees must ensure that students who are transgender or gender non-conforming are provided and ensured a safe school environment in which to continue to grow and develop, while fostering social integration and minimizing stigmatization. As such, school and district leadership must assess and address each individual student's unique circumstance while ensuring that the District does not discriminate against students based on gender identity, in areas including, but not limited to, privacy and confidentiality, official records, names and pronouns and access to facilities.

Reference: School Committee Policy #1205: Transgender Non-Discrimination Policy

## Prohibition Against Sex Based Discrimination and Sexual Harassment

In accordance with Title IX of the Education Amendments of 1972 (Title IX) and the regulations promulgated thereunder, as well as the District's Title IX policy, the East Greenwich School Department prohibits discrimination against individuals on the basis of sex in the administration of its educational programs and activities and is committed to maintaining an educational and work environment free from all forms of discrimination, including sexual harassment and retaliation. In accordance with federal law and District policy, any EGPS employee who receives a report or complaint of sexual harassment or discrimination on the basis of sex from a student, or otherwise receives notice of an alleged instance against a student, must forward the report to the Title IX coordinator as soon as practicable.

Reference: School Committee Policy #1215: Title IX Policy

## Requirements Under Section 504 of the Rehabilitation Act of 1973

In accordance with Section 504 of the Rehabilitation Act of 1973 and the District's 504 Policy, the District must provide a "free appropriate public education" (FAPE) to each qualified student with a disability who is enrolled in the District, regardless of the nature or severity of the disability. To be protected under Section 504, a student must be determined to: (1) have a physical or mental impairment that substantially limits one or more major life activities; or (2) have a record of such an impairment; or (3) be regarded

as having such an impairment. Section 504 requires that school districts FAPE to qualified students in their jurisdictions who have a physical or mental impairment that substantially limits one or more major life activities.

Any employee who would like to request a 504/ADA accommodation or is contemplating an accommodation plan be implemented, should reach out to the Human Resources Coordinator.

Reference: School Committee Policy #1250: Section 504 Policy

## Requirements Under the Individuals with Disabilities Education Act

The East Greenwich School District is committed to ensuring that all members of the school community are empowered to enable all East Greenwich children to reach their maximum educational potential. In that regard, EGPS complies with all state and federal requirements of the Individuals with Disabilities Act, the Rehabilitation Act of 1973, and Rhode Island Regulations Governing the Education of Children with Disabilities. In addition, EGPS has established additional protocols to facilitate appropriate guidance, oversight and transparency of special education services at the District level.

Reference: School Committee Policy #8510: Special Education Policy

## Disclosure of Student Records

In accordance with the Family Educational Rights and Privacy Act (FERPA), R.I.G.L. § 16-71-3 and EGPS's Access to Educational Records Policy ,the District has clear guidelines outlining access to and disclosure of student records. Employees may only access student records if they are a school official with a legitimate educational interest in accessing personally identifiable information contained in certain student records.

Reference: School Committee Policy #8235 Access to Educational Records Under the Family Educational Rights and Privacy Act

## Technology: Acceptable Use, Internet Safety, Social Media, Loans of Devices

The district policies provided are to ensure that all users are aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources.

The policies set forth in this handbook apply to school-issued digital devices, personal devices that connect to the district's network, and general access to the district's network resources. If a person violates any of the terms and conditions set forth in this policy, privileges may be terminated, access to the school district technology resources may be denied, and appropriate disciplinary and legal action shall be applied. Questions regarding technology use should be directed to the Director of Technology.

References:

School Committee Policy #10000 Loans of Electronic Devices to Students and Staff

School Committee Policy #10110 Responsible and Acceptable Use of District Technology Systems

School Committee Policy #10210 Internet Safety

School Committee Policy #10310 Social Media

School Committee Policy # 10410 Listserv Use

## Protocols Regarding Fundraising and Gifts

Except as permitted by state law and/or regulation, and in accordance with EGPS' Fundraising, Gifts, Grants and Commercial Activities Policy, no East Greenwich school official or employee shall, for any purpose whatsoever, solicit, or exact, from any student in the East Greenwich schools any contribution or gift of money or any article of value, or any pledge to contribute any money or article of value. All Commercial Activities that utilize an EGPS school or school resources shall receive approval by the building principal and the Superintendent, where appropriate.

Reference: School Committee Policy #2190: Fundraising, Gifts, Grants and Commercial Activities

## Prohibition on Student Fees and Field Trip Policy

In accordance with state law and EGPS's Student Fees Policy, no fees may be charged to students or families for any Basic Education Program offered and organized by the district using district resources, or offered and organized by PTGs or other supporting

organizations if such BEP Program constitutes a school's only opportunity for students to participate in a particular activity.

No student shall be ineligible to participate in a Field Trip based on their family's ability or willingness to pay, or on their level of participation in fund-raising activities. The district's annual budget contains an allocation of Field Trip funds for each school. Students and schools may also participate in fundraising and accept voluntary contributions to support a school's Field Trip allocation.

Reference:
School Committee Policy #2191: Student Fees
School Committee Policy #2196: Field Trip Policy

## Employee Complaint Resolution

The East Greenwich School Department affirms its commitment to ensuring an environment for all students and employees which is fair, humane, and respectful; an environment which supports and rewards students and employees on the basis of relevant considerations, and which is free from discriminatory conduct. As an organization dedicated to fostering and upholding higher order values of human dignity and respect for the individual, the East Greenwich School Department expects standards of professional behavior which exceed those minimally prescribed by law. The Director of Finance, Administration, and Operations is the contact for complaint resolution.

Employee Discrimination and Retaliation Complaint Form for Policies #1210 and #1215

Reference:
School Committee Policy #2113 Appeals and Review
School Committee Policy # 1215: Title IX
School Committee Policy # 1210: Non-Discrimination and Complaint Resolution

## Student/Family Appeals and Review

The East Greenwich School District encourages feedback and endeavors to address stakeholders' concerns and questions as quickly and effectively as possible. An established appeals and review is an efficient tool that provides a roadmap for providing feedback, reporting concerns or communicating with school staff members.

In EGPS, the appeals and reviews refers to communication levels of authority within the district. It is essential to begin the process at the lowest level. Many questions are quickly and completely answered by communicating directly with the affected staff person. EGPS utilizes this protocol as a vital tool in guiding the community to the most appropriate point of contact for any issues that may arise in the District.

Reference:
School Committee Policy #2113 Appeals and Review

# EMPLOYMENT

## Equal Employment Opportunity Statement

East Greenwich Schools is committed to maintaining a work and learning environment free from discrimination on the basis of race, color, religion, national origin, pregnancy, gender identity, sexual orientation, marital/civil union status, ancestry, place of birth, age, citizenship status, veteran status, political affiliation, genetic information or disability, as defined and required by state and federal laws. Additionally, we prohibit retaliation against individuals who oppose such discrimination and harassment or who participate in an equal opportunity investigation. The Superintendent is the designee for EEO complaints.

## Requirements

- All employees must undergo a national criminal background check with fingerprints (Pursuant to R.I.G.L. 16-2-18.1)
    - School Committee Policy #2131 National Background Check
- Proper identification for completion of an I-9 and a W-4
- A tuberculosis test with a negative result
- Copy of teaching certificate (teachers)
- Parapro Assessment or Associate or /Bachelor's degree (paraprofessionals) **and** Completion of RIDE approved Pre-Employment Training Program or approval that the candidate meets the RIDE Paraprofessional Standards

All questions should be directed to the HR Coordinator.

## Internal/External Postings

All internal postings are posted on the district website under the Human Resources tab. Vacancies are posted in accordance with the procedure outlined in the collective bargaining agreements. External postings are posted on SchoolSpring.com. All questions should be directed to the Assistant to the Superintendent or the HR Coordinator.

## Retirement/Resignation

Employees must submit a **signed** letter of retirement or resignation to the Superintendent. This letter will be reported to the School Committee at their next meeting. All questions should be directed to the Superintendent. Teachers should refer to their contract for guidelines on early retirement guidelines.

## Retirement/Resignation: Exit Interview

Employees who separate from the district are asked to participate in a voluntary exit interview, which will help to guide the district in assessing recruitment/retention strategies and areas needing change. The human resource office will contact you regarding the opportunity to participate in the online interview.

# COMPENSATION/BENEFITS/LEAVE

## Salary/Payroll/Personnel FAQ

Click on this link for HR/Payroll information regarding:
employment verification, 403B, taxes, retirement, health/dental benefits, direct deposit, health and wellness, etc. All personnel questions should be directed to the HR Coordinator. Payroll questions should be directed to the payroll clerk.

## Forms: Change of Address; Marital Status; W4

All employees are responsible for updating their personal information (address, phone number, etc.). Online Change of Address forms; Marital status forms, and W4 forms can

be found on the district website under the Staff Resources page. All questions should be directed to the payroll clerk.

## Collective Bargaining Agreements:

All Collective Bargaining Agreements and the corresponding financial impact statements are posted on the district website.

## FAQs: Procedures and Protocols

## Criterion-Based Hiring (CBH) procedure for teachers/promotions:

The criterion-based hiring process is listed in Article VI of the collective bargaining agreement. Applicants for promotional positions also participate in the criterion-based hiring process (Article V).

## Professional Development procedure: (including travel/expenses, etc.)

Digital forms are available on the Professional Learning Module (Frontline). Requests will be forwarded to the building principal with final authorization by the Asst Supt. Requests should be made at least **thirty days** prior to the leave. Detailed original receipts need to be submitted to the building principal for initial approval and signature prior to being sent to the Secretary to the Assistant Superintendent for reimbursement. Upon return from the leave a report must be submitted to the Asst Supt and Secretary to the Assistant Superintendent Reimbursement will not be made until all required items are submitted.

## Course Reimbursement procedure:

Employees will be eligible for course reimbursement in accordance with the procedure outlined in their collective bargaining agreement. Eligible employees are asked to fill out the online form (available on the Professional Learning Module (Frontline), which will be reviewed/approved by the Assistant Superintendent. Requests must be made in a timely manner as outlined in the collective bargaining agreement (prior to the start of the course). Questions should be directed to the Assistant Superintendent.

## District Forms

There are numerous forms available on the district website under the "Staff- District Forms" tab and the Professional Learning Module (Frontline).

## Rhode Island Parental and Family Medical Leave Act

The Rhode Island Parental and Family Medical Leave Act entitles eligible employees of covered employers to take unpaid, job-protected leave for specified family and medical reasons with continuation of group health insurance coverage under the same terms and conditions as if the employee had not taken leave. Eligible employees are entitled to:

- Thirteen workweeks of leave in a 12-month period for:
    - the birth of a child of an employee;
    - the placement of a child 16 years of age or less with an employee in connection with the adoption of such child by employees;;
    - "Serious illness" of the employee or the employee's parent, spouse, child, mother-in-law, or father-in-law. (Serious illness is defined to mean a disabling physical or mental illness, injury, impairment, or condition that involves in-patient care in a hospital, nursing home, or hospice, or out-patient care requiring continuing treatment or supervision by a health care provider). **or**
- Twenty-six workweeks of leave during a single 12-month period to care for a covered servicemember with a serious injury or illness if the eligible employee is the service member's spouse/partner, son, daughter, parent, or next of kin (military caregiver leave).
- Ten hours of leave during any 12-month period to attend school conferences or other school-related activities for a child of whom the employee is the parent, foster parent, or guardian.

All questions should be directed to the HR Coordinator.

## Leave Requests

The process for requesting leave of absences (pay/without pay) is outlined in each collective bargaining agreement. Questions may be directed to the Superintendent.

All requests require a **signed** letter.

## Personnel Files

All employees have the right to examine their personnel file in accordance with the procedure outlined in their collective bargaining agreement.

## Medical/Dental

If you currently have medical and dental and want to cancel your coverage, you MUST send in a formal request to the HR Coordinator. Click here for health and dental information.

## Life Insurance

The district's group insurance plan is with *Renaissance*. The certificate of coverage may be viewed here. The life insurance form is available here. The request for change of beneficiary/name change is available here.

## Workers' Compensation

Workers' Compensation is insurance to provide medical expenses and lost wages to employees who are injured while working. Please refer to your collective bargaining agreement. All workers' compensation questions should be directed to the HR Coordinator.

## Employee Assistance Program (EAP)

To access the Employee Assistance Program provided by C3 Wellbeing you can either call directly or go online. Help is a phone call away! Call (800) 445-1195. Employees and managers have access 24/7 for EAP needs, including access to speak with a counselor for in the moment support. C3 Wellbeing provides assistance and counseling with mental health concerns, substance abuse, trauma, legal and financial matters, conflict management, and more.

(800) 445-1195- Available 24/7

**C3 Wellbeing EAP** - Login credentials: EGSD

# EVALUATION

## Evaluation

Certified and noncertified employees will be evaluated in accordance with the procedure outlined in their collective bargaining agreement or employment agreement. Questions pertaining to evaluations should be directed to the building principal or the Assistant Superintendent.

## Additional Relevant Policies (partial list)

- School Committee Policy # 2198 Open House
- School Committee Policy # 4216 Suicide Prevention
- School Committee Policy # 4220 Mental Health Policy
- School Committee Policy # 5230 EGPS Personnel Conflict of Interest and Procurement Standards
- School Committee Policy # 5415 Personnel Assignment
- School Committee Policy # 5430 Arrest Disclosure
- School Committee Policy # 5710 Employee Dress Code
- School Committee Policy # 7120 Extra Help
- School Committee Policy # 7125 Grading Policy
- School Committee Policy # 7600 Responsible Use of Artificial Intelligence
- School Committee Policy # 8210 Releasing Students to Non-Custodial Individuals
- School Committee Policy # 8246 School Response to Teen Dating Violence and Sexual Violence
- School Committee Policy # 8325 Prevention and Crisis Intervention/Physical Restraint

**For a complete list of EGPS Policies, please visit our website at www.egsd.net. https://www.egsd.net/about-us/policies**

## DISTRICT CONTACTS

### Listed below are the contacts for various questions/concerns:

| | | | |
|---|---|---|---|
| Superintendent | Thomas Kenworthy | tkenworthy@egsd.net | 398-1201 |
| Admin Asst to the Superintendent | Amy Healey | ahealey@egsd.net | 398-1201 |
| Assistant Superintendent | Azadeh Noorbaloochi | anoorbaloochi@egsd.net | 398-1203 |
| Admin Asst to the Asst Superintendent | Melissa Ferreira | mferreira@egsd.net | 398-1203 |
| Staff Accountants | Cheryl Augaitis<br>Tamara Walsh | caugaitis@egsd.net<br>twalsh@egsd.net | 398-1244<br>398-1226 |
| Director of Finance, Admin, and Operations | Margaret Baker | mbaker@egsd.net | 398-1240 |
| HR Coordinator | Christine Micheletti | cmicheletti@egsd.net | 398-1222 |
| Payroll | Joyce Laboissonniere | jlaboissonniere@egsd.net | 398-1390 |
| Director of Student Services | Neil Marcaccio | nmarcaccio@egsd.net | 398-1220 |
| Admin Asst to the Director of Student Services | Rosette Figueiredo | rfigueiredo@egsd.net | 398-1230 |
| Student Services Clerk | Lisa Kehoe | lkehoe@egsd.net | 398-1233 |
| Director of Facilities | Robert Wilmarth | rwilmarth@egsd.net | 398-1241 |
| Administrative Secretary - Facilities | Wendy Smith | wsmith@egsd.net | 398-1323 |
| Director of Technology | | | 398-1242 |
| Network Support Specialist | Matthew Jepson | mjepson@egsd.net | 398-7152 |
| Student Info/Support & Student Enrollment | Briana Santos | bsantos@egsd.net | 398-1693 |
| Help Desk Technician | William Bennett | wbennett@egsd.net | 398-1254 |

EAST GREENWICH
PUBLIC SCHOOLS

# EMPLOYEE ACKNOWLEDGEMENT AND RECEIPT

# SY 2026-2027

## Employee Acknowledgement

I have received a copy of the East Greenwich Public Schools Employee Handbook, which outlines the responsibilities of an employee, and the policies and procedures of the District. If I have any questions, I should contact the appropriate District Contact. This handbook does not create an express or implied employment contract. I understand that the information in this handbook represents guidelines to assist employees during their tenure. All East Greenwich School Committee policies, including, but not limited to, those that are outlined in the Employee Handbook are published on the District website. I understand it is my responsibility to read all District policies, including those which are not specifically outlined in the Employee Handbook and I agree to comply with all the guidelines, policies, and procedures of East Greenwich Public Schools. This Handbook is subject to change without notice. All changes in procedure/policy will supersede or eliminate those found in this Handbook. I will be notified of such changes through district communication.

**Please complete this *Google Form* or print, sign and return this form to the Superintendent's Office by Wednesday, August 26, 2026**

_____

Employee signature

_____

Employee name (please print)

_____

Date