



Montezuma Cortez School District 2022-23 Employee Handbook

Welcome to the 2022-2023 school year in The Best Small School District in the state of Colorado!

I have heard superintendents say, “This will be the best year ever!” But this year, we will MAKE this the best year ever. We have created opportunities for our kids and they are supported in so many ways, starting with our Pre-K program at Beech Street and following through to graduation at MCHS. We have strong academic programs K-12 as well as extra programs to help kids and give them a strong community support system. Education is the heart and strength of a community and economic development is the hinge pin to the quality of education.

Join me as we celebrate the beginning of the 2022-2023 school year. Shake hands with a teacher and share a word of encouragement. None of our jobs are unimportant or easy. Encouragement is always welcome and appreciated. Share the excitement with the community and let’s all look forward to the year ahead. Help us hold up our community as a leader in the state and a place where parents are proud of education and value the end result. Help us support our students, encourage their growth, good grades and consistent attendance. We have positive changes ahead that include good behavior and respect for individuals and for the community!

Interim Superintendent
Tom Burris

Director of Human Resources
Cynthia Eldredge

Purpose of Employee Handbook

This handbook is designed to acquaint employees with the District's board policies that are applicable to employees and to provide information about working in the District. The handbook is not all-inclusive, but is intended to provide a summary of some of the District's key policies. The language used in this handbook and any verbal statements made by management are not intended to constitute a contract of employment, either expressed or implied, nor are they a guarantee of employment for a specific duration. No employee handbook can anticipate every circumstance or question. After reading the handbook, if you have any questions please talk with your immediate supervisor or a representative in the Human Resources Department. Also, the need may arise to change the policies described in the handbook. Employees will be notified of any changes as soon as possible. If there are any unforeseen conflicts between this handbook and the law or Board policy, the latter supersedes.

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**Indicates procedure – not policy*

Montezuma Cortez School District Vision and Mission

We are committed to providing an excellent education to Every Student. Every Day. Together we are committed to advancing our mission through living our district core values.

As a result of collaborative efforts and accountability our students will:

- Achieve personal goals and academic growth
- Be invested in success for their future
- Attain high levels of literacy and 21st century skills
- Be engaged in active citizenship

In five to seven years the District will be recognized as a beacon of educational excellence. Our students are 21st century scholars who are proud owners of their learning and successfully interact and compete in a global society. As the core of our community, we set the standard for inspiring, equipping, and empowering the diverse learners in the Montezuma-Cortez School District.

Section I: General Information

Open Hiring/Equal Employment Opportunity

The Board subscribes to the principles of the dignity of all people and of their labors. It also recognizes that it is both culturally and educationally sound to have persons of diverse backgrounds on the school district's staff.

Therefore, the district shall promote and provide for equal opportunity in recruitment, selection, promotion and dismissal of all personnel. Commitment on the part of the district towards equal employment opportunity shall apply to all people without regard to race, color, creed, sex, sexual orientation, religion, national origin, ancestry, age, marital status or disability.

The district shall ensure that it does not unlawfully discriminate in any area of employment including job advertising, pre-employment requirements, recruitment, compensation, fringe benefits, job classifications, promotion, and termination.

***Subject: Employment Status/Positions**

Consistent with the requirements of the Fair Labor Standards Act, each employee is designated as either nonexempt or exempt. Generally, licensed teachers, administrators, and supervisors are exempt, while classified employees are nonexempt.

Nonexempt employees are entitled to comp time for all hours worked over 40 in a workweek. Exempt employees are excluded from overtime compensation.

Regular Full-time

Employees who are regularly scheduled to work the full-time schedule for their job classification. Currently, they are eligible for the District's benefit package, subject to the terms, conditions, and limitations of each benefit program.

Part-time

Employees who are regularly scheduled to work less than 30 hours per week. Part-time employees are ineligible for the District's health benefits but do receive sick days and one personal day.

Substitutes

Employees hired as interim replacements, to temporarily supplement the workforce, or to assist in the completion of a specific project(s). Employment assignments in this category are of a limited and definite duration. Employment beyond any initially stated period does not in any way imply a change in employment status. Temporary employees retain that status until notified of a change.

Sexual Harassment

Board Policy Reference: GBAA

The district is committed to a learning and working environment that is free from sexual harassment. It shall be a violation of policy for any member of the district staff to harass another staff member or student through conduct or communications of a sexual nature.

Sexual harassment is recognized as a form of sex discrimination and thus a violation of the laws which prohibit sex discrimination.

Sexual harassment committed by an employee of the district in the course of employment shall be deemed a breach of duty, and as such, shall subject the offending employee to disciplinary action. This policy similarly applies to non-employee volunteers or any other persons who work subject to the control of school authorities.

Any conduct of a sexual nature directed toward students by teachers or others to whom this policy applies, shall be presumed to be unwelcome.

Sexual harassment prohibited

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

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

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

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

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

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

Sexual harassment cannot be investigated or corrected by the district until the district is made aware of such harassment. Therefore, it is the express desire of the Board to encourage victims of sexual harassment to report such claims.

Additional guidance

Mandatory training must be completed by each employee within 30 days of receiving notification containing instructions on how to complete the training.

If you believe you are a victim of sexual harassment or are aware of sexual harassment in your workplace, you are encouraged to report this to HR using the complaint process outlined in Appendix A.

Staff Ethics/Conflict of Interest

Board Policy Reference: GBEA

No district employee shall engage in or have a financial interest, directly or indirectly, in any activity that conflicts or raises a reasonable question of conflict with his or her duties and responsibilities in the school system. Employees are expected to perform the duties of the position to which they are assigned and to observe rules of conduct and ethical principles established by state law and district policies and regulations.

It shall be understood that all confidential information an employee is privy to as a result of district employment shall be kept strictly confidential. In addition, employees shall not utilize information solely available to them through school sources to engage in any type of work outside of the school district. This includes information concerning potential customers, clients or employers.

An employee shall not sell any books, instructional supplies, musical instruments, equipment or other school supplies to any student or to the parents/guardian of a student who attends the school served by the employee unless prior approval has been obtained from the board.

Moreover, to avoid a conflict of interest, the district prohibits an employee from exercising supervisory, appointment, dismissal authority, or disciplinary action over a member of the employee's immediate family. For purposes of this policy, an employee's "immediate family" includes his or her spouse, children and parents. In addition, an employee may not audit, verify, receive or be entrusted with moneys received or handled by a member of the employee's immediate family. An employee shall not have access to the employer's confidential information concerning a member of the employee's immediate family, including payroll and personnel records.

Conflicts of interest - federally funded transactions

Separate from state law and the Board's policies concerning district employees' standards of conduct and conflict of interest, federal law imposes restrictions on the conduct of district employees whenever the transaction in question is supported by federal funds subject to the Uniform Grant Guidance (UGG). Under the UGG, a district employee shall not participate in the selection, award or administration of a contract supported by a federal award if the employee has a conflict of interest as defined by the UGG. A conflict of interest arises under the UGG when the employee, any member of his or her immediate family, his or her business partner, or an organization which employs or is about to employ any of the aforementioned parties has a substantial financial or other interest in or would obtain a substantial tangible personal benefit from a firm considered for a contract. In addition, the UGG prohibits district employees from soliciting or accepting gratuities, favors, or anything of monetary value from contractors or parties to subcontracts that are federally funded, unless the gift is an unsolicited item of nominal value. For purposes of this policy section only, "immediate family" means the employee's spouse, partner in a civil union, children and parents. In determining whether a financial or other interest is "substantial," or whether anything solicited or accepted for private benefit is of "nominal value," district employees shall follow the standards of conduct and corresponding definitions applicable to local government employees under state law.

Staff Conduct

(And Responsibilities)

Board Policy Reference: GBEB

All staff members have a responsibility to make themselves familiar with and abide by federal and state laws as these affect their work, and the policies of the Board and the regulations designed to implement them.

As representatives of the district and role models for students, all staff shall demonstrate and uphold high professional, ethical and moral standards. Staff members shall conduct themselves in a manner that is consistent with the educational mission of the district and shall maintain professional boundaries with students at all times. Interactions between staff members must be based on mutual respect and any disputes will be solved in a professional manner.

Additional Guidance

Employees are encouraged to resolve disputes directly and professionally wherever possible. If an employee is not able to resolve a dispute directly and professionally, employees are encouraged to seek help from their immediate supervisor. If the dispute is with the employee's supervisor, the employee is encouraged to seek help from HR. Employees wishing to file a grievance must follow procedures outlined in policy GBK and as outlined in Appendix B.

Rules of conduct

Each staff member shall observe rules of conduct established in law, which specify that a school employee shall not:

1. Disclose or use confidential information acquired in the course of employment to substantially further the employee's personal financial interests.
2. Accept a gift of substantial value or substantial economic benefit tantamount to a gift of substantial value which would tend to improperly influence a reasonable person in the position to depart from the faithful and impartial discharge of the staff member's duties, or which the staff member knows or should know is primarily for the purpose of a reward for action.
3. Engage in a substantial financial transaction for private business purposes with a person whom the staff member supervises.
4. Perform an action which directly and substantially confers an economic benefit tantamount to a gift of substantial value on a business or other undertaking in which the staff member has a substantial financial interest or is engaged as counsel, consultant, representative or agent.

All staff members shall be expected to carry out their assigned responsibilities with conscientious concern.

It shall not be considered a breach of conduct for a staff member to:

1. Use school facilities and equipment to communicate or correspond with constituents, family members or business associates on an occasional basis.
2. Accept or receive a benefit as an indirect consequence of transacting school district business.

Essential to the success of ongoing school operations and the instructional program are the following specific responsibilities which shall be required of all personnel: File:

1. Faithfulness and promptness in attendance at work.
2. Support and enforcement of policies of the Board and regulations of the school administration in regard to students.
3. Diligence in submitting required reports promptly at the times specified.
4. Care and protection of school property.
5. Concern and attention toward the safety and welfare of students, including the need to ensure that students are appropriately supervised.

Child abuse

It is the policy of the Board of Education that this school district comply with the Child Protection Act. To that end, any school official or employee who has reasonable cause to know or suspect that a child has been subject to abuse or neglect or who has observed the child being subjected to circumstances or conditions which would reasonably result in abuse or neglect, as defined by statute, shall immediately upon receiving such information report or cause a report to be made to the appropriate county department of social services or local law enforcement agency.

Failure to report promptly may result in civil and/or criminal liability. A person who reports child abuse or neglect in good faith is immune from civil or criminal liability. Reports of child abuse or neglect, the name and address of the child, family or informant or any other identifying information in the report shall be confidential and shall not be public information.

It is not the responsibility of the school official or employee to prove that the child has been abused or neglected.

Additional Guidance:

Employees who have reasonable cause to know or suspect that a child has been subject to abuse or neglect shall report it using the district reporting procedure outlined in Appendix C.

The District shall provide periodic in-service programs for all teachers in order to provide them with information about the Child Protection Act, to assist them in recognizing and reporting instances of child abuse and to instruct them on how to assist victims and their families. School employees and officials shall not contact the child's family or any other persons to determine the cause of the suspected abuse or neglect.

Possession of deadly weapons

The provisions of the policy regarding public possession of deadly weapons on school property or in school buildings also shall apply to employees of the district. However, the restrictions shall not apply to employees who are required to carry or use deadly weapons in order to perform their necessary duties and functions.

Felony/misdemeanor convictions

If, subsequent to beginning employment with the district, the district learns or has good cause to believe that any staff member has been convicted of any felony or misdemeanor other than a misdemeanor traffic offense or infraction, the district shall make inquiries to the Department of Education for purposes of screening the employee. Employees may be required to submit to additional fingerprint screening within 20 days upon receipt of written notification. Disciplinary action, which could include dismissal from employment, may be taken against personnel if the results of fingerprint processing provide relevant information.

Unlawful behavior involving children

The Board may make an inquiry with the Department of Education concerning whether any current employee of the school district has been convicted of, pled nolo contendere to, or received a deferred sentence for a felony or misdemeanor crime involving unlawful sexual behavior or unlawful behavior involving children. Disciplinary action, including termination, may be taken if the inquiry discloses information relevant to the employee's fitness for employment.

Personnel addressing health care treatment for behavior issues

School personnel are prohibited under state law from recommending or requiring the use of psychotropic drugs for students. They are also prohibited from testing or requiring testing for a student's behavior without giving notice to the parent/guardian describing the recommended testing and how any test results will be used and obtaining prior written permission from the student or from the student's parent/guardian.

School personnel are encouraged to discuss concerns about a student's behavior with the parent/guardian and such discussions may include a suggestion that the parent/guardian speak with an appropriate health care professional regarding any behavior concerns school personnel may have.

Notification regarding arrests

In an effort to keep the district apprised in a timely manner of potentially concerning behavior by its employees, an employee who is arrested for any of the following criminal offenses shall provide written notice to the superintendent or designee. Such notice shall be provided prior to reporting to duty in the district and no later than five days after the employee's arrest. The required notice applies to the following criminal offenses:

1. felony child abuse, as specified in C.R.S. 18-6-401;
2. a crime of violence, as defined in C.R.S. 18-1.3-406(2), except second degree assault, unless the victim is a child;
3. a felony involving unlawful sexual behavior, as defined in C.R.S.16-22- 102(9);
4. felony domestic violence, as defined in C.R.S. 18-6-800.3;
5. felony indecent exposure, as described in C.R.S. 18-7-302; or 6. a level 1 or level 2 felony drug offense, as described in C.R.S. 18-18-401 et seq.

Disciplinary action and parental notification

Upon receiving notification of an employee's arrest for one or more of the above- listed criminal offenses, the district may conduct further investigation as it deems necessary and/or refer the matter to the Colorado Department of Education. Disciplinary action, including dismissal, may be taken against the employee as deemed appropriate by the district, in accordance with applicable law and Board policy.

The district may also notify students' parents/guardians when an employee is charged with any of the above-listed criminal offenses, in accordance with state law and applicable Board policy.

Staff Dress Code

Board Policy Reference: GBEB

Teachers and other staff members project an image to the community and to students about the professionalism of the district. During the workday and at all work-related activities, employees shall adhere to a professional standard of dress and shall be neat and clean in appearance. Examples of professional attire include, but are not limited to, collared shirts, dress slacks, dresses and coordinated separates. Maintenance workers, transportation employees, food preparers, custodians, etc. shall wear suitable clothing for their work instead of professional dress. The principal or department director has the final authority to decide what professional attire is.

Unacceptable items - The following items are deemed disruptive to the classroom environment or to the maintenance of a safe and orderly school and are not acceptable in school buildings, on school grounds, or at school activities:

1. Shorts, dresses, skirts or other similar clothing shorter than mid-thigh length
2. Sunglasses and/or hats worn inside the building
3. Inappropriately sheer, tight or low-cut clothing (e.g., midriffs, halter tops, backless clothing, tube tops, garments made of fishnet, mesh or similar material, muscle tops, etc.) that bare or expose traditionally private parts of the body including, but not limited to, the stomach, buttocks, back and breasts.
4. Any clothing, paraphernalia, grooming, jewelry, hair coloring, accessories, or body adornments that are or contain any advertisement, symbols, words, slogans, patches, or pictures that:

Exceptions

- Refer to drugs, tobacco, alcohol, or weapons
- Are of a sexual nature
- By virtue of color, arrangement, trademark, or other attribute denote membership in gangs which advocate drug use, violence, or disruptive behavior
- Are obscene, profane, vulgar, lewd, or legally libelous
- Threaten the safety or welfare of any person
- Promote any activity prohibited by the student code of conduct
- Otherwise disrupt the teaching-learning process as deemed by administration

Appropriate athletic clothing may be worn when teaching or assisting with physical education classes, or when coaching athletic activities.

Adopted: August 9, 1977, Revised: May 14, 1981, Revised: August 23, 1988, Revised: August 19, 1997, Revised: August 17, 2004

Revised: August 18, 2020 - LEGAL REF.: C.R.S. 22-32-109 (1) (cc) (districts required to have staff dress code) CROSS REFS. GBEB, Staff Conduct (And Responsibilities) JICA, Student Dress Code

Alcohol and Drug-Free Workplace

Board Policy Reference: GBEC

The Board recognizes the importance of maintaining a workplace that is free from alcohol and drugs to enhance the safety and welfare of employees and students and ensure compliance with applicable law. Accordingly, it shall be a violation of Board policy for any district employee

to possess, use or be under the influence of alcohol or illicit drugs on district property, in or on district vehicles, at any school-sponsored or district-sponsored activity or event, or off district property when the employee is on duty.

For purposes of this policy, "illicit drugs" means narcotics, drugs and controlled substances as defined in law. Although some actions involving marijuana are no longer prohibited by state law, federal law still prohibits the manufacture, sale, distribution, possession and use of marijuana. As a recipient of federal funds, the district has an obligation to maintain a drug-free workplace. Thus, marijuana is an illicit drug for purposes of this policy. "Illicit drugs" also includes any prescription or over-the-counter drug that does not meet the following four criteria: (1) the employee has a current and valid prescription for the drug or the drug is sold over-the-counter; (2) the drug is used or possessed for the purpose for which it was prescribed or sold over-the-counter; (3) the drug is used or possessed at the dosage prescribed or recommended; and (4) the drug is used or possessed consistent with the safe and efficient performance of the employee's job duties.

Observance of this policy is a condition of employment. A violation shall subject the employee to appropriate disciplinary action which may include suspension, termination and referral for prosecution. In appropriate circumstances and at the district's sole discretion, disciplinary sanctions may include the completion of an approved drug or alcohol abuse assistance or rehabilitation program. Any such program shall be at the employee's expense. However, the district is not required to offer rehabilitation in lieu of termination or other discipline to any employee who has violated this policy.

After investigation, the superintendent may reinstate an employee who has been suspended if it appears to be in the best interests of the district. The matter shall be reported to the Board of Education.

Pursuant to law, any employee who is convicted or pleads *nolo contendere* under any criminal drug statute for a violation occurring in the workplace shall notify the superintendent no later than five days after the conviction. The district has an obligation under federal law to notify the appropriate federal agency within 10 days after receiving notice of such conviction if there is a relationship between federal funds received by the district and the convicted employee's work site.

Additional Guidance: GBEC-R

Supervisors who have a reasonable and individualized suspicion that any school district employee is under the influence of alcohol, illegal drugs or controlled substances contrary to this policy shall immediately consult with the superintendent or superintendent's designee to determine what action should be taken. A supervisor who believes that the employee in question poses an immediate threat to the health or safety of the employee or to others shall take immediate and appropriate action to obviate the threat.

The district may require testing by an experienced, reputable laboratory for reasonable suspicion that one's use of alcohol or illegal drugs is affecting job-related performance. Any employee tested for illegal drugs or alcohol has the right to timely obtain a second test at his/her own expense and submit the results to the school district for its consideration. Any employee who refuses to submit to such a test shall be subject to disciplinary action, up to and including termination.

Drug-Free Workplace Act

Under the federal Drug-Free Workplace Act (the Act), the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited in any district workplace. The Act defines “controlled substance” as a controlled substance on schedules I through IV of 21 U.S.C. section 812, which includes but is not limited to marijuana, cocaine, opiates, phencyclidine (PCP) and amphetamines (including methamphetamine).

Pursuant to the Act, any employee who is convicted or pleads nolo contendere under any criminal drug statute for a violation occurring in the workplace shall notify the superintendent no later than five days after the conviction. The district has an obligation under the Act to notify the appropriate federal agency within 10 days after receiving notice of such conviction if there is a relationship between federal funds received by the district and the convicted employee’s work site.

Notification to employees: Tobacco-Free Schools

Board Policy Reference: ADC

Tobacco use is the single most preventable cause of death and disease in our nation. This Tobacco-Free Schools Policy supports safe schools, promotes clean indoor air and creates an environment where students are encouraged to make health choices. Therefore, to promote the general health, welfare and well-being of students and staff, smoking, chewing or any other use of any tobacco or nicotine-containing products by staff, students and members of the public is prohibited on all school property and at any school sponsored events.

Staff Use of Internet and Electronic Communications

Board Policy Reference: GBEE

The Internet and electronic communications (email, chat rooms and other forms of electronic communication) have vast potential to support curriculum and learning. The Board of Education believes they should be used in schools as a learning resource to educate and to inform.

The Board of Education supports the use of the Internet and electronic communications by staff to improve teaching and learning through interpersonal communication, access to information, research, training and collaboration and dissemination of successful educational practices, methods and materials.

The Internet and electronic communications are fluid environments in which users may access materials and information from many sources. Staff members shall take responsibility for their own use of district computers and computer systems to avoid contact with material or information that violates this policy.

Blocking or filtering obscene, pornographic and harmful information

To protect students from material and information that is obscene, child pornography or otherwise harmful to minors, as defined by the district, software that blocks or filters such

material and information has been installed on the district's Internet file server and all district hardware that allows for access to the Internet by a minor. Blocking or filtering software may be disabled by a supervising teacher or school administrator, as necessary, for the purpose of bona fide research or other educational projects being conducted by staff members over the age of 18.

No expectation of privacy

District computers and computer systems are owned by the district and are intended for educational purposes and district business at all times. Staff members shall have no expectation of privacy when using the Internet or electronic communications. The district reserves the right to monitor, inspect, copy, review and store (at any time and without prior notice) all usage of district computers and computer systems, including all Internet and electronic communications access and transmission/receipt of materials and information. All material and information accessed/received through district computers and computer systems shall remain the property of the school district.

Public records

Electronic communications sent and received by district employees may be considered a public record subject to public disclosure or inspection under the Colorado Open Records Act. All employee electronic communications shall be monitored to ensure that all public electronic communication records are retained, archived and destroyed in accordance with applicable law.

Unauthorized and unacceptable uses

Staff members shall use district computers and computer systems in a responsible, efficient, ethical and legal manner.

Because technology and ways of using technology are constantly evolving, every unacceptable use of district computers and computers systems cannot be specifically described in policy. Therefore, examples of unacceptable uses include, but are not limited to, the following.

No staff member shall access, create, transmit, retransmit or forward material or information:

- that promotes violence or advocates destruction of property including, but not limited to, access to information concerning the manufacturing or purchasing of destructive devices or weapons
- that is not related to district education objectives
- that contains pornographic, obscene or other sexually oriented materials, either as pictures or writings, that are intended to stimulate erotic feelings or appeal to prurient interests in nudity, sex or excretion
- that harasses, threatens, demands, or promotes violence or hatred against another person or group of persons with regard to race, color, creed, sex, sexual orientation, religion, national origin, ancestry, age, marital status or disability
- for personal profit, financial gain, advertising, commercial transaction or political purposes

- that plagiarizes the work of another
- that uses inappropriate or profane language likely to be offensive to others in the school community
- that is knowingly false or could be construed as intending to purposely damage another person's reputation
- in violation of any federal or state law, including but not limited to copyrighted material and material protected by trade secret
- that contains information protected by confidentiality laws
- using another individual's Internet or electronic communications account without written permission from that individual
- that impersonates another or transmits through an anonymous remailer
- that accesses fee services without specific permission from the system administrator

Security

Security on district computer systems is a high priority. Staff members who identify a security problem while using the Internet or electronic communications must immediately notify a system administrator. Staff members should not demonstrate the problem to other users. Logging on to the Internet or electronic communications as a system administrator is prohibited.

Staff members shall not:

- use another person's password or any other identifier
- gain or attempt to gain unauthorized access to district computers or computers systems
- read, alter, delete or copy, or attempt to do so, electronic communications of other system users

Any staff member identified as a security risk, or as having a history of problems with other computer systems, may be denied access to the Internet and electronic communications.

Confidentiality

Staff members shall not access, transmit or retransmit material regarding students, parents/guardians, district employees or district affairs that is protected by confidentiality laws unless such access, receipt or transmittal is in accordance with their assigned job responsibilities, applicable law and district policy. If material is not legally protected but is of a confidential or sensitive nature, great care shall be taken to ensure that only those with a "need to know" are allowed access to the material. Staff members shall handle all employee, student and district records in accordance with policies GBJ (Personnel Records and Files), JRA/JRC (Student Records/Release of Information on Students), and EGAEA (Electronic Communication).

Disclosure of confidential student records, including disclosure via electronic mail or other telecommunication systems, is governed by state and federal law, including the Family Educational Rights and Privacy Act (FERPA). (See policy JRA/JRC, Student Records/Release of Information on Students for detailed information on student records).

It is imperative that staff members who share confidential student information via electronic communications understand the correct use of the technology, so that confidential records are not inadvertently sent or forwarded to the wrong party. Staff members who use email to disclose

student records or other confidential student information in a manner inconsistent with applicable law and district policy may be subject to disciplinary action.

Vandalism

Vandalism will result in cancellation of privileges and may result in school disciplinary action and/or legal action. Vandalism is defined as any malicious or intentional attempt to harm, destroy, modify, abuse or disrupt operation of any network within the school district or any network connected to the Internet, operation of any form of electronic communications, the data contained on any network or electronic communications, the data of another user, usage by another user, or district-owned software or hardware. This includes but is not limited to, the uploading or creation of computer viruses and the use of encryption software.

Unauthorized software

Staff members are prohibited from using or possessing any software that has been downloaded or is otherwise in the user's possession without appropriate registration and payment of any fees owed to the software owner.

Staff member use is a privilege

Use of the Internet and electronic communications demands personal responsibility and an understanding of the acceptable and unacceptable uses of such tools. Staff member use of the Internet and electronic communications is a privilege, not a right. Failure to follow the use procedures contained in this policy will result in the loss of the privilege to use these tools and restitution for costs associated with damages and may result in school disciplinary action and/or legal action. The school district may deny, revoke or suspend access to district technology or close accounts at any time.

Staff members shall be required to sign the district's Acceptable Use Agreement annually before Internet or electronic communications accounts shall be issued or access shall be allowed.

School district makes no warranties

The school district makes no warranties of any kind, whether expressed or implied, related to the use of district computers and computer systems, including access to the Internet and electronic communications services. Providing access to these services does not imply endorsement by the district of the content, nor does the district make any guarantee as to the accuracy or quality of information received. The school district shall not be responsible for any damages, losses or costs a staff member suffers in using the Internet and electronic communications. This includes loss of data and service interruptions. Use of any information obtained via the Internet and electronic communications is at the staff member's own risk.

Copyright Compliance

Copyright Laws for Teachers

It is the intent of the district to adhere to the provisions of copyright laws in all areas, e.g., print, computer software, audiovisual materials, music, etc. Though there continues to be controversy regarding interpretation of copyright laws, the district's intention is to make known that all district employees shall be expected to adhere to the provisions of law, rules and regulations concerning the use of copyrighted materials. Legal or insurance protection of the district shall not be extended to employees who violate copyright laws. There shall be made available at the district level as well as the respective building levels information on copyright infringement and "fair use" guidelines for copyrighted materials.

Data Privacy and Your Responsibility

Schools, districts and educators have a great responsibility required by law to protect and secure all student data. Parents and guardians want assurances that personal information and data about their child/children are secure and protected by our school system. Parent concerns are rising as we use the internet, mobile apps, cloud computing, online learning and new technologies to deliver exciting new education services.

The following guidelines are offered to assist staff in complying with the confidentiality requirements concerning student education records under the Family Educational Rights and Privacy Act (FERPA) and the Colorado Public Records Act.

Confidentiality guidelines to be followed:

1. Staff CANNOT disclose education records to other school district employees who do not have a legitimate educational interest in the education records for purposes of carrying out their authorized duties, as determined by the school district.
2. Staff CANNOT disclose education records to college-level students, consultants, or authorized community volunteers* who do not have a legitimate educational interest in the education records for purposes of carrying out their authorized duties, as determined by the school district.
3. Staff CANNOT disclose education records (including student addresses and/or telephone numbers) to persons who are not school district employees, college-level students, or authorized community volunteers* unless permitted to do so by the building principal.
4. Staff CANNOT disclose education records (including student addresses and/or telephone numbers) to other students.
5. Staff CANNOT post students' final grades or grade point averages, including giving access to the teacher's grade book.

Staff Personal Security and Safety

Board Policy Reference: GBGB

Offenses against school employees

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

These same procedures shall be followed in instances of damage by a student to the personal property of a teacher or school employee occurring on school district premises.

1. The teacher or employee shall file a written complaint with the building principal, the superintendent's office and the Board of Education.
2. The principal shall, after receipt of the complaint and proof deemed adequate by the principal, suspend the student for three days in accordance with established procedures.
3. The superintendent shall initiate procedures for the further suspension or expulsion of the student when injury or property damage has occurred.
4. The superintendent or designee shall report the incident to the district attorney or the appropriate local law enforcement agency or officer who shall be requested, upon receiving the report, to investigate the incident to determine the appropriateness of filing criminal charges or initiating delinquency proceedings.

Communication of disciplinary information to teachers/counselors

The principal or designee shall communicate discipline information concerning any student enrolled in the district to all teachers and counselors who have direct contact with that student. Any teacher or counselor who is assigned a student with known serious behavior problems will be informed of the student's behavior record. Any school employee who is provided this information shall maintain its confidentiality and shall not communicate it to any other person.

*First Aid and Emergency Medical Care

Board Policy Reference: GBGAB

No treatment of injuries except first aid shall be permitted in the schools. First aid is that immediate help given by the best qualified person at hand in case of accident or sudden illness.

At least one person in each building and all staff members who teach or supervise students in classes or activities where students are exposed to dangerous equipment or chemicals or other increased risks of injury, as determined by the school district, shall have special training in first aid. A master first aid kit shall be kept and properly maintained in each school.

The District shall develop and implement a comprehensive program that will include first aid, CPR and AED training. As a minimum, the following staff members are required to possess a valid first aid, CPR and AED card: All building administrators, all building secretaries, all coaches, all P.E. teachers, all counselors, all significant support needs teachers and special need aides, all preschool teachers, all bus drivers, all nurses, and all athletic

trainers. Custodians, club/activity sponsors and bus aides are strongly encouraged to be certified in first aide, CPR and AED training.

Any person who in good faith provides emergency care or assistance without compensation at the place of the emergency or accident shall not be liable for any civil damages for acts or omissions in good faith.

Treatment of injuries occurring outside school jurisdiction is not the responsibility of school employees.

No drugs shall be given at any time except for aromatic spirits of ammonia in the case of fainting. The administering of aspirin or other analgesics for headaches or pain or the giving of sodium bicarbonate is forbidden unless a parent/guardian and physician have given written authorization for their use.

The school's obligation continues after the injury until the injured student has been placed in the care of the parent/guardian or emergency health personnel. Therefore, the parents/ guardians of all students shall be asked to sign and submit an emergency medical authorization form which shall indicate the procedure they wish the school to follow in the event of a medical emergency involving their child.

In all cases where the nature of an illness or an injury appears serious, the parent/guardian shall be contacted if possible and the instructions on the student's emergency card followed. In extreme emergencies, where there is potential threat to life, limb or digit, school personnel shall immediately call emergency health personnel to arrange for transporting the student to an emergency facility on advice of emergency health personnel.

No elementary student who is ill or injured shall be sent home alone nor shall a secondary student be sent home alone unless the illness is minor and the parent/guardian has consented in advance.

Southwest Health Systems School Based Health Clinic at M-CHS

Staff or ANY STUDENT enrolled in a Montezuma – Cortez RE-1 school who is between the ages of 3 and 21 is eligible to receive medical care. You do not have to be a student at MCHS to receive treatment.

To schedule an appointment please call (970) 565-3722, x2145. After hours please contact the Walk-In Clinic at (970) 564-1037. In case of emergency, dial 911.

School Closings and Cancellation Notification

The superintendent or designee is empowered to close the schools, to delay their start, or to dismiss them early in the event of hazardous weather or other emergencies which threaten the safety, health or welfare of students or staff members. Every available resource shall be used in

forming the decision to cancel school because of inclement weather, unsafe road conditions or other emergencies. The Board shall ratify the closing at its next regular meeting.

Parents shall be asked to help with the decision as far as their own children are concerned. If a parent believes that it is too hazardous to send his child to school, that child should be kept at home. The child will not be penalized for the absence and will be allowed to make up missed assignments.

If a parent believes the weather is bad enough at any time during the day or that he or a designated adult representing him wants to come to school and pick up his child, principals will release the student. The school will maintain a log of students who are released early and to whom they were released.

When the superintendent determines that student safety will be jeopardized if they are allowed to remain at school during any type of disaster or emergency, the students will be dismissed and directed to go home in their usual manner. This information shall be broadcast over local radio stations, reverse call system and Facebook to alert parents to the early dismissal. The principals and selected staff members shall remain at the building until it has been determined that all students have arrived home safely.

If it is not feasible to dismiss students, the entire staff shall remain with the students and provide the safest type of protection possible. Students shall be dismissed only when a parent arrives at the school to take custody of his child.

Information regarding notification of emergency closings and early dismissals shall be provided to parents, students and staff members at the beginning of each school year.

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

School Closings and Cancellations

In the event of inclement weather or mechanical breakdown, school may be closed or delayed. The same conditions may also necessitate early dismissal. School closings, delayed starting time or early dismissal will be announced over local TV and radio stations, reverse call, website and Facebook.

School Cancellation

If the decision is made to cancel school, local TV and radio stations will be asked to announce that the district will be closed. Local TV and radio stations will be informed of this decision by 5:30 a.m.

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

Two-Hour Delayed Start

If adverse weather conditions appear to be developing during the 5:30 a.m. decision time frame, the superintendent or designee may delay the start of school for two hours. The procedure will be as follows:

1. Public will be informed by 6:00 a.m. that the starting time of the district will be delayed by two hours.
2. The decision to open or close schools will be made prior to 8:00 a.m.
3. If the decision is made to keep school open, the two-hour delayed start will be honored and no additional announcements will be made.
4. If the decision is made to cancel school, public will be informed by 8:00 a.m.
5. Two-hour delayed starts are intended for the safety of students. Staff members should arrive as close to their normal start time as safely possible, but no later than 30 minutes prior to the 2-hour delayed start time.

Early Release

If school is in session and a storm develops, a decision may be made to send students home early. The same communication protocol applies.

Workers' Compensation

Board Policy Reference: GBGD

An employee who is temporarily disabled and unable to work as the result of an injury arising out of and in the course of employment shall be placed on workers' compensation leave for the period of time the employee applies and is eligible for workers' compensation benefit payments.

The primary source of compensation for an employee on workers' compensation leave shall be the indemnity payment from the workers' compensation section of the division of worker's compensation of the Colorado Department of Labor and Employment or insurance carrier as determined by state law.

To the extent that the indemnity payment is less than an employee's weekly wage or equivalent, the employee is entitled to use accrued school district sick leave, donated sick leave days and vacation time to supplement the workers' compensation payment. Under no circumstances shall an employee be allowed to receive more than an amount equal to the weekly wage or equivalent when combining the indemnity payment from workers' compensation and school district benefits including sick bank.

The employee shall cooperate with the any effort to ascertain the amount of the supplemental benefit available under this policy.

While on workers' compensation leave under a temporary total disability, employees shall continue to have school district health, life and disability insurance coverage, to the same extent the employee had such coverage prior to taking workers' compensation leave, for a period of

time not to exceed six months. At such time, the employee shall be given the option of directly assuming payment of the district's costs for such benefits or discontinuing the coverage until returning to work and again being eligible for benefits, unless the district is otherwise required to continue such coverage under applicable law. The administration is directed to establish necessary procedures to implement this policy.

Additional Guidance: Additional guidance on reporting an injury that occurs at work and approved providers is included in Appendix E.

Health Benefits

Who is Eligible?

A Montezuma-Cortez School District employee who completes the employment ***waiting period*** as specified by the Employer as an ***active employee*** or any applicable ***waiting period*** outlined in the employee contract not to exceed 90 days. The following family members are eligible for medical, life, voluntary dental and voluntary vision coverage: covered employees' spouse and children from birth to the limiting age of 26 years. See **Plan Document** for more details.

How to Enroll

The first step is to review the benefits outlined in the benefits packet and then complete the forms given to you by Human Resources. If you are unsure of your current selections, check with Human Resources. Once you have made your selections, you will not be able to change them until the next open enrollment period unless you have a ***qualifying event***.

When to Enroll

Your open enrollment effective date is January 1. Forms need to be completed during the open enrollment period set by the district. Unless you have a qualified change in status, you cannot make changes to the benefits you elect until the next open enrollment period.

A Qualifying Event includes: marriage, divorce, legal separation, birth or adoption of a child, change in child's dependent status, death of spouse, child or other qualified dependent, change in residence due to an employment transfer for you or your spouse, commencement or termination of adoption proceedings, or change in spouse's benefits or employment status.

Please contact Human Resource for more information.

Staff Sick Leave and Bereavement

Board Policy References: GBGG

The Board recognizes that there may be times when an employee is unable to fulfill the duties of the employee's position due to illness. Therefore, paid sick leave is provided in accordance with this policy.

Sick leave may be used for employee illness, or for necessary care of an ill member of the employee's immediate family. Sick leave may also be taken in case of the death of an employee's immediate family member. Eight days of sick leave may be used for paid bereavement leave. Additional days of bereavement leave may be granted by the superintendent without pay.

For purposes of this policy, "immediate family" is defined as husband, wife, son, daughter, father, mother, brother, sister, father-in-law, mother-in-law, sister-in-law, brother-in-law, daughter-in-law, son-in-law, grandparents, grandchildren of the employee, or any other person living in the immediate household of the employee as a member of the family. Exceptions may be made by the superintendent.

Sick leave will begin accruing on the first day of employment and shall accrue at the rate of ten days per year for employees working 10 months per year and 30 hours or more per week. Employees on a twelve-month contract shall accrue sick leave at the rate of twelve days per year. For employees working less than 30 hours per week, the sick leave entitlement shall be directly proportionate to the length of the workday and year. A maximum of 60 days of sick leave may be accumulated. In the event that a retiring teacher who has accumulated 60 days uses some sick leave during that last year, he/she will be reimbursed at the end of the year up to 10 days.

An employee may be required to furnish proof of illness prior to approval of sick leave pay.

Requesting a Substitute

ARRANGEMENTS FOR PROFESSIONAL STAFF SUBSTITUTES

Please contact your building principal or supervisor for instructions. Substitutes shall be called in the following order: those with Colorado Certified License and then those holding a Colorado Substitute License.

Substitute teachers shall carry out the program of instruction to the best of their ability.
Substitutes are not employed to only keep order.

Payroll Services

Payday is the last working day of the month. Here are the scheduled Paydays for 2022-23:

- July 29 (Pay Day for 12 month employees)
- August 31 (Pay Day for 10, 11 and 12 month employees)
- September 30 (Pay Day for all employees)
- October 31
- November 30
- December 30 * Please note that you will be paid on December 30th, even though the schools are not open.
- January 31
- February 28
- March 31
- April 28
- May 31
- June 30

Time cards for hourly employees and extra pay run from the 21st of the month to the 20th of the next month. These time cards are to be turned into the payroll office (properly signed by the employee and the supervisor) by the 20th of the month.

Original substitute pay sheets are to be received by the Human Resource Assistant in the payroll office no later than the 20th on the month. Weekly colored copies are required in order to calculation payroll accurately. The accuracy of these forms is the responsibility of the Principal, Director or other Administrator who is finally responsible for supervision of the employee. The accuracy needs to be reviewed carefully due to frequent last minute changes in substitute assignments. Substitutes can only be paid the amount shown on the pay sheets submitted for that purpose. Questions and challenges by subs will be directed back to the schools or department for verification of changes in pay or time worked.

Payroll deduction changes must be turned into the payroll department in writing by the 15th of the month in order to be effective for that payroll. Some request for payroll changes may not be possible depending on payroll rules and IRS laws.

Contract changes for 9 month employees are effective September through August. Principals and secretary contracts (except 9 month) are effective August through July due to the timeframe that they are required to work. 12 month employee contracts are effective July through June.

Federally-Mandated Family and Medical Leave

Board Policy Reference: GBGF

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

Eligibility

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

Permitted reasons for FMLA leave

Leave may be paid or unpaid, depending on the circumstances. An eligible employee shall be entitled to a combined total of 12 weeks' leave per year for the following reasons:

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

Spouses, partners in a civil union and/or domestic partners who are both employed by the district shall be entitled to a total of 12 weeks of leave (rather than 12 weeks each) per year for reasons (1), (2), (3) and/or (5) specified in the immediately preceding paragraph.

Entitlement for child-care leave shall end after the child reaches age one or 12 months after adoption or foster placement. Leave to care for a child shall include leave for a stepparent or person *in loco parentis*.

An eligible employee who is a spouse, son, daughter, parent or next of kin of a covered service member with a serious injury or illness incurred or aggravated in the line of duty on active duty shall be entitled to a total of 26 weeks of leave during a single 12-month period to care for the covered service member.

The single 12-month period shall begin on the first day the employee takes leave for this reason and shall end 12 months later. During that 12-month period, the eligible employee is entitled to a

combined total of 26 weeks or leave under this policy. Only 12 weeks of the 26-week total may be for a FMLA-qualifying reason other than to care for a covered service member.

Spouses who are both employed by the district shall be entitled to a total of 26 weeks (rather than 26 weeks each) in a single 12-month period if the leave is to care for a covered service member with a serious injury or illness, or a combination of caring for a covered service member and reasons (1), (2), (3) and/or (5) above.

Intermittent or reduced FMLA leave

Leave may be taken on an intermittent or reduced leave schedule. The district may require the employee to transfer temporarily to an alternative position which better accommodates recurring periods of absence or a part-time schedule provided that the position has equivalent pay and benefits. Teachers requesting intermittent or reduced leave involving greater than 20 percent of their working time during such period may, in the alternative, be required to take leave continuously for all or a specified part of the total period involved.

Intermittent leave or leave on a reduced schedule shall not be allowed because of the birth of an employee's child and to care for a newborn child, or because of the placement of a child with an employee for adoption or foster care.

Health insurance and benefits

The district shall maintain coverage under any group health insurance plan for any employee who is granted an approved leave of absence under this policy for the duration of the leave. Such coverage shall be maintained at the same level and under the same conditions as coverage would have been provided if the employee were not on leave. The district reserves the right to seek reimbursement for this benefit in the event that an employee elects not to return to work, as allowed by law.

The use of FMLA leave shall not result in the loss of any employment benefit that accrued prior to the start of the FMLA leave.

Reinstatement after FMLA leave

Reinstatement shall be determined in accordance with any applicable law and Board policies. If the employee on leave is a salaried employee and is among the highest paid 10 percent of district employees and keeping the job open for the employee would result in substantial economic injury to the district, the employee may be denied reinstatement provided the district notifies the employee of its intent to deny reinstatement at the time economic hardship occurs and the employee elects not to return to work after receiving the notice.

Compliance with governing law

The district shall fully comply with the FMLA and applicable state law and shall be entitled to take all actions and exercise all options authorized under the FMLA and applicable state law consistent with this policy and its accompanying regulation. In the event that this policy or its accompanying regulation conflict or are otherwise inconsistent with mandatory provisions of the FMLA or applicable state law, the mandatory provisions of the FMLA and applicable state law shall control.

Additional guidance: Forms and guidance for applying for FMLA is found in Appendix D.

Staff Maternity/Paternity/Parental Leave

Board Policy Reference: GBGE

Maternity leave

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

1. Determination of Necessity

The determination and designation of the period of time during which maternity leave is necessary may be initiated by either the employee or the school district. Final determination of such period including the beginning, duration and end of the period shall be made by the Board of Education based on information provided by the employee, the employee's physician, the administration and if deemed necessary, by a physician designated by the Board of Education.

2. Reinstatement

An employee who has taken leave in accordance with this policy shall be assured reinstatement at the beginning of the first semester following the end of the period of time during which leave is necessary. However, any leave granted shall in no way affect the powers or duties of the Board including but not limited to the nonrenewal of a contract of a probationary teacher.

3. Notice

An employee who becomes pregnant shall be encouraged to notify the superintendent or designee regarding the pregnancy well in advance of the expected leave so that the district may make appropriate staffing decisions.

4. Benefits

An employee on maternity leave for medical necessity as determined by the employee's or the Board's physician shall receive pay, insurance and other benefits to the same extent and on the same basis as leave used for other purposes. Any additional leave granted by the Board for maternity purposes beyond that which is medically necessary shall be without pay or other benefits unless the provisions of the federally-mandated family leave policy apply.

5. Maintaining contact

When possible in light of the circumstances, the employee shall maintain contact with the employee's classroom replacement during the leave period for the purpose of providing assistance with lessons, classroom management and accomplishment of long-range goals.

Parental leave

The provisions of this section shall apply only after an eligible employee has used any applicable federally-mandated family leave. Any days taken for family leave will be deducted from the total leave period allowed under this policy.

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

In determining whether to grant the leave request, the district will consider any special needs of the child, the staffing needs of the district and any other relevant factors. The district will grant parental leave without regard to the sex of the employee.

At the request of the personnel office, the granting of parental leave may require evidence of need. If the parental leave request is refused by the personnel office, the staff member may appeal to the Board of Education.

If the leave period is for an entire school year, notice of intent to return from parental leave must be given to the personnel office before April 1 preceding the school year the employee wishes to return to work. If the leave is for a period less than an entire school year, notice of intent to return shall be given at least three months prior to the date the employee wishes to return to work. Upon return from parental leave, the employee shall be reinstated on the salary schedule at the column and step he or she was on when granted leave.

As long as proper notice has been given of the employee's intent to return to work, the district shall reinstate the employee and place him or her on the salary schedule at the appropriate level. A teacher being reinstated shall be placed in a teaching position as nearly identical as possible to the position left at the commencement of the leave. In no event shall a teacher be placed in a position for which he or she is not qualified or licensed.

The employee on parental leave may be permitted to substitute in the school district at the district-approved substitute rate of pay.

Nothing in this policy shall be construed to limit the powers or duties of the Board or administration to make employment decisions for the district including but not limited to non-renewing a contract of a probationary teacher.

Personnel Records and Files

Board Policy Reference: GBJ

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

1. A personnel folder for each employee, licensed and classified, shall be accurately maintained in the district administrative office. Personnel records shall include home addresses and telephone numbers, financial information, and other information maintained because of the employer-employee relationship.
2. All personnel records of individual employees shall be considered confidential except for the information listed below. Personnel records shall not be open for public inspection. The superintendent and designees shall take the necessary steps to safeguard against unauthorized access or use of all confidential material.
3. Employees shall have the right, upon request, to review the contents of their own personnel files, with the exception of references and recommendations provided to the district on a confidential basis by universities, colleges or persons not connected with the district.
4. The following information in personnel records and files shall be available for public inspection:
 - a. Applications of past or current employees
 - b. Employment agreements
 - c. Any amount paid or benefit provided incident to termination of employment
 - d. Performance ratings except for teacher evaluations as noted below
 - e. Any compensation including expense allowances and benefits
5. The evaluation report of licensed personnel and all public records used in preparing the evaluation report shall be confidential and available only to those permitted access under state law. Portions of the superintendent's evaluation shall be open to public inspection, in accordance with state law.
6. District employees' home addresses and telephone numbers shall not be released for general public or commercial use.
7. District employees' medical records shall be kept in separate files and shall be kept confidential in accordance with applicable law and Board policy.
8. A written evaluation or any other personnel record shall not reflect any good faith actions of any employee which were in compliance with the district's discipline code.
9. Personnel records shall be available upon request to members of the Board of Education.

Staff Concerns/Complaints/Grievances

Board Policy Reference: GBK

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

A "grievance" is defined in accordance with the regulations that accompany this policy. Staff wishing to file a grievance in accordance with the regulations should use the grievance forms included in Appendix B.

Nothing in this policy shall be construed to imply in any manner the establishment of personal rights not explicitly established by statute or Board policy. Neither shall anything in this policy be construed to establish any condition prerequisite relative to nonrenewal of contracts, transfer, assignment, dismissal or any other employment decision relating to school personnel.

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

Section 2 – Certified and Professional Staff

*Instructional Staff Contracts/Compensation/Salary Schedules

Board-adopted salary schedules are available on the district website. A teacher may move from one step to another or from one education column to another for the current school year with a formal letter to the superintendent and the proper data is filed with Human Resources. Appropriate paperwork must be submitted to Human Resources by September 1st for the September payroll and the 1st day of the second semester. The salary schedule shall not be retroactive.

Teachers must submit official transcripts to verify the completion and attainment of degree status. Official grade reports are sufficient to verify all other acquired hours.

Credit for previous experience up to ten years, may be recognized at the time of employment in the district.

Holidays

Please refer to the appropriate work calendar for your department.

Professional Staff Recruiting/Hiring

Board Policy Reference: GCE/GCF

Recruiting

The Board desires the superintendent to develop and maintain a recruitment program designed to attract and hold the best possible personnel.

It is the responsibility of the superintendent, with the assistance of other administrators, to determine the personnel needs of the district in general and of each individual school and to locate suitable candidates to recommend to the Board for employment. The search for good teachers and other professional personnel shall extend to a wide variety of educational institutions and geographical areas. It shall take into consideration the diverse characteristics of the school system and the need for staff members of various backgrounds.

Recruitment procedures shall not overlook the talents and potential of individuals already employed in the district schools. Any present employee of the district may apply for a position for which he or she is licensed, highly qualified, and meets other stated requirements.

Background checks

Prior to hiring any person, in accordance with state law, the district shall conduct background checks with the Colorado Department of Education and previous employers regarding the applicant's fitness for employment. In all cases where credit reports are used in the hiring process, the district shall comply with the Fair Credit Reporting Act.

Hiring

There shall be no discrimination in the hiring process on the basis of race, color, creed, sex, sexual orientation, religion, national origin, ancestry, age, marital status or disability.

All candidates shall be considered on the basis of their merits, qualifications and the needs of the school district.

All interviewing and selection procedures shall ensure that the administrator directly responsible for the work of a staff member has an opportunity to aid in the selection. However, the final selection for nomination shall be made only by the superintendent.

Appointment of candidates

Nominations shall be made at meetings of the Board of Education. The vote of a majority of the Board shall be necessary to approve the appointment of teachers, administrators or any other employee of the school district. If there is a negative vote by the Board, the superintendent shall submit a new recommendation to the Board for approval.

*Teacher Mentor Program

Mentors are seasoned teachers who are professionally licensed and have demonstrated a minimum of three years of successful teaching experience. A mentor is defined as a consultant and advisor whose role is to support and guide, not to evaluate the new staff member. Mentors are formally appointed by their principal and will receive training as needed. Mentors work collaboratively and non-judgmentally with new teachers to help assure an enjoyable and

successful teaching experience. The partnership is formalized by a Mentor-Mentee Agreement, which is signed by both parties. The agreement spells out the duties and responsibilities of both parties, who agree to work together for one school year.

Roles and Responsibilities of the Mentor

Roles:

- To listen
- To be available for consultation and assistance
- To establish lines of communication
- To support the incoming teacher as advocate and professional confidant
- To schedule and meet with the mentee monthly (or more often, as necessary) at a time and place mutually agreed upon in the ***Mentor-Mentee Agreement***
- To articulate district policies, procedures and expectations to the new teacher
- To help the mentee understand the organizational culture
- To guide the new person in lesson plan and grade book procedures
- To familiarize the new person with available resources in the district
- To share personal experiences and insights that may benefit the new teacher
- To help the new teacher set realistic goals and targets that will impact student learning

Responsibilities:

- To sign the ***Mentor-Mentee Agreement***
- To commit time to work with the new mentee for one year
- To meet with the mentee at least once a month at scheduled times throughout the year, as agreed upon by both parties
- To discuss in detail with mentees the monthly issues listed in the Mentoring Program Portfolio
- To update building principal quarterly on mentoring progress
- To store the Mentor Portfolio between scheduled meeting times and submit the completed portfolio on or before the last day of school, to the Principal or Assistant Principal, who verifies completion and forwards to Human Resource.
- To complete an Exit Questionnaire, to be used for assessment and improvement of the program.

Characteristics of Successful Mentors

- Reflect a positive focus toward the teaching profession
- Exhibit effective interpersonal and communication skills
- Demonstrate effective teaching techniques and classroom management skills
- Promote positive working relationships with building personnel

- Demonstrate consistency in meeting deadlines
- Maintain confidentiality

Professional Staff Development

Board Policy Reference: GCI

The Board of Education believes that student achievement must drive all professional staff development efforts and that professional development is an indispensable part of overall school improvement. To support these beliefs, the Board is committed to allocating adequate resources, including people, time and facilities, to professional development that is effective.

The superintendent shall develop a professional development program that:

- Is rigorous, results-based, data-driven and tied to student achievement.
- Is ongoing and an integral part of each professional staff member's workday.
- Uses a variety of approaches and professional development models.
- Is collaborative, school-centered and involves teachers and administrators in its design.
Focuses on teachers as central to student learning, yet includes all other members of the school community.
- Focuses on student learning.
- Is rich in academic content, learning processes, current research, materials and technologies.
- Uses the systematic study of student work to improve teaching and learning.
- Occurs in environments of safety, trust and shared problem solving.
- Promotes equity.

The professional development program shall be designed to support achievement of the district's educational objectives, including that all students meet or exceed state and district content standards.

The superintendent shall evaluate the effectiveness of the professional development program on an on-going basis and modify the program accordingly.

Participation in the professional development program is required of teachers and administrators.

Evaluation of Licensed Personnel

Board Policy Reference: GCO

This policy and accompanying regulation shall be considered part of the district's licensed personnel performance evaluation system. The district's licensed personnel evaluation system shall be developed and implemented in accordance with state law. The Board shall consult with

district administrators, teachers, parents and the advisory school district licensed personnel performance evaluation council in developing and evaluating the district's evaluation system.

The purposes of the district's licensed personnel evaluation system shall be to serve as a basis for the improvement of instruction, enhance the implementation of curricular programs, and measure the professional growth and development and the level of effectiveness of licensed personnel. The district's licensed personnel performance evaluation system also shall serve as the measurement of satisfactory performance and documentation for dismissal for unsatisfactory performance pursuant to state law, if applicable. For purposes of this policy and the district's licensed personnel performance evaluation system, "unsatisfactory performance" shall be defined as a performance rating of "ineffective."

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

Nothing in this policy shall be construed to imply in any manner the establishment of any property rights or expectancy or entitlement to continued employment not explicitly established by statute, Board policy or contract. Neither shall this policy and/or the evaluation system be deemed or construed to establish any conditions prerequisite relative to renewal of contracts, transfer, assignment, dismissal or other employment decisions relating to school personnel.

Unless an evaluator acts in bad faith or maliciously with respect to the application of a procedure associated with the evaluation process, any misapplication of a procedure, failure to apply a procedure or adhere to a prescribed timeline shall not be an impediment to or prevent the Board from modifying an employee's contract status, employment status or assignment under the terms of the employment contract and state law. The content of the evaluation, the rating given and any improvement plan shall not be grievable under the district's formal grievance process.

All employment decisions remain within the sole and continuing discretion of the Board of Education, subject only to the conditions and limitations prescribed by Colorado law. Any dismissal or other employment action shall be in accordance with applicable state law and Board policy.

Section III: SUPPORT & CLASSIFIED STAFF

Board Policy Reference: GDD

Support Staff Vacations and Holidays

Twelve Month/Full Time Support Staff Vacations (Secretarial/Clerical, Maintenance, Custodial, Transportation Vacation: Vacation shall be earned at a rate of two weeks per year initially, then three weeks per year after completion of five years of service and four weeks after twenty years of service*.

Vacations are to be taken throughout the year (and not accumulated until the end of the year) or in conjunction with school vacations dependent upon supervisor approval. Vacation time can be accrued and carried over into another year up to a maximum of five (5) days. To determine precisely what period of time vacation is accrued, a common anniversary date of July 1 will be used. During the first year of employment, an employee may accrue vacation time prior to the July 1 anniversary date prorated based on their date of employment.

* Six months or more of service in the first year equals one year of service.

A staff member that has moved from a 9, 10, or 11 month position to a 12 month position in the district will be allowed to apply the years they have worked in the district to the amount of vacation they will have earned in their 12 month position, with the exception of the first year they work as a 12 month employee.

The Vacation scale is as follows:

- If an employee has worked five to nineteen years in the district, the employee will have earned in the first year as a twelve-month employee two weeks of vacation. The subsequent years thereafter, the employee will have earned three weeks of vacation for every year worked as a twelve-month employee. The employee will be able to rollover five days of unused vacation to the next year.
- If the employee has worked twenty or more years in the district, the employee will have earned three weeks of vacation in the first year as a twelve-month employee. The subsequent years thereafter, the employee will have earned four weeks of vacation for every year worked as a twelve-month employee. The employee will be able to rollover five days of unused vacation to the next year.

Holidays

Please refer to the appropriate work calendar for your department.

Support Staff Recruiting/Hiring

Board Policy Reference: GDE/GDF

The Board shall establish and budget for classified positions in the school district on the basis of need and the financial resources of the district.

Recruiting

The recruitment and selection of candidates for these positions shall be the responsibility of the superintendent or designee who shall confer with principals and other supervisory personnel in making a selection.

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

Background checks

Prior to hiring any person, in accordance with state law the district shall conduct background checks with the Colorado Department of Education and previous employers regarding the applicant's fitness for employment. In all cases where credit reports are used in the hiring process, the district shall comply with the Fair Credit Reporting Act and applicable law.

All applicants recommended for a position in the district shall submit a set of fingerprints and information about felony or misdemeanor convictions as required by law. (This requirement shall not apply to any student currently enrolled in the district applying for a job.) Applicants may be conditionally employed prior to receiving the fingerprint results.

Hiring

There shall be no discrimination in the hiring process on the basis of race, color, creed, sex, sexual orientation (which includes transgender), religion, national origin, ancestry, age, genetic information, marital status, disability or conditions related to pregnancy or childbirth.

The Board shall officially appoint all employees upon the superintendent's recommendation; however, temporary appointments may be made pending Board action.

Upon the hiring of any employee, information required by federal and state child support laws will be timely forwarded by the district to the appropriate state agency

Support Staff Positions

Board Policy Reference: GDA

All support staff positions in the school system shall be established initially by the Board.

Support staff employees, unless otherwise designated by contract, shall be considered "at will" employees who serve at the pleasure of the Board and shall have only those employment rights expressly established by Board policy.

Support staff members shall be employed for such time as the district is in need of or desirous of the services of such employees. In each case, the Board shall approve a statement of job requirements as presented by the superintendent. This shall be in the form of a job description setting forth the qualifications for the job, a detailed list of performance responsibilities and any required physical capabilities.

Support Staff Salary Schedules

Board Policy Reference: GDBA

The Board shall establish salary schedules for classifications of the support staff, including the secretarial staff, aides, custodians, maintenance workers, bus drivers, food service workers and other categories as established by the Board.

Such schedules shall take into account the qualifications required and the responsibilities of the position.

If the Board declares a fiscal emergency during a budget year as allowed by state law, it may reduce salaries for all employees on a proportional basis or alter the work year of employees. Any such reduction in salaries may be made notwithstanding any adopted salary schedule or policy.

Support Staff Supplementary Pay/Overtime

Board Policy Reference: GDBC

Overtime The administration shall determine which school district employees are subject to the minimum wage and overtime requirements of federal law. These non-exempt employees shall be paid overtime at the rate of one and one-half times the regular rate of pay for hours worked in excess of 40 in any work week.

Alternatively, in lieu of overtime compensation non-exempt employees may receive compensatory time off at a rate not less than one and one-half hours for each hour of employment for which overtime compensation is required.

A determination as to whether overtime shall be compensated by overtime pay or by compensatory time shall be made prior to the performance of the work. An employee shall be permitted to use compensatory time within a reasonable period of time after making a request to the supervisor. Such requests shall be granted if the use of the compensatory time does not unduly disrupt the operations of the school district.

A non-exempt employee may accrue no more than 240 hours of compensatory time in accordance with federal law unless the employee's supervisor gives advice that accrual of additional hours is allowed under the law. All overtime work shall require the advance approval of the superintendent, CFO or a designee. An effort shall be made whenever possible not to schedule non-exempt employees for more than 40 hours per week. All hours worked shall be accurately recorded in the manner required by the employee's supervisor. Rates for supplementary services District employees who put in extra hours to supervise and/or serve community groups using school facilities shall be paid at the rate established by the Board for such contract services. Any supplementary pay shall be in accordance with federal law

Evaluation of Support Staff

Board Policy Reference: GDO

The district has adopted an evaluation system designed to ensure the highest quality of services for the district's students, staff and community. This system shall assist supervisors and classified employees in understanding the evaluation process.

The evaluation process shall be designed to foster positive self-esteem, recognition and praise. This process shall serve as a tool for both employees and their supervisors to promote positive feedback, communications and mutual respect and dignity.

However, support staff employees, unless otherwise designated by contract, shall be considered “at will” employees who serve at the pleasure of the Board and shall have only those employment rights expressly established by Board policy. Nothing in this policy shall diminish the district’s ability to employ support staff members only for such time as the district is in need of or desirous of the services of such employees. The district reserves the right to discipline or terminate the employment of a support staff employee without regard to the outcome of any past or pending evaluation or whether evaluations have been conducted.

The evaluation system is designed to:

1. Improve or support teaching and learning
2. Enhance implementation of curricular programs
3. Measure professional growth, development and performance
4. Promote and improve communications between the employee and supervisor
5. Provide insight and feedback regarding the employee’s performance, including areas of strength, opportunities for growth, and need for improvement
6. Provide recognition for outstanding performance
7. Ensure that consistent procedures and uniform performance standards are used for the evaluation of all employees who hold the same position
8. Explain the responsibilities of the employee and employer in the evaluation process
9. Provide additional information that may relate to personnel decisions

Resignation of Support Staff

Board Policy Reference: GDQB

Support staff employees are encouraged to give two weeks written notice to the district prior to resigning employment.

If an employee resigns as a result of an allegation of unlawful behavior involving a child, including unlawful sexual behavior, which is supported by a preponderance of evidence, the superintendent is delegated the responsibility for notifying the Colorado Department of Education (CDE) as soon as possible but no later than ten (10) business days after the employee’s resignation. The superintendent shall provide any information requested by the department concerning the circumstances of the resignation. The district also shall notify the employee that information concerning the resignation is being forwarded to CDE unless such notice would conflict with the confidentiality requirements of the Child Protection Act.

Discipline, Suspension and Dismissal of Support Staff

Board Policy Reference: GDQD

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

The Board delegates to the superintendent the authority to dismiss classified personnel. The superintendent may delegate this authority to other appropriate personnel such as the director of personnel. All dismissals of classified employees shall be reported to the Board at its next regular meeting.

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

If an employee is dismissed or resigns as a result of an allegation of unlawful behavior involving a child, including unlawful sexual behavior, which is supported by a preponderance of evidence, the superintendent is delegated the responsibility for notifying the Colorado Department of Education (CDE) as soon as possible but no later than ten (10) business days after such dismissal or resignation. The superintendent shall provide any information requested by the department concerning the circumstances of the dismissal or resignation. The district also shall notify the employee that information concerning the dismissal or resignation is being forwarded to CDE, unless such notice would conflict with the confidentiality requirements of the Child Protection Act.

If the district learns that a current employee has been convicted of, pled *nolo contendere* to, or received a deferred sentence or deferred prosecution for any felony or misdemeanor crime involving unlawful sexual behavior or unlawful behavior involving children, the superintendent shall immediately report this information to CDE.

The district shall not obtain consumer credit reports on a current employee unless the district is evaluating the employee for promotion, reassignment or retention. In all cases where credit information or reports are obtained and/or relied upon for purposes of reassigning, terminating or denying the promotion of an employee, the district shall comply with the Fair Credit Reporting Act and applicable state law.

Employee Acknowledgement

I understand this it is my responsibility to read, understand and agree to abide by the Montezuma Cortez School District *Policies and Employee Handbooks*. I understand that any violation of these procedures may result in disciplinary action up to and including dismissal.

Employee's Printed Name

Employees Signature

_____/_____/_____
Date Signed

**PLEASE RETURN THIS PAGE TO YOUR
ADMINISTRATOR**

*The documents identified above are all posted online. If you have difficulty accessing the documents, please notify the Office of Human Resources.

