

## 300 ADMINISTRATIVE EMPLOYEES

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SECTION: ADMINISTRATIVE  
EMPLOYEES

TITLE: CREATING A POSITION

ADOPTED: November 15, 2004

REVISED:

# HIGHLANDS SCHOOL DISTRICT

301. CREATING A POSITION	
1. Purpose	Administrative positions will be established by the Board in order to provide effective management and leadership for the operation of the district.
2. Authority SC 1001, 1106 Title 22 Sec. 4.4  SC 1075, 1142	<p>The need for creating administrative positions shall be determined by the Board, based on the recommendation of the Superintendent. The Board reserves for itself the final determination of the number and type of administrative positions deemed necessary for effective management of the district.</p> <p>The initial salary or salary range for a new position shall be determined by the Board when creating such position, based upon the recommendation of the Superintendent and supporting documentation.</p>
3. Guidelines	<p>In the exercise of its authority to create a new position, the Board shall give primary consideration to the following:</p> <ol style="list-style-type: none"> <li>1. Most effective management of district programs.</li> <li>2. Number of students enrolled.</li> <li>3. Special needs of students.</li> <li>4. Operational needs of the district.</li> <li>5. Financial resources of the district.</li> </ol> <p>Recommendations for a new or additional administrative position shall include:</p> <ol style="list-style-type: none"> <li>1. Job description clearly outlining the duties for which the position was created.</li> <li>2. A title that conforms with the appropriate certificate if certification is required.</li> <li>3. Supporting data and other rationale relevant to the recommendation.</li> </ol>

# HIGHLANDS SCHOOL DISTRICT

SECTION: ADMINISTRATIVE  
EMPLOYEES

TITLE: EMPLOYMENT OF  
SUPERINTENDENT/  
ASSISTANT  
SUPERINTENDENT

ADOPTED: November 15, 2004

REVISED:

<p>1. Purpose SC 1001</p> <p>2. Authority SC 508, 1071, 1073, 1075, 1076, 1077, 2107</p> <p>SC 1073, 1077</p> <p>3. Guidelines</p> <p>42 U.S.C. Sec. 12101 et seq</p>	<p style="text-align: center;">302. EMPLOYMENT OF SUPERINTENDENT/ ASSISTANT SUPERINTENDENT</p> <p>The Board places the primary responsibility and authority for the administration of this district in the Superintendent and Assistant Superintendent. Therefore, selection of a Superintendent or Assistant Superintendent is critical to the effective leadership and management of the district.</p> <p>When the position of Superintendent or Assistant Superintendent becomes vacant, the Board shall elect a district Superintendent or Assistant Superintendent by a majority vote of all members of the Board and shall fix the beginning salary and term of office. Such term may be three (3), four (4), or five (5) years, beginning with the effective date of the appointment to office.</p> <p>During the final year of the term of office, the Board may notify the Superintendent or Assistant Superintendent that it plans to seek applications for the position from other qualified candidates. Such notification shall be given by the Board at least 150 days prior to the end of the term.</p> <p>The Board shall actively seek the best qualified and most capable candidate for the position of Superintendent. It may be aided in this task by a committee of Board members and/or the services of professional consultants.</p> <p>The Board shall seek applicants for the position of Assistant Superintendent by nomination of the Superintendent, in conjunction with the same process used to determine the Superintendent.</p> <p><u>Recruitment</u></p> <p>Recruitment procedures shall be prepared in advance of the search and may include the following:</p> <ol style="list-style-type: none"> <li>1. Preparation of a job description for the position, written in accordance with requirements of federal and state laws and regulations.</li> </ol>
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# HIGHLANDS SCHOOL DISTRICT

SECTION: ADMINISTRATIVE  
EMPLOYEES

TITLE: EMPLOYMENT OF  
ADMINISTRATORS

ADOPTED November 15, 2004

REVISED:

303. EMPLOYMENT OF ADMINISTRATORS	
<p>1. Purpose</p>	<p>The Board places substantial responsibility and authority for the effective management of the schools with district administrators.</p>
<p>2. Authority</p> <p>SC 508, 1106, 1142 Title 22 Sec. 4.4</p>	<p>The Highlands School District recognizes the importance of hiring the best and most qualified person for any job within the school district.</p> <p>The Board shall, by a majority vote of all members, approve the employment; set the compensation; and establish the term of employment for each administrator employed by this district.</p>
<p>3. Guidelines</p> <p>SC 1109 Title 22 Sec. 49.111 et seq</p>	<p>All applicants will be required to complete the official employee application form, in addition to supplying references and a resume. Applications will be kept on file for at least one (1) year.</p> <p>Applications will be screened by designated district administrators to determine the best possible candidate. Candidates will be selected for interview by the administration. Final candidates will be selected and recommended by the interviewing team. The Superintendent will interview all finalists, and make a final recommendation to the School Board.</p> <p>Approval shall normally be given to the candidates for employment recommended by the Superintendent.</p> <p>Any employee's misstatement of fact material to qualifications for employment or determination of salary shall constitute grounds for dismissal by the Board.</p> <p>No applicant shall be recommended for hire by the Superintendent if such person is a relation by blood or marriage of any Board member unless such applicant is qualified or more qualified than all other non-relative applicants. No candidate will be selected for hire if not properly certified, unless in extreme emergency situations.</p>

# HIGHLANDS SCHOOL DISTRICT

SECTION: ADMINISTRATIVE  
EMPLOYEES

TITLE: EMPLOYMENT CONTRACT

ADOPTED: November 15, 2004

REVISED:

308. EMPLOYMENT CONTRACT	
<p>1. Purpose SC 1121</p>	<p>Administrative employees who are certificated and covered by tenure law must have an employment contract or Board resolution that is in conformance with the School Code. Noncertificated and nontenured administrative employees may be covered by an employment contract or Board resolution that sets forth certain elements considered essential.</p>
<p>2. Authority SC 1106  SC 1121</p>	<p>The Board has the authority under law to prescribe employment conditions for district personnel.</p> <p>It shall be the policy of this school district that all tenured and certificated administrative employees execute an employment contract upon employment, which shall automatically renew itself each year unless one of the parties gives written notice sixty (60) days prior to its expiration that it will not be renewed.</p> <p>Noncertificated administrative employees shall be employed through a contract or Board resolution which sets forth the full conditions of employment and continues from year to year until altered by Board action.</p>
<p>3. Guidelines SC 1121</p>	<p>The contract shall specify those matters contained in statute for certificated administrative employees, consistent with this policy. For noncertificated administrative employees, the contract or Board resolution shall be in accordance with this policy.</p> <p>Willful misrepresentation of facts material to employment and determination of salary shall be considered cause for dismissal of the employee.</p> <p>The Board shall be notified promptly of any misunderstanding arising from the application of a given contract or resolution, or any error in salary paid to the employee.</p>
<p>School Code 1106, 1121</p>	

SECTION: ADMINISTRATIVE  
EMPLOYEES

TITLE: ASSIGNMENT AND TRANSFER

ADOPTED: November 15, 2004

REVISED:

# HIGHLANDS SCHOOL DISTRICT

309. ASSIGNMENT AND TRANSFER	
1. Purpose	The assignment and transfer within the district of administrative employees shall be in accordance with the administrative and management needs of the district.
2. Authority	The Board shall approve the initial assignment of administrative personnel at the time of employment and when such assignments involve a transfer from one building to another or involve a move to a position requiring a certificate or credentials other than those required for the employee's present position.
3. Delegation of Responsibility	<p>The Superintendent or designee shall provide a system of assignment or reassignment that includes voluntary transfers.</p> <p>The Superintendent shall, in considering any assignment or transfer, base the decision on:</p> <ol style="list-style-type: none"> <li>1. Impact of proposed assignment on the educational program.</li> <li>2. Employee's background, experience and preparation for the position.</li> <li>3. Employee's success in former positions.</li> <li>4. Employee's length of service in the district and in the position presently held.</li> <li>5. Recommendations of the employee's administrative supervisors.</li> <li>6. Administrative and operational efficiency advanced by the proposed assignment.</li> </ol>
4. Guidelines 23 Pa. C.S.A. 6301 et seq	<p>Current district employees whose transfer from one position to another position within the school district results in a change in job classification must submit to the district a valid Act 151 clearance statement.</p> <p>Vacancies shall be publicized to all appropriate employees.</p>

# HIGHLANDS SCHOOL DISTRICT

SECTION: ADMINISTRATIVE  
EMPLOYEES

TITLE: ABOLISHING A POSITION

ADOPTED: November 15, 2004

REVISED:

310. ABOLISHING A POSITION	
1. Purpose	The Board is responsible for providing the administrative staff necessary for implementing the educational program and the proper operation of the schools, and to do so efficiently and economically.
2. Authority SC 524, 1106 Title 22 Sec. 4.4  SC 1124  Pol. 311	<p>The Board recognizes its responsibility to maintain administrative staff positions consistent with the management and supervisory needs of the district.</p> <p>In the exercise of its authority to reduce staff or abolish positions, the Board shall give primary consideration to the effect upon the educational program and shall ascertain that elimination of a program is approved by the Department of Education.</p> <p>Reduction in staff as a result of the abolishment of positions shall be in accordance with law and Board policy.</p>
3. Guidelines	<p>Abolishment of administrative positions may be brought about by many factors, such as:</p> <ol style="list-style-type: none"> <li>1. Substantial decline in student enrollment.</li> <li>2. Changes in the district's organizational structure.</li> <li>3. Changes in the district's facilities.</li> <li>4. Changes in the district's economic resources and tax base.</li> <li>5. Need for operating economies.</li> </ol>
4. Delegation of Responsibility	The Superintendent shall recommend annually to the Board the number of administrative positions needed for the district to function efficiently, including recommending the abolishment of unnecessary positions.

# HIGHLANDS SCHOOL DISTRICT

SECTION: ADMINISTRATIVE  
EMPLOYEES

TITLE: SUSPENSIONS AND  
FURLOUGHS

ADOPTED: November 15, 2004

REVISED:

311. SUSPENSIONS AND FURLOUGHS	
1. Purpose	Maintenance of administrative and supervisory staff appropriate to effectively manage the district is a Board responsibility. The purpose of this policy is to establish the manner in which necessary reductions of that staff shall be accomplished.
2. Authority SC 524, 1124, 1125.1	The Board has the authority and responsibility to determine how suspensions and furloughs of administrative staff shall be made when necessary, in accordance with law.
3. Delegation of Responsibility SC 1125.1	<p>The Superintendent or designee shall develop administrative procedures for reduction of staff in accordance with this policy and applicable law.</p> <p>The efficiency and effectiveness of district organization and staffing patterns shall be under continuing review, and recommendations for abolishing positions and reallocating duties shall be presented for Board consideration when the Superintendent considers such actions to be in the best interests of the district.</p>
4. Guidelines SC 1123 Pol. 313	Data necessary for computation of each administrative employee's rating and seniority status shall be recorded and maintained.
SC 1125.1	Standards shall be established for the suspension or furlough of one administrative employee over another when one or more must be suspended.
SC 1125.1 2 Pa. C.S.A. Sec. 551 et seq	<p>Tenured administrative employees are entitled to a Local Agency Law hearing at the employee's request, prior to suspension or furlough.</p> <p>Nontenured administrative employees may not be entitled to a Local Agency Law hearing prior to suspension or furlough. However, nontenured administrators may request a hearing by the Board, or a committee of the Board, prior to suspension.</p>

# HIGHLANDS SCHOOL DISTRICT

SECTION: ADMINISTRATIVE  
EMPLOYEES

TITLE: EVALUATION OF  
SUPERINTENDENT

ADOPTED: November 15, 2004

REVISED:

312. EVALUATION OF SUPERINTENDENT	
1. Purpose	Regular, periodic evaluation of the Superintendent's performance is a Board responsibility. In carrying out this responsibility, the Board recognizes that the Superintendent is entitled to such a review in an objective and straightforward manner so that leadership of the district may be as effective as possible.
2. Authority	The Board shall evaluate the performance of the Superintendent annually or at any time such action is prudent.
3. Guidelines	<p>Prior to the beginning of the period under evaluation, the Board and Superintendent shall agree upon the criteria to be used for evaluation purposes.</p> <p>Evaluation criteria may include:</p> <ol style="list-style-type: none"> <li>1. Superintendent's self-evaluation.</li> <li>2. Objectives/Goals agreed upon annually by the Board and Superintendent.</li> <li>3. Working relationship between the Board and the Superintendent.</li> <li>4. Superintendent's relationship with staff, students and community.</li> <li>5. Superintendent's professional growth.</li> <li>6. Compilation of assessments by individual Board members, which shall then be reviewed by the Board and Superintendent.</li> <li>7. Evaluation interviews between the Board and Superintendent during which no other business is discussed.</li> <li>8. Consideration of objective data regarding student welfare, student test scores, curriculum development, business management and property maintenance, and employee grievances.</li> </ol>

# HIGHLANDS SCHOOL DISTRICT

SECTION: ADMINISTRATIVE  
EMPLOYEES

TITLE: EVALUATION OF  
ADMINISTRATIVE  
EMPLOYEES

ADOPTED: November 15, 2004

REVISED:

313. EVALUATION OF ADMINISTRATIVE EMPLOYEES	
1. Purpose	<p>Evaluation is a continuing process in which the administrative employee and supervisor cooperatively identify strengths and weaknesses in the individual's job performance.</p> <p>The objectives of evaluation are to assess and improve performance, encourage professional growth, promote positive behavior, and facilitate attainment of district goals and objectives.</p> <p>There shall be a plan for regular, periodic evaluation of all administrative employees, including the Assistant Superintendent. The Board shall be informed periodically about the results of those evaluations.</p>
2. Authority	<p>The Board directs that evaluations of administrative employees be performed at least annually.</p>
3. Delegation of Responsibility	<p>The Superintendent or designee shall develop procedures for the evaluation of administrative staff.</p> <p>Prior to the beginning of the period under evaluation, the Superintendent or designee shall discuss with the administrative employee the criteria to be used for evaluation purposes.</p>
4. Guidelines	<p>Criteria for administrative evaluations may include:</p> <ol style="list-style-type: none"> <li>1. Individual conferences for evaluation procedures.</li> <li>2. Employee's self-evaluation.</li> <li>3. Joint review of job description by the evaluator and employee.</li> <li>4. Attainment of established goals/objectives.</li> <li>5. Identification of areas of strength.</li> </ol>

SECTION: ADMINISTRATIVE  
EMPLOYEES

TITLE: HIV INFECTION

ADOPTED: November 15, 2004

REVISED:

# HIGHLANDS SCHOOL DISTRICT

314.1. HIV INFECTION	
1. Purpose	<p>The Board is committed to providing a safe, healthy environment for its students and employees. The purpose of this policy shall be to safeguard the health and well-being of students and employees while protecting the rights of the individual.</p> <p>This policy is based on current evidence that the HIV virus is not normally transmissible by infected individuals within the school setting, except as noted in this policy.</p>
2. Definitions	<p><b>HIV infection</b> - Refers to the disease caused by the HIV or human immunodeficiency virus.</p> <p><b>AIDS</b> - Acquired Immune Deficiency Syndrome.</p> <p><b>CDCP</b> - United States Public Health Service Centers for Disease Control and Prevention.</p> <p><b>Infected employee</b> - Refers to employees diagnosed as having the HIV virus, including those who are asymptomatic.</p>
3. Authority SC 510	<p>This policy shall apply to all employees in all programs conducted by the school district.</p> <p>The Board directs that the established district policies and procedures that relate to illnesses among employees shall also apply to infected employees.</p>
35 P.S. 7601 et seq	<p>The Board shall not require routine screening tests for HIV infection in the school setting, nor will such tests be a condition for employment.</p>
4. Delegation of Responsibility	<p>The Superintendent or designee shall be responsible for handling and releasing information concerning infected employees.</p>

# HIGHLANDS SCHOOL DISTRICT

SECTION: ADMINISTRATIVE  
EMPLOYEES

TITLE: PHYSICAL EXAMINATION

ADOPTED: November 15, 2004

REVISED:

314. PHYSICAL EXAMINATION	
1. Purpose	In order to certify the fitness of employees to discharge efficiently the duties they will be performing and to protect the health of students and staff from the transmission of communicable diseases, physical examinations of all administrative employees will be required prior to beginning employment.
2. Definition	A <b>physical examination</b> at the employee's expense shall mean a general examination by a licensed physician and recorded on a Highlands School District Health Record form and may include a psychiatric and/or psychological evaluation.
3. Authority Title 28 Sec. 23.43 42 U.S.C. Sec. 12101 SC 1418	After receiving an offer of employment but prior to beginning employment, all candidates shall undergo a medical examination, as required by law.
SC 1418 Title 28 Sec. 23.44	The Board requires that all employees undergo a tuberculosis examination at the employee's expense provided by the district upon initial employment, in accordance with regulations of the Pennsylvania Department of Health.
SC 1418	The Board may require an employee to undergo a physical examination at the Board's request.
Title 28 Sec. 23.44 SC 1419	The Board shall accept an affidavit in lieu of an examination where circumstances warrant such action.
4. Delegation of Responsibility	The results of all required medical examinations shall be made known to the Superintendent on a confidential basis and discussed with the employee.
42 U.S.C. Sec. 12101 et seq	Medical records shall be kept in a file separate from the employee's personnel file.

SECTION: ADMINISTRATIVE  
EMPLOYEES

TITLE: NONTENURED EMPLOYEES

ADOPTED: November 15, 2004

REVISED:

# HIGHLANDS SCHOOL DISTRICT

316. NONTENURED EMPLOYEES	
1. Purpose	Effective district operation requires capable supervision by a variety of nontenured administrators. Such administrators are an integral part of the district's management team.
2. Authority	It is the policy of the Board that certain administrators shall be employed with the recognition that they are not professional employees, as defined by law, and will not attain tenure status.
SC 1101	Nontenured administrative staff shall include any position in which provision for tenure is not made by law.
School Code 1101, 1121	

SECTION: ADMINISTRATIVE  
EMPLOYEES

TITLE: WEAPONS

ADOPTED: November 15, 2004

REVISED:

# HIGHLANDS SCHOOL DISTRICT

317.1. WEAPONS	
1. Purpose	All Highlands employees are prohibited from carrying weapons onto the school district premises.
2. Definition	<b>Weapon</b> – the term shall include but not be limited to any knife, cutting instrument, cutting tool, nunchaku, firearm, shotgun, rifle, replica of a weapon, and/or any other tool, instrument or implement capable of inflicting serious bodily injury.
3. Guidelines	Any person found to be in violation of this policy shall be subject to disciplinary action up to and including dismissal.

# HIGHLANDS SCHOOL DISTRICT

SECTION: ADMINISTRATIVE  
EMPLOYEES

TITLE: CONDUCT/DISCIPLINARY  
PROCEDURES

ADOPTED: November 15, 2004

REVISED:

317. CONDUCT/DISCIPLINARY PROCEDURES	
<p>1. Purpose</p>	<p>All administrative employees are expected to conduct themselves in a manner consistent with appropriate and orderly behavior. Effective operation of district programs requires the cooperation of all employees working together under a system of policies and rules applied fairly and consistently. The orderly conduct of the district's functions requires compliance with these policies and rules, and consistent penalties and disciplinary procedures for violations.</p>
<p>2. Authority SC 510</p> <p>SC 1122, 1126, 1127</p>	<p>The Board directs that procedures be established whereby administrative employees are informed of the disciplinary actions that are considered appropriate and may be applied for violation of district policies, rules and procedures.</p> <p>When dismissal charges are filed against an administrative employee pursuant to law, the Board shall hold a hearing in accordance with the procedures established in the School Code.</p>
<p>3. Guidelines</p> <p>2 Pa. C.S.A. Sec. 551 et seq SC 1127</p>	<p>All administrative employees shall comply with district policies, rules and regulations; attempt to maintain order; perform assigned job functions; and carry out directives issued by supervisors.</p> <p>In the event it is necessary to demote or dismiss an administrative employee, a hearing shall be provided as required by statute.</p> <p>When engaged in assigned duties, no employee shall participate in activities that include but are not limited to the following:</p> <ol style="list-style-type: none"> <li>1. Physical or verbal abuse, or threat of harm, to anyone.</li> <li>2. Causing damage to district property, facilities and equipment.</li> <li>3. Forceful or unauthorized entry to or occupation of district facilities, buildings and grounds.</li> </ol>

SECTION: ADMINISTRATIVE  
EMPLOYEES

TITLE: OUTSIDE ACTIVITIES

ADOPTED: November 15, 2004

REVISED:

# HIGHLANDS SCHOOL DISTRICT

319. OUTSIDE ACTIVITIES	
1. Purpose	The Board recognizes that members of the administrative staff do enjoy private lives and may associate with others outside of school for economic, religious, cultural or personal reasons. However, the Board has a responsibility to evaluate administrators in terms of their effectiveness in discharging assigned duties and responsibilities.
2. Authority	<p>Therefore, when nonschool activities impact upon an administrator's effectiveness within the school system, the Board reserves the right to evaluate the effect of such activities upon the individual's completion of responsibilities to the students and to the district's programs.</p> <p>The Board does not endorse, support, nor assume liability for any district staff member who conducts nonschool, outside activities in which district students or employees may participate.</p>
3. Delegation of Responsibility	The Superintendent or designee shall disseminate guidelines so that administrators may avoid situations in which personal interests, activities, and associations may conflict with the interests of the district.
4. Guidelines	<p>The following guidelines are provided for the direction of administrators:</p> <ol style="list-style-type: none"> <li>1. Do not utilize school material for personal gain. Copyrights to materials or equipment developed, processed, or tested by district employees in the performance of district activities in fulfillment of the terms of their employment reside with and may be claimed by the district.</li> <li>2. Do not use school property or school time to solicit or accept customers for private enterprises.</li> <li>3. Do not use school time for outside activities when there is no valid reason to be excused from assigned duties.</li> </ol>

# HIGHLANDS SCHOOL DISTRICT

SECTION: ADMINISTRATIVE  
EMPLOYEES

TITLE: FREEDOM OF SPEECH IN  
NONSCHOOL SETTINGS

ADOPTED: November 15, 2004

REVISED:

	<b>320. FREEDOM OF SPEECH IN NONSCHOOL SETTINGS</b>
1. Purpose	The Board acknowledges the right of its administrative employees as citizens in a democratic society to speak out on issues of public concern. When those issues are related to the school system and its programs, however, the employee's freedom of expression must be balanced against the interests of this district.
2. Authority	The Board adopts this policy to clarify situations in which an administrator's expression could conflict with the district's interests.
3. Guidelines	<p>In situations in which an administrator is not engaged in the performance of professional duties, s/he shall:</p> <ol style="list-style-type: none"><li>1. Recognize that as an administrator his/her comments generally will be viewed as representative of the district.</li><li>2. State clearly that his/her comments represent personal views and not those of the school district.</li><li>3. Refrain from comments that would interfere with the maintenance of student discipline.</li><li>4. Refrain from making public statements known to be false or made without regard for truth or accuracy.</li><li>5. Refrain from making threats against co-workers, supervisors or district officials.</li></ol>
Pol. 317	Violations of this policy may constitute cause for disciplinary action.

SECTION: ADMINISTRATIVE  
EMPLOYEES

TITLE: POLITICAL ACTIVITIES

ADOPTED: November 15, 2004

REVISED:

# HIGHLANDS SCHOOL DISTRICT

321. POLITICAL ACTIVITIES	
1. Purpose	The Board recognizes and encourages the right of its employees, as citizens, to engage in political activity. However, district property and district time, paid for by the citizens, may not be used for political purposes when performing assigned duties.
2. Authority	The Board adopts the following guidelines for those administrative staff members who intend to engage in political activities.
3. Guidelines Pol. 707	<p>No employee shall engage in political activities during assigned hours on property under the jurisdiction of the Board unless permission has been granted for that purpose through the Use of Facilities Policy.</p> <p>Collection of and/or solicitation for campaign funds or campaign workers is prohibited on school property during working hours.</p> <p>The use of students for writing, addressing, or distributing partisan political materials is forbidden.</p> <p>District employees who hold elective or appointive office are not entitled to time off from their school duties for reasons incident to such offices, except as such time may qualify under the leave policies of the Board.</p> <p>The following situations are exempt from the provisions of this policy:</p> <ol style="list-style-type: none"> <li>1. Discussion and study of politics and political issues when appropriate to classroom studies, such as history, current events, and political science.</li> <li>2. Conduct of student elections and connected campaigning.</li> <li>3. Conduct of employee representative elections.</li> </ol>
Pol. 317	Violations of this policy may constitute cause for disciplinary action, at the Board's discretion.

SECTION: ADMINISTRATIVE  
EMPLOYEES

TITLE: GIFTS

ADOPTED: November 15, 2004

REVISED:

# HIGHLANDS SCHOOL DISTRICT

322. GIFTS	
1. Purpose	The Board considers the acceptance of gifts by administrative staff members an undesirable practice.
2. Authority	It is the policy of the Board that staff members not accept gifts of significant value.
3. Delegation of Responsibility	The Superintendent may approve acts of generosity to individual administrative staff members in unusual situations but shall report such instances to the Board on a timely basis.

SECTION: ADMINISTRATIVE  
EMPLOYEES

TITLE: TOBACCO USE

ADOPTED: November 15, 2004

REVISED:

# HIGHLANDS SCHOOL DISTRICT

<p>1. Purpose</p> <p>2. Definition 18 Pa. C.S.A. Sec. 6306.1</p> <p>3. Authority 20 U.S.C. Sec. 7181 et seq 35 P.S. 1223.5</p> <p>4. Guidelines</p> <p>SC 1303-A</p> <p>PA Code Title 22 Sec. 403.1</p>	<p style="text-align: center;">323. TOBACCO USE</p> <p>The Board recognizes that tobacco use during school hours and on school property presents a health and safety hazard that can have serious consequences for the user and the nonuser and the safety of the schools.</p> <p>For purposes of this policy, <b>tobacco use</b> shall mean all use of tobacco, including cigars, cigarettes, pipes and smokeless tobacco.</p> <p>The Board prohibits tobacco use by administrative employees in a school building and on any property, buses, vans and vehicles that are owned, leased or controlled by the school district. On school district property, smoking shall only be permitted in designated areas established by the administration in charge of the property.</p> <p>The Board prohibits tobacco use by administrative employees at school-sponsored activities that are held off school property.</p> <p>The district shall notify employees about the district's tobacco use policy by publishing such in handbooks, newsletters, posted notices, and other efficient methods.</p> <p>Incidents of possession, use and sale of tobacco by any person on school property shall be reported to the Office of Safe Schools on the required form at least once each year.</p>
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SECTION: ADMINISTRATIVE  
EMPLOYEES

TITLE: PERSONNEL FILES

ADOPTED: November 15, 2004

REVISED:

# HIGHLANDS SCHOOL DISTRICT

324. PERSONNEL FILES	
1. Purpose	Orderly operation of the school district requires maintaining a file for the retention of all records relative to an individual's duties and responsibilities as a district employee.
2. Authority	The Board requires that sufficient records be maintained to ensure an employee's qualifications for the job held, compliance with federal and state requirements and local benefit programs, conformance with district policies and rules, and evidence of completed evaluations.
3. Delegation of Responsibility	The Board delegates the establishment and maintenance of official personnel records to the Superintendent or his/her designee, who shall prepare guidelines defining the material to be incorporated into personnel files.
4. Guidelines	A central file shall be maintained; supplemental records may be maintained only for ease in data gathering.
42 U.S.C. Sec. 12101 et seq	Medical records shall be kept in a file separate from the employee's personnel file.  Only information that pertains to the professional role of the administrative employee and is submitted by duly authorized administrative personnel and the Board may be entered in the official personnel file.  Personnel records shall be available to the Board but only as required in the performance of its designated functions as a Board and as approved by a majority vote of the Board.
43 P.S. Sec. 1321-1324	<u>Employee Access</u>  Administrative employees shall have access to their own file, except that information relative to confidential employment references/recommendations shall not be available for review by the employee.

SECTION: ADMINISTRATIVE  
EMPLOYEES

TITLE: DRESS AND GROOMING

ADOPTED: November 15, 2004

REVISED:

# HIGHLANDS SCHOOL DISTRICT

325. DRESS AND GROOMING	
1. Purpose	Administrators set an example in dress and grooming for staff and students to follow. An administrator should present an image of dignity and encourage respect for authority.
2. Authority SC 510	The Board has the authority to specify reasonable dress and grooming guidelines for administrative staff, within law, that will prevent an adverse impact on the educational program.
3. Guidelines	Administrative employees are expected to be physically clean, neat, well-groomed, and dressed in a manner reflecting professional assignment.
4. Delegation of Responsibility	If an administrator feels that an exception to this policy would enable him/her to carry out assigned duties more effectively, a request should be made to the immediate supervisor.
School Code 510	

# HIGHLANDS SCHOOL DISTRICT

SECTION: ADMINISTRATIVE  
EMPLOYEES

TITLE: MANAGEMENT TEAM

ADOPTED: November 15, 2004

REVISED:

327. MANAGEMENT TEAM	
1. Purpose	The Board recognizes the importance of maintaining an effective Management Team to strengthen the administration and educational programs of the district, and to establish and improve communications; decision-making; conflict resolution; and other relationships among the members of the Team.
2. Authority SC 510	While the Management Team concept places emphasis upon shared responsibility and authority, nothing in this policy is intended to limit the responsibility and authority of the Board to make decisions, as prescribed by law.
3. Definitions	<p><b>Management Team Concept</b> - is a means whereby educational policies and administrative procedures that define the district's programs and operations are arrived at through shared responsibility and authority.</p> <p><b>Management Team</b> - is composed of the Superintendent and administrative, supervisory, and administrative support personnel who have significant responsibilities for:</p> <ol style="list-style-type: none"> <li>1. Formulating or implementing district policies and procedures or programs.</li> <li>2. Recommending employment, transfer, suspension, discharge, layoff, recall, promotion, assignment, compensation, or discipline of employees.</li> <li>3. Directing and supervising other employees.</li> <li>4. Evaluating employees.</li> <li>5. Adjusting complaints.</li> </ol> <p><b>Management Employees</b> - refers to members of the Management Team.</p>





# HIGHLANDS SCHOOL DISTRICT

SECTION: ADMINISTRATIVE  
EMPLOYEES

TITLE: PROFESSIONAL  
DEVELOPMENT

ADOPTED: November 15, 2004

REVISED:

333. PROFESSIONAL DEVELOPMENT	
1. Purpose	Continuing professional study and inservice training are prerequisites for professional development, enhanced ability to complete responsibilities, and maintaining certification.
2. Authority SC 517	The Board encourages all administrators to further their professional and personal advancement through graduate study, inservice training, and professional development activities.
SC 1205.1, 1205.2	In order to continue employment in the district, certificated administrative employees are required to meet all obligations necessary to maintain active certification.
3. Guidelines	<p><u>Graduate/Special Courses</u></p> <p>Only courses of study that are preapproved shall be eligible for reimbursement by the district or a change in compensation for the employee.</p> <p>Reimbursement for credits for approved graduate study or special courses shall be made in accordance with terms of the administrative compensation plan or an individual contract.</p> <p>Documentary evidence of satisfactory completion of all study programs shall be required.</p> <p>All administrators shall file a record and description of the attainment of approved credits with the office of the Superintendent.</p> <p>Approved graduate study or special courses/programs may be of sufficient advantage to the district to warrant an increase in an employee's annual salary, upon satisfactory completion. Such an increase will be in accordance with provisions of the administrative compensation plan, or individual contract, after satisfactory completion of the program and submission of documentary evidence.</p>

SECTION: ADMINISTRATIVE  
EMPLOYEES

TITLE: SICK LEAVE

ADOPTED: November 15, 2004

REVISED:

# HIGHLANDS SCHOOL DISTRICT

334. SICK LEAVE	
1. Purpose	The sick leave policy for administrative employees shall ensure that eligible employees will receive no less than the minimum sick leave provided under law.
2. Authority SC 1154	The Board shall provide annually for sick leave, which shall be cumulative and in accordance with the administrative compensation plan or individual contract.
SC 1154	The Board reserves the right to require any administrator claiming sick leave pay to submit sufficient proof, including a physician's certification, of the employee's illness or disability.
SC 1154	The Board shall consider the application of any eligible administrator for an extension of sick leave, pursuant to law where applicable, when the employee's own accumulated sick leave is exhausted.
3. Delegation of Responsibility	The Superintendent shall report to the Board the names of administrators absent for noncompensable cause or whose claim for sick leave pay cannot be justified.
4. Guidelines Pol. 317	Misuse of sick leave shall be considered a serious infraction subject to disciplinary action.
SC 1154	A sick leave shall commence when the administrator, or agent if the administrator is sufficiently disabled, reports the absence. A sick leave day, once commenced, may be reinstated as a working day only with the approval of the Superintendent or designee.
SC 1154	Whatever the claims of disability, no day of absence shall be considered a sick leave day on which the employee has engaged in or prepared for other gainful employment, or has engaged in any activity that would raise doubts regarding the validity of the sick leave request.

# HIGHLANDS SCHOOL DISTRICT

SECTION: ADMINISTRATIVE  
EMPLOYEES

TITLE: FAMILY AND MEDICAL  
LEAVES

ADOPTED: November 15, 2004

REVISED:

335. FAMILY AND MEDICAL LEAVES	
<p>1. Purpose 29 U.S.C. Sec. 2601 et seq</p>	<p>The purpose of this policy is to address specific leave of absence issues and to ensure the district's compliance with the Family Medical Leave Act, hereinafter referred to as FMLA.</p>
<p>2. Delegation of Responsibility</p>	<p>The Superintendent or designee shall develop administrative guidelines regulating leaves and ensuring the district's compliance with law. Although implementing the guidelines is the responsibility of the Superintendent, they must adhere to the basic principles of law.</p>
<p>3. Guidelines</p>	<p>Required notices shall be posted by the district.</p> <p>Guides advising employees of their rights and responsibilities shall be developed and posted. The guides shall be given to employees upon request; whenever an employee requests an FMLA leave; and whenever the district designates a leave as an FMLA leave.</p> <p>All requests for leave, both FMLA leave and non-FMLA leave, shall be made in writing on a district form. The form shall request sufficient information to determine whether the leave qualifies as an FMLA leave.</p> <p>If the employee requesting an FMLA leave qualifies for and is entitled to any paid leave under an administrative compensation plan, individual contract, district policy or statutory mandate, the employee may utilize such leave during the FMLA leave, at his/her discretion.</p> <p>Medical certification forms shall be required whenever allowed or authorized by provision of the FMLA.</p>

SECTION: ADMINISTRATIVE  
EMPLOYEES

TITLE: PERSONAL NECESSITY LEAVE

ADOPTED: November 15, 2004

REVISED:

# HIGHLANDS SCHOOL DISTRICT

336. PERSONAL NECESSITY LEAVE	
1. Purpose	This policy shall provide for an administrative employee's absence for personal necessity when not otherwise covered by policy.
2. Authority SC 510, 1154	The Board has the authority to specify reasonable conditions under which personal necessity leave may be granted, the type of situations in which such leave will be permitted, and the total number of days that may be used in any school year for such leave.
3. Guidelines	<p><u>Personal Leave</u></p> <p>Requests for personal leave shall be made in advance to the immediate supervisor.</p> <p>Personal leave days with pay shall be granted to administrative employees in accordance with provisions of the administrative compensation plan or individual contract.</p> <p><u>Bereavement Leave</u></p>
SC 1154	When an administrative employee is absent from duty because of a death in the immediate family, there shall be no deduction in salary for an absence of at least three (3) school days. The Board may extend the period of absence, at its discretion. <b>Immediate family</b> shall be defined as father, mother, brother, sister, son, daughter, husband, wife, parent-in-law, near relative who resides in the same household, or any person with whom the employee has made his/her home.
SC 1154	When an administrative employee is absent from duty because of the death of a near relative, there shall be no deduction in salary for absence on the day of the funeral. The Board may extend the period of absence, at its discretion. <b>Near relative</b> shall be defined as first cousin, grandfather, grandmother, aunt, uncle, niece, nephew, son-in-law, daughter-in-law, brother-in-law or sister-in-law.
School Code 510, 1154	

SECTION: ADMINISTRATIVE  
EMPLOYEES

TITLE: VACATION

ADOPTED: November 15, 2004

REVISED:

# HIGHLANDS SCHOOL DISTRICT

337. VACATION	
1. Purpose	Administrative personnel employed to work twelve (12) months or other schedules considered full time shall be provided paid vacation.
2. Authority	The Board shall provide vacation days for administrative employees consistent with the employee's request and convenience while considering the district's operating and management needs.
3. Guidelines	<p>Vacation time shall be granted in accordance with provisions of the administrative compensation plan or individual contract.</p> <p>Eligible employees must request scheduled vacation to the immediate supervisor.</p> <p>All vacation schedules are subject to final approval by the Superintendent.</p> <p><u>Time Of Vacation</u></p> <p>Vacations normally will be scheduled at times when they will not interfere with the normal operation of the school.</p>

# HIGHLANDS SCHOOL DISTRICT

SECTION: ADMINISTRATIVE  
EMPLOYEES

TITLE: COMPENSATED  
PROFESSIONAL LEAVES

ADOPTED: November 15, 2004

REVISED:

338.1. COMPENSATED PROFESSIONAL LEAVES	
1. Purpose	This policy shall establish the district's parameters for granting professional development and classroom occupational exchange leaves for eligible professional employees.
2. Definitions SC 1166.1	<b>Professional development leave</b> - shall be defined as a leave of absence granted for the purpose of improving professional competency or obtaining a professional certificate or commission. Such leave shall be directly related to an employee's professional responsibilities, as determined by the Board, and be restricted to activities required by state regulation or law, or completed to improve professional competency.
SC 522.2	<b>Classroom occupational exchange leave</b> - shall be defined as a leave of absence granted for the purpose of acquiring practical work experience in business, industry or government.
3. Authority SC 1166.1, 1171	The Board shall have sole authority to adopt and enforce policy establishing the conditions for approval of a professional development leave. All requests for such leave shall be subject to review by the Board. The Board may approve or reject a proposed plan for professional development leave.
SC 522.2	The Board may grant a leave to eligible employees for classroom occupational exchange leave for the specified purpose.
4. Guidelines	<b>PROFESSIONAL DEVELOPMENT LEAVE</b>
SC 1166	<u>Eligibility</u>  To be eligible for professional development leave, an employee shall have completed ten (10) years of satisfactory service in the public schools of the Commonwealth; at least five (5) consecutive years of such service shall be in this school district. Thereafter, one (1) leave of absence shall be allowed after each seven (7) years of service.

SECTION: ADMINISTRATIVE  
EMPLOYEES

TITLE: SABBATICAL LEAVE

ADOPTED: November 15, 2004

REVISED:

# HIGHLANDS SCHOOL DISTRICT

338. SABBATICAL LEAVE	
1. Purpose	This policy shall establish the district's parameters for granting sabbatical leaves for restoration of health for eligible employees.
2. Authority SC 1166  SC 1171	<p>The Board shall grant sabbatical leaves to professional employees only for the purpose of restoration of health.</p> <p>The Board reserves the right to specify the conditions under which sabbatical leaves for restoration of health may be taken, consistent with law.</p>
3. Guidelines	<p><u>Eligibility</u></p> <p>SC 1166 To be eligible for sabbatical leave, an employee shall have completed ten (10) years of satisfactory service in the public schools of the Commonwealth; at least five (5) consecutive years of such service shall be in this school district. Thereafter, one (1) leave of absence shall be allowed after each seven (7) years of service.</p> <p>SC 1166 A sabbatical leave may be taken for a half or full school term or for two (2) half school terms during a period of two (2) years, at the employee's option.</p> <p>SC 1167 The total combined number of professional employees on sabbatical leave and professional development leave at any one time shall not exceed ten percent (10%) of the number of eligible employees. In the event the number of leave requests exceed the above limits, priority shall be given to those not having had previous leave. If further conflicting requests remain, seniority in the Highlands School District shall prevail.</p> <p><u>Application</u></p> <p>Requests for sabbatical leave shall be submitted on the approved district form and forwarded with medical documentation to the Superintendent or designee as soon as possible.</p>

# HIGHLANDS SCHOOL DISTRICT

SECTION: ADMINISTRATIVE  
EMPLOYEES

TITLE: UNCOMPENSATED LEAVE

ADOPTED: November 15, 2004

REVISED:

339. UNCOMPENSATED LEAVE	
1. Purpose	The Board recognizes that in certain situations an employee may request extended leave for personal reasons, and the district could benefit from the return of the employee. This policy establishes guidelines for granting uncompensated leaves of absence.
2. Authority SC 1154	The Board reserves the right to specify the conditions under which uncompensated leave may be taken.
3. Guidelines	<p><u>Application</u></p> <p>Requests for uncompensated leave shall be made to the Superintendent.</p> <p>Special consideration will be given to emergencies.</p> <p>All applications are subject to final approval by the Board.</p> <p><u>Period Of Leave</u></p> <p>An uncompensated leave may be granted for a period of one (1) semester or one (1) school year.</p> <p>Extensions for one (1) semester or one (1) school year shall be considered upon proper application.</p> <p><u>Commitment Of Employee</u></p> <p>The employee granted an uncompensated leave of absence shall inform the Board of his/her intentions prior to the scheduled return date.</p>

SECTION: ADMINISTRATIVE  
EMPLOYEES

TITLE: JURY/WITNESS DUTY

ADOPTED: November 15, 2004

REVISED:

# HIGHLANDS SCHOOL DISTRICT

<p>1. Authority 42 Pa. C.S.A. 4563</p> <p>2. Guidelines</p>	<p style="text-align: center;">342. JURY/WITNESS DUTY</p> <p>Administrative employees regularly employed shall be protected against loss of pay for time served as a witness or on jury duty.</p> <p>Should an employee be called for jury/witness duty, s/he shall notify the Superintendent.</p> <p>Employees called for jury duty shall normally be permitted to serve and will not be penalized in any way. They shall receive normal pay for the period of jury duty, but any compensation received from jury duty in excess of actual expenses shall be credited against such pay.</p> <p>Time spent on jury/witness duty will not be charged against personal leave and will count as time on the job.</p> <p>Employees must submit to their supervisor a record from the court of the number of days served and fee paid.</p>
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SECTION: ADMINISTRATIVE  
EMPLOYEES

TITLE: WORKERS' COMPENSATION

ADOPTED: November 15, 2004

REVISED:

# HIGHLANDS SCHOOL DISTRICT

	<b>346. WORKERS' COMPENSATION</b>
1. Purpose	The district shall pay regular employee's full wages during lost time for any job related disability for a period not to exceed two (2) years from date of disability.
2. Guidelines	<p>Workers' compensation, weekly disability, shall be payable as follows:</p> <ol style="list-style-type: none"><li>1. Seven (7) days of disability or less – no compensation.</li><li>2. Eight (8) to thirteen (13) days of disability – compensation, no retroactive pay.</li><li>3. Fourteen (14) or more days of disability – compensation, with retroactive pay to first day of disability.</li></ol> <p>All claim checks shall be sent to the Business Division and signed over to the school district by the employee. Claim checks represent approximately 2/3 of the employee's pay.</p> <p>The employee shall be charged sick leave for the first five (5) working days absent. If disability exceeds six (6) weeks, a claim check for the first week is to be sent to the Business Division and signed over to the school district by the employee. Sick leave days charged to the employee shall be reinstated.</p>

SECTION: ADMINISTRATIVE  
EMPLOYEES

TITLE: UNLAWFUL HARASSMENT

ADOPTED: November 15, 2008

REVISED:

# HIGHLANDS SCHOOL DISTRICT

348. UNLAWFUL HARASSMENT	
<p>1. Purpose</p>	<p>The Board strives to provide a safe, positive working climate for its employees. Therefore, it shall be the policy of the district to maintain an employment environment in which harassment in any form is not tolerated.</p>
<p>2. Authority Title VII 42 U.S.C. Sec. 2000e et seq Title IX 20 U.S.C. Sec. 1681</p>	<p>The Board prohibits all forms of unlawful harassment of employees and third parties by all district students and staff members, contracted individuals, vendors, volunteers including Board members, and third parties in the schools and while participating in, observing, or otherwise engaging in activities, including athletic events and other extracurricular activities, under the auspices of the school district. The Board encourages employees and third parties who have been harassed to promptly report such incidents to the designated administrators.</p> <p>It shall also be a violation of district policy for any teacher, administrator or other school personnel to inflict, threaten to inflict, or attempt to inflict sexual violence or violence because of race, color, religion, sex, national origin or disability upon a teacher, administrator or other school personnel.</p> <p>The Board directs that complaints of harassment shall be investigated promptly, and corrective action be taken when allegations are substantiated. Confidentiality of all parties shall be maintained, consistent with the district's legal and investigative obligations.</p> <p>No reprisals nor retaliation shall occur as a result of good faith charges of harassment.</p>
<p>3. Definitions 29 CFR Sec. 1606.8 (a) 62 Fed. Reg. 12033 (March 13, 1997) 66 Fed. Reg. 5512 (Jan. 19, 2001)</p>	<p>For purposes of this policy, <b>harassment</b> shall consist of verbal, written, graphic or physical conduct relating to an individual's race, color, national origin/ethnicity, gender, age, disability, sexual orientation or religion when such conduct:</p> <ol style="list-style-type: none"> <li>1. Is sufficiently severe, persistent or pervasive that it affects an individual's ability to perform job functions or creates an intimidating, threatening or abusive work environment.</li> </ol>

**REPORT FORM FOR COMPLAINTS OF UNLAWFUL HARASSMENT**

Complainant: \_\_\_\_\_  
Home Address: \_\_\_\_\_  
Home Phone: \_\_\_\_\_  
School Building: \_\_\_\_\_  
Date of Alleged Incident(s): \_\_\_\_\_

Alleged harassment was based on: (circle those that apply)

Race	Color	National Origin/Ethnicity
Gender	Age	Disability
Religion	Sexual Orientation	

Name of person you believe violated the district's unlawful harassment policy: \_\_\_\_\_

If the alleged harassment was directed against another person, identify the other person: \_\_\_\_\_

Describe the incident as clearly as possible, including what force, if any, was used; verbal statements (i.e. threats, requests, demands, etc.); what, if any, physical contact was involved. Attach additional pages if necessary: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

When and where incident occurred: \_\_\_\_\_

List any witnesses who were present: \_\_\_\_\_  
\_\_\_\_\_

This complaint is based on my honest belief that \_\_\_\_\_ has harassed me or another person. I certify that the information I have provided in this complaint is true, correct and complete to the best of my knowledge.

\_\_\_\_\_  
Complainant's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Received By

\_\_\_\_\_  
Date

# HIGHLANDS SCHOOL DISTRICT

SECTION: ADMINISTRATIVE  
EMPLOYEES

TITLE: DRUG AND SUBSTANCE  
ABUSE

ADOPTED: November 15, 2004

REVISED:

351. DRUG AND SUBSTANCE ABUSE	
<p>1. Purpose</p> <p>P.L. 100-690</p>	<p>The Board recognizes that the misuse of drugs is a serious problem with legal, physical and social implications for the whole school community and is concerned about the problems that may be caused by drug use by employees, especially as the use relates to an employee's safety, efficiency and productivity.</p> <p>The primary purpose and justification for any district action will be for the protection of the health, safety and welfare of students, staff and school property. Furthermore, the maintaining of federal grants is dependent upon the enforcement of this policy.</p>
<p>2. Definitions</p> <p>35 P.S. Sec. 780-101 et seq</p> <p>P.L. 100-690</p>	<p><b>Drugs</b> - shall be defined as those outlined in the Controlled Substance, Drug, Device and Cosmetic Act.</p> <p><b>Conviction</b> - a finding of guilt, including a plea of nolo contendere, or imposition of sentence, or both by any judicial body charged with the responsibility to determine violations of the federal or state criminal drug statute.</p> <p><b>Criminal Drug Statute</b> - a federal or nonfederal criminal statute involving the manufacture, distribution, dispensing, use or possession of any controlled substance.</p> <p><b>Drug-free Workplace</b> - the site for the performance of work at which employees are prohibited from engaging in the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance.</p>
<p>3. Authority</p>	<p>The Board requires that each administrative employee be given notification that, as a condition of employment, the employee will abide by the terms of this policy and notify the Superintendent of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction.</p>

# HIGHLANDS SCHOOL DISTRICT

SECTION: ADMINISTRATIVE  
EMPLOYEES

TITLE: EMPLOYEE ASSISTANCE  
PROGRAM

ADOPTED: December 6, 2004

REVISED:

	<p style="text-align: center;">353. EMPLOYEE ASSISTANCE PROGRAM</p> <p>1. Purpose</p> <p>The Highlands School District recognizes the need to provide confidential, professional counseling for staff members who have personal problems that may or could affect their job performance through a wide range of services including assessment, short-term counseling, referral, monitoring, and follow-up.</p> <p>The Highlands School District, therefore, supports an Employee Assistance Program (EAP) to address the problem of dealing effectively with deteriorating employee performance. The EAP is intended to retain talent, increase effectiveness of employees and stabilize costs related to absenteeism and hospitalization.</p> <p>2. Guidelines</p> <p>Administrative employees may obtain assistance through the Employee Assistance Program (EAP) in one of the following ways:</p> <p>1. Self-Referral -</p> <p>Administrative employees or immediate family/household members may seek assistance on their own behalf by calling the EAP directly. In these cases, all communication between the Employee Assistance Program staff and the employee will be held in the strictest confidence, unless the employee requests that others be notified or if the law requires disclosure.</p> <p>2. Supervisory Recommendation (Voluntary Use) -</p> <p>In those cases when an employee is evidencing personal difficulties and performance has not yet been affected, the supervisor may encourage self-referral to the EAP. In most cases, the employee should call the EAP for an appointment. The supervisor will not hear from the EAP since self-referrals are confidential.</p>
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## EMPLOYEE ASSISTANCE PROGRAM

It is the policy of the Highlands School District to establish guidelines for the administration and utilization of the Employee Assistance Program (EAP), a full-service employee assistance program that exists to promote individual and organizational development. The EAP provides confidential, professional counseling for staff members who have personal problems that may affect their job performance through a wide range of services including assessment, short-term counseling, referral, monitoring, and follow-up.

Employees may obtain assistance through the Employee Assistance Program (EAP) in one of the following ways:

### 1. Self Referral -

Employees or immediate family/household members may seek assistance on their own behalf by calling the EAP directly. In these cases, all communication between the Employee Assistance Program staff and the employee will be held in the strictest confidence, unless the employee requests that others be notified or if the law requires disclosure.

### 2. Supervisory Recommendation (Voluntary Use) -

In those cases when an employee is evidencing personal difficulties and performance has not yet been affected, the supervisor may encourage self-referral to the EAP. In most cases, the employee should call the EAP for an appointment. The supervisor will not hear from the EAP since self-referrals are confidential.

To make a recommendation to the EAP, the supervisor may:

- a. Encourage staff members to seek counseling on their own, inform them about the services provided by the EAP and its location, provide the staff member with an EAP brochure, and tell them how to schedule an appointment.
- b. Assist a staff member in visiting the EAP by obtaining the staff member's permission to call the EAP to schedule an appointment.

### 3. Formal Supervisory Referral (Voluntary Use) -

Supervisors are encouraged to make a Formal Supervisory Referral to the EAP before or at the beginning of the Corrective Action process. If the employee refuses the offer of assistance, the supervisor should remind the employee that they, the supervisor and the employer, will focus on the work performance with the goal of meeting performance

# HIGHLANDS SCHOOL DISTRICT POLICY MANUAL

This Index is designed to direct the reader to the individual Section(s) dealing with a specific topic. The terminology used in the Policy Manual has been included here, including a listing of all Sections covered under each topic heading.

In addition, popular synonyms have also been utilized where necessary to guide the reader. Cross-referencing has been employed to provide all of the major Sections dealing with certain important topics.

Example: Employment Contract includes Administrative, Professional and Classified Employees

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## BOARD POLICY MANUAL

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SC 510, 1318	=	Pennsylvania School Code of 1949
Title 22 Sec. 4.4, 11.1	=	State Board of Education Regulations
Art. III Sec. 14	=	Pennsylvania Constitution
35 P.S. 11301	=	Purdons Pennsylvania Statutes
P.L. 93-380	=	Federal Statutes
45 CFR 99	=	Code of Federal Regulations
C.S.A.	=	PA Consolidated Statutes Annotated
Pol. 116	=	Board Policy Reference