400 PROFESSIONAL EMPLOYEES

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HIGHLANDS SCHOOL DISTRICT

SECTION: PROFESSIONAL EMPLOYEES

TITLE: EMPLOYMENT OF PROFESSIONAL EMPLOYEES

ADOPTED: November 15, 2004

REVISED:

404. EMPLOYMENT OF PROFESSIONAL EMPLOYEES

1. Purpose Title 22 Sec. 4.4	The Board places substantial responsibility for the educational program and effective operation of the schools with the professional staff employed by the district. The Highlands School District recognizes the importance of hiring the best and most qualified person for any job within the school district.
2. Authority SC 508, 1106, 1142, 1146	The Board, by a majority vote of all members, shall approve the employment; set the compensation; and establish the term of employment for each professional staff member employed by the district.
SC 1111	No teacher shall be employed who is related to any member of the Board, as defined in statute, unless such teacher receives the affirmative vote of a majority of all members of the Board other than the member related to the applicant, who shall not vote.
3. Guidelines	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. 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. When any recommended candidate has been rejected by the Board, the Superintendent shall make a substitute recommendation.
SC 1204.1	The district shall use the Standard Application For Teaching Positions but may establish and implement other application requirements.

HIGHLANDS SCHOOL DISTRICT

SECTION: PROFESSIONAL EMPLOYEES

TITLE: EMPLOYMENT OF SUBSTITUTE PROFESSIONAL EMPLOYEES

ADOPTED: Novemer 15, 2004

REVISED:

405. EMPLOYMENT OF SUBSTITUTE PROFESSIONAL EMPLOYEES

1. Purpose	Qualified and competent substitute teachers and other professional staff shall be employed in order to provide continuity in the educational program of the schools.
2. Authority SC 1101, 1106, 1148	The Board shall approve annually the names of potential substitute professional employees and the positions in which they may substitute. Additional names may be added to the list of substitutes by the Board during the school year.
3. Guidelines	Utilization of substitutes prior to approval by the Board is authorized when their use is required to maintain continuity in the educational program. Retroactive approval shall be recommended to the Board at the next regular meeting.
SC 111 23 Pa. C.S.A. 6301 et seq Title 22 Sec. 8.1 et seq	No candidate shall be employed until such candidate has complied with the mandatory background check requirements for criminal history and child abuse and the district has evaluated the results of that screening process.
42 U.S.C. Sec. 653a	The district shall submit a New Hire Report for each employee required to be reported by law.
	<u>Compensation</u>
SC 1148	Substitutes shall be paid on a per diem basis at a rate set by the Board. Long-term substitutes shall be compensated and shall receive fringe benefits in accordance with the terms of the collective bargaining agreement.

HIGHLANDS SCHOOL DISTRICT

SECTION: PROFESSIONAL EMPLOYEES

TITLE: EMPLOYMENT OF SUMMER SCHOOL STAFF

ADOPTED: November 15, 2004

REVISED:

406. EMPLOYMENT OF SUMMER SCHOOL STAFF

1. Purpose	The Board directs that summer school employees shall be qualified and competent to fulfill such assignments.
2. Authority SC 508, 1146, 1901	The Board, by majority vote of all members, shall approve the employment; set the compensation; and establish the period of employment for each person employed in the district summer school program, when the program is authorized by the Board.
3. Guidelines	Such approval shall normally be given to those candidates recommended by the responsible administrator and approved by the Superintendent. Primary consideration shall be given to candidates for summer school employment who are district staff members.
SC 111 23 Pa. C.S.A. 6301 et seq	No candidate shall be employed until such candidate has complied with the mandatory background check requirements for criminal history and child abuse and the district has evaluated the results of that screening process. Any employee's misstatement of fact material to qualifications for employment or determination of salary shall constitute grounds for dismissal by the Board.
4. Delegation of Responsibility	The Superintendent or designee shall develop procedures for the recruitment, screening and recommendation of candidates for summer school employment. Only those candidates who are best qualified to perform the duties of the position shall be recommended. Vacancies for summer school employment shall be made known to district personnel so that they may apply for such positions.

HIGHLANDS SCHOOL DISTRICT

SECTION: PROFESSIONAL EMPLOYEES

TITLE: STUDENT TEACHERS

ADOPTED: November 15, 2004

REVISED:

407. STUDENT TEACHERS

1. Purpose	The Board encourages cooperation with colleges and universities within the state in the training of student teachers.
2. Authority	The Board establishes that district schools shall accept student teachers from accredited institutions with which the district has a cooperative agreement approved by the Board.
3. Delegation of Responsibility	The Superintendent or designee shall be responsible to assign student teachers to the schools. Recommendations for selection of cooperating teachers shall be made by the building principal, with the agreement of the college or university supervisor. The Superintendent or designee shall ensure distribution of student teachers throughout the district so that no single group of students or teachers will be subject to excessive student teacher classroom hours.
4. Guidelines Title 28 Sec. 23.43 SC 1418 Pol. 414	Student teachers shall comply with the health examination requirements of the state and Board policy applicable to professional personnel. While serving in district schools, student teachers shall be responsible for their conduct to the supervising teacher and building principal.
	<u>Observers</u>
Pol. 907	Student teachers or faculty of other educational institutions shall be offered the opportunity to visit district schools and observe classes. Such observers must be treated as any other visitor and shall be under the direct supervision of the principal.

HIGHLANDS SCHOOL DISTRICT

SECTION: PROFESSIONAL EMPLOYEES

TITLE: EMPLOYMENT CONTRACT

ADOPTED: November 15, 2004

REVISED:

408. EMPLOYMENT CONTRACT

1. Purpose	Professional employees and temporary professional employees must have an employment contract that is in conformance with the School Code.
2. Authority SC 1106	The Board has the authority under law to prescribe employment conditions for the personnel of the school district.
SC 1121	It shall be the policy of this school district that all professional and temporary professional employees execute a 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.
Pol. 413	Nontenured employees, upon reaching the status of tenure, shall be required to execute a new contract.
3. Guidelines SC 1121, 1146	The contract shall specify those matters contained in statute for professional and temporary professional employees. For part-time professional employees, the contract or Board resolution shall be in accordance with established policy and procedures. Any professional employee who wishes to resign his/her position and terminate his/her contract with the Highlands School District must present a letter of resignation to the Board Secretary or Superintendent at least sixty (60) days prior to the time such resignation is to take place. The day in which the Board Secretary or Superintendent receives this letter of resignation shall be the starting date. The terms of a collective bargaining agreement may supersede the specifics of an individual employee contract. Willful misrepresentation of facts material to employment and determination of salary level shall be considered cause for dismissal of the employee.

HIGHLANDS SCHOOL DISTRICT

SECTION: PROFESSIONAL EMPLOYEES

TITLE: ASSIGNMENT AND TRANSFER

ADOPTED: November 15, 2004

REVISED:

	409. ASSIGNMENT AND TRANSFER
1. Purpose	The assignment and transfer within the district of professional employees shall be in accordance with the instructional and operational needs of the district.
2. Authority	The Board shall approve the initial assignment of professional 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 other than that required for the employee's present position.
3. Delegation of Responsibility	The Superintendent or designee shall provide a system of assignment or reassignment that includes voluntary transfers. The Superintendent shall, in considering any assignment or transfer, base a decision on: 1. Impact of proposed assignment on the educational program. 2. Employee's background, experience and preparation for the position. 3. Employee's success in former positions. 4. Employee's length of service in the district and in the position presently held. 5. Recommendations of the employee's administrative supervisors. 6. Administrative and operational efficiency advanced by the proposed assignment.
4. Guidelines 23 Pa. C.S.A. 6301 et seq	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. Vacancies shall be publicized to all appropriate employees.

HIGHLANDS SCHOOL DISTRICT

SECTION: PROFESSIONAL EMPLOYEES

TITLE: ABOLISHING A POSITION

ADOPTED: November 15, 2004

REVISED:

410. ABOLISHING A POSITION

1. Purpose	The Board is responsible for providing the professional staff necessary for implementation of the educational programs and proper operation of the schools, and to do so efficiently and economically.
2. Authority SC 524, 1106 Title 22 Sec. 4.4	The Board recognizes its responsibility to maintain professional staff positions consistent with the instructional and operational needs of the district.
SC 1124	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.
3. Guidelines SC 1124	Abolishment of positions affecting professional employees may be brought about because of: 1. Substantial decline in student enrollment. 2. Curtailment or alteration of a program due to a substantiated decline in class or course enrollments. 3. Changes in the district's organization for instruction or educational activities. 4. Consolidation of schools.
SC 1124 Pol. 411	Reduction in staff as a result of the abolishment of positions shall be in accordance with law and Board policy.
4. Delegation of Responsibility	The Superintendent shall recommend annually to the Board the number of professional positions needed for the district to function efficiently, including recommending the abolishment of unnecessary positions.

HIGHLANDS SCHOOL DISTRICT

SECTION: PROFESSIONAL EMPLOYEES

TITLE: SUSPENSIONS AND FURLOUGHS

ADOPTED: November 15, 2004

REVISED:

411. SUSPENSIONS AND FURLOUGHS

1. Purpose	Maintenance of professional staff appropriate to effectively continue the district's educational program is a Board responsibility. The purpose of this policy is to establish the manner in which the necessary reductions of that staff shall be accomplished.
2. Authority SC 524, 1124, 1125.1	Consistent with law and the collective bargaining agreement, the Board has the authority and responsibility to determine when suspensions and furloughs shall be made.
3. Delegation of Responsibility SC 1125.1	The Superintendent or designee shall develop administrative procedures for reduction of staff in accordance with this policy and applicable law. 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.
4. Guidelines SC 1123 Pol. 412, 413	Data necessary for the computation of each professional staff member's rating shall comply with state requirements, and his/her seniority status shall be recorded and maintained.
SC 1124, 1125.1	Professional employees shall be suspended for causes consistent with law in inverse order of seniority within the district. Professional employees shall be suspended by the procedure established in the collective bargaining agreement.
SC 1125.1 2 Pa. C.S.A. Sec. 551 et seq	Tenured professional employees have the right to a Local Agency Law hearing, and the decision to suspend shall be considered an adjudication for the purposes of that hearing.
2 Pa. C.S.A. Sec. 551 et seq	Temporary professional employees are entitled to a Local Agency Law hearing at the request of the employee prior to suspension or furlough.

HIGHLANDS SCHOOL DISTRICT

SECTION: PROFESSIONAL EMPLOYEES

TITLE: EVALUATION OF PROFESSIONAL EMPLOYEES

ADOPTED: November 15, 2004

REVISED:

412. EVALUATION OF PROFESSIONAL EMPLOYEES

1. Purpose

Evaluation is a continuing process in which the professional employee and supervisor cooperatively identify strengths and weaknesses in the individual's effectiveness as a professional educator.

The objectives of evaluation are to assess and improve performance, encourage professional growth, promote positive behavior, and facilitate attainment of district goals and objectives in order to benefit the district's students.

There shall be a plan for regular, periodic evaluation of all professional employees.

2. Authority
SC 1123

The evaluation plan for professional employees shall be in accordance with the state plan for such purposes or in accordance with a plan approved by the Board.

The Board directs that the district shall utilize the state approved evaluation forms or an evaluation form equivalent to the state approved forms and approved by the Board.

3. Guidelines

The objectives of the district evaluation plan for professional employees are:

1. To identify, improve and reinforce the skills, attitudes and abilities that enable an employee to be effective in achieving district goals.

2. To identify and suggest ways to improve on weaknesses that prevent an employee from achieving district goals.

The evaluation plan shall:

1. Be in accordance with terms of the collective bargaining agreement.

2. Include timely conferences with the employee and evaluator to review and sign each evaluation.

HIGHLANDS SCHOOL DISTRICT

SECTION: PROFESSIONAL EMPLOYEES

TITLE: EVALUATION OF TEMPORARY PROFESSIONAL EMPLOYEES

ADOPTED: November 15, 2004

REVISED:

413. EVALUATION OF TEMPORARY PROFESSIONAL EMPLOYEES

1. Purpose	There shall be a plan for the evaluation of temporary professional employees that recognizes their conditions of employment and the requirements of law.
2. Authority SC 1108, 1123 Pol. 412	The Board directs that the evaluation plan for temporary professional employees shall be consistent with the evaluation plan for professional employees, where possible.
3. Guidelines SC 1108	Each temporary professional employee shall be observed and notified of individual progress and status at least twice each year during the first three (3) years of employment. A written, anecdotal evaluation record of the employee's performance during observations and the employee's total performance as a district employee shall be maintained. A timely conference shall be held between the employee and the evaluating supervisor, during which the employee's weaknesses and strengths are discussed as part of the evaluation.
4. Delegation of Responsibility	The Superintendent or designee shall develop procedures for the evaluation of temporary professional staff members. Administrators responsible for supervising temporary professional employees shall make every effort to assist such staff members in improving deficiencies disclosed by observation and evaluation and may conduct additional observations and evaluations of employees who are marginally competent.
SC 1108	The Superintendent shall certify the evaluations of all temporary professional employees during the last four (4) months of the initial three (3) years of employment, as required by law.

HIGHLANDS SCHOOL DISTRICT

SECTION: PROFESSIONAL EMPLOYEES

TITLE: HIV INFECTION

ADOPTED: November 15, 2004

REVISED:

	414.1. HIV INFECTION
1. Purpose	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. 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.
2. Definitions	**HIV infection** - Refers to the disease caused by the HIV or human immunodeficiency virus. **AIDS** - Acquired Immune Deficiency Syndrome. **CDCP** - United States Public Health Service Centers for Disease Control and Prevention. **Infected employee** - Refers to employees diagnosed as having the HIV virus, including those who are asymptomatic.
3. Authority SC 510	This policy shall apply to all employees in all programs conducted by the school district. The Board directs that the established district policies and procedures that relate to illnesses among employees shall also apply to infected employees.
35 P.S. 7601 et seq	The Board shall not require routine screening tests for HIV infection in the school setting, nor will such tests be a condition for employment.
4. Delegation of Responsibility	The Superintendent or designee shall be responsible for handling and releasing information concerning infected employees.

HIGHLANDS SCHOOL DISTRICT

SECTION: PROFESSIONAL EMPLOYEES

TITLE: PHYSICAL EXAMINATION

ADOPTED: November 15, 2004

REVISED:

	414. 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 transmission of communicable diseases, physical examinations of all professional employees will be required prior to beginning employment.
2. Definition	A **physical examination** at the employee's expense shall mean a general examination conducted 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 et seq SC 1418	After receiving an offer of employment but prior to beginning employment, all candidates shall undergo a medical examination, as required by law; the expense for which shall be paid by the applicant.
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 annually or 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 school physician shall review the results of the physical examination and, based upon data submitted, will approve or disapprove the applicant for employment or may request another examination or additional tests prior to approval.

HIGHLANDS SCHOOL DISTRICT

SECTION: PROFESSIONAL EMPLOYEES

TITLE: NONTENURED STAFF MEMBERS

ADOPTED: November 15, 2004

REVISED:

416. NONTENURED STAFF MEMBERS

1. Authority

It is the policy of the Board that certain staff members shall be employed with the recognition that the function to be performed does not fall under control of the tenure law. Such employment shall be deemed discretionary actions by the Board, without intent to have such functions considered as professional employee actions governed by tenure.

SC 1101

Nontenured professional staff shall include any position in which provision for tenure is not made by law.

School Code
1101, 1121

HIGHLANDS SCHOOL DISTRICT

SECTION: PROFESSIONAL EMPLOYEES

TITLE: WEAPONS

ADOPTED: November 15, 2004

REVISED:

417.1. WEAPONS

1. Purpose	All Highlands employees are prohibited from carrying weapons onto the school district premises.
2. Definition	**Weapon** – 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: PROFESSIONAL EMPLOYEES

TITLE: CONDUCT/DISCIPLINARY PROCEDURES

ADOPTED: November 15, 2004

REVISED:

417. CONDUCT/DISCIPLINARY PROCEDURES

1. Purpose	All professional 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.
2. Authority SC 510	The Board directs that procedures be established whereby professional employees are informed of the disciplinary actions that are considered appropriate and may be applied for violation of district policies, rules and procedures.
SC 1122, 1126, 1127	When dismissal charges are filed against a professional employee pursuant to law, the Board shall hold a hearing in accordance with the procedures established in the School Code.
3. Guidelines	All professional employees shall comply with district policies, rules and regulations; attempt to maintain order; perform assigned job functions; and carry out directives issued by supervisors.
SC 1127 2 Pa. C.S.A. Sec. 551 et seq	In the event it is necessary to demote or dismiss a professional employee, a hearing shall be provided as required by statute. When engaged in assigned duties, no employee shall participate in activities that include but are not limited to the following: 1. Physical or verbal abuse, or threat of harm to anyone. 2. Causing damage to district property, facilities and equipment. 3. Forceful or unauthorized entry to or occupation of district facilities, buildings and grounds.
Pol. 451	4. Use, possession, distribution, or sale of alcohol, drugs or other illegal substances.

HIGHLANDS SCHOOL DISTRICT

SECTION: PROFESSIONAL EMPLOYEES

TITLE: PENALTIES FOR TARDINESS

ADOPTED: November 15, 2004

REVISED:

418. PENALTIES FOR TARDINESS

1. Purpose	School programs cannot commence, and students cannot be taught at prescribed times without the punctual and reliable attendance of the professional staff. Therefore, a prerequisite for efficient performance of professional duties is the punctual commencement and proper completion of assigned and extracurricular duties.
2. Authority	Timely attendance by district employees is a matter of concern to the Board. That concern is expressed through the Board's direction to the Superintendent and district staff as to how tardiness and attendance will be treated. The Board reserves the right to assess an employee's salary for failure to perform contracted services or for violations of Board policy.
3. Delegation of Responsibility	It shall be the responsibility of the Superintendent to assess penalties when a professional employee fails to meet attendance requirements.

HIGHLANDS SCHOOL DISTRICT

SECTION: PROFESSIONAL EMPLOYEES

TITLE: OUTSIDE ACTIVITIES

ADOPTED: November 15, 2004

REVISED:

419. OUTSIDE ACTIVITIES

1. Purpose	The Board recognizes that members of the professional staff do enjoy private lives and may associate with others outside of school for economic, religious, cultural or personal reasons. However, the Board and its supervisory staff have a responsibility to evaluate staff members in terms of their effectiveness in discharging assigned duties and responsibilities.
2. Authority	Therefore, when nonschool activities impact upon a staff member'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. 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.
3. Delegation of Responsibility	The Superintendent or designee shall disseminate guidelines so that staff members may avoid situations in which their personal interests, activities, and associations may conflict with the interests of the district.
4. Guidelines	The following guidelines are provided for the direction of staff members: 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. 2. Do not use school property or school time to solicit or accept customers for private enterprises. 3. Do not use school time for outside activities when there is no valid reason to be excused from assigned duties.

HIGHLANDS SCHOOL DISTRICT

SECTION: PROFESSIONAL EMPLOYEES

TITLE: FREEDOM OF SPEECH IN NONINSTRUCTIONAL SETTINGS

ADOPTED: November 15, 2004

REVISED:

420. FREEDOM OF SPEECH IN NONINSTRUCTIONAL SETTINGS

1. Purpose	The Board acknowledges the right of its professional 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 the employee's expression could conflict with the district's interests.
3. Guidelines	In situations in which an employee is not engaged in the performance of professional duties, s/he shall: 1. State clearly that his/her comments represent personal views and not those of the school district. 2. Refrain from comments that would interfere with the maintenance of discipline by school officials. 3. Refrain from making public statements known to be false or made without regard for truth or accuracy. 4. Refrain from making threats against co-workers, supervisors or district officials.
Pol. 417	Violations of this policy may constitute cause for disciplinary action.

HIGHLANDS SCHOOL DISTRICT

SECTION: PROFESSIONAL EMPLOYEES

TITLE: POLITICAL ACTIVITIES

ADOPTED: November 15, 2004

REVISED:

421. 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 school 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 staff members who intend to engage in political activities.

3. Guidelines
Pol. 707

No professional employees 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.

Collection of campaign funds and/or solicitation for campaign workers is prohibited on school property during working hours.

The use of students for writing, addressing or distributing partisan political materials is prohibited.

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 or the collective bargaining agreement.

The following situations are exempt from the provisions of this policy:

1. Discussion and study of politics and political issues when appropriate to classroom studies, such as history, current events, and political science.

2. Conduct of student elections and related campaigning.

3. Conduct of employee representative elections.

Violation of this policy shall constitute cause for disciplinary action, at the Board's discretion.

HIGHLANDS SCHOOL DISTRICT

SECTION: PROFESSIONAL EMPLOYEES

TITLE: GIFTS

ADOPTED: November 15, 2004

REVISED:

422. GIFTS

1. Purpose	The Board considers the acceptance of gifts by professional staff members an undesirable practice.
2. Authority	It is the policy of the Board that staff members not accept gifts of significant value. The Board shall consider as appropriate and welcome letters to staff members expressing gratitude or appreciation by students and parents/guardians.
3. Delegation of Responsibility	The Superintendent may approve acts of generosity to individual staff members in unusual situations but shall report such instances to the Board on a timely basis.

HIGHLANDS SCHOOL DISTRICT

SECTION: PROFESSIONAL EMPLOYEES

TITLE: TOBACCO USE

ADOPTED: November 15, 2004

REVISED:

	423. TOBACCO USE
1. Purpose	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.
2. Definition 18 Pa. C.S.A. Sec. 6306.1	For purposes of this policy, **tobacco use** shall mean all use of tobacco, including cigars, cigarettes, pipes and smokeless tobacco.
3. Authority 20 U.S.C. Sec. 7181 et seq 35 P.S. 1223.5	The Board prohibits tobacco use by professional 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. The Board prohibits tobacco use by professional employees at school-sponsored activities that are held off school property.
4. Guidelines	The district shall notify employees about the district's tobacco use policy by publishing such in handbooks, newsletters, posted notices, and other efficient methods.
SC 1303-A	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.
PA Code Title 22 Sec. 403.1	

HIGHLANDS SCHOOL DISTRICT

SECTION: PROFESSIONAL EMPLOYEES

TITLE: PERSONNEL FILES

ADOPTED: November 15, 2004

REVISED:

	424. 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 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.
	<u>Employee Access</u>
43 P.S. Sec. 1321-1324	Professional 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.

HIGHLANDS SCHOOL DISTRICT

SECTION: PROFESSIONAL EMPLOYEES

TITLE: DRESS AND GROOMING

ADOPTED: November 15, 2004

REVISED:

425. DRESS AND GROOMING

1. Purpose	Professional employees set an example for their students to follow in dress and grooming and should present an image of dignity and encourage respect for authority. These factors act in a positive manner towards the maintenance of school and classroom discipline.
2. Authority SC 510	The Board has the authority to specify reasonable dress and grooming guidelines for staff, within law, that will prevent an adverse impact on the educational program.
3. Guidelines	When assigned to district duties professional staff members shall be physically clean, neat, well-groomed, and dressed in a manner reflecting professional assignment.
4. Delegation of Responsibility	If an employee 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 principal.
School Code 510	

HIGHLANDS SCHOOL DISTRICT

SECTION: PROFESSIONAL EMPLOYEES

TITLE: SALARY DETERMINATION

ADOPTED: November 15, 2004

REVISED:

428. SALARY DETERMINATION

1. Purpose

A salary schedule for professional employees of the district shall be established.

2. Authority
SC 1142, 1142.1, 1144, 1149, 1150, 1151

The salary schedule approved by the Board shall provide for determination of beginning salaries for new and inexperienced employees, beginning salaries for experienced employees who are new to the district, and salary adjustments that result from earning advanced degrees while employed by the district or required under law.

Salary schedules shall be in accordance with those specified in the collective bargaining agreement and as approved by the Board.

3. Delegation of Responsibility
SC 1149

The Superintendent is authorized to credit past experience of an applicant for determination of salary.

School Code
1142, 1142.1,
1144, 1149,
1150, 1151

HIGHLANDS SCHOOL DISTRICT

SECTION: PROFESSIONAL EMPLOYEES

TITLE: JOB RELATED EXPENSES

ADOPTED: November 15, 2004

REVISED:

431. JOB RELATED EXPENSES

1. Authority	Payment of the actual and necessary expenses, including travel expenses, that any district employee incurs in the course of performing services for the district will be made in accordance with Board policy.
2. Delegation of Responsibility	The validity of payments for job related expenses shall be determined by the Superintendent.
3. Guidelines	The use of a personal vehicle shall be considered a legitimate job expense if travel is among the employee's assigned schools, but not between home and school, and is authorized in advance by the principal or supervisor. Use of a personal vehicle for approved purposes is reimbursable to the employee at the current IRS rate per mile. Use of a personal vehicle requires maintenance of liability insurance by the employee. <u>Attendance At Programs</u>
SC 517	Actual and necessary expenses incident to attendance at functions outside the district shall be reimbursed to the employee if approval has been obtained in advance from the Superintendent. Attendance at district approved events outside the district shall be without loss of regular pay, unless otherwise stipulated prior to attendance. The Superintendent or designee shall prepare procedures for reimbursement of travel expenses which shall include: 1. In all instances of travel and job related expense reimbursement, full itemization with receipts attached shall be required.

HIGHLANDS SCHOOL DISTRICT

SECTION: PROFESSIONAL EMPLOYEES

TITLE: WORKING PERIODS

ADOPTED: November 15, 2004

REVISED:

432. WORKING PERIODS

1. Purpose	Work schedules of the professional staff shall be clearly specified to ensure regular and consistent operation of the school district.
2. Authority SC 510, 1504 Pol. 804	The Board has the authority and responsibility to determine the hours during which educational programs and services shall be available to students and the community, consistent with applicable provisions of the collective bargaining agreement.
3. Delegation of Responsibility	The Superintendent or designee shall develop administrative procedures to ensure adherence to work schedules by professional employees.
4. Guidelines	Teachers shall remain at school after the close of the school day long enough to ensure a professional and adequate performance in the discharge of duties.
SC 1504	Instructional personnel shall have a duty-free lunch period of not less than thirty (30) minutes.
	The length of the working day for professional employees shall be determined in accordance with the terms of the collective bargaining agreement.
	During the times students are in attendance, professional staff may be assigned extra or alternative duties, distributed equitably when possible, at the discretion of the building principal.
	All professional staff members are expected to attend each faculty meeting unless specifically excused by the responsible administrator.
	In cases of excused attendance, the staff member shall meet with the building principal at the earliest convenient time to discuss topics of the faculty meeting.
School Code 510, 1504	
Board Policy 804	

HIGHLANDS SCHOOL DISTRICT

SECTION: PROFESSIONAL EMPLOYEES

TITLE: PROFESSIONAL DEVELOPMENT

ADOPTED: November 15, 2004

REVISED:

433. 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 professional employees to further their professional and personal advancement through graduate courses, inservice training, and professional development activities.
SC 1205.1, 1205.2	In order to continue employment in the district, professional employees are required to meet all obligations necessary to maintain active certification.
3. Guidelines	<u>Graduate/Special Courses</u> Only courses of study that are preapproved shall be eligible for reimbursement by the district or movement on the salary schedule by an employee. Reimbursement for credits for approved graduate study or special courses shall be made in accordance with terms of the collective bargaining agreement. Documentary evidence of satisfactory completion of all study programs shall be required. All employees shall file a record and description of the attainment of approved credits with the office of the Superintendent.
SC 1144	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 increase will be in accordance with terms of the collective bargaining agreement, after satisfactory completion of the program and submission of documentary evidence.

HIGHLANDS SCHOOL DISTRICT

SECTION: PROFESSIONAL EMPLOYEES

TITLE: SICK LEAVE

ADOPTED: November 15, 2004

REVISED:

434. SICK LEAVE

1. Purpose	The sick leave policy for professional employees shall ensure that employees will receive no less than the minimum sick leave provided under law.
2. Authority SC 1154	The Board shall provide up to ten (10) days annually for sick leave, which shall be cumulative.
SC 1154	The Board reserves the right to require any employee 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 employee 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 those employees absent for noncompensable cause or whose claim for sick leave pay cannot be justified.
4. Guidelines Pol. 417	Misuse of sick leave shall be considered a serious infraction subject to disciplinary action.
	A sick leave shall commence when the employee, or agent if the employee 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: PROFESSIONAL EMPLOYEES

TITLE: FAMILY AND MEDICAL LEAVES

ADOPTED: November 15, 2004

REVISED:

435. FAMILY AND MEDICAL LEAVES

1. Purpose 29 U.S.C. Sec. 2601 et seq	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.
2. Delegation of Responsibility	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 the law.
3. Guidelines	Required notices shall be posted by the district. 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. 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. If the employee requesting an FMLA leave qualifies for and is entitled to any paid leave under a collective bargaining agreement, district policy or statutory mandate, the employee may utilize such leave during the FMLA leave, at his/her discretion. Medical certification forms shall be required whenever allowed or authorized by provisions of the FMLA. Employees shall be required to provide a fitness-for-duty certificate upon returning from an FMLA leave when the leave was taken because of the employee's own serious health condition, except where such a requirement would be in violation of a collective bargaining agreement or where the employee has taken a paid leave concurrent with the FMLA leave and school district policy and practice has not required a fitness-for-duty certificate to be provided.

HIGHLANDS SCHOOL DISTRICT

SECTION: PROFESSIONAL EMPLOYEES

TITLE: PERSONAL NECESSITY LEAVE

ADOPTED: November 15, 2004

REVISED:

436. PERSONAL NECESSITY LEAVE

1. Purpose	This policy shall provide for a professional 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	<u>Personal Leave</u> Requests for personal leave shall be made in advance to the building principal. Personal leave days with pay shall be granted to professional employees in accordance with provisions of the collective bargaining agreement. <u>Bereavement Leave</u>
SC 1154	When a professional employee is absent from duty because of a death in the immediate family, there shall be no deduction in salary for an absence of three (3) school days. The Board may extend the period of absence, at its discretion. **Immediate family** 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. Bereavement leave will be extended to five (5) consecutive calendar days including the day of the funeral, for a spouse, father, mother or child.
SC 1154	When a professional 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. **Near relative** 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.

HIGHLANDS SCHOOL DISTRICT

SECTION: PROFESSIONAL EMPLOYEES

TITLE: COMPENSATED PROFESSIONAL LEAVES

ADOPTED: November 15, 2004

REVISED:

	438.1. 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	**Professional development leave -** 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	**Classroom occupational exchange leave -** 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	**PROFESSIONAL DEVELOPMENT LEAVE**
	Eligibility
SC 1166	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.

HIGHLANDS SCHOOL DISTRICT

SECTION: PROFESSIONAL EMPLOYEES

TITLE: SABBATICAL LEAVE

ADOPTED: November 15, 2004

REVISED:

438. 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	The Board shall grant sabbatical leaves to professional employees only for the purpose of restoration of health.
SC 1171	The Board reserves the right to specify the conditions under which sabbatical leaves for restoration of health may be taken, consistent with law.
3. Guidelines	<u>Eligibility</u>
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.
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.
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.
	<u>Application</u>
	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.

HIGHLANDS SCHOOL DISTRICT

SECTION: PROFESSIONAL EMPLOYEES

TITLE: UNCOMPENSATED LEAVE

ADOPTED: November 15, 2004

REVISED:

439. 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

Application

Requests for uncompensated leave shall be made to the Superintendent.

Special consideration will be given to emergencies.

All applications are subject to final approval by the Board.

Period Of Leave

An uncompensated leave may be granted for a period of one (1) semester or one (1) school year.

Extensions for one (1) semester or one (1) school year shall be considered upon proper application.

Commitment Of Employee

The employee granted an uncompensated leave of absence shall inform the Board of his/her intentions prior to the scheduled return date.

If notification is not received, it shall be assumed that the employee has terminated employment with the district.

HIGHLANDS SCHOOL DISTRICT

SECTION: PROFESSIONAL EMPLOYEES

TITLE: RESPONSIBILITY FOR STUDENT WELFARE

ADOPTED: November 15, 2004

REVISED:

440. RESPONSIBILITY FOR STUDENT WELFARE

1. Purpose	This policy establishes guidelines for ensuring adequate consideration of student welfare.
2. Delegation of Responsibility	The Superintendent or designee shall prepare and promulgate guidelines to ensure the maintenance of standards to protect student welfare.
3. Guidelines	Teachers and other professional employees are responsible for the safety of students in their charge within the building and on school property. Each staff member must be in the classroom or at an assigned station or ensure that another teacher is temporarily in charge. Each staff member must maintain a standard of care and concern for supervision, control and protection of students commensurate with assigned duties and responsibilities. A staff member should not voluntarily assume responsibility for duties s/he cannot reasonably perform. Such voluntary assumption carries the same responsibilities as assigned duties. A teacher must provide proper instruction in the safety matters presented in assigned curriculum guides. Each staff member has the responsibility to report immediately to the principal an accident or a safety hazard. A staff member may not send students on any personal errands. A staff member may not transport students in a personal vehicle except where specifically permitted. Employees shall not require a student to perform work or services that may be detrimental to the student's health.

HIGHLANDS SCHOOL DISTRICT

SECTION: PROFESSIONAL EMPLOYEES

TITLE: JURY/WITNESS DUTY

ADOPTED: November 15, 2004

REVISED:

442. JURY/WITNESS DUTY

1. Authority
   42 Pa. C.S.A. 4563

Professional employees regularly employed shall be protected against loss of pay for time served as a witness or on jury duty.

2. Guidelines

Should an employee be called for jury/witness duty, s/he shall notify the Superintendent.

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.

Time spent on jury/witness duty will not be charged against personal leave and will count as time on the job.

Employees must submit to their supervisor a record from the court of the number of days served and fee paid.

HIGHLANDS SCHOOL DISTRICT

SECTION: PROFESSIONAL EMPLOYEES

TITLE: WORKERS' COMPENSATION

ADOPTED: November 15, 2004

REVISED:

446. WORKERS' COMPENSATION

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 the date of disability.

2. Guidelines

Workers' Compensation, weekly disability, shall be payable as follows:

1. Seven (7) days of disability or less – no compensation.
2. Eight (8) to thirteen (13) days of disability – compensation, no retroactive pay.
3. Fourteen (14) or more days of disability – compensation, with retroactive pay to first day of disability.

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.

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 will be reinstated.

HIGHLANDS SCHOOL DISTRICT

SECTION: PROFESSIONAL EMPLOYEES

TITLE: UNLAWFUL HARASSMENT

ADOPTED: November 15, 2004

REVISED:

448. UNLAWFUL HARASSMENT

1. Purpose	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.
2. Authority Title VII 42 U.S.C. Sec. 2000e et seq Title IX 20 U.S.C. Sec. 1681	The Board prohibits all forms of unlawful harassment of employees and third parties including Board members by all district students and staff members, contracted individuals, vendors, volunteers, 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. 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. 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. No reprisals nor retaliation shall occur as a result of good faith charges of harassment.
3. Definitions 29 CFR Sec. 1606.8 (a) 62 Fed. Reg. 12033 (March 13, 1997) 66 Fed. Reg. 5512 (Jan. 19, 2001)	For purposes of this policy, **harassment** 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: 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.

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: PROFESSIONAL EMPLOYEES

TITLE: DRUG AND SUBSTANCE ABUSE

ADOPTED: November 15, 2004

REVISED:

451. DRUG AND SUBSTANCE ABUSE

1. Purpose	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.L. 100-690	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.
2. Definitions 35 P.S. Sec. 780-101 et seq	**Drugs** - shall be defined as those outlined in the Controlled Substance, Drug, Device and Cosmetic Act.
P.L. 100-690	**Conviction** - 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. **Criminal Drug Statute** - a federal or nonfederal criminal statute involving the manufacture, distribution, dispensing, use or possession of any controlled substance. **Drug-free Workplace** - 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.
3. Authority	The Board requires that each professional 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.

HIGHLANDS SCHOOL DISTRICT

SECTION: PROFESSIONAL EMPLOYEES

TITLE: EMPLOYEE ASSISTANCE PROGRAM

ADOPTED: December 6, 2004

REVISED:

453. EMPLOYEE ASSISTANCE PROGRAM

1. Purpose

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.

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.

2. Guidelines

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

1. Self-Referral -

   Professional 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.

No. 453-AR

HIGHLANDS
SCHOOL DISTRICT

ADMINISTRATIVE
REGULATION

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

SECTION: PROFESSIONAL EMPLOYEES

TITLE: CREATING A POSITION

ADOPTED: November 1, 2004

REVISED:

	401. CREATING A POSITION
1. Purpose	Teaching positions and positions for other professional employees shall be established by the Board in order to provide educational programs and supporting services consistent with the needs of the schools and the resources of the community.
2. Authority SC 1106, 1107 Title 22 Sec. 4.4	The need for creating teaching positions and other professional 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 professional positions deemed necessary for effective operation of the schools.
3. Guidelines	Recommendations for a new or additional professional positions shall include: 1. Job description clearly outlining the duties for which the position was created. 2. A title that conforms with the appropriate certificate if certification is required. 3. Supporting data and other rationale relevant to the recommendation. In the exercise of its authority to create new positions, the Board shall give primary consideration to: 1. Number of students enrolled. 2. Special needs of students. 3. Operational needs of the district. 4. Financial resources of the district.
4. Delegation of Responsibility	The Superintendent shall be responsible for recommending new or additional professional positions.

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.

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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