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SECTION: CLASSIFIED EMPLOYEES

TITLE: WEAPONS

ADOPTED: November 15, 2004

REVISED:

HIGHLANDS SCHOOL DISTRICT

517.1. 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: CLASSIFIED EMPLOYEES

TITLE: HEARINGS FOR REMOVAL/
DISMISSAL

ADOPTED: November 15, 2004

REVISED:

	<p style="text-align: center;">517.2. HEARINGS FOR REMOVAL/DISSMISSAL</p> <p>1. Purpose The purpose of this policy shall be to provide a procedure for Board appointed hearing officers to conduct evidentiary hearings for the removal and dismissal of non-professional, non-commissioned employees.</p> <p>2. Guidelines SC 514 When the administration recommends to the Board that a non-professional, non-commissioned employee be removed and dismissed from employment with the Highlands School District, and a hearing has been requested by the employee, the Board shall have the option of either scheduling a hearing on the matter or appointing a hearing officer who shall conduct the disciplinary hearing. In any such proceeding before a hearing officer, the employee shall have the same rights as if the hearing were held before the Board, including:</p> <ol style="list-style-type: none"> 1. The right to be represented by counsel. 2. The right to hear the witnesses and evidence presented against the employee, and the right to cross-examine said witnesses. 3. The right to present witnesses and to testify on his/her own behalf. 4. The right to submit briefs on legal issues. 5. All other rights guaranteed to the employee by the Constitution and applicable law. <p>The hearing officer shall consider the submission of evidence and rule on all procedural and evidentiary matters which arise in connection with the hearing. The hearing shall be stenographically recorded by a competent disinterested public stenographer, and a transcript of the same shall be made. Upon completion of the hearing, the hearing officer shall issue to the Board written findings of fact, conclusions of law, and a recommendation regarding discipline. The School Board shall then review the entire record, including the hearing officer's findings of facts, conclusions of law, and recommendations, as well as the transcript of testimony.</p>
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HIGHLANDS SCHOOL DISTRICT

SECTION: CLASSIFIED EMPLOYEES

TITLE: CONDUCT/DISCIPLINARY PROCEDURES

ADOPTED: November 15, 2004

REVISED:

517. CONDUCT/DISCIPLINARY PROCEDURES	
1. Purpose	All classified 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	The Board directs that procedures be established whereby classified employees are informed of the disciplinary actions that are considered appropriate and may be applied for violation of district policies, rules and procedures.
3. Guidelines	All classified employees shall comply with district policies, rules and regulations; attempt to maintain order; perform assigned job functions; and carry out directives issued by supervisors.
2 Pa. C.S.A. Sec. 551 et seq	In the event it is necessary to demote or dismiss, 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:
Pol. 551	<ol style="list-style-type: none"> 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. 4. Use, possession, distribution, or sale of alcohol, drugs or other illegal substances. 5. Use of profane or abusive language.

HIGHLANDS SCHOOL DISTRICT

SECTION: CLASSIFIED EMPLOYEES

TITLE: PENALTIES FOR TARDINESS

ADOPTED: November 15, 2004

REVISED:

518. PENALTIES FOR TARDINESS	
1. Purpose	Punctual and reliable attendance by classified employees is essential to the proper operation of district programs.
2. Authority	<p>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.</p> <p>The Board reserves the right to assess an employee's salary for failure to perform assigned duties or provide services.</p>
3. Delegation of Responsibility	It shall be the responsibility of the Superintendent to assess penalties when a classified employee fails to meet attendance requirements.
4. Guidelines	<p>Tardiness or absence without excusable cause for an assigned work period may result in the following:</p> <ol style="list-style-type: none">1. Deductions from pay for the period of tardiness or absence.2. Dismissal of the employee following a warning and continued tardiness or absence without excusable cause.

HIGHLANDS SCHOOL DISTRICT

SECTION: CLASSIFIED EMPLOYEES

TITLE: OUTSIDE ACTIVITIES

ADOPTED: November 15, 2004

REVISED:

519. OUTSIDE ACTIVITIES	
1. Purpose	The Board recognizes that classified employees do enjoy private lives and may associate with others outside of school for political, economic, religious, cultural or personal reasons. However, the Board and its supervisory staff have a responsibility to evaluate employees 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 district.
3. Delegation of Responsibility	The Superintendent or his/her designee shall disseminate guidelines so that classified employees may avoid situations in which their 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 staff members:</p> <ol style="list-style-type: none">1. Do not use 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 job time to solicit or accept customers for private enterprises.3. Do not use job time for outside activities when there is no valid reason to be excused from assigned duties.4. Do not engage in political activities during assigned hours of employment.

SECTION: CLASSIFIED EMPLOYEES

TITLE: TOBACCO USE

ADOPTED: November 15, 2004

REVISED:

HIGHLANDS SCHOOL DISTRICT

523. 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	<p>The Board prohibits tobacco use by classified employees in a school building and on any property, buses, vans and vehicles that are owned, leased or controlled by the school district, unless in a designated area authorized by the building administrator in charge, and in compliance with the laws of Pennsylvania.</p> <p>The Board prohibits tobacco use by classified employees at school-sponsored activities that are held off school property.</p>
4. Guidelines SC 1303-A	<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>
PA Code Title 22 Sec. 403.1	

SECTION: CLASSIFIED EMPLOYEES

TITLE: PERSONNEL FILES

ADOPTED: November 15, 2004

REVISED:

HIGHLANDS SCHOOL DISTRICT

524. 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	<p>Medical records shall be kept in a file separate from the employee's personnel file.</p> <p>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.</p> <p>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.</p> <p>Personnel files shall be reviewed annually, and material no longer required shall be destroyed.</p>

HIGHLANDS SCHOOL DISTRICT

SECTION: CLASSIFIED EMPLOYEES

TITLE: DRESS AND GROOMING

ADOPTED: November 15, 2004

REVISED:

525. DRESS AND GROOMING	
1. Purpose	Employees set an example in dress and grooming for students and the community at large. Compliance with reasonable standards for dress and grooming has a positive effect upon the district's operation and programs.
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 and district operations.
3. Guidelines	<p>When assigned to district duties, classified employees shall be physically clean, neat, well-groomed, and dressed in a manner consistent with the needs of the job to be performed.</p> <p>Employees shall be groomed so that hair style does not cause a health or safety hazard.</p> <p>Classified employees shall be required to utilize safety gear and wear designated work uniforms.</p>
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 immediate supervisor.

HIGHLANDS SCHOOL DISTRICT

SECTION: CLASSIFIED EMPLOYEES

TITLE: COMPLAINT PROCESS

ADOPTED: November 15, 2004

REVISED:

526. COMPLAINT PROCESS	
1. Purpose	It is the Board's intent to establish reasonable and effective means of resolving conflicts among employees, to reduce potential areas of complaints, and to establish and maintain recognized two-way channels of communication between supervisory personnel and classified employees for situations not covered by the terms of a collective bargaining agreement.
2. Authority	<p>The Board adopts this policy to facilitate proper and equitable solutions to complaints at the lowest appropriate level, and to establish an orderly procedure for pursuing solutions.</p> <p>There shall be no reprisals of any kind taken against any employees or their representatives because of support of or participation in a complaint.</p>
3. Definition	Complaint - any unresolved problem or interpretation of federal or state laws and regulations; policies and rules of the Board; and written administrative procedures.
4. Guidelines	<p>Complaints should be discussed in a private, informal conference between the parties involved. At least one (1) private meeting should take place between the parties before the complaint procedure is invoked.</p> <p>A complainant may be represented or accompanied at any higher level of authority by anyone s/he chooses.</p> <p>If the same, or substantially the same, complaint is made by more than one employee against one respondent, only one employee, on behalf of self and the other complainants, may process the complaint through the prescribed procedure. Names of all complainants shall appear on all documents related to settlement of the complaint.</p> <p>The time limits provided in this policy may be extended by mutual agreement of the parties. Any decision not appealed within the time limits from one level to the next level shall be considered settled on the basis of the last decision and not subject to further appeal.</p>

HIGHLANDS SCHOOL DISTRICT

SECTION: CLASSIFIED EMPLOYEES
TITLE: SALARY DETERMINATION
ADOPTED: November 15, 2004
REVISED:

	528. SALARY DETERMINATION
1. Purpose	An approved wage and salary schedule for classified employees shall be established. Employees shall be placed on the schedule in accordance with established procedures.
2. Authority SC 406	The salary schedule for classified employees of the district shall be approved by the Board. Salary schedules shall be in accordance with applicable collective bargaining agreements and as approved by the Board.
3. Delegation of Responsibility	The Superintendent is authorized to credit past experience of an applicant for determination of salary.
School Code 406	

SECTION: CLASSIFIED EMPLOYEES

TITLE: OVERTIME

ADOPTED: November 15, 2004

REVISED:

HIGHLANDS SCHOOL DISTRICT

530. OVERTIME	
1. Authority	In order to ensure consistent treatment of all affected employees and compliance with applicable federal law regarding payment of overtime, the Board adopts this policy.
2. Guidelines 29 U.S.C. Sec. 201 et seq	<p>In accordance with the Fair Labor Standards Act and this policy or applicable collective bargaining agreement, overtime shall be paid for work in excess of the established workday or workweek for each grade of classified employees.</p> <p>No overtime shall be scheduled or worked without prior approval of the immediate supervisor.</p> <p>Overtime will be paid at the rate of time and one-half the regular rate of pay when approved in advance for time worked in excess of eight (8) hours per day, forty (40) hours per week.</p> <p>Any conflict between this policy and applicable collective bargaining agreements shall be reported promptly to the Board.</p>

HIGHLANDS SCHOOL DISTRICT

SECTION: CLASSIFIED EMPLOYEES

TITLE: JOB RELATED EXPENSES

ADOPTED: November 15, 2004

REVISED:

531. JOB RELATED EXPENSES	
1. Authority	Payment of the actual and necessary expenses, including traveling expenses, that any district employee incurs in the course of performing services for the district shall 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	<p>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 immediate supervisor.</p> <p>Use of a personal vehicle for approved purposes is reimbursable to the employee at the current IRS rate per mile.</p> <p>Use of a personal vehicle requires the employee to maintain liability insurance coverage.</p> <p><u>Attendance at Programs</u></p> <p>Actual and necessary expenses incident to attendance at functions outside the district shall be reimbursed to the employee if such events are a part of district programs or have prior written approval.</p> <p>Attendance at district approved events outside the district shall be without loss of regular pay, unless otherwise stipulated prior to attendance.</p> <p>The Superintendent or designee shall prepare procedures for reimbursement of travel expenses which shall include:</p> <ol style="list-style-type: none"> 1. Under normal conditions, employees traveling on official business shall provide themselves with sufficient funds for ordinary expenses. 2. Travel shall be by the most direct and economical route.
SC 517	

HIGHLANDS SCHOOL DISTRICT

SECTION: CLASSIFIED EMPLOYEES

TITLE: WORKING PERIODS

ADOPTED: November 15, 2004

REVISED:

	532. WORKING PERIODS
1. Purpose	The periods of work required of the classified staff shall be clearly specified to ensure regular and consistent operation of the district.
2. Authority SC 510, 1504 Pol. 804	The Board has the authority and responsibility for determining the hours of school district operation and hours of work for employees, consistent with provisions of an applicable collective bargaining agreement.
3. Delegation of Responsibility	The Superintendent or designee shall develop administrative procedures to ensure adherence to work schedules by classified employees, which shall apply uniformly throughout the schools.
4. Guidelines	Work schedules of the various classes of employees shall be developed in accordance with the terms of the applicable collective bargaining agreement. Starting and quitting times shall be specified by the designated administrator.
School Code 510	
Board Policy 804	

HIGHLANDS SCHOOL DISTRICT

SECTION: CLASSIFIED EMPLOYEES

TITLE: SICK LEAVE

ADOPTED: November 15, 2004

REVISED:

534. SICK LEAVE	
1. Purpose	A sick leave policy to ensure employees receive paid days for such absences shall be established and implemented for eligible classified employees.
2. Authority	The Board shall annually provide full-time, regularly employed classified staff sick leave days, which shall be cumulative.
SC 510	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.
	The Board shall consider the application of any eligible employee for an extension of sick leave when the employee's 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. 517	Misuse of sick leave shall be considered a serious infraction subject to disciplinary action.
	A sick leave absence 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.
	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: CLASSIFIED EMPLOYEES

TITLE: FAMILY AND MEDICAL
LEAVES

ADOPTED: November 15, 2004

REVISED:

535. 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 law.
3. Guidelines	<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 a collective bargaining agreement, 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> <p>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.</p>

HIGHLANDS SCHOOL DISTRICT

SECTION: CLASSIFIED EMPLOYEES

TITLE: PERSONAL NECESSITY LEAVE

ADOPTED: November 15, 2004

REVISED:

	536. PERSONAL NECESSITY LEAVE
1. Purpose	This policy shall provide for a classified employee's absence for personal necessity when not otherwise covered by policy.
2. Authority SC 510	The Board has the authority and responsibility to establish 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 classified employees in accordance with provisions of the applicable collective bargaining agreement or individual contract.</p> <p><u>Bereavement Leave</u></p> <p>Bereavement leave days with pay shall be granted to classified employees in accordance with the provisions of the applicable collective bargaining agreement or individual contract.</p>
School Code 510	

HIGHLANDS SCHOOL DISTRICT

SECTION: CLASSIFIED EMPLOYEES
 TITLE: UNCOMPENSATED LEAVE
 ADOPTED: November 15, 2004
 REVISED:

539. UNCOMPENSATED LEAVE	
1. Purpose	The Board recognizes that in certain situations a classified 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 510	The Board has the authority and responsibility to establish the conditions under which uncompensated leave may be taken.
3. Guidelines	<p>Uncompensated leave shall be granted in accordance with terms of an applicable collective bargaining agreement.</p> <p><u>Application</u></p> <p>Requests for uncompensated leave shall be made to the Superintendent in advance of the required beginning date.</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 shall inform the Board of his/her intentions prior to the scheduled return date.</p>

HIGHLANDS SCHOOL DISTRICT

SECTION: CLASSIFIED EMPLOYEES
TITLE: BENEFITS FOR PART-TIME PERSONNEL
ADOPTED: November 15, 2004
REVISED:

541. BENEFITS FOR PART-TIME PERSONNEL	
1. Purpose	Benefits for regularly employed part-time personnel shall be determined in accordance with Board policy or resolution or the terms of an applicable collective bargaining agreement.
2. Guidelines	Whenever regularly employed, part-time classified personnel are entitled to fringe benefits normally provided for full-time classified employees, such benefits will be established at the time of employment, and the manner of proration determined at that time.
24 Pa. C.S.A. 8301	Part-time personnel shall be included in the School Employees' Retirement System, upon reaching either 500 hours or 80 days of employment, in accordance with law.
24 Pa. C.S.A. 8301	



SECTION: CLASSIFIED EMPLOYEES
TITLE: PAID HOLIDAYS
ADOPTED: November 15, 2004
REVISED:

HIGHLANDS SCHOOL DISTRICT

<p>1. Purpose</p> <p>2. Guidelines SC 1502, 1503 Pol. 803</p> <p>School Code 1502, 1503</p> <p>Board Policy 803</p>	<p style="text-align: center;">543. PAID HOLIDAYS</p> <p>Paid holidays for regularly employed classified employees shall be determined in accordance with Board policy and district calendar.</p> <p>Holidays are established for all classified personnel in accordance with an applicable collective bargaining agreement or individual contract.</p>
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INDEX
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