

PERSONNEL POLICIES AND GOALS

THE POLICIES RELATING TO PERSONNEL IN THIS MANUAL ARE INTENDED AS A GUIDE FOR THE EFFICIENT AND PROFESSIONAL PERFORMANCE OF THIS SCHOOL DISTRICT AND THE EMPLOYEES EMPLOYED BY THIS SCHOOL DISTRICT. NOTHING HEREIN CONTAINED SHALL BE CONSTRUED TO BE A CONTRACT BETWEEN THE EMPLOYER AND THE EMPLOYEE. ADDITIONALLY, THE POLICIES CONTAINED IN THIS MANUAL ARE NOT TO BE CONSTRUED BY ANY EMPLOYEE AS CONTAINING BINDING TERMS AND CONDITIONS OF EMPLOYMENT. THE BOARD OF TRUSTEES OF THE SCHOOL DISTRICT RETAINS THE SOLE AND EXCLUSIVE RIGHT TO ADD, DELETE OR AMEND THE POLICIES AND PROCEDURES CONTAINED IN THIS POLICY MANUAL AT SUCH TIMES AS IT DEEMS IT NECESSARY AND IN THE MANNER IT DEEMS BEST FOR THE SCHOOL DISTRICT, WITH OR WITHOUT NOTICE.

The Board recognizes that a well-qualified staff dedicated to education is necessary to provide a good educational program. The Board is interested in its employees as individuals and recognizes its responsibility in promoting their general welfare.

Through the proper administrative process the Board's specific personnel goals are:

1. To recruit, select, and employ the best-qualified employees possible within its financial means.
2. To provide compensation and benefits sufficient to attract and retain qualified employees.
3. To provide a professional development program through which employees may improve their performance.
4. To conduct an employee evaluation program that will contribute to the continuous improvement of performance.
5. To assign employees so as to assure their services are utilized as effectively as possible.
6. To develop the quality of human relationships necessary to obtain maximum employee performance and satisfaction.

Adopted: 3/11/85
Revised: 10/11/10

**EQUAL EMPLOYMENT OPPORTUNITY/TITLE IX/IMMIGRATION ACT
AND SECTION 504 OF THE REHABILITATION ACT**

The School District is dedicated to nondiscrimination in employment and program offerings. Persons who feel discrimination has taken place should contact the District's Civil Rights Coordinator for a statement of rights and grievance procedures.

The District is dedicated to providing equal employment opportunities to all individuals based on job-related qualifications and ability to perform a job, without regard to age, sex, race, color, religion, national origin, or disability. It is the District's policy to maintain a nondiscriminatory environment free from intimidation, harassment, or bias based on these grounds.

Title IX of the Education Amendments of 1972 prohibits discrimination on the basis of sex by any educational institution receiving Federal financial assistance. Officers and employees of the District are prohibited from discrimination on the basis of sex in relation to admission, treatment of students, and terms and conditions of employment.

In accordance with the Immigration and Control Act of 1987, the District will employ only United States citizens or aliens lawfully authorized to be in the United States.

In accordance with Section 504 of the Rehabilitation Act of 1973, no otherwise qualified person will, solely by reasons of his/her disability, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any program or activity sponsored by the District.

Complaints or grievances pertaining to Title IX, discrimination and Section 504 of the Americans with Disabilities Act shall be pursued in accordance with the procedures set forth in Policy AC-R.

Legal Ref.: Civil rights Act of 1964, as amended in 1972, Title VI (42 USC 2000d) and Title VII, as amended by Equal Employment Opportunity Act of 1972 (42 USC 2000e); Education Amendments of 1972, Title IX (P.L. 92-318) (20 USC 1681); 34 CFR Part 106; 45 CFR Part 80, Part 86, Part 115, Part 122, and Part 1400; 12 CFR Part 28; 24 CFR Part 7; 41 CFR Parts 10-12; Section 504 of the Rehabilitation Act of 1973 (29 USC 701, et. seq.); Immigration Reform and Control Act of 1987; W.S. 21-7-302, 27-4-302.

Adopted: 3/11/85

Revised: 9/12/92

Amended: 3/13/95

Revised: 3/09/98
Revised: 10/11/10

TITLE IX AND OTHER DISCRIMINATION COMPLAINT PROCEDURES

For Title IX and other discrimination complaint procedures, see Policy AC-R.

Adopted: 10/11/10

Code: GBAA

SEXUAL DISCRIMINATION AND HARASSMENT

See Board Policy ACA.

Adopted: 10/11/10

STAFF INVOLVEMENT IN DECISION-MAKING

The Board wishes to encourage employee participation in the process leading to decision making for the School District. From time to time this participation may include work on committees, as appropriate to areas, programs, and schools, in such areas as:

- Policy and regulations development;
- Development of Programs goals and objectives;
- Budget planning;
- Facilities planning.

In the development of regulations and arrangements for the operation of the School District, the superintendent will generally include at the planning stage those employees or their representative who will be affected by such provisions.

The certificated staff shall be given full opportunity and encouragement to contribute to curriculum development, with particular arrangements made for determining curricular goals and objectives, and the development of policies and regulations pertaining to the instructional program.

Each principal shall maintain channels for conferring with both the certificated and support staffs in establishing building policies and regulations.

The superintendent shall develop, with employees, channels for the communication of ideas, and feelings regarding the operation of the schools. He/she shall weigh the counsel given, especially by groups designated to represent large segments of the staff, and shall inform the Board of such counsel in presenting recommendations for Board action.

Adopted 3/11/85
Revised: 10/11/10

STAFF COMPENSATION

The finance officer will establish regular pay days and pay periods for all employees. Pay days and pay periods for employees in positions of like classification will be the same. All wages due for the pay period will be paid on the pay day following the pay period except that pay for days of work may be withheld for inclusion in a future pay period in order to assure payment of wages only for work performed and for bookkeeping purposes or otherwise in accordance with other policies pertaining to contract payments and/or extra-duty compensation.

Adopted: 10/11/10

BOARD-STAFF COMMUNICATION

The Board desires to maintain open channels of communication between itself and the staff. In the interest of efficiency and good administration, however, the basic line of communication between the Board and its employees, including principals, teachers and support staff, will be through the superintendent.

Official communications or reports to the Board or any Board committee from staff will be through the superintendent. Communications from the Board to the staff will be through the superintendent and it will be the superintendent's responsibility to keep district personnel informed of Board actions.

Adopted: 3/11/85
Reviewed: 10/11/10

STAFF RIGHTS AND RESPONSIBILITIES

All staff members have a responsibility to make themselves familiar with, and abide by, the applicable laws of the state, the policies of the Board, and the regulations designed to implement them.

All staff members are expected to carry out their assigned responsibilities with conscientious concern. The first responsibility of the instructional staff is the education of the student. Also essential to the success of ongoing school operations and the instructional program are the following specific responsibilities, which are required of all personnel:

- * Faithfulness and promptness in attendance at work.
- * Support and enforcement of policies of the Board and regulations of the school administration in regard to students.
- * Diligence in submitting required reports promptly at the times specified.
- * Care and protection of school property.
- * Concern and attention toward their own and the Board's legal responsibility for the safety and welfare of students, including the need to ensure that students are under supervision at all times.

In their association with students, all school employees will set examples that are an important part of the educational process. Their manner, dress, courteousness, industry, and attitudes establish models that affect the development of young people. The Board expects its staff members to set exemplary models, as well as provide exemplary instruction.

All employees of the School District are expected to maintain the confidentiality of information received by them and to properly secure printed materials and refrain from discussing sensitive information outside the school or with persons other than those who have a professional interest in the information.

Adopted: 10/11/10

STAFF ETHICS/CONFLICT OF INTEREST

The Board expects members of its staff to be familiar with the code of ethics that applies to their profession and to adhere to it in their relationships with students, parents, co-workers and officials.

Employees of the District will not engage in or have a financial interest in any activity that raises a reasonable question of conflict of interest with their duties and responsibilities in the School District.

School staff who might profit directly from any transaction that the School District may have with a business, service, contractor or realtor will disclose that information to the district and will remove themselves from any discussion or voting that takes place concerning the transaction.

Employees will not engage in any type of work where the source of information concerning customer, client, or employer originates from information available to them through school sources.

Employees shall not sell books, instructional supplies, musical instruments, equipment, or other school supplies for personal gain when their position on the staff is used to influence the sale of goods or services to students or parents.

No staff member shall engage in any type of private business during school time or on school property.

There will be no conflict of interest in the supervision or evaluation of employees. At no time may any administrator be responsible for the supervision or evaluation of an employee directly related to him (parent, spouse, child, brother or sister of employee), with the exception of temporary employment, for example, substitute teachers.

Adopted: 3/11/85
Revised: 3/09/98
Revised: 10/11/10

STAFF ETHICS

I. GENERAL OBLIGATIONS

High standards of professional, moral, and ethical practices commonly recognized in human relationships are essential to the teaching profession and are an integral part of this code.

Therefore:

1. A teacher's conduct shall embrace the dignity and prestige of the teaching profession.
2. A teacher shall resist pressure made by an individual, agency, or organization which tends to control or exploit the teacher's professional duties or responsibilities.
3. A teacher shall accept non-professional type extra employment only when such employment is compatible with the high ideals of teaching.
4. A teacher shall recognize his/her obligation as a member of a professional team working toward the fulfillment of the total educational needs of each individual pupil. This depends upon the close cooperation of all members of the staff.

II. STAFF RELATIONSHIPS

The members of the teaching profession have obligations with respect to professional practice. These obligations are shared employer-employee responsibilities based upon mutual respect and good faith.

Therefore a teacher shall:

1. Accept the responsibility of understanding the total educational program and the relationship of one segment of the program to the other.
2. Cooperate with other staff members in the development and implementation of the total program.
3. Understand and cooperate with proper channels of authority and procedure.
4. Apply for or accept employment only on the basis of competence.
5. Cooperate in the development of school policies and assume professional obligation in this respect.
6. Abide by all terms of his/her contract.

6. Accept the professional responsibility of maintaining a high level of service.
 8. Respect the professional reputation of other teachers.
 9. Participate in the teacher-pupil or teacher-parent relationships of another teacher only upon the request of the teacher concerned, or through established channels of administration.
 10. Encourage and assist other teachers to uphold the standards of professional practice herein enumerated.
 11. Recognize the professional aspects of democratic procedure in relationships with other members of the profession.

III. TEACHER-PUPIL RELATIONSHIPS

The primary obligation of the teaching profession is to guide children, youth, and adults in the pursuit of knowledge and skills, to prepare them in the ways of democracy, and to help them to become happy, useful, self-supporting citizens. The ultimate strength of the nation lies in the social responsibility, economic competence, and moral strength of the individual American.

Therefore, the teacher shall:

1. Deal justly and impartially with students regardless of their physical, mental, emotional, political, economic, social, racial, or religious characteristics.
2. Recognize the difference among students and seek to meet their individual needs.
3. Encourage students to formulate and work for high individual goals in the development of their physical, intellectual, creative, and spiritual endowments.
4. Aid students to develop an understanding and appreciation, not only of the opportunities and benefits of American democracy, but also of their obligations to it.
5. Respect the right of students to have confidential information about themselves withheld except when such release is made to authorized individuals or agencies or as required by law.
6. Keep teacher-pupil relationship on a professional basis.

IV. TEACHER-COMMUNITY RELATIONSHIPS

The teaching profession occupies a position of public trust involving not only the individual teacher's personal conduct, but also the interaction of the school and the community. Education

is most effective when these many relationships operate in a friendly, cooperative, and constructive manner.

Therefore, a teacher shall:

1. Adhere to a reasonable pattern of behavior accepted by the community for professional persons.
2. Perform the duties of citizenship, and participate in community activities with due consideration for obligations to students, family and self.
3. Discuss controversial issues from an objective point of view, thereby keeping classes free from partisan opinions.
4. Recognize that the public schools belong to the people of the community, encourage lay participation in shaping the purposes of the school, and strive to keep the public informed of the education program which is being provided.
5. Work to improve education in the community and to strengthen the community's moral, spiritual, and intellectual life.
6. Work to foster and maintain a public opinion that will discriminate between the ill-trained, poorly prepared teacher and the properly trained, fully qualified practitioner who is a professional teacher in every respect.
7. Respect the community in which employed and be loyal to the school system, community, state and nation.

Adopted: 10/11/10

STAFF CONDUCT

The Board reaffirms one of the oldest beliefs in education: One of the best methods of instruction is that of setting a good example.

The Board expects that the staff of the district will strive to set the kind of example for students that will serve them well in their own conduct and behavior which will contribute toward an appropriate school atmosphere.

To that end, in dress, conduct, and interpersonal relationships, all staff will recognize that they are being continuously observed by students and that their actions and demeanor is reflected in the conduct of the students.

The relationship between the teacher and the students is one of cooperation, understanding, and mutual respect. The teacher has a responsibility to provide an atmosphere conducive to learning, and to motivating each student to perform to his/her capacity. Care will also be taken by all staff members to avoid making deprecatory comments to students regarding the school or its staff.

The teacher will strive to secure individual and group discipline, and will be treated with respect by the students. Teachers will extend to students the same respect and courtesy which they, as staff members, have a right to demand.

Although it is desired that teachers have a sincere interest in students as individuals, partiality must be avoided and teacher-pupil friendship must be on a teacher-pupil basis. Excessive informal and social involvement with individual students and "pal-like" relationships give rise to charges of partiality and excessive personal involvement. Such relationships are disruptive to the school, undermine school authority and adversely affect working relationships.

In recognition of the fact that sexual harassment (verbal or physical) may create a psychologically harmful atmosphere, inhibit performance, undermine the integrity of the staff-student relationship, and may be illegal, the Board prohibits all forms of sexual remarks or sexual conduct between staff and students of the district. Discussions regarding the topic which relates to the educational mission of the district are excluded from this policy.

Incidents of sexual harassment will be reported to appropriate administrative or supervisory personnel in accordance with established grievance procedures and policy ACA, GBEA.

Adopted: 11/14/94

Revised: 03/09/98

Revised: 10/11/10

GIFTS TO AND SOLICITATIONS BY STAFF

The acceptance of gifts or favors can, to some persons under some circumstances, place the person accepting such gift or favor in a situation where a return obligation might be indicated or where they may be a perception of favoritism which results from the gift. Gifts from students to staff shall be discouraged. Likewise, employees are discouraged from giving gifts to staff members who exercise administrative or supervisory authority over them either directly or indirectly.

However, in accordance with the intent of this policy, gifts of an especially sentimental nature, or little or no monetary value, such as valentines made by pupils, cookies, and other tokens of this nature, should not be encouraged but may be accepted if they have not been solicited by an employee of the district.

All employees of the district are prohibited from accepting things of material value from companies or organizations doing business with the School District. Any complementary gift or article received by a staff member as a result of purchasing supplies, equipment, or other items for the school, shall become the property of the School District. Exceptions to this policy may be made for acceptance of minor items which are generally distributed by the companies through public relations programs.

Solicitation by staff of money, gifts, or donations from any student or school-related group such as classes, athletic groups, musical groups, etc., is prohibited.

No organization may solicit funds from staff members within the schools, nor may anyone distribute flyers or other materials related to fund drives through the schools, without the approval of the Principal. Staff members will not be made responsible, nor will they assume responsibility for the collection of any money or distribution of any fund drive literature within the schools unless the activity has been approved by the Principal. The Board expects these activities to be kept at a minimum. The Principal shall seek direction from the Superintendent in instances where prior practice offers no guidelines about a particular fund drive.

Representatives of companies desiring to solicit business from staff members are encouraged to do that in the staff member's home. Where that is not possible, no staff member will be contacted while performing their duties nor without the staff members agreement. Solicitations will be done only with permission of the Building Principal.

Employee lists will not be made available to any business, or organization by the School District without the approval of staff members involved.

Adopted: 4/8/95
Revised: 10/11/10

DRUG-FREE WORK PLACE

It shall be the policy of the School District to have a drug-free work place and comply with the provisions of the Drug-Free Work Place Act of 1988.

Employees shall be notified of this policy of the School District as follows:

- a. The District shall publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited by the School District and that any violation of this policy may result in suspension or termination of employment.
- b. The District shall establish a drug-free awareness program, which program shall inform employees about:
 - a. the dangers of drug abuse in the work place;
 - b. the District's policy of maintaining a drug-free work place;
 - c. any available drug counseling, rehabilitation and employee assistance programs; and
 - d. that failure to comply with this policy may result in suspension or termination of employment.

All current employees of the School District shall be notified of this policy and the District shall endeavor to give any future employees a copy of the policy. All employees are responsible for being aware of the policies of the School District which are available in the policy manuals distributed throughout the district.

Every employee shall notify his supervisor of any criminal drug statute conviction for a violation occurring in the work place not later than five (5) days after the conviction.

The District shall endeavor to notify the federal agency involved in any grant to the District involving the employee within ten (10) days after receiving notice from an employee or otherwise receiving actual notice of such conviction.

The District shall within thirty (30) days after receiving notice of a conviction occurring in the work place of any criminal drug statute, take appropriate personal action against the employee up to and including termination of employment.

Unless the employee is terminated, the employee shall also be required to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purpose by a federal, state or local health, law enforcement or other appropriate agency.

The School District shall further make a good faith effort to continue to maintain a drug-free work place throughout the implementation of this policy.

Adopted: 11/11/91
Revised: 03/09/98
Revised: 07/19/00
Revised: 10/11/10 (recoded from GBCE)

Code: GBEC-E

**ALCOHOL AND CONTROLLED SUBSTANCE TESTING POLICY
FOR TRANSPORTATION PERSONNEL**

See Policy EEAEA-R.

Adopted: 10/11/10

NOTICE TO EMPLOYEES OF THE DRUG-FREE WORK PLACE

You are hereby notified that it is a violation of the policy of this District for any employee to possess or use alcohol in the work place or to unlawfully manufacture, distribute, dispense, possess, or use on or in the work place any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, or any other controlled substance.

Workplace is defined as the site for the performance of work done, including a school building or other school premises, any school-owned vehicle or any other school-approved vehicle used to transport students to and from school or school activities, or off school property during any school-sponsored or school-approved activity, event, or function such as a field trip or athletic event where students are under the jurisdiction of the School District.

You are further notified that it is a condition of your continued employment that you will comply with the above policy of the School District and will notify your supervisor of your conviction of any criminal drug statute for a violation that occurred in the workplace or a determination that you as an employee used or were in possession of alcohol in the workplace, no later than five (5) days after the conviction.

Any employee who violates the terms of the District's Drug-Free Workplace Policy may be non-renewed or his/her employment may be suspended or terminated at the discretion of the Board of Trustees.

Any employee who violates the terms of the School District's drug-free work place policy shall, unless terminated, satisfactorily participate in a drug and alcohol-abuse assistance or rehabilitation program approved by the Board. If the employee fails to satisfactorily participate in such a program, the employee shall be non-renewed or his/her employment may be suspended or terminated at the discretion of the Board.

LEGAL REF: Schedules I through V of Section 202 of the Controlled Substances Act (21 U.S.C. 812) and as further defined by regulation at 21 CFR 1300.11 through 1300.15.

Adopted: 10/11/10

Use of Tobacco Products and Electronic Smoking Devices

The Board of Trustees of Platte County School District #2 recognizes the major negative effects of the use of tobacco in all forms on personal health and the subsequent health-care costs.

Students

The possession and/or use of tobacco products and/or electronic smoking devices by students is prohibited in school district buildings, school district vehicles (owned or leased by the school district) and private vehicles while they are on school district property. The possession and/or use of tobacco products or electronic smoking devices by students is also prohibited on school district property (owned, leased or operated by the school district).

Staff, Patrons and Visitors

The use of tobacco products or electronic smoking devices by employees, patrons, and visitors in school district buildings is prohibited. This prohibition will extend to all property, buildings and vehicles owned, leased or operated by the school district. The use of tobacco or electronic smoking devices will also be prohibited in private vehicles while on school property.

Adopted: 3/11/85
Revised: 1/09/09
Revised: 12/13/93
Revised: 3/09/98
Revised: 10/11/10 (formerly GBK)
Revised: 5/8/17

STAFF WELFARE/PROTECTION

The Board of Trustees is committed to providing a healthful environment for all students and employees. To prevent disease transmission and promote a healthy educational/social environment in the district, the Board has adopted policies pertaining to communicable disease and a bloodborne pathogen exposure control plan (EBBA-R).

Adopted: 10/11/10

WELLNESS POLICY

Platte County School District #2 will promote student wellbeing and academic achievement by supporting quality nutrition and physical activity as part of the learning environment. The District recognizes that collaborating with parents, students, school personnel, health professionals and community members is an effective method of creating a healthy environment where children can learn about and adopt positive lifestyle habits. Healthy eating patterns, respect for body-size differences, and physical activity are essential for students to reach their academic potential, full physical and mental growth and lifelong health and wellbeing.

Nutrition Education:

Students in grades K-12 will receive nutrition education that teaches the knowledge, attitudes, skills and behaviors they need to adopt healthy and enjoyable eating habits that last a lifetime.

The staff teaching nutrition ~~will be~~ is encouraged to pursue professional development in the areas of nutrition education.

Whenever possible, the school cafeteria will expose students to healthy foods that may be unfamiliar to them.

The School District will build awareness among staff about the importance of nutrition, physical activity and body-size acceptance to the academic success and lifelong wellness of students.

The School District will encourage parents, teachers, school personnel and students to serve as role models in practicing healthy eating and being physically active.

Physical Education:

Students will receive physical education that actively engages all youth, regardless of skill level and that teaches the knowledge, attitudes, skills and behaviors that students need to adopt and enjoy a physically active lifestyle.

Staff members teaching PE are encouraged to seek professional training and development in the area of physical activity.

Physical activity programs are carried out in environments that reflect respect for body-size differences and varying skill levels.

The School District will provide elementary students a daily recess of at least 20 minutes.

The option of an extra, elective PE class will be offered at the high school.

Physical activity opportunities will focus on individual activities in addition to competitive and non-competitive team sports.

Students are given opportunities of physical activity during the school day through daily recess periods, elective and mandatory PE classes and the integration of physical activity into the academic curriculum.

The School District provides an environment that encourages safe and enjoyable activity for all students, including those who are not athletically gifted.

Teachers and other school personnel are discouraged from either using physical activity or withholding physical activity as punishment.

The school will encourage families and community members to support programs outside of the school that encourage physical activity.

Nutrition Standards for all Foods Available on School Campus During the School Day:

The School District will use the Dietary Guidelines for Americans, The USDA School Meal Program requirements and the criteria for the USDA HealthierUS School Challenge to help decide what foods and beverages are available to students during the school day.

A school authority is responsible for monitoring the content of food and beverages in vending machines and school stores.

During each school day, the nutrition services program will offer lunch that meets the guidelines of the USDA's National School Lunch Program.

Classroom snacks will feature healthy choices.

The sale of foods of minimal nutritional value is discouraged throughout the School District during the school day.

The building where the district-wide school lunch is served may not sell any food (in vending machines, school stores or otherwise) that competes with the School Meal Program from 11:00 A.M. until the end of the last lunch period. Schools may, however, sell 100% juice, water, and milk throughout the entire school day. (FYI – this is in accordance with the federal regulations in schools which receive federal lunch money).

The School District will provide appealing and attractive meals to children that offer a variety of fruits and vegetables and whole grains.

The promotion of healthy foods – including fruits, vegetables, whole grains and low fat dairy products is encouraged.

Menus are planned with input from students and include local, cultural and ethnic favorites of the students.

Parents and staff-members are encouraged to model healthy eating habits while on school property.

Other School-Based Activities Designed to Promote Student Wellness:

School personnel are discouraged from denying a student participation in more than one recess or other physical activity in any given day as a form of discipline or for instructional make-up time, unless an alternative avenue for physical activity is provided.

Dining room supervisory staff will maintain a safe, clean and pleasant eating environment.

Lunch periods are scheduled as near to the middle of the day as possible.

Students will have adequate time to eat, relax and socialize; at least 20 minutes after sitting down for lunch.

The district will provide enough space and serving areas to ensure student access to school meals with a minimum of wait time.

Convenient access to facilities for hand washing is available.

Safe drinking water is available throughout the school day.

The School District promotes healthy eating, enjoyable physical activity and respect for body-size differences.

The district encourages fundraising efforts that are supportive of healthy eating and physical activity.

The high school students will be encouraged to assist elementary and middle school students in participating in healthy activities throughout the school year.

Maintain a District Wellness Advisory Council:

The School District will utilize a District Wellness Advisory Council. It is recommended that the wellness advisory council include: food service director, school nurse, parent representative, student representative, teacher(s), School Board member, PE/health teacher, family and consumer science teacher, an administrator or other School District staff member(s) and community members.

Each school's administrator will ensure compliance with all federal, state and local regulations pertaining to the wellness policy.

The Wellness Council will, during the final quarter of each school year, set goals to be worked toward during the following school year and evaluated during the final quarter of the next school year. The council will send a report to the School Board with its' recommendations for improvements and goals for the next school year.

The wellness policy itself will be reviewed through the same (rotating review) process that is used in

review of all Board policies.

Adopted: 05/08/06

Revised: 10/11/10 (formerly GBCC)

STAFF HEALTH

Physical and Mental Examination Requirements

The Board believes that most human problems can be dealt with successfully provided they are identified during the early stages and referral is made to a helping resource. The Board therefore promotes an attitude of assistance and support towards solving human personal problems encountered by employees, e.g., alcohol or other drug misuse, physical or mental problems, communicable disease, or other concerns which may affect job performance.

The Board intends that this policy will encourage staff to take early advantage of the resources available on a voluntary basis.

Through its overall safety program and various policies pertaining to school personnel, the Board shall seek to insure the safety of employees during working hours and assist them in the maintenance of good health. It shall encourage all its employees to maintain good health and practice good health habits.

Under the following circumstances, the Board may require physical examinations of its employees. The district shall pay for all such physical examinations. Results of such physical examinations shall be maintained in separate medical files and not in the employee's personnel file and may be released only in limited circumstances.

Routine Physical Examinations

All new employees as a condition of employment may be required to present a completed physical examination form from a physician prior to assuming their duties and/or receiving pay. A 30-day grace period may be allowed if approved by personnel services.

All bus drivers, including full-time, regular part-time or temporary part-time drivers shall be required to have an annual physical examination to obtain an operator's permit.

Special Examinations

The Board recognizes that an individual's medical diagnosis is privileged information between the patient and medical professions. However, whenever a staff member's medical condition is such that it interferes with his ability to perform her/his duties or there is a risk to the health and safety of others, the district has a responsibility to take necessary steps to evaluate the employee's condition and make appropriate employment decisions.

The Board may request physical examinations and/or mental health examinations of any employee at any time to determine if the employee has a physical and/or mental condition, disease or illness which may interfere with her/his ability to perform his duties or which may pose a significant risk to the health, safety or welfare of the employee or others. The School District shall select the medical professional to conduct such examination.

Communicable Diseases

An employee with an acute, common communicable disease, infection or condition of which there is a significant risk of being transmitted while performing services in the school setting and which, if transmitted, poses a risk of serious health problem, shall not report to work during the period of time in which s/he is contagious/infectious. The district reserves the right to require a physician's statement prior to the employee's return to work.

Any employee who becomes aware that s/he has a long-term, communicable disease, which poses little risk of transmission in a school setting, may want to report to a designated school administrator that s/he is afflicted with the disease. If the employee elects to make the report, the administrator shall work with the employee to provide a safe environment for the employee and other personnel with whom the employee has contact. The School District will treat these employees in a fair, nondiscriminatory and confidential manner consistent with the district's legal obligations. Federal and state law mandate that handicapped individuals not be discriminated against on the basis of their handicaps and that, if it becomes necessary, some reasonable accommodations be made to enable qualified individuals to continue work.

Confidentiality

In all instances, district personnel shall respect the individual's right to privacy and treat any medical diagnosis as confidential information. Special precautions will be taken to protect information regarding an employee's health condition in order to prevent instances of disclosure that may invade the personal privacy of the employee. Records pertaining to confidential medical information of employees will be kept separate from employment records (personnel file). The records will be maintained in a secure location with a designated person responsible for the records.

Adopted: 10/11/10

STAFF PARTICIPATION IN POLITICAL ACTIVITIES

The Board of Trustees recognizes that successful functioning of our democratic society depends upon each individual's acceptance of his or her responsibility for participation in politics and government. This shall not be construed to mean that the district will provide financial support by paying salaries during absences related to elective political offices. It is also recognized that School District employees have a primary obligation for providing quality instruction to the children with whom they work.

The Board of Trustees does not restrict the political involvement of district employees provided:

- 1) That an absence for political activities will be treated the same as any other absence for personal reasons and must have prior approval by the administration;
- 2) That no school facilities, equipment, or supplies be used for campaigning or other political activities nor shall the employee discuss the campaign with school personnel or students during the work day, nor shall the employee use any time during the work day for campaigning purposes;
- 3) That approval of candidacy for public office or other political activity that necessitates absence from work in excess of that provided by board policies or contract must be approved by the Board of Trustees at least five (5) days before any public announcement of such candidacy. Except in exceptional cases the Board will not allow employees to miss any significant amount of work in order to hold office and carry out the duties of their elected office. In those instances in which the Board, however, approves the candidacy for public office and the absence from work, the Board will determine the terms and conditions under which the employee may continue employment as he seeks and holds public office. No salary will be paid by the School District for any absence from school duties because of political activities or duties of political office.

Adopted: 3/11/85
Revised: 3/09/98
Revised: 10/11/10 (formerly GBG)

Code: GBIA

STAFF PARTICIPATION IN COMMUNITY ACTIVITIES

The Board urges the staff to be active participants in community activities, which have as their objectives the improvement of the general welfare of the community, state, and nation.

Adopted: 3/11/85
Revised: 10/11/10 (formerly GBF)

PERSONNEL RECORDS AND FILES

Information about staff members is required for the daily administration of the School District, for implementing salary and other personnel policies, for budget and financial planning, for responding to appropriate inquiries about employees, and for meeting the Board's educational reporting requirements. To meet these needs, the superintendent shall implement a comprehensive and efficient system of personnel records maintenance control, under the following guidelines:

1. A personnel folder for each present and former employee shall be accurately maintained in the central administrative office. In addition to the application for employment and references, the folders shall contain records and information relative to compensation, payroll deductions, evaluations, and other pertinent information.
2. The superintendent shall be the official custodian for personnel files and shall overall responsibility for maintaining and preserving the confidentiality of the files within the provisions of the Wyoming Public Records Act.
3. All personnel records are considered confidential under the law and shall not be open to public inspection. Access to personnel files shall be limited to persons authorized by the superintendent to use the files for the reasons cited above. Access shall also be permitted to the information described in paragraph (4) of this policy and shall not be considered confidential for that purpose.
4. Pursuant to the No Child Left Behind Act of 2001, a parent of a child attending school within Platte County School District Number 2 may request the following information regarding any teacher(s) that are teaching the parent's child:
 - whether the teacher is qualified or licensed to teach in the areas that he/she is teaching
 - whether the teacher is teaching under emergency or provisional status
 - the teacher's college major and degree and any other graduate degrees; and
 - whether the student received any services from a paraprofessional and the qualifications of that paraprofessional.

To the extent that the disclosure of the above information is inconsistent with the Wyoming Public Records Act, employees of Platte County School District No. 2 shall be considered to have consented to and waived the disclosure of this information in order to comply with the No Child Left Behind Act of 2001.

5. Each employee shall have the right, upon request, to review the contents of his/her own personnel file, with the exception of references and recommendations provided to the district on a confidential basis by universities, colleges, or persons not connected with the

district. All inspections will take place on the school premises in the presence of a school administrator.

6. Employees may make written objections to any information contained in the file. Any written objection must be signed by the staff member and shall become part of the employee's personnel file.
7. Lists of district employees' names and home addresses shall be released only to governmental agencies as required for official reports, unless approval to do so is granted by the employees.
8. **CRIMINAL BACKGROUND CHECK.** Information received from criminal background checks shall not be placed in the District personnel file retained for each District employee. This information shall be placed in a separate locked file cabinet maintained at the central administration office. The access to this information shall be limited to the Superintendent or his designee. This information shall be retained for at least one year, after which it may, at the option of the Superintendent, be destroyed with a record kept indicating that the information was received and the date the information was destroyed. See Board Policy GCF-R.
9. **MEDICAL RECORDS.** The District from time to time may find it necessary to require a medical examination (and/or inquiry) of an employee that is job-related and consistent with business necessity. Medical examinations and/or inquiries may be necessary to help assess an employee's ability to perform job-related functions. Medical information may be acquired for determining FMLA eligibility, as well as to assess necessary leave and/or fitness to return to duty. Information acquired by the District regarding the medical condition or history of any employee shall be collected and maintained on separate forms and in separate medical files and be treated as a confidential medical record except that:
 - (i) Supervisors and managers may be informed regarding necessary restrictions on the work or duties of the employee and necessary accommodations;
 - (ii) First aid and safety personnel may be informed when appropriate if the medical condition/disability might require emergency treatment.

In the event the School District should make available to staff an employee health program, information acquired from medical examinations, including voluntary medical histories, shall also be collected and maintained on separate forms and in separate medical files.

LEGAL REF.: Wyoming Statutes 16-4-201, et seq. (Wyoming Public Records Act)
Family Educational Rights and Privacy Act of 1974.

Adopted: 10/11/10 (Formerly GBL)
Revised: 12/09/13

STAFF COMPLAINTS/GRIEVANCES

A grievance is a written allegation by an employee of a violation of Board policy, administrative regulation, or of a written agreement between the district and its employees. The term "grievance" will not apply to any matter for which the method of review is prescribed by law or where the Board is without authority to act. Matters of employment or continued employment (termination, dismissal or suspension) or content of evaluations will not be subject to the grievance procedure. Channels will be established for personnel to present grievances which shall permit their resolution at the lowest possible level. Any employee who desires to present a claim of discrimination in the form of a grievance may utilize this policy rather than alternative policies if so desired. For Grievance Procedure, see (GBK-R).

Adopted: 4/8/85
Revised: 10/11/10 (formerly GBM)

STAFF COMPLAINTS AND GRIEVANCES

Section 1. Definitions

- a. **Grievance:** A grievance is an assertion by an aggrieved party that there has been a violation, a misinterpretation, or inequitable application of any provision of Board policy, rule, regulation or procedure, or an assertion of discrimination on the basis of race, color, national origin, sex, age, disability, or religion. The term "grievance" shall not apply to matters of employment, continued employment (termination, dismissal or suspension), content of evaluations, or any matter defined as a contested case under the Wyoming Administrative Procedure Act.
- b. **Aggrieved Party:** An aggrieved party is any employee of the School District who asserts a grievance.
- c. **Supervisor:** A supervisor is any employee with immediate supervisory and rating responsibility over other employees.

Section 2. Purpose. As problems may arise, good morale will be maintained by the expeditious and sincere efforts of all individually concerned to work toward constructive solutions in an atmosphere of courtesy and cooperation.

The purpose of this procedure is to secure, at the lowest possible administrative level, equitable solution to any problem which may, from time to time, arise. As appropriate at all levels, the proceedings will be kept informal, expeditious and confidential.

Section 3: Non-limiting. Nothing herein contained shall be construed as limiting the presently existent right of any school employee having a grievance to discuss the matter informally with the appropriate member of the administration.

Section 4. Stages of Grievance Procedure

- a. **Level I**
 - i. **Problem Identification:** The aggrieved party will notify, in writing, his supervisor of his/her grievance in sufficient detail so that the problem can be understood. This document will constitute the complaint of grievance for subsequent stages subject to written amendment or supplement.
 - ii. **Meeting:** The supervisor will schedule a meeting within 10 days for discussion of the grievance. If the grievance involves other district employees who may be parties in interest, notice will be given such person or persons and an opportunity afforded to be present at all sessions concerning the grievance. All participants shall have the right to freely express their opinions in an effort to resolve the

matter informally to the satisfaction of everyone. The supervisor may also meet separately with the concerned parties.

- iii. **Written Decision:** A written decision will be made and filed within five (5) days by the supervisor.
- iv. **Directly Involving Supervisor:** In the event the problem of the aggrieved party directly involved the immediate supervisor of the aggrieved party, the superintendent shall act as the supervisor for purpose of the Level I grievance procedure, and in the event an appeal is necessary, the Level III procedure will be followed.
- v. **Directly Involving Superintendent:** In the event the problem of the aggrieved party directly relates to the superintendent, the Board of Trustees shall act as the supervisor for the purpose of the Level I grievance procedure. In this situation, the decision of the Board will be made and filed within ten (10) days after the date of conclusion of the hearing and shall be final.

b. Level II

- i. **Appeal:** An appeal from the supervisor's decision may be taken by any party in interest within 10 days after the date of filing of the decision, by filing an appropriate notice.
- ii. **Meeting:** A meeting will be held within ten (10) days after receipt of the written notice of appeal by the superintendent. Unless waived by the party filing the appeal, the superintendent shall give forty-eight (48) hours notice of the time, date and place of the meeting.
- iii. **Decision:** A written decision will be made and filed within 10 days after conclusion of the meeting.

c. Level III

- i. **Appeal:** An appeal by any party in interest for a hearing before the Board of Trustees may be taken by filing a written notice within 30 days after the entry of the superintendent's decision.
- ii. **Board Hearing:** Within ten (10) days after receipt of written notice of appeal, the Board shall schedule an informal hearing which may be held in executive session. Notice shall be given to all parties in interest.
- iii. **Decision:** The decision of the Board will be made and filed within ten (10) days after the date of conclusion of the hearing and shall be final. The decision of the Board shall be the final step of the grievance procedure.

In order to institute the procedures afforded herein, notice of a grievance must be filed with the supervisor within 30 days after the aggrieved person knew or should have known, of the act or condition on which the grievance is based.

Section 5. Optional Discrimination Complaint Procedure.

Anyone who believes that he/she has been discriminated against, also has the option to utilize Board policy AC-R or file complaints with the Office for Civil Rights, Region VIII, United States Department of Education, Federal Building, Suite 310, 1244 Spear Blvd., Denver, Colorado 80204-3582.

Section 6. For purposes of this policy, “day” shall not include weekends or holidays.

Adopted: 10/11/10

SERVICE AWARDS

The Board of Trustees hereby declares its intention to:

1. Recognize those individuals who leave Platte County School District #2 after at least ten (10) years of service by presenting a suitable token of appreciation.
2. Recognize those individuals who are providing faithful and satisfactory service to the school through the presentation of a service plaque with appropriate inscription after five (5) years of service. An additional recognition shall be made after each subsequent five (5) years of service.

Adopted: 03/11/85
Revised: 03/09/98
Revised: 10/11/10

PROFESSIONAL STAFF POSITIONS

All certificated positions in the School District shall be established initially by the Board. Certified personnel shall be those individuals certified and employed as teachers, administrators, supervisors, and specialists by the Wyoming Department of Education. Certificate and permit holders with endorsement areas that do not include teaching will be considered as classified staff.

Job descriptions are developed for each position established by the Board. Job descriptions are maintained in a job description manual or file.

In each case, the Board will approve the broad purpose and function of the position, approve a statement of job requirements as recommended by the superintendent, and delegate to the superintendent the task of writing, or causing to be written, a job description for the position.

The Board requires the superintendent to maintain a comprehensive coordinated set of job descriptions which set forth clear-cut responsibilities for all positions that will promote harmony and efficiency in school operations.

Since the Board is responsible for establishing positions, only the Board may abolish a position it has created.

Adopted: 10/11/10

PROFESSIONAL STAFF CONTRACTS AND COMPENSATION

The Board recognizes that competitive compensation plans which include adequate base salary, salary incentives, and employee benefits, are necessary to attract and hold highly qualified and able men and women to provide an effective educational program.

It is the Board's intent to review all compensation plans annually with representatives of the district's professional staff.

Administrators' salaries are determined by Board action with consideration given to the assigned responsibilities and specialized training.

Every teacher in the district shall be issued an individual contract or notice of continuing employment for each school year. All teachers shall be offered a new contract by April 15 or notified of non-renewal or recommendation of termination by that date.

Adopted: 10/11/10

PROFESSIONAL STAFF CONTRACTS AND COMPENSATION REGULATION

It is the desire of the Board of Trustees to attract and retain competent, qualified personnel for the public schools of this District through the District's working conditions, salary schedule, and compensation plans.

All compensation shall be at rates established by the Board. Members of the teaching staff and other certified employees shall be paid uniformly with all like employees, based on the established salary schedule. The Board shall review the salary schedule annually. The Board's practice is to meet or have representatives meet with staff representatives to discuss matters of salary and benefits.

The Superintendent shall meet with administrators and make recommendations to the Board in regard to salaries and benefits for building-level and District-level administrators.

INDIVIDUAL CONTRACTS

The Wyoming Teacher Employment Law defines the status of teacher contracts, the procedures for renewing or terminating teacher contracts, the rights and responsibilities of teachers and the Board in the area of contracts, and the procedure for suspension, dismissal, or termination of a teacher. All terms and conditions of contracts with certified staff members shall conform to these requirements.

Nothing in this policy or any policy of the district shall be construed to alter the employment status or expectations of any initial contract teacher. The Board may elect to nonrenew the contract of any initial contract teacher for any reason deemed appropriate by the Board and without any obligation to give a hearing as to the reasons.

RENEWAL

Employment of Initial Contract Teachers on Annual Basis; Notice of Termination to Such Teachers

An initial contract teacher who has taught in the system continuously for a period of at least ninety (90) days shall be hired on an annual basis and shall be notified in writing of termination, if such is the case, together with written reasons therefore, no later than April 15 of each year.

Notice of Recommendation of Termination to Continuing Contract Teacher; When Termination Effective

A continuing contract teacher shall be notified of a recommendation of termination by the Superintendent or any member of the Board by giving such teacher written notice thereof, together with written reasons therefore, on or before April 15 of any year.

RESIGNATION OF TEACHERS

Any teacher may resign his/her position, effective at the end of the school year, by giving written notice, on or before May 15 of any year, to the Superintendent of Schools or any other designated official of his/her desire not to be employed by the School District for the following year.

WHEN CONTRACT OFFERED AND ACCEPTED BY INITIAL CONTRACT TEACHER

The Board must offer a contract for the ensuing year to each initial contract teacher, if such is to be offered, by April 15, and it must be accepted by May 15 of each year or the position will be declared open.

PART-YEAR CONTRACTS

When teachers are employed as regular class teachers, not as substitutes, to commence work after the beginning of the school year for a period less than a full year, their total compensation, including salary for summer months, shall be prorated using the total number of days taught divided by the total number of teaching days multiplied by the total annual compensation amount.

The superintendent with advice and input from other administrators and staff, will develop regulations governing course credit towards salary advancement for certificated employees.

Adopted: 10/11/10

(Insert current Professional Relations Agreement on Next page)

PROFESSIONAL STAFF COMPENSATION PLANS AND SUPPLEMENTAL (EXTRA-DUTY) PAY

It is the intent of the Board of Trustees of the District to establish a salary schedule for teachers and certified employees who will successfully attract new teachers and appropriately compensate those teachers and certified employees that have provided extended service to the District. All teachers' and certified employees' salaries will be determined in accordance with the salary schedule adopted by the Board of Trustees.

The adopted salary schedule expresses the policies the Board expects to follow in establishing teachers' and certified employees' salaries. The Board will make every reasonable effort to maintain the approved salary schedule, but it reserves the right to amend, at any time, any or all parts of any current schedule and provisions relating thereto. Under this provision, any part or all of the annual increments or horizontal columns may be withheld and such other adjustments of salary may be made as financial conditions warrant.

Placement

All teachers hired by the District shall receive credit in accordance with the District's salary schedule for all prior years of service obtained as a teacher in any Wyoming School District, or as a teacher in the regional development preschool system as defined by W.S. §21-2-701(a)(iii).

Certification

Wyoming Statute stipulates that no persons shall teach or supervise in a public school in this state and receive compensation therefore out of any public fund who at the time of rendering such services is not a holder of or a candidate and qualified for a certificate issued, or to be issued, under the laws of this state and the rules and regulations of the State Board of Education.

Therefore, it is the responsibility of each teacher and certified employee to maintain appropriate certification to fulfill his/her assigned responsibilities in the State of Wyoming. Re-certification should be applied for through the Professional Teaching Standards Board sufficiently in advance of the expiration date of the current certificate to allow re-certification to be completed prior to the expiration of the current certificate. Securing and maintaining appropriate Wyoming certification is the responsibility of the individual teacher or certified employee, not the responsibility of the District.

Additional Credit (Horizontal Advancement)

Only those credits which are pre-approved by the Superintendent in accordance with Board Policy GCB-R shall apply toward horizontal advancement on the teacher salary schedule. The Board limits horizontal advancement to not more than one (1) step each year at its discretion. Teachers and certified employees intending to move horizontally on the salary schedule must notify the Superintendent in writing of their intent to move horizontally on or before June 1 of the school-year prior to the anticipated movement. Documentation for the credits earned

(official transcripts) will be presented to the Superintendent's office at the earliest date possible following the completion of the work to accumulate the additional credits but must be provided on or before September 15 of the contract year in which horizontal movement is anticipated. It is the teacher's or certified employee's responsibility to ensure that all official documentation (official transcripts) has arrived in the Superintendent's office on or before September 15 and that the transcripts appropriately reflect successful completion of the advanced degree and/or all credits, which are to be applied toward horizontal movement on the salary schedule.

Compliance with the above, while meeting the requirements of the local Board, shall not be understood or construed thereby to modify or fulfill any requirements of the Wyoming State Board of Education or the Professional Teaching Standards Board.

Extra Pay for Extra Duty

Annual salaries shall include compensation for assigned school-related duties not connected with the regular classroom assignments. Certain extra duties involve such additional time for preparation and supervision as to make them inequitable to be considered within a regular assignment under the salary schedule. The Board of Trustees, upon the recommendation of the Superintendent, will determine which school activities shall have sponsors who receive extra pay. Extra-duty assignments shall be compensated at the rate established by the Board of Trustees. Extra-duty assignments are made on a year-to-year basis.

Pay Schedule

Teachers and certified employees shall be employed at the annual salary rate provided in the most recent salary schedule approved by the Board. Salaries shall be computed and paid in twelve (12) substantially equal installments. The payroll date shall be the 15th day of each month. In the event that pay day falls on a weekend or holiday, the Board may choose to pay on the last working day prior to the payroll date. The Board may elect to pay the last three (3) months' salary in a lump sum.

Teachers and certified employees leaving the District will, with proper notification, be able to collect any remaining portion of their salary at the time of separation.

Administrators' Salaries

District-level administrators shall have their salaries established by the Board of Trustees after consideration of the recommendation from the Superintendent.

Professional Staff Leaves and Benefits

All paid professional staff leaves and benefits as identified in Board policies GCBD and GCC which are provided to teachers and certified employees by the Board of Trustees are considered as a part of compensation to the employee.

Adopted: 3/11/85

46

Revised: 12/13/93

Revised: 12/13/10

PROFESSIONAL STAFF FRINGE BENEFITS

The Board of Trustees of the District recognizes that, in addition to the basic salary, other benefits are considered an integral part of the total employee compensation package. It is the policy of the Board that provision for appropriate fringe benefits, including leaves, retirement benefits, group insurance, and Workmen's Compensation, be made in accordance with law.

The Superintendent or his/her designee will administer those employee benefit programs which are approved by the Board of Trustees and offered to District employees. It is the practice of the Board of Trustees, through the District administration, to voluntarily meet with staff representatives to discuss fringe benefit offerings prior to approving them.

The board retains the sole and exclusive right to alter, amend, or revoke benefits offered pursuant to this policy.

Workmen's Compensation

In accordance with Wyoming Statute, the District employees required to be covered are covered under Wyoming Workmen's Compensation and are entitled to the prescribed benefits of the plan should they become injured while at work or sustain a work-related injury. All work or work-related injuries must be reported and filed in compliance with guidelines established under Wyoming Workmen's Compensation laws. The District, at its option, may cover other employees under Wyoming Workers Compensation also.

Liability Insurance

As a part of the district's umbrella insurance coverage, the board of trustees carries liability insurance acquired to protect employees against damage suits arising out of the employee's performance of his/her duties within the scope of his/her employment and assigned responsibilities with the school district.

Leave of Absence

All full-time and eligible permanent part-time District employees will be eligible for a variety of different leaves of absence. All leaves of absence shall be categorically approved by the Board of Trustees and shall be administered by the Superintendent.

Insurance

The school district will make available medical coverage for full-time certified employees and their dependents in a board-approved health/dental plan and life insurance plan for the employee. The board of trustees may elect to contribute to the costs of these plans. The amount to be contributed by the board shall be set by the board. Part-time personnel may be included in the above programs on a pro rata basis.

Life Insurance

All regular certified employees are covered by a minimum of a \$15,000 group life insurance program selected by the Board.

COBRA

Title IX of the Consolidated Omnibus Budget Reconciliation Act (COBRA) requires that certain employers' group health plans permit employees, spouses, and dependents to continue coverage after divorce, separation, death, termination, or reduction in work hours, or failure of the dependent to meet the correct definition of dependent. In compliance with this legislation, the District will extend health coverage to those named by the legislation under the criteria established by the Federal government.

Annuities

Employees may request a salary deduction for annuities. It shall be the employee's responsibility to select a carrier for his/her annuity plan and make arrangements with the Business Office for monthly salary deductions. All plans selected must be approved for operation in the State of Wyoming and will be administered in accordance with applicable State and Federal statutes.

Other Deductions

The District will permit other payroll deductions as approved by the Board.

Wyoming State Retirement Program

By Wyoming statute, all district employees must be enrolled in the Wyoming State Retirement Program. By board authorization, the district may pay the district's portion and the employee's portion of all required Wyoming state retirement contributions for each certified employee.

When an employee's employment ends due to dismissal, termination or resignation, the employee's benefits will cease at the end of the month in which the employee last provides services to the District. The employee will also receive all accrued and unpaid salary at or before that time as well. This applies to all employees, including those who otherwise would have been paid out over a 12-month period.

Adoption Date: 04/08/85

Revised: 09/14/87

Revised: 01/11/93

Revised: 04/12/93

Revised: 12/13/10

Revised: 3/13/17

PROFESSIONAL STAFF LEAVES AND ABSENCES

As a part of the fringe benefit package, the Board of Trustees offers full-time and permanent part-time certified employees of the District various types of leaves for illness, personal purposes, and professional improvement. All leaves of absence must be requested and approved in advance of being taken.

In general, the Board grants three (3) basic types of leaves in accordance with the salary schedule and related information packet: (1) short-term leaves, usually with pay, such as sick leave, personal leave, professional days, and jury duty leaves; (2) family and medical leave which may be short- or long-term depending upon the circumstances and may or may not be paid leave; and (3) long-term or extended health leaves, usually without pay or with partial pay, such as extended health leave and other types of approved long-term leaves of absence.

The Superintendent shall administer the granting of all leaves of absence and shall have the authority to approve short-term leaves of absence in accordance with established Board policy. The superintendent shall determine whether or not an employee shall be paid while on leave and, if partial pay is appropriate, what the amount of that pay will be. The employee may appeal such decisions to the Board. All long-term (extended) leaves of absence shall require prior Board approval.

Adopted: 03/11/85
Revised: 09/14/87
Revised: 03/09/98
Revised: 12/13/10

PROFESSIONAL STAFF LEAVES AND ABSENCES -- SHORT-TERM LEAVES

All short-term leaves of absence from work, except sick leave, must be approved by the Superintendent prior to the occurrence of the absence except in verified cases of emergencies. Unexcused absences or "leave without pay" for any certified employee will result in a reduction of a day's pay from his/her salary for each day missed and such other action as the administration and/or Board deems appropriate. For the purposes of this policy, a day's pay will be calculated by dividing the employee's total contract amount by the total number of contract days.

For the purposes of all short-term absences outlined in this policy, immediate household shall be defined as those family members who reside within the physical structure of the employee's home and/or a bona fide dependent for IRS purposes. Immediate family is defined as wife, husband, children, grandchildren, grandparents, brother, sister, brother-in-law, sister-in-law, mother-in-law, father-in-law, daughter-in-law, son-in-law, parents, foster parents, aunts, uncles, nephews, and nieces of the employee.

Sick Leave

Full time personnel in the system are allowed ten (10) working days absence from school per year at regular pay for reasons of sickness. Sick leave may accumulate to no more than ninety (90) working days. No teacher may use more than 90 days sick leave in one school term. Teachers should submit request for such sick leave as far in advance as possible. Whenever practical, appointments for medical, dental or optical examinations should be scheduled outside of teacher's work hours. Unused sick leave benefits will be reimbursed at a rate of \$25.00 a day up to a maximum of 90 days upon leaving the district. All permanent part-time employees may be granted an equivalent number of sick leave (part-time) days.

Abusing Sick Leave. The administration may require a certified staff member to support his/her application for sick leave with a physician's written statement on the physician's official letterhead. In such cases, the certified staff member shall be notified in writing in advance by the administration, that all future sick leave absence will have to be supported by a physician's written statement,

In the event the employee's absence is due to a work-related illness or injury for which the employee is receiving Workers Compensation benefits, the employee will be entitled to receive sick leave only in the amount equivalent to the difference between the Workers Compensation benefit received and the regular salary the employee would have received had he/she elected to take sick leave. For purposes of calculating the amount of sick leave used, any payment used to supplement the Workers Compensation benefit which is less than one-half day's salary shall count as one half day's sick leave, and any sick leave paid in excess of one-half day's salary shall count as a full day's sick leave for each day the benefit is received. In the event of payment of sick leave prior to a determination by Workers Compensation that an individual is entitled to an award of Workers Compensation to the employee for wages, which determination

is made retroactive, the employee will be given the option of repaying to the District any overpayment received by the employee for sick leave or, alternatively, having the District withhold future sick leave payments until the overpayment is made up.

Family and Medical Leave

Pursuant to the provisions of the Family and Medical Leave Act, the School District provides family and medical leave to employees in accordance with Board policy GCCAB.

MEDICAL CERTIFICATE

The Board of Trustees may require the employee to furnish a certificate from a physician certifying that said employee was unable to perform his or her duties during a period of absence for which compensation is requested to be paid.

Professional Leave

Allowable expense claims by teaching and non-teaching staff on professional leave shall be:

- a. Expenses will be paid by the district if the professional day is at the recommendation or request of the school.
- b. Meetings required by the school or vital to the operation of the school or its programs will be reimbursed, when approved in advance by the administration, as follows:
 - 1) Mileage
 - 2) Lodging (if required)
 - 3) Registration fees
 - 4) Meals
- c. The school district will pay expenses in the same manner provided for staff members for non-school personnel who may be asked to assist in sponsoring approved student activities. Advance administrative approval is required.

OTHER LEAVE

Personal Leave, Family Health Crisis Leave, Family and Medical Leave, Dock Days, Long Term Leaves of Absences and Jury Duty Leave are provided to district employees according to the provisions of the most recent salary and fringe benefit package approved by the Board of Trustees. A Sick Leave Bank is also available according to the provisions of the most recent salary and fringe benefit package approved by the Board of Trustees.

INTERNSHIP LEAVE

Certified employees in the District are entitled to serve an internship in the District as required by certain graduate programs including, but not limited to, school administrator and counselor. Employees must develop a written plan, to include appropriate lesson plans, and obtain

permission and approval from supervisors, the Superintendent of Schools, and the Board before being allowed to serve an internship. Any internship served must be broken into blocks of time that do not take the employee out of the classroom or their work function for more than 2 consecutive weeks. Employees serving an internship must use all of their personal leave, excluding sick leave, and then will be paid their salaries minus the total cost of a substitute for the time they spend in their internships. The Superintendent and/or Board may limit the number of internships during a school year.

Adopted: 03/11/85
Revised: 01/12/87
Revised: 09/14/87
Revised: 10/12/92
Revised: 12/13/93
Revised: 03/09/98
Revised: 12/10/07
Revised: 06/23/08
Revised: 12/13/10

FAMILY AND MEDICAL LEAVE

Pursuant to the provisions of the Family and Medical Leave Act (P.L. 103-3), the District hereby adopts the following policy relating to family and medical leave for eligible employees.

BENEFITS

Eligible employees are entitled to a total of twelve (12) weeks of unpaid leave per year (beginning July 1 of each year) for the following four leave situations:

1. the birth and first-year care of a child;
2. the adoption or foster placement of a child;
3. The "serious health condition" of an employee's spouse, parent, or child; and
4. the employee's own "serious health condition".

For purposes of the benefits referred to above, a serious health condition means "an illness, injury, impairment, or physical or mental condition that involves:

1. in-patient care in a hospital, hospice, or residential medical care facility; or
2. continuing treatment by a health care provider that results in a period of incapacity of more than three (3) consecutive calendar days and involves either two (2) or more treatments by a health care provider, or treatment by a health care provider on at least one occasion followed by a regimen of continuing treatment under the supervision of the health care provider. Over-the-counter medications, bed rest, taking of fluids, exercise, and other activities that can be initiated without a visit to a health care provider do not constitute continuing treatment. Serious health condition does cover conditions such as asthma and diabetes even if the episode of incapacity does not last more than three (3) days."

For purposes of the benefits referred to above which pertain to leave for the care of a child, the term "child" shall mean a son or daughter who is either a biological, adopted, or foster child, a step-child, a legal ward, or a child of a person standing in loco parentis, who is:

1. under eighteen (18) years of age; or
2. eighteen (18) years of age or older and incapable of self-care because of a mental or physical disability.

ELIGIBLE EMPLOYEE

To be eligible for leave under this policy and to be considered an eligible employee, an employee must have been employed:

1. for at least twelve (12) months (nonconsecutive); and
2. for at least 1,250 hours of service within the previous twelve (12) month period. Time paid (i.e., sick leave, vacation leave, etc.) will not be counted in calculating hours of service.

In the case of employees only employed for nine (9) months or one hundred eighty (180) working days out of each twelve (12) month period, this will require that they be employed for at least 1,250 hours of service during those one hundred eighty (180) working days, or whatever number of working days are actually worked during the twelve (12) month period.

Any eligible employee who is entitled to the leave referred to above shall be entitled to continuation of health benefits and all other insurance benefits, as well as accrual of sick leave and/or other leave benefits during the period of leave, under the same terms and conditions as are provided to the employee prior to taking the leave. Any increase in premiums or deductibles that apply to active employees shall also apply to employees on FMLA leave. Any employee who fails to pay his required share of premium may be dropped from coverage under the group health plan. The District shall provide the employee a notice that coverage will be dropped at least fifteen (15) days before coverage will cease.

Any employee who is eligible for this leave and takes the leave is entitled to an equivalent position with equivalent pay, benefits, and conditions of employment upon return to employment so long as the employee can continue to perform all the essential functions of the position.

This leave is not to be considered as leave in addition to other leave granted to the employee by School District policy for which the employee is otherwise eligible, but is intended only to supplement that leave to the extent it does not otherwise provide for twelve (12) weeks of leave. In other words, to the extent that any eligible employee would be entitled to receive sick leave, maternity leave, or personal leave pursuant to other applicable School District policies, then the eligible employee must use the sick/personal leave benefits granted under other applicable District policies and only in the event that it does not provide the eligible employee with twelve (12) weeks of leave would the employee be able to use the leave granted under this policy. The leave for which the eligible employee may qualify under the provisions of this policy will not exceed twelve (12) weeks inclusive of the leave utilized under other District policies for any of the above described leave situations. (For example, if due to the illness of an employee, an employee desires to take leave for a period up to twelve (12) weeks and the employee has available six (6) weeks of sick leave which could be utilized for this leave, then the employee would be required to use the six (6) weeks of available sick leave and thereafter would qualify for six (6) weeks of unpaid leave pursuant to this policy. If the employee had available up to twelve (12) weeks of personal/sick leave which could be utilized, then this policy would not apply).

LIMIT ON CHILD CARE BENEFIT

The family leave benefit applicable to the birth, adoption, and foster placement for child care ends after (1) the child reaches age one; or (2) twelve months after adoption or placement.

When both spouses are employed by the School District, the combined amount of leave for birth, adoption, and illness of a parent may be limited to a total of twelve (12) weeks. This limitation is not applicable to leave for personal illness and illness of a spouse or child.

PLANNED MEDICAL LEAVE.

In the event an eligible employee employed principally in an instructional capacity (teacher or teacher's aide) requests leave due to a serious health condition or to care for someone with a serious health condition, and the employee would be on leave for greater than twenty percent (20%) of the total number of working days in the period during which the leave would extend, the District may require that such employee elect either:

1. to take leave for periods of a particular duration, not to exceed the duration of the planned medical treatment; or
2. to transfer temporarily to an available alternative position offered by the School District for which the employee is qualified and that (1) has equivalent pay and benefits; and (2) better accommodates recurring periods of leave than the regular employment position of the employee.

REQUEST FOR LEAVE NEAR THE CONCLUSION OF THE SEMESTER

1. In the case of an employee principally employed in an instructional capacity (teacher or teacher's aide), if the eligible employee begins leave more than five (5) weeks prior to the end of the academic term, the District may require the employee to continue taking leave until the end of such term if:
 - A. the leave is of at least three (3) weeks duration; and
 - B. the return to employment would occur during the three (3) week period before the end of such term.
2. If the eligible employee begins leave, which leave is granted for any of the permissible reasons other than the employee's own serious health condition, and the leave period would commence within the last five (5) weeks prior to the end of a semester, the District may require the employee to continue taking leave until the end of such term if:
 - A. the leave is of greater than two (2) weeks duration; and
 - B. the return to employment would occur during the two (2) week period before the end of such term.

3. If the eligible employee requests leave for any reason other than the employee's own serious health condition, which period would commence during the three (3) weeks prior to the end of a semester and the duration of the leave is greater than five (5) working days, the District may require the employee to continue to take leave until the end of such term.
4. Whenever a teacher is required to extend his/her leave as provided for in Sections 1, 2 or 3 above, the "extra" leave required by the employer does not count against the employee's twelve (12) work week entitlement.

DUTIES OF EMPLOYEE

In any case in which the reason for leave is due to the necessity of the employee to care for the spouse, son, daughter, or parent of the employee or because of the serious health condition that makes the employee unable to perform the functions of his/her position, the employee:

1. shall make a reasonable effort to schedule the treatment so as not to unduly disrupt the operations of the District, subject to the approval of the health care provider; and
2. shall provide the School District with timely notice, such notice to be not less than thirty (30) days before the date the leave is to begin, of the employee's intention to take leave under such provision, except that, if the date of the treatment requires the leave to begin in less than thirty (30) days, the employee shall provide such notice as is practicable.

CERTIFICATION

The District may require that a request for leave to care for a relative with a serious health condition or because of the employee's own serious health condition be supported by a certification issued by the health care provider of the eligible employee or of the son, daughter, spouse, or parent of the employee as appropriate. The employee shall provide, in a timely manner, a copy of such certification to the Superintendent.

Certification provided under this section shall be sufficient if it states:

1. the date on which the serious health condition commenced; and
2. the probable duration of the condition; and
3. the appropriate medical facts within the knowledge of the health care provider regarding the condition; and

4. if applicable, a statement that the eligible employee is needed to care for the son, daughter, spouse, or parent and an estimate of the amount of time that such employee is needed to care for the son, daughter, spouse, or parent; and
5. in the case of the employee's own serious health condition, a statement that the employee is unable to perform the functions of the position of the employee; and
6. in the case of certification for intermittent leave or leave on a reduced leave schedule for planned medical treatment, the dates on which such treatment is expected to be given and the duration of such treatment, and a statement of the medical necessity for the intermittent leave or leave on a reduced leave schedule.

Second Opinion: In any case in which the District has reason to doubt the validity of the certification provided by the employee for leave for medical care or for medical reasons, the District may require, at the expense of the District, that the eligible employee obtain the opinion of a second health care provider designated or approved by the District concerning any information certified under this section for such medical leave.

In any case in which the second opinion described above differs from the opinion in the original certification provided under this section, the District may require, at the expense of the District, that the employee obtain the opinion of a third health care provider designated or approved jointly by the District and the employee. The opinion of the third health care provider shall be considered to be final and shall be binding on the District and the employee.

The District may require that the eligible employee obtain subsequent recertification on a reasonable basis.

DESIGNATION OF LEAVE AS FAMILY MEDICAL LEAVE

Once the District learns that the employee is taking leave for a family medical leave qualifying reason, the employer will give notification to the employee that the leave is designated as family medical leave within two (2) business days after the determination is made. The notice should be in writing, however, it may be given orally if confirmed in writing no later than the next regular pay day (unless less than a week remains until the next pay day). If the employee is out for a FMLA qualifying reason and the District does not learn of the reason until the employee returns, the employee must give notice within two (2) days of his return and the District will give notice of any FMLA designation within two (2) days thereafter. The District may also provisionally designate leave as FMLA qualifying leave while awaiting receipt of medical certification or a second or third medical opinion.

PENALTY FOR FAILURE TO RETURN

The District may recover the premium that the District paid for maintaining coverage for the employee under the District's group health insurance plan during any period of leave under this policy if:

1. the employee fails to return from leave after the period of leave to which the employee is entitled has expired; and
2. the employee fails to return to work for a reason other than (1) the continuation, recurrence, or onset of a serious health condition that entitles the employee to leave either to care for an individual or on account of the employee's own serious health condition, or (2) other circumstances beyond the control of the employee.

Adopted: 11/10/97
Revised: 12/13/10

MILITARY LEAVE

Military leave entitlement shall be as follows:

1. Any member of the Wyoming National Guard or United States military forces reserve who is an employee of this School District shall be given a military leave of absence with pay, at the regular salary or wage which the employee receives, for not to exceed fifteen (15) calendar days in any one (1) calendar year to attend duly authorized encampments, training cruises and similar training programs, in addition to any other leave or vacation time to which the person is otherwise entitled. The employee is requested, to the extent possible, to participate in training during the summer when school is not in session. In the event an employee requests military leave during school session, the Superintendent may request a letter from the commanding officer stating that this special training is necessary and required for the applicant and that such training cannot be obtained at any other time.
2. Subject to subparagraph (a) below, any employee of the School District who has been employed for one (1) year and who is a member of the National Guard or any other component of the military forces of the State, a member of the reserve forces of the United States, or who is inducted into military service of the United States, is entitled to leave of absence from his employment, without pay, but without loss of seniority, status, efficiency rating, vacation, sick leave or other benefits, while he/she is engaged in active military training or service ordered or authorized by proper authority pursuant to law exceeding fifteen (15) days in any calendar year. Such leave is in addition to any other military leave or vacation time to which the officer or employee may be entitled by law if the required military service is satisfactorily performed, which is presumed unless the contrary is established.
 - a. Upon completion of the service described in this paragraph 2, the employee shall be reinstated to the employment position held at the time of entry into service or a position of like status and pay if available, subject to the following conditions:
 - i. The position has not been abolished or the term thereof, if limited, has not expired;
 - ii. He/she is not physically or mentally disabled from performing the duties of the position;
 - iii. He/she makes written application for reinstatement to the appointing authority within thirty (30) days following release from the military service or within ninety (90) days after discharge from hospitalization or medical treatment which immediately follows the termination and results from, the service, but not to exceed one (1) year and ninety (90) days after

termination of service notwithstanding hospitalization or medical treatment;

- iv. He/she submits an honorable discharge or other release by proper authority indicating his/her military service was satisfactory; and
 - v. Military service does not exceed four (4) years plus any period of additional service imposed by law.
3. Upon reinstatement, the employee shall have the same rights with respect to accrued and future seniority, status, vacation, sick leave and other benefits, as if he/she had been employed during the time of the leave. During the absence the School District may discontinue its shares of payments for Social Security, insurance of any type, and State retirement, unless the employee elects to contribute to the State retirement plan during his/her absence, in which case the School District will likewise contribute its share.
 4. Any employee shall have the right to maintain any group life, health or accident insurance which other employees are participating in by furnishing to the School District such sum as would equal that which would have been deducted from his/her compensation for such coverage had he/she not been placed on military leave. The employee must notify the School District of his/her election to continue insurance or plan coverage at the time he/she enters service in the uniformed services.
 5. The above-described military leave shall be requested through the immediate supervisor and shall be granted by the Superintendent or his/her designee. The request shall be accompanied by a copy of the official orders to active duty. The vacancy created by this leave may be filled by a substitute provided by the District.

Adopted: 12/13/10

PROFESSIONAL STAFF VACATIONS AND HOLIDAYS

The school calendar, as adopted by the School District, will establish the school recess periods and holidays for certificated and administrative staff members.

Regular full-time administrators employed on a full year basis or on a partial year basis shall be entitled to such vacation as is provided for in their individual contracts. Full-year administrators and other certificated employees are also entitled to leave on those federal holidays that fall outside the school year.

Adopted: 12/13/10

PROFESSIONAL STAFF RECRUITING

It will be the policy of the District that the procedure for employing the best-qualified teachers and administrators will include:

- * an effective recruitment program;
- * an initiative that results in prompt action when vacancies occur or new positions are created; and
- * a set of consistent hiring practices in dealing with applicants for teaching or administrative positions.

A recommendation to hire a teacher or administrator will not be made to the Board of Trustees until a personal interview with the candidate has been conducted and one or more references have been personally contacted by the principal, the Superintendent or his/her designee.

Determination of the personnel needs of the District is the responsibility of the Superintendent of Schools and of the administrators delegated by him/her to review and make recommendations about such needs.

Discrimination against any applicant for reasons of race, color, creed, religion, disability, national origin, sex, age, marital status or socioeconomic status is prohibited in the District

The Superintendent of Schools or his/her designee will verify that persons nominated for employment meet all qualifications established by applicable state law, rules of the Wyoming Department of Education and Board policies for the type of position for which the nomination is made.

Adopted: 04/08/85

Revised: 09/09/96

Revised: 03/09/98

Revised: 12/13/10

POSTING AND ADVERTISING OF PROFESSIONAL STAFF VACANCIES

The school board believes that it has the obligation to provide the best administrative and teaching personnel available for the system regardless of race, color, creed, sex, national origin, age, disability, or religion. All of its policies and procedures with respect to employing and assigning personnel will be based upon this principle.

Therefore it will be the policy of the school district to advertise openings in professional positions. The following will apply:

When the board or superintendent declares a position open, the school district through its administration will immediately advertise for the position;

Advertisement will be made on the district website, and may be posted on the WSBA website, or when appropriate, university and/or other college placement offices. The opening will be advertised for a minimum of two (2) weeks or **until filled**.

In the case of multiple openings, an applicant interested in more than one (1) position must indicate on his/her application which position or positions he/she is applying for.

Vacancy announcements shall generally contain:

- (1) name of position;
- (2) closing date for the acceptance of applications;
- (3) directions for making proper applications; and
- (4) the school district's statement of nondiscrimination.

This policy does not apply to openings filled by an existing employee.

Adoption Date: 12/12/10
Revised: 03/13/17

PROFESSIONAL STAFF HIRING

Because the quality of the staff hired by the school district is the major component of an effective, productive educational program, the board and the administration of the District will make every effort possible to attract and retain the best qualified personnel.

The best-qualified applicant will be selected for each position without regard to race, color, creed, and national origin; nor will any person be denied employment because of age, sex, disability, marital status, or place of residence. Recommendations from all sources, when used properly, may have a positive influence on consideration given to an application.

The Superintendent will be responsible for developing selection procedures when hiring candidates.

All employment inquiries will be directed to the Superintendent of schools or their designee for processing and documentation, and application forms, letters of instruction, form letter responses, and information bulletin distributions will be made from that office. The Superintendent of schools will be responsible for documentation of the processing of employment inquiries.

Prior to making a final decision as to the hiring of any employee, the employee must consent to and provide the necessary documentation (fingerprinting, etc.) to allow for a criminal background check. The criminal background check shall be carried out by the School District or, if a certified employee, this requirement may be met by the Professional Teaching Standards Board conducting a criminal background check of the applicant prior to being employed with the School District. In the event that the criminal background check has been conducted by the Professional Teaching Standards Board, the Superintendent may elect to waive the requirement for an additional criminal background check. The Superintendent shall retain authority to request a criminal background check in any situation when he deems it appropriate for the School District to have the specific information prior to making a hiring decision or when there has been no recent criminal background check of the applicant.

Adoption Date: 12/13/10
Revised: 03/13/17

PROFESSIONAL STAFF HIRING

Upon the declaration of a vacancy at Platte County School District #2, the following steps will be followed in the recruitment of candidates and the final selection of a certified/administrative staff member to fill the opening:

1. Advertise the vacancy through the placement offices of regional colleges and universities; on the district website; and local and/or regional newspapers as appropriate. Additional contacts may be made as a result of recommendation made by current staff, letter of inquiry, walk-in candidates, campus interviews, etc.
2. Following contact concerning a certified position, the following materials must be on file before the applicant is considered: (a) formal letter of application, (b) TeacherInsight results, and (c) resume.
3. Upon receipt of formal application each individual will be screened for academic and personal qualifications for the position, teacher certification, teaching endorsement, teaching experience, and references. Requirements of the State Superintendent of Public Instruction and the laws of the State of Wyoming must be met.
4. Those candidates who most nearly meet the characteristics required by Platte County School District #2 will be asked to a) fill out a Platte County School District #2 application form, b) send college credentials and transcripts, and c) be invited to Guernsey for a personal interview. To accommodate compliance with equal opportunity legislation and to provide adequate basis for screening and selection procedures, credential files of all applicants will be maintained in the Central Administration Building.
5. The Superintendent shall recommend the candidate most suited and best qualified to meet the needs of the district.

CRIMINAL BACKGROUND CHECKS

In accordance with Wyoming law, a criminal background check shall be conducted prior to the final decision on hiring any employee. Criminal background checks shall be requested either by the School District or, if a certified employee, this requirement may be met by the Professional Teaching Standards Board. This information, when received by the School District, shall be utilized solely for the purpose of providing additional information relevant to the hiring decision of the applicant. The criminal background information shall not be permitted to be used for any other purpose, and in order to ensure confidentiality of this information the following policy and procedure shall be implemented:

1. Access to the criminal background information shall be restricted to the Superintendent except that he may designate the administrator having primary responsibility for hiring the

individual to receive the criminal history information. Based upon the information contained in the criminal background check, the Superintendent or his designee shall have authority to reject any applicant who has been recommended for employment. This information will not be shared with any members of the interview or hiring committee.

2. The criminal history information shall be retained in a separate filing cabinet at the central administration office, which cabinet shall be secure (locked) with access to the filing cabinet given only to the Superintendent and/or his designee.

3. In the event the Superintendent elects to designate another person to receive the criminal history information, the Superintendent shall ensure that the person understands the confidential nature of this information, that he/she has not previously violated any of these procedures or rules, and that the person is familiar with the substance and intent of this policy.

The criminal background information may be retained and reviewed by the Superintendent or his designee in the event that any employee requests a transfer or applies for a different position.

Criminal background information shall be retained in the records of the School District for at least one year. Thereafter, the Superintendent may elect to destroy the criminal background information, in which event the District shall retain a record that the criminal background information was acquired as provided by the laws of the State of Wyoming, which record shall also indicate the date the information was destroyed. The record indicating that the criminal background check was acquired and the date it was destroyed shall be retained until the employee is no longer employed with the School District.

EMPLOYMENT CONFIRMATION

Based upon the recommendations of the Superintendent and in keeping with district personnel policies, the Board of Trustees shall employ all permanent School District personnel. Before applicants can be considered eligible for employment in the School District, requirements of the State Superintendent of Public Instruction and the laws of the State of Wyoming must be met.

APPLICATION RECORDS

To accommodate compliance with equal opportunity legislation and to provide adequate basis for screening and selection procedures, credential files of all applicants will be maintained in the Central Administration Building.

To help insure that all qualified applicants are considered for those positions declared vacant during the time that credentials are on active file, it is imperative that all applicant files be stored in the designated locations.

EMPLOYMENT INQUIRY PROCEDURES

All employment inquiries will be directed to the Superintendent of school for processing and documentation; and application forms, letters of instruction, form letter responses, and

information bulletin distributions will be made from that office. The Superintendent of schools will be responsible for the documentation of the processing of employment inquiries.

As credential folder materials (completed application forms, letter or recommendation, transcripts, resumes, etc.) are returned to the School District, they are recorded by the Superintendent of schools or his/her designee and filed in the appropriate folder.

RECOMMENDED INTERVIEW GUIDELINES

(Used by district administrative staff in alerting members of screening committees to the equal employment opportunity provisions).

The Superintendent may form a screening committee consisting of the administrator who will supervise the successful applicant and other staff members either who will work with the successful applicant or have knowledge in the area or field that the applicant will be working in. The committee may also consist of the Superintendent and one or more Board members. In order to reasonably assure equal employment opportunity to all applicants, the following guidelines are offered as an attempt to offer a generally consistent interview opportunity to those applicants who are invited to participate in the interview process.

1. Each candidate should be interviewed for approximately the same length of time.
2. Whenever possible, applicants will be interviewed by the supervisor of the position which is being filled.
3. All pertinent matters of salary, employment conditions and employment requirements should be discussed during the interview.
4. Questions or comments related to family or other personal matter are inappropriate and will not be included in the interview.
5. Candidates will be given ample opportunity to ask questions and to volunteer additional qualification information during the interviewing process.
6. Candidates will be advised of district efforts to ensure the placement of the best-qualified candidates available and that:
 - a. The intent is to interview highly-qualified applicants for each available position.
 - b. Follow-up interviews may be scheduled if they are needed.
 - c. All candidates who are interviewed will be informed of the employment decision of the District.

7. The interview will generate information relating the responsibilities of the position to the applicant's abilities, experiences, education and general knowledge (job-related qualifications). Similar questions should be asked of all candidates.
8. So far as is possible, interviewers will become familiar with the specific requirements of the position being filled: the expectations of the position, the behaviors expected and required to successfully fulfill the responsibilities of the position and the specifically required and designed individual characteristics (aptitudes, skills, personal qualifications) of the type of candidate being sought.
9. Prior to the interview, an examination of the applicant's folder will be made (to become familiar with recommendations, depth and appropriateness of formal preparation, amount and value of previous experience, etc.).
10. As soon after the interview as is practical, written reviews of the interview will be written. Objective ratings and supplementary remarks will be directed only to job-related qualifications.

Adopted: 04/08/85
Revised: 09/09/96
Revised: 08/11/03
Revised: 12/13/10

PART-TIME SUBSTITUTE PROFESSIONAL STAFF EMPLOYMENT

The Board of Trustees believes that the role of the substitute teacher is highly important for maintaining continuity in teaching and learning. A process for selecting and assigning all substitute teachers and for evaluating their performance will be established by the professional staff under the direction of the Superintendent.

Whenever possible, the substitute teacher will possess knowledge in the area of assignment and has demonstrated successes in teaching. When a substitute is not available, regular classroom teachers may be asked to substitute during their planning periods per salary agreement.

The Superintendent shall provide a complete list of all qualified substitutes to those administrators given responsibility of selecting substitutes.

Substitute teachers will not participate in the health and retirement plans or other fringe benefits of the school system.

Adopted: 04/08/85

Revised: 09/09/96

Revised: 03/09/98

Revised: 12/13/10

PROFESSIONAL STAFF ORIENTATION

The Board recognizes that an appropriate orientation program can aid in the assimilation of new staff members into the school system. It will, therefore, be the responsibility of the principal or his/her designee, to provide for an ~~annual~~ orientation of all professional staff members new to the building.

Adopted: 03/11/85

Revised: 12/13/10

PROFESSIONAL STAFF DEVELOPMENT

The Board recognizes the importance of developing, improving, and extending staff skills. Certification for a position does not necessarily mean that the individual possesses ~~and~~ or will automatically develop optimal levels of job competency. Opportunities must be provided by systematically ensuring that staff personnel will remain abreast of emerging information and educational practices.

The Board will provide for professional growth and updating of professional skills through:

1. Planned in-service programs and workshops offered in the school system from time to time;
2. Released time for visits to other classrooms and schools and for attendance at conferences, workshops, and other professional meetings;
3. Teacher access to a wide variety of educational publications, reports, and materials that will contribute to professional growth;
4. Salary credit for additional educational training in accordance with the salary schedule.

The principal(s) will have the authority to approve released time for conferences and visitations, and reimbursement for expenses, within the provisions of leave policy and budget allocations for that purpose.

Adopted: 03/11/85
Revised: 03/09/98
Revised: 12/13/10

PROFESSIONAL STAFF PROBATION AND CONTINUING CONTRACT STATUS

Only certified teaching staff shall be eligible for continuing contract status. Certified teaching staff members acquire continuing contract status in the manner and at the time provided by the Wyoming Teacher Employment Law, 21-7-102(a)(ii).

All professional staff members, other than continuing contract teachers, are employed pursuant to the terms of their contract of employment. The contract may be non-renewed at the expiration of the contract term for any reason deemed proper by the Board of Trustees. In such case, there shall be no obligation or expectation that the Board will provide a hearing as to the reasons for the nonrenewal.

Both the School District and the professional staff shall comply with all requirements set forth in the Wyoming Teacher Employment Law.

Adopted: 03/11/85

Revised: 09/14/87

Revised: 12/13/10

PROFESSIONAL STAFF ASSIGNMENTS AND TRANSFERS

ASSIGNMENTS

The Superintendent is authorized to assign all employees to their duties. The Superintendent may assign any employee to any position in which he/she is qualified and certified to fill. The Superintendent, in consultation with principals, will assign certificated personnel to positions in order to meet the needs of students and the instructional program.

TRANSFERS

The Superintendent shall effect all transfers with the cooperation of all parties concerned whenever possible. Reasons for transfer shall be made available to those affected and will be in the best interests of the educational program. The Superintendent shall have final discretion as to all transfers.

VOLUNTARY TRANSFERS

All certified employees shall have the opportunity to indicate their interest in reassignment to the Superintendent no later than February 15 of each year or at such time as a vacancy appears. The Building Principal must be made aware of the request. This policy does not require that preference be given to employees requesting a transfer.

In all cases, transfer of assignment shall have the approval of the Board of Trustees.

Adopted: 03/11/85

Revised: 12/13/10

PROFESSIONAL STAFF SCHEDULES AND CALENDARS

Work Year

The working year for the teaching staff will be set forth on the school calendar adopted by the Board. The number of teaching days will conform to state requirements for the number of instructional days. Additional staff days are a matter of instructional program needs as well as a condition of employment.

Although staff members are expected to be on official duty only for the teacher-employment year, the Board anticipates that they will work such additional days as are necessary before or after school or during school recess periods to carry out the responsibilities of their positions.

Working Hours

Teachers will arrive at school and will remain after the school day according to the teacher handbook to meet with individual students, parents, and faculty committees, and to carry out other professional responsibilities.

Administrators and supervisory personnel are expected to observe a daily schedule consistent with the hours that the central office is open, extending this by the time required to discharge the responsibilities of their positions. Schedules during the summer may be shortened as deemed appropriate by the Superintendent of schools.

Adopted: 04/08/85

Revised: 03/09/98

Revised: 12/13/10

PROFESSIONAL STAFF WORK LOAD**CONDITIONS RELATED TO WORK LOAD****Teaching Load:**

The Superintendent shall make personnel assignments.

Assignments for personnel shall be such that workloads are equalized within practical limits. The limits shall be based upon consideration for the teacher and upon the maintenance of as high a quality of instruction in each class as finances will permit.

The teaching load includes the contractual and professional obligations, including but not limited to: planning, teaching, grading papers, keeping pupil records, counseling and disciplining of students; as well as after-school meetings, parent-teacher conferences, occasional evening supervision of school-sponsored activities, and other assignments which are necessary for the proper operation and maintenance of the educational program, curricular and extra-curricular.

Extra-Curricular Activities:

Teachers may be required to sponsor and supervise extra-curricular activities. The principal shall assign the sponsorship and supervision responsibilities among the total staff as necessary to fill positions.

Adopted: 12/13/10

PROFESSIONAL STAFF/TEACHER APPRAISAL
Performance Evaluation Handbook

In Platte County School District #2 the primary goal of supervision is to improve the educational process while the goal of evaluation is to improve educational performance. The principal is responsible for the implementation of this process in his/her school unit.

Continuing contract teachers/support staff will be on full-cycle at least once every three years. A continuing contract teacher/support staff member who is not meeting the district's expectations will be placed on full cycle in consecutive years. A full-cycle is comprised of an orientation conference; pre-observation conferences with lesson plan analysis; formal classroom observations; post-observation (feedback) conferences; supporting data/input which may include informal classroom observations, work samples, student feedback, and input from other job specific data; one summative report/conference; and a professional growth commitment.

Initial contract teachers/support staff in the district will be on full-cycle as defined by the state deadlines.

A mini-cycle will be conducted with all continuing contract teacher/support staff when they are not on full cycle. The mini-cycle will include both formal and informal observations which will usually result from the action plan in the professional growth plan, and a conference by the end of the school year with written feedback.

A copy of all evaluation reports will be submitted to the Superintendent's office. The reports will be signed by both the principal and the teacher to indicate that the teacher has been informed of its contents. The signature of the teacher shall not be construed to mean that the teacher necessarily agrees with the contents. Teachers may attach personal comments regarding the evaluation report if they so desire.

Adopted: 11/14/83

Revised: 06/19/95

Revised: 05/12/08

Revised: 07/18/12

**TEACHER AND SUPPORT STAFF
PERFORMANCE EVALUATION**

**PLATTE COUNTY SCHOOL DISTRICT #2
POLICY GCN-E**

**REVISED
July 18, 2012**

Performance Evaluation Handbook

In Platte County School District #2 the primary goal of supervision is to improve the educational process while the goal of evaluation is to improve educational performance. The principal is responsible for the implementation of this process in his/her school unit.

Continuing contract teachers/support staff will be on full-cycle at least once every three years. A continuing contract teacher/support staff member who is not meeting the district's expectations will be placed on full cycle in consecutive years. A full-cycle is comprised of an orientation conference; a technology survey; pre-observation conferences with lesson plan analysis; formal classroom observations; post-observation (feedback) conferences; Peer CoRe team meetings (see 1E for explanation); supporting data/input which will include informal classroom observations, work samples, student, parent, and peer feedback, and input from other job specific data; at least one out-service visit per three-year cycle; one summative report/conference; and a professional growth commitment.

Initial contract teachers/support staff in the district will be on full-cycle as defined by the state deadlines.

A mini-cycle will be conducted with all continuing contract teacher/support staff when they are not on full cycle. The mini-cycle will include a technology survey; Peer CoRe team meetings; supporting data/input, which will include informal classroom observations, work samples, student, parent, and peer feedback, and input from other job specific data; one summative report/conference; and a professional growth review.

At the end of the first mini-cycle, any continuing contract teacher/support staff member who is not meeting the district's expectations will be placed on full cycle the following year. A plan of improvement may be drafted to help the staff member make improvements in teaching.

1. Evaluation Cycle (Figure 1)

A. Orientation Conference

- 1) During August in-service all teachers/support staff on full cycle for that school year will be involved in this conference in a group setting. During the first year of implementation, all staff will participate in an informational session about the teacher/support staff performance evaluation system and the components of the rubric used as part of the evaluation process.
- 2) During this conference the performance evaluation handbook will be discussed.

B. Technology Survey

- 1) Teachers will complete a district-developed technology survey by October 1 to determine individual and staff professional development needs.

- C. Formative Components based on the evaluation rubric (Initial contract teacher/support staff have this each semester; Continuing Contract teacher/support staff on Full cycle follow all of this once in the year; Continuing Contract teacher/support staff on mini-cycle follow part 4.)
- 1) Pre-observation Conference with Lesson Plan (minimum of one)
 - (a) The purpose of this conference is to review the lesson plan and establish the focus for the observation.
 - (b) Not later than one (1) working day prior to the pre-observation conference, the teacher/support staff member will submit the pre-observation form. The conference should be held prior to the observation or established by mutual agreement between evaluatee and evaluator.
 - (c) Each announced classroom observation should be preceded by this conference.
 - 2) Announced Classroom Observations (minimum of one)
 - (a) The announced classroom observation shall be for an entire lesson.
 - (b) The full-cycle shall include at least one (1) announced classroom observation, determined by mutual agreement.
 - (c) The evaluator will be in the classroom at the beginning of the instructional activity/lesson.
 - (d) Descriptive data will be recorded.
 - 3) Post-observation (feedback) Conference (minimum of one)
 - (a) Following the announced classroom observation, the evaluator will analyze the data and the conference will be planned, using the post-observation (feedback) report.
 - (b) There will be a post-observation conference following each announced classroom observation.
 - (c) It will be held within five (5) working days, except by mutual agreement.
 - 4) Unannounced Classroom Observation
 - (a) For initial and continuing contract full cycle teachers/support staff, at least two unannounced classroom observations shall be held for at least 10 minutes each time.

(i) Written feedback (required, conference optional) about the unannounced classroom observation will be provided within five (5) working days, except when there is mutual agreement for an extension.

(b) For all teachers/support staff, other unannounced classroom observations, for varying lengths of time, may be used in the summative report.

D. Peer CoRe Team Meetings (minimum of two)

- 1) The purpose of CoRe team meetings is to provide teachers a structure to engage in discussions that lead to improved instruction and improved student learning.
- 2) These teams are flexible and fluid and may change throughout the school year.
- 3) A form indicating dates of conferences and observations will be shared with the evaluator.

E. Out-Service Observations (minimum of one per year for initial contract teachers and one per three-year cycle for continuing contract teachers)

- 1) The purpose of Out-Service Observations is to provide the teacher with an opportunity to see different perspectives on teaching.
- 2) Teachers are required to visit a teacher in a different school in their area of teaching as approved by the evaluator.
- 3) Professional conferences or other types of out-service visits may be substituted with the approval of the evaluator.

F. Input from Other Job-Specific Data

- (a) Student, parent, and/or peer feedback (Required). Teachers, with the approval of the evaluator, shall prepare forms to gather feedback from students, parents, and peers. Peer feedback should be from either succeeding teachers or teachers with the same or similar students (i.e. English 9 and P.E. 9.)
- (b) Work samples may include, but are not limited to, teacher-made tests, worksheets, quizzes, grade book, lesson plans, bulletin boards, and reports.
- (c) Student outcomes to be developed by teachers.
- (d) All items in the file must have the teacher's signature and a date. The signature does not indicate agreement.

G. Plan of Improvement

A teacher shall be placed on a Plan of Improvement whenever he/she:

- 1) Is rated “Unsatisfactory” on any of the four domains on the Annual Summative Evaluation Form;
- 2) Is rated “Unsatisfactory” on more than three elements in multiple domains on the Annual Summative Evaluation Form;
- 3) At any time during the year, is demonstrating unsatisfactory job performance as reflected in one of the four domains;
- 4) Or, is rated “Focus for Improvement” in the same domain or element two years in a row on the Annual Summative Evaluation Form;

The Plan of Improvement shall, at a minimum, identify the domains and components to be improved, the goals to be accomplished, the activities the teacher shall complete to achieve proficiency, a timeline for achieving proficiency within one school year or such shorter time as determined by the District.

Teachers who are recommended for dismissal or nonrenewal may not be placed on a Plan of Improvement.

H. Every three to five years, supporting data may be removed from the file. Summative reports will remain on file.

I. Summative Components

1) Written report

- (a) One summative evaluation report will be completed by the principal by December 1 (initial contract teachers only) and April 1 (both initial contract and continuing contract teachers.)
- (b) A copy of the report will be made available to the teacher/support staff at the summative conference.
- (c) This report and any accompanying response(s) will be placed in the personnel file in the central office.

2) Conference

- (a) The conference is designed to review the teacher’s performance relative to the evaluation criteria.
- (b) Following the conference, the teacher/support staff may file a written response to the evaluation report within five (5) working days. Such response(s) shall be attached to the evaluation report.

3) Professional Growth Plan

- (a) The Professional Growth Plan will be developed cooperatively by the teacher/support staff and evaluator and submitted to the evaluator no later than five (5) working days before the last day of school. (During the 2011-12 school year, and for all new teachers, this will be submitted by October 15.)
 - (b) The focus of a Professional Growth Plan will be on at least one (1) criterion from the teacher/support staff performance evaluation instrument as determined in the growth plan conference.
 - (c) The evaluator will monitor progress toward accomplishment of the Professional Growth Plan.
 - (d) The completed Professional Growth Plan is due March 31 for teachers on the final year of a full cycle and for all initial contract teachers.
- 4) A Project Action Plan will be developed, as needed, to serve the long-range strategic plan.
- (a) This Project Action Plan should be developed cooperatively by the teacher/support staff and evaluator.
 - (b) This Project Action Plan should be determined no later than September 30.
- 5) Teachers on a mini-cycle will use both a Professional Growth Plan and a Project Action Plan. Plans are due to the evaluator no later than five (5) working days before the last day of school. (During the 2011-12 school year, this will be submitted by October 15.) The Summative Evaluation Report will be used in the focus area as determined by the Professional Growth Plan.

J. Use of Student Data

- 1) The district is using multiple student performance data for each employee. All teachers will meet with the evaluator to determine the multiple measures of student data that will be used in the evaluation. Growth on the Measure of Academic Proficiency (MAP) will be the primary instrument used. Teacher developed measurements will be approved by the evaluator and may include unit assessments, Body of Evidence activities, or other performance assessments.
- 2) Types of data/artifacts that might be used include:
 - (a) **Elementary and Grade Level Teachers:** NWEA MAP growth targets; PAWS scores; DIBELS; FastMath scores
 - (b) **Secondary Core Teachers:** NWEA MAP growth targets; PAWS proficiency levels; ACT/PLAN/EXPLORE scores;

3) The following data will be collected for the purposes of professional growth, instructional changes, student remediation or enrichment decisions, and employee retention/termination decisions:

(a) Teacher/Non-administrative certified staff:

- (i) Professional Growth Plan
- (ii) Formal observation held each semester for initial contract teachers; once per year for continuing contract teachers on a full cycle, completed prior to March 31.
- (iii) Summative Annual evaluation, including scores in rubric, completed prior to March 31.
- (iv) Student assessment results
- (v) Teachers, with the approval of the evaluator, shall prepare forms to gather feedback from students, parents, and/or peers. Peer feedback should be from either succeeding teachers or teachers with the same or similar students (i.e. English 9 and P.E. 9.)

K. Evaluator training

- 1) At least once every three years, evaluators will receive training on Charlotte Danielson's "Framework for Teaching" evaluation model and the Charlotte Danielson-based "School Leader Assessment Model." The district will also provide training on the evaluation instrument through videos and/or in-class observations to view, discuss, and ensure consistency in scoring. For teaching/non-administrative certified staff hired after August 2011, the principal will ensure training takes place on Charlotte Danielson's "A Framework for Teaching" evaluation instrument and all pertinent district policy during the first 60 days of employment.

Figure 1.

Continuing Contract and Initial contract Teacher Performance Evaluation Cycle
Full Cycle

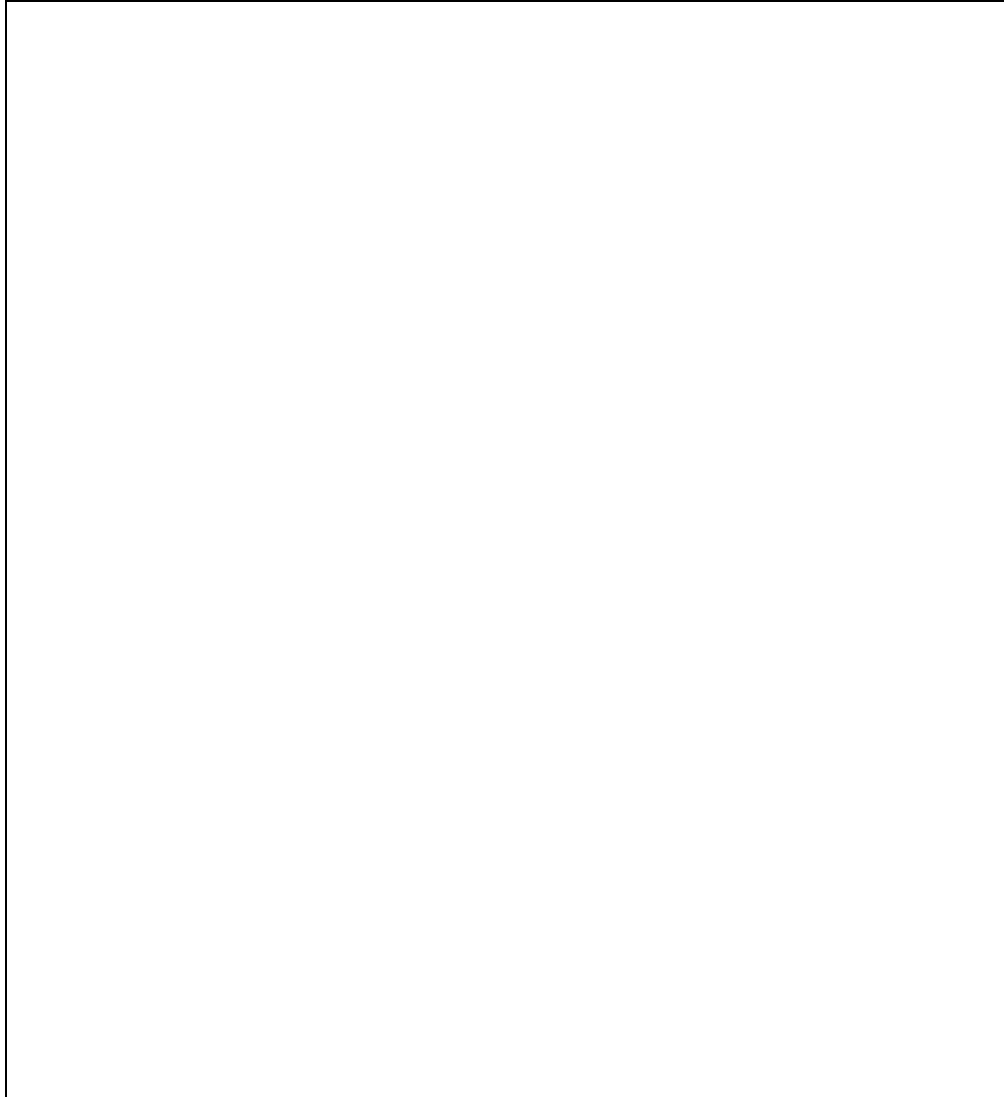
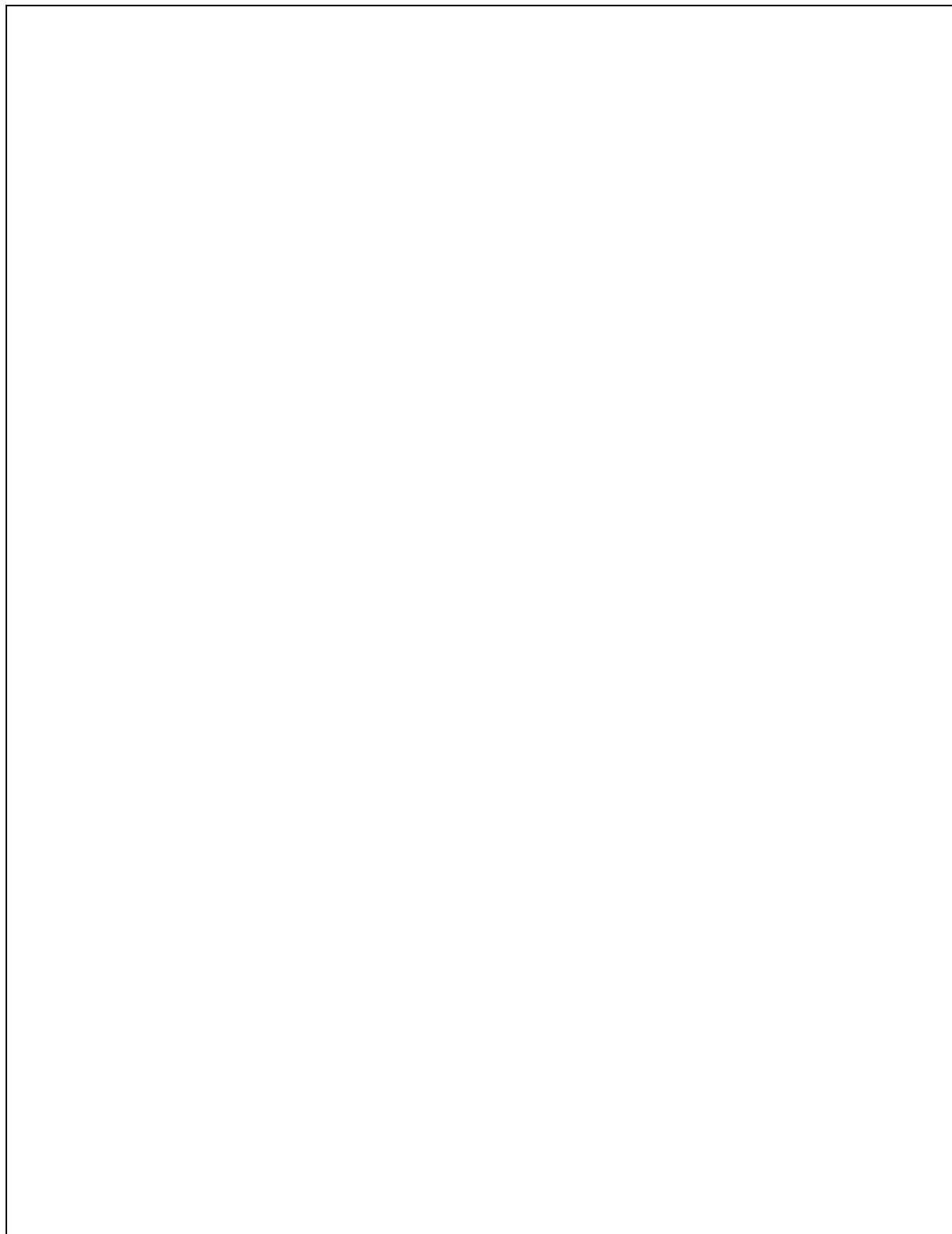


Figure 2.

Continuing Contract Teacher Performance Evaluation Cycle
(Mini-Cycle)



TEACHER THREE-YEAR PROFESSIONAL GROWTH PLAN

Name: _____ Subject/Grade: _____

Years covered in this plan: _____ Date: _____

Performance Area: (check one)

_____ Providing Meaningful Learning for Students

_____ *Planning*

_____ *Instruction*

_____ Student Achievement

_____ Safe, Respectful Environment

_____ Leadership, Professionalism, & Interpersonal Skills

Select lowest-rated criterion.

I. GOAL (general intent)

II. SPECIFIC MEASURABLE BEHAVIOR (What will be done?)

III. PROCEDURES

(How will it be done?)

Timeline

1.

2.

3.

4.

5.

IV. PROGRESS CHECK (how is it going?)

Evaluator Comments:

V. DOCUMENTATION/APPRaisal METHOD FOR FINAL ACCOMPLISHMENT
(How will you know it has been accomplished?)

Evidence:

Standard:

Appraisal Method: The evidence will be compared with the standard to determine the level of accomplishment

EvaluatEE's Signature	Date	Evaluator's Signature	Date
-----------------------	------	-----------------------	------

EVALUATOR COMMENTS:

EVALUATEE COMMENTS:

EvaluatEE's Signature	Date	Evaluator's Signature	Date
-----------------------	------	-----------------------	------

Classroom Visitation form

Staff member _____ Class _____ Date _____ Time _____

Standard/Benchmark being taught:

Research-based strategies being used:

How will you keep students engaged?

What has gone on before and will go on after?

How will assess this standard/benchmark?

Anything you specifically want the evaluator to watch for?

Evaluator Signature _____ Date _____

Evaluatee signature _____ Date _____

Platte County School District #2
Summative Evaluation Report
Teacher/Support Staff

Teacher/Support Staff Name _____
Grade/Subject

Person Completing Report: _____ Years in Report: _____

Evaluatee Signature: _____ Date: _____

Evaluator Signature: _____ Date: _____

<p>S = Strength: Evidence shows that outstanding performance has been demonstrated. This person could model this criterion for others. P = Proficient: Evidence shows that both quality and consistency have been demonstrated. F = Focus Area: Evidence shows that quality and/or consistency needs improvement. U = Unsatisfactory: Evidence shows that quality and/or consistency of performance does not meet district criterion.</p>				
	U	F	P	S
Provide Meaningful Learning for Students				
Knowledge and Linking of Standards				
Knowledge of the Learning Process				
Instructional Outcomes				
Instructional Design				
Student Assessments				
Communicating with students				
Questioning and Discussion				
Student Engagement				
Student Achievement				
Data-driven Instruction				
Satisfaction				
Assessment				
Multiple Opportunities				
Safe, Respectful Environment				
Respect and Rapport				
Culture for Learning				
Student Behavior				
Organizing Physical Space				
Leadership, Professionalism, & Interpersonal Skills				
Reflective Teaching				
Contributions to School				
Professional Development				
Professionalism				
Communication with Families				

Comments: (use back of summative evaluation)

PROFESSIONAL STAFF RESIGNATION AND TERMINATION OF EMPLOYMENT

Professional employees who, for any reason, intend to resign or retire are encouraged to indicate their intentions in writing to the Board or the Superintendent as early in the school year as plans become firm and the decision to leave the school district is made. Resignations become effective at the end of the school year in which they are submitted. Resignations will generally be accepted at the Board's next regular or special meeting, however, the Board reserves the right to accept a resignation sooner under the provisions of an emergency meeting. Once accepted, a resignation is deemed final and a decision to reinstate an employee will be at the discretion of the Board.

Resignations, to become effective earlier than at the end of the school year, require sixty (60) days prior notice. Release by the Board will be considered on an individual basis. The Board will approve resignation requests if the education of children will not be jeopardized. Letters of resignation will be submitted to the Superintendent for transmittal to the Board. Failure to give sixty (60) days notice may result in the teacher paying the Board for expenses in the amount of \$500 incurred in finding a suitable replacement.

Teachers requesting release from a contract prior to June 1 will be released. After June 1, the Board reserves the right to refuse requests for release. However, should the request be granted, the teacher will pay the cost of finding an adequate replacement in the amount of \$500.

Procedures for the termination of certificated employees are established by state law. All actions of the school district and the Board, as well as teacher rights and privileges, are clearly identified in the statutes and will be followed by the district in termination proceedings.

Legal Reference: W.S. 21-7-101 to 21-7-114

Cross Reference: GCB-R

Adopted: 3/11/85

Revised 9/12/88

Revised: 6/18/90

INSTRUCTIONAL STAFF REDUCTION IN FORCE

The Board of Trustees may, in its sole discretion, terminate the contract of a teacher at the end of any school year because of a decrease in the size of faculty due to decreased enrollment, combining of school districts, financial need, change in programs, or other event beyond the control of the Board. In the event of a need to reduce the number of instructional staff, notice shall be given to the teachers whose contracts will not be renewed pursuant to W.S. 21-7-105 and 21-7-106(a).

The terminated teacher has the right to request a hearing. If the teacher request a hearing, such hearing shall be before the Board of Trustees unless the Board elects to appoint a hearing officer to act on its behalf.

The determination as to which continuing contract teacher shall be terminated shall be based upon the recommendation of the Superintendent after consultation with other District administrators involved in the programs where the reduction will occur. The Superintendent shall make a recommendation based upon what he/she believes will result in providing the best educational program for the students of the School District. The Superintendent may consider any and all factors or criteria the Superintendent believes are appropriate to base his/her recommendation upon, including early retirements, normal attrition, voluntary resignations and reduction of classified staff. Other factors or criteria which may be considered, are certification and endorsements, special qualifications, and programs to be offered.

If a position that a terminated teacher is qualified to teach becomes vacant within one calendar year from the beginning of the following school term the vacant position must be offered to the teacher. It will be the responsibility of the teacher to contact the District when an opening occurs.

To be eligible for recall, the continuing contract teacher must, prior to the last day of the current school year prior to the reduction in force, make a written request to be placed on the recall list and provide an address where the continuing teacher can be reached at all times. Such information must be turned into the Superintendent. It is the continuing contract teacher's obligation to notify the District of any change in address.

Any continuing contract teacher who is recalled to a position after having been terminated due to a reduction in force shall be placed on the salary schedule in effect at the time of the recall for which the teacher is qualified with related benefits, including continuing contract status.

This policy shall not be applicable to initial contract teachers whose contracts may be non-renewed without applying this policy.

Adopted: 3/11/85

Revised: 2/14/94

Revised: 6/12/17

SUSPENSION AND DISMISSAL OF PROFESSIONAL STAFF MEMBERS

Procedures for the suspension or dismissal of certificated employees will be those established by law. The Superintendent may suspend any employee for good cause, subject to later action by the Board. The Superintendent shall promptly report any suspension to the Board.

Legal Reference: W./S 21-7-101 through 21-7-114

Adopted: 3/11/85

PROFESSIONAL STAFF RESEARCH AND PUBLISHING

Research, publications, and curriculum materials that are developed by a professional staff member during non-contracted school time shall become the exclusive property of the staff member. The staff member will be entitled to the copyright or patent on these materials.

Curriculum materials and publications that are developed during a school sponsored program, or seminar will become the property of the School District. The School District will be entitled to the copyright or patent on these materials.

Adopted: 3/11/85

CLASSIFIED / SUPPORT STAFF POSITIONS

The classified/support staff positions shall be those established by the Board of Trustees. Such positions shall be maintained as determined necessary by the Board of Trustees and as permitted within the limits of the local budget.

Job descriptions will be developed for each position established by the Board. Job descriptions will be maintained in a job description manual.

In each case, the Board will approve the broad purpose and function of the position and a statement of job requirements are recommended by the Superintendent. The Board shall delegate to the Superintendent and/or his designee the task of writing or causing to be written a job description for the position.

All support staff are employed as employees “at will” and the employment of such employees shall be terminable “at will” of either the employer or the employee at any time, and no hearing shall be required nor shall either be required to give to the other reasons for termination. Any oral statement or promise to the contrary is not binding upon the school district or the Trustees. Should a statement be made to any employee indicating that his/her term of employment is other than “at will”, such statement must be confirmed in writing by the Board of Trustees. The school district Board of Trustees shall not be responsible for the statements that are not confirmed in writing.

Adopted: 08/11/03

CLASSIFIED STAFF EMPLOYMENT AND COMPENSATION

The Board recognizes that compensation which include adequate salary, salary incentives, and employee benefits--are necessary to attract and hold highly qualified and able men and women to provide an effective support service for the educational program.

It is the Board's intent to review all compensation annually.

Classified employees will receive a Notice of Employment form prior to the start of each school year. This form will include an acceptance clause which is to be completed by the employee and returned to the District Office.

Adopted: 03/11/85

Revised: 11/13/95

NOTICE OF EMPLOYMENT

THIS IS TO CERTIFY THE EMPLOYMENT OF

BY
PLATTE COUNTY SCHOOL DISTRICT NO. 2
Guernsey, Wyoming 82214

The following conditions and terms apply to said employment:

- 1. Job Title: _____
- 2. Salary: Annually \$ _____, Hourly _____
- 3. Terms of Employment: Beginning on or about _____
- 4. Total Days of Service Employed _____. Approximate Hours per day _____.
- 5. Benefits:

The above named employee is required to sign and deliver one copy of this notice to the Superintendent of Schools or the Clerk of the Board of Trustees of the District on or before _____, 19_____.

Employment is subject to policies, rules, and regulations of the District.

PLATTE COUNTY SCHOOL DISTRICT NO. 2
STATE OF WYOMING

Date

Employee

Superintendent

Approved: April 9, 1984

CLASSIFIED STAFF FRINGE BENEFITS

Benefits, in addition to basic salary, are recognized by the Board as an integral part of the total compensation plans for staff members. The benefits extended to the classified staff will be designed to promote their present and future economic security and provide incentive for professional development that will be of benefit to the district.

In addition to various leave provisions, the Board will provide certain other benefits and services for employees.

WYOMING STATE RETIREMENT PROGRAM - Membership in this program is required for all regularly employed school personnel.

SOCIAL SECURITY (FICA) - All employees of the school district are members of the Social Security program.

WORKER'S COMPENSATION - The school district carries Worker's Compensation with the Wyoming Worker's Compensation Insurance Fund. Should an employee who is covered by this insurance be injured while at work, he is entitled to the benefits provided by the Worker's Compensation Fund.

In case of absences by reason of an accident covered by the Worker's Compensation Program carried by the school district, the employee shall receive from the school only the difference between his salary and the payment received from the Worker's Compensation Fund.

UNEMPLOYMENT INSURANCE - The district provides unemployment insurance through the Wyoming Employment Security Commission for all employees who may become unemployed through actions over which they have no control -- such as declining enrollment. The program is designed to protect employees from loss of income.

MEDICAL INSURANCE - All regular classified employees are eligible to participate in the district's health insurance plan which includes hospitalization, major medical coverage, and dental insurance. The insurance program will be selected by the Board.

An employee may choose to receive a monthly annuity in place of the school district medical insurance program at an amount to be established by the negotiated salary schedule.

LIFE INSURANCE - All regular certified employees are covered by a minimum of a \$10,000 group life insurance program selected by the Board.

LIABILITY INSURANCE - The school district maintains a liability insurance policy to protect its employees from any harm that may come to them as a result of wrongful acts related to their employment with the District.

OTHER - The District will permit payroll deductions for additional programs in the same manner and under the conditions as apply to certified staff (see GCBC).

Fringe benefits will be prorated for part time employees as outlined in the Salary Schedule and Related Information packet.

Other payroll deductions for individuals approved prior to the adoption of this policy will be continued.

Cross Reference: GCBC

Adopted: 04/08/85

Revised: 09/14/87

Revised: 01/11/93

Revised: 04/12/93

CLASSIFIED STAFF LEAVES AND ABSENCES

Classified staff employees will be granted leaves for illness, personal purposes, professional purposes, and other activities in keeping with the provisions of the Salary Schedule and Related Information Packet adopted for certified staff. A family health crisis leave will be granted in accordance with the classified salary schedule adopted.

Temporary absences for necessary and justifiable reasons will be authorized by the Superintendent or the building Principal. All requests for long-term leaves will be submitted to the Superintendent, along with his recommendation, for Board action.

The following leave benefits are provided:

1. Sick Leave.
2. Professional Leave
3. Personal Leave.
4. Family Health Crisis Leave
5. Jury Duty
6. Family & Medical Leave

Adopted: 03/11/85

Revised: 09/14/87

Revised: 03/09/98

FAMILY AND MEDICAL LEAVE

Employees who have worked for the district at least twelve months and who have worked at least 1,250 hours during the twelve month period immediately preceding commencement of leave are eligible for Family and Medical Leave. Employees meeting these criteria are eligible for unpaid leave, or paid leave if it has been earned, for a period of up to twelve work weeks (sixty work days) during any twelve month period. Leave may be taken because of the birth of the employee's child; placement of a child with the employee for adoption or foster care; to care for the employee's child, spouse, or parent with a serious health condition; or because of the employee's own serious health condition which makes the employee unable to perform the employee's job.

For the purposes of this policy, "the twelve month period" is defined as the period of time commencing July 1 and ending June 30 of the following year.

Definitions.

- a. Eligible Employee. An employee who has been an employee of the district for at least 12 months and has worked at least 1250 hours during the 12 months immediately prior to the date the leave begins.
- b. Child. A biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis (in place of a parent). The child must be under 18 years old, or 18 or older and incapable of self-care because of a mental or physical disability.
- c. Parent. A parent is the employee's biological parent or someone who stood in loco parentis (in place of a parent) to an employee when the employee was a child.
- d. Serious Health Condition. A serious health condition is:
 - (1) an illness, injury, impairment, or physical or mental condition that involves inpatient care in a hospital, hospice, or residential medical care facility, or continuing treatment by a health care provider; and/or
 - (2) any period of incapacity requiring absence from work, school, or other regular daily activities, of more than three calendar days, that also involves continuing treatment by (or under the supervision of) a health care provider; and/or
 - (3) a condition requiring continuing treatment by (or under the supervision of) a health care provider for a chronic or long-term health condition that is incurable or so serious that, if not treated, would likely result in a period of incapacity of more than three calendar days; or for prenatal care.

Note: Serious health condition does not include minor illnesses that last only a few days and

surgical procedures that typically do not involve hospitalization and require only a brief recovery period.

- e. Health Provider. A health provider is a doctor of medicine or osteopathy who is authorized to practice medicine or surgery by the state in which the doctor practices.
- f. Intermittent Leave. Intermittent leave is taken in separate periods of time due to a single illness or injury, rather than one continuous period of time.
- g. Reduced Leave Schedule. Reduced leave schedule means a leave schedule that reduces the usual number of hours per workweek, or hours per workday, of an employee.

Where the need for leave is foreseeable based on birth, adoption, or foster care placement of a child, the employee must provide the district with at least 30 days' notice before the leave begins, unless it is not possible because the birth, adoption, or foster care placement affords less notice, in which case the employee must provide notice as practical. Leave resulting from the birth, adoption, or placement of a child must be taken within twelve months of the birth, adoption, or placement. Leave for foster care placement requires a formal agreement between a State agency and the foster family regarding care of a child.

When leave is foreseeable based on planned medical treatment of a family member or for the employee's own treatment, the employee is required to give 30 days' notice, where possible, or notice as is practical, and the employee is required, subject to the approval of the health care provider, to make a reasonable effort to schedule the treatment so as not to unduly disrupt the operations of the district.

Intermittent leave or leave on a reduced leave schedule may not be taken by an employee whose leave results from the birth, adoption, or placement of a child, unless medically necessary. When leave is taken to care for a sick family member, or as a result of an employee's serious health condition, leave may be taken intermittently or on a reduced leave schedule when medically necessary.

Instructional employees of the district may be subject to certain limitations on taking intermittent leave or reduced leave schedule. Instructional employees are defined as those whose principal function is to teach and instruct students in a class, small group or individual setting.

If an eligible instructional employee needs intermittent leave or reduced leave schedule to care for a family member or for the employee's own serious health condition and the employee would be on leave more than twenty percent of the total time, the district may require that the employee take leave for the duration of the planned treatment, or may transfer the instructional employee to an available alternative position for which the employee is qualified and which better accommodates recurring periods of leave.

If an instructional employee begins leave more than five weeks before the end of the term, the district may require that the employee continue leave until the end of the term if the leave will last at least three weeks and the employee would return to work during the three week period

before the end of the term. If an instructional employee begins leave for a purpose other than the employee's own serious health condition during the five week period before the end of the term, the district may require that the instructional employee continue leave until the end of the term if the leave will last more than two weeks and the employee would return to work during the two week period before the end of the term. If an employee begins leave for a purpose other than the employee's own serious health condition during the three week period before the end of the term, and the leave will last more than five working days, the district may require the employee to continue taking leave until the end of the term.

During the time an employee is on Family and Medical Leave, the district will continue to provide coverage, under the district's health/dental insurance plans, if the employee was covered under the plan prior to the beginning of the employee's leave. Employee payment of premiums, such as family coverage or additional life insurance, which the employee paid prior to beginning such leave will remain the employee's responsibility. If the employee fails to return to the district's employment following Family and Medical Leave, the employee will be responsible for reimbursing the district for the cost of the health/dental premiums paid by the district for the employee during the leave unless the employee is unable to return to employment due to the continuation or onset of a serious health condition which would entitle an employee to such leave, or due to other circumstances beyond the control of the employee. If an employee is unable to return to work due to medical reasons, the district may require the employee to furnish certification of the serious health condition.

If a husband and wife are employed by the district, they are entitled to a combined total of twelve weeks (sixty workdays) of Family and Medical Leave during any twelve month period if leave is taken for the birth, adoption, or placement of a child, or to care for a parent (not parent-in-law) with a serious health condition. For a child or spouse with a serious health condition, the husband and wife are each entitled to twelve weeks of Family and Medical Leave.

If the employee has accrued paid leave (sick, personal, or vacation), the employee will be required to use all of the accrued paid leave concurrently with the twelve-week entitlement of family and medical leave.

The district may require an employee taking leave as a result of the employee's or a family member's serious health condition to furnish certification of the serious health condition from a health care provider. Such certification may be required at the beginning of the leave and then monthly thereafter. The district, at its expense, may require the employee to obtain a second opinion from a health care provider of the district's choice.

While an employee is on unpaid family and medical leave, no seniority or benefits, such as sick leave or vacation leave, will accrue. Following return from leave, the employee will not be entitled to any right, benefit, or position of employment other than any right, benefit, or position to which the employee would have been entitled had the employee not taken the leave.

Upon return to work, the employee will be restored to the same position the employee held when the leave commenced, or will be placed in an equivalent position with equivalent employment benefits, pay, and other terms and conditions of employment (other than as described above for instructional

employees).

This policy is intended to confer certain rights and privileges set forth in the Family and Medical Leave Act of 1993, and 29 C.F.R. Part 825, as amended from time to time, and the regulations implementing said act are hereby incorporated by this reference.

Adopted: 11/10/97

FAMILY AND MEDICAL LEAVE
EMPLOYER RESPONSE TO EMPLOYEE REQUEST FOR
FAMILY AND MEDICAL LEAVE

TO: _____
Employee's Name Date

FROM: _____
Name of appropriate employer representative

SUBJECT: Request for Family / Medical Leave

On _____, you notified us of your need to take family/medical leave due to:

- the birth of a child, or the placement of a child with you for adoption or foster care; or
- a serious health condition that makes you unable to perform the essential functions of your job; or
- a serious health condition affecting your spouse, child, parent, for which you are needed to provide care.

You notified us that you need this leave beginning on _____ and that you expect leave to continue until on or about _____.

Except as explained below, you have a right under the FMLA for up to 12 weeks of unpaid leave in a 12-month period for the reasons listed above. Also, your health benefits must be maintained during any period of unpaid leave under the same conditions as if you continued to work, and you must be reinstated to the same or an equivalent job with the same pay, benefits, and terms and conditions of employment on your return from leave. If you do not return to work following FMLA leave for a reason other than: (1) the continuation, recurrence, or onset of a serious health condition which would entitle you to FMLA leave; or (2) other circumstances beyond your control, you may be required to reimburse us for our share of health insurance premiums paid on your behalf during your FMLA leave.

This is to inform you that: *(check appropriate boxes; explain where indicated)*

1. You are eligible not eligible for leave under the FMLA.
2. The requested leave will will not be counted against your annual FMLA leave entitlement.
3. You will will not be required to furnish medical certification of a serious health condition. If required, you must furnish certification by _____ *(insert date)* (must be at least 15 days after you are notified of this requirement) or we may delay the commencement of your leave until the certification is submitted.
4. **Accrued paid leave (sick, personal, and/or vacation leave) will run concurrently with unpaid FMLA leave.**
- 5(a). If you normally pay a portion of the premiums for your health insurance, these payments will continue during the period of FMLA leave. Arrangements for payment have been discussed with you, and it is agreed that you will make premium payments as follows: *(Set forth dates, e.g. the 10th of each month, or pay periods, etc. that specifically cover the agreement with the employee.)*
- (b) You have a minimum 30-day *(or indicate longer period, if applicable)* grace period in which to make

premium payments. If timely payment is not made your group health insurance may be canceled, provided we notify you in writing at least 15 days before the date that your health coverage will lapse, or, at our option, we may pay your share of the premiums during FMLA leave, and recover these payments from you upon your return to work. We will will not pay your share of health insurance premiums while you are on leave.

- (c) We will will not do the same with other benefits (e.g. life insurance, disability insurance, etc.) while you are on FMLA leave. If we do pay your premiums for other benefits, when you return from leave, you will will not be expected to reimburse us for the payments made on your behalf.
6. You will will not be required to present a fitness-for-duty certificate prior to being restored to employment. If such certification is required but not received, your return to work may be delayed until certification is provided.
- 7(a). You are are not a “key employee” as described in Section 825.218 of the FMLA regulations. If you are a “key employee”, restoration to employment may be denied following FMLA leave on the grounds that such restoration will cause substantial and grievous economic injury to us.
- (b) We have have not determined that restoring you to employment at the conclusion of FMLA leave will cause substantial and grievous economic harm to us. *(Explain (a) and/or (b) below. See Section 825.219 of the FMLA regulations.)*
8. While on leave, you will will not be required to furnish us with periodic reports every _____ *(indicate interval of periodic reports, as appropriate for the particular leave situation)* of your status and intent to return to work (see Section 825.309 of the FMLA regulations). If the circumstances of your leave change and you are able to return to work earlier than the date indicated above, you will will not be required to notify us at least two work days prior to the date you intent to report for work.
9. You will will not be required to furnish recertification relating to a serious health condition. *(Explain below, if necessary, including the interval between certifications as prescribed in Section 825.308 of the FMLA regulations.)*

ADOPTED: 11/10/97

CLASSIFIED STAFF VACATIONS AND HOLIDAYS

Classified personnel who work a 12-month year will be entitled to two weeks annual vacation with pay after the first year of employment.

Twelve-month employees, after completing five (5) years of continuous service to the schools, will be entitled to three weeks annual vacation. Vacation is to be scheduled as approved by the Superintendent.

Twelve-month employees, after completing ten (10) years of continuous service to the schools, will be entitled to four weeks annual vacation. Vacation is to be scheduled as approved by the Superintendent.

As of July 1 of each year an employee will have earned vacation per policy. One week of accrued vacation from the previous year will be allowed to be carried over. Any time beyond this will be forfeited at no cost to the district. All vacation time will be stated on employee's work agreement.

Paid holidays for twelve-month full-time classified staff will follow the school calendar holidays.

Maintenance/Custodial and Grounds staff work during Christmas break and will be given 1 1/2 days at Christmas and 1 1/2 days at New Years.

Other classified staff will work days and hours as specified by Notice of Employment forms or as directed by the administration.

Adopted: 3/11/85
Revised: 9/12/88
Revised: 01/10/94
Revised: 08/12/96
Revised: 06/19/06

CLASSIFIED STAFF RECRUITING AND HIRING

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

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

The Board shall officially appoint all employees upon the recommendation of the Superintendent.

When classified openings occur the vacancy shall be advertised within the district so that any qualified person may apply. It is the intent of the district to give consideration to present employees for new or vacant positions. However, this District strives to select the person most qualified and suited for the position regardless of their present employment status.

CRIMINAL BACKGROUND CHECK

Prior to making a final decision as to the hiring of any employee, the employee must consent to and provide the necessary documentation (fingerprinting, etc.) to allow for a criminal background check. The criminal background check may be utilized for the sole purpose of considering the qualifications of applicants for open positions and selecting the best qualified applicant for the position. The criminal background information shall not be permitted to be used for any purpose other than providing information relevant to the hiring decision. In order to ensure confidentiality of this information, the procedure set fourth in policy GCC relating to criminal background checks shall be followed.

Adopted: 03/11/85

Revised: 09/09/96

RECRUITMENT AND SELECTION

Upon the declaration of a vacancy at Platte County School District #2 the following steps will be followed in the recruitment of candidates and the final selection of individuals to fill the opening:

1. Advertise the vacancy through the Guernsey Gazette and the Superintendent's Bulletin (if possible). Additional contacts may be made as a result of recommendation made by current staff, letter of inquiry, walk-in candidates, etc.
2. Following contact concerning a position a completed Platte County School District #2 application must be on file before the application is considered complete.
3. Upon receipt of applications each individual will be screened for training and personal qualifications for the position open. Prior experience, reference, etc., will be considered.
4. Those candidates who most nearly meet the characteristics required by Platte County School District #2 will be invited for a personal interview.
5. The candidate must agree to take the orange and blue cards and complete all information as required. Fingerprints can be obtained at the Guernsey Police Department. When forms are completed and notarized, they need to be returned to the central office where the district will submit them for the criminal background check.
6. The Superintendent shall recommend the candidate most suited and best qualified to meet the needs of the district.

Approved: 03/11/85

Revised: 09/09/96

CLASSIFIED STAFF VACATIONS AND HOLIDAYS

Classified personnel who work a 12-month year will be entitled to vacation according to the following schedule:

Yrs. of Service	Full-time	Part-time (20-29 hrs)
1-5	10 days/80 hrs.	40 hrs.
6-10	15 days/120 hrs.	60 hrs.
11+	20 days/160 hrs.	80 hrs.

Vacation is to be schedule as approved by the Superintendent.

As of June 30 of each year an employee will have earned vacation per policy, which may be accrued to a maximum of one week over the annual vacation leave earned. Any days over this maximum as of June 30 of each year will be forfeited at no cost to the District. All vacation time will be stated on employee's work agreement.

Paid holidays for twelve-month classified staff shall include the following holidays:

Independence Day	Christmas (2 days)
Labor Day	New Year's Day
Thanksgiving (2 days)	President's Day
Memorial Day	Good Friday

Classified personnel scheduled to work less than five days per week shall receive holiday pay provided they were scheduled to work that day.

Other classified staff will work days and hours as specified by Notice of Employment forms or as directed by the administration.

Adopted: 3/11/85
 Revised: 9/12/88
 Revised: 1/10/94
 Revised: 8/12/96
 Revised: 6/19/06
 Revised: 6/13/11

SUBSTITUTE CLASSIFIED STAFF EMPLOYMENT

Building principals or supervisors will arrange for qualified substitutes to replace, if necessary, any classified employee under their supervision.

Adopted: 3/11/85

SUBSTITUTE CLASSIFIED STAFF EMPLOYMENT

The annual district budget will include provisionn for estimated substitute employee wages.

Building principals or supervisors will arrange for qualified substitutes to replace, if necessary, classified employees who are under their supervision and who are temporarily absent from work.

Supstitutes who are new to the district will fill out all employment papers at the District Office as soon as hiring is confirmed.

The District will pay substitutes a reasonable salary for their work. Such salary shall take into account salary for a first year employee in the particular position.

Substitute employees will mark their time on forms provided by the District office.

Approved: 3/11/85

CLASSIFIED STAFF ORIENTATION

All new classified employees working in a school District shall receive an orientation by their immediate supervisor or the Building Principal. Orientation for new employees working in the District Office will be the responsibility of the immediate supervisor and the Superintendent.

The orientation should explain job duties, introduce the employee to fellow employees and cover all aspects of the position. Student handbooks, and any other pertinent information concerning the position or building regulations should be furnished.

Newly hired classified employees will be given personnel forms, complete with salary and employment information to sign and return to the District Office. An explanation of the district's insurance and retirement program will be presented.

After approximately two weeks, a conference will be held with the new employee, the immediate supervisor, and the appropriate administrator to answer any questions and further orient the employee.

Adopted: 3/11/85

CLASSIFIED STAFF ASSIGNMENTS AND TRANSFERS

The Superintendent, in consultation with Principals, shall make assignments and consider transfers of classified employees in the best interest of the schools.

Classified employees may request transfers when job openings occur. They will be given consideration for such transfer based upon their qualifications, provide references, and undergo interviews along with other candidates for the position, at the discretion of the Superintendent.

The Board will approve all transfers of assignments.

Adopted: 3/11/85

CLASSIFIED STAFF TIME SCHEDULE

Appropriate administrators shall establish work schedules for the classified staff in keeping with the standard work and work week, and in conformance with the reduced time schedules for Superintendent. The schedules shall be prepared in keeping with the needs of the school district.

Adopted: 3/11/85

CLASSIFIED STAFF DEVELOPMENT OPPORTUNITIES

Classified employees are an integral part of the district's total staff. Their training and development are essential to the efficient and economical operation of the schools.

Therefore, all classified employees shall be encouraged to grow in job skills and to take additional training that will improve their skills on the job. It shall be the responsibility of all building Principals to assist to the maximum degree in the training of custodians, aides, clerks, and other classified employees assigned to their building.

Absences to attend meetings, conventions, conferences, or workshops of local, state, or national associations which serve to advance the welfare of the district through the upgrading and strengthening of the classified service may be granted by the Principal or Superintendent without loss of pay to the employee. Reimbursement for expenses shall at the same rate as provided the certified staff.

Adopted: 3/11/85

EVALUATION OF CLASSIFIED STAFF

The development of a strong, competent, classified staff is essential to the smooth functioning of a school system. The Board expects all employees to make continuous efforts to improve their work and expects their supervisors to assist them through supervision and the evaluation process.

The Board delegates to the Superintendent the responsibility for developing evaluation procedures for all classified personnel. The plan shall provide that all classified employees are evaluated at least once each year..

Adopted: 3/11/85

GUERNSEY-SUNRISE SCHOOL
CLASSIFIED EMPLOYEE PERFORMANCE REVIEW

NAME _____ POSITION _____

RATING PERIOD: _____ TO _____

1. On this page, discuss the employee's job performance at Guernsey-Sunrise Schools this year. The three possibilities are:

- (1) Exceptionally high level of achievement;
- (2) Performs work efficiently;
- (3) Improvement required in major work skills.

(If additional space is required, please use a separate sheet and attach it to this form.)

The following guidelines should be used in discussing the employee's performance below:

Technical Proficiency:

- (a) Understands all phases of work and related matters;
- (b) Quality and thoroughness of work accomplished under normal conditions and the promptness with which it is completed.

Reliability:

- (a) Reliability in execution of assigned tasks;
- (b) Dependability in following instruction;
- (c) Need for supervision;
- (d) Attendance.

Attitude Toward Work: (a) Attitude toward school, supervisors, other employees with whom they come in contact;

- (b) Takes initiative to work with and for others.

A. TECHNICAL PROFICIENCY:

B. RELIABILITY:

C. ATTITUDE TOWARD WORK

D. OTHER: (Can be used as a general overview of the employee's performance, or any other pertinent comments.)

E. If you wish to comment on your evaluation, or, if you disagree with it in any way, document your comments below or on a separate sheet of paper.

GUERNSEY-SUNRISE SCHOOLS
CLASSIFIED EMPLOYEE PERFORMRANCE REVIEW

NAME _____ POSITION _____

RATING PERIOD: FROM _____ TO _____

On this page, rate employee's job performance at Guernsey this year.
The three possibilities are:

- (1) Commendable, Positive Performance
- (2) Range of Performance As Required by Job
- (3) Improvement required in major work skills

Technical Proficiency

- _____ 1. Understands all phases of work and related matters.
- _____ 2. Quality and thoroughness of work accomplished under normal conditions and the promptness with which it is completed.

Reliability

- _____ 1. Reliability in execution of assigned tasks.
- _____ 2. Dependability in following instructions.
- _____ 3. Need for supervision.
- _____ 4. Attendance.

Attitude Toward Work

- _____ 1. Attitude toward school, supervisors, other employees with whom they come in contact.
- _____ 2. Takes initiative to work with and for others.

COMMENTS: _____

If you wish to comment on your evaluation, or if you disagree with it in any way, document your comments on a separate sheet of paper and attach.

REDUCTION IN CLASSIFIED STAFF WORK FORCE

When it becomes necessary to reduce the number of classified staff members in the district, the following philosophy will govern their release.

Because the school exists for the child and the main obligation of the Board of Trustees is to provide the best education possible and not to provide employment, the Board will, through procedures carried out by the administration, determine which classified staff members can best serve the needs of the district.

The determination will be made in keeping with the following guidelines.

When, in the sole, exclusive and final judgment of the Board, decline in enrollment, reduction of program, or any other reason requires reduction in classified staff, the administration will attempt to accomplish that by attrition. In the event that necessary reduction in staff cannot be adequately accomplished by attrition, given the necessity to hire or maintain the most competent and qualified staff available in the interests of perpetuating the highest quality program possible, the administration will base its decision as to continuing employment on the relative skill, ability, competence, and qualifications of available staff to do the available work.

The following criteria will be used in making the decision of whom to release. The criteria will be used in making the decision of whom to release. The criteria are in order of importance:

- a. Performance on the Job: A recommendation will be made by the Superintendent based on the recommendations by the Principal and other supervisors.
- b. Versatility of the Staff Member: Preference will be given to a staff member who has ability to work in more than one area. Past performance or lack of it will be taken into consideration.
- c. Longevity of the Staff Member in the District: The criteria for determining longevity will be the first working day in the district and then the date of employment.

If a choice must be made between two or more staff members of equal skill, ability, competence and qualifications to do available work, continued employment will be given to the classified staff member with the greater full-time, continuous length of service to the district.

Adopted: 03/11/85

Revised: 03/09/98

RETIREMENT OF CLASSIFIED STAFF MEMBERS

Retirement age for classified employees in Platte County School District #2 has been set at age 70. If any employee attains their 70th birthday after beginning their contract period, they will be allowed to complete that school year of employment.

Adopted: 05/14/84

SUSPENSION AND DISMISSAL OF CLASSIFIED STAFF MEMBERS

All classified employees are employed by the District upon recommendation of the Superintendent. They may be terminated by the Board with the date of termination determined by the Board.

The Superintendent may suspend any employee, subject later action by the Board. The Superintendent shall promptly report any suspension to the Board.

Adopted: 3/11/85

NON-SCHOOL EMPLOYMENT BY CLASSIFIED STAFF

Classified staff members have the right to be employed in, or engage in, any business during non-school hours, provided the employment does not interfere with their regular classified duties or job performance.

Adopted: 3/11/85