



CENTRAL COMMUNITY SCHOOL SYSTEM
EMPLOYEE HANDBOOK 2018-2019

A Reference Guide to Employee Related Policies

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Superintendent

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FOREWORD

This employee handbook is intended to provide employees with information regarding policies, procedures, ethics, expectations and standards of the Central Community School System. While several topics are addressed and summarized, this handbook should not be considered all inclusive. Board policies are maintained in their entirety within the Central Office, as well as being placed on the district web site: www.centralcss.org.

Several of the topics in this handbook are summaries and do not list a policy in its entirety. Each section title will list the personnel policy file number that contains the full explanation of the summarized policy. The entire **Section F: Personnel** policy has been placed under the Human Resources page of the district website. It is important that each employee is aware of the policies and procedures related to his/her position. The rights and obligations of all employees are governed by the laws of the State of Louisiana, rules of the Board of Secondary and Elementary Education and the policies set forth by the Central Community School Board.

Our primary business is the education of our youth, and everything we do should be directed toward providing students with the best possible learning environment. In meeting our primary objective, all of us must comply with reasonable rules and regulations designed to make us effective employees. Thus, everyone is expected to do their share to create and maintain a pleasant and safe environment conducive to our educational goals.

This handbook is not a contract. This handbook is not intended to alter the at-will status of employees in any way. This handbook is not a substitute for the official district Policy Manual. Rather, it is a guide to and a brief explanation of district policies and procedures related to employment. These policies can change at any time and these changes shall supersede any handbook provisions that are not compatible with the change.

NOTICE

If there are any discrepancies between this handbook and state or federal law, then the applicable law shall prevail. Should you have any suggestions, comments or questions regarding this Employee Handbook, please direct them to Jeremy O'Banion, Director of Human Resources, Central Community School System, 10510 Joor Road, Suite 300, LA 70818, by email: jobanion@centralcss.org, or by phone: 225-906-4147.

MESSAGE FROM THE SUPERINTENDENT

Congratulations on joining the Central Community School System. Whether you are a new employee or one who has been with us from the start, I welcome you to a group of dedicated educators who are building

a reputation for excellence in Louisiana Public Schools. Our future is bright as we create unique and innovative opportunities for the children of Central, our future citizens and lifelong learners.

Our primary objective is to provide each student with a world-class education and to ensure that each of our graduates has been prepared for the future of his/her choice. Central Community Schools has continuously provided learning opportunities for all students so that as graduates, they possess the characteristics which enable them to lead meaningful and successful lives in our society and in the workplace.

This organization is one that you can be proud to claim as your own. Each employee will help to build a positive reputation for achievement through the various talents and interests brought to the school environment. As individuals, we are good; but we will be stronger and better as a team through the synergy we create. The School Board and I are confident that you will find fulfillment and gratification in your work at Central Community Schools. This Employee Handbook outlines the framework for a positive, professional atmosphere. Employees are responsible for reading and understanding the information contained within and I encourage you to contact the Office of Human Resources with any questions or comments about this publication.

On behalf of the Central Community School Board, please accept my best wishes to you for a wonderful and productive school year. Your dedication will not go unnoticed and you are gratefully appreciated for all of your contributions to our students and to the school district.

Sincerely,

Jason Fountain, Ed. D.

DIVERSITY

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT (FILE: F-2)

The Central Community School Board and all offices under its jurisdiction declare that no person shall, on the basis of race, color, religion, sex, national origin, disability, or age, be discriminated against in admission or access to or treatment or employment in, its programs and activities. The School Board is an equal employment opportunity agency and is dedicated to a policy of nondiscrimination in employment or training. Qualified persons, applicants or employees shall not be excluded from any course or activity because of age, race, creed, color, sex, religion, national origin, or qualified disability.

INDIVIDUALS WITH DISABILITIES (FILE: F-2.1)

The Central Community School Board believes that no otherwise qualified person shall, on the basis of disability, be subjected to discrimination in employment, promotion, demotion, transfer, or any employment-related function or process, under any program or activity in the school system.

COMPLAINTS AND GRIEVANCES (FILE: F-4)

Any employee of the Central Community School Board shall have the right to appeal the application of a policy and/or procedure affecting him/her. Complaints or grievances about any job action taken against an employee are excluded from this policy. The person(s) filing the grievance shall be assured freedom from restraint, interference, coercion, discrimination, or reprisal in presenting his/her appeal with respect to a personal grievance. The primary purpose of this procedure is to secure, at the most immediate level possible, an equitable solution to the claim of the aggrieved employee(s). Grievances shall be processed as rapidly as possible. All proceedings of a grievance shall be kept confidential.

Representation

The person bringing forth the grievance shall have the right to present his/her own grievance. Grievants have the right to have representation at all levels in the process above Level One and Two. If a person chooses to have representation when presenting his/her grievance, said person shall provide advance notice of such in writing to the immediate supervisor at the respective procedural level at least two (2) days prior to the meeting on the grievance.

SEXUAL HARASSMENT POLICY AND COMPLAINT PROCEDURE (FILE F-4.1)

It is the policy of the Central Community School Board to provide an employment environment that is free from unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or communications deemed to constitute sexual harassment under federal and state laws, regulations, and guidelines. The School Board shall not tolerate sexual harassment by any student, employee, non-employee volunteer, or School Board member toward any individual. All administrative and supervisory personnel shall be responsible for enforcing the School Board's sexual harassment policy. Failure to enforce this policy in a prompt and strict manner may subject such personnel to disciplinary action.

Definitions

Sexual harassment shall be defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- 1) Submission to such conduct is made, either explicitly or implicitly, as a term or condition of any individual's employment or education;
- 2) Submission to or rejection of such conduct by an individual is used as a basis for employment/educational decisions affecting the individual; and
- 3) Such conduct has the purpose or effect of:
 - a. unreasonably interfering with an individual's work/education, or
 - b. creating an intimidating, hostile or offensive working/educational environment.

Incidents of sexual harassment may include, but are not limited to, verbal harassment such as derogatory comments, jokes, slurs or remarks or questions of a sexual nature; physical harassment such as unnecessary or offensive touching; and visual harassment such as derogatory or offensive posters, cards, cartoons, graffiti, drawings, looks or gestures. Harassment depends not only upon the perpetrator's intention, but also upon how the person who is the target perceives the behavior or is affected by it. Individuals who believe they have been the victim of sexual harassment from co-workers or others should make it clear that such behavior is offensive to them by saying so to the offender.

Reporting Procedure

Any person who believes he or she has been the victim of sexual harassment by an employee or anyone affiliated with the Central Community School Board, or any third person with knowledge or belief of conduct which may constitute sexual harassment should report the alleged acts immediately to the employee's immediate supervisor, who in turn shall submit it to the Superintendent or his/her designees who have been authorized to receive complaints regarding sexual harassment. If the alleged acts were committed by the employee's immediate supervisor, the complaint should be directed to the Superintendent.

Investigation and Recommendation

The School Board shall respect the confidentiality of the complainant and the individual(s) against whom the complaint is filed as much as possible, consistent with the School Board's legal obligations and the necessity to investigate allegations of harassment and take corrective or disciplinary action when the conduct has occurred.

Actions

- 1) Upon receipt of a recommendation that the complaint which has not been informally resolved is valid involving an employee or non-employee volunteer, the Superintendent shall take such action as appropriate based on the results of the investigation.
- 2) The result of the investigation of each complaint filed under these procedures involving an employee or non-employee volunteer shall be reported in writing to the complainant and the alleged harasser by the Superintendent. The report shall document any action taken as a result of the complaint.

Sexual Harassment as Sexual Abuse or Criminal Activity

Under certain circumstances, sexual harassment of a student may constitute sexual abuse under the Louisiana Children's Code. In such situations, School Board personnel become *mandatory reporters* and shall comply with Article 609(A) of the Louisiana Children's Code and directly report the sexual abuse to the Child Protection Unit of the Louisiana Department of Social Services. Also, activity of a criminal nature should be reported by the victim to the police.

EMPLOYMENT

PERSONNEL POSITIONS (FILE: F-9)

The number of teachers and other school personnel to be employed in the school district shall be determined by the Central Community School Board. It is the intent of the School Board to activate a sufficient number of positions to accomplish the district's goals and objectives. The Superintendent shall be delegated the authority to make recommendations to the School Board for adding new positions and for making revisions and/or adaptations to existing job titles and/or descriptions, or for making adjustments to the system's personnel that will contribute to more efficient operations.

QUALIFICATIONS AND DUTIES (FILE: F-9.1)

A written job description shall exist for every employment position with the Central Community School Board, depicting the minimum qualifications and the responsibilities necessary for the position.

Teachers

The School Board shall require that each teacher hold not less than a bachelor's degree from a regionally accredited college or university to be eligible for employment. Each teacher, including administrative

personnel, shall be required to hold a current and valid teacher's certificate issued by the Louisiana Board of Elementary and Secondary Education (BESE) or demonstrate proficiency in meeting all requirements necessary to obtain such a certificate.

Other Personnel

The Superintendent shall ensure that employees, both current and prospective, have proper certification, as applicable, and are qualified for the position to which employed.

EMPLOYMENT CLASSIFICATIONS, WORK WEEK, AND OVERTIME (FILE: F-9.2A)

The Central Community School Board shall comply with provisions of the *Fair Labor Standards Act (FLSA)* that are compatible with all federal, state, and local regulations and laws. For purposes of accurate and timely wage and salary determinations, the School Board sets forth the following guidelines.

Employment Classifications

Each employee's position shall be classified in accordance with *FLSA* regulations. Each employee shall be issued a letter of employment when he/she is hired that shall include the appropriate *FLSA* classification. The *FLSA* classifies employees into two (2) primary groups, as follows.

Exempt Employees – Exempt employees shall be paid a monthly salary based upon a forty (40) hour workweek. Hours worked do not apply to exempt employees. Exempt employees shall be excluded from overtime requirements, and their work schedules may include meetings, extracurricular activities, parent conferences, planning time and other responsibilities of the position. The salary of exempt employees is designed to compensate them for all hours worked, including hours in excess of eight (8) hours in one day and forty (40) hours in one week. Exempt employees are recognized as being paid a "salary," which is defined as a uniform amount, no matter how many hours are worked.

Exempt Employees in the Central Community School System are:

- 1) Superintendent
- 2) Assistant Superintendent
- 3) Directors
- 4) Supervisors
- 5) Chief Financial Officer
- 6) Principals
- 7) Assistant Principals
- 8) Coordinators
- 9) School Psychologist
- 10) School Social Workers
- 11) Facilitators
- 12) Teachers
- 13) Guidance Counselors
- 14) Librarians
- 15) School Nurses
- 16) Degreed Accountants
- 17) Purchasing Agent
- 18) Technology/Computer/Technical Workers
- 19) Any other position which requires a teaching certificate and/or is compensated from the teacher salary schedule.

Non-Exempt Employees - Non-exempt employees shall be entitled to overtime pay for all hours worked in excess of forty (40) hours in a workweek at the rate of 1½ times regular base rate. Non-exempt employees shall be paid at an hourly rate and may also be paid a salary based upon an hourly rate that is the equivalent to forty (40) hours worked in a workweek. Non-exempt employees who have a work

schedule of fewer than forty (40) hours in a workweek shall not be paid overtime compensation unless the employee works more than forty (40) hours in a workweek. Such employees shall be paid their regular rate of pay for time worked up to forty (40) hours. Any and all paid time off shall not count toward time worked for the purposes of earning overtime pay (this includes annual leave, sick leave, paid or unpaid leave of absence, intermittent leave under FMLA, holidays, bereavement, military duty, jury duty, emergency closings or any other time off without pay).

Non-Exempt Employees in the Central Community School System are:

- 1) Administrative Assistants
- 2) Executive Secretaries
- 3) School Secretaries
- 4) Clerks
- 5) Para-professionals
- 6) Aides
- 7) Food Service Managers
- 8) Food Services Technicians

Workweek

The workweek shall be defined as a contiguous seven (7) consecutive day period of 168 hours commencing at 12:01a.m. Thursday and running through 12:00 midnight the following Wednesday.

For non-exempt full-time or part-time employees, forty (40) hours worked constitutes the regularly scheduled workweek. Due to the nature of school and system operations, working hours and schedules may be flexibly arranged to accommodate the needs of students to the extent practicable. The School Board reserves the right to change or modify work hours it determines are in the best interest of the school system.

Work Schedules

Work schedules for employees shall vary throughout the school system. The work schedule for exempt employees shall vary as to time of reporting and shall continue until professional responsibilities and duties provided to students, individual schools, and the school system are completed. Administrative meetings, curriculum development, pupil supervision, assigned duties, parent conferences, group or individual planning, extracurricular activities, faculty meetings, School Board and School Board Committee meetings may require hours beyond any stated minimum. The Superintendent or his/her designee, consistent with the *FLSA* and the provisions of this policy, shall define work schedules for non-exempt employees.

Supervisors shall advise employees of their individual schedules. Staffing needs and operational demands may necessitate variations in starting and ending times, as well as variations in the total hours that may be scheduled each day and week.

Hours Worked

Hours worked shall be defined as all time from the moment an individual actually begins work (any prep such as changing clothes on-site to get ready to work is counted as time worked) until the individual finishes work for the day, except for the deduction of time spent at lunch or dinner (where applicable).

Arriving early or leaving late for the employee's own convenience is not included in hours worked, and employees shall be prohibited from arriving more than fifteen (15) minutes prior to the start of their individual workday unless specifically permitted by their immediate supervisor. Hours spent away from work such as paid time off or absences either excused or unexcused, shall not constitute hours worked and shall be calculated separately for compensation purposes. The workday for non-exempt employees shall be eight (8) working hours unless otherwise defined.

Overtime

Non-exempt employees who work over forty (40) hours per workweek shall be compensated at an overtime rate of one and one-half (1.5 times) their regular hourly rate. All non-exempt employees must receive advance authorization from the Superintendent or his/her designee to work overtime and shall be disciplined if they do not adhere to this policy. Administrators, school principals including assistant principals, department heads and other supervisors shall be subject to discipline for allowing non-exempt employees under their supervision to work more than forty (40) hours in a workweek without the advance approval of the Superintendent or his/her designee.

Time away from work, such as paid time off, holidays, sick leave, or injury, shall not count as time worked when calculating overtime hours. The School Board discourages overtime work (more than forty (40) hours in a workweek) by non-exempt employees.

Meal Periods

Unless otherwise specified, employees shall be provided a lunch break of thirty (30) minutes. Employees shall be relieved of all duties during their meal period and the half-hour does not count as a half-hour worked for the purposes of calculating pay unless the non-exempt employee is required to perform work duties during the meal period.

Break Periods

The School Board may provide two (2) paid, fifteen (15) minute breaks each eight (8) hour workday, one to be taken in the first half of the work day, and the second to be taken in the last half of the work day. Break periods of fifteen (15) minutes or longer do not count as work time. Employee's daily scheduled breaks shall be set in accordance with their work schedule by their supervisor.

Flexible Time

Principals or supervisors may need to adjust daily schedules of non-exempt employees to prevent non-exempt employees working more than forty (40) hours in a workweek. Accurate and complete time sheets and/or records of the actual hours worked during a workweek shall be signed by each non-exempt employee and supervisor and submitted to the payroll department.

Non-exempt employees shall not be allowed to begin their duties prior to their scheduled start time, and supervisors shall monitor sign-in procedures to prevent such employees performing duties prior to the start time.

Recording Overtime Hours

- 1) Written authorizations for overtime requests may exist in different forms, i.e., memo, letter or email. The document must contain the explanation of the nature of the work performed. The document with approval signature by the supervisor and Superintendent or his/her designee shall be attached to the timesheet.
- 2) Overtime requests must contain the dates or period of time for the overtime work, the name(s) and job title(s) of employees working overtime, and the purpose/justification for the overtime.
- 3) Employees shall record overtime hours daily on timesheets to show the number of hours worked in excess of the regular hours of the day.

Volunteers

A *volunteer* is defined as an individual who receives no compensation or who is paid expenses, reasonable benefits, or a nominal fee to perform the services for which the individual volunteered and such services are offered freely and without coercion, direct or implied, from the School Board. If an employee wishes to volunteer, the volunteer services must be different from the services the employee is employed to perform. The Superintendent or his/her designee shall approve any exception.

Special Situations

Non-exempt employees shall not be permitted to volunteer to perform work that is part of their normal job duties. For example, a custodian may not volunteer to clean up after school events (ball games) without such time counting as hours worked during a workweek. A custodian may volunteer to coach an athletic team; however, an employee who is the parent of a child in an activity may volunteer for work similar to their regular duties upon special request and permission.

Meetings, when authorized or required shall be counted as hours worked for non-exempt employees. In-service training, when authorized or required, shall be counted as hours worked for non-exempt employees. Waiver of Rights - non-exempt employees shall not be allowed to waive their rights under *FLSA*.

CONTRACTS (FILE: F-9.3)

Contracts of employment between eligible employees and the Central Community School Board shall be executed for a specified period of time and compensation in accordance with state law. Unless otherwise stipulated, all employees shall meet all stated position qualifications and/or certification requirements before any contract shall become valid. Renewal or issuance, when possible, of contracts of employment, as well as dismissal or nonrenewal of contract notices, with the exception of performance contracts, shall be issued on or before the last day of each school year, whenever possible.

Performance Contracts

Administrative and supervisory personnel in positions that require certification shall be hired under the terms of a performance contract of not less than two (2) nor more than four (4) years, except when such employment is for a temporary position. The School Board shall make the final decision regarding the length of any such performance contract. Termination or non-renewal of any performance contract shall be governed by the terms of the contract and applicable law.

RECRUITMENT AND BACKGROUND CHECKS (FILE: F-9.4)

The Central Community School Board shall make a concerted effort to recruit the best qualified applicants available. When vacancies occur in existing positions or when new positions are created, and such positions are not filled by transfer of qualified personnel, the Superintendent or his/her designee shall post notice of the vacancy and shall have the discretion to advertise for certain positions when circumstances warrant.

Disclosure of Information by Applicant

As part of the application process, the School Board shall require the applicant to sign a statement that authorizes the release and disclosure of the following information by the applicant's current or previous employer(s):

- 1) All actual cases of sexual misconduct with a minor or student by the applicant.
- 2) All instances of *sexual misconduct with students*, as defined by the Louisiana Board of Elementary and Secondary Education (BESE), committed by the applicant, if any, if such employer is/was a city, parish, or other local public School Board.
- 3) All investigations of sexual misconduct by the applicant with a minor or student that occurred within thirty-six (36) months prior to the applicant's resignation, dismissal, or retirement from employment.
- 4) All actual or investigated cases of *abuse or neglect* committed by the applicant, if any, if such employer is/was the Louisiana School for the Deaf, the Louisiana School for the Visually Impaired, or the Louisiana Special Education Center.

The statement shall also request the current or previous employing School Board make available to the School Board, through its Superintendent or his/her designee, within twenty (20) business days of receipt of the request, copies of all documents as contained in the applicant's personnel file maintained by such

employer relative to instances of sexual misconduct, if any. Such request for information shall include a copy of the required statement signed by the applicant.

Disclosure of Applicant's Records

The name of each applicant for certain positions of authority or those with policymaking duties, the qualifications of such an applicant, and any relevant employment history or experience of such an applicant shall be available for public inspection, examination, copying, or reproduction as provided for in the statutory provisions governing public works.

Criminal History of Applicants

The Central Community School Board shall require, in accordance with state law, applicants for employment with the School Board to submit necessary information regarding their backgrounds. A prospective employee shall be required to provide authorization for the disclosure of any information regarding past criminal activities, including arrests, convictions, having pled nolo contendere, or other dispositions, including dismissal of convictions, of any criminal offense, in accordance with La. Rev. Stat. Ann. §15:587.

A standard applicant fingerprint card acceptable to the Louisiana Bureau of Criminal Identification and Information and a disclosure authorization form shall be provided the applicant by the School Board or may be obtained from local police authorities. It shall be the responsibility of the applicant to have his/her fingerprints taken by a qualified individual and submitted to the proper authorities for processing. Any cost associated with fingerprinting or the disclosure of background information on an applicant may be passed on to the applicant.

EMPLOYMENT OF PERSONNEL (FILE: F-9.5)

The Central Community School Board and its administrative staff believes that it has an obligation to provide the children attending its schools with the very best personnel available regardless of race, color, creed, sex, age, national origin or any similar personal characteristic. Age shall be considered only with respect to minimums set by law.

Teachers/School Employees

Teachers and all other personnel shall be selected for employment by the Superintendent. It shall be the responsibility of the Superintendent to ensure that all persons recommended have proper certification as applicable, and are qualified for the position. Seniority and tenure shall not be used as the primary criteria when making any employment decision.

The Superintendent shall delegate to the school principal all decisions regarding the employment of any teacher or other personnel at the school in which the principal is employed, subject to the approval of the Superintendent.

The Superintendent and/or his/her designee shall consult with teachers regarding any possible selections made by the Superintendent for the hiring or placement of a principal at the school in which such teachers are employed, subject to the provisions of any applicable court order.

Coaches

No employee of the Central Community School Board may serve as a coach or sponsor of any extracurricular activity unless that individual is employed as a teacher by the Central Community School Board. Notwithstanding the immediately preceding provision, any current employee who is employed as a coach or sponsor of an extracurricular activity and who is not a teacher, may continue in that extra position so long as his or her service is not interrupted. This policy does not prohibit the employment of a coach under the *Coaches' Educational Certification Program* who has met all requirements of the Louisiana High School Athletic Association and is eligible under its guidelines so long as that coach is not otherwise employed by the Central Community School Board.

ASSIGNMENT (FILE: F-9.6)

Position Assignments

The Central Community School Board delegates to the Superintendent or his/her designee the assignment of all teachers, administrators, supervisory personnel, and other employees of the School Board to their respective positions and/or schools. The principal shall have the authority to determine the placement of all teachers or other personnel at the school in which the principal is employed, subject to the approval of the Superintendent. Personnel shall be assigned on the basis of performance, effectiveness, and qualifications applicable to each position.

Class Assignments

The principal shall be responsible for assigning teachers to classes within his/her respective school. Except in extenuating circumstances, the principal shall notify teachers of their anticipated assignment for the school year prior to the opening of school. Teachers who wish to request reassignment for the subsequent school year may do so provided such request is submitted prior to the close of the school year. Principals shall give every reasonable consideration to teacher requests for assignment to a particular grade level and/or subject area for which a teacher is certified and qualified. A teacher shall be notified by the principal of any change in assignment as soon as reasonably possible.

PROBATIONARY PERIOD (FILE: F-9.8)

Teachers

Upon initial employment with the Central Community School Board, teachers shall remain on an *at-will employment status* until they have successfully met the statutory criteria to be granted tenure with the school system. During this period, the teacher may be terminated by the Superintendent after providing the teacher with written reasons therefore and an opportunity to respond within seven (7) days.

Contract Employees

Employees hired under a promotional or performance contract shall not be entitled to any probationary period.

School Employees

All school employees (those employees who are not *teachers*) shall be placed on a six (6) month probationary basis upon employment. Successful completion of the probationary period shall in no way convey any expectation of continued employment. School employees shall be hired on an *at-will employment basis* and subject to dismissal by the School Board upon the written recommendation of the Superintendent.

EVALUATION (FILE: F-9.10)

Teachers and Administrators

The Central Community School Board believes the quality of teaching and learning is directly related to the performance of personnel who work in the school district. It is therefore, the policy of the School Board to appraise the performance of instructional and administrative personnel in order to maintain performance at the levels essential for effective schools.

The Superintendent and his/her staff shall have the responsibility for developing, monitoring, and maintaining an effective and efficient performance evaluation program in accordance with guidelines as found in *Regulations for Evaluation and Assessment of School Personnel*, Bulletin 130. The observation, evaluation and assessment process shall measure the effectiveness of teachers and administrators as to whether they meet the necessary standard of performance.

The process for all observations, evaluations, teacher conferences, and related functions shall be conducted in accordance with state requirements, as well as regulations and other criteria enumerated in the *Central Community School Board Personnel Evaluation Plan*. Evaluations shall be conducted annually.

Every effort shall be made by the school system to communicate to position holders the general goals of the system, the specific objectives of the position, the plans which have been made to support the individual as he/she performs his/her role, the standards of performance the system has established, the criteria it will employ in assessing performance, as well as components of an intensive assistance program for addressing those persons determined to be *ineffective*.

Should a teacher or administrator not agree with his/her rating, he/she may initiate grievance proceedings in accordance with the procedures for resolving conflict contained in Bulletin 130.

All Other Personnel

In an effort to improve the level of job production and skill performance of the individual employee, evaluations of support personnel shall be conducted annually. Performance evaluations shall be based on an employee's job classification and the School Board's adopted standards for the work performed.

TENURE (FILE: F-9.12)

Teachers

A teacher who has acquired tenure before September 1, 2012 shall retain tenure, subject to the provisions of state law. Effective beginning on July 1, 2012, a teacher shall be rated *highly effective* for five (5) years within a six-year period pursuant to the *Personnel Evaluation Plan* adopted by the Central Community School Board in accordance with La. Rev. Stat. Ann. ' ' 17:3881 through 3905, to be granted tenure. The Superintendent shall notify a teacher, in writing, when tenure has been awarded and the teacher shall be deemed to have acquired tenure on the date specified therein.

Teachers Paid with Federal Funds

A teacher paid with federal funds shall not be eligible to acquire tenure, nor shall time spent in employment paid with federal funds be counted toward the time required for acquisition of tenure.

Contract Appointees

Any teacher who has acquired tenure and is promoted to a higher salaried position shall not be eligible to gain tenure in the position to which promoted, but shall retain any tenure acquired as a teacher. Any person hired under a performance contract shall not be eligible to gain tenure.

School Employees

No tenure is granted by law or School Board policy to other school employees of the Central Community School Board. *School employee* shall be defined as any employee whose job description does not require the holding of a teaching certificate.

PERSONNEL TRANSFER (FILE: F-9.13)

The Superintendent shall have the authority to transfer any teacher or other employee, including personnel employed as principals and supervisors, from one position, school or grade to another by giving written notice to the teacher or employee of such intention to transfer. Such transfer shall not be for political or personal reasons. In order to preserve quality instruction, no transfers of instructional personnel shall be initiated during the regular school term, except in emergencies or promotional instances where transfers are required.

The principal shall have the authority to transfer employees at the school in which the principal is employed, subject to the approval of the Superintendent.

EMPLOYEE DISCIPLINE (FILE: F-9.14)

The Superintendent and his/her designee shall possess the authority to discipline employees when an employee's behavior warrants such action. A principal shall have the authority to recommend to the Superintendent when appropriate that employees at the school in which he/she is employed should be disciplined.

Discipline of an employee shall be progressive in nature such that penalties for poor job performance or broken rules become increasingly harsh as similar or related conditions continue or infractions are repeated. Such progressive discipline, however, shall not inhibit the Superintendent's authority or, in the case of certain employees, the School Board's authority, to discipline, suspend, or terminate an employee based on the circumstances of any single event. Documentation of employee behavior, employee performance and any disciplinary action taken shall be properly and thoroughly recorded.

Non-Tenured Teachers

The Superintendent may take disciplinary action against any non-tenured teacher after providing such teacher with the written reasons therefor and providing the teacher the opportunity to respond. The teacher shall have seven (7) days to respond, and such response shall be included in the teacher's personnel file. The Superintendent shall notify the teacher in writing of his/her final decision. The teacher shall not be entitled to a hearing before the School Board.

Within sixty (60) days of such notice, the teacher may seek summary review in district court of whether or not the Superintendent's action was arbitrary or capricious.

Tenured Teachers

A teacher with tenure shall not be disciplined except upon written and signed charges by the Superintendent or his/her designee of poor performance, willful neglect of duty, incompetency, dishonesty, immorality, or of being a member of or contributing to any group, organization, movement, or corporation that is by law or injunction prohibited from operating in the state of Louisiana, and then only if furnished with a copy of such written charges and given the opportunity to respond.

The teacher shall have ten (10) calendar days from written notice of the charges to respond, in person or in writing. Following review of the teacher's response, the Superintendent may take *interim disciplinary action*, which may include placing the teacher on paid administrative leave. If the teacher has been arrested for a violation of any of the following: La. Rev. Stat. Ann. §§14:42 through 14:43.5, 14:80 through 14:81.5, any other sexual offense affecting minors, any of the crimes provided in La. Rev. Stat. Ann. §15:587.1, or any justified complaint of child abuse or neglect on file in the central registry pursuant to Children's Code Article 615, the administrative leave shall be without pay. Paid administrative leave shall not exceed fifty (50) days from notice of the Superintendent's interim decision.

Within ten (10) calendar days after written notice of the interim disciplinary action or within ten (10) calendar days after receipt of the teacher's response if no interim disciplinary action is taken, a teacher may request a hearing before a disciplinary hearing officer. If the teacher fails to timely request a hearing, the disciplinary action shall become final.

Upon request for a review hearing, the Superintendent shall randomly appoint a hearing officer from a list of persons previously approved by the School Board as *disciplinary hearing officers*. If the school district serves fewer than twenty thousand students, the School Board shall maintain a list of at least five (5) hearing officers. If the school district serves twenty thousand students or more, the School Board shall maintain a list of at least ten (10) hearing officers. All hearing officers shall be qualified to serve as a disciplinary hearing officer in accordance with state law. If the School Board fails to maintain such a list, the Superintendent may randomly appoint a hearing officer from a list of persons previously approved by the Louisiana Board of Elementary and Secondary Education.

Such hearing may be private or public, at the option of the teacher, and shall commence no sooner than ten (10) calendar days nor later than thirty (30) calendar days after receipt of the teacher's request for such hearing. The disciplinary hearing officer shall have the power to issue subpoenas, and shall conduct the hearing in accordance with procedures adopted by the School Board.

The teacher shall have the right to appear before the disciplinary hearing officer with witnesses on his/her behalf and with counsel of his/her selection. The disciplinary hearing officer shall hold a hearing and review on whether the interim decision of the Superintendent was arbitrary or capricious and shall either affirm or reverse the action of the Superintendent. The disciplinary hearing officer shall notify the Superintendent and the teacher of his/her final determination, with written reasons, within ten (10) days from the date of the hearing. If the Superintendent's disciplinary action is affirmed, it shall become effective upon the teacher's receipt of the decision of the disciplinary hearing officer. If the Superintendent's disciplinary action is reversed, the teacher shall be restored to duty.

Within sixty (60) days from the postmarked date of such written notification of the decision of the disciplinary hearing officer, the School Board or the teacher may petition a court of competent jurisdiction to review the matter as a summary proceeding. The time periods contained above may be extended by mutual agreement of the parties.

Contract Employees

The Superintendent shall have the authority to discipline persons employed on performance contracts, including suspension with or without pay, when circumstances necessitate immediate action. If sufficient grounds for suspension without pay are subsequently not found to exist by the School Board or Superintendent, the contract appointee shall be reimbursed for any loss of compensation.

Non-Tenured Employees

The Superintendent shall have the authority to discipline, including suspension, any non-tenured, non-contract employee with or without pay, when circumstances warrant such action.

DISMISSAL OF EMPLOYEES (FILE: F-9.15)

The Central Community School Board shall strive to assist personnel in adjusting to their positions and performing their duties satisfactorily.

With the exception of lay-offs caused by programmatic changes, budget cuts, staff reorganizations, and/or other personnel actions reducing numbers of employees, no School Board employee shall be dismissed except as provided below. Any school employee shall be dismissed by the Superintendent or the School Board, in accordance with statutory provisions, upon final conviction or pleading *nolo contendere* of certain crimes enumerated in La. Rev. Stat. Ann. §15:587.1 and/or any other felony offense. In addition, employees may be dismissed for failure to properly report arrests for certain offenses enumerated in La. Rev. Stat. Ann. §17:16.

If an employee is absent for ten (10) or more days without explanation or approved leave, the School Board may consider the job as abandoned and the employee may be terminated, unless the employee can provide acceptable and verifiable evidence of extenuating circumstances. The Superintendent or his/her designee shall be responsible for determining acceptability of evidence of extenuating circumstances.

Non-tenured Teachers

The Superintendent may terminate the employment of any non-tenured teacher after providing such teacher with the written reasons therefore, and providing the teacher the opportunity to respond. The teacher shall have seven (7) days to respond, and such response shall be included in the teacher's personnel

file. The Superintendent shall notify the teacher in writing of his/her final decision. The teacher shall not be entitled to a hearing before the School Board.

Within sixty (60) days of such notice, the teacher may seek summary review in district court of whether or not the Superintendent's action was arbitrary or capricious.

Tenured Teachers

A teacher with tenure shall not be removed from office except upon written and signed charges by the Superintendent or his/her designee of poor performance, willful neglect of duty, incompetency, dishonesty, immorality, or of being a member of or contributing to any group, organization, movement, or corporation that is by law or injunction prohibited from operating in the state of Louisiana, and then only if furnished with a copy of such written charges and given the opportunity to respond. Dismissal of a teacher with tenure shall be governed by the provisions for discipline of teachers with tenure as included in policy, F-9.14, *Discipline*.

Contract Appointees

Personnel who have entered into promotional employment contracts with the School Board, pursuant to La. Rev. Stat. Ann. §17:444, may be removed from their positions by non-renewal of their contracts or by termination of their contracts. Contracts may be non-renewed by the School Board for any of the following reasons:

- 1) The Superintendent has recommended against renewal of the contract based on an evaluation of the employee's performance;
- 2) The failure to offer a new contract is based on a cause sufficient to support a mid-contract termination;
- 3) The position in question has been discontinued; or
- 4) The position in question has been eliminated as a result of district reorganization.

In a non-renewal situation, the employee shall not be entitled to a hearing before the School Board.

For *mid-contract termination* of promotional employment contracts, the employee shall receive written charges and a hearing before a disciplinary hearing officer, conducted in accordance with hearing procedures adopted by the School Board. A contract may be terminated if the employee is found guilty of being incompetent or inefficient or is found to have failed to fulfill the terms and performance objectives of his/her contract, or other reasons provided for by state law.

School Employees

All employees of the system whose dismissal is not governed by the provision of La. Rev. Stat. Ann. ' ' 17:441-446, or by the provisions of La. Rev. Stat. Ann. ' ' 17:491-494, shall be subject to dismissal upon the written recommendation by the Superintendent to the School Board. Such employees shall not be entitled to a hearing before the School Board.

REDUCTION OF PERSONNEL (FILE: F-9.15A)

The determination for the need to implement reduction of personnel procedures and all decisions effecting such action shall be made by the Superintendent in accordance with Central Community School System Board policy.

Except as otherwise provided herein, any existing procedure for reconsidering or examining an employee discharge, non-reappointment, or grievance shall not be considered in implementing a reduction of personnel action. Similarly, no personnel action other than a reduction of personnel may be considered under this policy. Employees on approved leaves of absence shall be treated in the same manner as other regularly employed personnel insofar as application of this policy.

RESIGNATION (FILE: F-9.16)

The Central Community School Board shall require personnel who wish to resign their position with the School Board to submit a letter of resignation in writing to the Superintendent allowing sufficient time to find a replacement. Resignation forms shall be available at the Central Office or in the principal's office at a school. The Superintendent shall be authorized to accept any letters of resignation on behalf of the School Board and such resignation shall be considered effective upon formal acceptance by the Superintendent. However, if replacement is not readily available, the Superintendent may withhold acceptance until a suitable replacement is available for employment transfer.

RETIREMENT (FILE: F-9.17)

It shall be the policy of the Central Community School Board to require notice of retirement of all employees who wish to retire. Such retirement shall usually become effective at the end of the fiscal year or on such date as the employee may stipulate.

All employees shall be required, as a condition of employment, to become members of the retirement system for which they are eligible. Employees shall also be required to officially inform the School Board in writing of their plans to retire. Upon his/her decision to retire, the employee shall be required to make application in writing to the retirement system in which he/she is a member setting forth the date, not less than thirty (30) nor more than ninety (90) days subsequent to the execution and filing of the application, as to when the employee desires to retire. No individual shall be discharged or forced to retire because of age.

STAFF SCHEDULES (FILE: F-9.18)

Length of Staff School Year

The Central Community School Board shall require instructional personnel to work at least the minimum number of days stipulated by their contract. Typically, personnel shall be required to work the following minimum periods:

- 9-month employees 182 working days
- 10-month employees 202 working days
- 11-month employees 222 working days
- 12-month employees 242/250 working days

Daily Work Schedules

The Central Community School Board shall require all personnel to follow the school calendar and holiday schedule during the school term. The Superintendent, with approval from the School Board, shall establish office hours and work schedules outside the normal school calendar as necessary. Normal business hours shall be officially designated as 8:00 a.m. to 4:30 p.m. Monday through Friday, for the central office.

The business hours for each school shall vary from school to school. *School day* shall mean the regular student attendance hours, whether or not students are actually present. Principals, the administrative staff, and/or certificated designee should be in their buildings ahead of pupils or teachers, and should remain in their buildings until pupils and teachers have gone from school. Principals who leave their buildings for any purpose, other than attendance at civic clubs, principals' meetings, going to the administrative offices of the School Board, or other routine business affairs connected with the schools, shall notify the Superintendent or his/her designee in advance of anticipated absences.

Teachers shall be expected to be at school at least fifteen (15) minutes before school starts and may leave school no sooner than ten (10) minutes after the close of school each day. Exceptions to this time schedule may be made by the principal/building administrator when, in his/her opinion, a justifiable request has

been made in advance by the teacher, or to fulfill individual duty requirements. *School day* shall mean the regular student attendance hours, whether or not students are actually present.

PROFESSIONAL AND SUPPORT STAFF WORK LOAD (FILE: F-9.19)

The Central Community School Board recognizes that employees shall be expected at times to perform duties above their regular responsibilities. Activities and services that make demands on the teacher's time (such as student registration, attendance-keeping and record-keeping, reporting to parents, supervision of students, and the request for, care of, and accounting for instructional materials) shall be part of each teacher's assignment. It is also recognized that student clubs, school papers, yearbooks, athletics, and supervision of playgrounds, school buses and other activities under the supervision of the school are and should be a shared responsibility of the whole faculty. Principals/immediate supervisors may designate both professional and support personnel to perform such duties from time to time and establish the times at which such duties shall be performed. Such assignment of duties shall be distributed equitably among members of the school staff.

All professional personnel shall be subject to attendance at any regular School Board and committee meetings wherein topics reasonably related to their job responsibilities may be addressed, as may be requested by appropriate authorities.

STAFF MEETINGS (FILE: F-9.20)

The Central Community School Board believes school faculty meetings are essential to the efficient and effective operation of the schools. Staff meetings often provide a mechanism for problem solving and input for the decision-making process. The frequency, time, place and subject matter for these meetings shall be determined by each principal.

The School Board shall require all employees to attend staff meetings and in-service training sessions that may be required by the principals and/or immediate supervisors. General faculty meetings and in-service activities are considered part of the instructional personnel's regular assignment and on certain occasions support staff shall also be required to attend. Teachers and other personnel shall be required to attend faculty meetings and in-service activities unless they are excused for extenuating circumstances by the principal. Advance notice shall be given to employees informing them of scheduled meetings, whenever possible. Teachers and principals shall serve on committees, participate in parent-teacher organizations and activities, and become involved in school improvement efforts.

In-Service Meetings

The Central Community School Board shall provide for and conduct an annual two (2) day in-service teacher educational program for teachers during the minimum session of attendance. Teachers, principals, supervisory personnel, and other school administrators shall be involved in the planning of each in-service activity. It is recommended that students, parents, and community resources be utilized in planning certain types of in-service activities.

NON-SCHOOL EMPLOYMENT (FILE: F-9.21)

Employees of the Central Community School Board shall be expected to perform their job responsibilities to the best of their ability, giving priority over any types of outside work. Employees shall be expected to not accept outside work positions that would prevent them from performing their school responsibilities in an effective manner or that would raise a conflict of interest. No teacher shall engage in private instruction of students for compensation during school hours.

MISCELLANEOUS CONDITIONS OF EMPLOYMENT (FILE: F-11.11)

Inspections and Searches

It shall be the policy of the Central Community School Board to reserve the right to inspect any School Board-owned property including, without limitations, computers, desks, lockers, and similar furnishings at any time, with or without notice, and that personal property an employee may bring onto School Board premises may be subject to inspection, including searches, in connection with the School Board's investigation of stolen property, hazardous materials, controlled substances, or the health and safety of employees and students.

Security and Confidentiality

It is the policy of the School Board to maintain strict control over entrance to the premises, access to work locations and records, computer information, and cash and other items of monetary value. Employees who are assigned keys, given special access, or assigned job responsibilities in connection with the safety, security, or confidentiality of such records, material, equipment, or items of monetary or business value shall be required to use sound judgment and discretion in performing their duties, and shall be held accountable for any wrongdoing or acts of indiscretion.

Confidential information obtained as a result of employment with the School Board shall not be used by an employee for the purpose of furthering any private interest, or as a means of making personal gains. Use or disclosure of such information may result in civil or criminal penalties, both for the individuals involved and for the School Board and subject the employee to disciplinary action, up to and including termination.

Accommodations for Breast-Feeding Mothers

Each school under the jurisdiction of the School Board shall provide the following:

- 1) An appropriate, private room, other than a restroom, that may be used by an employee to express breast milk.
- 2) A reasonable amount of break time to accommodate an employee needing to express breast milk that, to the extent possible, shall run concurrently with the break time already provided to the employee, and that shall be available to the employee for up to one (1) year following the birth of her child.
- 3) Procedures for the employee to notify her supervisor or other appropriate personnel of her intent to make use of the accommodations offered pursuant to this policy and to schedule accordingly.

Any additional break time used by an employee to express breast milk shall be considered unpaid leave time.

WORKPLACE SAFETY

EMPLOYEE TOBACCO USE (FILE: F-11.1)

Because tobacco is such a debilitating health concern, all property of the Central Community School Board shall be essentially a smoke-free/tobacco-free environment. The use of any tobacco product, smokeless tobacco, or any smoking object/device, including but not limited to electronic cigarettes, advanced personal vaporizers, vape pens, vape mods and similar devices, shall be prohibited on and in all Central Community School Board property and vehicles, and at all school-sponsored or school-approved functions. *School Board property* shall include any elementary or secondary school grounds or buildings, portable buildings, field houses, stadiums, equipment storage areas, vacant land, or any property owned, operated, or leased by the School Board. Also prohibited shall be items such as lighters or clothing with tobacco logos that might contribute or promote tobacco use and acceptability.

Violations shall subject an employee to appropriate disciplinary action and the employee may be referred to cessation counseling services. Employees shall be informed of this policy through written notice, policy manuals, and orientation training.

INVESTIGATIONS (FILE: F-11.3)

General Investigations

Concerns about serious situations or conditions within the school system should be reported to the Superintendent or his/her designee. Should the Superintendent determine that the situation/condition warrants investigation, he/she shall have the matter investigated by appointing appropriate staff personnel (one or more persons) to make the necessary inquiries. At the conclusion of their investigation, a report shall be prepared for submission to the Superintendent.

Any investigation undertaken in the school system shall be conducted in accordance with the following stipulations:

- 1) No School Board member shall participate in any manner in an investigation.
- 2) The Superintendent shall notify all School Board members of the impending action.
- 3) The Superintendent shall have complete control of such investigations, including documents and publicity.
- 4) Such inquiries shall be concluded within a reasonable amount of time and, upon conclusion, each School Board member shall be notified by the Superintendent of his/her findings and recommendations.
- 5) The Superintendent shall use every means possible to protect School Board personnel from unwarranted personal criticism and the employees' identity shall not be divulged unless required by judicial proceedings.

Impermissible Corporal Punishment or Moral Offenses

If an employee is accused of impermissible corporal punishment, or of a moral offense involving a student, a prompt, thorough investigation shall be conducted by the Superintendent or designee. The investigation shall proceed as outlined below under *Reporting Procedures*. A written report of the results of the investigation shall be prepared, and the employee shall be provided with a copy of such report. The Superintendent may promulgate such administrative regulations and procedures as he/she deems necessary to implement this policy. Any employee found to have violated the provisions of School Board policy shall be disciplined by such means as appropriate to the incident, including reprimand, suspension, termination, and/or referral to the local child protection agency/law enforcement.

DRUG-FREE WORKPLACE (FILE: F-11.4)

The Central Community School Board, in compliance with the *Drug-Free Workplace Act of 1988*, recognizes its obligation in providing and maintaining a drug-free workplace to remain eligible to receive federal grants and in support of local, state and national efforts to achieve drug-free schools and communities.

The Central Community School Board shall:

- 1) Advise all employees through the distribution of this policy that the unlawful sale, manufacture, distribution, dispensing, possession or use of a controlled substance and/or intoxicants are prohibited in any workplace with the School Board. For any School Board employee, the consequences of violation of this prohibition shall be any or all of the following based on the specific offense: testing for presence of drugs/alcohol in body by a recognized hospital, chemical dependency unit, or drug testing facility, counseling, reprimanding, termination, suspension with or without pay while the case is pending in court. Confirmed or substantial evidence of the use, sale, or possession of controlled substances by any School Board employee while off duty or off school premises shall result in any or all of the following:

- a. Requiring the employee to submit to a drug test from a recognized hospital, chemical dependency unit or drug testing facility, and presenting to the Superintendent or his/her designee certification from the agency performing the test that employee is drug free.
 - b. Immediate suspension with or without pay and recommendation for job termination.
 - c. Conviction for use, distribution, or possession of controlled substances while off duty or off school premises shall result in termination. The employee shall be required to participate satisfactorily in an approved substance abuse assistance or rehabilitation program before he or she is reconsidered for employment with the School Board.
- 2) The School Board shall notify all employees that, as a condition of employment under the grant, all employees shall abide by the preceding statement and notify the Superintendent or a designated representative of the drug statute violation occurring in the workplace no later than five (5) days after such conviction. The Superintendent or a designated representative shall notify the granting agency within ten (10) days after receiving notice from an employee or otherwise receiving actual notice of such conviction.
- 3) The School Board shall take one or more of the following actions within thirty (30) days of receiving notice with respect to any employee who is so convicted:
 - a. Taking appropriate personnel action against such an employee, up to and including termination; or
 - b. Requiring such employee to participate satisfactorily in a drug assistance or rehabilitation program approved for such purposes by a federal, state or local health, law enforcement, or other appropriate agency.
- 4) A *Drug Awareness Program* developed by the School Board shall inform all employees about:
 - a. The dangers of drug abuse in the workplace.
 - b. The School Board's policy of maintaining a drug-free workplace.
 - c. Any available drug counseling, rehabilitation, and/or employee assistance programs.
 - d. The penalties that may be imposed upon employees for drug violations occurring in the workplace.
- 5) In order to accomplish the objectives of this policy, the School Board reserves the right, at all times and in any work area, when circumstances warrant or reasonable cause exists, to conduct unannounced reasonable searches and inspections of School Board facilities. These searches shall be conducted by authorized supervisors or search personnel, including drug detection dogs. The areas open to search include but are not limited to lockers, briefcases, desks, boxes, lunch boxes, tool chests, vehicles, and other personal effects of employees.

Consequences of Refusal by Employee

Any employee refusing to consent to testing or to submit a saliva, urine or blood sample for testing when requested by the Superintendent and/or his/her designee shall be subject to disciplinary action, up to and including termination of employment. Attempted or actual substitution or adulteration of samples shall be equivalent to refusal to submit to testing or equivalent to a positive drug test.

Prescription Drugs

No prescription drug shall be brought on any property owned or operated by the Central Community School Board by any person other than the one for whom it is prescribed; and such drugs shall be used only in the manner, combination, and quantity prescribed. The use or possession of prescription drugs contrary to this provision shall result in the drug being deemed an illegal drug.

Unauthorized Possession or Consumption of Alcoholic Beverages

Unauthorized possession or consumption of alcoholic beverages by persons on public school property shall be reported to local law enforcement and may result in the person(s) being fined not more than one thousand dollars and imprisoned not less than fifteen (15) days nor more than six (6) months without benefit of suspension of sentence.

Employee Assistance Program

Employees who feel they need help with an alcohol or drug abuse problem shall be urged to contact the Superintendent or his/her designee. Assistance may be available to employees at the employee's expense. Assistance may include referral to counseling or medical agencies and a leave of absence for treatment when appropriate.

ALCOHOL AND DRUG TESTING (FILE: F-11.5)

General Provisions

The Central Community School Board fully supports the concept of drug-free and alcohol-free workplaces and employees. Though the School Board is cognizant of the privacy rights of individuals, it also believes that the safety and well-being of its students and employees requires that it take legally permissible steps to prevent or eliminate the use of drugs and/or abuse of use of alcohol by its employees. School Board policy prohibits the unlawful manufacturing, distribution, dispensing, possession, or intoxication due to or as a result of use of a controlled substance by its employees in any workplace operated by the system or in any other location. Also, School Board policy prohibits the possession, use or distribution of alcohol or being under the influence of alcohol by its employees on any school system property, whether owned, leased or used by the school system, at any school sponsored or supervised activity, in any School Board owned, leased or used vehicle including any school bus, or at any employee workplace.

Testing Procedures

All testing/screening shall be conducted in accordance with applicable state and federal laws and regulations. The Superintendent shall promulgate administrative regulations and procedures to implement the provisions of this policy.

Disciplinary Action

Failure to comply with the provisions of this policy shall be grounds for disciplinary action including, but not limited to, written reprimands, suspension from work, and/or termination.

EMPLOYEE HEALTH AND SAFETY (FILE: F-11.6)

The Central Community School Board recognizes the importance of protecting the health and welfare of students, teachers, and other employees of the educational system from the spread of communicable diseases. The transfer of certain diseases by contact with body fluids may pose a health risk to students, teachers and employees. Therefore, decisions regarding the type of educational and care setting for an infected person should be based on the behavior, neurologic development, and physical interaction with others in that setting. The risk in the school setting should also be considered since children may have a greater risk of encountering infectious agents in a school setting than at home.

It is the responsibility of each and every employee to conduct themselves in a safe and orderly manner. All employees should follow safe operating practices.

Unanticipated events that may quickly escalate into tragic or catastrophic school-wide situations should be dealt with in accordance with the School Board's *Crisis Management Plan* in order to protect the welfare, safety and care of students and staff.

Handling Bodily Fluids in School

All personnel shall be required to follow specific guidelines in the handling of body fluids in the school setting. While the risk of infection may be low, contact with body fluids shall be minimized. Employees who fail to use the precautions outlined in the guidelines for handling body fluids may be subject to disciplinary action.

EMPLOYEE COMMUNICABLE DISEASES (FILE: F-11.6A)

The Central Community School Board recognizes the importance of protection of the health and welfare of students, teachers, and other employees of the educational system from the spread of communicable diseases, including AIDS. The provisions contained herein shall be reviewed and revised regularly as necessary to reflect current medical research and legal opinion. A *communicable disease* shall be defined as persistent or recurring infection which may be potentially transmitted to a susceptible person by contact with an infected individual.

HEALTH EXAMINATION (FILE: F-11.6C)

The Central Community School Board, through the Superintendent or designee, may require an employee to have a medical examination whenever there is evidence the employee's condition warrants such action, or there is concern for safety. Examinations may also be conducted to determine adequacy of job performance or to meet requirements of state or federal laws. All examinations conducted shall conform to all state and federal requirements. The physician shall be designated by the Superintendent and/or his/her designee, and the cost of the examination shall be paid by the School Board. The School Board may be entitled to reimbursement from an employee for the costs of such employee's or applicant's pre-employment medical examination or drug test, however, if the employee terminates the employment relationship sooner than ninety (90) working days after the first day of work or never reports to work, unless there is a substantial change made to the employment by the School Board.

DANGEROUS WEAPONS (FILE: F-11.7)

Quality education begins with a safe school environment. The presence of firearms or any dangerous weapon on school campuses or at school-sponsored events presents unnecessary opportunities for students, employees, parents, and others to be seriously injured.

Employees of the Central Community School Board shall be prohibited from bringing firearms, dangerous weapons, or any instrument intended or likely to produce great bodily harm, or any sort of instrument or object which may be used in any way as a weapon, onto school campuses or to school-sponsored events or on a school bus. Employees who violate this prohibition shall be considered as willfully neglecting their duties and shall be subject to disciplinary action against them, up to and including termination. Others who violate this policy shall be subject to expulsion from School Board property.

Firearm Free Zones

It is unlawful for an employee to intentionally possess a firearm on school property or within 1000 feet of school property, with limited exception, or while on a school bus. The area surrounding the school campus or within 1000 feet of any such school campus, or within a school bus shall be designated *firearm-free zones*. The School Board, in cooperation with local governmental agencies, and the Louisiana Department of Education, shall designate and mark *firearm-free zones* which surround all schools and school property.

WORKPLACE EXPECTATIONS

EMPLOYEE ATTENDANCE (FILE: F-11.8)

Employees of the Central Community School Board shall be expected and required to report to their designated work locations in the prescribed manner and at the prescribed time work activity is to commence. Employees are also expected to remain at work for the entire work period excluding any rest and meal periods permitted. Tardiness, unexpected absence, or failure to report to work as scheduled may result in disciplinary action. In cases of anticipated absence or where the employee cannot report to work as scheduled, the employee shall notify his/her supervisor as soon as possible after the employee becomes

aware that he/she will be absent from work. Continual absence by the employee shall be conveyed to the employee's supervisor on a regular basis. The frequency of contact that may be required shall be determined by the supervisor.

Employees shall report to work each day at the time specified. Certain categories of employees may be required to have their work time each day kept and recorded through the use of a time-keeping system, such as sign-in sheets or a time clock.

Absences During the Day

Principals shall notify the Superintendent or his/her designee in advance of being absent from school. For those schools that do not have an assistant principal, another responsible individual should be designated by the principal and made known to the school office staff.

No teacher or other employee shall leave the school campus or work location without having first obtained permission from the principal/building administrator or designee. Teachers shall be required to sign out, stating the reason for leaving school. Upon returning, the teacher shall sign back in and note the time of his/her return. An employee's immediate supervisor may authorize an absence during the business day. Otherwise, appropriate leave shall be granted in order for an employee to be properly absent from work.

The following reasons shall be considered as authorized absences for employees by the Central Community School Board: illness, personal leave, professional leave, military leave, extended sick leave, annual leave (vacation), workers' compensation, jury duty, court summons, and approved school business. Absences for any other reasons may be considered as unauthorized absences, resulting in the employee being docked full pay for the time reported.

Reporting Absences

All absences of one (1) hour or more shall be reported by the immediate supervisor and shall be recorded and counted toward an employee's leave time and reported on the bi-weekly or monthly payroll absence report. However, the immediate supervisor shall be allowed to record and count less than one (1) hour at his/her discretion.

Tardiness

Employees who are habitually tardy are subject to reduction in pay. Continued tardiness or early departures shall be investigated to determine if the employee is in willful neglect of his/her job responsibilities. These matters shall be handled by the building principal or appropriate authority, who shall follow personnel guidelines in recording, investigating, and referring the matter for further action.

Unauthorized Absence

Any employee who is absent from work and who has not received an authorized leave shall be considered on *unauthorized leave*. Any employee on unauthorized leave shall receive no pay for those days which constituted the unauthorized leave and may be subject to dismissal and/or other disciplinary actions.

Job Abandonment

If an employee is absent for ten (10) or more days without notice of leave, the School Board may consider the job as abandoned and the employee may be terminated in accordance with School Board policy, unless the employee can provide acceptable and verifiable evidence of extenuating circumstances. The Superintendent or his/her designee shall be responsible for determining acceptability of evidence of extenuating circumstances.

EMPLOYEE CONDUCT (FILE: F-11.9)

The Central Community School Board believes 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. A teacher's conduct, as well as the conduct of all employees throughout the school district, should meet acceptable standards of the community and show respect for the law and the rights of others.

All employees, volunteers, student teachers, interns, and any other person affiliated with the Central Community School Board have the responsibility to be familiar with and abide by the laws of the state, the policies and decisions of the School Board, and the administrative regulations and procedures designed to implement School Board policies. Employees and others shall also comply with the standards of conduct set out in this policy and with any other policies, regulations, procedures, or guidelines that impose duties, requirements, or standards of conduct attendant to their status as School Board employees.

Employees and all others shall be expected to observe at least the following standards of conduct:

- 1) Be courteous to students, one another, and the public and conduct themselves in a professional and ethical manner.
- 2) Recognize and respect the rights and property of students, other employees, and the public.
- 3) Maintain confidentiality of all matters relating to students and other employees.
- 4) Demonstrate dependable attendance and punctuality with regard to assigned activities and work schedules.
- 5) Observe and adhere to all terms of an employee's contract or job description.
- 6) Strive to keep current and knowledgeable about the employee's area of responsibility.
- 7) Refrain from promoting personal attitudes and opinions for matters other than general discussion.
- 8) Refrain from using undue influence to gain, or attempt to gain, promotion, leave, favorable assignments, or other individual benefit or advantage.
- 9) Refrain from conducting or participating in any unauthorized studies, surveys, or investigations while on duty.
- 10) Advocate positive personal behavior on or off campus and attempt to avoid improprieties or the appearance of improprieties.

Prohibited Sexual Conduct

Employees shall be prohibited from engaging in any form of sexual conduct with students. In particular, it is a violation of criminal statutes for any educator, which includes any administrator, coach, instructor, teacher, paraprofessional, teacher aide, or student aide, to engage in sexual conduct, as defined in La. Rev. Stat. Ann. §14:81.4 with a student who is seventeen (17) years of age or older, but less than twenty-one (21) years of age, where there is an age difference of greater than four (4) years between the two persons.

Notification by Employees

Convictions

A teacher or any other School Board employee shall report to his/her immediate supervisor and the Human Resources Department any final conviction or plea of guilty or *nolo contendere* to any criminal offense, excluding traffic offenses, to the School Board within forty-eight (48) hours of conviction or plea.

Any incarcerated employee may authorize another person to act on that employee's behalf in notifying or providing documents to that employee's immediate supervisor and the Human Resources Department.

Initiation of Criminal Prosecution

When a criminal prosecution is initiated in court against any employee by way of indictment, bill of information, or affidavit for committing any offense, other than a minor traffic violation, that employee shall provide his/her immediate supervisor and the Human Resources Department each with a copy of the indictment, bill of information, or affidavit within five (5) calendar days of his/her arrest or service of summons. In lieu of such indictment, bill of information, or affidavit, the employee so charged may

otherwise properly notify his or her supervisor and the Human Resources Department of the particulars of the criminal prosecution.

Within five (5) calendar days of the scheduling of any court hearing or trial related to criminal prosecution, the affected employee shall give notice to the Human Resources Department of the date and time of the pending hearing or trial.

Arrests for Certain Sexual Offenses

An employee shall be required to report his/her arrest for a violation of La. Rev. Stat. Ann. §§14:42-14:43.5, 14:80-14:81.5, any other sexual offense affecting minors, any of the crimes listed in La. Rev. Stat. Ann. §15:587.1, or any justified complaint of child abuse or neglect on file with the Louisiana Department of Children and Family Services.

The report shall be submitted to the Superintendent or his/her designee within twenty-four (24) hours of the arrest. However, if the employee is arrested on a Saturday, Sunday, or a legally declared school holiday such report shall be made prior to the employee next returning for his/her work assignment at a school. Such report shall be made by the employee or an agent of the employee regardless of whether he/she was performing an official duty or responsibility as an employee at the time of the offense. In addition, the employee shall report the disposition of any legal proceedings related to any such arrest, which shall also be made a part of any related files or records.

Any employee who fails to comply with these provisions shall be suspended with or without pay if such employee is serving a probationary term of employment or if the provisions of law relative to probation and tenure are not applicable to the employee.

PROFANITY AND DEROGATORY LANGUAGE (FILE: F-11.9A)

Profane Language or Behavior

The Central Community School Board disapproves of and shall not tolerate the use of profane words, language or gestures by employees. All employees shall refrain from the use of such language and behavior and shall be responsible for assuring that their school or other work place is free from such language and behavior at all times in accordance with this policy. Violation of this policy may be grounds for disciplinary action, including, but not limited to termination of an offending employee.

Derogatory Language

The Central Community School Board disapproves of and shall not tolerate language from or by employees which is racially derogatory or derogatory on the basis of sex, religion, national origin, physical handicap or ethnicity. All employees shall refrain from the use of such language and shall be responsible for assuring that their school or other work place is free from such language at all times in accordance with this policy. Violation of this policy may be grounds for disciplinary action, including termination of employment.

TECHNOLOGY AND INTERNET USE (FILE: E-6.2)

The Central Community School Board recognizes the role of educational technologies in stimulating innovative approaches to teaching and learning and shifting the way educators and students access and transmit information, share ideas, and contact others. In addition, technology is a key component in transacting the business of the school district and School Board.

Network resources and technology are provided for educational purposes and to carry out the legitimate business of the school district. The term *educational purposes* include: classroom activities and assignments, directed student research, interpersonal communication, professional development, collaborative projects, and dissemination of successful educational practices, methods, and materials. The School Board expects all employees, students, School Board members, and any other users, who use

computing and network resources of the School Board, including electronic mail and telecommunications tools, to apply them in appropriate ways to the performance of responsibilities associated with their positions and assignments. The School Board directs the Superintendent or authorized designee(s) to specify those behaviors that are permitted and those that are not permitted as well as disseminate appropriate guidelines for the use of technology resources, including the *Employee iPad Acceptable Use Regulations and Procedures* handbook.

Internet Usage

Any use of the Internet that adversely affects its operation in pursuit of teaching and learning or jeopardizes its use or performance for other community members shall be prohibited and may result in loss of Internet privileges, suspension or other appropriate disciplinary action. The provisions of this policy shall also apply to the use of private e-mail accounts when access is attained using School Board equipment or networks and to access attained through any authorized personal digital device while on School Board property. The Central Community School Board does not condone the use of the Internet for any illegal or inappropriate activities and shall not be responsible for any such use by staff or students.

Unauthorized and Illegal Use

While using School Board computers and the technology network, faculty and staff shall not be under direct supervision, but shall abide by School Board policy. Tampering with selection menus, procedures, or icons for the purpose of misleading or confusing other users shall be prohibited. Any use by any person of the School District's internal network that incurs expenses to the school other than the monthly user fees and rates shall be strictly prohibited. Furthermore, the computer system shall not be used for commercial, political or religious purposes.

Security

Teachers and other personnel who have computers in their charge shall be responsible for the security of those computers in terms of both hardware and software. Computers must be secured such that students acting without the consent or supervision of a teacher or administrator cannot enter the network or access the Internet.

Employees should not allow others to have access to or use their e-mail accounts or disclose their, or others' passwords. All employee work related passwords shall be on file with the school system technology department. Should a password be changed, the employee shall notify their supervisor immediately. Employee's e-mail accounts shall not be readily accessible by students.

Disclaimer

The Central Community School Board technology network and computer system is provided on an "as is, as available" basis. The School Board does not make any warranties, whether expressed or implied, including, without limitation, those of fitness for a particular purpose with respect to any services provided by the system and any information or software contained therein. The School Board uses a variety of vendor-supplied hardware and software. Therefore, the School Board does not warrant that the functions or services performed by, or that the information or software contained on the system will meet the user's requirements. Neither does the School Board warrant that the technology network and any components will be uninterrupted or error-free, nor that defects will be corrected.

USE OF TELECOMMUNICATION AND OTHER ELECTRONIC DEVICES (FILE: F-11.10)

Telecommunication Devices

Employees of the Central Community School Board shall be prohibited from using electronic telecommunication devices such as personal cellular telephones, pagers, beepers or other such devices during the workday unless otherwise authorized or upon prior approval of their immediate supervisor.

Employees may use such communication devices during breaks or in emergency situations. *Emergency* means an actual or imminent threat to public health or safety which may result in the loss of life, injury, or property damage.

In addition, camera phones with video and/or still photography capabilities, voice-recording capabilities, or future technological improvements and/or still equivalent equipment may not be used unless authorized by the school principal or his/her designee. A violation of any of these provisions may be grounds for disciplinary actions, including but not limited to, dismissal of the employee.

Notwithstanding the above provisions, this policy shall not affect the conduct of law enforcement activities including the use of electronic detection devices, dogs or other means of conducting searches for weapons, drugs, or other contraband in whatever manner is otherwise permitted by law and consistent with School Board policy.

ELECTRONIC COMMUNICATIONS BETWEEN EMPLOYEES AND STUDENTS

(FILE: F-11.10A)

The Central Community School Board shall require that all communications between employees and students be appropriate and in accordance with state law. All electronic or any other communications by employees to students at any time shall be expected to be professional, acceptable in content to any reasonable person, and limited to information that is school-related or is acceptable to both student and parent.

All electronic communication, including electronic mail, by an employee to any student enrolled in a public school in this school district relative to the educational services provided to the student shall use a means provided by or otherwise made available by the school system for this purpose and the School Board shall prohibit the use of all such system means to electronically communicate with a student for a purpose not related to such educational services, except communication with an immediate family member if such communication is specifically authorized by the School Board.

Any electronic communication made by an employee to any student enrolled in a public school in this school district or that is received by an employee from any student enrolled in a public school in this school district using a means other than one provided by or made available by the school system shall be reported by the employee in a manner deemed appropriate by the School Board. Records of any such reported communication shall be maintained by the School Board for a period of at least one (1) year.

The School Board may authorize a school principal, or his/her designee, to permit an employee at the school to contact one or more specifically identified students enrolled at the school and be contacted by such student or students using a means other than one provided by or made available by the school, provided the employee has requested and received permission from the principal, or his/her designee, to do so and has provided documentation in writing to the principal, or his/her designee, stating the purpose or purposes for such contact. Such purposes may include but need not be limited to necessary communications relative to extracurricular activities, student athletic activities, community-based youth activities such as scouting, and faith-based activities such as a youth group sponsored by a religious organization.

Inappropriate Communications

The School Board is aware that the reputations and careers of students and educators have been damaged due to inappropriate communications between parties. Therefore, it is the intent of the Central Community School Board to make all employees and students aware of the expectations and procedures of the school system and the School Board in regard to proper use of all telecommunication devices and computers if

used to communicate with one another. The policy is not intended to limit the use of technology as an effective teaching tool.

In addition to reporting communication to or from students not made through the means provided by the school system, employees must report to their supervisor at the first opportunity available, *any* student-initiated communication that may be construed as inappropriate.

Violations

- 1) Any violation of this policy shall be immediately investigated by the employee's supervisor. The investigation shall include dates, the name of the person reporting the allegation, and the specific allegation made.
- 2) The supervisor shall meet with the employee to document his/her response to the allegation. The employee shall be required to cooperate fully with the investigation.
- 3) All information of the investigation shall be provided to the Superintendent and the Director of Human Resources by the supervisor.

Violations of this policy or any implementing regulations or procedures may result in discipline of the employee up to and including termination of employment in accordance with School Board policy.

Mandatory Reporting

Nothing in this policy shall prohibit or deter the mandatory reporting requirements in cases of suspected abuse/neglect as provided for in *H-4.6, Child Abuse*, state, and/or federal law.

EMPLOYEE DRESS CODE (FILE: F-11.2)

The Central Community School Board recognizes that teachers, employees, and administrators have traditionally upheld high standards of professionalism, including that of appropriate personal appearance and professional attire. In accordance with that tradition, the School Board embraces the following standards as they relate to employee dress and a positive, professional public image.

Dress and Personal Grooming

Employees on a daily basis shall dress as professionals, in businesslike attire in order to set a good example for co-employees, students and the general public. Employee dress and grooming shall not detract from the learning/educational environment of students' participation in classes, school programs or other school-related activities. Extremes in style and fit in employee dress and extremes in style of grooming shall not be permitted. Administrators shall be authorized to use their discretion in determining extremes in styles of dress and grooming and what is appropriate and suitable for School Board employees. No employee shall wear, possess, use, distribute, display, or sell any clothing, jewelry, emblem, blade, symbols, sign, or other things which are affiliated with drugs, alcohol, violence, or gang-related activities. Policies regarding dress and grooming stress the importance of reducing distractions that inhibit learning and are addressed in an attempt to enhance the learning environment.

Guidelines

The guidelines of the School Board shall be that no mode of attire shall be considered proper for school wear that distracts from or disrupts classroom and school decorum. To maintain a proper image for teachers, it is the responsibility of principals to see that teachers are appropriately dressed.

Principals or building administrators may make exceptions to the mode of dress in specific shop-type situations where deemed appropriate. Any condition of grooming or dress judged inappropriate by the principal or building administrators shall not be allowed.

The following items shall not be acceptable in the workplace:

- 1) Skirts, dresses, and other articles of clothing with a length that is above the kneecap. Slits shall also not come above the kneecap.
- 2) Spaghetti strap dresses, camisoles, or tank tops without jackets.
- 3) Athletic attire – sweat suits/wind suits.
- 4) Shorts of any type, except for physical education teachers.
- 5) Garments that inappropriately bare or expose private areas of the body or undergarments, including low cut tops. No cleavage should be visible. No midriffs, halter tops, backless clothing, tube tops, garments made of fishnet, mesh, or similar material, tank tops, muscle tops, etc. If there is any doubt about the appropriateness of a garment, it should not be worn.
- 6) Inappropriately sheer or tight clothing, including spandex pants.
- 7) Jeans of any nature, except for days approved by the principal or Superintendent. On approved days, jeans shall be appropriate and not faded, ripped, or too tight. Jeans are defined as pants and must be of pant length. Denim capris shall not be allowed.
- 8) Overalls.
- 9) Sweat shirts, except for approved special Fridays.
- 10) Flip-flops, crocs, or tennis shoes. On approved jean days, clean/neat tennis shoes, with or without socks or stockings, may be worn. Sandals with a strap between the toes shall be required to have a strap on the back.
- 11) Hats or headgear, unless when worn outside.
- 12) Leggings, unless worn with a knee-length dress.

The following guidelines also apply:

- 1) On approved blue jeans days, employees shall be required to wear polo-type Central Community School System approved shirts.
- 2) Pants shall be worn on the outside of boots.
- 3) Employees shall maintain well-groomed hairstyles and haircuts.
- 4) Only earrings shall be allowed. No other piercings/jewelry such as in the nose, eyebrow, lip, or chin shall be allowed.
- 5) Employees' tattoos shall not be visible at any time.

PERSONNEL RECORDS (FILE: F-8)

The Central Community School Board shall require the maintenance of a uniform system of personnel records for all employees. It shall be the responsibility of the Superintendent or designee to keep the records updated and complete in accordance with statutory provisions.

A personnel file shall be accurately maintained in the central administrative office for each present and former employee. These files shall contain applications for employment, references, and records relative to compensation, payroll deductions, evaluations, and such other matters as may be considered pertinent to the proper maintenance of all personnel records. It is the duty of the employee to furnish the personnel office with certificates, transcripts, statements of degrees, and other educational experience related documentation.

General Access to an Employee's Personnel File

Any school employee requesting to see his/her personnel file shall be given access to his/her entire personnel file, including but not limited to all documents placed in the employee's file on or before September 1, 1987, during normal business hours. The contents of a school employee's personnel file shall not be divulged to third parties without the express written consent of the school employee, except when ordered by a court or by subpoena, or in accordance with this policy. No school system employee other than the personnel file custodian or the Superintendent for the system, or the designee of either, who shall be a school system employee, shall be allowed access to a school employee's personnel file without the school employee's expressed written consent, unless that employee is charged with the duty of supervising that particular school employee's performance. A School Board member or any other person authorized

pursuant to this policy shall be permitted to examine any and all records of the school system, except school employee records relative to evaluations, observations, formal complaints, and grievances. However, in accordance with La. Rev. Stat. Ann. §17:81, the School Board, *upon a majority vote of the total Board membership*, shall have the right to examine any and all records of the school system, including personnel records.

In case a personnel file should be accessed by the School Board or anyone else, the employee whose file was so accessed shall receive written notice of the fact and the name and title of the person who was permitted access. All persons permitted access shall maintain the confidentiality of those documents in the file that are not matters of public record.

If an employee wishes to review and/or obtain a copy of his/her personnel file, the employee must make a written request to the Superintendent or his/her designee not less than forty-eight (48) hours before the date the file will be reviewed.

Additions to Personnel File

No complaint, commendation, suggestion, or evaluation may be placed in the evaluation file unless it meets the following requirements:

- 1) Each document concerning a school employee shall be placed in the employee's personnel file within a reasonable time and no document, except those resulting from routine recordkeeping, shall be placed in a school employee's personnel file by any school system employee, unless and until that school employee is presented with the original document and a copy thereof prior to its filing.
- 2) Upon receipt of the original document and copy of the same, the school employee shall sign the original document as an acknowledgement of the receipt of the copy of the document. Such signature shall not be construed as an agreement to the contents of the document. If the employee refuses to sign the original document, the phrase *Refused to Sign* shall be printed on the document by the custodian who shall then date and sign the document before placement in the employee's personnel file.

Rebuttal and Response

Each school employee shall be given the opportunity to rebut and to respond to a document placed in his/her personnel file including but not limited to any document placed in such file on or before September 1, 1987.

- 1) The rebuttal and response must be in written form and once filed shall be attached to the document to which the response and rebuttal applies, and thus become a permanent part of the school employee's personnel file as long as the document remains a part of the personnel file.
- 2) No document or copy thereof, to which a response and rebuttal has been filed, shall be used for any purpose whatsoever unless the rebuttal and response or copy thereof is attached to the document or copy sought to be used.
- 3) A school employee shall have the right to receive proof of any allegations and statements contained in a document placed in his/her file that the school employee believes to be inaccurate, invalid, or misrepresented. If such proof is not presented, the document containing the allegations and statement shall be removed from the school employee's personnel file and destroyed.

If, at any time, the Superintendent takes any personnel action against an employee based upon any document that was placed in the employee's file on or before September 1, 1987, the employee shall be given the opportunity to rebut and respond to such document.

Procedure for Filing of Rebuttal and Response

- 1) Any rebuttal and response to a document placed in a school employee's personnel file shall be filed by the employee within fifteen (15) school days from the date on which the school employee signs the document acknowledging its receipt.

- 2) The school employee may be granted an additional ten (10) school days for the filing of the rebuttal and response, provided the school employee requests such an extension in writing addressed to the personnel file custodian within the original fifteen-day period. The personnel file custodian's consent to the ten-day extension of time shall not be unreasonably withheld.
- 3) The rebuttal and response shall be deemed filed by the delivery of the original and one copy of the rebuttal and response to the personnel file custodian. The personnel file custodian shall then sign and date the original rebuttal and response and file the same into the school employee's personnel file. The personnel file custodian shall also sign and date a copy of the rebuttal and response and return the same to the school employee.

Confidential Information

Certain items in the personnel records of School Board employees shall be confidential, including:

- 1) The home telephone number of the employee where such employee has chosen to have a private or unlisted home telephone number because of the nature of his/her occupation with such body.
- 2) The home telephone number of the employee where such employee has requested that the number be confidential.
- 3) The home address of the employee where such employee has requested that the address be confidential, except it shall be made available to recognized educational groups.
- 4) The social security number and financial institution direct deposit information as contained in the personnel records of an employee of the School Board. However, when the employee's social security number or financial institution direct deposit information is required to be disclosed pursuant to any other provision of law, including such purposes as child support enforcement, health insurance, retirement reporting, or to officials or employees of the school, School Board, Louisiana Department of Education, or Board of Elementary and Secondary Education (BESE), in the performance of duties or responsibilities of the official or employee, the social security number or financial institution direct deposit information of the employee shall be disclosed pursuant to such provision of law.
- 5) The name and account number of any financial institution to which the public employee's wages or salary is directly deposited by an electronic direct deposit payroll system or other direct deposit system.

The above information shall not be divulged to third parties.

Health and Medical Records

An employee's health and medical records are deemed confidential and shall be maintained in a separate file apart from the employee's general personnel file. Such records will include:

- 1) Medical/health records, claim forms, life insurance application, requests for payment of benefits and all other health records of an employee and his/her dependents enrolled in the School Board adopted insurance plan.
- 2) All medical records of an employee, all compensation payment records, rehabilitation records, claim records, employer's injury reports, and records submitted to *Second Injury Fund*.
- 3) Medical information obtained as a result of an employee's request for a reasonable work accommodation due to a disability.

There may be instances where an employee's medical information will need to be made available to certain supervisory personnel, such as where a request for a reasonable accommodation has been granted, to inform a supervisor of necessary work duties or restrictions due to an on-the-job injury, emergency treatment required by the employee, or if specific procedures are needed to aid the employee in case of fire or other evacuations. Supervisors, however, shall not have unlimited access to an employee's medical file or to information about an employee's medical condition which is unnecessary to the performance of the employee's job.

Medical information may also be made available to third parties as required by law or business necessity. For example, the School Board may be required to release such information to government officials investigating the School Board's compliance with the *Americans with Disabilities Act*, to state worker's compensation offices in accordance with Louisiana worker's compensation laws, or to insurance companies where the insurer requires a medical examination before providing health or life insurance to employees.

Release of Personnel Records Permitted

There are conditions under which personnel records of employees may be released. These conditions are:

- 1) Personnel records may be released to persons other than the affected employee with the written consent of the employee or as required by law or the courts.
- 2) Information relating to dependents and beneficiaries of deceased employees. Requests for such information may be required to be in writing.
- 3) In all cases, an employee shall have unlimited access to any and all information contained in or pertaining to his/her own health record.

Ancillary Files

The school principal or other appropriate supervisors may maintain certain ancillary personnel files. Maintenance of these confidential files shall be the responsibility of the Principal or appropriate supervisor. These on-sight ancillary personnel files may contain administrative data, as well as other data that may be evaluative, critical, or complimentary of the employee. Though not part of the official personnel file maintained in the central office, these ancillary personnel files shall be subject to the same provisions applicable to all personnel files, including access by the employee and the right to be aware of any information stored in the file.

LEAVES AND ABSENCES

SABBATICAL LEAVE (FILE: F-10.1)

The Superintendent may grant sabbatical leave for the purpose of professional or cultural improvement or for medical leave to all teaching personnel in accordance with statutory provisions. *Teaching personnel* shall include any person employed by the Central Community School Board who holds a valid teaching certificate issued by the Louisiana Board of Elementary and Secondary Education and any social worker, guidance counselor, school nurse, audiologist, educational diagnostician, speech-language pathologist, or school psychologist employed by the School Board who holds the appropriate valid professional ancillary certificate issued by the Louisiana Department of Education.

Eligibility

Sabbatical leave may be granted on the ratio of two (2) semesters for twelve (12) or more consecutive semesters of active service within the employ of the School Board or one (1) semester for six (6) or more consecutive semesters of such service.

At no time may more than five percent (5%) of the total number of teachers employed in a school system be on leave. Selection of employees among those who qualify for sabbatical leave must be based on years of continuous service and other criteria as specified by statute.

Medical Sabbatical Leave

A teacher may make application for *medical sabbatical leave*, which shall be accompanied by a statement from a licensed physician certifying that the leave is medically necessary.

Sabbatical Leave for Professional or Cultural Improvement

Every person on sabbatical leave for the purpose of professional or cultural improvement, shall during each semester of leave, pursue a program of study, earning at least nine (9) undergraduate credit hours, provided such hours directly improve the person's skills and knowledge as a teacher, or six (6) graduate credit hours, or be certified as a full-time student at an institution of higher learning accredited by the respective State Board of Education or territorial board in which such institution is located. If less than fifteen (15) weeks is spent as specified above, the number of weeks less than fifteen (15) shall be spent in either of the two (2) alternatives specified below:

- 1) Pursue a program of independent study, research, authorship or investigation which involves an approximately equivalent amount of work and which is *approved by the School Board*.
- 2) Engage in travel which is so planned as to be of definite educational value and which has been *approved by the School Board*.

Final authority for granting such leave shall rest with the Superintendent.

Compensation

A teacher granted sabbatical leave shall be paid compensation at the rate of **sixty-five percent** (65%) of the person's salary at the time the sabbatical leave begins. A teacher on sabbatical leave with pay must continue his/her retirement contribution. Time spent on such leave is considered as active service for retirement purposes.

PROFESSIONAL LEAVE (FILE: F-10.2)

The Central Community School Board recognizes the value of attending regional and national educational meetings in order to become exposed to new ideas and developments in various areas of public school education. Therefore, the Superintendent or his/her designee may grant professional leave to an employee wishing to attend any educationally related conference, meeting, or convention, if such attendance is considered to be in the best interests of the school district. The School Board may pay all or any part of expenses of any personnel whom it may direct to represent it at any such professional or educational meeting or in visitation to another school system. In all such cases, prior approval for said expenses must be given by the Superintendent or his/her designee.

SICK LEAVE (FILE: F-10.4)

The Central Community School Board shall grant all employees hired for the school year or longer a minimum of ten (10) days absence per year because of personal illness or other emergencies without loss of pay.

Sick leave, when not used, shall be allowed to accumulate to the credit of the employee without limitation. However, upon initial employment, a *teacher* employed by the School Board shall not be allowed any sick leave until he/she reports for duty and actually performs work.

The minimum of ten days of sick leave for an employee shall be based on the employee beginning work at the beginning of the school year. In the case of an employee beginning work in the first month of the school year, *ten days* sick leave shall be allowed. If an employee begins work in the second month of the school year, *nine days* of sick leave shall be allowed. If an employee begins work in the third month of the school year, *eight days* of sick leave shall be allowed; and the number of days of sick leave shall continue to be prorated for an employee who begins work until the eighth month of the school year, when only *three days* of sick leave shall be allowed. The Superintendent and/or his/her designee shall be responsible for developing and maintaining pertinent regulations and procedures governing sick leave.

Certification of Absence

An employee who is absent for six (6) or more consecutive days shall be required to present a certificate from a physician certifying such absence upon return to work. In the case of repeated absences of less than six days because of illness, the School Board reserves the right to require verification of illness. Should a pattern of behavior so warrant, upon the request of the Superintendent or his/her designee, the employee shall be required, at the expense of the school system, to provide a certificate from a physician specified by the school system, in order to verify the existence of a medical disability.

Excuses for employee absences due to illness or injury must be provided on physician's letterhead containing the physician's name, address, and telephone number, typed, printed, or as part of the letterhead. The physician's typed or neatly printed name shall also appear beneath his/her signature. The letter must clearly state the reason for the disability, date of the disability, and the anticipated return-to-work date.

If an employee is absent from duty under circumstances in which he/she is not entitled to any kind of leave, such employee shall be considered to be in violation of his/her contract, and is not entitled to be paid for the days of unauthorized absence and non-performance of duties.

Sick Leave for Emergencies

Emergencies for sick leave purposes shall be defined by the School Board as:

- 1) Death in the family – Death in the immediate family shall be construed to be the existence of an emergency for a maximum of three (3) days, one of which shall include the day of the funeral; all other days shall not be considered an emergency.
- 2) Circumstances of such nature as to be beyond control, such as fire, flood, summons to appear in court, etc.
- 3) Marriage of employee: a maximum of three (3) days leave shall be granted.
- 4) Other emergencies: There may be other circumstances which may necessitate the presence of the employee such as to attend the funeral of a family member or close friend not covered as the "immediate family." There may be other legitimate reasons for being absent which should be classified as emergency. In all such cases, the employee shall confer with his/her principal/immediate supervisor. The principal/immediate supervisor shall have an attachment on the absence monthly report noting the circumstances and sick leave days granted.

Extended Sick Leave

The School Board shall permit employees to take up to ninety (90) days of extended sick leave in each six-year period of employment which may be used for a medical necessity at any time the employee has **no** remaining regular sick leave balance at the time the extended sick leave is set to begin. The initial six-year period of employment shall begin on August 15, 1999 for all *teachers* employed as of that date, on August 15, 2008 for *school employees* (not a teacher or whose employment does not require a teacher's certificate) employed as of that date, or on the effective date of employment for those employees employed after the dates above. All decisions relative to the granting of extended sick leave shall be made by the Superintendent. Any employee on extended sick leave shall be paid **sixty-five percent (65%)** of the salary paid the employee at the time the extended sick leave begins.

Application Process

On every occasion that a **teacher** uses extended sick leave, a statement from a licensed physician certifying that it is a medical necessity for the employee to be absent shall be presented prior to the extended sick leave being taken.

On every occasion that a **school employee** uses extended sick leave, a statement from a licensed physician certifying that it is a medical necessity for the employee to be absent for at least ten (10) consecutive work days shall be presented prior to extended sick leave being taken.

The required physician's statement may be presented along with the request for extended sick leave subsequent to the *teacher's* or *school employee's* return to service. In such a case, the extended sick leave shall be granted for all days for which extended sick leave is requested, provided the request and required documentation are presented within three (3) days after the teacher or school employee returns to service. However, the Superintendent reserves the right to question the validity of the medical certification after the three (3) day period.

Sick Leave for Assault or Battery

Any employee of the public schools who is injured and disabled while acting in his/her official capacity as a result of an assault or battery by any student or person shall receive sick leave without reduction in pay, and without reduction in accrued sick leave days while disabled as a result of such assault and battery. The employee shall be required to provide a certificate from a physician certifying such injury and incapacitation.

Sick Leave for Physical Contact with a Student

Any *teacher* who is injured or disabled while acting in his/her official capacity as a result of physical contact with a student while providing physical assistance to a student to prevent danger or risk of injury to the student, shall receive sick leave for a period of up to one (1) calendar year without reduction in pay and without reduction in accrued sick leave days while injured or disabled as a result of rendering such assistance. Any *school employee* injured or disabled in a similar manner shall receive up to ninety (90) days of such sick leave. The teacher or employee shall be required to present a certificate from a physician certifying such injury or disability. The School Board may extend the period of sick leave beyond the allowable period at its discretion.

Sick Leave/Workers' Compensation

Should any *teacher* become injured or disabled while acting in his/her official capacity, other than by assault, the teacher shall be entitled to appropriate worker's compensation benefits and/or sick leave benefits, at the teacher's option, for the period of time while injured or disabled. Any benefits received, however, shall not exceed the total amount of the regular salary the teacher was receiving at the time of injury or disability. The teacher shall be required to present a certificate from a physician certifying such injury or incapacitation.

All other employees who become injured or disabled while acting in their official capacities shall be entitled to appropriate sick leave and workers' compensation benefits in accordance with state statutory provisions.

Vesting of Sick Leave

All sick leave accumulated by a *teacher* or *school employee* shall be vested in the teacher or school employee by whom such leave has been accumulated. In the event of the transfer of a teacher or school employee from one school system to another in Louisiana, or upon the return of such teacher or school employee to the same school system within five (5) years or such longer period that may be approved by the School Board to which the teacher or school employee returned, regardless of the dates on which the leave was accumulated or the date of transfer or return of the teacher or school employee, such vested leave which remains unused or for which the employee has not been compensated directly or transferred such days for retirement credit, shall be transferred, returned to, or continued by the School Board and shall be retained to the credit of teacher or school employee.

Payment Upon Retirement or Death

Upon the retirement of any employee, or upon the employee entering DROP (see section below), or upon the employee's death prior to retirement, the School Board shall pay the employee or his/her heirs or assigns, for any unused sick leave, not to exceed twenty-five (25) days. Such pay shall be at the daily rate of pay paid to the employee at the time of his/her retirement or death.

Deferred Retirement Option Program (DROP)

Any employee of the School Board who participates in the *Deferred Retirement Option Program* (DROP) shall be eligible for and may elect to receive on a one-time basis severance pay (accrued sick leave up to a maximum of twenty-five (25) days) upon entering DROP on the same basis as any other employee who retires or otherwise leaves employment; otherwise, any accrued sick leave shall be paid only upon final retirement of the employee.

FAMILY AND MEDICAL SICK LEAVE (FILE: F-10.4A)

It is the policy of the Central Community School Board that it shall comply with the *Family and Medical Leave Act of 1993* and to otherwise grant leave without pay in accordance with the following provisions:

Eligible Employees

- 1) Any employee who was employed for at least twelve (12) months from which the leave is requested; and
- 2) Has worked at least 1,250 hours during the previous twelve (12) month period.

Amount of Leave

Any eligible employee, subject to restrictions hereinafter noted, shall be entitled to a total of twelve (12) work weeks of leave during any twelve (12) month period.

Purposes of Leave

- 1) To care for the employee's newborn child after birth.
- 2) To care for a child after placement of a child with the employee for adoption or foster care.
- 3) To care for an employee's spouse, son, daughter or parent if such relative has a *serious health condition* as defined below.
- 4) Because of a *serious health condition* that makes the employee unable to perform the functions of his or her job.

SICK LEAVE BANK (FILE: F-10.4B)

The Central Community School Board recognizes that major illnesses and catastrophic injuries may warrant the need for additional sick leave by an employee. The School Board shall create and maintain a *Sick Leave Bank* which provides an opportunity for employees to donate sick leave days, which in turn may be used by employees in emergency situations when their own sick leave days have been exhausted.

PERSONAL LEAVE (FILE: F-10.5)

Teachers and other employees of the Central Community School Board, **except those who receive annual leave (vacation time)**, shall be allowed up to two (2) days absence during each school year to be used for such purposes as may be determined by the individual employee without loss of pay. Personal leave days shall be charged to and deducted from current and/or accumulated sick leave as of the date personal leave is taken. Personal leave shall not be accumulated from year to year, nor shall personal leave be compensated for upon death or retirement or paid in any other manner except as provided by law.

MATERNITY LEAVE (FILE: F-10.6)

The Central Community School Board shall grant to regular employees Maternity Leave (leave without pay) for maternity purposes over a reasonable period of time before and after childbirth. *Reasonable period of time* shall mean that period during which the female employee is disabled on account of pregnancy, childbirth, or related medical conditions.

The expectant employee shall be given the option of choosing maternity leave or using current and accumulated sick leave for the period of medical disability occasioned by pregnancy and childbirth. Use of current and/or accumulated sick leave for maternity leave purposes shall be in accordance with all School Board policies, and administrative regulations and procedures affecting sick leave.

Use of Extended Sick Leave for Maternity Purposes

Each *teacher* granted leave in accordance with state law who has no remaining sick leave or extended sick leave days available may also be granted up to thirty (30) days of extended sick leave in each six-year period of employment for personal illness related to the purpose for which maternity leave was granted. An eligible teacher may take additional periods of thirty (30) days extended sick leave during each six-year period for separate pregnancies, provided the teacher has unused extended sick leave days available.

A pregnant employee may remain on the job as long as she is performing her duties competently as determined by her immediate supervisor. The employee shall fill out a *Maternity Leave Request* form, giving as much advance notice as possible, but in no case less than thirty (30) days prior to the beginning date of leave, except in emergency situations. The form must be accompanied by a statement from a physician verifying the stage of pregnancy and expected dates of disability due to pregnancy. Such certificate shall follow the same standards as for submission of certificates for sick leave as found under *Certification of Absence* in policy *GBRIB, Sick Leave*. Failure to comply with the notice and other requirements of this policy may be considered willful neglect of duty and may result in disciplinary action up to and including termination.

MILITARY LEAVE (FILE: F-10.7)

Any regular employee of the Central Community School Board who is serving in the military service or in the armed forces of the United States shall be granted a leave of absence for the period dating from his/her induction, enlistment, enrollment, or call to service. Such leave shall not affect tenure rights acquired prior thereto. An employee, upon return, must apply for reinstatement to the former position within limits established by statute after discharge or release from active duty.

JURY DUTY OR SUBPOENAS (FILE: F-10.8)

The Central Community School Board shall grant a leave of absence to any regularly employed person of the school system who has been called to serve jury duty. Such leave shall be granted for the period of time required to serve such jury duty without loss of sick, emergency, or personal leave or any other benefit. Jury duty shall not be deemed to interrupt service accumulated toward sabbatical leave. Teachers authorized to serve jury duty must leave lesson plans for the substitutes with their principal.

Leave when Subpoenaed

Personnel who are involuntarily subpoenaed to be witnesses in cases where the subpoena is not the result of their personal action/cause shall be granted civil leave and shall not be charge sick or annual leave. The School Board shall pay the difference between the pay as a witness (if any) and the regular daily pay. An employee subpoenaed for reasons resulting from personal affairs or volunteering as a witness shall be required to take personal leave or leave without pay. In all cases, the employee must furnish the Human Resources Department with a copy of the subpoena.

LEAVE FOR MARRIAGE (FILE: F-10.9)

An employee of the Central Community School Board who becomes married during the school session shall be granted leave for three (3) consecutive school days (including the day of the marriage) without loss of pay. These days shall be charged against accumulated sick or emergency leave. The request for a leave of absence to be married shall be in writing and submitted to the Superintendent two (2) weeks before the first day of leave for authorization.

LEAVE WITHOUT PAY (FILE: F-10.10)

The Central Community School Board may grant leaves of absence without pay for periods not exceeding one (1) year to any employee who requests such leave in writing when such leave is in the best interest of the school system. Requests for leave of absence without pay shall be submitted to the Human Resources Department, in writing, at least twenty (20) days prior to the effective date of the leave, whenever possible.

Employees granted leave without pay may continue to participate in the School Board's group hospitalization program. **However, while on leave without pay, the employee shall be required to pay 100% of the insurance premium.**

ANNUAL LEAVE (VACATION) (FILE: F-10.11)

All employees of the Central Community School Board employed on a twelve (12) month basis shall receive fifteen (15) days annual leave per fiscal year with full pay exclusive of the regular school holidays as determined by the school calendar. Only time accrued as a full-time 12-month employee shall be used in awarding annual leave. Once earned, annual leave may be used at any time during the year. Annual leave shall be credited to the employee at the end of each month once earned. Eligible employees may carry over a maximum of five (5) annual leave days into the next fiscal year. Eligible employees may have no more than twenty (20) annual leave days on July 1 of any fiscal year.

(FILE: F-10.11)

EMPLOYEE COMPENSATION AND BENEFITS

COMPENSATION (FILE: F-9.2)

Salary Schedules

Upon the recommendation of the Superintendent, the School Board shall establish salary schedules by which to determine the salaries to be paid to teachers and all other school employees. Salaries of all teachers shall be set by the Superintendent. The salaries of all personnel are generally based upon an established salary schedule and associated regulations; provided, however, that salaries may be stated in and controlled by an employment contract. The salaries as provided in any salary schedule shall be considered as full compensation for all work required and performed within each employee's prescribed scope of duties and responsibilities.

Salary schedules established for teachers, administrators, and other certified school personnel shall be based upon the following criteria, with no one criterion accounting for more than fifty percent (50%) of the formula used to compute such employees' salaries:

1. Effectiveness, as determined by the performance evaluation program as provided in La. Rev. Stat. Ann. §§17:3881 through 3905.
2. Demand, inclusive of area of certification, particular school need, geographic area, and subject area, which may include advanced degree levels.
3. Experience.

Experience Credit

A *year of teaching experience* is defined as each scholastic year of employment as a certified teacher in public schools within any of the fifty states of the United States of America, or within any of its territorial possessions; or as a teacher in a private or parochial school, as an employee in a state department of education, or as an instructor in an institution of higher learning. All such experience must have been as a teacher in an institution or school accredited by one of the recognized regional accrediting agencies in

the United States of America (e.g., SACS). Experience outside the United States of America, its territories or possessions must be in an institution or school accredited by an accrediting agency recognized by the United States of America.

A year of teaching experience shall be granted if the person was employed for at least ninety-one (91) instructional days during one scholastic year, excluding holidays, as verified by the Superintendent. However, not more than one (1) year of experience shall be granted for a period inclusive of twelve (12) consecutive calendar months. All experience must have been on a full-time basis.

Advanced Degree

When a teacher earns additional college credit, is awarded an advanced degree, or receives additional training that would result in an increase in salary, said teacher shall be paid for the advanced degree or training beginning with the next school semester after all necessary documentation has been received from the Louisiana Department of Education. It shall be the responsibility of the employee to assure proper notification is given to the Superintendent or his/her designee.

School Employees

Compensation for all school employees shall be based on applicable salary schedules or hourly rates established by the School Board, with the exception that no employee shall receive less than the minimum established by state or federal law.

For the purpose of this subsection, *school employee* shall mean any employee of the School Board who is not required to hold a teacher's certificate as a condition of employment, including, but not limited to, food service worker, paraprofessional, custodian, and maintenance personnel.

BENEFITS

Health Insurance - Choice of three BlueCross BlueShield of Louisiana Plans
Premier Blue- Core Plan - \$0 Deductible Plan
Group Care copay- Buy-up Plan - \$1000 Deductible
High Deductible Plan with a Health Savings Account (HSA)

Flexible Spending Account (FSA)

\$50,000 Life/Accidental Death Insurance Policy – 100% paid by School System

Dental Insurance and Vision insurance

Long Term and Short Term Disability

Voluntary Life Insurance

Voluntary Cancer/Critical Illness/Accident

Health Insurance Premiums are paid by contributions from the employer and the employee. Beginning August 1, 2016, there will be two separate employer/employee contribution plans. The difference will be if an employee chooses to carry a spouse that is actively employed and can receive health insurance benefits through their employer, rather than being carried as a dependent on the school system's insurance plans.

The following table are the monthly rates for the 2018-2019 year and comparisons. Please note rates are shown for tiers WITH spousal affidavits and WITHOUT spousal affidavits. Employee Only tiers for all three (3) planoptions will see a monthly reduction in premiums.

| HIGH DEDUCTIBLE PLAN | Tier | 1/1-12/31/18 Rates |
|-------------------------------------|-------------------------------------|-------------------------------|
| | Employee Only | \$75.42 |
| | Employee/Spouse (with affidavit) | \$357.68 |
| | Employee/Spouse (without affidavit) | \$557.68 |
| | Employee/Child | \$306.31 |
| | Employee/Family (with affidavit) | \$544.73 |
| | Employee/Family (without affidavit) | \$744.73 |

| \$1,000 DEDUCTIBLE PLAN (Buy Up) | Tier | 1/1-12/31/18 Rates |
|-----------------------------------------------------|-------------------------------------|-------------------------------|
| | Employee Only | \$157.28 |
| | Employee/Spouse (with affidavit) | \$521.40 |
| | Employee/Spouse (without affidavit) | \$721.40 |
| | Employee/Child | \$457.75 |
| | Employee/Family (with affidavit) | \$778.04 |
| Employee/Family (without affidavit) | \$978.04 | |

| \$0 DEDUCTIBLE PLAN (Core Plan) | Tier | 1/1-12/31/18 Rates |
|----------------------------------------------------|-------------------------------------|-------------------------------|
| | Employee Only | \$154.80 |
| | Employee/Spouse (with affidavit) | \$516.45 |
| | Employee/Spouse (without affidavit) | \$716.45 |
| | Employee/Child | \$453.16 |
| | Employee/Family (with affidavit) | \$770.97 |
| | Employee/Family (without affidavit) | \$970.97 |

RETIREMENT BENEFITS

Employees hired on or before December 31, 2007 with three (3) years of consecutive service with Central Community School System are eligible to receive retiree medical insurance benefits. These retirees are eligible for premium rate subsidies from the School System at the same subsidies received by active employees according to the premium rates set by the Board from time-to-time.

Employees hired on or after January 1, 2008 shall be eligible to receive retiree medical insurance benefits after ten (10) consecutive years of service with the School System. An employee in this category who retires prior to completion of ten (10) consecutive years of service with the School System is eligible to receive the following subsidies from the School System of the active employees' group medical insurance premium rates:

| | | | |
|----------------------|-----|-------------------------------|------|
| 1 year of service = | 10% | 6 years of service = | 60% |
| 2 years of service = | 20% | 7 years of service = | 70% |
| 3 years of service = | 30% | 8 years of service = | 80% |
| 4 years of service = | 40% | 9 years of service = | 90% |
| 5 years of service = | 50% | 10 or more years of service = | 100% |

Any employee (and their qualified dependent) who retires on or before June 30, 2015, shall have the following options:

- 1) The retiree and the qualified dependent who qualifies for Medicare coverage can choose to keep the School System's subsidized retiree medical insurance benefits. If this option is chosen, the retiree has 30 days from their qualifying birthday to notify the School System they are remaining on the subsidized retiree medical insurance benefits. Should the School System not be notified within 30 days from the qualifying birthday, the retiree and their qualified dependent will be removed from the School System's coverage.
- 2) The retiree and the qualified dependent who qualifies for Medicare coverage can choose to move to Medicare coverage upon their eligibility for Medicare. The retiree should notify the School System when they are choosing to move to Medicare coverage.

Any employee who retires on or after July 1, 2015 and who qualifies for Medicare will not be eligible for retiree medical insurance benefits from the School System. Further, such retirees' eligible dependents who qualify for Medicare will not be eligible for retiree medical insurance benefits from the School System.

Any discrepancy in policy or procedure with respect to retiree medical insurance benefits and any interpretation of eligibility and subsidies for retiree medical insurance benefits shall be within the sole authority of the School System to interpret.