

CLARION- LIMESTONE AREA SCHOOL DISTRICT

SECTION: SUPPORT EMPLOYEES
 TITLE: CREATING A POSITION
 ADOPTED: November 19, 2003
 REVISED:

501. CREATING A POSITION	
1. Purpose	Positions for support employees shall be established by the Board in order to provide educational programs and supporting services consistent with the needs of the schools and the resources of the community.
2. Authority SC 406	The need for creating support positions shall be determined by the Board, based on the recommendation of the Superintendent. The Board reserves for itself the final determination of the number and type of support positions deemed necessary for effective operation of the schools.
3. Guidelines	<p>Recommendations for a new or additional support positions shall include:</p> <ol style="list-style-type: none"> 1. Job description clearly outlining the duties for which the position was created. 2. Initial salary for a new position. 3. Supporting data and other rationale relevant to the recommendation. <p>In the exercise of its authority to create new positions, the Board shall give primary consideration to:</p> <ol style="list-style-type: none"> 1. Number of students enrolled. 2. Special needs of students. 3. Financial resources of the district. 4. Operational needs of the district.
4. Delegation of Responsibility	The Superintendent shall normally be responsible for recommending new or additional support positions.

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<p>42 U.S.C. Sec. 12101 et seq</p> <p>School Code 406</p> <p>42 U.S.C. Sec. 12101 et seq</p>	<p>The Board may, through the Superintendent, seek the advice of administrative staff in creating a new position or increasing the number of employees in existing positions.</p> <p>The Superintendent or designee shall be responsible to maintain a comprehensive and up-to-date job description for all positions in the district. Job descriptions shall be prepared in accordance with relevant federal and state laws and regulations.</p>
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CLARION- LIMESTONE AREA SCHOOL DISTRICT

SECTION: SUPPORT EMPLOYEES

TITLE: EMPLOYMENT OF SUPPORT
EMPLOYEES

ADOPTED: November 19, 2003

REVISED:

504. EMPLOYMENT OF SUPPORT EMPLOYEES	
1. Purpose	The Board recognizes the role that qualified and competent support employees contribute to the effective operation of the programs of the district.
2. Authority SC 406	The Board shall approve the employment, set the compensation, and establish the term of employment for each support staff member employed by the district.
3. Definitions	<p>Support employees serving in noninstructional capacities shall be regarded as regular employees of the district, subject to all regulations and entitlements specified in the various policies pertaining to them, unless such employees are designated on official records as substitute, part-time, or temporary personnel.</p> <p>For purposes of the 500 Section of Board policy, support employees shall be deemed to include the following positions: cafeteria workers, bus drivers, custodians, clerk-typists, teacher aides, and secretaries.</p>
4. Guidelines	<p>No person shall be employed who is related to any member of the Board, as defined in statute, unless such person receives the affirmative vote of a majority of all members of the Board other than the member related to the applicant, who shall not vote.</p> <p>An employee's misstatement of fact material to qualifications for employment or determination of salary shall constitute grounds for dismissal by the Board.</p> <p>Utilization of support employees prior to employment approval by the Board is authorized when necessary to maintain continuity of services in the district. Retroactive employment shall be recommended to the Board at the next regular meeting.</p>
42 U.S.C. Sec. 653a	The district shall submit a New Hire Report for each employee required to be reported by law.

<p>SC 111 23 Pa. C.S.A. 6301 et seq Title 22 Sec. 8.1 et seq</p> <p>5. Delegation of Responsibility Pol. 104 P.L. 88-352 P.L. 92-318</p> <p>42 U.S.C. Sec. 12101 et seq</p> <p>School Code 111, 406</p> <p>PA Code Title 22 Sec. 8.1 et seq, 403.1, 403.5</p> <p>PA Statute 23 Pa. C.S.A. 6301 et seq</p>	<p>No candidate shall be employed until such candidate has complied with the mandatory background check requirements for criminal history and child abuse and the district has evaluated the results of that screening process.</p> <p>The Superintendent or designee shall develop procedures for the recruitment, screening, and recommendation of candidates for support employment in accordance with Board policy and state and federal law and regulations.</p> <p>The Superintendent or designee shall seek candidates of good moral character who possess the following attributes:</p> <ol style="list-style-type: none"> 1. Successful training and experience. 2. Appreciation of children. 3. Skills required to complete essential job functions. 4. Emotional and mental maturity. <p>The administration may administer screening tests that bear upon the candidate's ability to perform the tasks of the job for which the candidate is being considered.</p> <p>The administration shall seek recommendations from former employers and others to assess the candidate's qualifications. Recommendations and references shall be retained confidentially and for official use only.</p>
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Federal Regulations

P.L. 88-352

P.L. 92-318

Federal Statute

42 U.S.C.

Sec. 12101 et seq

42 U.S.C.

Sec. 653a

Board Policy

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CLARION- LIMESTONE AREA SCHOOL DISTRICT

SECTION: SUPPORT EMPLOYEES

TITLE: EMPLOYMENT OF
SUBSTITUTE AND SHORT-
TERM EMPLOYEES

ADOPTED: November 19, 2003

REVISED:

	505. EMPLOYMENT OF SUBSTITUTE AND SHORT-TERM EMPLOYEES
1. Purpose	Qualified and competent substitute and short-term employees shall be employed in order to provide continuity in the operation of the district.
2. Authority SC 406	The Board shall approve annually the names of potential substitute support personnel and the positions in which they may substitute. Additional names may be added to the list of substitutes by the Board during the school year.
SC 406	The Board shall approve the employment, set the compensation, and establish the period and terms of employment for each short-term support employee.
3. Guidelines	Approval shall normally be given to those candidates for employment recommended by the Superintendent.
	Any employee's misstatement of fact material to qualifications for employment or determination of salary shall constitute grounds for dismissal by the Board.
	Utilization of substitute or short-term employees prior to approval by the Board is authorized when necessary to maintain continuity of services in the district. Retroactive employment shall be recommended to the Board at the next meeting.
SC 111 23 Pa. C.S.A. 6301 et seq Title 22 Sec. 8.1 et seq	No candidate shall be employed until such candidate has complied with the mandatory background check requirements for criminal history and child abuse and the district has evaluated the results of the screening process.
42 U.S.C. Sec. 653a	The district shall submit a New Hire Report for each employee required to be reported by law.
4. Delegation of Responsibility	The Superintendent or designee shall develop and implement procedures to recruit, screen, recommend, assign and evaluate candidates for substitute and short-term support employment.

<p>School Code 406, 111</p> <p>PA Statute 23 Pa. C.S.A. 6301 et seq</p> <p>PA Code Title 22 Sec. 8.1 et seq</p> <p>Federal Statute 42 U.S.C. Sec. 653a</p>	<p>The administration may seek recommendations from former employers and others to assess the candidate's qualifications. Recommendations and references shall be retained confidentially and for official use only.</p>
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CLARION- LIMESTONE AREA SCHOOL DISTRICT

SECTION: SUPPORT EMPLOYEES

TITLE: EMPLOYMENT CONTRACT

ADOPTED: November 19, 2003

REVISED:

508. EMPLOYMENT CONTRACT	
1. Purpose	For the mutual benefit and protection of each regularly employed support staff member and the district, a contract or Board resolution shall state the specifics of employment.
2. Authority SC 510	The Board has the authority under law to prescribe employment conditions for the personnel of the school district.
3. Guidelines	<p>Willful misrepresentation of facts material to the employment and determination of salary level shall be considered cause for dismissal of the employee.</p> <p>An employment contract or resolution may specify:</p> <ol style="list-style-type: none"> 1. Salary at which the person is employed. 2. Intervals at which salary will be paid. 3. Conditions and length of the probationary period. 4. Provision for termination of contract on notice duly given. 5. Other matters necessary for a full and complete understanding of the contract or resolution. <p>The terms of a collective bargaining agreement may supersede the specifics of an individual employee contract or Board resolution in certain conditions of employment.</p> <p>Should an employee terminate without giving the contractually specified notice, s/he shall be paid only for the days worked.</p> <p>The Board shall be notified promptly of any misunderstanding arising from application of a given contract or any error in salary paid to the employee.</p>

<p>School Code 510</p>	<p><u>Retirement Notice Of Intent</u></p> <p>Any employee who anticipates retirement is requested to notify the Superintendent six (6) months prior to his/her intended retirement date, except in cases where conditions of health or other extenuating circumstances make shorter notices necessary.</p> <p>Benefits provided by the Board shall cease on the effective date of resignation, except as otherwise provided.</p>
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CLARION- LIMESTONE AREA SCHOOL DISTRICT

SECTION: SUPPORT EMPLOYEES

TITLE: ASSIGNMENT AND TRANSFER

ADOPTED: November 19, 2003

REVISED:

509. ASSIGNMENT AND TRANSFER	
1. Purpose	The successful functioning of the district depends in large measure on the proper placement of qualified and competent personnel. Assignment and transfer of support employees shall be in accordance with the operational needs of the district.
2. Authority	The Board shall approve the initial assignment of support personnel at the time of employment and when such assignments involve a transfer from the jurisdiction of one supervisor to another or from one job classification to another.
3. Delegation of Responsibility	<p>The Superintendent or designee shall provide a system of assignment or reassignment that includes voluntary transfers and promotions.</p> <p>The Superintendent or designee shall, in considering any transfer, base a decision on:</p> <ol style="list-style-type: none"> 1. Employee's skills, experience and qualifications. 2. Employee's success in former positions. 3. Employee's length of service in the district and in the position presently held. 4. Recommendations of the employee's supervisors. 5. Operational efficiency advanced by the proposed assignment.
4. Guidelines 23 Pa. C.S.A. 6301 et seq	<p>Current district employees whose transfer from one position to another position within the school district results in a change in job classification must submit to the district a valid Act 151 clearance statement.</p> <p>Vacancies shall be publicized to all appropriate support employees.</p> <p>Requests submitted by district employees for transfer to vacant positions that would constitute promotion shall be given full consideration in light of the applicant's qualifications.</p>

A request by an employee for transfer to a different building or position shall be made in writing to the Superintendent and shall set forth the reasons for the transfer request, the school or position sought, and the applicant's qualifications.

The employee requesting a transfer shall be notified in writing of the action taken. In the event that a transfer is not granted, the employee may renew the request at a later date to assure reconsideration.

Employees shall be informed of their assignments preceding the school year in which such assignment shall be effective.

This policy shall not prevent reassignment of an employee during the school year for good cause, as determined by the Superintendent or designee. The following guidelines are established so that optimum assurance of fair treatment may be provided to the employees involved. Factors to be considered may include:

1. Program change.
2. Change in enrollment.
3. Facility changes.
4. Court mandate.

All employees shall be notified at least thirty (30) days prior to the effective date of the transfer, except in such cases as occur at a time when thirty (30) days notice is not reasonably possible, in which case all practicable notice shall be provided.

Negotiated collective bargaining agreements, individual contracts, or Board resolutions may supersede the provisions of this policy when they prescribe conditions enumerated in or affected by this policy.

Teacher Aides

Teacher aides may be assigned for the purpose of freeing designated teachers from performing routine duties to permit those teachers to concentrate on their designated duties.

Teacher aides shall perform duties under the supervision of teachers and the building principal.

CLARION- LIMESTONE AREA SCHOOL DISTRICT

SECTION: SUPPORT EMPLOYEES

TITLE: SUSPENSIONS AND
FURLOUGHES

ADOPTED: November 19, 2003

REVISED:

511. SUSPENSIONS AND FURLOUGHES	
1. Purpose SC 406	Maintenance of support staff appropriate to effectively operate district programs is a Board responsibility. The purpose of this policy is to establish the manner in which the necessary reductions of that staff shall be accomplished.
2. Authority	Consistent with law and collective bargaining agreements, the Board has the authority and responsibility to determine how suspensions and furloughs shall be made.
3. Delegation of Responsibility	The Superintendent shall develop administrative procedures that provide for: <ol style="list-style-type: none"> 1. Determination of seniority. 2. Pooling of job related skills that may affect suspensions or reinstatements. 3. System of recall if a furlough list is maintained, specifying the manner in which recalls will be made and the time period furloughed personnel will be retained on the furlough list. 4. Treatment of noncompensated leaves as they affect seniority.
4. Guidelines	Abolishment of support positions may be brought about by many factors, such as: <ol style="list-style-type: none"> 1. Decline in student enrollment. 2. Utilization of new methods and technology. 3. Changes in district's organizational pattern. 4. Changes in district's economic resources and tax base. 5. Need for operating economies.

511. SUSPENSIONS AND FURLOUGHS - Pg. 2

<p>2 Pa. C.S.A. Sec. 551 et seq</p> <p>School Code 406</p> <p>PA Statute 2 Pa. C.S.A. Sec. 551 et seq</p>	<p>Support employees may be entitled to a hearing under the Local Agency Law, at the employee's request, prior to suspension or layoff.</p> <p>A collective bargaining agreement, individual contract, or Board resolution may provide suspension procedures that differ from this policy. In the event that such a condition exists, procedures must be adapted to the provisions of the collective bargaining agreement for bargaining unit personnel or individual contract or Board resolution for non-bargaining unit personnel.</p>
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CLARION- LIMESTONE AREA SCHOOL DISTRICT

SECTION: SUPPORT EMPLOYEES

TITLE: EVALUATION OF SUPPORT EMPLOYEES

ADOPTED: November 19, 2003

REVISED:

512. EVALUATION OF SUPPORT EMPLOYEES	
1. Purpose	<p>Evaluation is a continuing process in which the employee and supervisor cooperatively identify strengths and weaknesses in the individual's job performance.</p> <p>The objectives of evaluation are to assess and improve performance, encourage personal growth, promote positive behavior and facilitate attainment of district goals and objectives.</p> <p>There shall be a plan for regular, periodic evaluation of all support personnel employed by the district.</p>
2. Authority	<p>The evaluation plan for support employees shall be approved by the Board.</p>
3. Guidelines	<p>The objectives of the district evaluation plan for support personnel are:</p> <ol style="list-style-type: none"> 1. To identify, improve, and reinforce the skills, attitudes and abilities that enable an employee to be effective. 2. To identify and improve upon weaknesses that prevent an employee from effectively carrying out assigned duties. <p>The evaluation plan shall:</p> <ol style="list-style-type: none"> 1. Include timely conferences with the employee and evaluator to review and sign each evaluation. 2. Group support employees into position classes based upon similarities of duties, responsibilities, and qualifications; the evaluation process shall be similar for all classes of employees. 3. Ensure that appropriate evaluation of performance takes place during probationary periods of employment.

<p>4. Delegation of Responsibility</p>	<p>4. Provide a procedure for identifying and commending effective performance, counseling and assisting employees where improvement is necessary, and dismissing an ineffective employee when counseling and assistance fail to produce effective performance.</p> <p>The Superintendent or designee shall prepare procedures for the conduct of employee evaluations which shall include:</p> <ol style="list-style-type: none">1. Conduct of evaluations at times designated by the Board for probationary employees and each year for regular employees.2. Establishment of reasonable performance standards to permit the employee to meet performance objectives determined by the employee's supervisor or department head.3. Method of making and retaining personnel records which ensures that entries are based on observable and verifiable facts, all materials will be held confidential, and the employee has an opportunity to review evaluations and append a written statement.4. Provisions for improving unsatisfactory performance by offering resource aid, recommending how improvement can be effected, and scheduling follow-up conferences to assess change.
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CLARION- LIMESTONE AREA SCHOOL DISTRICT

SECTION: SUPPORT EMPLOYEES

TITLE: PHYSICAL EXAMINATION

ADOPTED: November 19, 2003

REVISED:

514. PHYSICAL EXAMINATION	
<p>1. Purpose SC 1418</p>	<p>In order to certify the fitness of employees to discharge efficiently the duties they will be performing and to protect the health of students and staff from transmission of communicable diseases, physical examinations of all support employees will be required prior to beginning employment.</p>
<p>2. Definition</p>	<p>A physical examination shall mean a general examination conducted by a licensed physician.</p>
<p>3. Guidelines Title 28 Sec. 23.43 42 U.S.C. Sec. 12101 et seq SC 1418</p>	<p>After receiving an offer of employment but prior to beginning employment, all candidates shall undergo a medical examination, as required by law.</p>
<p>Title 28 Sec. 23.44</p>	<p>The Board requires that all employees undergo a tuberculosis examination provided by the district upon initial employment, in accordance with regulations of the Pennsylvania Department of Health.</p>
<p>SC 1418</p>	<p>The Board may require an employee to undergo a physical examination at the Board's request.</p> <p>All cafeteria employees shall be examined during the summer months, prior to the opening of the school term.</p>
<p>Title 28 Sec. 23.44 SC 1419</p>	<p>The Board shall accept an affidavit in lieu of an examination where circumstances warrant such action.</p>
<p>4. Delegation of Responsibility</p>	<p>The results of all required medical examinations shall be made known to the Superintendent on a confidential basis and discussed with the employee.</p>

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<p>42 U.S.C. Sec. 12101 et seq</p> <p>School Code 1418, 1419</p> <p>PA Code Title 28 Sec. 23.43, 23.44</p> <p>42 U.S.C. Sec. 12101 et seq</p>	<p>Medical records shall be kept in a file separate from the employee's personnel file.</p>
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CLARION- LIMESTONE AREA SCHOOL DISTRICT

SECTION: SUPPORT EMPLOYEES

TITLE: HIV INFECTION

ADOPTED: November 19, 2003

REVISED:

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

5. Guidelines

All employees shall be required to consistently follow infection control/universal precautions in all settings and at all times. Employees shall notify the school nurse of all incidents of exposure to bodily fluids.

Building administrators shall notify district employees, students and parents/guardians about current Board policies concerning HIV infection and shall provide reasonable opportunities to discuss the policy and related concerns.

The Superintendent or designee shall report periodically to the Board regarding the effectiveness of this policy and shall make recommendations for revision in accordance with developments in medical research and treatments.

Assignment

District authorities shall determine the assignment of infected employees on a case-by-case basis.

The school physician shall make a preliminary recommendation to the district as to the health risks associated with an infected employee. In the event that potential health risks to the school community are identified by the school physician because of the continued presence of an employee, a panel shall be convened to review the employee's medical history, assess the specific risks to the identified employee and to the school community, and evaluate the assignment of the infected employee. The Superintendent or his/her designee shall convene and chair the panel. The panel shall consist of the employee's supervisor, school nurse, school physician, employee's physician, appropriate local health official, and other personnel, as needed. The panel shall utilize as a resource the Center for Disease Control and Prevention (CDCP) Guidelines. Decisions shall be based on the employee's physical condition, type of interaction with others in the performance of job functions, and risks to the infected employee and others in the school setting.

First consideration shall be given to maintaining the infected employee in the regular assignment. Any decision for an alternative placement must be supported by specific facts and data.

The panel shall make a recommendation to the Superintendent regarding the case. The Superintendent shall promptly present the panel's recommendation to the Board, whose action shall be final. The Board shall approve all assignments and medical leaves of absences for infected employees. The panel, at the request of the Superintendent or his/her designee, shall meet periodically to assess the employee's status.

<p>42 U.S.C. Sec. 12101 et seq 29 U.S.C. Sec. 2601 et seq</p>	<p>Infected employees whose employment is interrupted or terminated shall be entitled to available medical leave and medical disability benefits. Such employees shall be informed by the appropriate administrator of benefits, leave, and alternatives available to them through state and federal laws, district policies, the collective bargaining agreement, and the retirement system.</p>
<p>35 P.S. 7601 et seq</p>	<p><u>Confidentiality</u></p> <p>The Superintendent or designee shall determine which school personnel will receive information about an infected employee. The number of individuals informed of an infected employee's status shall be kept to the minimum required to assure protection of the infected employee as well as the school population. Anonymity shall have high priority.</p> <p>All district employees have a duty to preserve the confidentiality of all information concerning an infected employee. Serious consequences shall result from a breach of confidentiality by an employee.</p> <p>Information about infected employees in the district shall not be disclosed to the general public, undesignated school employees or other groups without a court order or the informed, written, signed and dated consent of the infected employee.</p> <p><u>Infection Control</u></p> <p>Universal precautions, as recommended by the CDCP, shall be followed for exposure to bodily fluids. Employees shall treat all body fluids as hazardous and follow universal precautions.</p> <p>The school district shall maintain and keep reasonably accessible all equipment and supplies necessary for infection control.</p> <p><u>Staff Development</u></p> <p>All district employees shall participate in a planned HIV education program.</p> <p>Designated district employees shall receive additional, specialized training appropriate to their positions and responsibilities.</p>

References:

School Code – 24 P.S. Sec. 510

PA Confidentiality of HIV-Related Information Act – 35 P.S. 7607

Americans With Disabilities Act – 42 U.S.C. Sec. 12101 et seq

Family and Medical Leave Act – 29 U.S.C. Sec. 2601 et seq

CLARION- LIMESTONE AREA SCHOOL DISTRICT

SECTION: SUPPORT EMPLOYEES

TITLE: JOB ABANDONMENT

ADOPTED: November 19, 2003

REVISED:

<p>1. Guidelines</p>	<p style="text-align: center;">515. JOB ABANDONMENT</p> <p>A job position shall be declared abandoned when the employee, after exhausting all earned, negotiated and legislated leaves of absence, including sick leave, personal/emergency leave, vacation, sabbatical leave, and family/medical leave, is unable to return to work to perform the essential duties and tasks related to the position. The employee shall forfeit all future rights to return to the job or similar position once the position is abandoned.</p>
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CLARION- LIMESTONE AREA SCHOOL DISTRICT

SECTION: SUPPORT EMPLOYEES

TITLE: CONDUCT/DISCIPLINARY PROCEDURES

ADOPTED: November 19, 2003

REVISED:

517. CONDUCT/DISCIPLINARY PROCEDURES	
1. Purpose	All support employees are expected to conduct themselves in a manner consistent with appropriate and orderly behavior. Effective operation of district programs requires the cooperation of all employees working together under a system of policies and rules applied fairly and consistently. The orderly conduct of the district's functions requires compliance with these policies and rules, and consistent penalties and disciplinary procedures for violations.
2. Authority	The Board directs that procedures be established whereby support employees are informed of the disciplinary actions that are considered appropriate and may be applied for violation of district policies, rules and procedures.
3. Guidelines	All support employees shall comply with district policies, rules and regulations; attempt to maintain order; perform assigned job functions; and carry out directives issued by supervisors.
2 Pa. C.S.A. Sec. 551 et seq	In the event it is necessary to demote or dismiss, a hearing shall be provided as required by statute.
Pol. 551	When engaged in assigned duties, no employee shall participate in activities that include but are not limited to the following: <ol style="list-style-type: none"> 1. Physical or verbal abuse, or threat of harm, to anyone. 2. Causing damage to district property, facilities and equipment. 3. Forceful or unauthorized entry to or occupation of district facilities, buildings and grounds. 4. Use, possession, distribution, or sale of alcohol, drugs or other illegal substances. 5. Use of profane or abusive language, symbols or conduct.

<p>4. Delegation of Responsibility</p>	<ol style="list-style-type: none">6. Failure to comply with directives of district officials, security officers, or law enforcement officers.7. Carrying onto or possessing a weapon on school grounds without authorization from the appropriate school administrator.8. Violation of district policies, rules and regulations.9. Violations of federal, state, or applicable municipal law or regulation.10. Conduct that may obstruct, disrupt, or interfere with teaching, research, service, administrative, or disciplinary functions of the district, or any activity sponsored or approved by the Board. <p>The Superintendent or designee shall prepare and promulgate disciplinary rules for violations of district policies, rules and procedures that provide progressive penalties, including verbal warning, written warning, reprimand, suspension, demotion, dismissal, and/or civil and criminal sanctions.</p>
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CLARION- LIMESTONE AREA SCHOOL DISTRICT

SECTION: SUPPORT EMPLOYEES

TITLE: PENALTIES FOR TARDINESS

ADOPTED: November 19, 2003

REVISED:

518. PENALTIES FOR TARDINESS	
1. Purpose	Punctual and reliable attendance by support employees is essential to the proper operation of district programs.
2. Authority	<p>Timely attendance by district employees is a matter of concern to the Board. That concern is expressed through the Board's direction to the Superintendent and district staff as to how tardiness and attendance will be treated.</p> <p>The Board reserves the right to assess an employee's salary for failure to perform assigned duties or provide services.</p>
3. Delegation of Responsibility	It shall be the responsibility of the Superintendent to assess penalties when a support employee fails to meet attendance requirements.

**CLARION-
LIMESTONE AREA
SCHOOL DISTRICT**

SECTION: SUPPORT EMPLOYEES

TITLE: OUTSIDE ACTIVITIES

ADOPTED: November 19, 2003

REVISED:

519. OUTSIDE ACTIVITIES	
1. Purpose	The Board recognizes that support employees do enjoy private lives and may associate with others outside of school for political, economic, religious, cultural or personal reasons. However, the Board and its supervisory staff have a responsibility to evaluate employees in terms of their effectiveness in discharging assigned duties and responsibilities.
2. Authority	Therefore, when nonschool activities impact upon a staff member's effectiveness within the school system, the Board reserves the right to evaluate the effect of such activities upon the individual's completion of responsibilities to the district.
3. Delegation of Responsibility	The Superintendent or designee shall disseminate guidelines so that support employees may avoid situations in which their personal interests, activities, and associations may conflict with the interests of the district.
4. Guidelines	<p>The following guidelines are provided for the direction of support employees:</p> <ol style="list-style-type: none"> 1. Do not use school property or school time to solicit or accept customers for private enterprises. 2. Do not use job time for outside activities when there is no valid reason to be excused from assigned duties. 3. Do not make public statements regarding district policies or procedures that would disrupt harmony among co-workers or interfere with the maintenance of discipline by school officials. 4. Do not make public statements about private associations or interests during work hours if such remarks are likely to violate district standards of propriety.

CLARION- LIMESTONE AREA SCHOOL DISTRICT

SECTION: SUPPORT EMPLOYEES

TITLE: FREEDOM OF SPEECH IN
NONINSTRUCTIONAL
SETTINGS

ADOPTED: November 19, 2003

REVISED:

520. FREEDOM OF SPEECH IN NONINSTRUCTIONAL SETTINGS	
1. Purpose	The Board acknowledges the right of its support employees as citizens in a democratic society to speak out on issues of public concern. When those issues are related to the school system and its programs, however, the employee's freedom of expression must be balanced against the interests of this district.
2. Authority	The Board adopts this policy to clarify situations in which the employee's expression could conflict with the district's interests.
3. Guidelines	<p>In situations in which an employee is not engaged in the performance of designated duties, s/he shall:</p> <ol style="list-style-type: none"> 1. State clearly that his/her comments represent personal views and not those of the school district. 2. Not direct any statements toward any individual(s) with whom s/he would normally be in contact in the performance of duties, in order to avoid the disruption of cooperative staff relationships. 3. Refrain from comments that would interfere with the maintenance of discipline by school officials. 4. Refrain from making public statements known to be false or made without regard for truth or accuracy. 5. Refrain from making threats against coworkers, supervisors or district officials.
Pol. 517	Violations of this policy may constitute cause for disciplinary action.

CLARION- LIMESTONE AREA SCHOOL DISTRICT

SECTION: SUPPORT EMPLOYEES
 TITLE: POLITICAL ACTIVITIES
 ADOPTED: November 19, 2003
 REVISED:

521. POLITICAL ACTIVITIES	
1. Purpose	The Board recognizes and encourages the right of its employees, as citizens, to engage in political activity. However, district property and school time, paid for by the citizens, may not be used for political purposes when performing assigned duties.
2. Authority	The Board adopts the following guidelines for those staff members who intend to engage in political activities.
3. Guidelines Pol. 707	<p>No support employees shall engage in political activities during assigned hours or upon property under the jurisdiction of the Board, unless permission has been granted for that purpose through the Use of Facilities Policy.</p> <p>Political circulars or petitions may not be posted or distributed in school, except by U.S. Mail.</p> <p>Collection of campaign funds and/or solicitation for campaign workers is prohibited on school property during working hours.</p> <p>The use of students for writing, addressing or distributing partisan political materials is prohibited.</p> <p>District employees who hold elective or appointive office are not entitled to time off from their school duties for reasons incident to such offices, except as such time may qualify under the leave policies of the Board or the collective bargaining agreement, individual contract, or Board resolution.</p> <p>Violation of this policy shall constitute cause for disciplinary action, at the Board's discretion.</p>



CLARION- LIMESTONE AREA SCHOOL DISTRICT

SECTION: SUPPORT EMPLOYEES

TITLE: GIFTS

ADOPTED: November 19, 2003

REVISED:

522. GIFTS	
1. Purpose	The Board considers the acceptance of gifts by support staff members an undesirable practice.
2. Authority	It is the policy of the Board that staff members may accept only gifts of a consumable nature or nominal value only from students or parents/guardians.
3. Delegation of Responsibility	<p>Employees shall discourage and decline to accept gifts from students and parents/guardians without the approval of the Superintendent.</p> <p>The Superintendent may approve acts of generosity to individual staff members in unusual situations but shall report such instances to the Board on a timely basis.</p>

CLARION- LIMESTONE AREA SCHOOL DISTRICT

SECTION: SUPPORT EMPLOYEES

TITLE: TOBACCO USE

ADOPTED: November 19, 2003

REVISED:

523. TOBACCO USE	
1. Purpose	The Board recognizes that tobacco use during school hours and on school property presents a health and safety hazard that can have serious consequences for the user and the nonuser and the safety of the schools.
2. Definition 18 Pa. C.S.A. Sec. 6306.1	For purposes of this policy, tobacco use shall mean all use of tobacco, including cigars, cigarettes, pipes and smokeless tobacco.
3. Authority 20 U.S.C. Sec. 7181 et seq 35 P.S. 1223.5	<p>The Board prohibits tobacco use by support employees in a school building and on any property, buses, vans and vehicles that are owned, leased or controlled by the school district.</p> <p>The Board may designate specific areas for tobacco use by employees on property owned, leased or controlled by the district that is at least fifty (50) feet from school buildings, stadiums and bleachers.</p> <p>The Board prohibits tobacco use by support employees at school-sponsored activities that are held off school property.</p>
4. Guidelines	<p>The district shall annually notify employees about the district's tobacco use policy by publishing such in handbooks, newsletters, posted notices, and other efficient methods.</p> <p>Any employee violating the tobacco use policy will receive a verbal reprimand for the first offense and a written reprimand for the second offense, stating that any further violations may lead to suspension or other forms of disciplinary action.</p> <p>A violation of this policy shall be punishable by a civil fine of not more than fifty (\$50.00).</p>

CLARION- LIMESTONE AREA SCHOOL DISTRICT

SECTION: SUPPORT EMPLOYEES

TITLE: PERSONNEL FILES

ADOPTED: November 19, 2003

REVISED:

524. PERSONNEL FILES	
1. Purpose	Orderly operation of the school district requires maintaining a file for the retention of all records relative to an individual's duties and responsibilities as a district employee.
2. Authority	The Board requires that sufficient records be maintained to ensure an employee's qualifications for the job held, compliance with federal and state requirements and local benefit programs, conformance with district policies and rules, and evidence of completed evaluations.
3. Delegation of Responsibility	The Board delegates the establishment and maintenance of official personnel records to the Superintendent or designee, who shall prepare guidelines defining the material to be incorporated into personnel files.
4. Guidelines	<p>A central file shall be maintained; supplemental records may be maintained only for ease in data gathering.</p> <p>Only information that pertains to the professional role of the employee and is submitted by duly authorized administrative personnel and the Board may be entered in the official personnel file.</p> <p>Personnel records shall be available to the Board but only as required in the performance of its designated functions as a Board and as approved by a majority vote of the Board.</p> <p><u>Confidentiality Requirement</u></p>
Pol. 806	Any information received in state police reports, the Department of Public Welfare (DPW) reports, or any investigation shall be handled confidentially and shall be used only for the purposes permitted under law.

43 P.S.
Sec. 1321-1324

Employee Access

Support employees shall have access to their own file, except that information relative to confidential employment references/recommendations shall not be available for review by the employee.

Employees shall be allowed to review their own records in the personnel office in accordance with the following conditions:

1. Only one (1) review shall be allowed per year, unless extenuating circumstances justify otherwise.
2. The Superintendent or his/her designee shall be present for all approved reviews.
3. Requests for reviews shall be submitted only for times when the personnel office is regularly open.
4. All review requests shall be filed at least ten (10) working days before the requested date.
5. A request shall be filed on the request form provided, and shall include information such as:
 - a. A date and hour for the review, along with an alternate date and hour in case the first date cannot be granted.
 - b. List of items desired for review.
 - c. Reason(s) for the review.

The Superintendent or designee shall respond to each review request form showing approval, rejection, and/or remarks at least five (5) working days prior to the earliest review date requested.

Appeals

Personnel who choose to appeal material in their records shall make a written request to the administrator delegated to maintain the records and shall specify:

1. Name and date.
2. Material to be appealed.

3. Reason for appeal.

The responsible administrator shall hear the appeal and make a determination.

File Contents

Upon initial employment, the employee's file shall contain:

1. Completed employment application form.
2. Retirement registration.
3. Income withholding information and wage tax information.
4. Insurance beneficiary forms.
5. Loyalty oath.
6. I-9 Immigration Form.
7. Act 34 and Act 151 clearance statements.

During the period of employment, personnel files shall be maintained for each employee and shall contain such items as:

1. Application for employment.
2. Wage or salary information.
3. Notices of commendations.
4. Warnings or disciplinary incidents.
5. Authorization for a deduction or withholding of pay.
6. Fringe benefit information.
7. Leave records.

8 C.F.R.
Sec. 274a.2

SC 111
23 Pa. C.S.A.
6301 et seq

<p>Pol. 514</p> <p>School Code 111</p> <p>PA Code Title 22 Sec. 403.1</p> <p>PA Statute 23 Pa. C.S.A. 6301 et seq</p> <p>43 P.S. Sec. 1321-1324</p> <p>20 U.S.C. Sec. 6311</p> <p>42 U.S.C. Sec. 12101 et seq</p> <p>8 CFR Sec. 274a.2</p> <p>Board Policy 504</p>	<p>8. Employment history with the school district, including salary information, job title, dates of changes in employment status, retirement record, attendance records and performance evaluations.</p> <p>Personnel files shall not contain such material as:</p> <ol style="list-style-type: none">1. Material relating to the investigation of a possible criminal offense.2. Letters of reference.3. Documents being prepared for use in civil, criminal, or grievance procedures.4. Medical records.5. Materials to be used by the employer to plan for future operations.6. Information available to the employee under the Fair Credit Reporting Act.
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CLARION- LIMESTONE AREA SCHOOL DISTRICT

SECTION: SUPPORT EMPLOYEES

TITLE: DRESS AND GROOMING

ADOPTED: November 19, 2003

REVISED:

525. DRESS AND GROOMING	
1. Purpose	Employees set an example in dress and grooming for students and the community at large. Compliance with reasonable standards for dress and grooming has a positive effect upon the district's operation and programs.
2. Authority SC 510	The Board has the authority to specify reasonable dress and grooming guidelines for staff, within law, that will prevent an adverse impact on the educational program and district operations.
3. Guidelines	<p>When assigned to district duties, support employees shall be physically clean, neat, well-groomed, and dressed in a manner consistent with the needs of the job to be performed.</p> <p>Employees shall be groomed so that hair style does not disrupt the educational process nor cause a health or safety hazard.</p> <p>Support employees may be required to utilize safety gear and/or wear designated work uniforms.</p>
4. Delegation of Responsibility	If an employee feels that an exception to this policy would enable him/her to carry out assigned duties more effectively, a request should be made to the immediate supervisor.

