

# CLARION- LIMESTONE AREA SCHOOL DISTRICT

SECTION: PROFESSIONAL EMPLOYEES

TITLE: OUTSIDE ACTIVITIES

ADOPTED: October 15, 2003

REVISED:

419. OUTSIDE ACTIVITIES	
1. Purpose	The Board recognizes that members of the professional staff do enjoy private lives and may associate with others outside of school for economic, religious, cultural or personal reasons. However, the Board and its supervisory staff have a responsibility to evaluate staff members in terms of their effectiveness in discharging assigned duties and responsibilities.
2. Authority	<p>Therefore, when nonschool activities impact upon a staff member's effectiveness within the school system, the Board reserves the right to evaluate the effect of such activities upon the individual's completion of responsibilities to the students and to the district's programs.</p> <p>The Board does not endorse, support, nor assume liability for any district staff member who conducts nonschool, outside activities in which district students and employees may participate.</p>
3. Delegation of Responsibility	The Superintendent or designee shall disseminate guidelines so that staff members may avoid situations in which their personal interests, activities, and associations may conflict with the interests of the district.
4. Guidelines	<p>The following guidelines are provided for the direction of staff members:</p> <ol style="list-style-type: none"> <li>1. Do not utilize school material for personal gain. Copyrights to materials or equipment developed, processed, or tested by district employees in the performance of district activities in fulfillment of the terms of their employment reside with and may be claimed by the district.</li> <li>2. Do not use school property or school time to solicit or accept customers for private enterprises.</li> <li>3. Do not use school time for outside activities when there is no valid reason to be excused from assigned duties.</li> </ol>

4. Do not make public statements about private associations or interests during school hours if such remarks are likely to violate district standards of propriety.
5. Do not make public statements that are inconsistent with district policies and could serve to harm the effectiveness of district programs.
6. Do not tutor students for compensation on school property.

# CLARION- LIMESTONE AREA SCHOOL DISTRICT

SECTION: PROFESSIONAL EMPLOYEES

TITLE: INTELLECTUAL PROPERTY

ADOPTED: March 21, 2012

REVISED:

419.1. INTELLECTUAL PROPERTY	
1. Authority	All material/intellectual property written, created or developed by any employee of the district shall be and remains the sole property of the Clarion-Limestone Area School District.
2. Definition	For the purpose of this policy, <b>material/intellectual property</b> shall be deemed to be written, created or developed by a person in the employ of the district, if the information is obtained or work undertaken through the use of district resources or facilities, supported directly or indirectly by funds administered by the district, developed within the scope of employment by the employee, agreed in writing to be specifically commissioned work by the district, or assigned in writing to the district. In such a case, the material/intellectual property shall be the sole property of the Clarion-Limestone Area School District and is to be used only by students and staff of the district, unless otherwise reviewed and approved by the Superintendent.
3. Delegation of Responsibility	The Superintendent or designee shall disseminate this policy so that professional employees may avoid situations in which their personal interests, activities, and associations may conflict with the interests of the district.
4. Guidelines	<p>Professional employees are prohibited from charging or obtaining anything of value for personal gain or otherwise, unless used in training by the district, or approved by the Superintendent, in consultation with the Board in the following areas:</p> <ol style="list-style-type: none"> <li>1. Other agencies or individuals.</li> <li>2. Any materials or products that are developed through the use of district resources or facilities.</li> <li>3. Supported directly or indirectly by funds administered by the district within the scope of employment of the employee.</li> </ol> <p>Additionally, professional employees are prohibited from disseminating any material/intellectual property of the district with no compensation.</p>

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<p>Pol. 417</p>	<p>Violation of this policy places the employee at risk of disciplinary action or dismissal.</p> <p>References:</p> <p>Board Policy – 417</p>
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# CLARION- LIMESTONE AREA SCHOOL DISTRICT

SECTION: PROFESSIONAL EMPLOYEES

TITLE: FREEDOM OF SPEECH IN  
NONINSTRUCTIONAL  
SETTINGS

ADOPTED: October 15, 2003

REVISED:

<p>1. Purpose</p> <p>2. Authority</p> <p>3. Guidelines</p> <p>Pol. 417</p>	<p style="text-align: center;">420. FREEDOM OF SPEECH IN NONINSTRUCTIONAL SETTINGS</p> <p>The Board acknowledges the right of its professional employees as citizens in a democratic society to speak out on issues of public concern. When those issues are related to the school system and its programs, however, the employee's freedom of expression must be balanced against the interests of this district.</p> <p>The Board adopts this policy to clarify situations in which the employee's expression could conflict with the district's interests.</p> <p>In situations in which an employee is not engaged in the performance of professional duties, s/he shall:</p> <ol style="list-style-type: none"> <li>1. State clearly that his/her comments represent personal views and not those of the school district.</li> <li>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.</li> <li>3. Refrain from comments that would interfere with the maintenance of discipline by school officials.</li> <li>4. Refrain from making public statements known to be false or made without regard for truth or accuracy.</li> <li>5. Refrain from making threats against coworkers, supervisors or district officials.</li> </ol> <p>Violations of this policy may constitute cause for disciplinary action.</p>
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# CLARION- LIMESTONE AREA SCHOOL DISTRICT

SECTION: PROFESSIONAL EMPLOYEES

TITLE: POLITICAL ACTIVITIES

ADOPTED: October 15, 2003

REVISED:

421. POLITICAL ACTIVITIES	
1. Purpose	The Board recognizes and encourages the right of its employees, as citizens, to engage in political activity. However, district property and school time, paid for by the citizens, may not be used for political purposes when performing assigned duties.
2. Authority	The Board adopts the following guidelines for those staff members who intend to engage in political activities.
3. Guidelines Pol. 707	<p>No professional 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.</p> <p>The following situations are exempt from the provisions of this policy:</p> <ol style="list-style-type: none"> <li>1. Discussion and study of politics and political issues when appropriate to classroom studies, such as history, current events, and political science.</li> <li>2. Conduct of student elections and related campaigning.</li> <li>3. Conduct of employee representative elections.</li> </ol>

	<p>Violation of this policy shall constitute cause for disciplinary action, at the Board's discretion.</p>
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# CLARION- LIMESTONE AREA SCHOOL DISTRICT

SECTION: PROFESSIONAL EMPLOYEES

TITLE: GIFTS

ADOPTED: October 15, 2003

REVISED:

422. GIFTS	
1. Purpose	The Board considers the acceptance of gifts by professional staff members an undesirable practice.
2. Authority	It is the policy of the Board that staff members may accept only gifts of a consumable nature or nominal value only from students or parents/guardians.
3. Delegation of Responsibility	Employees shall discourage and decline to accept gifts from students and parents/guardians without the approval of the Superintendent.  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.



# CLARION- LIMESTONE AREA SCHOOL DISTRICT

SECTION: PROFESSIONAL EMPLOYEES

TITLE: TOBACCO USE

ADOPTED: October 15, 2003

REVISED:

423. TOBACCO USE	
1. Purpose	The Board recognizes that tobacco use during school hours and on school property presents a health and safety hazard that can have serious consequences for the user and the nonuser and the safety of the schools.
2. Definition 18 Pa. C.S.A. 6306.1	For purposes of this policy, <b>tobacco use</b> 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 professional 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 professional 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 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 dollars (\$50.00.)</p>



# CLARION- LIMESTONE AREA SCHOOL DISTRICT

SECTION: PROFESSIONAL EMPLOYEES

TITLE: PERSONNEL FILES

ADOPTED: October 15, 2003

REVISED:

424. PERSONNEL FILES	
1. Purpose	Orderly operation of the school district requires maintaining a file for the retention of all records relative to an individual's duties and responsibilities as a district employee.
2. Authority	The Board requires that sufficient records be maintained to ensure an employee's qualifications for the job held, compliance with federal and state requirements and local benefit programs, conformance with district policies and rules, and evidence of completed evaluations.
3. Delegation of Responsibility	The Board delegates the establishment and maintenance of official personnel records to the Superintendent or 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>A copy of each entry shall be made available to the employee at the cost of the employee.</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> <p>Any information received in state police reports, the Department of Public Welfare (DPW) reports, or any other investigation shall be handled confidentially and shall be used only for the purposes permitted under law.</p>
Pol. 806	

43 P.S.  
Sec. 1321-1324

Employee Access

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

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 employee's written request shall become a part of the employee's personnel file.

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. Copy of appropriate certificate.
3. Transcripts.
4. Retirement registration.
5. Income withholding information wage tax information.
6. Insurance information, enrollment, and beneficiary forms.
7. Loyalty oath.
8. I-9 Immigration Form.
9. 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.

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

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

<p>Pol. 414</p> <p>PA Statute 23 Pa. C.S.A. 6301 et seq</p> <p>PA Code Title 22 Sec. 403.1</p> <p>43 P.S. Sec. 1321-1324</p> <p>20 U.S.C. Sec. 6311</p> <p>20 U.S.C. Sec. 7801</p>	<ol style="list-style-type: none"><li>6. Fringe benefit information.</li><li>7. Leave records.</li><li>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.</li></ol> <p>Personnel files shall not contain such materials as:</p> <ol style="list-style-type: none"><li>1. Material relating to the investigation of a possible criminal offense.</li><li>2. Letters of reference.</li><li>3. Documents being prepared for use in civil, criminal, or grievance procedures.</li><li>4. Medical records.</li><li>5. Materials to be used by the employer to plan for future operations.</li><li>6. Information available to the employee under the Fair Credit Reporting Act.</li></ol>
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42 U.S.C.  
Sec. 12101 et seq

8 CFR  
Sec. 274a.2

Board Policy  
404



CLARION-  
LIMESTONE AREA  
SCHOOL DISTRICT

SECTION: PROFESSIONAL EMPLOYEES

TITLE: DRESS AND GROOMING

ADOPTED: October 15, 2003

REVISED:

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



# CLARION- LIMESTONE AREA SCHOOL DISTRICT

SECTION: PROFESSIONAL EMPLOYEES

TITLE: COMPLAINT PROCESS

ADOPTED: October 15, 2003

REVISED:

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

Level One - Immediate Supervisor

Within ten (10) days after the occurrence giving rise to the complaint, and following an informal discussion as outlined, the complainant must present the written complaint to the supervising administrator.

This statement shall include:

1. A clear, concise expression of the complaint.
2. The rule, policy or law for which there is an alleged violation.
3. Circumstances on which the complaint is based.
4. Person(s) involved.
5. Decision rendered at the private conference.
6. Remedy sought.

Copies of this statement may be sent to any individuals who were present at the meeting.

Within ten (10) days the administrator shall communicate a written decision to the employee. If the administrator does not respond within the time limit, the complainant may appeal to the next level.

Level Two - Superintendent/Designee

Within ten (10) days after receiving the decision of the administrator at Level One, the complainant may appeal the decision to the Superintendent or designee. The written appeal shall be accompanied by a copy of the decision at Level One.

Within ten (10) days after delivery of the appeal, the Superintendent or designee shall investigate the complaint, giving all persons who participated in Level One a reasonable opportunity to be heard.

Within ten (10) days after delivery of the appeal, the Superintendent or designee shall submit a written decision, together with the supporting reasons, to the complainant and the administrators involved.

Level Three - The Board

Within ten (10) days after receiving the decision of the Superintendent or designee the complainant may appeal the decision in writing to the Board.

The Board shall schedule the matter for a hearing to be held at the next regularly scheduled Board meeting.

The complainant and his/her conferee may be present at the hearing.

Within twenty (20) days the Board will submit its written decision, together with supporting reasons, to the complainant. A copy shall be furnished to the administrators involved.

The decision of the Board is final.

Miscellaneous Provisions

All documents, communications, and records relevant to a complaint shall be filed in a separate file and not be kept in the personnel file of any of the participants.

In the event a complaint is filed late in the school year, both parties shall endeavor to expedite procedures so that the process may be completed as soon after the school term as practicable.





# CLARION- LIMESTONE AREA SCHOOL DISTRICT

SECTION: PROFESSIONAL EMPLOYEES

TITLE: SALARY DETERMINATION

ADOPTED: October 15, 2003

REVISED:

428. SALARY DETERMINATION	
1. Purpose	A salary schedule for professional employees of the district shall be established.
2. Authority SC 1142, 1142.1, 1144, 1149, 1150, 1151	<p>The salary schedule approved by the Board shall provide for determination of beginning salaries for new and inexperienced employees, beginning salaries for experienced employees who are new to the district, salary adjustments that result from earning advanced degrees while employed by the district or required under law, and supplemental salaries for employees assigned to interscholastic athletic or extracurricular activity positions.</p> <p>Salary schedules shall be in accordance with those specified in the collective bargaining agreement and as approved by the Board.</p>
3. Delegation of Responsibility SC 1149	The Superintendent is authorized to credit past experience of an applicant for determination of salary.
School Code 1142, 1142.1, 1144, 1149, 1150, 1151	



# CLARION- LIMESTONE AREA SCHOOL DISTRICT

SECTION: PROFESSIONAL EMPLOYEES  
TITLE: SUBSTITUTE COMPENSATION  
ADOPTED: October 15, 2003  
REVISED:

429. SUBSTITUTE COMPENSATION	
1. Authority SC 1101	In order to obtain and retain qualified substitutes for service in this district, compensation to substitutes shall be in accordance with Board policy.
2. Guidelines SC 1148  SC 1148	Substitutes shall be paid on a per diem basis at a rate set annually by the Board.  A substitute employed for a full semester or more for a professional employee on leave for a specified period will be compensated at a per diem rate equal to that of a temporary professional employee and will be eligible for the same fringe benefits of such employee.  Substitutes other than full-time substitutes shall not be eligible for fringe benefits.
School Code 1101, 1148	



CLARION-  
LIMESTONE AREA  
SCHOOL DISTRICT

SECTION: PROFESSIONAL EMPLOYEES

TITLE: JOB RELATED EXPENSES

ADOPTED: October 15, 2003

REVISED:

431. JOB RELATED EXPENSES	
1. Authority	Payment of the actual and necessary expenses, including travel expenses, that any district employee incurs in the course of performing services for the district will be made in accordance with Board policy.
2. Delegation of Responsibility	The validity of payments for job related expenses shall be determined by the Superintendent.
3. Guidelines	<p>The use of a personal vehicle shall be considered a legitimate job expense if travel is among the employee's assigned schools, but not between home and school, and is authorized in advance by the Superintendent.</p> <p>Use of a personal vehicle for approved purposes is reimbursable to the employee at the current rate per mile approved by the Board.</p> <p>Use of a personal vehicle requires maintenance of liability insurance by the employee.</p> <p><u>Attendance at Conferences/Meetings</u></p> <p>Professional employees wishing to attend professional conferences/meetings shall apply through the procedures established by the Superintendent and/or building principal.</p>
SC 517	<p>The Board shall annually approve attendance at local, state, and national conferences, provided that it does not exceed the budgeted amounts for the year.</p> <p>The Superintendent must approve individual requests for conference attendance.</p> <p>Attendance at district approved events outside the district shall be without loss of regular pay, unless otherwise stipulated prior to attendance.</p>

431. JOB RELATED EXPENSES - Pg. 2

<p>School Code 517</p>	<p>All travel by professional employees shall be reviewed by the building principal and Superintendent. Expenses for the use of a personal vehicle, including parking and turnpike fees, shall be reimbursed to the employee by the district, upon receipt of bills and statements of mileage traveled.</p> <p>Registration fees and expenses incurred by the employee for lodging and meals, while in attendance at approved professional conferences, and/or meetings under a package plan provided by the conference or meeting sponsor, shall be paid by the district upon receipt of the required bills and statements.</p> <p>The district shall reimburse the employee in an amount designated by the Board for lodging and meal expenses incurred while attending approved professional conferences and/or meetings for which no package pan has been provided by the conference or meeting sponsor. The district shall pay registration fees.</p> <p>Expenses incurred by the employee for attendance at meetings which are state or federally funded shall be paid in their entirety if approved in the design of the original proposal(s).</p> <p>Expenses incurred for attendance at meetings which are partially funded by federal or state programs shall be paid in the amount approved by the federal or state programs, and the employee shall be reimbursed in an amount designated by the Board for receipted expenses, including the expenses which have been paid from federal or state monies.</p> <p>The Superintendent or designee shall prepare procedures for reimbursement of travel expenses which shall include:</p> <ol style="list-style-type: none"><li>1. Under normal conditions, employees traveling on official business shall provide themselves with sufficient funds for ordinary expenses.</li><li>2. Travel shall be by the most direct and economical route.</li><li>3. For official travel by other than automobile, the district shall arrange the advance purchase of transportation tickets.</li></ol>
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# CLARION- LIMESTONE AREA SCHOOL DISTRICT

SECTION: PROFESSIONAL EMPLOYEES

TITLE: WORKING PERIODS

ADOPTED: October 15, 2003

REVISED:

432. WORKING PERIODS	
<p>1. Purpose</p>	<p>Work schedules of the professional staff shall be clearly specified to ensure regular and consistent operation of the school district.</p>
<p>2. Authority SC 510, 1504 Pol. 804</p>	<p>The Board has the authority and responsibility to determine the hours during which educational programs and services shall be available to students and the community.</p>
<p>3. Delegation of Responsibility</p>	<p>The Superintendent or designee shall develop administrative procedures to ensure adherence to work schedules by professional employees.</p>
<p>4. Guidelines</p>	<p>The length of the working day for professional employees shall be determined in accordance with the terms of the collective bargaining agreement.</p> <p>During the times students are in attendance, professional staff may be assigned extra or alternative duties, distributed equitably when possible, at the discretion of the building principal.</p> <p>Faculty meetings shall be held as necessary and announcement of such meetings shall be made within a reasonable time prior to the meeting.</p> <p>All faculty members including student and teachers and long-term substitute teachers, are required to attend, unless excused by the building principal.</p> <p>In cases of excused attendance, the staff member shall meet with the building principal at the earliest convenient time to discuss topics of the faculty meeting.</p>
<p>School Code 510, 1504</p> <p>Board Policy 804</p>	





# CLARION- LIMESTONE AREA SCHOOL DISTRICT

SECTION: PROFESSIONAL EMPLOYEES

TITLE: PROFESSIONAL DEVELOPMENT

ADOPTED: October 15, 2003

REVISED:

433. PROFESSIONAL DEVELOPMENT	
1. Purpose	Continuing professional study and inservice training are prerequisites for professional development, enhanced ability to complete responsibilities, and maintaining certification.
2. Authority SC 517	The Board encourages all professional employees to further their professional and personal advancement through graduate courses, inservice training, and professional development activities.
SC 1205.1, 1205.2	In order to continue employment in the district, professional employees are required to meet all obligations necessary to maintain active certification.
3. Guidelines	<p><u>Graduate/Special Courses</u></p> <p>Only courses of study that are preapproved shall be eligible for reimbursement by the district or movement on the salary schedule by an employee.</p> <p>Reimbursement for credits for approved graduate study or special courses shall be made in accordance with terms of the collective bargaining agreement.</p> <p>Documentary evidence of satisfactory completion of all study programs shall be required.</p>
SC 1144	Approved graduate study or special courses/programs may be of sufficient advantage to the district to warrant an increase in an employee's annual salary, upon satisfactory completion. Such increase will be in accordance with terms of the collective bargaining agreement and after satisfactory completion of the program and submission of documentary evidence.
Title 22 Sec. 4.13, 49.16	<p><u>Induction Plan</u></p> <p>The district shall comply with Department of Education regulations in developing and maintaining an induction plan for first-year teachers and teachers new to the district.</p>

<p>SC 1205.1 Title 22 Sec. 4.13, 49.17</p> <p>SC 1205.1</p> <p>SC 1205.1</p> <p>SC 1205.2</p> <p>SC 1205.2</p> <p>School Code 517, 1144, 1205.1, 1205.2</p> <p>PA Code Title 22 Sec. 4.13, 49.16, 49.17</p>	<p><u>Community Instructional Resources</u></p> <p>Employees shall take advantage of community educational resources to the extent that they provide the best means of reaching the educational objectives of the system.</p> <p><u>Professional Education Plan</u></p> <p>The Board shall appoint to the professional education committee parents/guardians and representatives of the community and local businesses. Representatives of administrators, teachers and educational specialists on the professional education committee shall be selected by their respective members.</p> <p>The Board shall approve a professional education plan that is designed to meet the educational needs of the district and its employees; specifies approved courses, programs, activities and learning experiences, including those designed to improve teachers' knowledge in subject areas covered by academic standards; and identifies approved providers. The Board shall approve the plan prior to submission for approval by the Department of Education.</p> <p>The Board shall ensure an annual review of the district's professional education plan by the professional education committee to determine if the plan continues to meet the needs of the district, the Strategic Plan, and the employees, students and community. The professional education committee may recommend amendments to the plan, subject to approval by the Board and the Department of Education.</p> <p>The Board may approve, on a case-by-case basis, specific professional education activities not stated within the district's professional education plan. Board approval is not required for credits or hours required for administrator certification, earned through activities conducted by providers approved by the Department of Education or the Department itself, or related to the area of assignment or certification.</p> <p>If the district assumes all costs of credits or hours, the Board may disapprove any course, program, activity or learning experience that is inconsistent with the goals of the professional education plan.</p>
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# CLARION- LIMESTONE AREA SCHOOL DISTRICT

SECTION: PROFESSIONAL EMPLOYEES

TITLE: SICK LEAVE

ADOPTED: October 15, 2003

REVISED:

434. SICK LEAVE	
1. Purpose	The sick leave policy for professional employees shall ensure that employees will receive no less than the minimum sick leave provided under law.
2. Definition	<b>Sickness</b> is defined as leave taken by a regular, full-time employee of the school district who is absent from assigned duty because of personal disability due to illness or injury, medical appointments, or family illness, in accordance with established guidelines.
3. Authority SC 1154	The Board shall provide up to ten (10) days annually for sick leave, which shall be cumulative, and may be taken in increments of a half day or full day.
SC 1154	The Board reserves the right to determine the validity of sick leave and require any employee claiming sick leave pay to submit sufficient proof, including a physician's certification, of the employee's illness or disability.
SC 1154	The Board shall consider the application of any eligible employee for an extension of sick leave, pursuant to law where applicable, when the employee's own accumulated sick leave is exhausted.
4. Delegation of Responsibility	The Superintendent shall report to the Board the names of those employees absent for noncompensable cause or whose claim for sick leave pay cannot be justified.
5. Guidelines Pol. 417	Misuse of sick leave shall be considered a serious infraction subject to disciplinary action. The Superintendent or designee shall establish rules and regulations to implement discipline for employees who abuse sick leave.  A sick leave shall commence when the employee, or agent if the employee is sufficiently disabled, reports the absence. A sick leave day, once commenced, may be reinstated as a working day only with the approval of the Superintendent or designee.

SC 1154	<p>Whatever the claims of disability, no day of absence shall be considered a sick leave day on which the employee has engaged in or prepared for other gainful employment, or has engaged in any activity that would raise doubts regarding the validity of the sick leave request.</p>
SC 1154	<p><u>Proof Of Disability</u></p> <p>Any employee absent on sick leave may be required to submit a physician's written statement certifying his/her disability.</p> <p>A physician's statement may not be presumed to conclusively establish the employee's disability.</p>
SC 1154	<p><u>Records</u></p> <p>The district's personnel records shall show the attendance of each employee; and the days absent shall be recorded, with the reason for such absence noted.</p> <p>A record shall be made of the unused sick leave days accumulated by each employee, which shall be made available to the employee in accordance with law.</p> <p>The Board shall pay a specified amount for each unused sick leave day, up to a designated number of days, upon the retirement or death of a professional employee, as provided in the collective bargaining agreement.</p> <p><u>Family Sick Leave</u></p> <p>Two (2) days of the annual allotment of sick leave may be used each year by the employee for illness in the immediate family.</p> <p>The <b>immediate family</b> shall be defined as husband, wife, mother, father, child, mother-in-law, father-in-law, brother, sister, a near relative whose residence is also the employee's residence or any person with whom the employee has made his/her home and in which a long-term, sole guardian/parental relationship has been established.</p> <p>The employee shall notify his/her building principal or supervisor as far in advance as possible when taking sick leave for family illness and shall identify the family member and relationship.</p> <p>In the event the two (2) days of sick leave are not used for illness in the family, they shall continue to accumulate as regular sick leave and shall not accumulate from year to year.</p>

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In the event the number of family sick leave days are exceeded, the days shall be charged against any accumulated personal or emergency days.

Family sick leave days will be reconciled on an annual basis. It is the employee's responsibility to accurately track the number of identified family sick leave days.

School Code  
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