

CLARION- LIMESTONE AREA SCHOOL DISTRICT

SECTION: ADMINISTRATIVE
EMPLOYEES

TITLE: CREATING A POSITION

ADOPTED: September 17, 2003

REVISED:

301. CREATING A POSITION	
1. Purpose	Administrative positions will be established by the Board in order to provide effective management and leadership for the operation of the district.
2. Authority SC 1001, 1106 Title 22 Sec. 4.4 SC 1075, 1142	<p>The need for creating administrative 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 administrative positions deemed necessary for effective management of the district.</p> <p>The initial salary or salary range for a new position shall be determined by the Board when creating such position, based upon the recommendation of the Superintendent and supporting documentation.</p>
3. Guidelines	<p>In the exercise of its authority to create a new position, the Board shall give primary consideration to the following:</p> <ol style="list-style-type: none"> 1. Most effective management of district programs. 2. Number of students enrolled. 3. Special needs of students. 4. Operational needs of the district. 5. Financial resources of the district. <p>Recommendations for a new or additional administrative position shall include:</p> <ol style="list-style-type: none"> 1. Job description clearly outlining the duties for which the position was created. 2. A title that conforms with the appropriate certificate if certification is required. 3. Supporting data and other rationale relevant to the recommendation.

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<p>4. Delegation of Responsibility</p> <p>42 U.S.C. Sec. 12101 et seq</p> <p>School Code 1001, 1106, 1075, 1142</p> <p>42 U.S.C. Sec. 12101 et seq</p> <p>PA Code Title 22 Sec. 4.4</p>	<p>The Superintendent shall be responsible for recommending a new or additional administrative position.</p> <p>The Board may, through the Superintendent, seek the advice of administrative staff in creating a new position or increasing the number of administrators 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: ADMINISTRATIVE
EMPLOYEES

TITLE: EMPLOYMENT OF
SUPERINTENDENT

ADOPTED: September 17, 2003

REVISED:

302. EMPLOYMENT OF SUPERINTENDENT	
<p>1. Purpose SC 1001</p>	<p>The Board places the primary responsibility and authority for the administration of this district in the Superintendent. Therefore, selection of a Superintendent is critical to the effective leadership and management of the district.</p>
<p>2. Authority SC 508, 1071, 1073, 1075, 1076, 1077, 2107</p> <p>SC 1073, 1077</p>	<p>When the position of Superintendent becomes vacant, the Board shall elect a district Superintendent by a majority vote of all members of the Board and shall fix the beginning salary and term of office. Such term may be three (3), four (4), or five (5) years, beginning with the effective date of the appointment to office.</p> <p>During the final year of the term of office, the Board may notify the Superintendent that it plans to seek applications for the position from other qualified candidates. Such notification shall be given by the Board at least 150 days prior to the end of the term.</p> <p>The Board shall actively seek the best qualified and most capable candidate for the position of Superintendent. It may be aided in this task by a committee of Board members and/or the services of professional consultants.</p>
<p>3. Guidelines</p> <p>42 U.S.C. Sec. 12101 et seq</p> <p>SC 1002, 1003, 1078 Title 22 Sec. 49.172</p>	<p><u>Recruitment</u></p> <p>Recruitment procedures shall be prepared in advance of the search and may include the following:</p> <ol style="list-style-type: none"> 1. Preparation of a job description for the position, written in accordance with requirements of federal and state laws and regulations. 2. Preparation of written qualifications, in addition to applicable state requirements, for all applicants. 3. Preparation of informative material describing the school district and its educational goals.

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<p>Pol. 104 P.L. 88-352 P.L. 92-318</p>	<ol style="list-style-type: none"> 4. Solicitation of applications from within and outside the district to ensure a range of backgrounds and experience. 5. Opportunity for applicants to visit the district schools, at the Board's invitation. 6. Recruitment and evaluation of candidates in accordance with Board policy and state and federal law. <p>A screening process shall be established that ensures the Board has an opportunity to interview a sufficient number of finalist candidates so that an appropriate range of choices is available for final selection.</p> <p>The Board shall determine prior to interviewing finalists which expenses associated with such interviews will be borne by the school district.</p> <p><u>Employment</u></p>
<p>SC 111 23 Pa. C.S.A. 6301 et seq Title 22 Sec. 8.1 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>No person shall be employed as Superintendent unless s/he has signed an employment contract or has been employed by Board resolution, either of which may include:</p>
<p>SC 1073, 1076</p>	<ol style="list-style-type: none"> 1. Term for which employment is contracted, including beginning and ending dates. 2. Salary contracted and the intervals at which it will be paid. 3. Benefits to which the employee is entitled. 4. Procedures for resolving misunderstandings or disagreements. 5. Statement of mutually agreeable evaluation procedures.
<p>SC 1004</p>	<p>Before entering the duties of the office, the Superintendent shall take and subscribe to the oath of office prescribed by statute.</p>

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<p>Title 28 Sec. 23.43 42 U.S.C. Sec. 12101 et seq</p> <p>42 U.S.C. Sec. 653a</p>	<p>After receiving an offer of employment but prior to beginning employment, the candidate shall undergo a medical examination, as required by law.</p> <p>Any candidate's misstatement of fact material to qualifications for employment or determination of salary shall constitute grounds for dismissal by the Board.</p> <p>The district shall submit a New Hire Report for each employee required to be reported by law.</p> <p><u>Separation Of The Superintendent</u></p> <p>In the event that the Superintendent's contract is terminated, the Board shall take appropriate and necessary action to ensure a continuous and smooth operation of the school system.</p>
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CLARION- LIMESTONE AREA SCHOOL DISTRICT

SECTION: ADMINISTRATIVE
EMPLOYEES

TITLE: EMPLOYMENT OF
ADMINISTRATORS

ADOPTED: September 17, 2003

REVISED:

303. EMPLOYMENT OF ADMINISTRATORS	
<p>1. Purpose</p>	<p>The Board places substantial responsibility and authority for the effective management of the schools with district administrators.</p>
<p>2. Authority SC 508, 1106, 1142 Title 22 Sec. 4.4</p>	<p>The Board shall, by a majority vote of all members, approve the employment; set the compensation; and establish the term of employment for each administrator employed by this district.</p> <p>No person shall be employed by the Board who is related to any member of the Board, unless such person receives the affirmative votes of a majority of all Board members other than the member related to the applicant, who shall not vote.</p>
<p>3. Guidelines</p>	<p>For purposes of the 300 section of Board policy, administrative positions shall be deemed to be: Superintendent, Assistant Superintendent, Business Manager, Assistant Business Manager, Secondary Principal, Assistant Secondary Principal, Elementary School Principal, Maintenance Supervisor, and Custodian Supervisor.</p> <p>A job description shall be prepared for each administrative position outlining the qualifications, responsibilities, and pertinent duties of the position.</p> <p>Approval shall normally be given to the candidates for employment recommended by the Superintendent.</p> <p>Any employee's misstatement of fact material to qualifications for employment or determination of salary shall constitute grounds for dismissal by the Board.</p>
<p>SC 1109 Title 22 Sec. 49.111 et seq</p>	<p>No candidate for employment as an administrator shall receive a recommendation for employment without evidence of his/her certification, if such certification is required.</p>

303. EMPLOYMENT OF ADMINISTRATORS - Pg. 2

<p>SC 111 23 Pa. C.S.A. 6301 et seq Title 22 Sec. 8.1 et seq</p> <p>42 U.S.C. Sec. 653a</p> <p>4. Delegation of Responsibility Pol. 104 P.L. 88-352 P.L. 92-318</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 district shall submit a New Hire Report for each employee required to be reported by law.</p> <p>The Superintendent or designee shall develop procedures for the recruitment, screening, and recommendation of candidates for employment as administrators. The Superintendent or designee shall recruit and recommend applicants in accordance with Board policy and state and federal laws 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 educational training and experience.2. Scholarship and intellectual prowess.3. Appreciation of children.4. Emotional and mental maturity and stability. <p>The Superintendent or designee shall, in the conduct of recruiting activities, seek candidates from this state and surrounding states.</p> <p>Staff vacancies that represent opportunities for professional advancement or diversification shall be made known to district personnel so they may apply for such positions.</p> <p>The Superintendent or designee may apply necessary screening procedures to determine the candidate's ability to perform the tasks of the job for which the candidate is being considered.</p> <p>The Superintendent or designee shall seek recommendations from former employers and others in assessing 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: ADMINISTRATIVE
EMPLOYEES

TITLE: EMPLOYMENT CONTRACT

ADOPTED: September 17, 2003

REVISED:

308. EMPLOYMENT CONTRACT	
<p>1. Purpose SC 1121</p>	<p>Administrative employees who are certificated and covered by tenure law must have an employment contract or Board resolution that is in conformance with the School Code. Noncertificated and nontenured administrative employees may be covered by an employment contract or Board resolution that sets forth certain elements considered essential.</p>
<p>2. Authority SC 1106 SC 1121</p>	<p>The Board has the authority under law to prescribe employment conditions for district personnel.</p> <p>It shall be the policy of this school district that all tenured and certificated administrative employees execute an employment contract upon employment, which shall automatically renew itself each year unless one of the parties gives written notice sixty (60) days prior to its expiration that it will not be renewed.</p> <p>Noncertificated administrative employees shall be employed through a contract or Board resolution which sets forth the full conditions of employment.</p>
<p>3. Guidelines SC 1121</p>	<p>The contract shall specify those matters contained in statute for certificated administrative employees, consistent with this policy. For noncertificated administrative employees, the contract or Board resolution shall be in accordance with this policy.</p> <p>The contract or resolution may include:</p> <ol style="list-style-type: none"> 1. Beginning compensation. 2. Term of employment and work period for which compensation will be paid. 3. Statement of fringe benefits entitlement. 4. Statement of procedures for notice of termination or modification. 5. Statement of seniority rights, if any.

<p>School Code 1106, 1121</p>	<p>Willful misrepresentation of facts material to employment and determination of salary shall be considered cause for dismissal of the employee.</p> <p>The Board shall be notified promptly of any misunderstanding arising from the application of a given contract or resolution, or any error in salary paid to the employee.</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.</p>
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CLARION- LIMESTONE AREA SCHOOL DISTRICT

SECTION: ADMINISTRATIVE
EMPLOYEES

TITLE: ASSIGNMENT AND TRANSFER

ADOPTED: September 17, 2003

REVISED:

309. ASSIGNMENT AND TRANSFER	
1. Purpose	The assignment and transfer within the district of administrative employees shall be in accordance with the administrative and management needs of the district.
2. Authority	The Board shall approve the initial assignment of administrative personnel at the time of employment and when such assignments involve a transfer from one building to another or a move to a position requiring a certificate or credentials other than those required for the employee's present position.
3. Delegation of Responsibility	<p>The Superintendent or designee shall provide a system of assignment or reassignment that includes voluntary transfers.</p> <p>The Superintendent shall, in considering any assignment or transfer, base the decision on:</p> <ol style="list-style-type: none"> 1. Need to balance various administrative skills among the schools. 2. Changing student population within the district schools. 3. Impact of proposed assignment on the educational program. 4. Employee's background, experience and preparation for the position. 5. Employee's success in former positions. 6. Employee's desire for professional growth. 7. Employee's length of service in the district and in the position presently held. 8. Recommendations of the employee's administrative supervisors. 9. Administrative and operational efficiency advanced by the proposed assignment.

<p>4. Guidelines 23 Pa. C.S.A. 6301 et seq</p> <p>PA Statute 23 Pa. C.S.A. 6301</p>	<p>The Superintendent shall provide appropriate orientation for each administrative employee given a new assignment.</p> <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 employees.</p> <p>Administrative staff members shall be informed of their assignments as early as possible preceding the school year in which the assignment will be effective.</p> <p>This policy shall not prevent reassignment of an administrative staff member during the school year for good cause, as determined by the Superintendent.</p>
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CLARION- LIMESTONE AREA SCHOOL DISTRICT

SECTION: ADMINISTRATIVE
EMPLOYEES

TITLE: ABOLISHING A POSITION

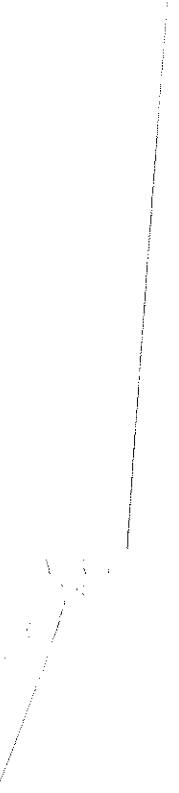
ADOPTED: September 17, 2003

REVISED:

310. ABOLISHING A POSITION	
1. Purpose	The Board is responsible for providing the administrative staff necessary for implementing the educational program and the proper operation of the schools, and to do so efficiently and economically.
2. Authority SC 524, 1106 Title 22 Sec. 4.4 SC 1124 Pol. 311	<p>The Board recognizes its responsibility to maintain administrative staff positions consistent with the management and supervisory needs of the district.</p> <p>In the exercise of its authority to reduce staff or abolish positions, the Board shall give primary consideration to the effect upon the educational program and shall ascertain that elimination of a program is approved by the Department of Education.</p> <p>Reduction in staff as a result of the abolishment of positions shall be in accordance with law and Board policy.</p>
3. Guidelines	<p>Abolishment of administrative positions may be brought about by many factors, such as:</p> <ol style="list-style-type: none"> 1. Substantial decline in student enrollment. 2. Changes in the district's organizational structure. 3. Changes in the district's facilities. 4. Changes in the district's economic resources and tax base. 5. Need for operating economies.
4. Delegation of Responsibility	The Superintendent shall recommend annually to the Board the number of administrative positions needed for the district to function efficiently, including recommending the abolishment of unnecessary positions.

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CLARION- LIMESTONE AREA SCHOOL DISTRICT

SECTION: ADMINISTRATIVE
EMPLOYEES

TITLE: SUSPENSIONS AND
FURLOUGHS

ADOPTED: September 17, 2003

REVISED:

311. SUSPENSIONS AND FURLOUGHS	
1. Purpose	Maintenance of administrative and supervisory staff appropriate to effectively manage the district is a Board responsibility. The purpose of this policy is to establish the manner in which necessary reductions of that staff shall be accomplished.
2. Authority SC 524, 1124, 1125.1	The Board has the authority and responsibility to determine how suspensions and furloughs of administrative staff shall be made when necessary, in accordance with law.
3. Delegation of Responsibility SC 1125.1	<p>The Superintendent or designee shall develop administrative procedures for reduction of staff in accordance with this policy and applicable law.</p> <p>The efficiency and effectiveness of district organization and staffing patterns shall be under continuing review, and recommendations for abolishing positions and reallocating duties shall be presented for Board consideration when the Superintendent considers such actions to be in the best interests of the district.</p>
4. Guidelines SC 1123 Pol. 313	Data necessary for computation of each administrative employee's rating and seniority status shall be recorded and maintained.
SC 1125.1	Standards shall be established for the suspension or furlough of one administrative employee over another when one or more must be suspended.
SC 1125.1 2 Pa. C.S.A. Sec. 551 et seq	<p>Tenured administrative employees are entitled to a Local Agency Law hearing at the employee's request, prior to suspension or furlough.</p> <p>Nontenured administrative employees may not be entitled to a Local Agency Law hearing prior to suspension or furlough. However, nontenured administrators may request a hearing by the Board, or a committee of the Board, prior to suspension.</p>

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CLARION- LIMESTONE AREA SCHOOL DISTRICT

SECTION: ADMINISTRATIVE
EMPLOYEES

TITLE: EVALUATION OF
SUPERINTENDENT

ADOPTED: September 17, 2003

REVISED:

312. EVALUATION OF SUPERINTENDENT	
1. Purpose	Regular, periodic evaluation of the Superintendent's performance is a Board responsibility. In carrying out this responsibility, the Board recognizes that the Superintendent is entitled to such a review in an objective and straightforward manner so that leadership of the district may be as effective as possible.
2. Authority	The Board shall evaluate the performance of the Superintendent annually and at any time such action is prudent.
3. Guidelines	<p>Prior to the beginning of the period under evaluation, the Board and Superintendent shall agree upon the criteria to be used for evaluation purposes.</p> <p>Evaluation criteria may include:</p> <ol style="list-style-type: none"> 1. Superintendent's self-evaluation. 2. Objectives/goals agreed upon annually by the Board and Superintendent. 3. Working relationship between the Board and the Superintendent. 4. Superintendent's relationship with staff, students and community. 5. Superintendent's professional growth. 6. Compilation of assessments by individual Board members, which shall then be reviewed by the Board and Superintendent. 7. Evaluation interviews between the Board and Superintendent during which no other business is discussed. <p>As an outcome of the Superintendent's evaluation, the Board should:</p> <ol style="list-style-type: none"> 1. Recognize strengths and assist the Superintendent in capitalizing on them.

312. EVALUATION OF SUPERINTENDENT - Pg. 2

<p>SC 1073, 1080 Pol. 302</p> <p>School Code 1073, 1080</p> <p>Board Policy 302</p>	<ol style="list-style-type: none">2. Identify weaknesses and establish a course of action that will assist the Superintendent in improving performance in these areas.3. Establish specific objectives to advance the district toward its goals.4. Determine the necessity of any action regarding the employment of the Superintendent, in accordance with law.
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CLARION- LIMESTONE AREA SCHOOL DISTRICT

SECTION: ADMINISTRATIVE
EMPLOYEES

TITLE: EVALUATION OF
ADMINISTRATIVE
EMPLOYEES

ADOPTED: September 17, 2003

REVISED:

313. EVALUATION OF ADMINISTRATIVE EMPLOYEES	
1. Purpose	<p>Evaluation is a continuing process in which the administrative 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 professional 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 administrative employees. The Board shall be informed periodically about the results of those evaluations.</p>
2. Authority	<p>The Board directs that evaluations of administrative employees be performed at least annually.</p>
3. Delegation of Responsibility	<p>The Superintendent or designee shall develop procedures for the evaluation of administrative staff.</p> <p>Prior to the beginning of the period under evaluation, the Superintendent or designee shall discuss with the administrative employee the criteria to be used for evaluation purposes.</p>
4. Guidelines	<p>Criteria for administrative evaluations may include:</p> <ol style="list-style-type: none"> 1. Individual conferences for evaluation procedures. 2. Employee's self-evaluation. 3. Joint review of job description by the evaluator and employee. 4. Attainment of established goals/objectives. 5. Identification of areas of strength.

<p>School Code 2107</p>	<p>6. Identification of areas of weakness with suggestions for improvement.</p> <p>7. Opportunity to appeal the results of his/her evaluation.</p> <p>Each observation shall be followed by a conference between the evaluator and the administrative employee. Both parties to the conference shall sign the evaluation report and retain a copy for their records.</p> <p>Following the conference, the employee shall have the right to submit a written disclaimer of the evaluation; the disclaimer shall be attached to the report.</p>
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CLARION- LIMESTONE AREA SCHOOL DISTRICT

SECTION: ADMINISTRATIVE
EMPLOYEES

TITLE: PHYSICAL EXAMINATION

ADOPTED: September 17, 2003

REVISED:

314. PHYSICAL EXAMINATION	
1. Purpose	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 the transmission of communicable diseases, physical examinations of all administrative employees will be required prior to beginning employment.
2. Definition	A physical examination shall mean a general examination by a licensed physician.
3. Authority Title 28 Sec. 23.43 42 U.S.C. Sec. 12101 SC 1418	After receiving an offer of employment but prior to beginning employment, all candidates shall undergo a medical examination, as required by law.
SC 1418 Title 28 Sec. 23.43	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.
SC 1418	The Board may require an employee to undergo a physical examination at the Board's request.
Title 28 Sec. 23.44 SC 1419	The Board shall accept an affidavit in lieu of an examination where circumstances warrant such action.
4. Delegation of Responsibility	The results of all required medical examinations shall be made known to the Superintendent on a confidential basis and discussed with the employee.
42 U.S.C. Sec. 12101 et seq	Medical records shall be kept in a file separate from the employee's personnel file.

School Code
1416, 1418, 1419

PA Code
Title 28
Sec. 23.43, 23.44

42 U.S.C.
Sec. 12101 et seq

**CLARION-
LIMESTONE AREA
SCHOOL DISTRICT**

SECTION: ADMINISTRATIVE
EMPLOYEES

TITLE: HIV INFECTION

ADOPTED: September 17, 2003

REVISED:

314.1. 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 Center 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	<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>
35 P.S. 7601 et seq	<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 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 Centers 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. 7607</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: ADMINISTRATIVE
EMPLOYEES

TITLE: JOB ABANDONMENT

ADOPTED: September 17, 2003

REVISED:

<p>1. Guidelines</p>	<p style="text-align: center;">315. 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 (if applicable), sabbatical leave (if applicable) 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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