



**AMITY REGIONAL SCHOOL
DISTRICT NO. 5**

**CLASSIFIED
EMPLOYEE
HANDBOOK**

Dated May 1, 2014

TABLE OF CONTENTS

	Page
AMITY MISSION STATEMENT	1
EMPLOYMENT INFORMATION	1
NOTICE	1
COMMUNICATIONS	2
BOARD POLICIES	2
DISTRICT OFFICE CONTACTS	2
QUESTIONS OR COMMENTS	2
UPDATES AND CHANGES	2
EMPLOYMENT PROCEDURES	3
SECURITY CHECK/FINGERPRINTING	4
EQUAL EMPLOYMENT OPPORTUNITY	4
DRESS	5
EMPLOYEE IDENTIFICATION	5
WORK HOURS	5
TARDINESS	5
EARLY DEPARTURE	5
SCHOOL CALENDAR	5
SCHOOL CLOSINGS, DELAYS OR EARLY DISMISSALS	6
PROBATIONARY PERIOD	6
PROTOCOL FOR EMPLOYEE ACCIDENT/INCIDENT REPORTS	6
HEALTH EXAMINATION	8
RETURN TO WORK PROGRAM	8
ALCOHOL AND DRUGS	8
TOBACCO	8
SAFE AND HEALTHY BUILDINGS AND GROUNDS	9
CLEANING, MAINT. OR OTHER FACILITIES REQUESTS	9
STAFF/STUDENT NON-FRATERNIZATION	9
SEXUAL HARASSMENT & OTHER FORMS OF HARASSMENT	9
DISTRICT'S ELECTRONIC ATTENDANCE SYSTEM	11
EMPLOYEE RECORDS	11

TABLE OF CONTENTS
(Continued)

	Page
TRAVEL AND REIMBURSEMENT	11
VACATION	12
HOLIDAYS	12
BEREAVEMENT/CRITICAL ILLNESS	12
PERSONAL LEAVE	12
JURY DUTY	12
COURT APPEARANCE	13
SICK LEAVE	13
FAMILY AND MEDICAL LEAVE ACT	13
UNAUTHORIZED LEAVE	13
EMPLOYEE PERFORMANCE EVALUATIONS	13
SALARY INCREASES	14
DISCIPLINE	14
PROGRESSIVE DISCIPLINE	15
RETIREMENTS / RESIGNATIONS	16
PARKING	17
OUTSIDE ACTIVITIES	17
ACCEPTABLE COMPUTER USAGE, ELECTRONIC MAIL AND SOCIAL NETWORKING	17
SELLING BY EMPLOYEES	18
THEFT / MISAPPROPRIATION	18

AMITY MISSION STATEMENT

To enable every Amity student to become a lifelong learner and a literate, caring, creative, and effective world citizen.

EMPLOYMENT INFORMATION

We welcome you to Amity Regional School District No. 5. You were selected to work in our school district not only because of your technical skills, but because you demonstrated the positive character traits that support our mission statement.

The personnel policies and regulations of a school system are an essential part of the program of public education in a community. The philosophy of a school system and the community is generally reflected in such policies and regulations. This handbook will provide you with useful information.

Through its personnel policies and regulations, the Amity Board of Education wishes to establish conditions that will attract and hold the highest qualified personnel for all positions who will devote themselves to the education and welfare of our students.

NOTICE

The Classified Employee Handbook serves as a general reference during your employment with Amity Regional School District No. 5. It is not intended to be a definitive source of information on all the terms and conditions of your employment.

The information contained in this Handbook is subject to revision based on changes in the law and/or Amity Board of Education policies, procedures and regulations. **The contents of this Handbook are meant to serve as guidance and do not constitute the terms of a contract of employment or a guarantee of continued employment.** There are no promises in this Handbook regarding your work assignment, work schedule, specific working conditions or length of employment. The Amity Board of Education reserves the right to revise its policies and regulations as well as the Handbook as needed, and the Handbook is subject to change without notice. Of course, we believe in open communications and fairness, and will work to keep you apprised of changes about which you need to be aware in order to perform your job.

Many school district policies and regulations have been paraphrased or omitted for the sake of brevity. Employees are responsible for making sure they are fully aware of the obligations and prohibitions contained in Board policies and regulations. In addition, this Handbook is not meant to change or conflict in any way with any terms and conditions of employment contained in any collective bargaining agreement.

COMMUNICATIONS

Employees are encouraged to discuss ideas, concerns and suggestions with their immediate supervisor, Building Principal and/or Associate/Assistant Principal.

BOARD POLICIES

The Amity Board of Education's policies and regulations are provided on the Amity website at www.amityregion5.org. All employees of the school district are subject to the policies and regulations of the Amity Board of Education.

DISTRICT OFFICE CONTACTS

The Main Number is 203-397-4811. An outside caller may reach the party listed below by putting 203-397 before the extension number.

<u>Name and Title</u>	<u>Extension</u>
Charles Dumais, Superintendent of Schools.....	4861
Paula Cofrancesco, Personnel Administrative Assistant	4861
Karen Wade, Administrative Assistant.....	4811
Jack B. Levine, Director of Finance and Administration.....	4813
Mary Raiola, Director of Pupil Services.....	4820
Beth Moffat, Administrative Assistant to Director of Pupil Services... ..	4820
Marie McPadden, Director of Curriculum & Staff Development.....	4812
Carol Lange, Administrative Assistant to Director of Curr. & Staff Dev.....	4815
Terry Lumas, Finance Manager.....	4801
JoAnn Gentile, Payroll/Benefits Coordinator	4816
Patricia Pepe, Accounts Payable Coordinator.....	4802
Debbie Reynolds, Accounting Assistant	4814
Jim Saisa, Facilities Director.....	4818
Tracy Daigle, Facilities Coordinator.....	4817

QUESTIONS OR COMMENTS

Please direct your questions or comments regarding the Classified Employee Handbook to Jack B. Levine, Director of Finance and Administration, extension 4813, or by e-mail at jack.levine@reg5.k12.ct.us.

UPDATES AND CHANGES

The most current Classified Employee Handbook will be posted on the Amity website.

EMPLOYMENT PROCEDURES

A. General Employment Information

The Amity Board of Education fully recognizes that the contributions made by classified employees are immeasurably vital to the success and smooth operation of any school system.

Classified union positions will be posted internally in each school building in advance of the intended hiring date of filling the vacancy. Job postings not controlled by a collective bargaining agreement shall be posted internally and on the District website until the position is filled. An external posting for union or non-union positions may be made when necessary.

B. Procedures for Newly Hired Employees

The Superintendent of Schools will sign a letter of employment to the person being appointed to the position. It will include the hiring date, salary and benefits (by reference for union employees), and other relevant information.

Upon receiving notification from the Superintendent of Schools of employment, the new employee will need to complete the following forms with the Personnel Administrative Assistant in the District Offices:

- An application form for fingerprinting;
- Form I-9: Employment Eligibility Verification form;
- Authorization for Release of Information for DCF CPS Search form; and
- Code of Conduct and Ethical Behavior Regarding Financial Matters General Staff form and Social Networking Policy.

The new employee will receive the applicable forms and instructions to complete a criminal background check.

New employees will watch an informational video of basic information regarding employment and receive from the Personnel Administrative Assistant:

- Policies and Procedures for Nondiscrimination and Equal Employment Opportunity
- Guidelines for Handling Body Fluids in School

New employees belonging to a union-represented bargaining unit will receive a copy of the applicable contract. Non-union classified employees will receive an initial letter of employment stating wages and benefits. Each year, non-union classified employees will be informed of any changes to their wage and/or benefits.

New employees will receive from the Payroll Coordinator:

- Payday Schedule
- Insurance Information
- 403(b) Plan Notice
- Workers' Compensation Protocol
- Any applicable tax and benefit forms

SECURITY CHECK/FINGERPRINTING

Pursuant to Connecticut State law and in order to create a safe and orderly environment for students, all offers of employment will be conditional upon the successful outcome of a criminal record check and DCF report.

College interns and student teachers shall submit to state and national criminal checks.

EQUAL EMPLOYMENT OPPORTUNITY

The Amity Board of Education will provide equal employment opportunities for all persons without regard to race, color, religious creed, age, marital status, national origin, sex, sexual orientation, physical disability, or other status protected by law. Please also reference Board Policy No. 4218.11, which sets forth the District's policies and procedures concerning Nondiscrimination and Equal Employment Opportunity, and are distributed to new employees upon hire.

DRESS

Employees set an example in dress for students and the community at large. Compliance with reasonable standards for dress has a positive effect upon the District's operation and programs.

All employees shall, when assigned to District duty:

1. Dress in an appropriate manner consistent with the needs of the job to be performed.
2. Utilize safety gear provided by the District, as applicable.

EMPLOYEE IDENTIFICATION

It is our expectation that ID badges should be worn at all times. ID badges are issued and updated by the Personnel Administrative Assistant in the District Offices. A lost ID badge should be immediately reported to the Personnel Administrative Assistant and Building Principal.

WORK HOURS

Employee work schedules shall be set by the Superintendent of Schools or his/her designee.

TARDINESS

Punctual and reliable attendance by classified employees of the District is essential to the proper operation of District programs. Lateness or absence, without excusable cause for an assigned work period, could result in discipline up to and including termination, or as otherwise provided by the applicable collective bargaining agreement.

EARLY DEPARTURE

All early departures of staff members must have prior approval of the Building Administrator or his/her designee and entered into the District's Electronic Attendance System under the appropriate leave category.

SCHOOL CALENDAR

The Amity Board of Education adopts the school calendar before the start of the school year. The Board may change the school calendar during the year if necessary. The school calendar is posted on the Amity website www.amityregion5.org/District_Page/.

SCHOOL CLOSINGS, DELAYS OR EARLY DISMISSALS

The Superintendent of Schools will make a decision on a school closing or delay in coordination with the other BOWA Superintendents of Schools by 5:30 a.m. based on what is expected to happen in the next two to twelve hours. A delayed opening will be two hours. Stay tuned when a delay has been announced since it might turn into a cancellation if weather conditions do not improve. Radio, television, school bus operators, staff and designated Internet-based sites will be notified immediately. Although early dismissals are avoided whenever possible, it may be occasionally necessary to dismiss school early due to the unexpected deterioration of weather conditions. In these situations, an announcement will be issued by 10:30 a.m. Weather related early dismissal for middle school and high school students will be at 11:45 a.m.

PROBATIONARY PERIOD

All classified employees, newly employed by the District, shall serve a probationary (based on contract for union employees or letter of employment for non-union employees) or trial basis during a specified period of employment. New employees are given every reasonable opportunity to learn their job. New employees are not only expected to demonstrate their best ability and cooperation, but they are also expected to have excellent attendance. Employees who fulfill these requirements will successfully complete their probationary period.

Falsification of an employee's application for employment or a criminal conviction which surfaces during the background check that has not been fully disclosed on the application is grounds for immediate dismissal.

During the probationary period, the District may terminate an employee for cause or no cause at any time.

Nothing in this Handbook or in any policy or procedure pertaining to an employee's probationary period shall be construed as creating a contract of employment between the employee and the Amity Board of Education upon the employee's successful completion of the probationary period. Non-union employees retain their "at-will" employment status at all times and may be dismissed or disciplined as appropriate at any time. Union employees should consult the applicable collective bargaining agreements for provisions pertaining to seniority and any other terms or conditions of employment pertaining to successful completion of the probationary period.

PROTOCOL FOR EMPLOYEE ACCIDENT/INCIDENT REPORTS

1. Employees who are injured on the job should report the accident/incident immediately to their supervisor and nurse, for the appropriate referral, on the day of the accident/incident.

2. Employee should seek medical treatment with Yale-New Haven Hospital's Occupational Health Plus at one of the following locations:

175 Sherman Avenue, Fifth Floor
New Haven, CT 06511
203-789-3721

2080 Whitney Avenue, Suite 150
Hamden, CT 06518
203-789-6240

84 North Main Street, 2nd Floor
Branford, CT 06405
203-789-5195

317 Foxon Road
East Haven, CT 06513
203-466-5600

3. IN CASES OF EMERGENCY, GO TO THE NEAREST EMERGENCY ROOM
4. When seeking medical attention, please identify yourself and your employer to the medical provider. Any billing for your visit will be sent directly to the District's insurance carrier. Employees should contact the Payroll/Benefits Coordinator for the name and address of the insurance carrier.
5. Nurse and supervisor should report the accident/incident to the Payroll/Benefits Coordinator in the District Offices within one business day.
6. Employee must complete an accident/incident report immediately:
 - a. Completed form is submitted to the School Nurse.
 - b. School Nurse retains a copy in the Health Office and sends the original to the Payroll/Benefits Coordinator in the District Offices.
 - c. Employee retains a copy.
7. Nurse will supply referral form for medical evaluation and/or treatment if necessary.
8. Administrator/supervisor conducts investigation if necessary.

HEALTH EXAMINATION

Within the limits of contractual obligations and State statutes, the Superintendent of Schools may require a medical examination of any employee when the Superintendent has grounds to believe that the performance of the employee is adversely affected by illness of any kind.

RETURN TO WORK PROGRAM

Every employee has a responsibility to minimize loss exposure as a factor in the work place by participating in quality improvement programs and strictly observing safety and standard operating policies and procedures. Employees who are, or could be, on leave of absence from their duties as a result of a work-related illness or injury may be eligible for the Return-to-Work Program upon written certification of a medical care provider. The medical care provider must certify that the employee may return to work with restrictions on physical requirements of the job in question, and that those restrictions are not expected to last for more than 90 days. A restriction identifies a physical condition that prevents an employee from performing the full scope of his/her job duties as outlined in their job description.

ALCOHOL AND DRUGS

There shall be no use, distribution, or unlawful possession of illicit drugs or alcohol in the building, on the grounds, on transportation provided by the Amity Board of Education, or at any event, trip or activity sponsored by the school or under supervision of the Amity Board of Education, other than as medically prescribed, and as set forth in the regulation of 5141.21, Administration of Medication. Employees who violate the standard of conduct policy prohibiting the use, distribution, or unlawful possession of illicit drugs or alcohol on school premises or during any school related activity will be subject to disciplinary sanctions up to and including termination of employment and referral for prosecution. This will be in accordance with any applicable collective bargaining agreement. Disciplinary sanctions may include completion of an appropriate rehabilitation program. Employees should refer to Board Policy 4118.231.

TOBACCO

There shall be no smoking or other use of tobacco products, including electronic smoking devices, on school property at any time, on transportation provided by the Amity Board of Education, or during the course of any trip or activities sponsored by the Amity Board of Education or under the supervision of the Amity Board of Education or its authorized agent.

SAFE AND HEALTHY BUILDINGS AND GROUNDS

The Superintendent of Schools and Amity Board of Education strives to keep all the school facilities and grounds safe and healthy for students, staff, and anyone else who uses the District's facilities. The District has won several national and state awards for its indoor air quality program and its custodial and maintenance work program. Concerns should be addressed to the Principal or Nurse in the school building; or Director of Finance and Administration or Director of Facilities in the District Offices.

CLEANING, MAINTENANCE OR OTHER FACILITIES REQUESTS

Employees should notify the Facilities Department, when necessary, by submitting a work order through the School Dude web based system. Employees can do this by going to the Amity website at www.amityregion5.org and click onto the 'School Dude' under Quick Links. Instructions can be obtained from the Facilities Coordinator in the District Offices.

STAFF/STUDENT NON-FRATERNIZATION

Staff members shall maintain professional relationships with students which are conducive to an effective educational environment. Staff members shall not have any interaction of an inappropriate nature with any student at any time regardless of the student's age, status or consent. Failure to maintain professional conduct at all times shall be grounds for discipline up to and including termination.

SEXUAL HARASSMENT AND OTHER FORMS OF HARASSMENT

The Amity Board of Education strives to provide a safe, positive working climate for its employees. Therefore, it shall be the policy of the District to maintain an employment environment in which unlawful harassment of its employees or students is not tolerated.

The Amity Board of Education encourages employees who believe they have experienced harassment to report promptly such incidents to the designated administrators. All complaints of harassment shall be investigated, with corrective action taken when allegations are verified, consistent with the provisions of Board Policy No. 4218.11 pertaining to Sexual Harassment and Other Forms of Harassment. Confidentiality of all parties shall be maintained to the extent practicable, consistent with the District's legal and investigative obligations. Neither reprisals nor retaliation shall occur as a result of good faith charges of harassment.

Sexual harassment or any other form of harassment based on protected class status will not be tolerated in the Amity Regional School District. The Amity Board of Education strictly forbids any form of harassment by students, personnel, individuals under contract, volunteers subject to the control of the Amity Board of Education, and any other person in the schools. The term harassment includes but is not limited to slurs, jokes, or other verbal, graphic, or physical conduct relating to an individual's race, color, region, ancestry, sex, sexual orientation, national origin, age, marital status, handicap/disability, or any other status protected by law. Employees who engage in harassment will be subject to discipline, up to and including termination of employment.

Sexual harassment is defined as unwelcome conduct of a sexual nature, whether verbal or physical, including but not limited to, advances or requests for sexual favors, insulting or degrading sexual remarks or conduct, threats or suggestions that an employee's submission to or rejection of such conduct is made either explicitly or implicitly a term or condition of an individual's employment, is used as the basis for employment decisions affecting such individual, or such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Examples of sexual harassment include, but are not limited to:

- pressure for sexual activity
- repeated remarks with sexual or sexually demeaning implications
- unwelcome or inappropriate touching
- suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning an individual's employment status, benefits, duties or work assignments

Ethnic harassment includes the use of any derogatory word, phrase or action characterizing a given racial or ethnic group that creates an offensive working environment.

Questions, complaints, and other matters concerning harassment will normally be handled by the Director of Pupil Services, who is designated as the District's Title IX and Section 504 Coordinator, and may be reached at 203-397-4820. Detailed complaint and investigation procedures are set forth in the Policies and Procedures for Nondiscrimination and Equal Employment Opportunity pamphlet you received at the time of hire, as well as in Board Policy No. 4218.11. Additional copies are available in the Personnel Office in the District Offices.

The Amity Board of Education shall provide training and education to all new supervisory employees within six months of their assumption of a supervisory position.

DISTRICT'S ELECTRONIC ATTENDANCE SYSTEM: PERSONAL & PAYROLL INFORMATION

The District uses an electronic attendance system, which allows employees to monitor and maintain personal and employment information, including:

- Personal information
- Pay/Tax information
- Time off
- Time sheet entry

EMPLOYEE RECORDS

Personnel records shall be kept on all current employees. Files containing medical information regarding an employee will be kept separate and confidential from other personnel files and managed in compliance with HIPAA.

To view the contents of your personnel file, you need to contact the Personnel Administrative Assistant in the District Offices, to set up a time to do so.

TRAVEL AND REIMBURSEMENT

The Amity Board of Education will reimburse employees of the school system who incur appropriate expenses in carrying out their authorized duties. Authorization for reimbursements must be obtained in writing from the employee's supervisor prior to incurring such expenses. Immediately upon returning from a business trip, the individual should prepare and submit a travel voucher for approval by the Supervisor and Director of Finance and Administration. Receipts must be submitted for all individual expenditures. Travel expenses will be paid for the employee only.

A traveler on official school business is expected to exercise the same care in incurring expenses that a prudent person would exercise in traveling on personal business. An employee will be reimbursed for actual and necessary expenses incidental to attendance at functions outside the District if approval has been obtained in advance by the immediate supervisor, Director of Finance and Administration, and Superintendent of Schools.

Employees will not be reimbursed for expenses incurred for alcohol, entertainment outside the authorized business event, non-Amity employee, first class when coach is available, tips exceeding the normal and customary amount, suites or other high priced accommodations in lieu of reasonably priced lodging, or other expenditures that are not made for appropriate business purposes.

Mileage reimbursement for using an employee's automobile will be at the current I.R.S. rate, which will cover the employee's costs for gasoline, insurance, repairs and maintenance.

VACATION

Vacation days shall accrue based on the applicable contract or letter of employment. The employee must submit their request through the District's electronic attendance system and have the request approved by the immediate supervisor. Vacation days must be submitted and approved prior to being taken.

Vacation may not be carried over from one year to the next unless the Superintendent of Schools approves the carryover as a result of the District's request that an employee refrain from using vacation days in order to meet the needs of the District.

HOLIDAYS

Employees may be entitled to holidays based on the applicable contract or terms of employment.

BEREAVEMENT/CRITICAL ILLNESS

Employees may be entitled to bereavement / critical illness leave based on the applicable contract or terms of employment.

PERSONAL LEAVE

Employees who are eligible to take personal leave may do so when authorized in advance by their immediate supervisor. It is to be used only for personal business that cannot be transacted outside of work hours. Personal days do not accrue from year to year.

JURY DUTY

An employee who is officially summoned for jury duty shall be paid the difference between the employee's regular daily wages and the compensation received for jury duty. This practice shall apply only for those days when an employee is actually serving as a juror.

Employees must submit their Jury Duty Notification to the Payroll/Benefits Coordinator and must request time off through the electronic attendance system prior to their jury duty date(s). Employees must provide the Payroll/Benefits Coordinator with the Confirmation Notice from the Court within ten business days of the jury duty date(s) served.

COURT APPEARANCE

Employees must use a vacation day, personal day or unpaid day for a court appearance during the workday.

Employees summoned by the Board Attorney for a court appearance or deposition during the employee's regular work day, will be compensated at the employee's regular wage and will not be charged for time off.

SICK LEAVE

Employees may be entitled to sick leave based on the applicable contract or terms of employment.

FAMILY AND MEDICAL LEAVE ACT

The Amity Board of Education will provide leave to eligible employees consistent with the Family and Medical Leave Act of 1993 (FMLA). Please consult Board Policy No. 4252.6, Family and Medical Leave Act, for detailed information concerning eligibility for family or medical leave as well as the rights and responsibilities of the employee concerning family or medical leave.

UNAUTHORIZED LEAVE

Unauthorized absence may be grounds for discipline, up to and including dismissal.

EMPLOYEE PERFORMANCE EVALUATIONS

The Amity Board of Education endorses a continuous process of evaluation of all employees of the school district. It is the desire of the Amity Board of Education that the quality of service in the district is improved.

New employees should receive a written job evaluation before the end of their probationary period. If an employee is not performing his or her job in a satisfactory manner, the immediate supervisor should contact the Director of Finance and Administration at least thirty calendar days before the end of the probationary period.

All classified employees should receive a written job evaluation at least annually. The evaluation should be prepared by the immediate supervisor. The employee and supervisor should thoroughly discuss the evaluation. Employees may add their own comments to their written employee performance appraisal. All written employee performance appraisals must be signed by the immediate supervisor and employee, and the original sent to the Personnel Administrative Assistant in the District Offices. Employees should be provided with a copy for their record.

Nothing set forth herein shall be construed as creating an employment contract by way of the evaluation process. Non-union employees retain “at-will” employment status at all times, notwithstanding the receipt of a positive evaluation. Union employees shall be evaluated consistent with any requirements set forth in the applicable collective bargaining agreement.

SALARY INCREASES

1. Salaries for Union classified employees will be determined by the collective bargaining agreement.
2. The Superintendent of Schools will recommend the salary for all non-union employees to the Amity Board of Education.
3. Salary increases, if any, are usually effective on July 1st.
4. Promotional increases are usually effective on the start date of the new position.

DISCIPLINE

The Superintendent of Schools shall determine if an employee should be disciplined (warning, suspension without pay, demotion, termination). The types of causes for imposing discipline are, but not limited to:

1. Incompetency or inefficiency in the performance of assigned duties.
2. Insubordination.
3. Carelessness or negligence.
4. Dishonesty and/or theft, of property or service.
5. Use of illicit drugs or alcohol, including but not limited to the use, possession, sale or distribution of illicit drugs or alcohol on school premises.
6. Engaging in political activity during assigned hours of employment.

7. Conviction of any crime involving moral turpitude.
8. Repeated and/or unexcused absence or tardiness.
9. Falsifying any information supplied to the School District.
10. Persistent violation or refusal to obey rules and regulations.
11. Unauthorized use, possession, conveyance or storage of any firearms, explosives or other dangerous weapons on District premises.
12. Sexual harassment or other forms of unlawful harassment.
13. Failure to maintain professional conduct at all times, including any inappropriate relationship with any student..
14. Other infractions deemed inappropriate, in the sole opinion of the District.

PROGRESSIVE DISCIPLINE

Union employees should consult the progressive discipline procedures set forth in the applicable collective bargaining agreement. Non-union employees shall be subject to progressive discipline to address allegations of misconduct or deficient job performance, as deemed appropriate in the sole discretion of the Amity Board of Education's supervisory staff, including but not limited to verbal or written warnings, suspension, demotion, or termination of employment. Any disciplinary action taken shall be documented in the employee's personnel file, with a copy provided to the employee and an opportunity provided to the employee, in person or in writing, to provide comments in response to any allegations of misconduct.

Counseling for the purpose of addressing employee misconduct or deficient job performance shall be rendered at the discretion of the employee's direct supervisor. The supervisor should make a record of the need for counseling, but such counseling record shall not be considered a part of the employee's disciplinary record.

Progressive discipline shall ordinarily be carried out by a series of meetings with the employee, to address the conduct at issue and impose any disciplinary consequences deemed appropriate consistent with the foregoing procedures. The meetings between the employee and supervisory personnel may include an initial meeting with the immediate supervisor, followed by a referral to the Director of Finance and Administration, followed by an additional referral and possible recommendation for disciplinary action to the Superintendent of Schools. The Superintendent of Schools or his/her designee shall determine if suspension, demotion or termination of employment is warranted. A written notice of formal disciplinary action shall be sent to the employee by certified mail or served in person, with a copy of such notice placed in the employee's personnel file.

Nothing in these procedures or in any applicable Board Policy or Administrative Regulation shall be construed to prevent the immediate suspension, demotion or termination of the employee, to the extent allowed by any applicable contract, for serious misconduct or performance deficiencies, or for a pattern of misconduct or performance deficiencies.

RETIREMENTS / RESIGNATIONS

Employees are requested to give a minimum of two weeks notice of resignation if at all possible. The notice should be in writing, stating the effective date, and should be forwarded to the employee's immediate supervisor with a copy forwarded to the Personnel Office in the District Offices.

Employees retiring are requested to give a minimum of eight weeks notice of retirement if at all possible.

It is imperative that employees schedule a visit to the Payroll/Benefits Coordinator and Personnel Administrative Assistant prior to their resignation or retirement to obtain information regarding insurance conversion options, pension options and other related matters.

Resigning employees will automatically receive their final salary payment owed at the next payroll cycle following their last day of service and will be removed from insurance benefits at the end of the month they resign.

Employees will be paid for unused accrued vacation time and compensatory time up to the prescribed limit. Employees will not be paid for unused sick time or unused personal time unless specified in their contract or letter of employment.

PARKING

The District provides parking for our employees' convenience at all of our facilities. Employees should drive with care in the parking lot. The District cannot be responsible for property damage, loss or theft resulting to cars or their contents in the parking lot. Employees are encouraged to lock their cars in the parking lot.

Employees may be issued a parking tag by their building administrator. The parking tag should be displayed by hanging it on the rearview mirror.

OUTSIDE ACTIVITIES

The Amity Board of Education and its supervisory staff have a responsibility to evaluate employees in terms of their faithfulness to, and effectiveness in discharging, school duties and responsibilities. Therefore, when non-school activities threaten an employee's effectiveness within the school system, the Board reserves the right to evaluate the impact of such activities upon the employee's responsibilities to the District.

The following are provided for the guidance of classified employees:

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 engage in political activities during assigned hours of employment.
4. Refrain from making public statements about private associations or interest if such remarks are likely to violate community standards or propriety.

ACCEPTABLE COMPUTER USAGE, ELECTRONIC MAIL AND SOCIAL NETWORKING

The Amity Board of Education provides computers, networks and Internet access to support the educational mission of the schools and to enhance the curriculum and learning opportunities for students and school staff.

Employees shall be responsible for the appropriate use of technology and shall use the District's resources primarily for purposes related to their employment. Technological resources shall not be used to transmit confidential information about students, employees or District operations without authority. Incidental personal use of school computers is permitted as long as such use does not interfere with the employee's job duties and performance. "Incidental personal use" is defined as use by an individual employee for occasional personal communications.

Please reference Board Policy Nos. 4128.51 and 4218.5 for more information.

SELLING BY EMPLOYEES

Employees are prohibited from selling any item for personal profit on school property or during working hours. Employees may sell items or collect money in support of non-profit organizations or school-related organizations. The sale or collection of money must be approved in advance by the Building Principal or his/her designee.

THEFT / MISAPPROPRIATION

Employees who take District property off the premises must have permission from their immediate supervisor or Building Principal or Associate/Assistant Principal. Examples are laptop computer, tools, equipment, or other types of property of the District. Theft of service can include performing non-work related activities during the normal work day, inaccurately recording time-in and time-out on your timesheet, and similar type of infractions. The misappropriation of District funds, including grants, student activity, special revenue, cafeteria, and other District accounts, will not be tolerated. Employees are warned such conduct is considered an extremely serious matter. Any such conduct shall subject that employee to disciplinary action, including immediate termination.

The District reserves the right to inspect and search all lockers, desks, closets, filing cabinets, and other such storage areas and property when reasonable circumstances exist.