

POLICY REFERENCE MANUAL
(All Section 400 Policies approved 2/15/17)

Section 400
Personnel

401.00 Guiding Principles for Employees

402 Employees and Internal Relations

- 402.01 Equal Opportunity Employment
- 402.02 Employee Orientation
- 402.03 Employee Conflict of Interest
- 402.04 Nepotism
- 402.05 Employee Grievances
- 402.06 Employee Records
- 402.07 Transporting of Students by Employees
- 402.08 Employee Travel Compensation
- 402.09 Recognition for Service of Employees (revised 7/11/18)
- 402.10 Employee Political Activity
- 402.11 Credit Cards (revised 8/16/16)
- 402.12 Employee Involvement in Decision Making
- 402.13 Communications with Employees
- 402.14 Employee Use of District Technology
- 402.15 Staff Conduct with Students
- 402.16 Prohibition on Aiding Sexual Abuse (approved 8/16/16)
- 402.17 Workplace Privacy (approved 8/16/16)
- 402.18 Personnel

403 Employees and Outside Relations

- 403.01 Release of Employee Information
- 403.02 Child Abuse Reporting (revised 7/11/18)
- 403.03 Abuse of Students by School District Employees
- 403.04 Gifts to Employees
- 403.05 Public Complaints about Employees
- 403.06 Employee Outside Employment
- 403.07 Employee Use of Social Networks
- 403.08 Employee Fundraising (approved 9/14/17)

404 Employee Health and Well-Being

- 404.01 Employee Physical Examinations
- 404.02 Employee Injury on the Job
- 404.03 Employees' Personal Security and Safety
- 404.035 Self-Defense Devices (approved 7/11/18)
- 404.04 Communicable Diseases - Employees
- 404.05 Hazardous Chemical Disclosure
- 404.06 Harassment by Employees (revised 7/11/18)
- 404.07 Substance-Free Workplace

- 404.08 Drug and Alcohol Testing Program
- 404.09 Injured Employee Alternative Duty Review
- 404.10 Disclosure and Protection of Employee Health Information
- 404.11 Facilities for Milk Expression

- 405.00 Employee Conduct and Appearance

- 406 Certificated Employees - General**
 - 406.01 Certificated Employee Defined
 - 406.02 Certificated Employee Qualifications, Recruitment, and Selection
 - 406.03 Certificated Employee Individual Contracts
 - 406.04 Certificated Employee Continuing Contracts
 - 406.05 Certificated Employee Work Days
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- 407 Certificated Employee Compensation and Benefits**
 - 407.01 Certificated Employee Salary Schedule
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 - 407.03 Certificated Employee Continued Education Credit/Credentials
 - 407.04 Certificated Employee Compensation for Extra Duty
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 - 407.06 Certificated Employee Tax Shelter Programs
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- 408 Certificated Employee Termination of Employment**
 - 408.01 Certificated Employee Resignation
 - 408.02 Certificated Employee Contract Release
 - 408.03 Certificated Employee Retirement
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- 409 Certificated Employee Professional Growth**
 - 409.01 Certificated Employee Professional Development
 - 409.02 Certificated Employee Training, Workshops, or Conferences
 - 409.03 Certificated Employee Mentor Teachers
 - 409.04 Certificated Employee Publication or Creation of Materials
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- 410 Certificated Employee Vacations and Leaves of Absence**
 - 410.01 Certificated Employee Vacation, Holidays and Personal Leave
 - 410.02 Certificated Employee Personal Illness Leave
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- 410.04 Certificated Employee Bereavement Leave
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- 411 Other Certified Employees**
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- 411.02 Summer School Certificated Employees
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- 412 Support Staff - General**
- 412.01 Support Staff Defined
- 412.02 Support Staff Qualifications, Recruitment, Selection
- 412.03 Support Staff Contracts
- 412.04 Support Staff Licensing/Certification
- 412.05 Support Staff Assignment
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- 412.07 Support Staff Evaluation

- 413 Support Staff Compensation and Benefits**
- 413.01 Support Staff Compensation
- 413.02 Support Staff Wage and Overtime Compensation
- 413.03 Support Staff Group Insurance Benefits
- 413.04 Support Staff Workers' Compensation
- 413.05 Support Staff Tax Shelter Programs

- 414 Support Staff Termination of Employment**
- 414.01 Support Staff Resignation
- 414.02 Support Staff Retirement
- 414.03 Support Staff Suspension
- 414.04 Support Staff Dismissal

- 415 Support Staff Vacations and Leaves of Absence**
- 415.01 Support Staff Vacations, Holidays and Personal Leave
- 415.02 Support Staff Personal Illness Leave
- 415.03 Support Staff Family and Medical Leave
- 415.04 Support Staff Bereavement Leave
- 415.05 Support Staff Political Leave
- 415.06 Support Staff Jury Duty Leave
- 415.07 Support Staff Military Service Leave