

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)

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

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- 404.02 Employee Injury on the Job
- 404.03 Employees' Personal Security and Safety
- 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

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- 406.01 Certificated Employee Defined
- 406.02 Certificated Employee Qualifications, Recruitment, and Selection
- 406.03 Certificated Employee Individual Contracts
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- 406.05 Certificated Employee Work Days
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- 406.08 Certificated Employee Evaluation
- 406.09 Certificated Employee Probationary Status/Tenure

- 407 Certificated Employee Compensation and Benefits**
- 407.01 Certificated Employee Salary Schedule
- 407.02 Certificated Employee Salary Schedule Advancement
- 407.03 Certificated Employee Continued Education Credit/Credentials
- 407.04 Certificated Employee Compensation for Extra Duty
- 407.05 Certificated Employee Workers' Compensation
- 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
- 408.04 Certificated Employee Suspension or Termination
- 408.05 Certificated Employee Reduction in Force
- 408.06 Certificated Employee Early Retirement

- 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
- 409.05 Certificated Employee Tutoring

- 410 Certificated Employee Vacations and Leaves of Absence**
- 410.01 Certificated Employee Vacation, Holidays and Personal Leave
- 410.02 Certificated Employee Personal Illness Leave
- 410.03 Certificated Employee Family and Medical Leave
- 410.04 Certificated Employee Bereavement Leave
- 410.05 Certificated Employee Political Leave

- 410.06 Certificated Employee Jury Duty Leave
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411 Other Certified Employees

- 411.01 Substitute Teachers
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- 411.03 Attendance Officer
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- 412.03 Support Staff Contracts
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- 412.05 Support Staff Assignment
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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
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- 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
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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
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- 415.07 Support Staff Military Service Leave