

*Mountain View
Core Knowledge School*

Classified Employee Handbook



2019-2020

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At Will Employment

In accordance with Colorado State Law, employment at Mountain View Core Knowledge School is “At Will”. This means that employment, compensation and benefits can be terminated with or without cause, with or without notice, at any time, for any reason or for no reason, by either Mountain View Core Knowledge School, or the employee.

No provision of these policies is intended to, or is to be interpreted to change the “At Will” nature of an employee’s relationship with Mountain View Core Knowledge School. *To the extent any other provision of these policies is in any way inconsistent with this section of these policies, this section shall control.*

MVCKS Governing Board

Daniel Staffa-President
Amy Banker-Vice President
Holly Coleman-Secretary
Jeff Piquette-Treasurer
Rachel Shelver-Assistant

Welcome

The Governing Board of Mountain View Core Knowledge School is excited to welcome you as a staff member of our school. In the quest to provide excellence in education, the MVCKS staff has a critical and challenging role, and has earned an outstanding reputation. This handbook is intended as a guide to assist you in understanding our goals.

Mission Statement

The mission of Mountain View Core Knowledge School is to stimulate wonder and curiosity, engage the mind, and promote vision and understanding of the world to all students. Goals include giving students the opportunity to maximize potential by exposure to a common foundation of an organized body of knowledge sequentially presented by grade level. Character values including integrity, respect, responsibility, and compassion will be strongly encouraged. The School achieves these goals through emphasis on a structured educational philosophy, strong encouragement of parental involvement and commitment to treating each child as a unique individual in a safe environment.

Academic Standards

- Academic rigor and achievement are our top priorities.
- High academic standards are maintained with goals for continuous improvement.
- Students are challenged at all levels.
- Mastery of curriculum and CSAP test, among other assessments, shall be used to measure achievement and to assist in maintaining high academic standards.

Curriculum:

- Curriculum is based on an expanded Core Knowledge scope and sequence.
- The curriculum is sequential from grade to grade.
- Teachers are expected to cover one hundred percent of the Core Knowledge Curriculum
- Reading and spelling are based on phonics.
- Music, art, technology, physical education, and foreign language are important parts of the school.

Instructional Methods:

- Teaching Assistants are expected to focus the vast majority of their time assisting students academically. This should include assisting students individually, in small groups, or as part of an entire class.
- Only a very limited amount of time shall be used to grade papers, record grades, use the computer or perform non-instructional activities.

Equal Opportunity Employer

The Governing Board subscribes to the fullest extent to the principles of the dignity of all people and of their labors. It also recognizes that it is both culturally and educationally beneficial to have persons of diverse background on the staff of MVCKS.

Therefore, it shall be the policy of MVCKS to promote and provide for equal opportunity and treatment, in recruitment, selection, hiring, promotion, and dismissal of all personnel. Commitment of the Governing Board to equal opportunity will apply to all people without regard to race, color, religion, national origin, marital status, sex, age, disability or other personal characteristics.

Every available opportunity will be taken to ensure that MVCKS does not discriminate in any area of employment, including job advertising, pre-employment requirements, compensation, fringe benefits, job classification, promotion and termination of employment.

Classified Employees

The term “classified employee” shall refer to all MVCKS staff employed in the following areas and whose salary is determined by the classified employee’s salary schedule, except students and substitutes.

Maintenance and custodial	Teaching Assistants
Nurse and health technicians	Secretarial
Bookkeeping and accounting	Food service
Non-Licensed Specials Teachers	

Full –Time Employee

Any employee working 30 hours or more per week on a permanent basis will be considered a fulltime employee. Full-time employees are eligible for benefits outlined in this Classified Employee Handbook.

Part-Time Employee

Any employee working less than 30 hours per week on a permanent basis will be considered a part-time employee. Part-time employees are not eligible for benefits outlined in this Classified Employee Handbook.

Hourly Employee

An hourly employee is one whose pay is based on an hourly rate. All classified staff at MVCKS are hourly employees.

Temporary Employee

A temporary employee is one who works a regular fulltime or part-time schedule but is hired with the understanding that the position is temporary and for a specific period of time.

Probationary Period

All classified employees will have a probationary period of 60 working days. They will be evaluated during this period, and upon satisfactory evaluation, will be considered qualified.

Evaluation

For all employees, the purposes of employee evaluation shall be to recognize and document excellence, to serve as a basis for the improvement of instruction, to enhance the implementation of curriculum, to serve as a measurement of professional growth and development, to evaluate the level of performance, and to serve as documentation in the event of an unsatisfactory performance dismissal proceeding.

Evaluation shall be a continuous process involving the employee, the employee supervisor, the MVCKS Administrator, and the Governing Board.

Evaluations shall be based upon employee-Administrator conferences, and other indicators of effectiveness. Evaluation reports shall be completed in triplicate. One copy will be given to the employee, one copy will be kept in the employee's personnel file, and one copy will be retained in the Administrator's office. Evaluation reports shall be retained for at least three years.

Remediation for Unsatisfactory Performance

A remediation plan may be developed collaboratively by the employee and the Administrator.

All areas of unsatisfactory performance shall be described in specific detail so as to be reasonably understood by the Administrator and the employee.

A remediation may include the following, all at the Administrator's sole discretion:

- Identification of deficiencies
- Recommendations for improvement
- Acceptable levels of performance
- Timeline in which improvement must occur

Professional Conduct

An atmosphere that fosters individual growth and promotes the general welfare of each student is the goal at MVCKS. Staff will demonstrate respect for themselves, students, colleagues, and the school through their

behavior and attitude. The items listed below are to assist each employee in understanding what is expected from them in their conduct and responsibilities.

Rules of Conduct

All employees shall be expected to carry out their assigned responsibilities with conscientious concern.

Each employee shall observe rules of conduct established in law which specify that a school employee shall not:

1. Disclose or use confidential information acquired in the course of his employment to further substantiate his personal financial interests.
2. Accept a gift of substantial value or substantial economic benefit tantamount to a gift of substantial value which would tend to improperly influence a reasonable person in his position or which he knows or should know is primarily for the purpose of rewarding him for action taken in which he exercised discretionary authority. The phrase "economic benefit tantamount to a gift of substantial value" includes a loan at a rate of interest substantially lower than the prevailing commercial rate and compensation received for private services rendered at a rate substantially exceeding the fair market value.
3. Engage in a substantial financial transaction for his private business purposes with a person whom he supervises.
4. Perform any action in which he has discretionary authority, which directly and substantially confers an economic benefit on a business or other undertaking in which he has a substantial financial interest or in which he is engaged as a counsel, consultant, representative or agent, except as may be specifically permitted at the discretion of the Governing Board.

It is permissible for an employee to receive:

1. An occasional non-pecuniary gift which is insignificant in value.
2. A non-pecuniary award presented in public by a nonprofit organization in recognition of public service.
4. Payment or reimbursement for actual and necessary expenditures for travel and subsistence for attendance at a convention or other meeting at which he is scheduled to participate.

Essential to the success of ongoing school operations and instructional programs are the following specific responsibilities, which shall be required of all personnel.

1. Faithfulness and promptness in attendance at work.

2. Support for, and enforcement of policies of the Governing Board of Mountain View Core Knowledge School, policies of the State Board of Education and of the Fremont County RE1 School District, including regulations of the RE-1 School Administration, unless specifically waived.
3. Diligence in submitting required reports promptly at the times specified.
4. Care and protection of school property, materials and equipment.
5. Concern and attention toward his own and the school system's legal responsibility for the safety and welfare of students, including the need to ensure that students are under supervision at all times.

Children of Staff Members

Your children who attend MVCKS are welcome to come to school with you; the exception would be on staff development days. There are two questions that need to be asked with regards to bringing a staff member's child to school on a teacher work day.

1. Can the staff member do his/her job if the child is present?
2. Can the other staff members do their jobs if the child is present?

If the answer to both questions is "yes" then children can attend with their parents on work days. If the answer to both questions is "no" then the child cannot attend with their parents on teacher work days. It basically comes down to the independence of the child. If he/she is in the staff member's room, helping, working, etc; then it would be easy to answer yes to both questions. If the child requires, feeding, changing, someone to keep them busy or coral, then the answer to both or either question is obviously no.

3. Staff children may stay in your room until the time your students are arriving in the morning. If you have a meeting or professional obligation, they should join the students on the playground. They should come directly to your room after school and for safety reasons, not wander the building or playground.
4. When talking to another adult about school matters, please be sure your child is not present.
5. When talking to parents about their children, please be sure your child is not present (i.e. conferences, meetings, or updates).
6. Honor the staff lounge as a private place for adults; please don't let your student enter there.
7. Regarding staff meetings-If the child is not able to be independent and stay in your room, arrangements need to be made for supervision. Staff children should not be on your work computer without your direct supervision. Please turn off computer if you are leaving your child unsupervised in your classroom.

School Day on Campus

MVCKS employees are expected to remain on campus during breaks unless they receive prior approval from the Administrator to leave. So that employees may be accounted for during emergencies, they must sign in and out at the MVCKS office when they leave campus during the workday.

Breaks

Break periods are not cumulative.

Classified employees will receive the following breaks.

6-up to 8 hr day	1 paid 15 minute break
3-up to 4 hr day	No break if work hours are interrupted by lunch period 1 break if no lunch period is taken during the work day
Less than 3 hour day	No break
45 minute unpaid lunch must be taken every day	

Termination of Employment

All persons who perform services for MVCKS shall be considered "At Will" employees. MVCKS may terminate the employment of any personnel, at any time so long as such employees are not terminated for unlawful reasons.

Any employee may terminate his employment with MVCKS upon two (2) weeks notification, in writing, to the Administrator. Although not required, a thirty day notification is requested.

The Governing Board retains the right to suspend an employee with or without pay if a concern or problem is deemed sufficient to warrant this action.

The Governing Board retains the right to dismiss employees. Each employee shall be employed for such time as MVCKS is in need of, or desirous of, the services of such an employee.

Felony and Misdemeanor Convictions

If MVCKS has good cause to believe that an employee hired on or after June 1, 1996, has been convicted of any felony or misdemeanor (not including misdemeanor traffic offenses or infractions) subsequent to employment, the Governing Board may ask the person to provide information about the offense.

Pursuant to law, any employee who is convicted or pleads nolo contendere under any criminal drug statute for a violation occurring in the workplace shall notify the MVCKS Administrator no later than five days after the conviction. The Administrator will immediately inform the RE-1 Superintendent. The RE-1 School District has an obligation under federal law to notify the appropriate agency within 10 days after receiving notice of such conviction if there is a relationship between federal funds received by the RE-1 School District and the convicted employee's work site.

Legal Refs.: Pub. L. No. 100690, 102 Stat. 4304 (1988), Drug Free Workplace Act of 1988
21 U.S.C. 812 (definition of control substance)

In addition or as an alternative, the Governing Board may require the employee to submit a complete set of fingerprints taken by a qualified law enforcement agency within 20 days of receipt of written notification. The fingerprints shall be released to the Colorado Bureau of Investigation (CBI) for processing. Disciplinary action may be taken against personnel if the results of fingerprint processing provide information about a conviction.

Child Abuse

The Administrator is authorized to conduct an internal investigation or to take any other necessary steps if he receives information from a county department of social services or a law enforcement agency that a suspected child abuse perpetrator is a school employee. Such information shall remain confidential except that the Administrator shall notify the Colorado Department of Education of the child abuse investigation.

Ref.: School District Fremont RE1 Policy file # 503

(A delegate waiver is in place for this policy to meet the needs of MVCKS)

Staff Conflicts of Interest

No employee of MVCKS shall engage in or have a financial interest, directly or indirectly, in any activity that conflicts or raises a reasonable question of conflict with duties and responsibilities in the school system.

An employee shall not engage in work of any type where information concerning customer, client, or employer originates from any information available to him through school sources, without prior approval of the Governing Board.

An employee shall not sell any books, instructional supplies, musical instruments, equipment, or other school supplies which are the property of MVCKS to any student or to the parents/guardian of a student who attends the school served by the employee unless prior written consent has been obtained from the Governing Board.

Items Requiring Official Approval and/or Action by Administrator or Homeroom Teacher

1. Students are not to be contacted or removed from the classroom or building by anyone, including their parents, without official approval from the Administrator/office.
2. Students are not to be excused to leave school under any circumstances without official approval from the Administrator; each student must be signed out at the office by the parent, guardian or authorized individual.
3. Any student appearing to be ill should be sent to the school nurse, office or Administrator immediately, accompanied by a Teaching Assistant.
4. Accidents, regardless of severity, involving any student must be reported to the school nurse, Administrator, or homeroom teacher at once, and all required paperwork completed as soon as is practicable.
5. Accident reports are to be filed on every accident that takes place on school property, or that involves a school vehicle, students or staff on school sponsored trips, including staff members or authorized school business trips. Such reports are required whether or not there are any immediately evident injuries or damage to property. The MVCKS Administrator shall establish procedures for filing accident reports, and shall make sure reports include details that (1) might be helpful in preventing accidents in the future, (2) are needed for filing insurance claims, (3) might be important in case of litigation.
6. Employees needing to leave work early due to an emergency must notify and receive prior approval from the Administrator, or his designee.

Professional Dress

Good judgment and common sense should be used in the selection of school attire. All staff members of MVCKS are expected to honor the intent of the school dress code by wearing neat, appropriate professional clothing and minimal jewelry. A general rule of thumb is that staff will dress professional (formal) or will wear what the students are required to adhere to; school logo shirts and nice slacks.

The Administrator shall be responsible for enforcement of the employee dress code.

General Guidelines:

- Shorts, dresses, skirts should be hemmed and no shorter than 4 inches above the knee.
- Blue jeans shall be allowed on Fridays when coupled with a school dress code shirt or educational activity shirt.

(no excessive fading, tears, or frays)

- No tank tops/muscle shirts/cargo pants
- Tee shirts and sweatshirts must be those purchased through the school, with school logo/designs
- Task appropriate shoes, no beach shoes (flip flops, Texas or other sport sandals)
- Staff may wear only MVCKS logos/pictures/words on clothing
- MSDS guidelines should be followed for chemicals
- Transportation---minimum standard is that shoes/sandals must have heel strap

Time Sheets

All classified employees must complete a monthly time sheet, to be signed by the employee and Administrator before submission for pay. Lunch breaks, as well as any leave or sick time must be recorded on the time sheet.

Pay Periods

Classified employees will be paid in 12 equal installments over a 12 month period. Employees must fill out paperwork at the Fremont RE-1 School Administration office to have their payroll check direct deposited to their personal bank account upon being hired. Each employee's payroll check will be deposited into the assigned account on the last regular working day of each month. MVCKS will distribute individual employee payroll statements each month.

Salary Deductions

Deductions shall be made from the paychecks of all employees for retirement and federal and state income tax in keeping with federal and state requirements.

Salary deductions shall be made for absences not covered by leave policies adopted by the Governing Board. Such deductions shall be calculated on the basis of the employee's work year.

All other types of deductions shall require Governing Board approval and permission of the employee.

All employees are entitled to take advantage of the provisions of Section 403(b) of the Internal Code of 1954, as amended, whereby a public school employee may have his pay reduced by an amount which is placed to his

account with a firm which will establish this sum as an annuity account. Such accounts must meet the requirements of the accompanying rules and regulations as approved by the Board of Education. (File 214)

Policies

Employees of MVCKS are responsible for being knowledgeable about RE1 District policies and the contents of this MVCKS Classified Employee Handbook. Employees have up to five (5) working days to read the MVCKS Classified Employee Handbook, sign the Employee Acknowledgement page in the handbook (which states that they have read and understand the MVCKS handbook) and return the signed form to the Administrator. The employee shall be given a copy of this signed form and the original will be placed in the employee's personnel file.

School Telephone

Telephones are located throughout the building. Employees must limit personal phone calls, including cell phone calls and text messaging, during the school day, making calls during their lunch and break periods if possible. Students are not allowed to use the school phones unless it is considered an emergency. The school telephone is for business use. Employee must not use school telephones to make long distance calls.

School Computers

School computers are only to be used for work related to MVCKS. They may not be used **at any time** for personal projects, including email and internet searches.

Health Requirements

The MVCKS Governing Board may request physical examinations and/or mental health examinations of any employee at any time to determine if the employee has a physical and/or mental condition, disease or illness which may interfere with his ability to perform his duties or which may pose an unacceptable risk to the health, safety or welfare of the employee or others. The examination fee will be paid by MVCKS, and the Governing Board will stipulate the examining physician. Any report or communication from the examining physician shall be provided to the employer by the examining physician.

Expectations of School Personnel on School Delays and Closings

A. Certified Staff: Administrator, Programs Coordinator, Teachers

1. Delayed Start

Certified personnel are requested to report to work as close to the regular starting time as safely possible. The minimum expectation is that all staff will be on duty at least thirty minutes prior to the start time for school that day.

2. School Canceled

Certified staff members are not expected to report to work on days when school is canceled. These days may be requested for make-up days or staff training if necessary.

B. Classified Staff: Instructional Assistants, Secretary, School Nurse

1. Delayed Start

Classified staff members (excluding Maintenance and Custodial) have the option of reporting to work at their normal work time. The minimum expectation is that all staff will be on duty at least thirty minutes prior to the start time for school that day. Classified staff will be paid for the time that they are at work.

2. School Canceled

It is requested that classified staff members (excluding Maintenance and Custodial) not report to work on days school is canceled. In order to be paid for canceled school days, classified staff may take one personal or one sick day. Classified staff members may also choose to take an unpaid day when school is canceled.

C. Maintenance and Custodial Staff

1. Delayed Start

Maintenance and Custodial Staff are expected to report to work at the regular time or earlier if necessary to handle situations brought on by inclement weather or other events. If it is necessary to come in earlier, schedules will be adjusted to compensate for the earlier start. All compensated time and/or over time must be approved by the Administrator in advance.

2. School Canceled

Maintenance and Custodial staff members are expected to work their regular schedules on days when school is canceled. If a school or personal situation presents itself that doesn't allow for maintenance or custodial staff to work, one personal day or one sick day may be taken if approved by the Administrator. Maintenance and Custodial staff may also choose to take an unpaid day on days that they do not report to work.

Sick Leave

Sick leave is a benefit extended to the employees at MVCKS. Therefore, a high degree of professional integrity is expected from the employee in that this sick leave is to be used only for the purpose intended.

Appointments should be planned well in advance to facilitate scheduling and should be made outside regular work hours.

Sick leave shall be granted to an employee for illness or injury not covered by injury leave, for all medical and dental appointments, and for treatment of illnesses.

To obtain sick leave, an employee must call the Administrator or designee as early as possible every day of medical absence. Sick leave taken for treatment, surgery, medical/dental appointments and planned hospitalizations require approval on a Personnel Activity Form prior to absence from duty. This does not apply to sudden illness or accident. Personnel Activity Forms must be completed upon return to work following a sudden illness or accident.

Sick leave applies when the hourly employee himself or anyone in the immediate family of the employee (spouse, child, parents, grandparents, siblings, grandchildren, resident or dependent who lives in household of employee, or in-laws in same degree of relationship) is sick or has a medical appointment.

All contracted full-time hourly employees shall be allowed ten (10) sick leave days per school year. Sick leave will accumulate from one anniversary to the next, but may not exceed fifty (50) days. All contracted part-time employees working less than 30 hours per week shall be allowed five (5) sick leave days per school year.

Sick leave is earned during the month worked and accrued to the employee's account on the first day of the following month, upon reporting for full-time duty. The employee must work sixteen (16) working days of the month to earn sick leave. Returning full-time hourly employees are credited with 10 sick leave days on the first full day of duty of their second year, and each subsequent year of continuous employment. Returning part-time employees who qualify are credited with 5 sick leave days on the first full day of duty of their second year, and each subsequent year of continuous employment.

Sick leave is not available before completion of one month of employment, and cannot be used in excess of sick leave accrued.

If the effective date of employment is after the beginning of current school year, the employee shall accrue one school day of sick leave per month of employment during the school year, September through August. The total number of sick leave days shall be converted into hours based on the number of hours worked per day.

Sick leave may not be taken on the day before or after the employee's vacation, emergencies excepted. Sick days will not be approved for less than 1/2 day increments.

Accrued sick leave is forfeited upon termination other than retirement. Upon retiring, per PERA regulation, a classified employee will be reimbursed for 25% of daily salary at the final daily rate for each day of unused sick leave up to 50 days.

In cases where an employee is off work due to an injury covered by worker's compensation, full benefits will be paid out only up to and including the third day following the day of said injury. From the fourth day of injury until the employee returns to work, worker's compensation will pay benefits according to each claim.

MVCKS will provide monthly accounting of remaining sick leave days to each full-time hourly employee, to be included with each paycheck.

Sick Leave Without Pay

When employee has exhausted all accrued sick leave, then vacation leave, and is unable to return to work because of medical treatment, pregnancy, illness, or injury, MVCKS may either terminate the employee, request resignation of the employee, or grant the employee leave of absence without pay for a period of time if a request is made within the Family Medical Leave Act.

MVCKS may periodically require an employee on sick leave without pay to provide a certificate from a physician verifying the continued medical treatment, illness or injury. If not provided, MVCKS may terminate the sick leave without pay and direct the employee to return to work by a specific date or be terminated. MVCKS may require proof of medical treatment, pregnancy, illness, or injury by a doctor's statement at any time.

Job Abandonment

An employee who fails to report for work 3 consecutive days and fails to call the supervisor, will be considered to have resigned through job abandonment.

Overtime

Overtime is not permitted unless approved in advance by the MVCKS Administrator.

Bereavement Leave

A maximum of five (5) days in any one (1) year shall be granted in the event of death of spouse, child, mother, father, sister, brother, grandparents, grandchildren, in-laws in the same degree of relationship, or dependents who live in the household. Bereavement leave may also be granted for other deaths in extenuating circumstances at the discretion of the MVCKS Administrator.

One of the above five (5) days may be used for death of close friends or relatives not listed above with the prior approval of the employee's immediate supervisor and the MVCKS Administrator.

An additional three (3) days may be granted under extenuating circumstances in the case of approved bereavement leave.

Bereavement leave is not cumulative. (District file #535)

Paid bereavement leave is provided to salaried and full-time hourly employees only.

Leave of Absence

A leave of absence with or without pay may be granted to employees of MVCKS by the Governing Board. An employee who has been granted a leave of absence may be returned to his former position whenever possible at the discretion of the Governing Board.

Jury Duty Leave

Employees will be excused for jury duty with no jeopardy to employment or compensation. Any compensation received by the employee shall be endorsed to MVCKS since the employee will not have been penalized for his absence.

Personal Leave

Contracted full-time hourly employees shall be granted two days of paid personal leave each school year. Contracted part-time working less than 30 hours per week shall be granted one day of paid personal leave each school year. The following rules govern personal leave:

1. An employee is eligible for two personal leave days per year after their first 90 days of employment. If approval is granted by the Administrator for an employee to receive more than two personal leave days in a one year period, the employee will trade each additional personal leave day for two sick days.
2. Employees must complete a Personnel Activity Form for personal leave at least five days prior to the actual day being requested, except in emergencies, and receive approval by the Administrator.
3. Personal leave days cannot be used the day prior to, or immediately after an employee's vacation, holidays, and/or spring break, and/or any other scheduled school breaks, unless approved by the Administrator.
5. Personal leave shall not be used during the first or last ten days of the school year, except under extenuating circumstances. An extenuating circumstance is defined as a situation that cannot be taken care of at any other time.

6. Personal leave days may not be accrued year to year.

Retirement

Employees who work four (4) hours or more per day and are not substitutes or temporary employees must participate in the Public Employees' Retirement Association of Colorado. Retirement procedures will follow requirements as specified by the Public Employees' Retirement Association and Colorado School Statutes. (District files 518, 614)

Compensation

Salaries of classified personnel will be determined by proper placement on the adopted salary schedule. In general, a maximum of five (5) years outside service credit may be allowed on the beginning salary to any new employee who has had comparable outside experience. Outside service credit that is allowed must be recommended by the Administrator and approved by the MVCKS Governing Board.

The pay for classified employees will have their salary spread over 12 months.

After each calendar year of service, an employee may be advanced one (1) step.

When the employment date is prior to and including the fifteenth (15th) of the month, the step increase is effective the first of that month. When the employment date is after the fifteenth (15th) of the month, the step increase is the first of the following month.

The employment date will remain the anniversary date for step increases, regardless of a promotion or reclassification.

Employees working in excess of forty (40) hours a week, Saturday midnight to Saturday midnight, are paid at the rate of one and one-half (1 ½) times their hourly rate for all hours in excess of forty (40).

Overtime must have prior approval by the Administrator, or in his/her absence, by three Governing Board members for payment as such.

Overtime will be recognized in 15 minute blocks of time; therefore, 1-7 minutes **will not** be recognized as payable overtime; 8-23 minutes will be paid as 15 minutes; 24-39 will be paid as 30 minutes and so forth.

To be eligible for overtime, an employee must work in excess of 40 hours in a week. In a situation where an employee who normally works Monday through Friday eight hours a day but takes a sick day during the week and works eight hours on Saturday, the employee would not be eligible for any overtime. Since the employee worked only 32 hours in this week, an additional eight hours on Saturday will not subject the employer to overtime liability. In this example, a sick day was used as paid leave; however, this can be extended to vacation days, holiday days, snow emergency days, etc. The key ingredient is the term "hours worked."

Hourly earners may not do their job or extend their day on a volunteer basis, as to do so would be a violation of the Fair Labor Standards Act and may result in disciplinary action.

Accrual of compensatory time cannot be required in lieu of paying proper overtime pay.

Compensatory time must be used within the same pay period it is accrued, and must be pre-approved by the Administrator, or in his/her absence, by three Governing Board members.

Tutoring for Pay

To assure all students reasonable assistance without charge from their own teachers and to avoid placing a teacher in a position where he may have a conflict of interest, employees shall not be permitted to receive money for tutoring any student they have in class or upon whose evaluation or assignment they will be called upon to pass. Further, no tutoring for which an employee receives a fee will be carried on in the school building. (RE-1 District file 529)

Staff Development Policy

Employees of MVCKS wishing to further their training and development through college level courses or other programs will incur the cost associated with such training. No reimbursements will be paid. However, if MVCKS requires attendance of staff members at in-service training, training expenses will be at no cost to the participants.

Paid Vacation Time

A classified employee who works full time (at least 30 hours per week), for 250 days per year is eligible for paid vacation time.

Vacation leave is to be used for vacations and for any time off taken to attend to business or personal affairs which is not covered by another type of leave.

Vacation leave is earned during the month worked and accrued to the employee's account on the first day of the following month, upon reporting for full-time duty. The employee must work and/or be on paid leave sixteen (16) working days of the month to earn vacation leave.

A vacation day is equal to the number of hours in an employee's regular work day. Vacation leave is earned as follows, for those classified employees who work 250 days per year during a twelve month period, at least 30 hours per week:

Year 1-5	10 days/year	Year 6	11 days/year
Year 7	12 days/year	Year 8	13 days/year
Year 9	14 days/year	Year 10-15	15 days/year
Year 16	16 days/year	Year 17	17 days/year
Year 18	18 days/year	Year 19	19 days/year
Year 20 and over	20 days/year		

Vacation leave must be requested and approved by the Administrator, or in his/her absence, by three Governing Board members on Personnel Activity Form. Request for leave cannot be scheduled more than six (6) months in advance. Personnel Activity Forms may be obtained from the office. Employee's preference will be given consideration whenever possible.

Vacation leave may not be accumulated, but must be used in the twelve month period of the employment agreement, or forfeited.

When approved by Administrator and Governing Board, vacation leave may be used for emergency situations at no loss in pay. Vacation leave can be charged when an employee has no sick leave accrued to cover an illness certified by physician.

Any leave taken without prior approval will be deemed absence without approved leave and the employee will be docked for such absences. Reporting late to work may be charged to leave without pay if no valid reason exists.

No more than five paid vacation days may be taken during the school year (from first day that teachers must report through last day that teachers check out). Vacation days may not be used the day prior to, or immediately after the employee's non-paid vacation days, nor may they be used during the first or last ten days of the school year, except under extenuating circumstances. An extenuating circumstance is defined as a situation that cannot be taken care of at any other time.

Non-Paid Vacation Days

Maintenance and Custodial staff will be required to take certain non-paid vacation days, to be determined each year by the Administrator and Governing Board. These days will be stated in their employment agreements.

Other Employment

All employees are expected to limit other employment activities when they interfere or otherwise adversely affect their MVCKS employment.

Health Insurance Policy

MVCKS offers its employees health insurance coverage through a group policy. If elected, coverage will be effective on the first day of the month. Health insurance premium costs for the employee only are shared by MVCKS and the employee. Coverage such as dental or vision elected by the employee are considered additional, and the employee is responsible for the entire additional premium.

Staff Meetings

Staff meetings will be called by the Administrator as needed. All employees are expected to attend each meeting, unless excused by the Administrator.

Staff Parking

All staff will park in allocated areas.

Tobacco Free Workplace

In order to promote the general health, welfare and wellbeing of students and staff, smoking, chewing or any kind of any use of any tobacco products by staff shall be banned from all school property.

For purpose of this policy, the following definitions shall apply:

1. "School property" shall mean all property owned, leased, rented or otherwise used by a school including but not limited to the following:
 - All interior portions of any building or other structure used for instruction, administration, support services, maintenance or storage.
 - All school grounds over which the school exercises control including areas surrounding any building, playgrounds, athletic fields, recreation areas and parking areas.
 - All vehicles used by MVCKS for transporting students, staff, visitors or other persons.

2. "Tobacco" shall include cigarettes, cigars, pipe tobacco, snuff, chewing tobacco and all other kinds and forms of tobacco prepared in such a manner as to be suitable for chewing, smoking, or both. "Tobacco" shall include cloves or any other product packaged for smoking.
3. "Use" shall mean lighting, chewing, inhaling or smoking any tobacco product.

This policy shall be published in employee policy handbooks, posted on bulletin boards and announced in staff meetings. Employees found to be in violation of this policy shall be subject to appropriate disciplinary action.

Drug/Alcohol Free Workplace

The unlawful manufacture, distribution, dispensing, possession, or use of alcohol or any controlled substance is prohibited in Fremont School District RE1. This policy shall apply to all RE-1 School District employees and to all other persons using or working on school property and/or in school facilities. The Superintendent shall establish a drug and alcohol awareness program to inform employees about:

1. The dangers of drug and alcohol abuse;
2. The RE-1 School Board policy of maintaining a drug and alcohol free workplace;
3. Available drug and alcohol counseling, rehabilitation, and employee assistance programs;\
4. Penalties that may be imposed upon employees for drug and/or alcohol abuse violations occurring in the workplace.

This information shall be communicated to employees in an appropriate manner on an annual basis. All employees who specifically work under a contract or grant which is federally funded shall acknowledge in writing receipt of this policy and related information.

Observance of this policy is a condition of employment. A violation shall subject the employee to appropriate disciplinary action which may include termination. Disciplinary action shall be taken in accordance with applicable RE-1 School Board policies.

Alternatively, the employee may be allowed to participate in an approved drug and/or alcohol abuse assistance or rehabilitation program in appropriate circumstances in accordance with District policy.

Pursuant to law, any employee who is convicted or pleads nolo contendere under any criminal drug statute for a violation occurring in the workplace shall notify the MVCKS Administrator no later than five days after the conviction. The Administrator will immediately inform the RE-1 Superintendent. The District has an obligation under federal law to notify the appropriate agency within 10 days after receiving notice of such conviction if there is a relationship between federal funds received by the District and the convicted employee's work site.

Legal Refs.: Pub. L. No. 100690, 102 Stat. 4304 (1988), Drug Free Workplace Act of 1988
21 U.S.C. 812 (definition of control substance) District Policy 417

Weapons in School

The Board of Education has determined that possession and/or use of a weapon by students, staff, and visitors who are on any school property within the district is detrimental to the welfare and safety of students, staff and the school community.

Although there is authority under Colorado Law whereby a chief of police or a county sheriff may issue written permits to carry concealed weapons to individuals, and those individuals may lawfully carry a concealed

weapon, it is the Board's policy that any weapon in the possession of anyone on school premises is inconsistent with and detrimental to the safety and welfare of students, staff and visitors to the District. As a result, it is the Board's policy that there shall be no weapons of any kind in any school building, on school grounds, in any school vehicle or at any school sponsored activity without the authorization of the school or the School District.

One exception is for the purpose of carrying out duties as a law enforcement officer or armed security personnel hired by the District.

Weapons that are prohibited on District property include, but are not limited to any firearms including pistol, revolver, rifle, shotgun, air gun, spring gun, slingshot, knife, brass knuckles or artificial knuckles and any object, such as a bludgeon, used or intended to be used to inflict death or serious bodily injury.

Violation of this policy requires initiation of expulsion proceedings of any student involved unless the student discovers he or she carried, brought, or is in possession of a dangerous weapon, and the student notifies a teacher, administrator, or other authorized person in the school district, and as soon as possible, safely delivers the dangerous weapon to that person. Expulsion shall not be mandatory and such action shall be considered when determining appropriate disciplinary action, if any. With regard to staff, violation of this policy will result in disciplinary action, including possible dismissal. Violations by a visitor to the District may result in denial of further access to District property or the right to attend District or school functions.

In accordance with federal law, expulsion will be for no less than one full calendar year for a student who is determined to have brought a firearm to school in violation of this policy. The superintendent may modify the length of this requirement for expulsion on a case-by-case basis.

Substitutes

Substitute teachers and teacher assistants will report to the office and pick up a substitute form before going to class. The form will be signed by the substitute and the teacher or teacher assistant.

Lesson plans should be available for the substitute. A substitute file should be in the upper right hand desk drawer or on the computer. The following should be included:

1. Seating chart with child's first/last names
2. Schedule
3. Attendance sheet/daily procedures
4. List of class helpers
5. Discipline plan
6. Have two sets of optional class activities/plans
7. List of textbooks and workbooks used in each subject; include where they are to be found
8. Emergency/Evacuation Procedures and Health Concerns of Students
9. Personnel Phone Numbers-Principal, Secretary, Nurse

Student Travel

Local area travel will be approved by the Administrator. All travel outside of the local area will need approval of both the Administrator and Governing Board.

Health Referrals

A student with a health problem in the classroom or on the playground will have a health referral when coming to the office. They will be accompanied by either the teacher or teacher assistant. If it is an emergency health situation, the referral will not be used. An accident report should be filled out for each accident or emergency situation.

Student Discipline

Discipline referrals will be used when sending a student to the office. The student will be accompanied by either their teacher or teacher assistant.

Student discipline consequences:

1. Detention
2. In School Suspension
3. Out of School Suspension
4. Expulsion

Employee Conflict Resolution Process

It is imperative that the staff work together as a team for the good of the whole school. If ever a concern arises among or between staff members, a professional conflict resolution process is required. Please follow the steps below in the order that they are written.

1. Make all attempts to discuss the problem with the employee of concern. Ask the administrator to be present if necessary.
2. Discuss the concern with the administrator
3. Make an appointment to meet with the governing board.

Employee's Grievance Procedure

1. A grievance is a complaint that alleges a violation of MVCKS policies and/or written personnel practices and procedures.
2. All grievances must be recorded on forms developed by MVCKS, see APPENDIX A: Level One Employee Grievance Form.
3. No grievance shall be recognized by the Governing Board unless it was presented in writing to the Administrator within fifteen (15) working days after the grievant knew, or should have known, of the act or condition on which the grievance is based, except as provided by law. If not so presented, the complaint will be considered waived.
4. Level One: The employee shall meet with his/her immediate supervisor to discuss the alleged violation, and every effort will be made to settle the problem at this level. The immediate supervisor will provide an answer to the employee within ten (10) working days after meeting with the employee.
4. Level Two: If satisfactory settlement is not reached in level one, the employee may appeal to the MVCKS Administrator (if the immediate supervisor discussed in level one was not the MVCKS

Administrator) within three (3) working days from the receipt of the supervisor's decision. The MVCKS Administrator will return a written answer to the employee within ten (10) working days from the receipt of the appeal.

5. Level Three: If a satisfactory settlement is not reached in level one or two, the employee may appeal the decision in writing to the MVCKS Governing Board within (10) working days from the receipt of the Administrator's response. The Governing Board will review the grievance and present its determination within twenty (20) working days. All decisions of the Governing Board shall be considered final.
6. If a grievance complaint alleges policy violation by the Administrator of MVCKS, the situation will be recorded on the MVCKS form and submitted directly to the Governing Board.
7. The employee has the right to withdraw the complaint at any time.

Sexual Harassment

Employee Grievance Procedure. Please see Fremont RE-1 School District File 543, attached as APPENDIX B.

1. Members of the school community who believe that they have been subjected to sexual harassment will report the incident to the Administrator of MVCKS. If the alleged harasser is the Administrator, the report of the incident will then be made to the president of the Governing Board. The person receiving the report will be referred to as the grievance officer.
2. The grievance officer will attempt to resolve the problem, if warranted, in an informal manner through the following process.
 - a. The grievance officer will confer with the charging party in order to obtain a clear understanding of the basis of the complaint.
 - b. The grievance officer will then attempt to meet with the charged party in order to obtain a response to the complaint.
 - c. The grievance officer may hold as many meetings with the parties as is necessary to gather facts and obtain statements from witnesses if available.
3. On the basis of the grievance officer's perception of the situation, the grievance officer may:
 - a. Attempt to resolve the matter informally through conciliation.
 - b. Report the incident and transfer the record to the Governing Board of MVCKS and so notify the parties.
4. After reviewing the record made by the grievance officer, the Governing Board may attempt to gather any more evidence necessary to decide the case, and thereafter, impose any sanctions deemed appropriate including disciplinary action.

APPENDIX A

Mountain View Core Knowledge School

Employee Grievance Form

Level One

Name of Grievant: _____

Date Grievance Occurred: _____

Facts Giving Rise to the Grievance: _____

Specific policy alleged to have been violated: _____

Relief Requested: _____

Signature of Grievant

Date

Decision of Administrator: _____

Signature of Administrator

Date

APPENDIX B

RE-1 File 543

Sexual Discrimination and Harassment - RE-1 Staff Policy. Adopted: September 23, 1993

Fremont Re-1 School District has a legitimate and compelling interest in assuring that no employee or student is subjected to sexual harassment. Further, this institution has an obligation to discipline those who engage in sexually harassing behavior. Persons accused of sexual harassment have an interest with regard to their reputation. MVCKS will strive to balance the interests of all persons accused of sexual harassment against the rights and feelings of one who believes s/he has been the victim of harassment, and make every effort to find the truth.

Unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature may constitute sexual harassment when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of a person's employment or educational development.
2. Submission to, or rejection of such conduct by an individual is used as the basis for employment or education decisions affecting such individual.
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work or education performance or creating an intimidating, hostile, or offensive working or educational environment.

Sexual harassment as defined above may include but is not limited to:

1. Sex-oriented verbal "kidding," abuse, or harassment.
2. Pressure for sexual activity.
3. Repeated remarks to a person with sexual or demeaning implications.
4. Unwelcome touching, such as patting, pinching, or repeated brushing against another's body.
5. Suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades, employment status, or similar personal concerns.

NOTE: Staff members may file a formal grievance of sexual harassment through use of the grievance procedure, APPENDIX A. If the alleged harasser is the immediate supervisor or Administrator with whom a grievance routinely would be filed, the employee may file the grievance with the Governing Board. If the alleged harasser is a member of the Governing Board, the employee may file the grievance with the Administrator. All matters involving sexual harassment complaints shall remain confidential to the extent possible. Filing of a grievance or otherwise reporting sexual harassment shall not reflect upon the individual's status or affect future employment or work assignments.

Notice of this policy shall be circulated to all District schools and departments and incorporated in employee handbooks.

LEGAL REFS: Title VII of the Civil Rights Act of 1964, 42 U.S.C. 2000E et seq. Title IX of the Education Amendments of 1972, U.S.C. 1681 et seq. C.R.S. 24-34-401 et seq.

Employee Acknowledgement

I hereby acknowledge that I have received a copy of the employee handbook of MVCKS, and that I have read and understood all of its provisions and I agree to abide by them. I understand that any violation of these procedures may result in disciplinary action or dismissal. I further understand that this document is not to be considered an employment contract, and in compliance with State Statute implies no specific rights with regard to at-will employment.

Date of Hiring or Renewal _____

Employee signature

Date

Administrator Signature

Date

To: Employee Personnel File

