

400 SERIES
EMPLOYEES

400	Role of and Guiding Principles for Employees
401	Employees and Internal Relations
401.1	Equal Employment Opportunity
401.2	Employee Conflict of Interest
401.3	Nepotism
401.4	Employee Complaints
401.5	Employee Records
401.5R1	Employee Records Regulation
401.6	OPEN
401.7	Employee Travel Compensation
401.8	Recognition for Service of Employees
401.9	Employee Political Activity
401.10	Credit Cards
401.11	Employee Orientation
401.12	Employee Use of Cell Phones
401.12R2	Employee Use of Cell Phones Regulation
401.13	Staff Technology Use/Social Networking
401.13R1	Staff Technology Use/Social Networking Regulation
402	Employees and Outside Relations
402.1	Release of Credit Information
402.2	Child Abuse Reporting
402.3	Abuse of Students by School District Employees
402.4	Gift to Employees
402.5	Public Complaints About Employees
402.6	Employee Outside Employment
403	Employees' Health and Well-Being
403.1	Employee Physical Examinations
403.2	Employee Injury on the Job
403.3	Communicable Diseases – Employees
403.3E1	Hepatitis B Vaccine Information and Record
403.3R1	Universal Precautions Regulation
403.4	Hazardous Chemical Disclosure
403.5	Substance-Free Workplace
403.5E1	Substance-Free Workplace Notice to Employees
403.5R1	Substance-Free Workplace Regulation
403.6	Drug and Alcohol Testing Program
403.6E1	Drug and Alcohol Testing Program Notice to Employees
403.6E2	Drug and Alcohol Testing Program Acknowledgement Form
404	Employee Conduct and Appearance
404-R1	Code of Professional Conduct and Ethics Regulation
404-R2	Code of Rights and Responsibilities Regulation

405	Licensed Employees - General
405.1	Licensed Employees Defined
405.2	Licensed Employee – Qualifications, Recruitment, Selection
405.3	Licensed Employee Individual Contracts
405.4	Licensed Employee Continuing Contracts
405.5	Licensed Employee Work Day
405.6	Licensed Employee Assignment
405.7	Licensed Employee Transfers
405.8	Licensed Employee Evaluation
405.9	Licensed Employee Probationary Status
406	Licensed Employee Compensation and Benefits
406.1	Licensed Employee Salary Schedule
406.2	Licensed Employee Salary Schedule Advancement
406.3	Licensed Employee Continuing for Extra Duty
406.4	Licensed Employee Compensation For Extra Duty
406.5	Licensed Employee Group Insurance Benefits
406.6	Licensed Employee Tax Shelter Programs
407	Licensed Employee – Termination of Employment
407.1	Licensed Employee Resignation
407.2	Licensed Employee Contract Release
407.3	Licensed Employee Retirement
407.4	Licensed Employee Suspension
407.5	Licensed Employee Reduction in Force
407.6	Licensed Employee Early Retirement
408	Licensed Employee – Professional Development
408.1	Licensed Employee Professional Development
408.2	Licensed Employee Publication or Creation of Materials
408.3	Licensed Employee Tutoring
409	Licensed Employee – Vacations and Leaves of Absence
409.1	Licensed Employee Vacation – Holidays – Personal Leave
409.2	Licensed Employee Personal Illness Leave
409.3	Licensed Employee Family and Medical Leave
409.3E1	Licensed Employee Family and Medical Leave Notice to Employees
409.3E2	Licensed Employee Family and Medical Leave Request Form
409.3R1	Licensed Employee Family and Medical Leave Regulation
409.3R2	Licensed Employee Family and Medical Leave Definitions
409.4	Licensed Employee Bereavement Leave
409.5	Licensed Employee Political Leave
409.6	Licensed Employee Jury Duty Leave
409.7	Licensed Employee Military Serve Leave
409.8	Licensed Employee Unpaid Leave
410	Other Licensed Employees
410.1	Substitute Teachers
410.2	Summer School Licensed Employees

410.4	Education Associate
411	Classified Employees – General
411.1	Classified Employee Defined
411.2	Classified Employee – Qualifications, Recruitment, Selection
411.3	Classified Employee Contracts
411.4	Classified Employee Licensing/Certification
411.5	Classified Employee Assignment
411.6	Classified Employee Transfers
411.7	Classified Employee Evaluation
411.8	Classified Employee Probationary Status
412	Classified Employee – Compensation and Benefits
412.1	Classified Employee Compensation
412.2	Classified Employee Wage and Overtime Compensation
412.3	Classified Employee Group Insurance Benefits
412.4	Classified Employee Tax Shelter Programs
413	Classified Employee – Termination of Employment
413.1	Classified Employment Resignation
413.2	Classified Employee Retirement
413.3	Classified Employee Suspension
413.4	Classified Employee Dismissal
413.5	Classified Employee Reduction in Force
414	Classified Employee – Vacations and Leaves of Absence
414.1	Classified Employee Vacations – Holidays – Personal Leave
414.2	Classified Employee Personal Illness Leave
414.3	Classified Employee Family and Medical Leave
414.3E1	Classified Employee Family and Medical Leave Notice to Employees
414.3E2	Classified Employee Family and Medical Leave Request Form
414.3R1	Classified Employee Family and Medical Leave Regulation
414.3R2	Classified Employee Family and Medical Leave Definitions
414.4	Classified Employee Bereavement Leave
414.5	Classified Employee Political Leave
414.6	Classified Employee Jury Duty Leave
414.7	Classified Employee Military Service Leave
414.8	Classified Employee Unpaid Leave
414.9	Classified Employee Professional Purposes Leave

SERIES 240

Reviewed Series: 04/11/1988

Reviewed Series: 05/09/1988

Reviewed 400 thru 404.2: 11/09/1992

Reviewed 404.2 thru end: 12/14/1992

Reviewed 400 thru 403.7R2: 04/08/1996

Reviewed 400 thru 413.1E4: 06/10/1996

Reviewed Series: 04/12/1999

Reviewed: 400 thru 408.2: 06/21/2004

Reviewed: 408.3 thru end: 12/13/2004

Reviewed Series: 03/16/2009

Reviewed Series: 03/17/2014

Reviewed Series: 08/15/2016

Reviewed 402.2: 12/19/2016

Updated 405.2, 405.5 thru 405.8, 406.2, 406.3, 406.4, 408.1, 409.1 thru 409.4, 409.8, 411.6, 411.7, 412.1, 413.4, 413.5, 414.1, 414.2, 414.4: 12/17/2018