

## **5 – Personnel** (Revised 2015)

### **Descriptor Code**

### **Policy Title**

#### **Employment Practices**

5.100	Personnel Goals
5.101	Line and Staff Relations
5.102	Classification and Qualifications
5.103	Job Descriptions
5.104	Equal Opportunity Employment
5.105	Recruitment of Employees
5.106	Application and Employment
5.107	Orientation and Probation
5.108	Supervision
5.109	Evaluation
5.1091	Local Evaluation Procedures (Under Revision)
5.110	Compensation Guides & Contracts
5.112	Extended Contracts
5.113	In-Service & Staff Development Opportunities
5.114	Personnel Records
5.1141	Teacher Effect Data
5.115	Assignment/Transfer

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**Employment Practices (cont.)**

- 5.116 Staff Positions
- 5.117 Procedure for Granting Tenure
- 5.118 Background Investigations

**Separation Practices**

- 5.200 Separation Practices for Tenured Teachers
- 5.201 Separation Practices for Non-tenured Teachers
- 5.202 Separation Practices for Non-Certified Employees

**Employee Leaves**

- 5.300 Short-Term Leaves of Absence
- 5.301 Emergency and Legal Leave
- 5.302 Sick Leave – Professional Personnel
- 5.303 Personal and Professional Leave
- 5.304 Long-Term Leaves of Absence – Professional Personnel
- 5.305 Family and Medical Leave
- 5.306 Military Leave
- 5.307 Physical Assault Leave
- 5.308 Sabbatical Leave
- 5.309 Legislative Leave

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5.310 Vacations and Holidays – Support Personnel

**Employee Health Practices**

5.400 Health Examinations/Communicable Diseases

5.401 Acquired Immune Deficiency Syndrome (AIDS)

5.402 Hepatitis B (HBV)/Staff

5.403 Drug and Alcohol Testing for Employees

**Grievances**

5.500 Discrimination/Harassment of Employees

5.501 Complaints and Grievances

5.502 Complaints about School Personnel

**Employee Rights and Responsibilities**

5.600 Staff Rights and Responsibilities

5.601 Conflict of Interest

5.602 Staff Time Schedules

5.603 Staff Meetings

5.605 Staff Gifts and Solicitations

5.606 Staff-Community Relations

5.607 Non-School Employment

5.608 Tutoring for Pay

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**Employee Rights and Responsibilities (cont.)**

5.610 Staff-Student Relations

5.611 Ethics

**Temporary Personnel**

5.700 Interim Employees

5.701 Substitute Teachers

5.702 Student Teachers

5.703 Substitute Workers

**Recruitment and Employment of the Director of Schools**

5.800 Director of Schools

5.801 Director of Schools Recruitment and Selection

5.802 Qualifications/Duties of the Director of Schools

5.804 Compensation, Benefits, and Expenses

5.805 Professional Growth Opportunities

**Negotiations**

5.900 Professional Personnel Negotiations – Legal Status

5.901 Scope of Professional Negotiations

5.905 Professional Personnel Job Actions

**NOTE:** For the purpose of this policy manual, the terms *Superintendent* and *Director of Schools* are interchangeable.