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## **POLICY RELATED TO PERSONNEL MANAGEMENT**

### **GOALS OF PERSONNEL POLICIES**

The Burrillville School Committee regards School Department personnel as the most valuable and important resource for effectively conducting a quality educational program. The School Department program shall function at its best when it employs highly qualified personnel, conducts appropriate staff development activities, and establishes policies and working conditions that are conducive to high morale and that enable each staff member to make the fullest contribution to School Department programs and services.

The goals of the Burrillville School Department's personnel program shall include the following:

- To develop and implement those strategies and procedures for personnel recruitment, screening, and selection that will result in employing the best available candidates, i.e., those with high capabilities, a strong commitment to quality education, and a great probability of effectively implementing the School Department's educational program.
- To develop a climate in which optimal staff performance, morale, and satisfaction are encouraged.
- To provide or promote positive programs of employee development designed to contribute both to the improvement of the educational program and to each staff member's career development aspirations.
- To provide for a team approach to education, including staff involvement in planning, decision-making, and evaluation.
- To provide competitive compensation and benefits as well as other provisions for staff welfare.
- To develop and use positive processes for personnel performance appraisal that contribute to the improvement of staff capabilities, educational programs, and services to the School Department.

First Reading: 9/12/00

Second Reading: 10/10/00

**POLICY RELATED TO PERSONNEL MANAGEMENT**

**POSTING/ADVERTISING OF POSITIONS**

The Burrillville School Department shall identify and develop standard procedures for posting and advertising for vacant positions. These procedures shall apply to all vacancies within the School Department and shall conform with the requirements of relevant collective bargaining agreements.

Vacancies will be posted internally for the established period for eligible employees.

Vacancies may also be advertised publicly. Only after public advertisement shall applications be accepted from other than regular School Department employees.

All applications shall be directed to the Office of the Superintendent.

First Reading: 9/12/00

Second Reading: 10/10/00

**POLICY RELATED TO PERSONNEL MANAGEMENT**

**STIPENDIARY AND COACHING POSITIONS**

The Burrillville School Department shall post and advertise stipendiary and coaching vacancies in accordance with School Committee Policy 5110.

The School Department shall identify and develop standard procedures for the filling of stipendiary and coaching vacancies.

A standard schedule of stipends and coaching salaries shall be developed and implemented.

First Reading: 9/12/00

Second Reading: 10/10/00

## **POLICY RELATED TO PERSONNEL MANAGEMENT**

### **PROMOTION, RECRUITMENT, SELECTION**

The Burrillville School Department shall regard a qualified applicant as one who fulfills all State and District requirements for the position.

Promotion: School Department employees shall be encouraged to apply for positions carrying greater responsibility and higher remuneration and shall be given due consideration by the District. All permanent positions shall be posted and advertised as necessary to ensure that the District has an appropriate number of qualified applicants for each position, Postings shall be in accordance with District policy and applicable collective bargaining agreements.

#### Recruitment:

The School Department shall not rely solely on the initiative of applicants to fill vacancies, even in cases where applicants are plentiful, but shall instead energetically recruit applications from those who might not have applied otherwise.

There shall be two (2) tests of satisfactory execution of this policy:

1. There are more applicants for each vacancy than can be employed, and
2. Some applicants for each vacancy learned of it through District recruitment activities.

Recruitment shall be directed both to those not currently employed by the District and to those currently employed by the District in other positions.

#### Selection:

All applicants shall be given equal consideration as the District seeks to fill vacant positions. The applicant who provides the District with the optimum combination of qualifications and cost shall be selected. As part of the filling of vacancies, the District shall allow input to include staff, parent, and community involvement where appropriate.

Except under unusual circumstances as defined by the Superintendent, or in the case where only one applicant is qualified to fill the position, no person shall be selected for any vacancy until two(2) or more applicants have been considered.

First Reading: 9/12/00

Second Reading: 10/10/00

## **POLICY RELATED TO PERSONNEL MANAGEMENT**

### **PERFORMANCE EVALUATION – ADMINISTRATOR**

The Burrillville School Committee recognizes that administrators provide the leadership that makes their individual schools/departments effective in promoting the educational experience of Burrillville students. Therefore, it seeks to employ those who are best qualified and most capable of carrying out the mission of the Burrillville School Department.

The performance evaluation of administrators is intended to promote the professional growth that encourages student achievement, strengthens the educational environment, and inspires individual professional satisfaction.

The performance evaluation process shall acknowledge excellence, provide useful feedback, give assistance where applicable, and serve as a guide for staff development and school improvement. It shall focus on the following:

- recognition of achievement
- leadership
- management & organization
- judgment
- problem solving
- oral/written communication
- student achievement
- crisis/pressure management
- insight/vision
- interpersonal relations/personnel management
- collaborative development of goals and objectives

Performance evaluation shall be conducted at least annually under the direction of the Superintendent of Schools.

First Reading: 9/12/00  
Second Reading: 10/10/00

## **POLICY RELATED TO PERSONNEL MANAGEMENT**

### **PERFORMANCE EVALUATION– TEACHING STAFF**

The Burrillville School Committee recognizes that a quality teaching staff provides the instruction and support that promotes student learning. It is the goal of the Burrillville School Department to employ those who are best qualified and best demonstrate the motivation to inspire every student to achieve to his/her highest potential.

The main purpose of teacher performance evaluation is to acknowledge performance and to promote quality instruction based upon clearly identified written criteria as delineated in the *Rhode Island Beginning Teacher Standards* and *The Criteria for Effective Teaching*. Staff members shall cultivate these criteria, and administrators shall observe them.

The performance evaluation procedure shall acknowledge excellence, provide useful feedback, give assistance where applicable, and serve as a guide for staff development and school improvement.

The purpose of the performance evaluation process shall be to promote and maintain a high level of professional service for the students of the Burrillville School Department. Thus, the evaluation process shall focus on the following:

- collaborative development of goals and objectives
- improvement of instruction
- professional growth
- communication
- self-evaluation
- recognition of achievement

Teacher performance evaluation shall be conducted by administrators in accordance with contract provisions and as directed by the Superintendent of Schools.

First Reading: 9/12/00

Second Reading: 10/10/00

**POLICY RELATED TO PERSONNEL MANAGEMENT**

**PERFORMANCE EVALUATION – SUPPORT STAFF**

The Burrillville School Committee recognizes that every person employed by the Burrillville School Department has the potential to enhance student learning. It is the goal of the School Department to employ those who demonstrate the best qualifications and experience as well as a genuine desire to contribute to the educational experience of students.

The main purpose of support staff performance evaluation is to recognize commendable job performance, to provide useful feedback, and to make recommendations designed to improve skills that may lead to advancement.

Performance evaluation shall be based on the criteria identified in the Job Description for each individual position.

Performance evaluation shall be conducted by administrators in accordance with contract provisions and as directed by the Superintendent of Schools.

First Reading: 9/12/00

Second Reading: 10/10/00

## **POLICY RELATED TO PERSONNEL MANAGEMENT**

### **ATTENDANCE**

The Burrillville School Committee considers good attendance as essential for all School Department employees, who provide vital services for the students of the community. Every employee contributes to the education and welfare of the students. In order for the School Department to accomplish its goal of educational excellence, regular and prompt attendance shall be required of all employees.

All employees of the School Department shall be expected to report to work on a regular basis and on time. Unnecessary absenteeism seriously impairs the ability of School Department employees to achieve organizational goals and objectives. Additionally, unnecessary absenteeism and tardiness are expensive, disruptive, and place an unfair burden on other employees.

#### Absenteeism:

Employees who have unsatisfactory attendance shall be subject to appropriate and progressive disciplinary action in accordance with legal guidelines and collective bargaining agreements, including suspension and discharge. Unsatisfactory attendance shall also have an adverse effect on any promotional considerations.

#### Tardiness/Early Departure:

All employees shall be present on time, ready for work, when and where they are assigned and be available as expected until the designated departure time.

Continued tardiness or early departure shall not be tolerated and shall be subject to appropriate and progressive disciplinary action in accordance with legal guidelines and collective bargaining agreements, including suspension and discharge. Unsatisfactory attendance shall also have an adverse effect on any promotional considerations.

First Reading: 9/12/00

Second Reading: 10/10/00

## **POLICY RELATED TO PERSONNEL MANAGEMENT**

### **EMPLOYEE USE OF INFORMATION TECHNOLOGY**

The Burrillville School Committee encourages the use of available technology by employees as a tool to assist them in performing their respective duties. The School Department's information technology is designed to promote both professional and personal development of all staff members.

The computer, electronic mail, Internet access, and voice mail systems are School Department property and are intended for School Department business. School Department business includes but is not limited to communication between and among staff members and with individuals and professional or educational institutions outside of the District. Excessive or inappropriate personal use of these systems may result in disciplinary action.

Under no circumstances is School Department information technology to be utilized to solicit, harass, or offend any other employee or individual, nor is it to be utilized for any inappropriate or unlawful purpose. Derogatory, defamatory, obscene, or otherwise inappropriate messages are strictly prohibited. School Department information technology shall not be used to send commercial messages.

The School Department's information technology systems store and record information transmitted via e-mail, and this record cannot be deleted from the server by the user. The School Department may conduct monitoring of messages. Transmissions are School Department property and should not be considered confidential or private. By using the School Department's information technology systems, the employee is expressly consenting to such monitoring.

Employees are prohibited from sending highly sensitive or confidential School Department information related to any other employee, a student, or other matter. Under no circumstances may confidential information be transmitted by information technology outside of the District without the express prior approval of the Superintendent.

In consideration of the School Department's providing the use of information technology, the user agrees to indemnify and hold harmless the School Department

regarding any claims, costs, and/or damages incurred by the School Department resulting from the use of technology in violation of School Department policy.

The School Department disclaims any liability for damages incurred resulting from the use of the technology by an employee.

First Reading: 9/12/00

Second Reading: 10/10/00

## **POLICY RELATED TO PERSONNEL MANAGEMENT**

### **SEXUAL HARASSMENT**

The Burrillville School Department shall provide an educational and work environment free of sexual advances, requests for sexual favors, and other verbal or physical conduct or communications constituting sexual harassment as defined by this policy and by law.

It shall be a violation of this policy for any employee, school volunteer or other adult connected with the School Department to harass a student or employee through conduct or communication of a sexual nature as defined by this policy

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other communication of a sexual nature when:

1. Submission to or rejection of such conduct is made, either explicitly or implicitly, a term or condition of an individual's employment, or either explicitly or implicitly is made a term of or condition of the provision of educational benefits, privileges, or placement services, or is used as a basis for evaluation of a student's academic achievement.
2. Submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education.
3. Such conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment, work performance or education by creating an intimidating, hostile, humiliating, or sexually offensive employment or educational or work environment.

Sexual harassment may include, but not be limited to, the following types of activities:

1. Sexually oriented verbal harassment or abuse.
2. Subtle pressure for sexual activity.

3. Inappropriate patting or pinching or other physical contact.
4. Intentional brushing against a student's or employee's body.
5. Demanding sexual favors accompanied by implied or overt threats concerning an individual's employment or educational status.
6. Demanding sexual favors accompanied by implied or overt promises of preferential treatment.
7. Any sexually motivated touching.
8. Displaying sexually suggestive pictures, objects, cartoons, posters.
9. Sexual remarks or jokes, proffered verbally, in writing, or electronically.
10. Reference to sexual preference.
11. Second party harassment, i.e., words or actions that may not be considered harassment by consenting parties but that are considered offensive to an observer.

Any employee who believes that he or she has been the victim of sexual harassment shall report the alleged sexual harassment according to established procedures to the supervisor of the alleged offender or an administrator.

The School Committee recognizes that not every advance or conduct of a sexual nature between students or between employees consists of sexual harassment. Whether a particular action or incident is a personal, social relationship without an unlawful effect requires a determination based on all the facts and surrounding circumstances.

However, School Department employees shall maintain the highest standards of conduct with regard to students. Nothing in this policy shall be deemed to sanction any conduct, verbal or physical, of a sexual nature, directed by an employee or other adult connected with the School Department toward a student. No employee may engage in verbal or physical sexual conduct toward a student at any time.

In addition, every employee is required to report any incident of sexual harassment of a student by another employee, school volunteer, or other adult connected with the School Department of which the employee has knowledge. An employee who

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receives a complaint from a student that the student has been sexually harassed is also required to report that complaint according to established procedures. Failure to make any such complaint will subject the employee to disciplinary action.

The School Department shall not discharge or in any manner discriminate against any person who, in good faith, makes such a report as provided for in this policy. The willful filing of a false accusation may result in disciplinary action.

Approved: 4/15/92

Amended First Reading: 4/11/00

Amended Final Reading: 5/9/00

## **POLICY RELATED TO PERSONNEL MANAGEMENT**

### **HOSTILE ENVIRONMENT**

All employees of the Burrillville School Department are expected to conduct themselves according to the highest standards of professionalism at all times. The Burrillville School Department shall provide a working environment that promotes and encourages harmony and cooperation.

Environment is herein defined as the workplace and any setting where employee interaction occurs that is related to conditions in the workplace.

Individual differences of employees shall be appreciated and differences of opinion shall be respected. All employees can expect to do their best without encountering harassment about these differences.

Creation of a hostile environment is defined as engaging in prohibited activities that tend to degrade a worker's self-esteem and/or his/her ability to do his/her best. Prohibited activities include, but are not limited to, harassment about race, gender, sexual preference, handicap, religion, ethnic or social group, appearance, dress, learning style, interests, or behaviors.

Bullying behaviors are also prohibited. Such behaviors include, but are not limited to, verbal harassment, intimidation, personal attack, and/or ostracism.

Reports of such conduct will be investigated under the guidelines of Burrillville School Committee Policy 5241: Rules of Conduct, and action will be taken accordingly within the parameters of collective bargaining agreements.

First Reading: 10/10/00

Second Reading: 11/14/00

## **POLICY RELATED TO PERSONNEL MANAGEMENT**

### **RULES OF CONDUCT**

All employees of the Burrillville School Department shall conduct themselves according to the highest standards of professionalism guided by legal and ethical principles:

- Employees shall maintain standards that require them to act in the best interests and needs of students.
- Employees shall maintain effective working relationships with students, colleagues, families, and others in a professional manner that is fair and equitable.
- Employees shall follow Burrillville School Department policies and procedures, respecting the boundaries of their professional responsibilities, when working with students, colleagues, families, and others.
- Employees shall follow local, state, and federal law as it pertains to individual rights and responsibilities.

First Reading: 10/10/00

Second Reading: 11/14/00

## **POLICY RELATED TO PERSONNEL MANAGEMENT**

### **SMOKING IN SCHOOL FACILITIES**

In accordance with RIGL, Chapter 23, Section 20, it is the policy of the Burrillville School Committee that the use of tobacco products is forbidden within school buildings, the school facilities, on the school grounds, or on school buses by all individuals.

Employees charged with violating this policy shall be subject to disciplinary actions in accordance with the Tobacco Policy Rules and regulations governing school employees.

Students charged with violating this policy will be subject to disciplinary actions as outlined in the school's Student Discipline Code.

All other individuals violating this policy will be instructed by the school administration to leave the premises.

All employees, within their areas of responsibility, shall recognize their obligation to uphold and enforce School Department policies and procedures, including the prohibition of the use of tobacco.

A, employee's violation of the tobacco policy and RIGL, Chapter...., Section.... shall result in the following disciplinary action in accordance with the statutory or collective bargaining requirements:

First Violation: The employee shall be given an oral reprimand with a notation in the employee's personnel record.

Second Violation: A written reprimand shall be placed in the employee's personnel file, and he/she shall be required to attend a cessation program, which shall be provided by the School Department.

Third Violation: Possible suspension without pay by the Principal/Administrator after due process hearing and compliance with the statutory or collective bargaining requirements where applicable and written notification to the employee that any further violation may result in dismissal. Additionally, the employee shall attend a cessation program at his/her own expense.

Fourth Violation Possible dismissal from employment or other further disciplinary action after due process hearing and compliance with the statutory or collective bargaining requirements where applicable.

In determining appropriate disciplinary actions in third and fourth violations, the circumstances of the employee's previous disciplinary record shall be considered. Suspension or dismissal of an employee shall be carried out in accordance with the applicable statutory or collective bargaining requirements.

The disciplinary sequence detailed above shall have a term of one (1) year, on a July 1 through June 30 cycle, i.e., violations from the previous year shall not be carried over to the next year.

First Reading: 9/12/00

Second Reading: 10/10/00

## **POLICY RELATED TO PERSONNEL MANAGEMENT**

### **ATHLETIC COACHING**

The Burrillville School Committee recognizes the positive influence that athletic coaches can exert on the social behavior of students. Because coaches engage with students on a more informal level than in the classroom, and because they are in a position to prevent a student who exhibits inappropriate behavior from participation, coaches have the ability to provide both positive and negative reinforcement.

The Burrillville School Committee expects coaches to fulfill their responsibility to promote positive student behavior:

- They shall model behaviors that establish ethical and responsible standards.
- They shall promote the qualities of good sportsmanship.
- They shall promote a commitment to academic excellence and assure academic eligibility.
- They shall ensure that all students that they supervise conform to the rules of the school.
- They shall follow the guidelines of the Burrillville Athletic Department Substance Abuse Policy, which is intended to apply to tobacco, alcohol, and/or illegal substances.

First Reading: 2/13/01

Second Reading: 3/20/01

**POLICY RELATED TO PERSONNEL MANAGEMENT**

**EQUAL EMPLOYMENT OPPORTUNITY / AFFIRMATIVE ACTION**

The Burrillville School Committee is committed to the concept of equal employment opportunity and affirmative action.

The School Department shall ensure that all applicants seeking employment shall be judged on their own potential abilities and individual merits. Furthermore, a person's race, color, creed, age (except as a bona fide occupational requirement), sex, country of national origin, or physical handicap should not serve as a barrier to his or her employment.

All matters related to recruiting, hiring, training, compensation, benefits, promotions, transfers, layoffs, recall from layoffs, LEA-sponsored educational, social and recreational programs, and all treatment on the job shall be free of discriminatory practices.

All contractors and vendors shall be required to adhere to this policy.

Approved: 11/92

Amended First Reading: 11/13/01

Amended Second Reading: 12/11/01

**POLICY RELATED TO PERSONNEL MANAGEMENT**

**NONDISCRIMINATION ON THE BASIS OF GENDER**

To conform with the requirements of Title IX of the educational Amendments of 1972 and its regulations for implementation, the Burrillville School Department shall not discriminate on the basis of gender.

The requirement not to discriminate extends to employment by the School Department in accordance with School Committee Policy 5243.1: Affirmative Action.

Approved: 11/92

Amended First Reading: 11/13/01

Amended Second Reading: 12/11/01

## **POLICY RELATED TO PERSONNEL MANAGEMENT**

### **PROFESSIONAL DEVELOPMENT**

The Burrillville School Committee is committed to the high expectations that all instructional staff shall provide the best opportunities for student learning.

Because the Burrillville School Committee recognizes that students learn in different ways and have different learning needs, it expects instructional staff to use a variety of teaching techniques and strategies to promote learning.

The Burrillville School Department shall provide a Professional Development Program that offers opportunities for instructional staff to continue to learn new instructional methods that promote increased student learning.

The Burrillville School Committee expects that instructional staff shall take advantage of the district's Professional Development Program or other professional development opportunities in an effort to increase its ability to meet the essential learning needs of students.

First Reading: 10/8/02

Second Reading: 11/12/02

**POLICY RELATED TO PERSONNEL MANAGEMENT**

**LEAVING THE ASSIGNED LOCATION, STAFF MEMBERS**

The Burrillville School Department expects staff members to be in attendance at their assigned locations in the District.

In the event that a staff member has a need to temporarily leave his/her assigned location, the School Department requires the following:

- The staff member have the approval of an administrator prior to leaving the location during assigned work hours
- The administrator maintain a log of approval citing the staff member's time of departure and time of return
- The administrator exercise fair and reasonable judgment in approving requests to leave the location during assigned work hours.

First Reading: 9/12/00

Second Reading: 10/10/00

## **POLICY RELATED TO PERSONNEL MANAGEMENT**

### **SUBSTITUTE EMPLOYEES**

The Burrillville School Department is guided by the following definitions:

Daily Substitute: A person hired to replace an absent employee on a daily or short-term basis to cover his/her regular assignment(s)/duties for that/those day(s) pursuant to the direction of the Building Principal or other Supervisor.

Long-Term Substitute: A person hired to replace an absent employee on a long-term basis to cover his/her regular assignment(s)/duties for that period while performing all the duties of the absent employee pursuant to the direction of the Building Principal or other Supervisor.

#### Compensation:

Daily and hourly substitutes shall be paid an established rate by the day or by the hour, consistent with the portion of the day actually worked.

Certified substitutes who work on a long-term basis for less than a full year shall be paid at a daily rate for the first 30 consecutive working days in the long-term position and the equivalent of the first step on the teacher's salary schedule for the remaining time worked beyond the 31<sup>st</sup> consecutive day.

A long-term substitute who is hired for the full year shall be paid the equivalent of the first step on the teacher's salary schedule.

The School Department shall annually review substitute compensation and make available a substitute payment schedule at the start of each school year. Such payment schedule shall be consistent with and not exceed funds appropriated in the annual fiscal year's budget.

#### Employee Benefits:

Daily substitutes and long-term substitutes hired for less than the full school year are not entitled to any employee benefits granted to regular or part-time School Department employees.

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First Reading: 9/12/00

Second Reading: 10/10/00

## **POLICY RELATED TO PERSONNEL MANAGEMENT**

### **GUIDELINES FOR SUBSTITUTES**

The Burrillville School Department recognizes the significance of the role of substitute employees and the importance of making substituting a mutually satisfactory endeavor.

Substitute employees shall be provided with a district-wide guidebook that defines expectations. Each school shall provide a packet that includes the materials as well as relevant policies and procedures that are necessary for a successful experience.

Feedback from the substitute regarding lesson preparation and student performance shall be requested by the Administration.

Feedback regarding the performance of daily substitute employees shall also be provided to the Administration by the regular employees for whom they substitute.

Daily substitute employees shall receive feedback from the School Department regarding their performance on a quarterly basis.

Feedback from the Administration shall be placed in a substitute employee's file following the completion of a long-term substitute assignment.

Successful substitute employees shall be given consideration in application for regular positions.

First Reading: 2/13/01

Second Reading: 3/20/01