

MONITORING OF SCHOOL DISTRICT PROPERTY

NOTE: NEW TEXT IS UNDERLINED AND IN ALL CAPS; PREVIOUS TEXT IS IN ALL CAPS; TEXT RECOMMENDED FOR DELETION IS INDICATED IN THE MARGIN.

CONSISTENT WITH THE CONSTITUTIONS OF THE UNITED STATES AND THE STATE OF COLORADO, DISTRICT ADMINISTRATION AND SCHOOL ADMINISTRATION (PRINCIPALS AND ASSISTANT PRINCIPALS), RESERVE THE RIGHT TO MONITOR, EXAMINE, AND OTHERWISE INSPECT EMPLOYEE USE OF SCHOOL SYSTEM OFFICE SPACES, STORAGE CABINETS, DESKS, SCHOOL SYSTEM OWNED COMPUTERS, TELEPHONES, OTHER TECHNOLOGIES, MAIL SERVICE AND SCHOOL EQUIPMENT WHERE A SCHOOL OR SCHOOL DISTRICT ADMINISTRATOR HAS A GOOD FAITH BELIEF THAT THE SEARCH WILL UNCOVER EVIDENCE OF: (1) AN OBJECT (SUCH AS A WEAPON) THAT COULD ENDANGER SCHOOL OR WORKPLACE SAFETY; (2) THE USE OF ILLEGAL DRUGS OR ALCOHOL AT THE WORKPLACE; (3) IMPROPER CONDUCT BY A TEACHER TOWARD A STUDENT. SUCH SEARCHES MAY ALSO BE CONDUCTED WHEN AN EMPLOYEE HAS BEEN PLACED ON LEAVE PENDING INVESTIGATION AND WHEN AN EMPLOYEE IS ABSENT FROM WORK AND IT IS NECESSARY TO ATTEMPT TO FIND LESSON PLANS OR OTHER MATERIALS THAT WILL ASSIST THOSE WHO WILL DO THE WORK IN THE ABSENCE OF THE EMPLOYEE.

Deleted: As needed, school officials

WHEN A SEARCH IS CONDUCTED THE EMPLOYEE WILL BE INVITED TO BE PRESENT WHILE THE SEARCH IS CONDUCTED, PROVIDED THAT IN THE OPINION OF THE ADMINISTRATOR, DOING SO IS NOT LIKELY TO SIGNIFICANTLY DELAY THE SEARCH OR DISRUPT THE WORKPLACE. A WRITTEN REPORT OF THE SEARCH SHALL BE MADE WITH A COPY GIVEN TO THE EMPLOYEE WHOSE PROPERTY WAS SEARCHED. THIS REPORT SHALL INCLUDE A BRIEF STATEMENT OF WHY THE SEARCH WAS CONDUCTED AND WHAT CONTRABAND OR INAPPROPRIATE MATERIALS, IF ANY, WERE FOUND. IF A STAFF MEMBER WAS NOT PRESENT FOR THE SEARCH, THE STAFF MEMBER SHALL BE NOTIFIED PROMPTLY THAT THE SEARCH WAS CONDUCTED; THIS NOTICE MAY TAKE THE FORM OF RECEIVING A COPY OF THE WRITTEN REPORT.

THIS POLICY SHALL NOT LIMIT THE RIGHT OF THE SCHOOL DISTRICT TO CONDUCT SEARCHES CONSISTENT WITH FEDERAL AND STATE LAW.

STAFF SICK LEAVE

NOTE: SEE COMMENT AT THE BOTTOM OF THE PAGE REGARDING CHANGES.

1. Sick leave ~~of absence~~ with pay is a benefit provided to employees to protect their health and welfare. Sick leave may not be used for travel time out of state for routine medical service. Among the reasons for which paid sick leave may be used are:
 - a. Injury or illness ~~to~~ OF the employee OR INJURY OR ILLNESS OF A MEMBER OF THE EMPLOYEE'S IMMEDIATE FAMILY; and
 - b. Dental visits, doctor visits or other health purposes when such appointments can be made only during the working day, provided however, that the employee shall come to work before the appointment if s/he can remain for two or more hours of her/his normal duty day before reasonably having to leave for the appointment and shall return to work after the appointment if s/he can reasonably return with two or more hours of her/his normal duty day remaining after arrival.
2. Any employee taking sick leave may be required by the ~~Assistant Superintendent, Human Resources~~ CHIEF PERSONNEL OFFICER OR DESIGNEE to verify the illness or injury by furnishing a medical doctor's statement or certificate.
3. An employee receiving WORKERS' compensation ~~from the State Compensation Insurance Fund~~, OR COMPENSATION FROM the District's Long-Term Disability Insurance PLAN or THE PERA disability fund for a period during which the employee is on paid leave, and consequently is ELIGIBLE TO ~~receiving~~ RECEIVE full pay, shall ~~assign such payments to the District and have paid leave days restored equivalent to the amount of money so assigned~~ HAVE THE OPTION OF USING A PORTION OF HIS/HER ACCRUED LEAVE TO ENABLE THE EMPLOYEE TO RECEIVE THE EQUIVALENT OF HIS/HER FULL SALARY.

Note: school district administration will recommend to the Board at the meeting of February 19, 2008 that a discussion of the definition of the term "immediate family member" under this policy, along with a discussion of whether health insurance benefits should be extended to domestic partners, should both be deferred pending teacher contract negotiations and a more thorough examination of the costs of the health insurance change.

Deleted: 4. THE TERM "MEMBERS OF IMMEDIATE FAMILY" SHALL MEAN THE EMPLOYEE'S SPOUSE, CHILD, FATHER, MOTHER, FOSTER FATHER, FOSTER MOTHER, FATHER-IN-LAW, MOTHER-IN-LAW, BROTHER, SISTER, BROTHER-IN-LAW, SISTER-IN-LAW, GRANDPARENT, GRANDCHILD OR ANY OTHER RELATIVE OF THE EMPLOYEE LIVING IN THE IMMEDIATE HOUSEHOLD.

STAFF LEAVES OF ABSENCE WITHOUT PAY

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NOTE: NEW TEXT IS UNDERLINED AND IN ALL CAPS; PREVIOUS NEW TEXT IS IN ALL CAPS. ALSO NOTE THE INFORMATIONAL TEXT IN ITALICS THAT WILL NOT BE INCLUDED IN THE REVISED POLICY.

An employee may request a leave of absence without pay by submitting a written request specifying the reason for said leave. A leave of absence without pay may be granted for a period of up to one (1) calendar month by the ~~Superintendent~~ CHIEF PERSONNEL OFFICER. Leaves for more than one (1) month must be approved by the Board.

Upon return from a leave without pay of less than one (1) month, the employee shall be returned to the same assignment held prior to the leave. Upon return from such a leave of one (1) month or more, the employee shall be returned to an assignment for which HE OR SHE IS qualified.

Generally, leaves are not granted for longer than a one (1) year period.

Leaves are not granted to permit an employee to be employed elsewhere, except that teachers may be granted a leave of absence to teach in the Peace Corps, overseas Department of Defense schools, as part of a teacher exchange program or to acquire the work experience necessary to obtain a vocational credential. Upon written request, these leaves may be extended for a second year subject to the approval of the Board of Education.

Policy language at issue with possible edits: EXTENDED ABSENCES FROM THE JOB TO PURSUE PERSONAL INTERESTS (SUCH AS FOREIGN TRAVEL, OTHER EMPLOYMENT, ETC.), EVEN WHEN THE LEAVE WOULD BE WITHOUT PAY, ARE NOT ACCEPTABLE. THEREFORE, EXCEPT WHEN JUSTIFIABLE CIRCUMSTANCES EXIST, EMPLOYEES SHALL NOT BE GRANTED UNPAID LEAVE FROM THEIR JOB EXCEPT WHERE SUCH LEAVE IS EITHER REQUIRED BY LAW OR AVAILABLE UNDER EXISTING DISTRICT POLICY (E.G., HEALTH LEAVE, VACATION, ETC.) A DETERMINATION OF “JUSTIFIABLE CIRCUMSTANCES” SHALL BE MADE AT THE DISCRETION OF THE CHIEF PERSONNEL OFFICER OR DESIGNEE. THIS POLICY SHALL NOT ALTER THE RIGHTS OF LICENSED EMPLOYEES UNDER ARTICLE 32 OF THE MASTER AGREEMENT. AN EMPLOYEE WHO IS ABSENT WITHOUT AUTHORIZATION WILL BE CONSIDERED INSUBORDINATE AND SUBJECT TO DISCIPLINE.

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STAFF LEAVES OF ABSENCE WITHOUT PAY

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Note – not part of proposed policy changes – only background information: Article 32 of the Master Agreement, sections 2 & 3:

Section 2: “Leaves are not normally granted to permit an employee to be employed elsewhere. However, a teacher who desires to obtain a vocational credential in a vocational field taught in the District may request a leave under this Article for the purpose of acquiring the work experience necessary to get the vocational credential.

Section 3. A teacher with at least 12 consecutive years of employment in the District shall be entitled to a leave under this Article for the purpose of teaching in an extra-national school system. The teacher shall be entitled to a leave of two years if the extra-national school system requires a two-year commitment from the teacher.

Normally, an employee on one type of leave of absence may not apply for another type of leave of absence without first returning to active work status.

Maintenance of Benefits

While an employee is on an unpaid leave of absence approved by the Board of Education, the District shall not pay the premiums on the employee's District-sponsored health, dental and/or life insurance. If an employee wishes to continue such insurance coverage, this may be done at the employee's expense by making the necessary arrangements with the ~~Employee~~ Benefits AND EMPLOYEE RELATIONS Office.

AURORA PUBLIC SCHOOLS
Adopted February 1994
Revised February 2003
Revised

APS Code: GDQD

**DISCIPLINE, SUSPENSION AND DISMISSAL OF ~~SUPPORT STAFF~~ CLASSIFIED
EMPLOYEES**

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The Board of Education authorizes the Superintendent to compose and implement regulations relating to the suspension, discipline and termination of ~~support staff~~ CLASSIFIED EMPLOYEES. Such regulations shall be designed to treat employees fairly while at the same time maintaining a productive and efficient workforce.

THE BOARD OF EDUCATION DELEGATES TO THE SUPERINTENDENT THE AUTHORITY TO TERMINATE THE EMPLOYEMENT OF CLASSIFIED EMPLOYEES. IN ADDITION, THE BOARD OF EDUCATION DELEGATES TO THE SUPERINTENDENT THE AUTHORITY TO ACCEPT THE RESIGNATIONS AND RETIREMENTS OF ALL EMPLOYEES, BOTH LICENSED AND CLASSIFIED. THE SUPERINTENDENT MAY IN TURN DELEGATE THOSE POWERS TO THE CHIEF PERSONNEL OFFICER, AND OTHER ADMINISTRATORS IN THE HUMAN RESOURCES' DIVISION. AN EMPLOYEE WHO HAS RESIGNED MAY REQUEST THAT THE RESIGNATION BE RESCINDED, AND RESCISSION MAY OCCUR AT THE DISCRETION OF THE PERSON WHO ACCEPTED THE RESIGNATION OR THE BOARD OF EDUCATION. THE SUPERINTENDENT SHALL REPORT SUCH ACTIONS TO THE BOARD OF EDUCATION AT THE NEXT MEETING FOLLOWING SUCH ACTION.

LEGAL REFS.: C.R.S. 22-32-109.7
C.R.S. 22-32 110 (1)(h)
C.R.S. 22-32-126 (3)

CROSS REFS.: GD, Support/Classified Staff
GBK-R, Classified Staff Concerns, Complaints and Grievances
~~BEE, Board Hearings/Appeal Process~~
GBK-3-E, APPEAL PROCEEDINGS