



# Elizabeth School District

## Employee Handbook



2022-2023



Welcome

## Message from the Superintendent



Elizabeth School District Staff:

We are so glad you're part of our carefully selected, high-quality group of educators and support staff. Maintaining high standards for our greatest strength — our people — is crucial to our mission. The fact that you are here means you meet those standards, which is a compliment to you and a great asset to your colleagues. It also means your values align with what the school district and community expect: You know that students must always be at the heart of everything we do.

Our Staff Expectations and the rest of this handbook serve as guiding resources to help us all maintain accountability and excellence. Each of us, with our daily tasks, has a critical role to play in helping students grow and succeed. Thank you for being part of our good, *significant* work.

Sincerely,

William Dallas, Ph.D.  
Interim Superintendent

## Staff Expectations

Personally provide a very strong example of the highest possible expectations of professionalism, including the following:

- Put what is best for students at the heart of every decision we make.
- Follow through with your promises and commitments.
- Refrain from speaking negatively about staff, parents and students at work, or in public outside of work.
- Respond to email and phone messages within one working day.
- Be honest and forthcoming about mistakes and communicate with the appropriate parties in a timely fashion.
- Redirect all complaints to the source, or someone to who can address the issue.
- Take every opportunity to acknowledge the good work/effort done by students, coworkers, volunteers, etc.
- Treat people with respect, dignity and courtesy.



**Elizabeth**  
**SCHOOL DISTRICT**



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Elizabeth School District is a high performing school district characterized by a personalized approach to learning and the recruitment and development of the very best in their fields.

Elizabeth Schools employs about 300 individuals, making the district the largest employer in Elbert County. More than 80 percent of district employees directly impact student learning. Regardless of title or role, every Elizabeth Schools employee plays an important part in student success.

## Our Mission

To provide students with excellent and diverse learning opportunities that inspire passion for learning, develop individual potential and prepare them for a successful future.

## Our Students

We are committed to developing well-rounded individuals that can demonstrate confidence and competence in the pursuit of their full potential. We will engage our students within a safe, responsive and encouraging learning environment that fosters student success.

## Our People

We are committed to the recruitment and development of the very best in their fields. We recognize the importance of each individual and his or her contribution to the success of our organization. We expect that our employees are known for integrity, passion and competence.

## Our Parents

We are committed to cultivating partnership with the parents of our students by seeking the exchange of ideas, promoting active participation and providing opportunities to have their voices heard.

## Our Community

We are committed to making a positive impact within the Elizabeth community by being responsive in our actions, building relationships proactively and providing opportunities for the open exchange of ideas.





## Our Core Values

### Lifelong Growth and Learning

We believe learning is a lifelong process of developing a person's potential. We will set high expectations for learning, support the development of each individual and demonstrate continued growth as adult members of the education community.

### Opportunity

We believe uniqueness among students, employees and the school community should be respected and honored. We will encourage diversity in our district by providing a broad array of academic programs and a multitude of extracurricular activities that inspire students and encourage engagement.

### Creativity and Initiative

We believe love of learning is essential, and students learn best when their interests, talents and passions are engaged. We will support creative approaches, well-thought initiatives and cooperative efforts that inspire higher levels of student learning and achievement.

### Integrity and Ethical Behavior

We believe quality professional relationships based on responsibility, accountability and transparency are essential to a high performing organization. We commit to utilizing honesty, integrity, forward-thinking leadership, wise management of resources and effective communications to enhance the effectiveness of the organization.

### Community Involvement

We believe being a responsible member of the community creates a sense of shared ownership and superior results. We will encourage and support students, staff and administrators to seek involvement within the community.

### Collaboration

We believe decision-making made through a process that permits timely, effective and open collaboration among students, parents, staff and community results in the best decisions for the district.

### Safe School Environment

We believe a safe, secure, clean and distraction-free learning environment that enables teachers and staff to perform optimally is necessary to ensure high levels of student achievement. We will commit the resources necessary to support this endeavor.

### Data-Driven

We believe decisions should be guided by current and accurate data whenever possible. The district shall ensure that the use of data is encouraged and facilitated so that decisions are evidence-based. We will support appropriate and rigorous curriculum, instruction and assessments that challenge our students to achieve excellence and provide data for further growth.

### Communication

We believe open, honest and professional communication is essential to the operation of the district. The district shall ensure that communication among leadership, staff, students, parents and community is maximized, and no one is hesitant to communicate through appropriate channels in a professional manner.



## Resources

**District Website**..... [www.elizabethschooldistrict.org](http://www.elizabethschooldistrict.org)

**Superintendent’s Office** .....303-646-1836  
634 S. Elbert Street, PO Box 610, Elizabeth, CO 80107

**Business Services**.....303-646-4441  
633 Dale Court, PO Box 610, Elizabeth, CO 80107

**Payroll/Benefits** .....303-646-1830

**Human Resources** .....303-646-1832

**Accounts Payable**.....303-646-1831

**Special Education Services** .....303-646-1844  
676 S. Elbert Street, PO Box 610, Elizabeth, CO 80107

**Technology Services**.....303-646-1689  
200 E. Maple Street, PO Box 610, Elizabeth, CO 80107

**Running Creek Elementary** .....303-646-4620  
900 S. Elbert Street, PO Box 550, Elizabeth, CO 80107

**Singing Hills Elementary** .....303-646-1858  
41012 Madrid Drive, Parker, CO 80134

**Elizabeth Middle School** .....303-646-4520  
34427 County Rd. 13, PO Box 369, Elizabeth, CO 80107

**Elizabeth High School**.....303-646-4616  
34500 County Rd. 13, PO Box 660, Elizabeth, CO 80107

**Opportunity Program**.....303-646-6781  
589 S. Banner Street, PO Box 610, Elizabeth, CO 80107

**ASPIRE Program** .....303-646-6767  
589 S. Banner Street, PO Box 610, Elizabeth, CO 80107

**Kids Club**.....303-646-6718  
589 S. Banner Street, PO Box 610, Elizabeth, CO 80107

**Transportation**.....303-646-6790  
34291 County Rd. 13, PO Box 610, Elizabeth, CO 80107

**Food Services**.....303-646-3224  
137 Walnut Street, PO Box 610, Elizabeth, CO 80107

**Maintenance/Operations** .....303-646-1842  
231 Spruce Street, PO Box 610, Elizabeth, CO 80107

**District Nurse**.....303-646-6730  
676 S. Elbert Street, PO Box 610, Elizabeth, CO 80107

**School Safety and Emergency Planning** .....303-646-1834  
633 Dale Court, PO Box 610, Elizabeth, CO 80107



## Full-Time Employee

An employee scheduled to work 30 hours or more per week. Full-time employees are eligible for benefits.

## Part-Time Employee

An employee scheduled to work less than 30 hours per week. Part-time employees are not eligible for benefits.

## Exempt Employee

An employee who is not eligible for overtime pay per standards set by Fair Labor Standards Act (FLSA). Exempt employees will regularly receive a predetermined amount of compensation each pay period. The district is committed to complying with salary basis requirements, which allows properly authorized deductions. If you believe an improper deduction has been made to your salary, you should immediately report this information to the payroll specialist. Reports of improper deductions will be promptly investigated. If it is determined that an improper deduction has occurred, you will be reimbursed promptly.

## Non-Exempt Employee

An employee who is eligible for paid overtime at one and one-half times their regular rate of pay for all hours worked in excess of 40 hours per workweek. Excess time may be accumulated in a “comp-time bank” instead of being paid out. This time must be reported to Payroll.

## Classified Employee

Employees who are NOT required to obtain a license through the Colorado Department of Education to work within a school district.

## Certified Employee

Employees who ARE required to obtain a license through the Colorado Department of Education to work at a school district.

## Important Disclosure

At Elizabeth Schools, neither the employee nor the employer is committed to an employment relationship for a fixed period unless otherwise stated. Employment with Elizabeth Schools is at-will unless otherwise stated. Either the employee or management has the right to terminate the employment at any time, for any reason.

The language used in this handbook and any verbal statements by management are not intended to constitute a contract of employment, either express or implied, nor is there a guarantee of employment for any specific duration. No representative of Elizabeth Schools, other than the Board of Education or its designee, has the authority to enter into an agreement of employment for any specified period. Additionally, an agreement must be in writing and signed by the Board of Education or its designee and the employee.

This handbook is not all-inclusive. It is intended to provide employees with a summary of some of the district’s policies and procedures. It is the employee’s responsibility to be aware of current policies. This edition replaces all previously issued editions.

An employee handbook cannot anticipate every circumstance or question. If you have questions after reading this handbook, please contact your immediate supervisor or Human Resources. The district reserves the right to interpret policies or change them without prior notice.



## **Equal Employment Opportunity (EEO)**

We prohibit unlawful discrimination against applicants or employees on the basis of disability, race, creed, color, sex, sexual orientation, gender identity, gender expression, marital status, national origin, religion, ancestry, age, genetic information, or conditions related to pregnancy or childbirth, or any other applicable status protected by state or local law. Elizabeth Schools' 504 Compliance Coordinator is HR Director Kin Shuman, 303-646-1832; 633 Dale Court, P.O. Box 610, Elizabeth, CO 80107; kshuman@esdk12.org.  
*Policy AC & GBA*

## **Americans with Disabilities Act (ADA) and Religious Accommodation**

Unless doing so would result in an undue hardship or a direct threat to the district, we will make reasonable efforts to accommodate qualified individuals with known disabilities, employees whose work requirements interfere with a religious belief, and nursing mothers. Employees needing such accommodation need to contact their supervisor or Human Resources.

ADA Coordinator — HR Director Kin Shuman, 303-646-1832; 633 Dale Ct., PO Box 610, Elizabeth, CO 80107; kshuman@esdk12.org

## **Harassment**

The district prohibits unlawful harassment because of disability, race, creed, color, sex, sexual orientation, gender identity, gender expression, marital status, national origin, religion, ancestry or need for special education services.

Unlawful harassment includes verbal or physical conduct that has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

Prohibited behavior may include but is not limited to the following:

- Written form such as cartoons, email, posters, drawings, or photographs.
- Verbal statements such as epithets, derogatory comments, slurs, or jokes.
- Physical conduct such as assault, or blocking an individual's movements.

This policy applies to all employees. If an employee believes there is a violation of the EEO or harassment policies, including sexual harassment, he or she should report the incident in a timely manner to his or her immediate supervisor first then to the HR Director Kin Shuman, 303-646-1832; 633 Dale Court, P.O. Box 610, Elizabeth, CO 80107; kshuman@esdk12.org. Investigations of complaints are kept as confidential as practicable. If the district determines an employee's behavior is in violation of this policy, disciplinary action will occur, up to and including termination of employment.  
*Policy AC, GBA & GBAA*





## Sexual Harassment

Sexual harassment is not tolerated. Sexual harassment is any unwelcome sexual advance, request for sexual favor, and verbal or physical conduct of a sexual nature, when:

- Submission to such conduct is made explicitly or implicitly a term or condition of employment.
- Submission to or rejection of such conduct is used as the basis for decisions affecting an individual's employment.
- Such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

Conduct which may violate this policy includes, but is not limited to, sexually implicit or explicit communications whether in:

- Written form, such as cartoons, posters, calendars, notes, letters, or email.
- Verbal form, such as comments, jokes, foul or obscene language of a sexual nature, gossiping, questions about another's sex life or repeated unwanted requests for dates.
- Physical gestures and other nonverbal behavior, such as unwelcome touching, grabbing, fondling, kissing, massaging, or brushing up against another's body.

Compliance Coordinator for Title IV, Title II/ADA, or Title VI complaints — HR Director Kin Shuman, 303-646-1832; 633 Dale Ct., PO Box 610, Elizabeth, CO 80107; [kshuman@esdk12.org](mailto:kshuman@esdk12.org).



## Benefit Programs

Full-time employees (30 or more hours/week) are eligible to participate in health insurance and other programs. Insurance is effective the first of the month following the first 30 days of employment. For more information, review the benefit documents on the district website under Human Resources.

- Retirement – Public Employees’ Retirement Association (PERA).
- Medical and Prescription Drug.
- Dental.
- Vision.
- Life Insurance.
- Interest-Free Education Loan.
- Health Savings Account.
- Flexible Spending Account.
- Employee Assistance Program.

It’s the employee’s responsibility to keep Human Resources advised of any name, address, phone number and/or beneficiary changes. Please call Human Resources at 303-646-1832 to request a change form or access the form through the Employee Service Portal. A link to the portal can be found on the district website under Departments>Payroll.

PERA serves as a substitute for Social Security. Once your employment begins, you will be contributing to PERA. It is the employee’s responsibility to manage their PERA account. For account information, call PERA customer service at 800-759-7372 or visit [www.copera.org](http://www.copera.org).

## Employee Assistance Program

Elizabeth Schools provides an Employee Assistance Program (EAP) for employees and their family members. The EAP provides professional and confidential services to help employees and family members address a variety of personal, family and work-related issues.

The services available include up to five sessions of professional counseling, childcare and elder care referrals, legal consultation, financial consultation, pet-care consultation, and many more services.

Contact HR Director Kin Shuman for more information about the EAP.

## Holidays

Elizabeth Schools recognizes the following holidays:

Martin Luther King Jr. Day	Labor Day
President’s Day	Two days at Thanksgiving
Memorial Day	Two days at Christmas
Independence Day (year-round staff only)	Two days at New Year’s

- For eligible employees (more than 200 days-per-year positions), these days are recognized as paid holidays.
- When a recognized holiday falls on a Saturday, it is observed on the preceding Friday. When the holiday falls on a Sunday, the following Monday is observed.
- 260-day employees receive three additional floating holidays.
- Years in which the total number of workdays is more than 260 days are handled as follows:
  - Extra days (one or two) will be considered unpaid, non-working days to be taken during winter or spring break or during the summer with prior approval.



## Vacation

Vacation time shall be granted to classified personnel who work 260 days per year. All vacation days must be taken within 12 months from the anniversary date upon which they are granted. Any unused vacation days at the conclusion of the 12 months in excess of 10 days shall not be carried into the next 12 month period and shall be forfeited without compensation. Newly hired employees are eligible to use vacation days after completing six months of employment. *Policy GBGL*

### Years of Continuous Employment

### Days of Vacation

1 to 5 years.....	10 days per year
5 to 10 years .....	15 days per year
10 or more years .....	20 days per year
21 years or more .....	25 days per year

## Discretionary Leave

Discretionary paid leave is for illness or other personal needs. The number of paid leave days is based on the length of the contract or notice of assignment:

- Contract/Notice Of Assignment less than 170 days: days are pro-rated
- Contract/NOA 170-195 days: 10 discretionary days
- Contract/NOA 196-239 days: 11 discretionary days
- Contract/NOA 240-260 days: 12 discretionary days

- One day shall be defined as the number of scheduled hours per regular work day.
- All current year’s days must be used before using any days from your accrued sick leave bank.
- Absences not covered by paid leave days or which exceed leave days shall be a reduction in the next paycheck.
- When possible, requests for discretionary leave should be submitted in writing to the principal or supervisor for approval 48 hours in advance in order to lessen the impact on school activities and assure the availability of substitutes.
- A doctor’s note may be required when discretionary leave is used on the day before or after a scheduled break, used to extend an employee’s paid vacation, if more than three days are used consecutively, or used by instructional staff on a scheduled in-service day.
- Employees may accumulate leave days to a maximum of 75.

## Accrued Sick Leave

At the end of the school year, all unused discretionary leave converts to the employee’s accrued sick leave bank.

- Accrued sick leave is to be used for illness of the employee, immediate family or anyone living with the employee requiring care.
- Verification of illness or justification for giving care may be requested by a principal/supervisor. *Policy GBGG-R-3*

## Buy-Back Program

At the end of the school year, unused paid leave from the current year (less a minimum of four days), may be sold back to the district. *Policy GBGG-R-3*



## Sick Leave Bank

The Sick Leave Bank is a voluntary program to assist employees during a devastating long-term illness or injury. It is not to replace the individual's accrued sick leave. *Policy GDCA & GBGH*

## Miscellaneous Leaves of Absence

### Bereavement

Submit written requests for bereavement leave to your immediate supervisor. An employee may use up to five days of paid bereavement leave for immediate family members. A member of the employee's immediate family (a person who is related by blood, marriage, civil union, or adoption), a child to whom the employee stands in loco parentis or a person who stood in loco parentis to the employee when the employee was a minor, or a person for whom the employee is responsible for providing or arranging health- or safety-related care.

### Domestic Violence Victim Leave

Employees who are victims of domestic violence are eligible for an excused unpaid or paid short leave of absence. *CRS 24-34-402.7*

### Jury Duty

When summoned for jury duty, employees automatically receive time off to perform their duty as a juror. Jury fees paid to the employee by the court must be surrendered to the district, except travel allowances. If jury duty ends during regular work hours, employees are expected to report to work promptly. *Policy GBGK*

### Family Medical Leave Act (FMLA)

The district provides up to 12 weeks of unpaid, job-protected leave to eligible employees. The district follows the regulations as set forth within FMLA. Employees are eligible if they have worked for the district for at least 12 months or 1,250 hours over the previous 12 months, and if they work at a work site with at least 50 employees within 75 miles. *Policy GBGF, GBGF-R*

The district provides up to 12 weeks of unpaid, job-protected leave to eligible employees for the following reasons:

- Incapacity due to pregnancy, prenatal medical care or childbirth.
- To care for the employee's child after birth, or placement for adoption or foster care.
- To care for the employee's spouse, son or daughter, or parent who has a serious health condition.
- Serious health condition that makes the employee unable to perform the employee's job.

### Military Family Leave Entitlements

Eligible employees with a spouse, son, daughter or parent on active duty or called to active duty status in the Armed Forces, National Guard or Reserves may use their 12-week leave entitlement to address certain qualifying exigencies.

Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered service member during a single 12-month period.



A covered service member is:

- (1) a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness; or
- (2) a veteran who was discharged or released under conditions other than dishonorable at any time during the five-year period prior to the first date the eligible employee takes FMLA leave to care for the covered veteran, and who is undergoing medical treatment, recuperation or therapy for a serious injury or illness.

### **Benefits and Protections**

During FMLA leave, the district maintains the employee's health coverage under any group health plan on the same terms as if the employee had continued to work. Employees must continue to pay their portion of any insurance premium while on leave. If the employee is able but does not return to work after the expiration of the leave, the employee will be required to reimburse the district for payment of insurance premiums during leave.

Upon return from FMLA leave, most employees are restored to their original or equivalent positions with equivalent pay, benefits and other employment terms. Use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave. As with other types of unpaid leave, paid leave will not accrue during the unpaid leave. Holidays, funeral leave, or employer's jury duty pay are not granted on unpaid leave.

### **Eligibility Requirements**

Employees are eligible if they have worked for the district for at least 12 months, for 1,250 hours over the previous 12 months, and if they work at a work site with at least 50 employees within 75 miles.

### **Definition of Serious Health Condition**

A serious health condition is an illness, injury, impairment or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job, or prevents a qualified family member from participating in school or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than three consecutive full calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

### **Use of Leave**

The maximum time allowed for FMLA leave is either 12 weeks in the 12-month period as defined by the district, or 26 weeks as explained above. An employee does not need to use this leave entitlement in one block. Leave can be taken intermittently or on a reduced leave schedule when medically necessary. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the district's operations. Leave due to qualifying emergencies may also be taken on an intermittent basis. Employees taking intermittent or reduced schedule leave based on planned medical treatment and those taking intermittent or reduced schedule family leave with the district's agreement may be required to temporarily transfer to another job with equivalent pay and benefits that better accommodates that type of leave.





## **Substitution of Paid Leave for Unpaid Leave**

The district requires employees to use accrued paid leave while taking FMLA leave. Paid leave used at the same time as FMLA leave must be taken in compliance with the district's normal paid leave policies. If an employee's leave of absence does not constitute paid leave as defined in the district's paid leave policies, the employee cannot use accrued paid leave but can take unpaid leave. FMLA leave is without pay when paid leave benefits are exhausted.

## **Employee Responsibilities**

Employees must provide 30 days advance notice of the need to take FMLA leave when the need is foreseeable. When a 30-day notice is not possible, the employee must provide notice as soon as practicable and generally must comply with the district's normal call-in procedures.

Employees must provide sufficient information for the district to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. Employees also must inform the district if the requested leave is for a reason for which FMLA leave was previously taken or certified.

Employees also may be required to provide a certification and periodic recertification supporting the need for leave. The district may require second and third medical opinions at the district's expense.

Documentation confirming family relationship, adoption, or foster care may be required. If notification and appropriate certification are not provided in a timely manner, approval for leave may be denied.

Continued absence after denial of leave may result in disciplinary action in accordance with the district's attendance guideline. Employees on leave must contact the Human Resources Director at least two days before their first day of return.

## **The District's Responsibilities**

The district will inform employees requesting leave whether they are eligible under FMLA. If they are eligible, the notice will specify any additional information required as well as the employee's rights and responsibilities. If they are not eligible, the district will provide a reason for the ineligibility.

The district will inform employees if leave will be designated as FMLA-protected and the amount of leave counted against the employee's leave entitlement. If the district determines that the leave is not FMLA-protected, the district will notify the employee.

## **Military Leave**

The district follows the federal guidelines regarding military leave (USERRA). *Policy GBGI*

## **Extended Leave**

On a rare occasion, the board or its designee may deem the circumstances warrant an approval for an unpaid leave for non-medical reasons. *Policy GBGM*

## **Voting**

We encourage employees to exercise their voting rights in all municipal, state and federal elections. Under most circumstances, it is possible for employees to vote either before or after work and by mail. Requests for other arrangements may be submitted for approval.

## Overtime

On occasion, non-exempt employees are required to work overtime. In these instances, employees receive advanced notice as time allows and must have prior approval.

Non-exempt employees' (most classified positions) rate of pay is one and one-half times their regular hourly rate for hours worked in excess of 40 during the established workweek.

The established workweek begins at 12:01 a.m. on Sunday and ends at midnight on Saturday.

For purposes of calculating overtime pay, only hours actually worked are eligible. School closures, floating holidays, vacation, sick, discretionary or bereavement leave are not considered "hours worked" for purposes of calculating overtime pay. *Policy GDBC*

## Paydays

Payday is the 25th of each month. If the regular payday occurs on a holiday, the payday is the last business day prior to the holiday. On each payday, employees receive a pay stub showing gross pay, deductions and net pay.

For employees' convenience, it is our policy to have all paychecks automatically deposited into employees' bank accounts.

Arrangements are possible for automatic deductions such as additional tax withholding and individual savings from your paycheck. The district is committed to complying with salary basis requirements, which allows properly authorized deductions. If you believe there was an improper deduction from your salary, immediately report this to the payroll specialist. Reports of improper deductions are promptly investigated. If it is determined that an improper deduction has occurred, you will receive prompt reimbursement.





## Alcohol and Drugs

Alert and rational behavior is required for the safe and adequate performance of job duties. Working after the use of alcohol, a controlled substance or use of any other illegal substance is prohibited. The possession, purchase, or use or sale of a controlled substance or alcohol on (or in) district property while conducting district business is prohibited. *Policy GBEC*

## Tobacco and Nicotine Use

Per state law, the use of tobacco or nicotine products, or any delivery mechanism or device that could be used for the consumption, ingestion or inhalation of tobacco or nicotine products is prohibited in any of our schools, offices, vehicles and on district/school grounds. *Policy ADC*

## Anti-Violence

Employees are not permitted to engage in violent behavior, intimidation, physical or verbal threats, hostile behaviors, physical abuse, vandalism, arson, sabotage, use of any weapons, carrying any weapons on district property, or any other act, which is inappropriate in the workplace. *Policy ADD & GBGB*

## Attendance and Punctuality

Prompt and regular attendance is expected of every employee. Regular attendance is an essential function of everyone's job and is necessary for the efficient operation of the school district. Employees who will be absent or late must contact their supervisor/manager as soon as possible prior to the start of their work day. Leaving messages with other employees or on voicemail is not acceptable. Failure to call when absent for three consecutive days may result in termination.

## Acceptable Use of Internet and Technology

Use of the internet, social networking sites, electronic communications and district software, as well as the use and care of assigned technology equipment, demands personal responsibility and an understanding of the acceptable and unacceptable uses of such tools.

Use of the internet is a privilege, not a right. Failure to follow the use procedures contained in the policy will result in the loss of the privilege to use these tools and may result in disciplinary action. The district may deny, revoke or suspend access to district technology or close accounts at any time.

Employees should not assume that their use of the district's internet, email, software systems or assigned devices is confidential. The district may inspect the contents of an employee's email, internet use or assigned devices at any time and without notice to the employee. Employees are also held accountable for the care and safe usage of any mobile devices assigned to them (i.e., laptop, iPad, etc.). These devices are allowed to be taken off campus by the employee for work-related use.

If assigned devices are taken off work premises and used elsewhere, the employee is responsible for condition of the devices and for ensuring that any student information is always protected.

**All staff members are required to sign the Acceptable Use Agreement before the issuance of internet and electronic communications access. *Policy GBEE & GBEE-E***



## Use of Phones & Other Electronic Communication Devices

The district recognizes that normal business operations require frequent communication via cell phones, landline phones and other electronic communication devices. The district generally defers to employees to use appropriate judgment in the use of phones and other electronic communication devices. It is important that the district establish certain standards that employees must follow in the course of their daily work. As such:

- Personal use of landline phones, cell phones or other electronic communication devices during work hours must not disrupt or compromise district work activity and should be kept to a minimum related to frequency and duration.
- Cell phones should be turned off or set for silent alert during meetings to avoid disruption.
- Employees are expected to be fully considerate of others in their environment when using landline phones, cell phones or other electronic communication devices.
- The district prohibits employee landline or cell phone use that interrupts or disrupts the performance of duties by the employee or otherwise interferes with district operations.
- Employees are discouraged from communication with parents or students via text messaging, except in specific situations such as messages related to field trips, group notifications, for health reasons or for other very specific safety reasons.
- Any exceptions to standards must be approved by the employee's supervisor or essential to the successful completion of district business.
- Serious or continued violations of these standards will result in disciplinary action, up to and including termination of employment.

## Confidential Information

All employment records of district personnel are confidential. They shall not be open for public inspection unless requested through the Open Records Act. The superintendent and designees shall take the necessary steps to safeguard against unauthorized use of all employee records. *Policy GBJ*

## Conflict of Interest

No district employee shall engage in or have a financial interest, directly or indirectly, in any activity that conflicts or raises a reasonable question of conflict with his or her duties and responsibilities in the school system. *Policy GBEA, GBEA-R, GBEB & GBEC*

## Discipline/Discharge

It is the district's intent to address performance or other behavior that does not meet district expectations appropriately and in a timely manner.

Disciplinary actions can range from a formal discussion with the employee about the matter to immediate discharge. Action taken by management in an individual case does not establish a precedent in other circumstances. *Policy GDQD, GDQD-E & GCQF*

## Resignation of Employment/Retirement

We ask that employees resigning or retiring from their position notify their supervisor in writing as soon as practicable. *Policy GCQC, GCQD & GDQB*

## Dress Code

At Elizabeth Schools, personal appearance, hygiene and attire are very important. Attire must reflect and model professionalism, promote and model respect and decorum, not distract from or disrupt the educational process, or the work environment, and it must be safe for the activity or work involved. *Policy GBEB*





## Accidents/Hazards

It is Elizabeth School District's philosophy that the preservation of the employee's safety is of great importance. The prevention of accidents and injuries takes precedence over expedience. It is our intent to provide a work environment free of hazards as is reasonably possible. All employees are responsible for being aware of the hazards of their jobs and following recognized safe practices. Therefore, we expect all employees:

- Understand and follow the district's safety rules at all times.
- Report all unsafe conditions, equipment and practices.
- Adhere to the Workers' Compensation policies by immediately reporting all work-related injuries, illness, and property damage. *Policy GBGD & GBGD-E*
- Complete required employee safety training and remain current regarding district and school safety protocols.

With dedicated and collaborative efforts from all employees, we believe most work-related accidents are preventable.

## Workers' Compensation Claim Management

The following procedures are in place to alleviate confusion and frustration. All workers' compensation claims will be treated in a fair and expeditious manner. The Human Resources Director is the workers' compensation and safety coordinator for the district.

### District

- Employees are advised of the workers' compensation system and the benefits it will provide.
- In the event of a work-related injury or illness, 911 will be called for severe emergencies. If immediate medical attention is needed, the employee will be driven to the nearest hospital or clinic.
- Supervisors or their designee must submit a First Report of Injury to the Director of Human Resources within 24 hours.
- All claims are filed within 48 hours to Pinnacol Assurance by the safety coordinator or designee.
- An accident investigation conducted by the supervisor and the safety coordinator occurs after every work-related injury. The information is used to identify changes that may help prevent future accidents.
- The safety coordinator contacts the medical provider, the employee and Pinnacol Assurance to keep current on the employee's progress.
- Human Resources houses all communications and medical records regarding the claim.

### Employee

- Employees must report the injury or illness to an immediate supervisor before the end of the work shift by asking for the First Report of Injury Packet.
- For non-emergencies, the employee will make an appointment with the designated medical provider as soon as possible.
- Employees must have a release from his or her designated provider prior to reporting back to work.





## Modified Duty

A Return-to-Work Policy is intended to utilize eligible injured workers in a productive capacity while recovering from an injury. While on modified duty, the injured worker is held to all existing personnel policies and is responsible for maintaining acceptable performance standards as a condition of continued employment.

Modified duty assignments are designed to be temporary and transitional in nature.

- The safety coordinator determines if the employee can return to regular job duties.
- A modified-duty job may be offered, if the employee is unable to return to their regular job duties.
- The safety coordinator submits the modified-duty to the treating physician for approval in accordance with Pinnacol's formal job offer process.
- With the assistance of site administration, the safety coordinator will provide Pinnacol time-card records and wages paid to the injured worker.

## Safety Rules

Please follow all rules and procedures that are specific to your work area and/or duties.

### Driving

- Obey all traffic laws and signs at all times.
- Wear your seatbelt.
- Avoid talking on or using any handheld devices.

### Lifting, Reaching & Pushing

- Do not lift more than can be carried safely.
- Use your legs, keep back straight, keep object close to your body and do not twist at the waist.
- To lift above your head use the appropriate equipment (step stool, ladder); never use tables, chairs or boxes
- Push heavy loads instead of pulling.

### Personal Protective Equipment (PPE)

- Wear appropriate glasses or goggles as task demands.
- Protect your face and mouth from flying debris, dirt, and chemicals.
- Wear earplugs when using loud tools and equipment.
- Use leather gloves for manual labor and latex gloves to provide first aid.
- Do not wear loose clothing or jewelry that can get caught in machinery or cause other injuries.
- Use the appropriate footwear for the job and/or environmental conditions.
- Wear safety glasses, gloves, long pants, long-sleeve shirts and closed-toe shoes while lawn mowing.
- Wear a hat, apply sunscreen, and drink plenty of water when working in the sun.

### General

- Use provided handrails when ascending or descending stairs or ramps.
- Close all file drawers to cabinets after use to prevent tripping or bumping and only open one drawer at a time.
- When using a box-cutter, cut away from the body.
- Clean up spills promptly or block off the area.
- Keep all items out of walkways and hallways.
- Straighten rugs that are not lying flat.
- Do not compact materials in the wastebasket with your hands or feet.
- Walk on paths that are clear of snow, ice and/or debris.
- Do not attempt to repair office equipment yourself.



## Workstations/Computer Work

- Maintain the body in a relaxed, natural position.
- Arms should be bent at right angles, hands held in a straight line with forearms and elbows close to the body. The head should be in line with the body and tilted slightly forward.
- The top of the display screen should be at, or just slightly below, eye level.
- Minimize screen glare by placing it parallel to direct sources of light or use a glare filter.
- Chairs should support your back, allow feet to be flat on the floor, and armrests close to the work surface.
- Change position, stand up or stretch whenever you start to feel tired or at least once per hour if able.
- Rest your eyes by occasionally looking off into the distance.
- Use a soft touch on the keyboard and keep your shoulders, hands, and fingers relaxed.
- Use a document holder, positioned at about the same height as your display screen.

## School Closing and Cancellations

The superintendent will close schools in the event of hazardous conditions, which threaten the safety, health or welfare of students and/or staff. *Policy EBCE & EBCE-R*

## Safe Schools

Employees are expected to exercise reasonable care to protect students, faculty and staff from reasonably foreseeable acts of violence that occur at school or school-sponsored activities.





634 S. Elbert St., PO Box 610, Elizabeth, CO 80107 | 303-646-1836

[www.elizabethschooldistrict.org](http://www.elizabethschooldistrict.org)



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