

# EMPLOYEE HANDBOOK

Arlington Central School District

Updated June 2008

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# Arlington Central School District Employee Handbook

This guide has been prepared to help acquaint you with some of the basic information about the Arlington Central School District, your rights and responsibilities as an employee, and to provide you with a brief overview of the wide array of policies, benefits, and services that relate to your employment. Detailed information is contained in benefit handbooks or bargaining unit contracts. Copies of Board Policies are available for your review on the District's web site [www.arlingtonschools.org](http://www.arlingtonschools.org), in each of the schools, and at the Central Administrative Office. This handbook is a guide that will continue to evolve over time. Individual employee contracts provide additional, detailed information.

## **I. FACTS ABOUT THE ARLINGTON CENTRAL SCHOOL DISTRICT**

The Arlington Central School District covers over 114 square miles in the heart of Dutchess County. For the 2007-08 school year, there are some 10,300 students in the Arlington Schools.

### **MISSION**

The Arlington Central School District is committed to the success of each child in a safe, supportive, and stimulating learning environment.

### **VISION**

We want our children to:

- Attain their highest potential
- Be recognized for their individual gifts
- Develop self-confidence, tempered with empathy and compassion for others
- Become inquisitive, independent lifelong learners
- Exercise the rights and responsibilities of citizenship
- Embrace diversity
- Contribute significantly to local and global communities
- Appreciate the value of hard work
- Demonstrate the ability to adapt to changing situations
- Be of good character

### **BELIEFS**

We believe that all students:

- Have an innate desire and ability to learn
- Possess unique gifts
- Thrive with personal attention
- Learn in different ways and at different times
- Should have their success measured in a variety of ways

- Grow through creative, participatory, and challenging learning experiences
- Develop intellectually, emotionally, physically, and socially at different paces
- Benefit from participation in fine and performing arts
- Benefit from involvement in co-curricular activities
- Benefit from physical activity and learn from athletics
- Learn best in a positive school environment
- Can and should make valuable contributions to enrich their school and enhance their community
- Benefit from the diversity of people, cultures, values, and beliefs
- Benefit from the involvement of families and the community
- Will achieve more under the leadership of highly skilled, appreciated staff

## **EXPECTATIONS**

Our District will:

- Inspire high student achievement that exceeds government standards
- Provide child-centered instruction appropriate for various learning styles
- Demonstrate commitment to diversity
- Promote civic awareness and responsibility
- Promote continuity and equity among District schools
- Strive for continuous improvement and self-assessment
- Engage meaningfully in the broader community
- Foster a family/school partnership to enhance student success

## **SCHOOLS**

### **1 High School, grades 9 - 12:**

Arlington High School  
1157 Route 55  
LaGrangeville, NY 12540

### **3 Middle Schools, grades 6 - 8:**

Arlington Middle School  
601 Dutchess Turnpike  
Poughkeepsie, NY 12603

LaGrange Middle School  
110 Stringham Road  
LaGrangeville, NY 12540

Union Vale Middle School  
1657 E. Noxon Road  
LaGrangeville, NY 12540

**5 Elementary Schools, Grades K - 5:**

Arthur S. May Elementary School  
25 Raymond Avenue  
Poughkeepsie, NY 12601

Beekman Elementary School  
201 Lime Ridge Road  
Poughquag, NY 12570

LaGrange Elementary School  
144 Todd Hill Road  
LaGrangeville, NY 12540

Noxon Elementary School  
4 Old Noxon Road  
Poughkeepsie, NY 12603

Vail Farm Elementary School  
1659 E. Noxon Road  
LaGrangeville, NY 12540

**2 Intermediate Schools, Grades 3 - 5:**

Joseph D'Aquanni West Road Intermediate School  
181 West Road  
Pleasant Valley, NY 12569

Titusville Intermediate School  
128 Meadow Lane  
Poughkeepsie, NY 12603

**2 Primary Schools, Grades K - 2:**

Overlook Primary School  
11 Mapleview Road E.  
Poughkeepsie, NY 12603

Traver Road Primary School  
801 Traver Road  
Pleasant Valley, NY 12569

**II. EMPLOYMENT PRACTICES**

**EQUAL EMPLOYMENT OPPORTUNITY STATEMENT**

The District, its officers, and employees shall not discriminate against any student, employee, applicant, or any person on the basis of race, color, national origin, creed, religion, marital status, sex, sexual orientation, age, or disability. This policy of nondiscrimination includes access by students to educational programs, counseling services for students, course offerings

and student activities, recruitment and appointment of employees and employment pay, benefits, advancement, and/or terminations.

District officials, designated by the Superintendent, will be responsible for the coordination of activities relating to compliance with state and federal laws. The Section 504 Coordinator will be responsible for the coordination of activities and grievances as they relate to compliance with Section 504 of the 1973 Rehabilitation Act and Part 104 of the Commissioner's Regulations. All correspondence will be sent to Arlington Central School District, Central Administration Office, 696 Dutchess Turnpike, Poughkeepsie, New York, 12603, in care of the appropriate individual. These officials will provide information, including complaint procedures, to any student or employee who feels that the District or its officials may have violated his or her rights under State and/or Federal Law.

Title IX coordinator: Dr. L. Edward Lynn  
Section 504: Mrs. Barbara Donegan

## **STAFF ETHICS**

All employees shall adhere to the District's rules and regulations and carry out the policies of the District with good will. Instructional staff shall not use assigned instructional time to promote personal gain or the staff member's self interest. Staff members are expected to remain objective in their presentation and discussion of subject matter. Staff shall also be guided by the ethical principles set forth in [Policy 2160](#).

## **POSITION VACANCIES**

Periodically, classified, certificated, and administrative positions are announced. These postings are located in District buildings and in the Central Administrative Offices. Some announcements of vacancies are also advertised on the Internet and in local and/or national newspapers and other publications. For a listing of vacancies, as well as online and downloadable applications, go to the human resources' webpage at [www.arlingtonpersonnel.com](http://www.arlingtonpersonnel.com).

## **STAFF RECRUITING AND HIRING**

Through its employment policies, the Board of Education will attempt to attract, secure, and retain qualified personnel for all professional positions. The selection program will be based upon finding candidates who will devote themselves to the education and welfare of the children attending the District. Professional employees shall be recruited by the Superintendent of Schools or designee, who shall make a wide and active search for well-qualified personnel at the earliest possible date as soon as the need is evident.

Recruiting procedures shall enable the District to seek qualified candidates from a variety of sources, including present staff. Any current employee of the District may apply for any position for which he/she meets certification and other stated requirements. The Superintendent shall attempt to maintain a balance between beginning and experienced teachers when selecting staff.

The Board adheres to the practice of recruiting and hiring personnel without regard to religion, creed, race, color, marital status, national origin, sex, or disability. It will be the duty of the Superintendent of Schools to see that persons nominated for employment in the schools meet all certification requirements and the requirements of the Board for the type of position for which the nomination is made.

Permanent positions, promotions, transfers, and internal placements for staff members who are members of a collective bargaining unit will be made as per negotiated agreement(s).

## **PERFORMANCE REVIEWS**

Periodic reviews of an employee's job performance provide essential information in ensuring that staff members meet job expectations and career development objectives. Accordingly, the District encourages frequent informal and formal performance-oriented communication between the employee and his/her supervisor. For specific guidelines on performance reviews, see your bargaining unit contract.

## **PERSONNEL RECORDS**

Personnel matters are confidential. You have a specific right to privacy in the maintenance and use of information contained in your personnel file. We respect that right. Access to this information is limited and its confidential nature is consistently safeguarded. An employee's personnel file may contain the following items: application, resume, credentials, letters of recommendation, copies of correspondence between the District and employee, performance evaluations, benefits, and payroll documents. No materials other than those of routine financial nature or those used in the hiring process shall be placed in the personnel folder unless the employee has had the opportunity to review such material. For more information regarding personnel records go to [District Policy 9510](#).

## **PERSONNEL RECORD CHANGES**

Current employee information is essential to maintain accurate payroll, benefits, and other personnel records. **Employees are required and expected to inform the Office of Human Resources in the event of any changes in name, address, telephone, family or marital status, beneficiaries, or certification information.** Any changes in your tax status, whether through a change in the number of dependents or for other reasons, should be reported in writing to the Payroll and Benefits Department. The form may be found on the District's website.

## **IDENTIFICATION CARDS**

ID cards with photographs are issued to all employees. If you misplace your identification card, contact your principal/supervisor to arrange for a replacement. These cards are the property of the Arlington Central School District and must be returned when you terminate employment.

## **CONTINUING EDUCATION AND PROFESSIONAL DEVELOPMENT**

The District offers varied opportunities for employees to take classes and workshops to enhance and enrich their professional skills. Please ask your principal/supervisor for more information

## **EXPENSE REIMBURSEMENT**

For specific information regarding expense reimbursement see policies in the [District Policy 6830](#).

## **RETIREMENT**

To ensure that pension payments and proper paperwork can be filed; employees must give ample notice to the District of the date of their intended retirement. The notification dates vary for each bargaining unit. Please see your unit's contract for more details on retirement notification requirements. For more information on retirement pension payments, benefits, procedures, and options, visit the website for the New York State Office responsible for your pension.

## **STATUS OF PART-TIME EMPLOYEES**

Upon the recommendation of the Superintendent of Schools, the Board of Education will approve or reject the employment of part-time professional staff consistent with the needs of the District. The appointment of part-time personnel will not extend beyond the school year for which employment is made. Part-time professional staff will meet all necessary certification requirements, and any non-unit, part-time professional staff will be compensated for their work on a prorated basis commensurate with their placement on their salary schedule. Part-time professional staff members are not eligible to acquire tenure.

## **III. BENEFITS**

### **HEALTH INSURANCE**

Your health insurance coverage provides well-balanced financial protection against the high cost of medical care. Eligibility for health insurance is defined in each of the unit contracts. All regular, full-time employees of the District are entitled to health insurance benefits. Employees pay a percentage contribution towards the cost, based on contractual agreements. Any staff member may wish to decline health insurance coverage and participate in the Buy-out Program. Contact the Benefits Department at 845-486-4450 for more details.

Part-time employees may be eligible for pro-rated health insurance benefits. See your specific contract for hourly requirements.

## **COBRA**

Under a federal law called COBRA (*Consolidated Omnibus Budget Reconciliation Act*), when an employee resigns from a job or is terminated, he/she has the opportunity to choose continuation of the District's group health and dental plans, identical to the coverage currently being offered, for a period of 18 months. The employee is required to pay the premiums in full for this continuation coverage.

## **DENTAL INSURANCE**

Dental coverage for regular eligible employees is through an agreed upon dental plan or through an established "Welfare Trust" account, depending on your bargaining unit contract. Coverage pays benefits for many preventive and corrective services. If your unit participates in Welfare Trust, this account covers dental, vision, and personal health care. See your bargaining unit's contract for more details.

## **GROUP LIFE AND ACCIDENTAL DEATH/DISMEMBERMENT INSURANCE**

The District contributes towards the premiums for coverage. See your specific contract for details.

## **SECTION 125 FLEX BENEFIT PLAN/PREMIUM ONLY PLAN**

Section 125 of the Internal Revenue Code, enacted by Congress in 1978, allows companies to give their employees the opportunity to pay for benefits on a pretax basis. Pretax benefits lower payroll-related taxes for both the employer and employees.

Expenses such as deductibles, medical reimbursement, dependent daycare, and cancer protection insurance plan, can quickly add up. Employees are able to set aside portions of their salaries *before* taxes are calculated. This reduces your taxable income, meaning you will pay less in taxes. The money set aside is automatically deducted from your paychecks and credited to an individual's flex spending account.

For more details contact the Benefits Department at (845) 486-4450.

## **ADDITIONAL BENEFITS**

### **Direct Deposit**

Employees may have their paychecks directly deposited in a financial institution of their choice.

### **Tax Sheltered Annuities (TSA) / 403(b) Retirement Plan**

Deposits to retirement savings plans may be made through payroll deduction payment to an approved TSA company. The vendor list is available in the District's Benefits Department.

#### **IV. STAFF CONDUCT**

District employees are expected to conduct themselves at all times in a highly professional and reliable manner. If an employee is unsure whether certain intended actions on his/her part are considered as acceptable behavior, a supervisor or a Human Resources representative should be contacted. The following categories include, but are not limited to, those types of conduct considered unacceptable and may be the basis of disciplinary action:

- Violation of Board Policy
- Failure to adhere to department guidelines or District procedures
- Insubordination
- The possession, use, or sale of illegal drugs on company time or premises
- Divulging confidential information
- Sexual or other forms of harassment
- Willful falsification of any record, report, or company document
- Being at work under the influence of alcohol or any controlled substance
- Using or borrowing company property, including cars, equipment, tools, and supplies, without authorization

Generally, the District will employ a progressive disciplinary process in the handling of employee behavioral issues.

#### **CONFLICT RESOLUTION, STAFF COMPLAINTS/GRIEVANCES**

The District recognizes that decisions on operational and administrative issues can result in differences of opinion. Whatever the nature of the problem, the District is committed to a communication process that is as flexible and informal as possible and recognizes the need to maintain an orderly flow of information.

To report or resolve a problem, an employee is encouraged to contact his/her immediate supervisor/principal. If the problem is not able to be resolved, the employee is encouraged to contact the Director of Personnel or the Associate Superintendent for Human Resources.

#### **DRESS CODE**

The District does not have a formal dress code. However, all District employees are expected to adhere to a code of dress as outlined in the collective bargaining unit, if applicable, and report to work dressed in a manner that reflects positively on the image of the District. If, in the judgment of an administrator or supervisor, an employee is not appropriately dressed, the administrator or supervisor has a responsibility to direct the employee to leave District premises until he/she is properly dressed.

#### **STUDENT STAFF RELATIONS**

The District accepts the principle that the relationship between staff and students should be one of cooperation, understanding, and respect. The District believes that the Superintendent of Schools and each building level administrator, as instructional leaders, must exhibit a visible, involved relationship with pupil activities to create an appropriate environment for learning.

Staff members shall be expected to regard each student as an individual and to afford each the rights and respect due to any individual. Students shall be treated with courtesy and consideration.

Students shall be expected to regard staff members as individuals, employed to provide direct or indirect contributions to learning. No student shall have the right to interfere with the efforts of the instructional staff to coordinate or otherwise implement a learning program. Nor shall a student have the right to interfere with the motivation to learn or the learning activities and efforts of other students.

### **SMOKING ON SCHOOL PREMISES**

The District, recognizing health and safety hazards associated with smoking and in accordance with federal and state law, prohibits smoking or other tobacco use in all school buildings, on school property, including school vehicles, or at any school sponsored event.

### **DRUG-FREE WORKPLACE**

The District is committed to the prevention of drug abuse in the workplace. Use of alcohol, tobacco, and/or controlled substances in the workplace is prohibited. Prescription medications may be brought onto school property and consumed if taken appropriately pursuant to a physician's order. In its effort to maintain a drug-free work place, the District shall cooperate to the fullest extent possible with local, state, and/or federal law enforcement agencies.

### **EMPLOYEE ASSISTANCE PROGRAM**

The District recognizes that the problems of controlled substances and alcohol affect every segment of society. Therefore, the District encourages employees to contact the St. Francis Workplace Employee Assistance Program (845-485-3710 or 1-800-724-0917). They will provide appropriate and confidential prevention, intervention, assessment, referral, support, and follow-up services for employees. Employees will be informed of such services and shall be encouraged to seek such help either voluntarily or in lieu of disciplinary action.

### **DRUG-TESTING OF EMPLOYEES**

No employee, except as required by federal or state laws, shall be subjected to urinalysis or other tests without reasonable, individualized suspicion that the employee has been using a controlled substance or is under the influence of alcohol. Failure to submit to appropriate tests for this purpose shall subject the employee to discipline pursuant to law and/or the appropriate collective bargaining agreement.

### **BLOOD BORNE PATHOGENS**

The District has adopted several policies that address hygiene precautions and procedures with situations where there is the possibility of exposure to blood or other body fluids. These procedures state that, except in life saving situations, all employees shall wear rubber gloves

when treating open cuts, scrapes, or spills of blood or other bodily fluids. A supply of gloves is maintained in every building.

## **SEXUAL HARRASSMENT**

The Board of Education is committed to safeguarding the right of all members of the District community to an educational and work environment that is free from all forms of sexual harassment. To this end, the Board prohibits all forms of sexual harassment on school grounds, school buses, and at all school sponsored events including those that take place at locations outside the District. Sexual harassment does not only depend upon the offender's intention but also upon how the target perceives the behavior or is affected by it. The Board recognizes that sexual harassment can originate from a person of either sex against a person of the opposite or same sex, and from peers as well as supervisors.

Therefore, the Board prohibits all unwelcome behaviors of a sexual nature, which are either designed to extort sexual favors, or which have the purpose or effect of creating an intimidating, hostile, or offensive environment. The Board also prohibits any retaliatory behavior against complainants or any witnesses.

In order for the Board to effectively enforce this policy and to take prompt corrective measures, it is essential that all victims of sexual harassment and persons with knowledge of sexual harassment report the harassment immediately. The District will promptly investigate all complaints of sexual harassment, formal or informal, verbal or written. To the extent possible, all complaints will be treated in a confidential manner. Limited disclosure may be necessary to complete a thorough investigation.

If, after appropriate investigation, the District finds a violation of this policy, prompt corrective action will be taken in accordance with the applicable collective bargaining agreement, District policy, and state law.

## **INFORMAL COMPLAINT RESOLUTION**

Anyone may seek advice, information, or counseling on matters related to sexual harassment without having to lodge a formal complaint. Persons who feel they are being harassed, or are uncertain as to whether what they or another member of the community is experiencing is sexual harassment, are encouraged to talk with anyone in a supervisory position, i.e., a supervisor, building principal, or mentor. In addition, the Arlington Central School District has designated Contact Persons who are particularly trained and well-placed to help. The contact persons include: Dr. L. Edward Lynn, Associate Superintendent of Human Resources, and Mrs. Margaret Muenkel, Director of Personnel.

## **FORMAL COMPLAINT PROCEDURES**

["Sexual Harassment Formal Complaint Form"](#) can be found in the Board Policy Manual, Policy 1600.

## **RETURN OF DISTRICT PROPERTY**

In the event of transfer, departure for an extended leave of absence or termination, employees are required to turn in all keys, identification badge, equipment, and private or proprietary documents belonging to the District.

## **SAFETY**

It is the District's policy to provide safe and healthful working conditions in all offices and facilities and to fully comply with regulations of the Occupational Safety and Health Act of 1970 (OSHA) that government agencies are required to follow. Unsafe conditions should be reported immediately to your supervisor.

## **SOLICITATION / DISTRIBUTION OF LITERATURE**

Except as specifically authorized by District administration, employees may not engage in soliciting, collecting, or selling for any purpose during working time. In addition, employees may not distribute literature, pamphlets, or any other documents either during working time, or any time in work areas. Persons not employed by the District are not permitted, except at the District's invitation, to engage in solicitation, collecting, selling, or distribution of literature, pamphlets, or any other documents for any purpose on the District's premises.

## **USE OF DISTRICT COMPUTER SYSTEM**

The District considers access to its computer systems, including the Internet, to be a powerful and valuable educational and research tool, and directs the use of computers and computer-related technology in District classrooms and buildings solely for the purpose of advancing and promoting learning and teaching. The use of school computers, software, network resources, and/or the Internet for non-educational purposes such as for profit activity, personal business, or illegal activity is prohibited. The use of all District computer systems and the Internet is a privilege, not a right.

The District's computer systems are District property to which users are permitted access. All users should have no expectation of privacy. The Board, through the Superintendent of Schools, or his designee, shall establish regulations governing the use and security of the District's computer systems. All users of the District's computer systems shall comply with this policy and those regulations. Failure to comply may result in suspension of access to the District's computer systems and/or other appropriate penalties. A complete explanation of The Arlington Acceptable Use Agreement can be found at:

<http://www.arlingtonschools.org/netpolicy.html>

## **SUSPECTED CHILD ABUSE BY DISTRICT PERSONNEL**

The Board of Education recognizes that children have the right to an educational environment which does not threaten their physical and emotional health and development. Child abuse by school personnel violates this right and therefore is strictly prohibited.

The Superintendent of Schools is directed to ensure that all employees are informed of this policy, and every school employee who comes into contact with students shall be required to attend a training program concerning child abuse. Every school employee who suspects an incident of child abuse of a student by District personnel or volunteer shall immediately report all information to the building principal or the Superintendent of Schools. School personnel have the same responsibility of mandated reporting if there is suspected child abuse in the child's home or anywhere outside of school.

It shall be the responsibility of the principal, with the assistance of the Superintendent, to promptly and thoroughly investigate and document any suspected incident of child abuse of students by District personnel or volunteers.

For more information see [Board Policy 9135](#).

## **V. ABSENCES and LEAVES**

### **NOTIFICATION OF ABSENCES**

It is the responsibility of the employee to notify the appropriate administrator of his/her inability to report to work. Teachers need to call the B.O.C.E.S. substitute service line to report a daily absence. If an employee needs an extended leave, a request should be made through the immediate supervisor/principal.

### **SICK LEAVE**

Regular full time employees are entitled to sick leave each year. Please refer to your bargaining unit's contract for more details.

### **PERSONAL LEAVE**

Employees are entitled to personal days. Personal days may be used to attend to important personal matters that cannot be conducted during off hours or on non-school days. Personal days may not be taken before or after a holiday. The personal day needs to be approved by your immediate supervisor.

### **BEREAVEMENT LEAVE**

Most employees are entitled to bereavement leave for immediate family and for other relatives/friends. Please refer to your bargaining unit's contract for more details.

### **MATERNITY DISABILITY**

During pregnancy, an employee may continue to work as long as the doctor certifies that it is safe. The period of disability begins after the last day worked and continues until the doctor certifies that it is safe to return to work. A Disability Form (available on the District's website)

should be completed by the doctor and the employee and returned to the Office of Human Resources for processing. Employees will be required to use their accrued sick leave to support their period of maternity disability, and/or any individual sick leave with the FMLA leave running concurrently with such sick leave and/or disability. For a normal delivery the disability period is 6 weeks after the birth of the baby and 8 weeks disability period for a caesarian delivery. If there are extenuating medical circumstances as a result of pregnancy or childbirth, the doctor may request an extension of the period of disability. Since pregnancy and childbirth is a qualifying event under the Family and Medical Leave Act (FMLA), the employee will be allowed 12 weeks total time off from work. Requests for additional unpaid leave should be submitted to your building principal and will be considered on a case-by-case basis.

### **CHILD REARING LEAVE/ADOPTION**

Under the Family and Medical Leave Act (FMLA) employees are eligible for 12 weeks of unpaid leave for the birth or adoption of an infant child. Requests for maternity/adoption/paternity leave should be made in writing to your supervisor/principal with a copy to the Office of Human Resources. An employee must provide at least 30 days advance notice before FMLA leave is to begin if the need for the leave is foreseeable. If there is a change in circumstances, notice must be given as soon as practicable. Benefits will continue on the same basis as if the employee was actively at work during this leave. Employee contributions (if applicable) must be made in order for benefits coverage to continue.

### **FAMILY MEDICAL LEAVE ACT**

Eligible employees are entitled to 12 weeks of leave time for the birth, adoption, or foster placement of a child with the employee, and/or the care for self, spouse, parent, and/or child with a serious health condition.

Employees will be required to use their accrued sick leave to support their individual sick leave with the FMLA leave running concurrently.

Employees who remain disabled beyond the typical period of maternity disability will be able to use accrued sick leave until such time as they are medically able to return to work. Medical documentation will be necessary to support the continued disability. FMLA will continue to run concurrently with the leave.

Employees who request additional time away from work to provide well care for a newborn will be accommodated as per FMLA, but will not be permitted to access any accrued sick leave for this purpose.

Five (5) or more consecutive weekdays when school is not in session will not count toward the 12 total weeks of FMLA.

Under the Family Medical Leave Act the employee **will** be covered by the District's health insurance coverage; however, any required employee contributions must be paid by the employee. If the employee is on an **unpaid** FMLA leave the employee will have an extended time for longevity, seniority, step placement, as well as probation.

## **JURY DUTY**

Any employee who is called for jury duty during his/her workday shall receive regular pay for time spent on jury duty. If, as a juror, there is payment for service, the District requires the employee to submit the payment to the District in order to receive regular pay.

## **SUBPOENAS**

When an employee is required to attend a legal proceeding as a party or is subpoenaed as a witness, such absence shall not be charged against leave if: 1) the legal proceeding is related to school matters and the employee's presence as a party or witness is *not* caused by any fault or misconduct on the part of the employee as determined by the outcome of the proceedings; or 2) the legal proceeding involves a matter of public interest as distinguished from a private dispute and appearance of the employee as a witness in the proceeding may properly be considered to be a discharge of a civic responsibility. Public interest is defined as the employee being subpoenaed by the defendant or the prosecution in a criminal case.

## **MILITARY DUTY**

An employee who is serving in any branch of the military, including the Reserve or National Guard, who is called for military duty, shall receive an unpaid leave-of-absence for the period of such duty. The employee will be reinstated to his/her former position, or a comparable one, at the conclusion of that leave. The employee is required to provide the Office of Human Resources with reasonable notice of the required military duty and of his/her intention to return to work.

## **WORKERS' COMPENSATION**

You may be entitled to compensation if you are injured on the job. Basically, the plan provides coverage for loss of income and medical expenses. The scope of coverage is governed by state law. Any questions about Workers' Compensation should be directed to Lisa Barker at 845-486-4450.

## **WORKSHOPS, CONFERENCES, AND MEETINGS**

If you would like to attend a conference or workshop, you must speak with your principal/supervisor. Your principal/supervisor will direct you to the proper process for attending conferences.

## **VI. STAFF SUPPORT SERVICES**

### **VOLUNTARY SALARY DEDUCTIONS**

The District provides an opportunity for employees to voluntarily request the following payroll deductions:

- Tax Sheltered Annuity/ Deferred State Compensation (District form is required)

- United Way Fund Pledge
- Flex Plan (Section 125)
- In District tuition payment
- Vote/Cope
- SAANYS
- TRS
- ERS
- Association/Union Dues

## **HOLIDAYS (OBSERVED)**

The District observes the following holidays (schools and offices are closed on these days):

Independence Day  
 Labor Day  
 Veterans Day  
 Thanksgiving Day  
 Friday following Thanksgiving Day  
 Christmas Day  
 Columbus Day  
 New Year's Day  
 Dr. Martin Luther King, Jr.'s Birthday  
 Presidents' Day  
 Good Friday  
 Memorial Day

## **RELIGIOUS HOLY DAYS**

The opportunity to observe Religious Holy Days will be given to all employees. Employees desiring time off for this purpose should notify their principal/supervisor at least one week in advance.

## **PHONE CALLS**

Our telephones must be available for business at all times. We recognize that occasionally you may need to make or receive personal calls. They should be kept to a minimum and should be brief. If it is necessary to make a long distance personal call, have the call billed to your home phone or credit card.

**ACKNOWLEDGEMENT OF RECEIPT OF EMPLOYEE HANDBOOK**

***PLEASE SIGN AND RETURN TO THE OFFICE OF HUMAN RESOURCES***

I have received the employee handbook and have read and understand the material covered. I understand that if I have any questions regarding this handbook I may ask my principal/supervisor or the Office of Human Resources. I agree to and will comply with the policies, procedures, and other guidelines set forth in the handbook. I understand that the District reserves the right to change, modify, or abolish any or all of the policies, benefits, rules, and regulations contained or described in the handbook as it deems appropriate at any time, with or without notice. I acknowledge that neither the handbook nor its contents are an express or implied contract regarding my employment.

This handbook is the property of the Arlington Central School District and must be returned upon separation.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Name: Printed

\_\_\_\_\_  
Title