



HARTFORD

PUBLIC SCHOOLS

Employee Handbook

Revised August 2023

Disclaimer

This Handbook is prepared for informational purposes only. It does not constitute a contract between the Hartford Public Schools and its employees and should not be construed as such. The policies and practices referenced in this Handbook may be changed or amended at any time as necessary. Most policy statements in this Handbook have been paraphrased for brevity. Should any question arise regarding a policy issue, please refer to the full text of the referenced policy in the Hartford Board of Education Policies, and/or consult the Office of Talent Management. Employment by the Hartford Public Schools is not for a definite term and may be terminated by the Hartford Public Schools or by the employee at any time, pursuant to law or in accordance with any labor agreement currently in force.

Each employee is responsible for the contents of this document and the Board policies.

A copy of the Hartford Public Schools' Policies are available on the website <https://www.hartfordschools.org/page/board-policies-and-plans>.

MESSAGE FROM THE SUPERINTENDENT

Dear Members of the Hartford Public School Community,

Thank you for your commitment and dedication to our school district. As one of the largest districts in the state, our schools are filled with beautiful, capable students who each bring their own unique talents, experiences, and needs. We are dedicated to providing equitable resources for all students with a focus on collaboration, inclusivity, continuous improvement, and the notion that all students are capable of achieving.

Hartford Public Schools is home to 39 schools, including 18 magnet schools, serving nearly 70 surrounding towns. Our comprehensive schools offer their own set of engaging activities for students, including Career Pathways, unified arts, and robust athletic offerings. Each magnet school offers unique, thematic learning opportunities while following the core values and curriculum taught at all of our schools. Several of our magnet schools and comprehensive schools share campuses, allowing for collaboration, equal access and allocation of resources. The structures we have created provide an opportunity for all students to achieve from Pre-K through Grade 12 and beyond.

Our District Model for Excellence (DME) is Hartford Public Schools' road map to success. Our strategies for academic, social, and emotional wellness align to four major priority areas: Teacher and Learning, Family and Community Partnerships, Operational Effectiveness, and School Climate and Culture.

The district Employee Handbook guides our professional practice and is crucial in providing the best possible experience for all students and staff. We uphold all our staff to a high standard, entrusting them to be educators, caretakers and leaders in the community, and to model rational and constructive conduct that influences the development of our students. We take pride in creating a welcoming, safe, and inclusive environment at Hartford Public Schools.

Sincerely,

Dr. Leslie Torres-Rodriguez
Superintendent, Hartford Public Schools



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Working for Hartford Public Schools

EMPLOYMENT AT-WILL

Except for employees covered by a collective bargaining agreement, the employment relationship between an employee and the District is considered employment at-will. Neither the employee nor the District is bound to continue the employment relationship. While we hope and expect that the employment relationship remains mutually beneficial and desirable, either party may freely elect to end the employment relationship at any time and for any lawful reason with or without advance notice.

CONFIDENTIALITY

All employees are required to protect the confidentiality of information they learn during their employment with the District that is not otherwise known to the public and/or not subject to public disclosure due to legal requirements (i.e., Freedom of Information (FOI) requests, subpoenas, mandatory reporting, etc.). Examples of such confidential information would include student/family information, financial information not available in a public meeting or FOI, curriculum and assessment strategies, medical information and certain personnel information. The District shall not discriminate or otherwise take any adverse action against any employees who inquire about, discuss, or disclose information about the terms or conditions of their own employment or about any other employee's employment (such as pay and benefit information) in a lawful manner.

WORKING REMOTELY

Given the nature of our business, generally the District does not allow employees to work remotely on a regular basis in lieu of their regular daily assignment on District property. For most positions, students are the immediate customer which makes it impractical to work remotely and away from students.

In extenuating circumstances, an employee may be approved to work remotely for a short duration or for a specific reason. In such cases, the details of the remote work assignment must be discussed in advance and approved by the appropriate administrator or supervisor, in consultation with the Superintendent and/or Office of Talent Management. The Superintendent and the Office of Talent Management reserve the right and full authority to approve or deny any employee request to work remotely for any reason.

Job Classification

There are two broad categories of job classifications within the system: certified and non-certified. The law requires that all persons teaching in public schools and/or holding supervisory or certain administrative positions must have valid certificates for the position they hold. These certificates ensure that employees in those positions meet certain State-mandated educational and experience requirements.

Copies of job description/classifications and collective bargaining agreements are available in the Office of Talent Management.

Equal Employment Opportunity

All personnel policies and practices of the Hartford Public Schools will be in accordance with equal employment opportunity practices as determined by state and federal legislation. A job description and required qualifications will be made available for each position to be filled. Equal employment opportunity will be available to all protected groups; no individual will be discriminated against because of race, color, religious creed, age, marital status, national origin, ancestry, sex, sexual orientation, gender identity or expression, intellectual disability, mental disability or physical disability, or genetic information.

The district's staffing plan should be designed to ensure that the public schools are continuously moving toward integrated staff at all levels, in all schools, and in other areas throughout the system.

The Board believes in the importance of the district's practices to support the concept of staff balance because staff and students benefit greatly from a diverse staff (See HPS Policy 2111.)

RECRUITMENT AND SELECTION

The Superintendent shall be responsible for the selection and assignment of all personnel in the Hartford Public Schools except as noted below. They shall be determined on the basis of potential contribution to the educational program and/or the best interests of the school system. It is the policy of the Board of Education to employ and retain the best qualified administrators, teachers, and other personnel. This shall be accomplished through careful consideration of credentials, references, interviews, and evaluation of previous performance. Personnel shall be considered on the basis of their effectiveness without discrimination as defined by law. (cf. 2111-Equal Employment Opportunity, 4111.1/4211.1-Affirmative Action in Recruitment and Selection)

AFFIRMATIVE ACTION

The Board of Education will provide equal employment opportunities for all persons without regard to race, color, religious creed, national origin, ancestry, age, sex, sexual orientation, gender identity or expression, genetic information, disability, marital status, present or past history of mental disorder, intellectual disability, learning disability or physical disability, or abilities unrelated to the performance of the duties of the position. The Board of Education directs the administration to set as a goal the recruitment, selection and employment of qualified people among all racial and ethnic groups.

No advertisement of employment opportunities may by intent or design restrict employment based upon discrimination as defined by law. (See HPS Policy 4111.1/4211.1.)

STANDARDS/CONDITIONS FOR EMPLOYMENT

Connecticut General Statutes §10-221 requires a criminal records check of job applicants under final consideration for positions. This records check is through the Connecticut Bureau of State Police and/or the Federal Bureau of Investigation. The records check is performed at the applicant's expense, and any employment offer is contingent upon the satisfactory completion of the check.

Employees of the Hartford Public Schools must disclose all pertinent information about convictions for felonies and misdemeanors. Failure or refusal to disclose such information is grounds for termination. (See HPS Policy 4112.5/4212.5.)

Decisions regarding the effect of a conviction upon an applicant/employee, if disclosed by the applicant/employee, will be made on a case-by-case basis. Notwithstanding the foregoing, the falsification or omission of any information on a job application or in a job interview, including, but not limited to information concerning criminal convictions or pending criminal charges, shall be grounds for disqualification from consideration for employment or discharge from employment. (See HPS Policy 4112.5/4212.5.)

Additionally, there is a zero tolerance policy for DCF substantiations for district employees.

PROBATIONARY PERIOD

All classified employees must complete a probationary period as defined by the individual's bargaining unit contract. All non-bargaining classified employees are subject to a probationary period of at least one hundred and twenty working days (excluding any authorized or unauthorized leaves).

For information regarding the probationary period for specific job classification, refer to the most recent union agreement or contact the Hartford Public Schools, Office of Talent Management, at (860) 695-8000.

Teachers should refer to Connecticut General Statutes §10-151 for information regarding the statutory probationary period.

PERFORMANCE EVALUATION

The Administration expects employees to perform their duties competently. To assist employees in achieving performance levels consistent with their capabilities, supervisors evaluate the performance of most regular employees on a regular basis.

EMPLOYMENT STATUS

The granting of tenure is a serious decision having long-term consequences for the Hartford Public Schools. For this reason, tenure status is not awarded to Hartford teachers whose performance in their probationary years has been no more than adequate. Rather, tenure is achieved only when there is evidence of high quality in a teacher's professional performance and promise of continued distinction following the award of tenure. (See HPS Policy 4116.) A teacher must exhibit excellence or potential for excellence to be awarded tenure.

Renewal of limited contracts is contingent upon satisfactory performance. Continuing contracts, as the name implies, remain in force as long as the employee's performance remains satisfactory. Unless otherwise specified, teachers' contracts are for one school year or for the unexpired portion of a school year following the effective date of the appointment.

Hartford Public Schools has several types of work years, which include: calendar year (12 months), 11-month, school year (10 months), and per diem (as needed). The duration of the appointment relates to the nature of the work involved. Questions regarding the status of employment can be addressed to the employee's immediate supervisor or the Office of Talent Management.

EMPLOYMENT RECORDS

Personnel files are maintained at the work site and/or at the Hartford Public Schools Central Office. Employees may request a copy of their personnel file by contacting the Office of Talent Management.

Employees are expected to inform the Office of Talent Management of any change in status that could affect employment or benefits, such as marital status, educational attainment, certifications, or similar changes. Changes (even unlisted telephone numbers) must be recorded on a Change of Address Form (available at the Office of Talent Management and the Principal's

office or online through MUNIS self-service) and submitted to the Office of Talent Management. Emergency cards must also be updated should there be a divorce, marriage, death, change in emergency contact's phone number or address, or other major change in family status.

HOURS OF WORK

For many Board employees, the normal work week begins on Monday and ends on Friday. Hours of work and reporting times vary from building to building and according to the type of work being performed. The workday is eight hours unless otherwise specified. Overtime payment is governed by state and federal wage and hour laws and by individual collective bargaining agreements. Questions about work hours or overtime can be addressed to the employee's immediate supervisor or the Office of Talent Management.

REPORTING ABSENCES

All employees are required to report absences in the automated absence management system no later than one hour prior to the beginning of their shift. Employees that require a substitute must indicate as such when recording their absence. In addition, the proper school/department administrator/supervisor must be notified the morning of the absence. If an employee needs to be absent additional days not recorded in the automated system, the employee must notify the school before the end of the day prior to the scheduled day of return. Failure to follow this procedure can result in an unauthorized absence. If assistance is needed when using the absence management system, contact your supervisor or the Office of Talent Management.

PAY PRACTICES

Currently, most employees are paid on a biweekly schedule. Any questions regarding pay schedules can be addressed by the Payroll Department.

Recordkeeping of attendance for pay purposes varies from office to office. Employees may be asked to sign in to a log sheet, punch a time clock, use a swipe card, use a thumb print, submit a written timesheet, or report their attendance orally to their supervisor. Methods of time reporting have no reflection on employment status.

BENEFITS

Salary is one part of an employee's total compensation package. Many Hartford Public Schools employees are also eligible for additional benefits, which may include: insurance, pensions, leaves of absences, vacations, and/or holidays.

ELIGIBILITY

Generally, but not exclusively, non-teaching employees are eligible for benefits if they have a regular assignment (or are rostered) and work full-time. Such benefits will not generally apply to certain positions (i.e. student employees, paid interns, part time employees, etc.) and any employees utilized on a substitute basis or for short-term assignments such as summer employment. Employees should refer to their respective collective bargaining agreement to determine eligibility.

Certified personnel are generally, but not exclusively, eligible for benefits if they are employed on a limited or continuing contract and scheduled to work at least 50 percent of the time during the school year. Again, employees should consult their collective bargaining agreement or Office of Talent Management for details.

WORKLOAD

It is the intention of the Administration to utilize fully the talents and skills of all its employees. To that end, workloads are designed to use all of the scheduled work hours of employees. If an employee believes that the workload the employee is asked to complete is inconsistent with this philosophy, they shall discuss the matter with their immediate supervisor.

EQUIPMENT AND SUPPLIES

The Hartford Public Schools provides all tools, equipment, and supplies, including safety equipment that is reasonable and necessary for the performance of duties.

PUBLISHING/COPYRIGHTS AND PATENTS

Professional staff members shall be encouraged to write and publish educational materials whether it be for local use, periodicals, or books.

Staff members are encouraged to contribute professional articles and news items to local, State and national agencies. As a matter of professional ethics, all professional articles should be cleared through the office of the Superintendent of Schools in the event that the school system or any of its separate departments is mentioned.

Materials created by staff at the instigation and/or direction of superiors and/or during work time shall be considered "work made for hire" under §§201(b) and 101 of the Copyright Act and shall be solely the property of the school district.

It is also understood that educational materials created by an employee during the employee's leisure hours when the employee is not fulfilling their contractual duties to the school district are the property of the employee.

The Hartford Public Schools have proprietary rights to publications, instructional materials, and devices prepared by district employees during their paid work time.

When employees or staff committees develop original materials during work time or as part of regular or special assignments for which they are paid, the Hartford Public Schools has sole rights in matters of publication or reproduction. However, the Hartford Public Schools will clearly recognize and note the identity of the employee(s) who created the material.

Employees who have written a textbook purchased by the Hartford Public Schools for use in the schools are required to remit to the Hartford Public Schools an amount of money equal to the royalty received by the author from the sale of the books to the Hartford Public Schools. (See HPS Policy 4132)

NON-DISCRIMINATION

The conditions or privileges of employment in the school district, including the wages, hours, terms and benefits, shall be applied without regard to race, color, religious creed, national origin, ancestry, age, sex, sexual orientation, gender identity or expression, genetic information, disability, marital status, present or past history of mental disorder, intellectual disability, learning disability or physical disability, or abilities unrelated to the performance of the duties of the position. The Board of Education seeks to extend the advantages of public education with full equality of educational opportunity to all students and personnel. The board, any employee or any other person may not aid or compel the performance of an unfair labor practice as defined by law.

The board will not make employment decisions related to hiring, assignment, compensation, promotion, demotion, disciplinary action and terminations on the basis of race, color, religion, age, sex, marital status, sexual orientation, gender identity or expression, national origin, ancestry, disability or genetic information, except in the case of a bona fide occupational qualification.

For the purposes of this policy, "genetic information" means the information about genes, gene products, or inherited characteristics that may derive from an individual or family member. (See HPS Policy 4118.1/4218.1.)

NEPOTISM

Board members and school administrators, in order to avoid both the reality and appearance of nepotism, will make public any relationship they have to Board members or administrators with

any possible candidate for a position for which the Board members, or administrators must give approval or have influence in such appointment.

For the purpose of this policy, relationship is defined as a member of the immediate family which means the mother, father, grandmother, grandfather, or a grandchild of the Board member or administrator, or of the spouse of the Board member or administrator, and the spouse, son, son-in-law, daughter, daughter-in-law, brother, sister, or any relative living in the immediate household of the Board member or administrator, or other close friendships or business relationships that could be construed as possibly causing a bias or loss of objectivity on the part of the Board member or administrator.

A Board member or administrator who has such a relationship with any employee of the school system as of the effective date of this policy shall declare such relationship immediately. So far as possible, no administrator shall have a supervisory relationship to any family member. (See HPS Policy 4112.8/4212.8)

COMPLAINTS/CONCERNS REGARDING IN-DISTRICT ACTIVITIES

Complaints and/or concerns regarding any HPS in-district activities should be submitted or forwarded to the Office of Talent Management for review. Follow up will include sharing complaints and/or concerns with the appropriate staff for action, as needed.

FREEDOM OF SPEECH

Employees have the same guarantees of freedom of speech as provided under the First Amendment of the United States Constitution and applicable case law. In accordance with these principles, all employees of the Hartford Public Schools have the right to speak out on matters of public concern before the Hartford Board of Education or to speak out on such matters in any other forum. No employee of the Hartford Public Schools will be subject to disciplinary action or retaliatory action of any kind as a result of the exercise of their free speech rights.

Compensation

Salaries and wages paid by the Hartford Public Schools are highly competitive with other major metropolitan areas for teachers, administrators, and other staff members. Salary schedules for all employees are carefully reviewed to ensure that the system can attract and maintain the kind of talent required to achieve its educational objectives, within the constraints of the budget and other funding sources.

WAGE AND SALARY SCHEDULES

Schedules of base wages, salaries, and step increments are published as a part of each collective bargaining agreement. Unless provided for otherwise in the collective bargaining agreement, in years when increment is granted, only employees with satisfactory or better evaluations are eligible. Further, absent a collective bargaining agreement provision to the contrary, only a member who has been in the position on active payroll for 120 working days prior to the date of the increment being given (by January 1 for a July 1 increment) shall be eligible for step improvement if granted. Questions about compensation may be addressed to each employee's supervisor or the Office of Talent Management.

OVERTIME PAY

Employees who are exempt from the Wage and Hours Law because of their administrative, executive, or professional status are not eligible for overtime pay. Employees who are not exempt from the Wage and Hour Law and are required by directive of a supervisor to work over 40 hours may receive compensation or recommendation for overtime work as described in the collective bargaining agreement between their labor organization and the Board.

Generally, overtime is paid at one and one-half times the employee's base rate for all hours worked in excess of 40 hours in one week. Pay for Saturday work and Sunday work varies according to the employee's classification and the labor contract involved. Questions about overtime for a specific classification should be addressed to the Office of Talent Management.

COMPENSATORY TIME

There is no compensatory time for HPS employees; however, supervisors may modify an employee's schedule during the same pay period to avoid exceeding scheduled hours, subject to any collective bargaining agreement provisions.

RETIREMENT PROGRAMS

Employees should review their applicable collective bargaining agreement, contact the Office of Talent Management, or review applicable law for information regarding retirement programs.

TAX-DEFERRED ANNUITIES

Employees may choose to defer portions of their current income for retirement purposes through the purchase of tax-deferred annuities. Such deferrals may reduce current income taxes.

The Payroll Department maintains a list of companies authorized to sell annuities to employees. Interested employees may inquire at the Payroll Department. This opportunity is purely voluntary and the Board assumes no responsibility for the outcome of any investment

WORKERS' COMPENSATION

All employees of the Hartford Public Schools are protected under the State Workers' Compensation Act of Connecticut in cases of injury or death incurred in the course of and arising out of their employment. If an employee sustains an injury in the course of pursuing their job duties, they should immediately notify their supervisor.

Work-related injuries must be reported to Workers' Compensation staff in the Finance Department within 24 hours of injury.

Workers' compensation matters are handled under managed care; therefore, initial treatment (with the exception of life or death matters) must be handled by the district-designated medical group. Any concerns regarding a claim should be addressed to Risk Management, (860) 695-8000.

HEALTH INSURANCE

Eligible employees must complete an enrollment or transfer form upon employment, re-employment, or recall. **Coverage is not automatic.** Employees should consult their collective bargaining agreement or the Office of Talent Management for a complete description of each plan.

Eligible employees who want to add newborn infants to their health insurance need to understand that infants are covered by insurance for the first thirty days of life if the appropriate paperwork is submitted to the Office of Talent Management within those thirty days. Otherwise, coverage retroactive to birth is waived.

DENTAL INSURANCE

Currently, the Hartford Public Schools provides a dental insurance program to eligible employees. Employees should check their respective collective bargaining agreement for further information.

LIFE INSURANCE

Accidental death and dismemberment policy may be provided to eligible full-time employees at no cost. Employees should check their respective collective bargaining agreement for further information.

Insurance forms are required in order to begin the payroll process. Group life insurance is effective simultaneously with health insurance. Employees should contact the Office of Talent Management (860) 695-8000 for the health package offered in their contract and should check with their respective collective bargaining agreement for further information.

Time Away From Work

VACATIONS

Eligible employees accumulate vacation at a rate based on the agreed upon provision of their respective collective bargaining agreement with the Hartford Public Schools.

Employees must have their vacation schedule approved by the appropriate administrator(s) before vacation time may be taken.

Less than 12 month employees would not generally accrue vacation time but would have designated work days.

HOLIDAYS

The Board designates the holidays or days the Central Office is closed annually through the Board approved calendar. Generally, a winter break is designated for twelve month employees as a vacation period. Exceptions are covered by collective bargaining agreements.

Leave Provisions

The Administration recognizes that certain absences are necessary because of illness or personal emergencies. Further, it recognizes that some absences in the pursuit of personal development and growth can be beneficial to the system. Employees are eligible for leaves only as specified by their collective bargaining agreements. The following are examples of circumstances where the Administration may provide leaves of absence for eligible employees:

SICKNESS

Regular employees may generally accrue sick leave credit up to a maximum as per the collective bargaining agreement. For specific information regarding the sick leave accrual rate for an employee's job classification, consult the most recent union agreement or contact the Office of Talent Management. Substitute employees do not receive sick leave, unless otherwise specified by the collective bargaining agreement.

Upon approval, employees may use accumulated sick leave when the state of their physical health inhibits their work performance due to personal illness, injury, exposure to contagious disease, or pregnancy-related disability. Accrued sick leave may **not** be used for routine

appointments (e.g. a yearly physical or general check-up) and is only to be used when an employee is unable to attend work due to illness or injury. Accrued sick leave may also **not** be used for other issues such as a death in the family, jury duty, religious holiday or other necessary obligations. Generally, personal leave should be utilized whenever an absence is necessary for reasons besides illness or injury.

Generally, sick leaves of 5 consecutive days or fewer may be approved by the employee's direct supervisor. Sick leaves of more than 5 consecutive days must be approved by the employee's supervisor and the Office of Talent Management.

Employees must notify their supervisor of any sick leave in writing as soon as possible, regardless of whether the leave is being processed through the Office of Talent Management.

All employees must record their sick leaves in the District's absence management system (currently Frontline). Written, medical verification from the attending physician must be promptly submitted to the employee's Principal/Supervisor who will forward the information to the Office of Talent Management, for all illnesses/absences of more than 5 consecutive days or when excessive absenteeism or pattern of use has been identified to the employee.

NOTE: The employee's physician must identify the nature of the illness/injury and give two dates: (1) the employee's first date of absence, and (2) the anticipated date of return to work or next doctor's visit. The projected date of return can be shortened or extended. If shortened, the employee's physician must submit, in writing, a new date of release. If extended, a subsequent medical verification statement must be submitted and the time must be recorded in the District's absence management system.

FAMILY AND MEDICAL LEAVE ACT (FMLA)

The Family and Medical Leave Act provides that employees that meet the eligibility requirements may take up to twelve weeks of unpaid leave within a twelve-month period. This leave can be for personal or family medical reasons and for birth or adoption reasons. For further information regarding the application requirements of the leave, please contact the Office of Talent Management. (See HPS Policy 4152(a-e)/4252 and attached Form WH-1420 entitled, "Your Rights Under the Family and Medical Leave Act"). For more information: <https://www.dol.gov/agencies/whd/fmla/factsheets>

PROFESSIONAL DEVELOPMENT TIME

Professional Development time shall only be utilized for an employee's time away from their normal work location or job duties due to participation in a professional development activity that advances skills, traits and competencies that benefit Hartford Public Schools and are directly related to the employee's job duties.

Professional Development time must be authorized by an employee's supervisor prior to registering for or attending the event.

JURY DUTY

Employees selected for jury duty must immediately submit the *Jury Duty Summons* to their Principal/Supervisor and timekeeper, and follow all proper procedures for requesting leave. Employees who are selected for jury duty must submit the certificate of Jury Duty Service to their timekeeper.

Employees who receive full pay pursuant to state law and/or an applicable collective bargaining agreement, must provide the certificate of Jury Duty Service directly to the Payroll Manager. Unless the contract states otherwise, employees shall only receive pay for the first five days. Thereafter, jury duty shall be without pay from the district.

PERSONAL DAYS

A personal day with pay is defined by the applicable collective bargaining agreement. Usually, it is used for emergencies beyond the employee's control, Holy Days, as defined by a recognized religion, or serious illness of an immediate family member. Except in extreme emergencies, employees must request a personal day with pay or a personal day without pay in advance by submitting a leave request in the District's absence management system and notifying their Principal/Supervisor. A personal day cannot be used in order to extend school vacations or holidays. The Payroll Manager and the Office of Talent Management must be notified of all approved personal days without pay.

Unpaid personal time beyond three days in any year must be approved by the Office of Talent Management and cannot be approved by the Principal or Department Head alone.

Appropriate documentation must be provided to the employee's immediate supervisor to substantiate the reason(s) for use of a personal day. A failure to clarify the basis for the leave with documentation, upon request, shall render the leave unauthorized and unpaid.

FUNERAL LEAVE

Employees may take funeral leave, generally part of the personal leave allotment, if provided for in the applicable collective bargaining agreement.

Extended Leaves of Absence

PROFESSIONAL STUDY LEAVE

Pursuant to the terms of the collective bargaining agreement, teachers with the requisite amount of current continuous employment in the district may apply for a leave of absence without pay for the purposes of pursuing a specific course of study up to two years. The planned program of study must be submitted, and the request for leave must be entered in the District's absence management system. Employees on Professional Study leave of absence continue to accumulate seniority within the system. However, they will not accumulate service credit towards retirement.

Professional leave/professional study leaves without pay to attend college or graduate school for a half or full semester may also be available. In addition to entering the request for leave in the District's absence management system, a plan of study must be submitted. For eligibility requirements and detailed information, teachers should review their collective bargaining agreement. Final approval for all leaves of absence for certified staff rests with the Superintendent or designee.

MILITARY LEAVE OF ABSENCE

Employees may request a Military Leave of Absence for extended tours of military service. A copy of the military orders must be submitted and a request for leave must be submitted through the District's absence management system. The Hartford Public Schools will follow all applicable laws regarding military leaves of absence. Employees should contact the Office of Talent Management for more information.

CHILDBEARING (MATERNITY) AND CHILD-REARING LEAVES OF ABSENCE

Employees should review their collective bargaining agreement for information regarding childbearing and child-rearing leave.

There are no restrictions as to the number of childbearing leaves that a teacher may request. Teachers returning from maternity leaves are assigned to a position comparable to the one they left but are not assured of return to the original assignment. Teachers returning from childbearing leave or any other unpaid leave are entitled to an increment if one was granted for an academic year in which they were in pay status 120 school/work days or more.

Non-teaching employees may be granted a child-rearing leave of absence of up to six months duration without pay where provided for in their collective bargaining agreement. Non-teaching employees are limited to two such leaves of absence for the birth of each child.

Non-teaching employees may apply for a sick leave with pay, to the extent sick leave has been accumulated, for pregnancy-related disability. A request for leave must be submitted through the District's absence management system, with a doctor's statement attesting to the nature and severity of the disability and the expected date of return.

Employees must be on active payroll for at least 120 work days of the 12 months immediately preceding any step movement in order to be eligible for step unless the collective bargaining agreement states otherwise.

SABBATICAL LEAVE OF ABSENCE

Pursuant to the collective bargaining agreement, teachers with seven years of continuous teaching service in the district who hold continuing contracts may apply for a sabbatical leave with reduced pay for one school year to pursue a course of academic study.

To apply, teachers must submit a *Request for Sabbatical Leave Form*, which must be approved by the Office of Talent Management. Teachers on sabbatical continue to accumulate seniority within the system. However, they do not accumulate service credit toward retirement.

COMMUNICABLE DISEASE CONTROL

Because of employees' close association with children, the control of communicable diseases is of great importance.

An employee identified as having a communicable disease is temporarily excused from work. If the employee has sick leave accrued, it may be used to keep the employee in pay status. Employees so identified and excused from work may be readmitted to employment upon presentation of a physician's certificate stating that they are free of communicable disease.

JOB ABANDONMENT

Each Board employee must contact and obtain approval from their supervisor if they are going to be absent from work. Further, each employee must request leave through the District's absence management system, attaching an adequate medical note where appropriate. **Three consecutive unauthorized absences may be considered job abandonment and shall be processed as such according to district practice and consistent with the language in respective collective bargaining agreements.**

Workplace and Employee Expectations

STANDARDS OF CONDUCT

All employees are expected to conduct themselves in a professional manner in the performance of their duties. As an educational institution, the Hartford Public Schools and its employees establish behavioral standards that influence the development of students. Employee behavior is expected to model rational and constructive adult conduct. Employee behavior that does not reflect positive social values will have a negative influence on the students and fellow employees and is unacceptable.

The Administration has clear expectations for personal conduct. For the most part, common sense, professionalism, and one's interest in effectively contributing to the educational process are adequate guides for behavior. Supervisors can provide more specific work rules related to each employee's function. The following behaviors illustrate major interference in the educational process and represent the kinds of conduct that may result in immediate corrective action up to and including termination of employment with the Hartford Public Schools:

- any falsification of employment records, information, or other records;
- any substantiation of neglect or abuse or otherwise from the Department of Children and Families;
- any failure to comply with an investigation, to provide consent for a criminal background check at any time, or to provide consent for DCF to share investigation results with the Administration;
- theft of Hartford Public Schools' property, another employee's property, or a third party's property while on the Hartford Public Schools' premises;
- insubordination/failure to follow a directive of any kind, including refusal to perform work requirements as assigned by the supervisor;
- the use of threatening or abusive language to supervisors, colleagues, students, parents, or community members;
- failure to follow proper procedures;
- provoking a fight or fighting during working hours or on Hartford Public Schools' property;
- participating in horseplay in the workplace or with students, or the deliberate destruction of Hartford Public Schools' property or the property of an employee or student;
- unexcused absence for scheduled work day(s) or parts thereof;
- inappropriate, unnecessary, or excessive force with a student;
- carrying, possession, or sale of firearms, explosive devices, or other dangerous weapons on Hartford Public Schools' property or while at work;
- a serious chargeable accident while operating a Hartford Public Schools' vehicle;

- unauthorized use of Hartford Public Schools' equipment, including computers, servers, devices, telephones, etc.;
- punching the time card/swiping the time card/signing in for another employee;
- sleeping on the job;
- deliberate or excessive waste of materials or abuse of equipment;
- mistreatment or abuse of students, staff, or other individuals;
- negligence or carelessness in the performance of work;
- posting, altering, or removing any matter on bulletin boards or Hartford Public Schools' property unless specifically authorized by a department representative;
- failure to report on-the-job accidents or injuries promptly;
- leaving the work station or Hartford Public Schools' property during working hours without prior permission from supervisor;
- using work time to conduct personal matters (e.g. personal telephone calls, personal email) or any use (whether before or after work) of Board equipment (telephone, email, internet) for non-work reasons;
- threatening, intimidating, coercing, or interfering with fellow employees and/or students;
- distributing written or printed matter of any description on Hartford Public Schools' time unless approved by management;
- violating any Hartford Public Schools' or Board of Education's policy, practice or expectation or City Ethics obligations or any applicable federal, state or local law;
- violating student confidentiality;
- inappropriate relationships with students or staff, including through social media;
- improper use of the internet, email, telephone, or other equipment/property* or other Board property/resources;
- being on the Hartford Public Schools' property under the influence of alcohol/drugs; or
- any inappropriate or unprofessional conduct.

The above list is not meant to be an exhaustive description of inappropriate conduct.

*Note – telephone, internet, email, etc. may be monitored for appropriate work related use.

CORRECTIVE ACTION

It is the Administration's intention to operate the Hartford Public Schools as efficiently and as effectively as possible. Supervisors are expected to take action to correct situations or conduct inconsistent with that intent. The corrective action process generally follows the provisions of the various labor agreements and legal requirements between the Hartford Public Schools and its employees. Notwithstanding any steps taken to correct employee's behavior, the Hartford Public Schools retains the right to the immediate discharge from employment where it deems appropriate.

ATTENDANCE AND TARDINESS

All employees are expected to be at their assigned workstation on time and ready to work every scheduled workday. Tardiness and absence affect not only one's own work but also the work of others. Therefore, the Hartford Public Schools recognize no "acceptable" number of absences or tardiness.

All employees are responsible for using their time card to swipe in every working day via the district's time and attendance management system. Accurate timekeeping is crucial for maintaining records and complying with district time and attendance policies.

Unsatisfactory attendance will result in corrective action and will be considered a negative factor in performance evaluation. Tardiness and early departure also impact the District's ability to deliver a quality educational experience to students. For this reason, the same advance notification procedures apply, as do the possible corrective actions.

PROFESSIONAL COMMUNICATION

Employees have access to a number of communication tools including computers, tablets, smartphones, computer networks, internet access, and e-mail. All employees must communicate in a professional and courteous manner at all times.

The District utilizes e-mail for important communications. Accordingly, all employees must monitor and read their District e-mail regularly and must reply to all messages that require their attention in a reasonable amount of time.

INCIDENT REPORTING

Proper reporting and record-keeping of various incidents within the workplace is imperative. The following require an incident/Isight report to be completed by those who witness or are involved in an occurrence:

- Student injury
- Employee injury
- Threatening act or behavior
- Rude or otherwise inappropriate behavior
- Student presenting with suicidal ideation
- Student presenting with homicidal ideation
- Facility emergencies
- Student/Employee in possession of contraband
- Any individual in possession of a weapon

- Any individual perceived to be under the influence of alcohol, prescription, or controlled substance
- Any other concern noted

SAFETY

The District provides employees with information about workplace safety and health issues through regular internal communications which may include training sessions, team meetings, posted materials, or written correspondence. Each employee is expected to obey the District's safety rules and exercise caution and common sense in all work activities. Employees must immediately report any unsafe conditions to the District. Employees who violate safety standards, cause or create hazardous or dangerous situations, or who fail to report or remedy unsafe situations may be subject to disciplinary action up to and including termination of employment. All District employees are also subject to mandatory DCF reporting requirements. In the case of a workplace accident that results in any level of injury, regardless of how insignificant the injury may appear, employees must immediately notify their supervisor and nurse where applicable. The employee must then file the appropriate Worker's Compensation injury report. The supervisor/principal will conduct an investigation in cooperation with appropriate district staff.

NOTIFICATION OF ARRESTS AND CRIMINAL CHARGES

Any employee who is arrested, has criminal charges filed against them, or is convicted of any criminal offense for any reason must notify the District immediately of such arrest, criminal charge, or conviction. Failure to report any of these incidents may result in disciplinary action, up to and including termination.

OUTSIDE EMPLOYMENT

The District recognizes that some employees may hold a job in addition to their assignment with the District. Should this be the case, the employee will still be held to the same work commitments and performance expectations as if they did not hold an additional job outside the District. The District holds no obligation to alter the terms or conditions of employment in any way in order to accommodate another non-District employment opportunity. This would include, but not be limited to, assignment start/stop times, assignment location, work responsibilities, etc.

All employees are required to report any outside employment to the District prior to commencing any such activity, if the outside employment may (a) interfere with District-related work assignments or performance, (b) involve the possibility of adverse publicity to the District, or (c) may involve a potential conflict of interest. Should an employee be on a District-approved leave of absence (paid or unpaid), it will be the employee's responsibility to seek approval from

the Office of Talent Management/Labor Department to work another job while on approved leave status. This is expected in order to avoid any real or perceived conflict of interest while away from their District assignment.

If an outside activity occurs during the school day/year, any compensation given to employees shall be remitted to the Superintendent. (See HPS Policy 4138/4238)

ACCEPTABLE COMPUTER NETWORK USE

Computers, tablets, smartphones, computer networks, Internet access, and e-mail are effective and important technological resources in today's work environment. The Board of Education has provided computers, local area, and wireless networks that allow for Internet access and an e-mail system (referred to collectively as "HPS Network"), in order to enhance both the educational opportunities for our students and the business operations of the district. These computer systems are business tools. As such, their use is encouraged to communicate with others, share information, and conduct educational research.

The Hartford Public Schools has and will continue to comply with the requirements of the Children's Internet Protection Act, as codified at 47 U.S.C. § 254(h) and (l), "CIPA". The District is committed to assuring the safe conduct of all students while online and has a comprehensive policy about the proper use of our technological resources. At the beginning of each school year, students and staff are made aware of the district's Acceptable Use and Internet Safety Policy. Staff members are expected to understand and enforce the Student Acceptable Use and Internet Safety Policy in their area. All state, federal and local laws and district policies and guidelines should be followed. It is the district's intent to preserve network bandwidth and improve network response times by limiting Internet access to education and work-related sites. The district's technology will support innovative teaching and learning.

The Board expects that employees learn to use the available technological resources that will assist them in the performance of their job responsibilities. As needed, employees shall receive professional development in the appropriate use of these resources.

Employees shall be responsible for the appropriate use of technology and shall use the district's technological resources for purposes related to their employment. Computer files and electronic communications, including email and voicemail, are not private. Technological resources shall not be used to transmit confidential information about students, employees, or District operations without authority.

All visitors who choose to use the HPS network must abide by the terms of this policy in the same way that students and staff do.

HPS NETWORK

The HPS Network includes wired and wireless computers and peripheral equipment, files and storage, e-mail and Internet. The district reserves the right to prioritize the use of, and access to, the network.

All use of the HPS Network must support education, research, or business operations and be consistent with the mission of the district.

Unacceptable network use by district staff includes but is not limited to:

- Accessing, uploading, downloading, storage and distribution of any personal files, including offensive, obscene, pornographic or sexually explicit material
- Downloading, installation and use of games, audio files, video files or other applications (including shareware or freeware) without permission or approval from Metro Hartford Information Services
- Personal gain, commercial solicitation and compensation of any kind;
- Support or opposition for ballot measures, candidates and any other political activity;
- Hacking, cracking, vandalizing, the introduction of viruses, worms, Trojan horses, time bombs and changes to hardware, software, and monitoring tools;
- Using another person's account password, folder, work, or files;
- The use of profanity, abusive, impolite, or inappropriate language;
- Harassing phone calls, voice mails, e-mails, and use of social media in violation of the Safe Workplace policy;
- Use of social media that interferes with the work of the school district, creates a hostile work environment, harms the goodwill and reputation of the school district, or violates the law, Board policy, and/or school rules;
- E-mail messages addressed to all employees or large groups of employees without the prior approval of the sender's Department Head; and
- Personal use (non HPS business use) of district resources (hardware, software or systems) at any time.

No EXPECTATION OF PRIVACY

The district provides the network system, e-mail and Internet access as a tool for education, research, and business in support of the district's mission. The district reserves the right to monitor, inspect, copy, review and store, without prior notice, information about the content and usage of:

- The HPS Network;
- User files and disk space utilization;
- User applications and bandwidth utilization;
- User document files, folders and electronic communications;
- E-mail;
- Internet access; and
- Any and all information transmitted or received in connection with network and e-mail use.

No staff user should have any expectation of privacy when using the district's network. The district reserves the right to disclose any electronic message to law enforcement officials or third parties as appropriate. As part of monitoring and reviewing, the district will retain the capacity to bypass any individual password of a student or other user. The system's security aspects, such as personal passwords and the message delete function for email, can be bypassed for these purposes. The district's ability to monitor and review is not restricted or neutralized by these devices. The monitor and review process also includes oversight of Internet site access and of document downloading and printing.

SOCIAL MEDIA

The District may provide certain social media networks and accesses that allow employees to communicate and collaborate with others. These accesses are intended to foster productivity, efficiency, communication and teamwork. Employees must use these District-provided accesses for work purposes only and refrain from discussing sensitive, inflammatory or inappropriate topics that serve no work purpose. Any posts or comments made by an employee on District-provided social media should speak respectfully of students, parents, residents, the District and its employees in a professional manner. Any employee who chooses to use social media also needs to be aware of the following set of guidelines:

- The personal use of social media is not allowed while employees are on working time regardless of the equipment used (e.g., either using personal or District phones or computers). Employees may further not use District equipment for personal reasons in accordance with applicable policies.
- Any conduct, which under the law or District policy is impermissible if expressed in any other format (such as through a conversation, a memo or an e-mail), is impermissible if expressed through social media as well. Any harassing comments (as defined in the District's harassment policy), obscenities or similar conduct that would violate the District's policies is never allowed while using District equipment or during an employee's working time.
- Employees who use social media shall not post any proprietary or confidential information about the District or its students, or any information which would violate any laws applicable to the District, regardless of whether the posting is done during working or non-working time.
- Unless authorized in writing by a management representative (such as when an employee's job is to send public messages on behalf of the District), employees do not have permission to speak on behalf of the District via social media.
- While communicating through social media, if an employee posts any content that has something to do with the work they perform for the District or subjects or individuals associated with the District, employees must make clear that they are not speaking on behalf of the District by accompanying their posts with a disclaimer such as: "The

postings on this site are my own and do not necessarily represent the District's positions or opinions."

When an employee's use of any social media violates the law or any District policies (including policies pertaining to harassment, confidentiality, employee misconduct or job performance), appropriate discipline up to and including termination of employment will be imposed, regardless of when the information was posted or sent and regardless of the tools or site used to post or send such information. Nothing in this policy (or any other District policy) will be implemented or should be interpreted in any manner so as to prohibit or inhibit employees from engaging in any lawful activities through social media, including exercising any rights they may have to engage in protected concerted activity or political activities.

CHEMICAL AND/OR SUBSTANCE ABUSE – ALCOHOL AND DRUGS

It is the goal of the Hartford Public Schools to provide a learning environment for students and a working environment for employees that is free from the negative effects of drug abuse.

In order to comply with the Drug Free Schools and Communities Act and the Drug Free Workplace Act, the Hartford Board of Education notifies all employees of the Hartford Public Schools that the unlawful manufacture, distribution, dispensing, possession, or use of illicit drugs and alcohol is prohibited on school premises and during any school sponsored activities. Further, being under the influence of alcohol or drugs on district grounds or during district-sponsored events is strictly prohibited. Employees suspected of being under the influence of alcohol or drugs while on district grounds or during district-sponsored events may be required to submit to an alcohol or drug test.

Employees experiencing problems related to drug use, including the misuse of alcohol, should ask for confidential rehabilitation assistance before the problem leads to either misconduct or a lack of productivity. Each employee of the Hartford Public Schools should be aware of the fact that each year a small number of staff members seek and obtain rehabilitation through this process with the help of the Board provided health insurance policies. No disciplinary sanctions are taken against employees who seek assistance before the problem negatively affects their productivity.

Employees of a school system are held to a higher standard of conduct due to their contact with students. Therefore, drug-related activities, including the misuse of alcohol, during the hours away from school may be considered serious misconduct and may lead to termination.

Employees who violate these standards of conduct listed in paragraph one will be subject to disciplinary action, consistent with applicable State and Federal laws, Board policy and contractual obligations. Disciplinary action may include termination.

Each employee of the Hartford Public Schools should also be aware of the fact that unfortunately, each year, a small number of employees wait too long and suffer disciplinary action, including termination, as a result of their unwillingness to seek assistance in a timely fashion. Each employee of the Hartford Public Schools is reminded that confidential assistance can be obtained by contacting **Employer Assistance Program Service**. (See HPS Policy 4118.4(a)/4218.4.) The Anthem EAP is available at 1-800-865-1044 or online at www.AnthemEAP.com (login: HPS)

CONFLICT OF INTEREST/CODE OF ETHICS

Upon acceptance of a position with the Board, employees will be asked to read the Code of Ethics Policy and sign a Statement of Compliance, which will be placed in their personnel file. A copy of the highlights of the Code of Ethics is available for review at the Office of Talent Management. The Hartford Code of Ethics is also [available here](#).

GIFTS

No employee of the Hartford Public Schools shall accept any costly or ethically inappropriate gift from any person or business as a consequence of their employment by the Hartford Public Schools. Employees should refer to the Hartford Code of Ethics for more specific information on gifts.

SOLICITATION AND SELLING

No Hartford Public Schools funds, including school activity funds, shall be used to support charity contributions or personal gifts or any non-school activities. (See HPS Policy 4137/4237)

COLLECTIONS, CONTESTS, AND DRIVES

Approval by the Superintendent shall be required for participation by schools in collections, contests, and drives. Every effort shall be made to keep collections, contests, and drives at a minimum to avoid interference with the regular school program. (See HPS Policy 4137/4237)

SOLICITATION OF STAFF MEMBERS

Outside groups shall not be permitted to solicit among the staff for any purpose. (See HPS Policy 4137.1/4237.1)

DRESS CODE

As a professional organization, Board employees must act, dress, and work in a professional manner. Teachers, as well as other Board employees, are expected to dress as professionals. If

an administrator believes that an employee is not meeting the expectation of professional dress, they may address the issue with the employee individually and ask that the employee conform to the professional standard of dress.

USE OF TELEPHONES

Telephones are provided on Hartford Public Schools properties to conduct school business. In cases of emergency, personal messages may be taken for an employee.

SMOKING AND TOBACCO USE

The Hartford Public Schools is committed to maintaining and improving the health and well-being of students and employees. Medical research has shown that smoking poses a significant risk to the health of the smoker and non-smoker alike. In the face of such overwhelming evidence about smoking as a health hazard, and in keeping with the Board's commitment to the well-being of its students and employees, the Board adopts the following:

Consistent with state law, smoking is prohibited at all times in all buildings under the jurisdiction of the Board and in all facilities where Board activities transpire.

GAMBLING

Gambling, wagering, solicitation of bets and the sale of chances in office pools are forbidden.

ACTIVITIES

The Hartford Public Schools sponsored participation of students and employees in community-sponsored activities is encouraged, as long as such activities are non-partisan and non-sectarian, have a specific educational purpose, and do not adversely affect the conduct of the educational program.

TITLE IX

The District does not discriminate on the basis of sex in the education programs and activities that it operates. This requirement not to discriminate in the District's education programs and activities extend to admission (as applicable) and employment. Sexual harassment is a form of sex discrimination and will not be tolerated. It is the policy of the Board of Education that any form of sexual harassment is forbidden whether by students, supervisory or non-supervisory personnel, individuals under contract, or volunteers subject to the control of the Board. Employees are expected to adhere to a standard of conduct that is respectful and courteous to employees, to students, and to the public. An employee found to be a responsible party for sexual harassment in violation of Title IX may be subject to discipline up to and including termination of employment. A finding that an employee is not a responsible party for conduct

that violates Title IX does not prevent discipline of the employee if the conduct violates another Board policy, personnel rule or code of conduct. Employee conduct that is not sexual harassment as defined under the Title IX regulations may still be found to be sexual harassment under Connecticut state law and/or Title VII of the Civil Rights Act as set forth in Board Policy 4118.31 (Sexual Harassment – Personnel) and Board Policy 5163.1 (Sexual Harassment – Students.)

DISTRICT SECTION 504 AND TITLE IX COORDINATORS

Section 504 Coordinators

Kristin Garcia, 504 Compliance Specialist, at (860) 695-8000

Nicole Lareau, 504 Compliance Specialist, at (860) 695-8000

District Title IX Coordinator

Joanne Tremblay Jackson, Director of Student Support Services For Special Education, at (860) 695-8000

Deputy District Title IX Coordinator

Peter Bergeholtz, Office of Labor and Legal Services, at (860) 695-8000

SEXUAL HARASSMENT

Harassment of an employee by a supervisor or co-worker on the basis of sex creates a harmful working environment and is illegal under state and federal law. It is the policy of the Board to maintain a working environment free from harassment, insults, or intimidation on the basis of an employee's sex. Verbal or physical conduct by a supervisor or co-worker relating to an employee's sex, which has the effect of creating an intimidating, hostile, or offensive work environment, unreasonably interfering with the employee's work performance, or adversely affecting the employee's employment opportunities is prohibited.

While it is difficult to define sexual harassment precisely, it does include any unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

1. submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
2. such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

Although not an exhaustive list, the following are examples of the type of conduct prohibited by the policy against sexual harassment:

1. unwelcome sexual advances from a co-worker or supervisor, such as unwanted hugs, touches, or kisses;
2. unwelcome attention of a sexual nature, such as degrading, suggestive, or lewd remarks or noises;
3. dirty jokes, derogatory or pornographic posters, cartoons, or drawings; and
4. the threat or suggestion that continued employment advancement or assignment of earnings depends on whether or not the employee will submit to or tolerate harassment.

Any infraction of this policy by supervisors or co-workers should be reported immediately to the Superintendent or their designee. Retaliation against any employee for complaining about sexual harassment is prohibited under this policy and illegal under state and federal law. Violations of this policy will not be permitted and may result in discipline up to and including discharge from employment. Individuals who engage in acts of sexual harassment may also be subject to civil and criminal penalties.

Any employee who believes that he or she has been harassed in the workplace in violation of this policy may also file a complaint with the Connecticut Commission on Human Rights and Opportunities and/or the Equal Employment Opportunity Commission. Connecticut law requires that a formal written complaint be filed with the Commission on Human Rights and Opportunities 300 days from the date when the alleged harassment occurred. Remedies for sexual harassment include cease and desist orders, back pay, compensatory damages, hiring, promotion, or reinstatement.

HARASSMENT

It is the policy of the Hartford Board of Education that all faculty, staff and students, parents and all other members of the school community treat each other with dignity and respect. No form of harassment will be tolerated whether related to race, ancestry, color, religious creed, national origin, age, sex, sexual orientation, gender identity or expression, disability, marital status, present or past history of mental disorder, intellectual disability, learning disability or physical disability, and genetic information. (See HPS Policy 4118.3(a)/4218.3.)

VENDORS AND OTHER VISITORS

All persons engaged in business with and/or visiting the Hartford Public School System must abide by the harassment policy. Any reported incident involving vendors or visitors must be immediately reported to the Central Harassment Team for investigation pursuant to this regulation.

TRAINING

The anti-harassment policy shall be part of the ongoing education and training of students and staff as determined by the superintendent. Such education and training shall address not only the provisions of this policy and regulation, but also stereotyping, cultural sensitivity, diversity, and mutual respect.

In addition, all managers of employees shall receive this and other training and education in accordance with the requirements of C.G.S Sec. 46a-54-204, as it may be amended from time to time.

Training will be provided for members of the board of education, central and school administrators and staff, and every member of the central and site teams.

TRAINING – STUDENT/STUDENT HARASSMENT

The training of administrators, teachers, support staff, students, and parents is critical to facilitate staff training, a team of site-based personnel (site team) will be identified for each school. This team should consist of at least one administrator, who will serve as team leader, one teacher or counselor, one member of the support staff (nurse, social worker, etc.), and one parent. Schools are encouraged to have students participate where appropriate. Site teams may consist of a team specifically selected to focus on harassment issues or may consist of members of an already established team (crisis intervention, governance, etc.). It is strongly recommended that the teams be composed of diverse members to the greatest extent possible. After the school staff has been trained by the site team or outside agency, all teachers in all subject areas will be required to incorporate anti-harassment topics into their teaching and subject areas, in a manner deemed appropriate by the teachers and the site administrator.

PUBLICATION

All staff are responsible for ensuring compliance with this policy and regulation and procedures at their school site and ensuring an atmosphere free of harassment for all individuals, staff, and students alike. (See HPS Harassment Formal Complaint Form, page 29, and Harassment Complaint—Appeal Form, page 30.)

Separations

VOLUNTARY RESIGNATION & RETIREMENTS

Employees who wish to terminate their employment with the District must notify their immediate supervisor in writing and the Office of Talent Management via email to Human_Resources_BOE@hartfordschools.org as early as possible and in no case later than four

weeks in advance of the date they anticipate resigning. Such notice will expedite an orderly transfer of responsibilities and will provide time to secure a suitable replacement, if necessary. Employees who are considering retiring should contact the Office of Talent Management at Human_Resources_BOE@hartfordschools.org, to learn about their retirement options. Employees who plan to retire should refer to pension rules or applicable law for retirement eligibility and limitations. All retirement/resignation forms must be submitted to the Office of Talent Management.

Please note that resignations and notices of intent to retire, once submitted in writing, may not be rescinded.

Please enter all resignations and retirements in the form at the following link:
<https://intranet.hartfordschools.org/employee-separation-form-resignationsretirements/>

A teacher under contract with the Board may resign for good reason by submitting written notice at least 30 days prior to such resignation, except during the month of August. If possible, a teacher planning to resign at the close of the current school year should give written notice to the Superintendent as early as possible in the school year. The Superintendent or their designee shall have the authority to accept all resignations on behalf of the Board.

INVOLUNTARY TERMINATION - LAYOFF

Whenever it becomes necessary to reduce the number of employees in a job classification, employees in that classification are laid off in accordance with the respective collective bargaining agreement. Recall procedures vary according to the collective bargaining contract involved.

INVOLUNTARY TERMINATION

Termination for cause may be based on a variety of reasons, including poor performance or behavior problems. The procedure for involuntary termination for cause varies according to the law and the labor contract involved.

Probationary employees may be terminated at any time during the probationary period, at the supervisor's discretion.

Teacher termination and non-renewal procedures are described in Connecticut General Statutes §10-151.

EMPLOYEE RIGHTS UNDER THE FAMILY AND MEDICAL LEAVE ACT

THE UNITED STATES DEPARTMENT OF LABOR WAGE AND HOUR DIVISION

LEAVE ENTITLEMENTS

Eligible employees who work for a covered employer can take up to 12 weeks of unpaid, job-protected leave in a 12-month period for the following reasons:

- The birth of a child or placement of a child for adoption or foster care;
- To bond with a child (leave must be taken within one year of the child's birth or placement);
- To care for the employee's spouse, child, or parent who has a qualifying serious health condition;
- For the employee's own qualifying serious health condition that makes the employee unable to perform the employee's job;
- For qualifying exigencies related to the foreign deployment of a military member who is the employee's spouse, child, or parent.

An eligible employee who is a covered servicemember's spouse, child, parent, or next of kin may also take up to 26 weeks of FMLA leave in a single 12-month period to care for the servicemember with a serious injury or illness.

An employee does not need to use leave in one block. When it is medically necessary or otherwise permitted, employees may take leave intermittently or on a reduced schedule.

Employees may choose, or an employer may require, use of accrued paid leave while taking FMLA leave. If an employee substitutes accrued paid leave for FMLA leave, the employee must comply with the employer's normal paid leave policies.

While employees are on FMLA leave, employers must continue health insurance coverage as if the employees were not on leave.

Upon return from FMLA leave, most employees must be restored to the same job or one nearly identical to it with equivalent pay, benefits, and other employment terms and conditions.

An employer may not interfere with an individual's FMLA rights or retaliate against someone for using or trying to use FMLA leave, opposing any practice made unlawful by the FMLA, or being involved in any proceeding under or related to the FMLA.

An employee who works for a covered employer must meet three criteria in order to be eligible for FMLA leave. The employee must:

- Have worked for the employer for at least 12 months;
- Have at least 1,250 hours of service in the 12 months before taking leave;* and
- Work at a location where the employer has at least 50 employees within 75 miles of the employee's worksite.

*Special "hours of service" requirements apply to airline flight crew employees.

BENEFITS & PROTECTIONS

ELIGIBILITY REQUIREMENTS

REQUESTING LEAVE

EMPLOYER RESPONSIBILITIES

ENFORCEMENT

Generally, employees must give 30-days' advance notice of the need for FMLA leave. If it is not possible to give 30-days' notice, an employee must notify the employer as soon as possible and, generally, follow the employer's usual procedures.

Employees do not have to share a medical diagnosis, but must provide enough information to the employer so it can determine if the leave qualifies for FMLA protection. Sufficient information could include informing an employer that the employee is or will be unable to perform his or her job functions, that a family member cannot perform daily activities, or that hospitalization or continuing medical treatment is necessary. Employees must inform the employer if the need for leave is for a reason for which FMLA leave was previously taken or certified.

Employers can require a certification or periodic recertification supporting the need for leave. If the employer determines that the certification is incomplete, it must provide a written notice indicating what additional information is required.

Once an employer becomes aware that an employee's need for leave is for a reason that may qualify under the FMLA, the employer must notify the employee if he or she is eligible for FMLA leave and, if eligible, must also provide a notice of rights and responsibilities under the FMLA. If the employee is not eligible, the employer must provide a reason for ineligibility.

Employers must notify its employees if leave will be designated as FMLA leave, and if so, how much leave will be designated as FMLA leave.

Employees may file a complaint with the U.S. Department of Labor, Wage and Hour Division, or may bring a private lawsuit against an employer.

The FMLA does not affect any federal or state law prohibiting discrimination or supersede any state or local law or collective bargaining agreement that provides greater family or medical leave rights.



For additional information or to file a complaint:

1-866-4-USWAGE

(1-866-487-9243) TTY: 1-877-889-5627

www.dol.gov/whd

U.S. Department of Labor | Wage and Hour Division

