

**RANDOLPH PUBLIC SCHOOLS
RANDOLPH, MASSACHUSETTS**

Employee Handbook

Revised July 2014

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ABOUT THIS EMPLOYEE HANDBOOK

Our Employee Handbook was created to provide all employees of the Randolph Public School System with an overview of policies and procedures. Understand that this handbook contains important information on the general personnel policies, practices, privileges, and obligations of being an employee. In addition, the Randolph Public School Employee Handbook contains notifications required by law.

This handbook does not constitute a contract and makes no guarantees of employment, compensation, or benefits. The content of this handbook does not supersede anything in a union contract. The Superintendent and/or School Committee reserve the right to make changes in the policies and practices at any time at their sole discretion, and interpret and administer the policies in light of changing circumstances and events.

SECTION I – SCHOOL COMMITTEE AND ADMINISTRATION

School Committee

The School Committee is the elected body that establishes goals and policies for the Randolph Public Schools, appoints the Superintendent and approves the budget.

Ida Gordon, Chairperson
Bruce Pontbriand, Vice Chairperson
Paul Meoni, Town Council Representative
Emmanuel Mecha
Abdi Ibrahim
Rebecca M. Robateau
Keith Wortzman

Central Office Administration

Thomas Anderson, Superintendent of Schools
Darcy Fernandes, Assistant Superintendent
Dr. Carlos Colley, Director of School Finance
Beverly Pina, Director of Human Resources
Amy Jackson, Director of Family and Community Relations
Robert Stone, Director of MIS

Principals/Schools

Beth Gannon, Principal, Donovan School
Melissa Rego, AP Teacher & Learning & Special Education

Sara Hosmer, Principal, Young School
Paul McKnight, AP Teacher & Learning & Special Education

David E. Brown, Principal, John F. Kennedy School
Julie MacRae, AP Teacher & Learning & Special Education

Cindy Sypher-Lopez, Principal, Lyons School
Benjamin Rogers, AP Teacher & Learning & Special Education

Helenann Civian, Principal, Randolph Community Middle School
Joshua Almeida, Assistant Principal
Bernard J. McNamara, Assistant Principal for Special Education
Justeen Franzese, Dean of Students
Zachary Abrams, Dean of Students

Michael Allen, Headmaster, Randolph High School
Joshua Frank, Assistant Headmaster
Jason Conetta, Assistant Headmaster for Operations
Alpha Sanford, Assistant Headmaster for Special Education
Thea Stovell, Director, AIM Academy

System Wide Directors & Coordinators

Director of Athletics
Director of Elementary Literacy
Director of ELL/World Language
Director of Maintenance
Director of the Parent Information Center
Director of Safety and Security
Director of Special Education

Anthony Price
Dr. Cheryl Wrin
Kathy Frye
Mike Caliri
Rindi Skiffington
Willie Bradley
Maria Lopes

Randolph Public Schools Home Page

Website: <http://www.randolph.k12.ma.us>

School Calendar

Website: <http://www.randolph.k12.ma.us>.

School Cancellation and Delays

The Superintendent will exercise one of the following options when weather conditions dictate a change in the normal opening of the school day:

1. Cancellation of school
2. Delayed opening of schools: 1-hour or 2-hour option
 - If a 1-hour delay is announced, preschool and kindergarten will be held
 - If a 2-hour delay is called, AM preschool will be cancelled

Announcements of no school or delayed opening will be communicated by the following methods:

1. Radio stations: WBZ1030; WRKO 680
2. Television stations: WBZTV Channel 4, WCVB Channel 5, WHDH Channel 7 & Fox 25
3. Posting on the Randolph Public Schools web page
4. Staff members are notified via the Connect-Ed recorded phone message system

Mission, Beliefs & Goals

The Randolph Public Schools, together with families and the community, will inspire, challenge and empower each student to acquire the knowledge, skills and values to become a responsible and caring citizen in a diverse society.

Standards of Conduct

Standards of conduct are guidelines for all employees to follow in order to help create a safe, comfortable and productive work environment that sets forth a model worthy of emulation by students. All staff members are expected to carry out their assigned responsibilities with conscientious concern for the well being of staff and students.

Professional Learning Community

The Randolph Public Schools is a Professional Learning Community. We foster the belief and actions that demonstrate that all members of the community, students, teachers, administrators, and other staff are life-long learners; we learn from and with each other. Our staff are

encouraged and expected; to model continuous personal growth and development and, to create an environment in which students and others endeavor to become life-long learners as well.

Respectful Climate

Our hope and expectation is that all employees of the Randolph Public School System will contribute to making our working climate one that is characterized by respectful interactions, cooperation among school and department personnel, open and constructive communication and trust. We will speak kindly with one another and acknowledge each other's talents and skills although we may have different ways of achieving the same goals. We will work collaboratively toward common goals, support one another and accept each other's ideas. We will communicate openly by seeking, giving and receiving feedback, and by sharing information necessary to successfully complete our tasks.

Ethical Behavior

The Randolph Public School System expects its employees to follow the highest standards in terms of moral, legal, and ethical conduct in the workplace.

From time to time, employees may be in a predicament that may be considered unethical or illegal. If they are uncertain of the situation, they are expected to contact their supervisor or the Human Resources Department for guidance and direction.

Website: <http://www.mass.gov/ethics>

SECTION II – GENERAL PERSONNEL INFORMATION

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Job Openings and Staff Hiring

The Randolph Public Schools will endeavor to attract, secure, and hold the highest qualified personnel for all positions.

It is the responsibility of the Superintendent and Principals to determine the personnel needs and to recruit suitable candidates for employment. All applications for employment either on a permanent or temporary basis, shall be applied for on School Spring, whenever possible. If the applicant is unable to apply for a position on School Spring, he/she should apply in writing to the Human Resources Department.

To be eligible for a position, an applicant shall meet the qualifications as specified in the posting and shall furnish satisfactory evidence of citizenship and/or legal right to work and previous relevant work experience, as required. To be eligible for a teaching position, an applicant shall also meet the Massachusetts certification requirements imposed by law.

An offer of employment will be subject to licensure, if applicable and confirmation of “CORI” (Criminal Offender Record Information) and a national background check (fingerprint) in accordance with Massachusetts Law.

Jobs available to internal and external applicants will be posted on Randolph Public School’s website. Jobs available only for internal employees will be posted on our intranet. Internal job postings are available on the right hand side of the main page on the intranet, under the link titled “internal job postings”.

You can access internal and external postings from home. The external postings are available under the employment opportunities tab of Randolph Public School's main internet page. Internal postings can be accessed from Randolph Public School's main internet page, by clicking on the link to the left called "For Staff". Then click on "Staff Site" and once you are on the intranet, click on internal job postings link that is on the right hand side of the page. If you are prompted to enter your user ID, enter the same user ID that you use for your computer at work. However, you will need a suffix of @randolph.k12.ma.us. For example, Susan Jones would enter Jones@randolph.k12.ma.us. Your password will remain the same as your log in password at work.

Employee Orientation

On-site supervisors provide on-going orientation and support to all new staff at the building level.

Each new teacher is expected to participate in the summer "New Teacher Induction Program". New teachers will be assigned a mentor for the first year of employment.

Student Teachers

All student teacher assignments must be approved by the Assistant Superintendent and the building Principal.

Personnel Files and Inspection of Records

Confidential personnel files are maintained at Central Office by Human Resources under the auspices of the Superintendent of Schools. See section "Inspection of Records" on page XX or your individual collective bargaining agreement for procedures on obtaining access to personnel files.

Change of Name or Address

Any change of name, address or telephone number must be sent or emailed to the Human Resources Office in order to change and/or correct records. Address changes require completion of the Federal W-4 form. Any name change requires a copy of the new social security card. Licensed Teachers must also complete the MA Dept. of Elementary & Secondary Education Name Change form. No records will be changed until documentation is received.

Required Forms

Criminal Offender Record Information (CORI)

Randolph Public Schools shall have access to and shall obtain all available criminal offender record information from the criminal history systems board of any current or prospective employee or volunteer of the school department, who may have direct and unmonitored contact with children, including any individual who regularly provides school related transportation to children. Randolph Public Schools will obtain CORI information on all current employees every three years.

Massachusetts General Law Reference:

105 CMR 950.000

71:38R

W-4

The W-4 form is used so that your employer can withhold the correct Federal Income Tax from your pay. Because your tax situation may change, you may want to refigure your withholding each year and complete a new form as needed. Federal tax W-4 forms can be found on the intranet under the human resources (HR) tab.

M-4

The M-4 form is used so that your employer can withhold Massachusetts Income Tax from your wages. If you claim the same number of exemptions for Massachusetts and Federal Income Taxes, only the W-4 needs to be completed. Massachusetts tax M-4 forms can be found on the intranet under the human resources (HR) tab.

I-9

The Immigration Reform and Control Act legally mandates that United States employers verify employment eligibility status of newly hired employees and makes it unlawful for employers to knowingly hire or continue to employ unauthorized workers.

Direct Deposit

Direct deposit saves time, eliminates lost, stolen, or forged checks, and your money is deposited even if you are away on payday. Direct deposit allows the town to credit your net pay to your account and to correct any over or under deposit to your account. The initiation of direct deposit takes two payroll cycles after receipt of the authorization form. You will receive a direct deposit statement verifying the amount of the deposit on each payday. To change banks or accounts, you will need to fill out a new authorization form. Your weekly paycheck can be deposited into your savings or your checking account. It can not be split between checking and saving accounts. Direct deposit forms can be found on the intranet under the human resources (HR) tab.

Payroll Calendar

All school employees are paid on a weekly basis. The number of payroll periods is subject to contractual language. Payroll checks are sent to the employees' corresponding buildings when school is in session. All checks will be mailed when school buildings are closed for vacations, holidays, and inclement weather.

Significant Dates

Refer to your negotiated contract.

Benefits

Regularly scheduled employees who are not considered temporary employees are eligible for benefits through the Town of Randolph if employed at 50% or more. Employee medical benefits commence on the first day of the month after a 60 day waiting period. Dental benefits are effective the first day of the month after the date of hire. If an employee is hired after the 15th of the month, dental benefits will be effective on the first of the next month, approximately 1.5 months from hire date.

Tax Sheltered Annuity 403(b)

The Town of Randolph has set up deduction options for Tax Sheltered Annuity Plans 403(b) with specific providers. School employees may enroll or make changes in a tax sheltered annuity program anytime during the year. Accounts must be arranged by the employee and submitting a request to the Finance Department. Authorized 403(b) providers are listed on the intranet under the human resources tab.

Deferred Compensation 457 Plans

The Town of Randolph offers 457 deferred compensation plans that allow participants to save for retirement with pre-tax dollars through salary deductions. A list of our 457 providers is listed on the intranet under the human resources tab.

Insurance

The Town of Randolph provides eligible employees and their dependents the opportunity to participate in a variety of voluntary and contributory insurance plans which may change from time to time. Employees have 10 days from date of hire to enroll in the Health, Dental, and/or Life Plans. Otherwise, the employee will have to wait until the next open enrollment period (April). Open enrollment is held every April with an effective date of July 1st. At the time of a qualifying event such as marriage, divorce, birth/adoption of a child, loss of coverage through a spouse, or death of a family member the employee may elect a plan at that time. Employees have 30 days from the date of the qualifying event to sign on to the benefit plans. Medical insurance will be effective on the first of the month following the qualifying event. Dental insurance will be effective on the date of the qualifying event.

**** Health Insurance***

The Town of Randolph provides employees and their eligible dependents the opportunity to participate in various Health Insurance Plans through the General Insurance Commission. If you choose not to enroll in health insurance, you must indicate your declination on the Form IMUN provided to you at time of hire. [Information regarding our health insurance offerings is on the intranet under the human resources tab in the Benefits Information folder.](#) Information can also be found on the Government Insurance Commission (GIC) website under Municipal Employees. You can also click on the “Health Insurance” link on the right hand side of the HR page.

****Voluntary Dental Insurance***

The Town of Randolph provides employees and their eligible dependents the opportunity to participate in a various voluntary Dental Insurance Plan. (Voluntary Dental and Voluntary Enhanced Dental). Dental must be in place when you retire to continue coverage and may not be reinstated once coverage is cancelled. Information about our two dental plans are listed under the human resources tab of the intranet

**** Flexible Spending Accounts***

The Medical Flexible Spending Account allows employees to set aside up to \$2,500 pre-tax to pay for qualified medical, dental and vision care expenses not covered by insurance. The Dependent Care Flexible Spending Account allows for up to \$5,000 pre-tax to pay for eligible daycare, pre-school, and Elder Care expenses.

**** Voluntary Term Life, Whole Life, Critical Illness, Accident and STD Insurances***

The Town of Randolph provides employees and their eligible dependents the opportunity to participate in a variety of voluntary insurance plans. Only benefit eligible employees can participate in the voluntary insurance plans. Information about these plans can be found under the human resources tab of the intranet.

****Leave of Absence/Retirement (Benefit Eligibility)***

Anyone requiring a leave of absence should contact Human Resources to ensure continuous insurance coverage for the period of his/her absence. Employees who go on an unpaid leave of absence must assume responsibility for payment of any health, dental, and voluntary insurance coverage. As a retiree of the Town of Randolph, you are eligible to continue with your current insurance benefits.

****Termination of Insurance***

Upon leaving employment of the Town of Randolph, benefits will terminate 30 days after the last day of employment. During this period, the employee will be notified and given an opportunity to continue benefits under COBRA.

****COBRA***

Under the federal law entitled the "Consolidated Omnibus Reconciliation Act of 1985, known as COBRA, employees and their covered dependents may have certain rights to continued group health insurance coverage, for 18 months, if they lose their eligibility due to: termination of employment; or reduction in work hours.

Enrolled dependents may also have the right under COBRA to continued coverage for 36 months if their eligibility is terminated due to: loss of status as a dependent, the employee's eligibility for Medicare; divorce or legal separation from the employee; or death of the employee.

The cost of COBRA coverage is 102% of the total premium, and is to be paid in full by the eligible employee, spouse or dependent.

Evaluation of Staff

Evaluation of employees will be administered according to bargaining unit contracts. Evaluation forms are listed on the intranet under the human resources tab.

Resignation

The Superintendent is authorized to accept resignations from employees of the schools on behalf of the School Committee. Employees are encouraged to notify the building administrator and the Human Resource department in writing of such intent at as early a date as possible and in accordance with the appropriate negotiated agreement.

Retirement

Staff members who intend to retire are encouraged to indicate their plans to the Superintendent at as early a date as possible and/or in accordance with the appropriate negotiated agreement.

The retirement benefit selection determines if either you or your survivors will receive all or a portion of your contributions and interest in the form of a refund, retirement allowance or survivor benefit.

Employees will be enrolled in one of the following retirement plans based on your job classification.

Massachusetts Teachers' Retirement System

You are eligible to join the MTRS if you are employed as a teacher or administrator in a Massachusetts public school and:

- you are covered by a contractual agreement regarding your employment;
- you are employed on at least a half-time basis;
- you are certified by the Department of Elementary and Secondary Education; and,
- your contractual agreement requires that you be certified by the Department of Elementary and Secondary Education as a condition of your employment.

Contribution rate is determined by the date when the member first enrolls in the public retirement system.

Massachusetts Teachers' Retirement System
One Charles Park, 2nd Floor
Cambridge, MA 02142-1206
617-679-6877
Website : www.mass.gov/mtrb

Norfolk County Retirement System

Membership in the Norfolk County Retirement System is required by law for all employees who are employed in a permanent position and who work fifty percent or more in an eligible position. The amount each employee is required to contribute to the Norfolk County Retirement System each year is set by statute.

Norfolk County Retirement System
480 Neponset Street
Canton, MA 02026
781-821-0664
Website: www.norfolkcountyretirement.org

OBRA

As a part-time, seasonal or temporary employee of the Commonwealth of Massachusetts, or a Massachusetts local government employer, you are required to participate in the Commonwealth of Massachusetts Deferred Compensation Plan. The Plan is an alternative to Social Security coverage as permitted by the federal Omnibus Budget Reconciliation Act of 1990. As an OBRA employee, you must contribute at least 7.5% of your gross compensation per pay period to the Plan.

OBRA

Great-West Retirement Services
PO Box 173764
Denver, CO 80217-3764
Phone # 1-877-457-1900
Website: www.mass-smart.com

Exit Interviews

Exit interviews are encouraged when employees leave Randolph Public Schools as the system may benefit from your honest and candid impressions and suggestions. Formal exit interviews with Human Resources and/or Superintendent are available upon request. Keys, educational materials, and equipment shall be returned to the building Principal.

Professional Development Plan

The Randolph Public Schools adopts and implements a professional development plan for all Principals, teachers, and other professional staff. The Professional Development Plan is a major benefit for the Randolph Public Schools community.

The professional development plan is updated annually by the Staff Professional Development Committee chaired by the Assistant Superintendent. The Randolph Public Schools budget includes funds for the annual professional development plan. The Professional Development Plan includes extensive offerings in a variety of areas. Staff may earn professional development points toward increments and may often earn college credit through Randolph Public Schools provided Professional Development opportunities. All staff are encouraged to take full advantage of the Professional Development Plan.

Educational Workshops

Any staff member requesting to attend a conference or workshop should initiate such a request with their immediate supervisor. The goals of such workshops and conferences should relate to the vision of Randolph Public Schools. Conference/workshop forms are located on the intranet under the human resources tab.

Reimbursement of Expenses

Building supplies are purchased at the beginning of each year. Should you need additional supplies please contact your immediate supervisor. Prior approval and supporting receipts are required for any reimbursement for job related expenses (excluding taxes) as outlined in the School Committee policy. All receipts should be submitted in a timely fashion.

SECTION III – RULES AND REGULATIONS

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Professional Dress & Grooming

All employees are expected to come to school clean and to wear clothing that meets or exceeds their high regard for education and presents an image consistent with their job responsibilities.

Work Related Illness/Injury

Any employee who is injured while on the job, should report immediately to the school nurse. All incidents need to be reported by completing an Accident Form. The Accident Form should be reviewed by the school nurse and building principal and sent to the Human Resources Department within 24 hours of the incident. Accident Forms are listed on the intranet under the human resources tab.

Errands Outside of School Buildings

To ensure both student and staff safety, an employee needing to leave the building during school hours except during the lunch period is required to seek prior approval from the building Principal or his/her designee. Furthermore, students are not to be sent on errands outside the building.

Field Trips and Transportation of Pupils by Private Means

In order to best protect you and your student(s) involved in a field trip, faculty must follow field trip regulations and have signed permission slips from parents delineating who the driver is and include the year, make and model of vehicle. Faculty transporting students to the field trip must follow the set itinerary. Non-school personnel are required to complete a CORI form and show a valid drivers license and a current vehicle registration. CORI forms are available in the Human Resources Department. The faculty member running the field trip is required to keep copies of drivers' information. All employees are discouraged from providing transportation to students before, during, and after school hours.

All field trips must be approved by the Superintendent's Office. All out of state field trips must be approved by the School Committee.

Distribution of Pamphlets/Flyers

All flyers or pamphlets from outside vendors/parties must be approved by the Superintendent's Office before they can be distributed.

Fire Drill Procedures

Every school has a fire drill procedure. All employees will familiarize themselves and students with the fire drill procedure for their school or area.

Faculty/Staff Internet Acceptable Use Policy

Please refer to the following:

Randolph Public Schools Policy: District Acceptable Internet Use can be found under the human resources tab of the intranet.

Acceptance & Use of Gifts, Grants and Donations

Gifts from Students

Students and their parents/legal guardians are discouraged from the routine presentation of gifts to school employees on occasions such as holidays and/or the end of the school year. Students and their

parents/legal guardians may make contributions to the school in honor of a school employee. The School Committee considers it appropriate to write letters to staff members expressing gratitude or appreciation. It is not appropriate for a single student to give a gift that has a value over \$50.

Reference: Massachusetts General Law Reference:
M.G.L. 268A - Conduct of Public Officials, Employees

Conflict of Interest

No employee of the Randolph Public Schools will engage in or have a financial interest in, directly or indirectly, any activity that conflicts or raises a reasonable question of conflict with his/her duties and responsibilities in the school system; nor will any staff member engage in any type of private business during school time or on school property.

Employees will not engage in work of any type where information concerning customer, client, or employer originates from any information available to them through school sources.

In cases where the situation results after initial employment, no employee shall be placed in any position where the direct administration or supervisory authority over the position is exercised by a spouse or relative of that employee.

Employees with questions about how Chapter 268A applies to them may contact the State Ethics Commission's legal Division.

Massachusetts General Law Reference:
M.G.L. 268A-Conduct of Public Officials, Employees

Substance Abuse

The unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in the workplace is prohibited. Violations of this prohibition will result in discharge or other appropriate action consistent with the Randolph Public School System's disciplinary processes that may require such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state or local health, law enforcement, or other appropriate agency.

Reporting to work under the influence of drugs or alcohol is strictly prohibited by the Randolph Public School System and will result in immediate corrective action up to and including termination. The Randolph Public School System has the responsibility to protect its employees and students from the serious risks of substance abuse. The use of drugs or alcohol affects job performance and creates an unsafe environment for employees.

The term "drug" includes alcohol, illegal substances, over-the-counter medications, and controlled substances that may alter an employee's behavior or judgment.

Violation of the substance abuse policy includes reporting to work under the influence, or the use, possession, manufacture, purchase, transfer, or sale of a controlled or illegal substance on work/school premises. Upon suspicion that an employee may be abusing a substance, an investigation will be conducted and corrective action will follow, if deemed appropriate.

Drug Free Workplace

The Randolph Public Schools will maintain a drug-free and alcohol-free workplace. The unlawful manufacture, distribution, dispensation, possession or use of controlled substances or alcohol is prohibited while on duty or on school department property. Any violations of this policy will be grounds for disciplinary action up to and including immediate suspension or dismissal.

Tobacco/Smoke Free Environment

The Randolph Public Schools are dedicated to providing a healthy, comfortable, and productive environment for staff, students, and citizens. Smoking and the use of tobacco products shall be prohibited on school district property. Any violation of this policy by students shall be reported by the staff to the building Principal at the elementary/middle school level and the Assistant Headmasters at the high school level.

Relationships With Students

Teachers and school staff working with students have a responsibility to maintain respectful and appropriate relationships with colleagues, students, parents, and members of the community. In order to maintain the respect and confidence of one's colleagues, of students, of parents, and of members of the community, staff members should strive for the highest possible degree of professional conduct at all times. Whenever there is doubt about the intentions of a staff member in his or her relationships with a student(s), concerns should be brought to the attention of the Principal. Failure to do so may put students and the staff member at risk.

Tutoring for Pay

Tutoring is defined as giving private instruction or help to an individual or group for which the tutor receives remuneration other than through the School Committee. The Principal may give the parents/legal guardians a list of persons who are willing to tutor. This list may include teachers, but not the student's teacher of the subject in which he/she is to be tutored. Public school buildings may not be used for private teaching for which tuition charge is made, either by staff members employed by the school department, or by any other outside agencies or person, except as approved by the Superintendent or designee.

Confidentiality

Effective and appropriate communication between administrators, staff, parents and students is vital to the success of the educational process. In order to ensure that such communication can take place in confidence, it is necessary to protect the right to privacy of students and staff.

Individuals associated with students in any capacity shall:

- (1) Not disclose confidential information about students or staff obtained in the course of professional services unless disclosure serves a compelling professional purpose or is required by law.

- (2) Not accept employment or engage in any business or professional activity that will require the disclosure of confidential information that has been gained by reason of official position.
- (3) Not knowingly make disparaging, false, or malicious statements about staff or students.
- (4) Not withhold pertinent information that is not confidential.

Any violation of this policy will be grounds for disciplinary action up to and including immediate suspension or dismissal.

Religious Expressions

Official Neutrality Regarding Religious Activity

Teachers and school administrators, when acting in those capacities, are representatives of the state and are prohibited by the establishment clause from soliciting or encouraging religious activity, and from participating in such activity with students. Teachers and administrators also are prohibited from discouraging activity because of its religious content, and from soliciting or encouraging antireligious activity.

Teaching about Religion

Public schools may not provide religious instruction, but they may teach about religion, including the bible or other scripture: the history of religion, comparative religion, the bible (or other scripture)-as-literature, and the role of religion in the history of the United States and other countries all are permissible public school subjects. Similarly, it is permissible to consider religious influences on art, music, literature, and social studies. Although public schools may teach about religious holidays, including their religious aspects, and may celebrate the secular aspects of holidays, schools may not observe holidays as religious events or promote such observances by students.

Teaching Values

Though schools must be neutral with respect to religion, they may play an active role with respect to teaching civic values and virtue, and the moral code that holds us together as a community. The fact that some of these values are held also by religions does not make it unlawful to teach them in school.

SECTION IV – ADDITIONAL REFERENCES

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Salaries – Salary Schedule Provisions

Initial salaries are established at the time of hiring, consistent with any contractual scales or salary guidelines that exist for the position.

Refer to your negotiated contract.

Seniority

Seniority for the purpose of this handbook is the length of continuous employment as an employee in the Randolph Public Schools measured from the date that the employee entered said bargaining unit or agreement. Please refer to negotiated agreement for conditions of seniority.

Refer to your negotiated contract.

Grievance Procedure

Refer to your negotiated contract.

Personal Days

Refer to your negotiated contract.

Holidays

Teachers and certain other salaried staff who work on a school calendar basis do not receive separate paid holidays. Bargaining unit employees should refer to their negotiated contract language that govern holidays. All other full time (12 month) employees are eligible for paid holidays as specified in the various agreements. Randolph Public Schools recognizes the following holidays.

**Early release day before New Years
New Year's Day
Martin Luther King, Jr. Day
Presidents' Day
Patriots' Day
Good Friday *
Memorial Day
Independence Day**

**Labor Day
Columbus Day
Veterans' Day
Early release day before Thanksgiving Day
Thanksgiving
Day after Thanksgiving
Early release day before Christmas
Christmas**

**If holidays listed in a personal contract are different than the holidays listed above the employee's personal contract will govern.*

Vacation Days

Refer to your negotiated contract.

Time Off Request Procedures

Any personal time off requests should be submitted to the building principal or department manager using the Personal Leave of Absence Request Form. Forms are available on the intranet under the human resources tab.

Employees requesting extended leaves, greater than 3 days, should fill out a Leave Request Form and send it to Human Resources. The Director of Human Resources will meet with employees to determine if the Leave qualified under FMLA. Please refer to the article and section in your negotiated contract. Leave Request Forms are under the human resources tab of the intranet.

Sick Leave

Regular full-time employees and benefits eligible part-time employees are eligible to accrue sick leave. Sick leave is to be used in the event of personal illness, non-job related injury or disability. Sick leave may be used for doctor's visits that cannot be scheduled outside of normal work hours. Refer to your negotiated agreement regarding the provisions of sick leave.

Sick Leave Bank

Refer to your negotiated contract.

Bereavement Leave

Employees should consult their respective collective bargaining contracts and agreements to ascertain the amount of bereavement leave to which they are entitled.

Extended Leave of Absence

Unpaid leaves of absence may be requested as specified in union contracts/agreements and are subject to approval of the Superintendent of Schools. Refer to your negotiated contract.

Administrative Leave

Refer to your negotiated contract.

After School Assistance to Pupils

Refer to your negotiated contract.

Meetings

Refer to your negotiated contract.

Inspection of Records

A personnel folder for each present and former employee will be maintained in the Human Resources Department. In addition to an application for employment and references, the folders will contain records and information relative to compensation, payroll deductions, evaluations, and any other pertinent information. The Superintendent/designee will be the official custodian for personnel files and will have overall responsibility for maintaining and preserving the confidentiality of the files within the provisions of the law. Each employee will have the right, upon written request, to review the contents of his/her own personnel file. Records cannot be removed from the department, however, employees who wish to obtain copies of documents contained in their personnel file must first submit a written request with the Human Resources.

Refer to your negotiated contract.

Tuition Reimbursement

Randolph Public Schools encourages all employees to participate in professional development activities to pursue higher educational programs leading to advanced degrees or certificates. To this end, tuition reimbursement benefits have been negotiated for certain employee groups and information is outlined in your respective union contract and employee agreement. Tuition reimbursement forms are available on the intranet under the human resources tab.

Educator Licensure

Refer to MA DESE site http://www.doe.mass.edu/educators/e_license.html

SECTION V – SOME STATE & FEDERAL LAWS APPLYING TO ALL PERSONNEL

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Maternity Leave/Adoption Leave

Massachusetts Maternity Leave Act (MMLA):

The MMLA requires that an employee on leave be restored to her previous or a similar position upon her return to employment following leave. That position must have the same status, pay, length of service credit and seniority as the position the employee held prior to the leave. If an employee's job was changed temporarily because of her pregnancy prior to leave (e.g., her hours were reduced or her duties were changed as an accommodation) she should be restored to the same or similar position held prior to such temporary change.

Family and Medical Leave Act

The Randolph Public Schools follow the federal guidelines under the Family and Medical Leave Act of 1993 (FMLA). FMLA requires employers to provide up to 12 weeks of unpaid, job-protected leave to “eligible” employees for certain family and medical reasons. Employees are eligible if they have worked for a covered employer for at least one year, and for 1,250 hours over the previous 12 months, and if there are at least 50 employees within 75 miles.

Other Provisions:

Special rules apply to employees of local education agencies. Generally, these rules provide for FMLA leave to be taken in blocks of time when intermittent leave is needed or the leave is required near the end of a school term.

Military Leave

When an employee is called to military service, the employee must give advance written notice to the school district of the military leave. Written notice of service may include copies of orders or other written documentation with respect to being called to service.

Jury Duty

Employees are granted time off with pay to serve Jury Duty. Appropriate documentation must be provided to the Human Resources Department for submittal to the Payroll Department. Any compensation received by the Court must also be submitted to the Human Resources Department for submittal to the Finance Department.

Non-Discrimination/Affirmative Action Policy

The Randolph Public School System is an equal opportunity employer. It is the policy of the Randolph Public School System to prohibit discrimination of any type and to afford equal employment opportunities to employees and applicants, without regard to race, color, religion, sex, sexual orientation, national origin, age, disability, or veteran status. Any employee, volunteer, or pupil shall not demonstrate any discrimination in any activity associated with the Randolph Public Schools.

Professional Teacher Status/School Nurse Status

As cited in Massachusetts General law, a teacher, school librarian, school adjustment counselor, school social worker, or school psychologist who is licensed and has served in Randolph Public Schools for the three previous consecutive school years shall be considered a teacher, and shall be entitled to professional teacher status.

Harassment

The School Committee is committed to maintaining a work and educational environment free from all forms of harassing conduct. Harassment including, but not limited to, race, color, religion, national origin, gender, sex, creed, marital status, sexual orientation or disability will not be tolerated in the Randolph Public Schools. All employees, students, contracted vendors, and other members of the school community will conduct themselves in an appropriate manner with respect, dignity, courtesy, and fair treatment for all individuals while on school grounds, school property, or property within the jurisdiction of the school district, or attending or engaging in school activities.

Harassment means conduct of a verbal or physical nature that is designed to embarrass, distress, agitate, disturb, or trouble any person when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's work or education or of an individual's participation in school programs or activities.
2. Submission to or rejection of such conduct by an individual is used as the basis for decisions affecting the individual.
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's performance or creating an intimidating or hostile learning or working environment.

Harassment includes, but is not limited to:

1. Verbal, physical or written harassment or abuse
2. Unsolicited remarks or remarks of a demeaning nature
3. Gestures or physical contact
4. Displays or circulation of written materials or pictures derogatory to either gender or derogatory to racial, ethnic, religious, sexual orientation or disability groups
5. Implied or explicit threats concerning one's grades, achievement, or other school matters
6. Demeaning jokes, stories, or activities directed at an individual

General Harassment (sexual harassment) includes unwelcome sexual advances; requests for sexual favors and other physical or verbal conduct of a sexual nature as listed below:

1. Submission is made either explicitly or implicitly a term or condition of an individual's participation in school programs or activities.

2. Submission to, or rejection of, such conduct by an individual is used as the basis for work or educational decisions affecting such individual.
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance or creating an intimidating, hostile, or offensive working/educational environment.

Each administrator shall be responsible within their school or office, for promoting an understanding of harassment and assuring compliance with state and federal laws, and with School Committee policy and regulations governing harassment.

Violations will be cause for disciplinary action up to and including termination or expulsion.

Retaliation in any form against any person who has filed a complaint relating to harassment will not be tolerated. No individual will be subject to any form of coercion, intimidation, retaliation or discrimination for filing a report of harassment. The consequences for retaliation will be the same as for harassment. False accusations made in bad faith will be subject to the same disciplinary action as the harassment itself.

Any employee who feels s/he had been sexually harassed has several ways to make his/her concerns known:

- (a) If the employee can comfortably do so, s/he should inform the employee engaging in the harassment that the conduct is offensive and must stop.
- (b) If the employee doesn't wish to communicate directly with the person or if the communication hasn't brought results, the employee has the right to file a complaint with either their Principal or the Human Resources Director.

Whistleblowers Protection Act

Randolph Public Schools subscribes to principles of ethics and conduct for its employees that require them to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As employees of Randolph Public Schools, we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations.

Reporting Responsibility

It is the responsibility of all employees to comply with these principles and to report violations or suspected violations in accordance with this Whistleblower Policy.

No Retaliation

No employee who in good faith reports a violation of ethical conduct shall suffer harassment, retaliation or adverse employment consequence. Anyone who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment. This Whistleblower Policy is intended to encourage and enable employees to raise serious concerns within the School District.

Reporting Violations

This policy established an open door mode of communication and suggests that employees share their questions, concerns, suggestions or complaints with an appropriate supervisor, principals, director or school official who can address them properly. Suspected violations of ethical conduct should be directed to Principal or the Superintendent, who shall take action to investigate reported violations. All reports will

be promptly investigated and appropriate corrective action will be taken if warranted by the investigation. Corrective action may include internal remediation or referring the matter to appropriate civil or criminal authorities.

Acting in Good Faith

Anyone filing a complaint concerning a violation or suspected violation of ethical conduct must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false will be viewed as a serious offense.

Confidentiality

Violations or suspected violations may be submitted on a confidential basis by the complainant or may be submitted anonymously. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

Procedure for Reporting of Child Abuse & Neglect

The Mandated Reporter Statute: C.119 51-A

Massachusetts Law defines the following professionals as mandated reporters:

- Psychologists, social workers, school adjustment counselors, nurses, school attendance officers ;
- Public or private schoolteachers, educational administrators, guidance or family counselors;
- Day care and child care workers, including any person paid to care for, or work with, a child in any public or private facility, or home or program funded or licensed by the Commonwealth, which provides day care or residential services. This includes child care resource and referral agencies, as well as voucher management agencies, family day care and child care food programs;

Mandated reporters who are staff members of schools, medical facilities, or other public or private institutions, may notify the Department of Children and Families directly or notify the person in charge of the facility (or their designee) who is then responsible for contacting the Department of Children and Families.

Mandated reporters must make an oral report by immediately telephoning the local Department of Children and Families area office or the hotline after business hours. In addition, a written report must be submitted within 48 hours.

These reports should contain (when available) the child's name, date of birth, address, information on the child's parents or person in charge of his/her care, the nature and extent of the neglect, abuse, and/or injuries, the manner in which this information was learned of, and any other pertinent information.

Mandated reporters are also required to submit their name, contact information, and relationship with the child.

Massachusetts law states that any mandated reporter who fails to file required oral and written reports may be punished by a fine of up to \$1000.00.

Under the law, mandated reporters who file a report in good faith are protected from liability in any civil or criminal action filed in connection to the report.