



Book Policy Manual

Section 300 Employees

Title 300 Employees

Number Cross Reference

Status From PSBA

Legal

Plum Borough School District

KEY:

Numbers - existing district policy	SC - Superintendent's contract	IC - individual contracts
ACP - administrative compensation plans	CBA - collective bargaining agreements	

300 EMPLOYEES

NOTE: The following draft policies reflect a merged Employee Section, as contracted by the district. The new 300 Employees draft policy section replaces the district's former 300/400/500 employees sections. Language specific to separate classifications of employment is noted in applicable policies. Some language may have been removed from policies and not necessarily noted under Deletions/Notes to make policy statements more concise. Deletions noted below only reflect significant language removed from policy.

NOTE: Although the 500 section of the policy manual uses the terminology "classified employees," the new 300 Employees draft policy section uses the terminology "support employees," which more accurately reflects the term used by the district in the latest policies approved by the Board.

POLICY	RESOURCES	NEW LANGUAGE	DELETIONS/NOTES
301 Creating a Position	301; CBA	Added recommended language throughout policy for better clarity.	
302 Employment of Superintendent/Assistant Superintendent	302; SC	Updated entire policy with current School Code provisions for contract, pre-employment requirements, performance assessment and removal/severance. Added PSBA recommended language regarding the	Replaced district's language under Authority on employment of the Superintendent/Assistant Superintendent with language from PSBA's Policy Guide for better clarity. Deleted language specifying the contents of the employment contract and replaced with updated language based on current School Code requirements.

		documentation of procedures used to fill vacancies with an acting Supt./Asst. Supt. – protects the district from any potential legal liability. Added employment history review language and reporting of arrests and convictions language in compliance with current School Code provisions.	
304 Employment of District Staff	303; 304; 404; 504; CBA		303/404/504 Deleted separate policies on employment for administrators, professional employees and classified employees - general employment of all staff is covered under district's policy 304, which was recently approved by the Board and is the main resource document used in developing a draft of this policy.
304.1 Nepotism	303.1		Policy processed as-is, except for minor editorial revisions. Please review policy with your solicitor and revise as necessary based on current district practice.
305 Employment of Substitutes	CBA	New Policy	NOTE: This policy applies to substitutes directly employed by the district. Policy 818, Contracted Services, would apply to substitutes hired through independent contractors.
306 Employment of Summer School Staff		New Policy	
307 Student Teachers/Interns	307		
308 Employment Contract/Board Resolution	308; ACP; IC; CBA		Deleted Purpose statement and replaced most of district's Authority statement with language taken from PSBA Policy Guide, which applies to all district staff.

			<p>Deleted language pertaining to part-time employees – part-time employees are covered under separate policy (see draft policy 341).</p> <p>Deleted listing of what is specified in an employee contract or Board resolution as a recommendation – language is not really necessary to policy.</p>
309 Assignment and Transfer	309; ACP; CBA		
310 Abolishing a Position			Policy on hold – under legal review – PSBA’s legal staff has some compliance concerns. This policy will be sent out at a later date.
311 Suspensions/Furloughs	311; ACP; CBA	Added recommended language throughout policy for further clarification and applicability to all district employees.	
312 Performance Assessment of Superintendent/Assistant Superintendent	312; SC	New Policy	Deleted policy on evaluation of Superintendent – replaced with PSBA’s Policy Guide, which complies with School Code provisions related to performance assessments Superintendents and Assistant Superintendents.
313 Evaluation of Employees	313; ACP; IC; CBA	New Policy	<p>Deleted district’s policy, which only applies to administrative employees, and replaced with PSBA’s Policy Guide, which applies to all district employees and has been newly revised to reflect School Code and state regulations.</p> <p>NOTE: No collective bargaining agreement entered into after July 1, 2012, shall contain a rating system for professional and temporary professional employees that is inconsistent with state law and regulations.</p>

314 Physical Examination	314; CBA	Added language throughout policy for better clarity and in compliance with state law and regulations.	<p>Removed affidavit language - not recommended (no legal basis for this language).</p> <p>Removed language referencing Board policy on disqualification by reason of health – district no longer retains this policy as part of the policy manual and PSBA does not draft this policy due to legal concerns with the language.</p> <p>Replaced language regarding medical examination results being maintained as part of the employee's record with language in PSBA's Policy Guide stating that medical records are filed separately, in accordance with law.</p> <p>Deleted voluntary employee tuberculin screening program language from policy - policy was last revised by the Board in 1996 and this language may be out-of-date with law or with district's current practice. Should district choose to retain this language, it would be better suited as an administrative regulation.</p>
314.1 HIV Infection		New Policy	
314.1 Communicable/Infectious Diseases			<p>Deleted this policy as a recommendation - language is very procedural and applies to infection control and universal precautions throughout the district, for both students and employees. Should district choose to retain this language in policy, PSBA recommends moving the actual policy to the 800 Operations section of the policy manual.</p> <p>NOTE: This deletion also affects district's policies 414.1 and 514.1.</p>
316 Nontenured Employees			Deleted this policy as a recommendation – the policy is optional and has been deemed by PSBA to not add value to the

			policy manual.
317 Conduct Disciplinary Procedures	317; 517; IC; CBA		517 Deleted policy on reportable offenses - language on reporting arrests and convictions is covered in district's policy 317, which was recently approved by the Board and is the main resource document used in developing a draft of this policy.
317.1 Educator Misconduct	317.1		
318 Penalties for Tardiness/Absence		New Policy	
319 Outside Activities	319		
320 Freedom of Speech in Nonschool Settings		New Policy	
321 Political Activities	421		Deleted statements from policy regarding: the posting/distribution of political circulars/petitions (could be misinterpreted as impinging upon a union's right to free speech); language promoting candidates or political parties on district property when used as a polling place (employee can do this if taking a vacation or personal day, for example); and language regarding time off for official duties under an elected or appointed office (could conflict with provisions in an employee contract or bargaining agreement).
322 Gifts	322		
323 Tobacco	323; 423; 523	Updated definition of tobacco to more accurately reflect the statutory definition. Added/Updated language regarding the reporting of incidents of policy violations in compliance with state	Deleted established disciplinary penalties for violations of policy - language is procedural and is better suited as an administrative regulation - also, penalties were last revised by the Board in 2004 so they may be out-of-date with district's current practice.

		law and Chapter 10 regulations.	
324 Personnel Files	324; 424; 524; CBA		Deleted district's language on how employees request review of their personnel records, the process for appeal, and specific listing of file contents as a recommendation – language is more procedural and is better suited as an administrative regulation.
325 Dress and Grooming	325; ACP; CBA		
326 Complaint Process			Removed definition and specific complaint process from policy – language is more procedural and is better suited as an administrative regulation.
327 Management Team			Deleted this policy as a recommendation – the policy is optional and has been deemed by PSBA to not add value to the policy manual.
328 Compensation Plans/Salary Schedules	ACP; IC; CBA	New Policy	
429/529 Substitute Compensation			Moved policy language to draft policy 305 Employment of Substitutes - ties into PSBA's standard numbering format.
330 Overtime	CBA	New Policy	
331 Job Related Expenses	331; ACP; IC; CBA		Deleted specific reimbursement language for meals, lodging, registration fees and tolls from policy as a recommendation - language is procedural and is better suited as an administrative regulation supplementing Board policy.
332 Working Periods	ACP; IC; CBA	New Policy	
333 Professional Development	333; 433; 533; ACP; IC; CBA		

334 Sick Leave	334; ACP; IC; CBA		<p>Removed specific provisions for submission of statements indicating proof of disability within a designated number of days and payments made for accumulated sick leave - these statements are applicable to administrators - replaced with more general policy statements applicable to all district staff.</p> <p>Deleted duration of leave section from policy as a recommendation - language is already covered in this policy under Authority - language is also administrator-specific, is covered in applicable compensation plans (provides for leave WITH compensation), and may be in conflict with provisions for other district staff.</p>
335 Family and Medical Leaves	335; ACP; CBA	Added/Updated language throughout entire policy to bring into compliance with current provisions under FMLA law and regulations.	Deleted some of district's language from policy, which is better suited as part of an administrative regulation supplementing Board policy.
336 Personal Necessity Leave	336; ACP; IC; CBA		Deleted specific provisions for personal leave for administrators and replaced with general language referencing employee contracts, bargaining agreements and compensation plans for all district employees as a recommendation.
337 Vacation	337; ACP; IC; CBA		Deleted specific provisions for vacation for administrators and replaced with general language referencing employee contracts, bargaining agreements and compensation plans for all eligible employees as a recommendation.
338 Sabbatical Leave	338; 438.1 (Board-revised November 1997); ACP;	Added/Updated language throughout policy for better clarity and compliance with current School Code	NOTE: District's current policy manual contains two different versions of this policy, which differ slightly and are fairly outdated. Draft policy developed by PSBA

	CBA	provisions.	more accurately reflects the School Code and the district's more current provisions maintained in the administrative compensation plan and collective bargaining agreement.
338.1 Compensated Professional Leaves	438.1 (Board adopted October 1996); ACP; CBA		
339 Uncompensated Leave	339; ACP; IC; CBA		Deleted specific provisions for uncompensated leave for administrators and replaced with general language referencing employee contracts, bargaining agreements and compensation plans for all eligible employees as a recommendation.
340 Responsibility for Student Welfare	CBA	New Policy	
341 Benefits for Part-Time Employees	CBA	New Policy	
342 Jury Duty	ACP; IC; CBA	New Policy	
343 Paid Holidays	ACP; IC; CBA	New Policy	
347 Workers' Compensation Transitional Return-to-Work Program		New Policy	
348 Unlawful Harassment	348; 448; 548	Added/Updated language throughout entire policy to bring into compliance with guidance from the Office for Civil Rights (OCR) and requirements of law and regulations - district's policy is missing certain components, including the designation of a Compliance Officer and third party language. Other new language	Deleted listing of examples of harassment and sexual harassment as a recommendation - this list is subject to change based on U.S. Dept. of Education guidelines and is not recommended in policy. Replaced district's Guidelines pertaining to the system used to address, investigate and resolve complaints of harassment with PSBA recommended language; PSBA's Complaint Procedure is based upon guidance from the

		<p>includes but is not limited to:</p> <ul style="list-style-type: none"> • Added genetic information and other protected characteristics in compliance with law. • Updated definition of sexual harassment in compliance with law. • Assigned "Superintendent or designee" as the district's Compliance Officer, since policy does not designate a specific person and other related policies (nondiscrimination and student harassment) all contain different persons designated. • Added PSBA recommended language under Delegation of Responsibility regarding duties of the Compliance Officer. 	<p>Office for Civil Rights, includes an Appeal Procedure, and the language is more concise.</p> <p>NOTE: Should the district wish to retain specific language and details of the investigation, reports and hearings from the current policy, PSBA recommends that you review the language with your solicitor for legal compliance and place in administrative regulations to implement the policy.</p>
351 Drug and Substance Abuse	351; 451; 551	<p>Updated language regarding employee notification to the district of convictions in compliance with law.</p> <p>Added language on district's requirement to notify agencies that grant funds to the district of employee convictions in</p>	

		<p>compliance with law.</p> <p>Added language to comply with the School Code and new Chapter 10 regulations issued by the State Board of Education in regards to referrals to law enforcement and reporting requirements.</p>	
351.1 Pre-Employment Drug Testing	351.1		<p>Deleted list of drugs tested for as a recommendation, since this is subject to change periodically.</p> <p>Deleted language on disclosure to those in a "need to know" position due to possible confidentiality issues - replaced with more general language as a recommendation.</p> <p>Deleted language referencing drug levels in accordance with 49 CFR 40 - this only applies to transportation personnel - please see district's policy 810.1 for language specific to transportation personnel.</p> <p>NOTE: PSBA does not maintain a Policy Guide on this topic - please review this policy with your solicitor for legal compliance and relevance to current district practice and revise accordingly.</p>
353 Employee Assistance Program	353; 453; 553		<p>Deleted most of district's language from policy, which is very procedural and may be out-of-date with district's current practice (policy adopted by the Board in 1990).</p>
404.1 Credit for Salary Placement			<p>Deleted district's policy, which pertains specifically to professional employees - language is better suited as part of the collective bargaining agreement or as an administrative regulation. For general language pertaining to compensation of all employee classifications, please see draft policy 328.</p>

540 Heat Related Illness			Deleted district's policy as a recommendation - language is very procedural, is not reflective of what constitutes a Board policy, and is better suited as an administrative regulation.

Last Modified by Davelyn Smeltzer on September 30, 2015