

A Culture of Success

Bloomfield Public Schools



EMPLOYEE HANDBOOK



Raising the Bar is Taking us Far

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NOTICE AND DISCLAIMER

This Handbook is designed to acquaint you with the Bloomfield Board of Education and provide you with information about working conditions, employee benefits, and some of the policies affecting your employment. You should read, understand, and comply with all provisions of this Handbook. It describes many of your responsibilities as an employee and outlines the programs developed by the Bloomfield Board of Education. One of our objectives is to provide a work environment that is conducive to both the professional and personal growth of our employees and in the educational interests of our students.

No employee handbook can anticipate every circumstance or question about policy. This handbook is intended for information and guidance; it is not an employment contract and is not intended to create contractual obligations of any kind, either with respect to the employment relationship itself or to any policies or benefits described herein. As the Bloomfield Board of Education evolves, in order to retain necessary flexibility in the administration of policies and procedures, the need may arise to change policies described in this Handbook. The Bloomfield Board of Education therefore reserves the right to change, revise, or eliminate any of the policies and/or benefits described in this handbook in its sole and absolute discretion. Employees will, of course, be notified of such changes as they occur. The only recognized deviations for the stated policies are those authorized and signed by the Board of Education and/or the Superintendent. Should any questions arise regarding a policy, a complete listing of school policies can be obtained by referencing our district webpage.¹

Absent any statute, employment or collective bargaining agreement to the contrary, the employment relationship between the Bloomfield Board of Education and its employees is employment at will. Under this relationship, neither the employee nor the Bloomfield Board of Education is bound to continue the employment relationship if either chooses, at its will, to end the relationship at any time, for any reason, with or without notice.

Where there is a conflict between the provisions of this handbook and any employment contract or collective bargaining agreement, the terms of the employment contract or collective bargaining agreement will prevail. Where there is conflict between this handbook or school policies and updates to State and/or Federal legislation or regulation, law shall prevail.

Each employee is responsible for the contents of this document and the Board policies. Please note, however, that this handbook is the property of Bloomfield Public Schools, and you must return it upon separation from employment or upon request.

¹ Bloomfield Public Schools, District Information, BOE Policies
(http://www.bloomfieldschools.org/district_information/b_o_e_policies).

Section 1 - Introduction

BPS Vision

Bloomfield Public Schools will be a high-performing district with an expectation of competitive academic achievement, a positive climate of inclusion, and a culture of meaningful parent and community engagement.

BPS Theory of Action

The Bloomfield Public Schools will successfully implement a comprehensive and collaborative accountability system characterized by data-supported planning and decision-making practices at every level, leading to strengthened adult work throughout the district. As a result, learning for all students will continue to improve, and be sustained over time.

Bloomfield High School	860-286-2630
Carmen Arace Intermediate School	860-286-2626
Carmen Arace Middle School	860-286-2622
Global Experience Magnet School	860-769-6605
Laurel Elementary School	860-286-2675
Metacomet Elementary School	860-286-2660
Wintonbury Early Childhood Magnet School	860-769-5510
<hr/>	
Human Resources Office	860-769-4213
Benefits Coordinator	860-769-4241
Payroll Office	860-769-4245
<hr/>	
Superintendent of Schools	860-769-4211
Assistant Superintendent - Accountability and Performance, Title IX Coordinator	860-769-4233
Chief Academic Officer	860-769-4231
Chief Operating Officer	860-769-4242
Director of Facilities	860-769-4220
Director of Student Support Services – District 504 Coordinator	860-769-4260
Director of Technology / Human Resources Coordinator	860-769-4205

Section 2 - Employment Conditions

EQUAL EMPLOYMENT OPPORTUNITY

The Board of Education is firmly committed to equal employment and advancement opportunities for all present employees as well as for applicants in all phases of the employment process (recruitment, hiring, assignment, conditions of employment, compensation, benefits, training, promotion, transfer, discipline and termination). Therefore, The Board of Education will not make employment decisions (including decisions related to hiring, assignment, compensation, promotion, demotion, disciplinary action and termination) on the basis of race, color, religion, age, veteran's status, sex, marital status, sexual orientation, gender identity or expression, national origin, ancestry, disability or genetic information, or any other basis prohibited by law, except in the case of a bona fide occupational qualification. ([See BPS Policy 4118.11](#))

Employees with questions or concerns about any type of discrimination in the workplace are encouraged to bring these issues directly to the attention of the Title IX/Section 504 Coordinator, the employee's direct supervisor who shall notify the Title IX/Section 504 Coordinator, or the Superintendent of Schools. Employees can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including discharge from employment.

All personnel policies and practices of the Bloomfield 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. 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 will benefit greatly from a diverse staff. ([See BPS Policy 4111.3](#))

JOB CLASSIFICATION

The educational program of the Bloomfield Public Schools requires that a wide variety of activities be undertaken to accomplish many tasks. Similar tasks requiring similar qualifications are typically grouped together into a single classification and designated by a descriptive job title. The wide variety of work involved in delivering an educational program requires dozens of classifications.

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 descriptions/classifications are available from the Human Resources Office.

RELATIONSHIPS WITH LABOR ORGANIZATIONS

Many employees of the Bloomfield Public Schools are represented by a labor organization in matters concerning salaries and terms of employment. The Board currently recognizes the following labor organizations as the sole representative of employees in the classifications indicated:

- Bloomfield Education Association

- Bloomfield Administrators Association, LOCAL 21, School Administrators and Supervisors Organizing Committee, AFL-CIO
- Bloomfield School Nurses Association
- Bloomfield Federation of Education Personnel, Local #4176, AFT-CT, AFT, AFL-CIO
- United Public Service Employees' Union, Local 424 – Unit 12

A copy of the labor agreement between each organization and the Bloomfield Public Schools is available for review online at:

http://www.bloomfieldschools.org/district_information/human_resources/forms_and_contracts

EMPLOYMENT

Recruitment and Selection

The Superintendent shall be responsible for recommending to the Board of Education selections and assignments of all personnel in the Bloomfield Public Schools. Such decisions shall be determined on the basis of established credentials, skills, knowledge, abilities, and in 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 his/her effectiveness without discrimination as defined by law.

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 termination 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 BPS Policy 4118.1/4218.1](#))

Standards/Conditions for Employment

In order to create a safe and orderly environment for students, and in accordance with Connecticut law, each applicant must state, in writing, whether he or she has ever been convicted of a crime or whether criminal charges are pending against him or her at the time of application. If charges are pending, the applicant must

state the charges and the court in which such charges are pending.

Furthermore, all offers of employment will be conditional upon the successful outcome of a criminal record check and fingerprinting in accordance with [Connecticut State General Statutes §10-221](#). This records check is through the Connecticut State Police Bureau of Identification and/or the Federal Bureau of Investigation. The records check is performed at the applicant's expense. In addition, any person applying for employment shall submit to a record check of the Department of Children and Families Child Abuse and Neglect Registry before the person may be hired.

Employees of the Bloomfield Public Schools must disclose all pertinent information about convictions for felonies and misdemeanors. Failure or refusal to disclose such information is grounds for disqualification from consideration for employment or discharge from employment.

Convictions do not automatically lead to termination; decisions regarding action to be taken are based on the following:

- Nature of the offense;
- Date of the offense;
- Relationship of the offense to current or proposed job assignment; and
- Work record of the employee, where applicable.

Probationary Period

All non-certified employees must complete a probationary period as defined by the individual's bargaining unit contract. For specific information regarding the probationary period for job classification, refer to the most recent union agreement or contact the Human Resources Office.

PERFORMANCE EVALUATIONS

Teacher Evaluations

The purposes of the teacher evaluation program are to facilitate student learning by promoting and improving skillful teaching and to ensure that all members of the teaching staff perform at or above system standards. The teacher evaluation system is a cooperative effort between teachers and administrators to achieve the districts goals of academic excellence. All teachers are expected to demonstrate mastery of teaching standards and student growth.

Goals of T-EVAL System

1. To improve student learning.
2. To provide a teacher evaluation/professional growth process that recognizes the importance of observations, feedback, goals, and provides support for both individual and collaborative evaluation and professional growth.
3. To provide an opportunity for the staff member and evaluator to collaboratively analyze the staff

member's strengths and needs as they relate to the teaching/learning process and to use this knowledge, as a reflective practitioner, to develop plans for continuous professional growth.

4. To provide a means for the evaluator to determine the effectiveness of teacher performance. This includes making decisions and recommendations concerning continued employment, granting of tenure, granting of increment/salary increases and other personnel related responsibilities.

For detailed information, please click on link below.

http://www.bloomfieldschools.org/staff/teacher_evaluations

Connecticut Leader Evaluation and Support Rubric

In accordance with the Connecticut Guidelines for Educator Evaluation, the Leader Evaluation Rubric was developed to describe the indicators of leadership practice within the six performance expectations of the CCL- CSLS in a standards-based rubric with ratings across four performance levels. The Leader Evaluation Rubric established a common language to operationalize the six performance expectations as well as to guide professional conversations about leadership practice.

The CT Leader Evaluation and Support Rubric is organized into four domains and addresses leadership practices from each of the six performance expectations of the CCL- CSLS. The four domains are as follows: Instructional Leadership, Talent Management, Organizational Systems, and Culture and Climate.

Non-Certified Employee Evaluations

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.

Assignment and Transfer

Assignments and transfers of staff are made with due regard to existing collective bargaining agreements, and applicable law.

Employment Status

Teacher Tenure

Teachers should refer to [Connecticut General Statute § 10-151](#) for information regarding the teacher tenure law.

The granting of tenure is an important decision having long-term consequences for the Bloomfield Public Schools. For this reason, tenure status is not awarded to teachers whose performance in their probationary years has been less than proficient. Rather, tenure will generally be 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.

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 and/or proficient. 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.

The district has several types of work years, which include: calendar year (12 months), 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 Human Resources Office.

Promotion

The specific procedures for promotion into job classifications may vary depending on the labor union involved.

Employment Records

Personnel files are maintained in the Human Resources Office. Employees can contact the HR office to schedule an appointment to view their file.

Employees are expected to inform the Human Resources Office of any change in status that could affect employment or benefits, such as marital status, educational attainment, certifications, or similar changes. Changes, including unlisted telephone numbers, must be recorded through the Employee Self Service (ESS). Emergency cards must also be updated.

WORKING CONDITIONS

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 usually seven to 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, the employee's union representative or the Human Resources Office. Note: employees are not allowed to work overtime without the prior permission of their Supervisors.

Emergency Closings

Occasionally, severe and inclement weather conditions may warrant the closing of the school district. During severe, inclement weather conditions, if the Bloomfield Public Schools close buildings, you will be notified through the Bloomfield Public Schools notification systems including email (during the work day) and School Messenger (Robo Calls) outside of work hours. In cases where a closing is not authorized by the Bloomfield Public Schools, employees who fail to report for work or who choose to leave work early will not be paid for the time off. However, absent any statutory, employment or collective bargaining agreement to the contrary, employees may request the use of either available vacation time or a personal day.

Dress Code

As a professional organization, employees must act, dress, and work in a professional manner. Dress, grooming, and personal cleanliness standards contribute to the morale of all employees and affect the image that Bloomfield Public Schools presents to the community. Teachers, as well as other employees, are expected to dress as professionals. If an administrator believes that an employee is not meeting the expectation of professional dress, he/she may address the issue with the employee individually and ask that the employee

conform to the professional standard of dress.

Attendance and Tardiness

To promote a safe and productive work environment, the Bloomfield Public Schools expect employees to be reliable and punctual in reporting for scheduled work. Absenteeism and lateness are disruptive and place a burden on other employees, management, and, in many cases, students. Therefore, the Bloomfield Public Schools does not recognize an “acceptable” number of absences or tardiness, and either of these practices may lead to disciplinary action, up to and including discharge from employment. **Section IV** of this handbook defines the types of leaves of absences that may be approved in advance.

Unsatisfactory attendance, including tardiness and early departure, will result in corrective action. Therefore, employees must notify their direct supervisor as soon as possible in advance of an anticipated lateness, early departure, or absence. If the absence is unexpected, notice must be given no later than the start of the work day. If your direct supervisor is unavailable, please leave a message on voice mail concerning the reason for your absence, as well as a telephone number where you may be reached. In addition, please contact the department assistant or the receptionist. Every effort to reach a live person must be made.

Employees and administrators should refer to [Appendix B](#), Guidelines for Attendance of Employees, for additional information. Administrators / supervisors are to contact the Human Resources Office to provide formal notice for unsatisfactory attendance and a copy must be forwarded to the Human Resources Office for the employee’s personnel record.

Absences

All Employees

- All employees are required to contact their immediate supervisor for any absence from work.
- All employees must obtain authorization for any leave of absence.
- Absences of three consecutive days without any contact with the employee’s supervisor are understood as an automatic self- resignation.

Teachers

Teachers are required to report their absence to Kelly Services as soon as it is known they will be absent so that a substitute teacher can be secured. In addition, the teacher’s immediate supervisor must be notified by phone or email the morning of the absence. If an employee needs to be absent additional days not recorded in the automated system, he/she must notify their immediate supervisor before the end of the day prior to the day he/she was scheduled to return. The teacher must notify Kelly Services of the additional days as soon as possible. Failure to follow this procedure can result in an unauthorized absence.

Workload

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

Sick Bank

From time to time, on an as needed basis, an employee who has exhausted his/her accrued sick time and is experiencing a catastrophic long term or terminal illness or disability, and is a contributor to the Sick Bank, can request a donation of days from the Sick Bank. Please contact the Benefits office for more information on the sick bank.

Communicable Disease Control

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

An employee identified as having a communicable disease will be 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.

Commitment to Safety

Protecting the safety of our students, employees, and visitors is the most important aspect of running District business.

All employees have the opportunity and responsibility to contribute to a safe work environment by using commonsense rules and safe practices and by notifying management when any health or safety issues are present. All employees are encouraged to partner with management to ensure maximum safety for all.

Harassment/Sex Discrimination

It is the policy of the Board of Education to maintain a working environment free from harassment, insults or intimidation on the basis of an employee's sex and free from discrimination based on 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. ([See BPS Policy 4118.112/4218.112](#))

Sex discrimination is defined as when an employer refuses to hire, disciplines or discharges any individual, or otherwise discriminates against an individual with respect to his or her compensation, terms, conditions, or privileges of employment on the basis of the individual's sex. Sex discrimination is also defined as when a person, because of his or her sex, is denied participation in, or the benefits of, a program that receives federal financial assistance.

Sexual Harassment

Sexual harassment is a form of sex discrimination. 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:

- 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
- 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:

- Unwelcome sexual advances from a co-worker or supervisor, such as unwanted hugs, touches, or kisses;
- Unwelcome attention of a sexual nature, such as degrading, suggestive or lewd remarks or noises;
- Dirty jokes, derogatory or pornographic posters, cartoons or drawings;
- The threat or suggestion that continued employment advancement, assignment or earnings depend on whether or not the employee will submit to or tolerate harassment;
- Circulating, showing, or exchanging emails, text messages, digital images or websites of a sexual nature;
- Using computer systems, including email, instant messaging, text messaging, blogging or the use of social networking websites, or other forms of electronic communications, to engage in any conduct prohibited by this policy.

Any infraction of this policy by supervisors or co-workers should be reported immediately to the Title IX Coordinator, the Superintendent, or his/her designee in accordance with the district's sex discrimination and sexual harassment grievance procedure. Retaliation against any employee for complaining about sex discrimination or 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 sex discrimination or sexual harassment may also be subject to civil and criminal penalties.

Complaint Procedure

It is the express policy of the Board of Education to encourage victims of sexual discrimination or sexual harassment to promptly report such claims. Timely reporting of complaints facilitates the investigation and resolution of such complaints. Any employee who feels that he/she has been sexually harassed or otherwise discriminated against on the basis of sex should submit any such complaint to the Title IX Coordinator. If the Title IX Coordinator is the subject of the complaint, the complaint should be submitted to the Superintendent, who shall investigate or appoint a designee to do so.

Complaints will be investigated promptly and corrective action will be taken when allegations are verified.

Confidentiality will be maintained by all persons involved in the investigation to the extent possible and reprisals or retaliation that occur as a result of the good faith reporting of charges of sex discrimination or sexual harassment will result in disciplinary action against the retaliator.

The school district will provide training for all employees on federal and state sexual harassment laws and remedies available to victims and will provide periodic supplemental training to employees.

Any employee who believes that he or she has been discriminated against or sexually harassed in the workplace in violation of this policy may also file a complaint with the Hartford Region Office of the Connecticut Commission on Human Rights and Opportunities, 25 Sigourney Street, Hartford, CT 06106 (860-541-3400). Your regional CHRO office can be found by accessing <https://www.ct.gov/chro/site/default.asp> and/or the Equal Employment Opportunity Commission, Boston Area Office, 475 Government Center, Boston, MA 02203 (617-565-3200). Connecticut law requires that a formal written complaint be filed with the Commission on Human Rights and Opportunities within 300 days of the date when the alleged discrimination/harassment occurred. Remedies for sex discrimination and sexual harassment include cease and desist orders, back pay, compensatory damages, punitive damages, hiring, promotion or reinstatement.

Other Forms of Harassment

Harassment is a form of employment discrimination that violates Title VII of the Civil Rights Act of 1964, the Age Discrimination in Employment Act of 1967, (ADEA), and the Americans with Disabilities Act of 1990, (ADA).

Harassment is unwelcome conduct that is based on race, color, religion, sex (including pregnancy), sexual orientation, gender identity or expression, marital status, national origin, ancestry, age (40 or older), disability, veteran status, or genetic information. Harassment becomes unlawful where 1) enduring the offensive conduct becomes a condition of continued employment, or 2) the conduct is severe or pervasive enough to create a work environment that a reasonable person would consider intimidating, hostile, or abusive. Anti-discrimination laws also prohibit harassment against individuals in retaliation for filing a discrimination charge, testifying, or participating in any way in an investigation, proceeding, or lawsuit under these laws; or opposing employment practices that they reasonably believe discriminate against individuals, in violation of these laws.

Petty slights, annoyances, and isolated incidents (unless extremely serious) will not rise to the level of illegality. To be unlawful, the conduct must create a work environment that would be intimidating, hostile, or offensive to reasonable people.

Offensive conduct may include, but is not limited to, offensive jokes, slurs, epithets or name calling, physical assaults or threats, intimidation, ridicule or mockery, insults or put-downs, offensive objects or pictures, and interference with work performance. Harassment can occur in a variety of circumstances, including, but not limited to, the following:

- The harasser can be the victim's supervisor, a supervisor in another area, an agent of the employer, a co-worker, or a non-employee.
- The victim does not have to be the person harassed, but can be anyone affected by the offensive conduct.
- Unlawful harassment may occur without economic injury to, or discharge of, the victim.

Therefore, employees of the Board of Education must report situations involving any of these other forms of harassment through the complaint and investigation procedure set forth above. Any questions should be directed to the Human Resources Office at 860-769-4200. As with sexual harassment, employees may make inquiries of, or file complaints with, the Connecticut Commission on Human Rights and Opportunities.

Progressive Disciplinary Procedure

The Bloomfield Public Schools expects employees to comply with standards of behavior and performance and to correct any noncompliance with these standards.

Under normal circumstances, the Board endorses a policy of progressive discipline in which it attempts to provide employees with notice of deficiencies and an opportunity to improve. The following steps are suggested in the discipline procedure and are not intended to replace contractually agreed upon language.

All steps should be documented in the employee's personnel file.

Step 1: Informal Discussion. When a performance problem is first identified, the nature of the problem and the action necessary to correct it should be thoroughly discussed with the employee.

Step 2: Counseling. If a private informal discussion with the employee has not resulted in corrective action, following a thorough investigation, the supervisor should meet with the employee and (a) review the problem, (b) permit the employee to present his or her views on the problem, (c) advise the employee that the problem must be corrected, (d) inform the employee that failure to correct the problem will result in further disciplinary action which may include discharge, and (e) issue a counseling notice to the employee.

Step 3: Reprimand. If satisfactory performance and corrective action are not achieved under Steps 1 and 2, the supervisor and the Human Resources Department should meet with the employee in private and proceed via (a) through (d) above, and issue a reprimand notice to the employee.

Step 4: Suspension. Supervisors have the authority to temporarily remove employees from the workplace, with or without pay, if approved in advance by the department director and the director of Human Resources. An exempt employee generally may not be suspended without pay for less than a full day, and the suspension must be related to written workplace conduct rules applicable to all employees, e.g., such as a written policy prohibiting sexual harassment or workplace violence.

Step 5: Failure to improve. Failure to improve performance or behavior after the written warning or suspension can result in termination.

In cases involving serious misconduct, or any time the District determines it is necessary, such as a major breach of policy or violation of law, the procedures contained above may be disregarded.

SEPARATIONS

Voluntary Resignation

Employees who wish to terminate their employment with the District are requested to notify their immediate supervisor in writing at least two weeks in advance of the date they anticipate leaving. Such notice will expedite an orderly transfer of responsibilities and will provide time to secure a suitable replacement, if necessary.

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. In so far as 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.

Note: Health insurance coverage for teachers resigning as of the end of a school year continues through July and August.

Involuntary Termination – Layoff / Recall

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 agreement 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 respective collective bargaining agreement or individual 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.

Retirements

Employees who are retiring shall provide written notice to their immediate supervisor, who will then forward a copy of the written notice to the Human Resources Office. The employee should also contact the Human Resources Office to complete all necessary paperwork.

Employees who plan to retire should refer to their individual contracts or applicable law for retirement eligibility and limitations. All retirement/resignation forms must be submitted to the Human Resources Office.

Section 3 – Employee Rights and District Expectations

EXPECTED BEHAVIOR

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 Bloomfield 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, or "rules," for personal conduct. For the most part, common sense, professionalism, and one's interest in effectively contributing to the educational process are adequate guidelines for behavior. Supervisors can provide more specific work rules related to each employee's function. It is not possible to list all the forms of behavior that are considered unacceptable in the workplace. 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:

- any falsification of employment records, time sheets, information, or other district 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 district property, another employee's property, or third party's property while on the district's premises;
- insubordination or 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, or failure to follow proper procedures;
- provoking a fight or fighting during working hours or on the district property;
- participating in horseplay in the workplace or with students, or the deliberate destruction of the district 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, staff, or other individual; mistreatment or abuse of students, staff, or other individuals;
- carrying, possession, or sale of firearms, explosive devices, or other dangerous weapons on the district's property or while at work;
- a serious chargeable accident while operating a district vehicle; unauthorized use of the district's

equipment, including servers, devices, telephones, etc.; sleeping on the job during working hours;

- deliberate or excessive waste of materials or abuse of equipment;
- negligence or carelessness in the performance of work;
- posting, altering, or removing any matter on bulletin boards or the district property unless specifically authorized to do so;
- failure to report on-the-job accidents or injuries promptly;
- using excessive work time to conduct personal matters (e.g., personal telephone calls, personal email*) or any use (whether before or after work) of district 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 during the work day unless approved by management;
- violating any of the Bloomfield Public Schools and/or Board of Education's policy, practice, or expectation or any applicable federal, state, or local law;
- violating student confidentiality;
- inappropriate relationship with students or staff, including through social media;
- improper use of the internet, email, telephone, or other equipment, property,* or resources of the district.
- Possession, distribution, sale, transfer or use of alcohol or drugs in the workplace, while on duty or while operating district owned vehicles or equipment;
- 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.

Confidentiality

During your employment with the Bloomfield Board of Education, you may be exposed to confidential information. The protection of confidential information is vital in the field of education, especially for employees handling student education records. Employees are required to keep student education records confidential under state and federal law. The Bloomfield Board of Education complies with all state and federal law regarding confidentiality, access to, and amendment of education records. Availability of these procedures will be made known annually to parents of students currently in attendance and eligible students currently in attendance.

All school officials are directed to maintain the confidentiality of personally identifiable information contained in student education records. Each person who has access to education records is responsible for ensuring personally identifiable information is protected from disclosure at collection, storage, and destruction. Disclosure or destruction of student education records is permitted only in accordance with the policies of the Bloomfield Board of Education and administrative regulations and in a manner consistent with state and federal law.

Education records are not public records and any disclosure other than to persons authorized to receive the records without prior consent of a parent or an eligible student violates the law and Board policy, except as provided under state and federal law. School employees must have a *legitimate educational interest* in order to gain access to student education records. All employees, contractors and other outside agencies with access to education records must certify their compliance with the confidentiality requirements of the Bloomfield Board of Education policies, as well as applicable state and federal law.

Personally identifiable information may be released without consent of the parents, or the eligible student, only if the disclosure meets one of the criteria set forth below:

1. The disclosure is to other school officials within the district, including teachers, who have been determined by the school district to have legitimate educational interests in the education records.
2. The disclosure is to a contractor, consultant, volunteer, or other party to whom an agency or institution has outsourced institutional services or functions, provided that the outside party (a) performs an institutional service or function for which the district would otherwise use employees, (b) is under the direct control of the district with respect to the use and maintenance of education records, and is subject to the requirements of FERPA with respect to the use and redisclosure of personally identifiable information from education records.

Student education records may be disclosed with written consent of a parent/guardian or of an eligible student. Such written consent must be signed and dated and must specify the records that may be disclosed, state the purpose of the disclosure, and identify who will be receiving the records.

Corrective Action

It is the Administration's intention to operate efficiently and effectively. 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 Bloomfield Public Schools and its employees. Notwithstanding any steps taken to correct an employee's behavior, the Bloomfield Public Schools retains the right to the immediate discharge from employment where justification exists.

Activities

The Bloomfield Public Schools encourages employees to participate in community-sponsored activities during non-working hours. However, employees of Bloomfield Public Schools must remain cognizant of the fact that they are representatives of Bloomfield Public Schools. To the extent that employees of the Bloomfield Public Schools engage in such non-work related activities, they are not permitted to participate in such activities in their capacity as employees of the Bloomfield Public Schools unless they first obtain approval by the Superintendent or his/her designee.

Alcohol, Tobacco, and Drug-Free Workplace

It is the Administration's goal to provide a learning environment for students and a working environment for employees that is free from the negative effects of alcohol, tobacco, and drugs.

In order to comply with the Drug Free Schools and Communities Act and the Drug Free Workplace Act, the Bloomfield Board of Education notifies all employees of the Bloomfield 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 shall only use prescription drugs on school property or during the conduct of Board business which have been prescribed by a licensed medical practitioner, and such drugs shall be used only as prescribed. However, in accordance with Conn. Gen. Stat. §21a-408a through 408q, the Board specifically prohibits the palliative use of marijuana on school property, at a school-sponsored activity, or during the conduct of Board business, and specifically prohibits employees from being under the influence of intoxicating substances, including marijuana used for palliative purposes, during work hours.

Employees of a school system are held to 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 suspension and/or termination.

An employee must report any conviction under a criminal drug statute for violations occurring on or off school property while on Bloomfield Public Schools business, to the Superintendent or his/her designee within five (5) days after the conviction. The Bloomfield Public Schools will notify any agency awarding a grant to the Bloomfield Public Schools of such conviction, within ten (10) days thereafter.

Members of the staff shall report any suspected violation of these standards of conduct directly to the Superintendent who will, through the Human Resources Office, and in accordance with the investigative procedures of that department, immediately investigate the allegation.

Employees who violate these standards of conduct will be subject to disciplinary action, consistent with applicable state and federal laws, Board policy, and contractual obligations. Disciplinary action may include suspension and/or termination. ([See BPS Policy 4118.232/4218.232](#))

Chemical and/or Substance Abuse - Alcohol and Drugs

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 Bloomfield 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.

Collections, Contests and Drives

Approval by the Superintendent or designee 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.

Gifts

No employee shall accept any costly (i.e., over \$20) or ethically inappropriate gift from any person or business as a consequence of their employment with the district.

Nepotism and Hiring of Relatives

Board members and supervisors, in order to avoid both the reality and appearance of nepotism, will make public any relationship they have with any possible candidate for a position for which the Board members or administrators must give approval or has influence in such appointment.

It is the policy of the board of education that individuals shall not be appointed to any full time, part time, or temporary position which would create a supervisor/employee relationship within any one department between two individuals who are related by blood, marriage, civil union or law. ([See BPS Policy 4112.8/4212.8](#))

Other Employment

Personnel of the schools may receive compensation for activities outside of the compensated work time as long as these activities do not interfere with the proper discharge of their assigned duties, do not constitute a conflict of interest, or do not cause poor public relations within the community. It is expected that any outside activity should be carried on in a business-like and ethical manner.

All employees shall notify the Superintendent of outside activities that may interfere with the performance of normal duties.

Prohibition Against Smoking

The Board of Education prohibits smoking, including smoking using an electronic nicotine delivery system (e.g. e-cigarettes) or vapor product, on the real property of any school or administrative office building or at any school-sponsored activity. Real property means the land and all temporary and permanent structures comprising the district's elementary and secondary schools, and administrative office building and includes, but is not limited to, classrooms, hallways, storage facilities, theatres, gymnasiums, fields and parking lots. As defined by [Conn. Gen. Stat. § 10-233a\(h\)](#), a school-sponsored activity "means any activity sponsored, recognized or authorized by a board of education and includes activities conducted on or off school property." ([See BPS Policy 1331](#))

Publishing/Copyrights and Patents

Professional staff members shall be encouraged to write and publish educational materials whether it is 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 is mentioned. Materials created during work time by staff and/or at the prompting or direction of supervisors 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 his/her contractual duties to the school district are the property of the employee. The Bloomfield Public Schools has 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 Bloomfield Public Schools has sole rights in matters of publication or reproduction. However, the Bloomfield Public Schools will clearly recognize and note the identity of the employee(s) who created the material. Employees who have written instructional materials purchased by the Bloomfield Public Schools for use in the schools are required to remit to the Bloomfield Public Schools an amount of money equal to the royalty received by the author from the sale of the books to the Bloomfield Public Schools.

Social Media

The Board of Education recognizes the importance and utility of social media and networks for its employees. The laws regarding social media continue to evolve and change. Nothing in this policy is intended to limit an employee's right to use social media under applicable law, as it may evolve. The Board acknowledges, for example, that its employees have the right under the First Amendment, in certain circumstances, to speak out on matters of public concern. The Board will resolve any conflict between this policy and applicable law in favor of the law. ([See BPS Policy 4118.51 / 4218.51](#))

Ordinarily, the use of social media by employees, including employees' personal use of social media, will not be a legal or policy issue. While a policy cannot address every instance of inappropriate social media use, employees must refrain from social media use that:

- interferes, disrupts or undermines the effective operation of the school district;
- is used to engage in harassing, defamatory, obscene, abusive, discriminatory or threatening or similarly inappropriate communications;
- creates a hostile work environment;
- breaches confidentiality obligations of school district employees; or
- violates the law, board policies and/or other school rules and regulations.

For additional information, employees are encouraged to review the Board of Education's Policy on social media use.

Solicitation and Selling

No Bloomfield Public Schools funds, including school activity funds, shall be used to support charity contributions or personal gifts or any non-school activities. 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.

Solicitation of Staff Members

Unless otherwise permitted or required by law, outside groups shall not be permitted to solicit among the staff for any purpose.

Use of Cellular Phones/Land Line Telephones

The District provides cellular phones (including but not limited to Smartphones and mobile and handheld devices) and/or land line telephones to its employees for legitimate business purposes. The Board recognizes that the use of cellular telephones and other communication devices are appropriate to provide for the effective and efficient operation of the District and to help ensure safety and security of District property, staff and others while on District property or engaged in District-sponsored activities.

District-owned cellular telephones/communication devices shall be used primarily for authorized District business purposes, consistent with the District's mission and goals. Any additional expenses incurred for personal use shall be reimbursed to the District. Transmission or receipt of inappropriate messages, including pornographic or lewd images, is strictly prohibited and may subject an employee to disciplinary action. Use of cellular telephones/communication devices in violation of Board policies, administrative regulations, and/or state/federal laws will result in discipline up to and including dismissal and referral to law enforcement officials, as appropriate. Employees are specifically prohibited from using cellular phones in violation of state hand-held device motor vehicle laws.

It is important to emphasize that cellular telephones and other communication devices issued by the District remain District property even after such devices have been issued to personnel. As such, the District reserves the right to monitor and to access any and all communications made using such devices, including but not limited to voicemail messages, and text and picture messages. Employees issued a cellular telephone or other District issued communication device are responsible for its safekeeping at all times. Defective, lost or stolen devices are to be reported immediately to the Facilities Director. Reckless to irresponsible use of District equipment resulting in loss or damage may result in the employee having to reimburse the District for any associated costs of replacement or repair.

Acceptable Computer Network Use

Computers, tablets, smartphones, computer networks, Internet access, and electronic mail ("e-mail") are effective and important technological resources in today's work and educational environment. The Board of Education has installed computers, wired and wireless data networks, internet access, and e-mail in order to enhance the educational and business operations of the district.

These computer systems are business and educational tools. All users of the computer systems must restrict themselves to appropriate district-related educational and business purposes. This means that all users of the systems should restrict themselves to appropriate, business related uses only. In order to prevent abusive use of the systems, the Bloomfield Public Schools will review their use and any personal use will be restricted to the extent permitted by law. Therefore, in general and to avoid the possibility of observation of personal uses or monitoring of private personal messages, you should not engage in such uses or send such messages at any time during working hours.

Employees are prohibited from connecting personal equipment such as personal laptops, external hard drives, or printers to computers or the network. Due to the sensitive nature of staff and student information and other security risks, employees are specifically prohibited from using personal email or storage drives, commonly referred to as USB thumb or flash Drives, to backup or copy district student or staff information that should otherwise be stored in the user's *My Documents*, District S Drive, or District Google Drive. Please contact the Technology Director for more information on storage options and data security. ([See BPS Policy 4118.5 / 4218.5](#))

Review of System Use

It is important for all users of the systems to understand that the Bloomfield Public Schools, as the owner of the systems, intends to review their use to ensure that only appropriate, District related work and messages are being performed and transmitted. The Bloomfield Public Schools intends to review the use of the systems in a limited fashion, but will do so as needed to maximize utilization of the systems for business purposes and according to appropriate protocols that may apply in different divisions or departments.

This review will be performed in a fashion with will permit the Bloomfield Public Schools to obtain an adequate sampling of system uses and messages, on an ongoing basis, to confirm that the systems are functioning properly, and without misuse. Such sampling will also allow the Bloomfield Public Schools to continually reassess the utility of the systems, and whenever appropriate, make such changes to the systems as deemed fit. Thus, the administrative review process by the Bloomfield Public Schools should serve to increase the value of the systems to the Bloomfield Public Schools, our employees and students, on an ongoing basis.

EMPLOYEE RIGHTS

Freedom of Speech

Employees enjoy certain freedom of speech protections as provided under the First Amendment of the United States Constitution and applicable law. In accordance with these protections, all employees of the Bloomfield Public Schools have the right to speak out on matters of public concern. Nonetheless, the Bloomfield Public Schools may regulate an employee's speech in appropriate circumstances and to the extent permitted under applicable law, including, but not limited to, speech that causes a serious disruption to the operation of Bloomfield Public Schools or is related to job responsibilities other than official dishonesty, serious wrongdoing, or threats to health and safety.

Personnel Records

The Bloomfield Public Schools will abide by the requirements of the Freedom of Information Act. Employees may make an appointment to review their personnel file and may obtain copies of any material entered into the file subsequent to their appointment.

Right to Present Grievances

The Bloomfield Public Schools encourages all employees to solve difficulties and problems within the school or department in which they are employed. Grievances may be filed in accordance with the various collective bargaining agreements.

Non-Violation of Laws

No employee should be asked to perform any duty that violates a law or safety regulation. If an employee has cause to question the propriety of an act, he/she should consult his/her immediate supervisor.

Section 4 - Compensation

Wages and Salary Schedules

Schedules of base wages, salaries and step increments are published as a part of each collective bargaining agreement, individual employment agreement or on the non-union salary chart. Salaried and hourly rates for extended years are published in the coordinating collective bargaining unit contracts applicable to the employee. Employees that are not affiliated with a bargaining unit will receive a letter of agreement based on a schedule created by Human Resources and District policy.

Wages, including salary, step movement and assignment differentials are noted in all contracts. Please refer questions regarding compensation to the Payroll Office. If you find your inquiry not satisfactory you may extend your question to your supervisor or union representative.

Pay Practices

The operation of payroll has a varied schedule. Bi-weekly processing is the primary function with exceptions such as annual, semi-annual and tri-annual payments for duties that are performed on a seasonal basis. Any further inquiries regarding the payroll schedules may be directed to the Payroll Office.

Regular Pay

All employees are paid on a bi-weekly schedule. Direct deposit is required for most employees. Direct deposit includes a paperless feature where your advice slip (direct deposit notification) is sent to you at your requested e-mail address for your review on the Thursday prior to the Friday payroll. Information pertaining to your payroll such as deductions, savings and the availability of accrued time are listed on your payroll check or advice slip.

Overtime Pay

When operating requirements or other needs cannot be met during regular working hours, employees may be requested to work overtime. All overtime work must receive the supervisor's prior authorization.

Overtime compensation is paid to all nonexempt employees in accordance with federal and state wage and hour restrictions. Overtime pay is based on actual hours worked. Time off for sick leave, vacation leave, or any leave of absence will not be considered hours worked for purposes of performing overtime calculations, unless an individual contract or collective bargaining agreement specifies otherwise.

Questions about overtime for a specific classification should be addressed to the Human Resources Office, Payroll Office or the employee's union representative.

Employee Self Service (ESS)

Employees may access salary information, pay check stubs, and W-2 forms through the Employee Self Service (ESS) at ess.blmfd.org. Contact the Benefits Coordinator for more additional information or log on assistance.

Direct Deposit

Direct deposit is suggested and available to all employees. Direct deposits can be activated to have your payroll funds deposited to any financial institution of your choice into a checking or savings account providing you have submitted the appropriate support for opening the account. Your funds may be deposited into multiple accounts. We suggest no more than four (4) active accounts. The direct deposit forms are available on our website ess.blmfld.org or by contacting the Payroll Office.

BENEFITS

Salary is one part of an employee's total compensation package. Many Bloomfield Public Schools employees are also eligible for additional benefits, which may include: insurance, pensions, leaves of absences, vacations, and/or holidays. Employees are encouraged to check with the Benefits Coordinator for applicable benefits.

ELIGIBILITY

Benefit eligibility is dependent upon a variety of factors, including employee classification. Generally, but not exclusively, non-teaching employees are eligible for benefits if they have a regular assignment requiring more than 19-1/2 hours of work per week during the school year, except certain positions (i.e. student employees, lunchroom attendants, 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 or individual employment contract or the Human Resources Office 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 individual employment contract or the Human Resources Office for details.

INSURANCE

Workers' Compensation

All employees of the Bloomfield 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 his/her job duties, he/she must immediately notify his/her supervisor, or as soon as practicable under the circumstances, and complete a First Report of Injury Form. Subject to applicable legal requirements, workers' compensation insurance provides benefits after a short waiting period or if the employee is hospitalized immediately.

Work-related injuries must be reported to the Benefits Coordinator, within **24 hours** from date of injury.

Neither the Bloomfield Public Schools nor the insurance carrier will be liable for the payment of workers' compensation benefits for injuries that occur during an employee's voluntary participation in any off duty recreational, social or athletic activity, even when such activity was sponsored by the Bloomfield Public Schools.

Health Insurance

A Group Medical Insurance plan is offered to all regular, full time employees. Regular, full time employees are

eligible to participate in the medical insurance on the first day of the calendar month after the start of employment. Eligible employees must complete an enrollment or transfer form upon employment, reemployment, or recall. **Coverage is not automatic.** Employees should consult their respective collective bargaining agreement or individual employment contract for a complete description of their health insurance plan. Generally, employees who complete enrollment by the 10th of a month are eligible for benefits as of the first of the next month. Employees should consult their respective collective bargaining agreement or individual employment contract or the Benefits Coordinator for further information.

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 Human Resources within those thirty days. Otherwise, coverage retroactive to birth is waived.

Dental Insurance

Currently, the Bloomfield Public Schools provides a dental insurance program to eligible employees. Employees should consult their respective collective bargaining agreement or individual employment contract or Benefits Coordinator for further information.

Life Insurance

Both basic life insurance and supplemental life insurance are available to eligible employees. Employees should consult their respective collective bargaining agreement or individual employment contract for further information.

VACATIONS AND HOLIDAYS

Vacations

Eligible employees accumulate vacation at a rate based on the agreed upon provision of their respective collective bargaining agreement or individual employment contract with the Bloomfield Public Schools.

Employees must have their vacation schedule approved by the appropriate supervisor before vacation time may be taken.

Vacation carry-over provisions are outlined in the employee's collective bargaining agreement or individual employment contract.

Holidays

The Board designates the holidays or days the Central Office is closed annually through the Board approved calendar. Employees may receive holiday pay, if provided by the respective collective bargaining agreement.

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 who are eligible for paid time off must request time in the ESS system. Absences known ahead of time must be requested in advance. Unavoidable last-minute requests need to be submitted as

soon as possible.

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; Family and Medical Leave Act (FMLA); jury duty; personal days; funeral Leave/bereavement; victim of domestic violence; military; childrearing, adoption, and paternity; and sabbatical.

Sickness

Regular employees may generally accrue sick leave credit up to a maximum as per the collective bargaining agreement or individual employment contract. For specific information regarding sick leave provisions and accrual rate for an employee's job classification, he/she should consult the most recent union agreement or contact the Human Resources Office. Substitute employees do not receive sick leave, unless otherwise specified by the collective bargaining agreement.

Upon approval, employees may use accumulated sick leave for absence with pay in accordance with the terms of the employee's individual contract or collective bargaining agreement. If an employee exhausts paid sick leave benefits, he/she is not entitled to further leave unless required by an applicable law, and will not be paid for further time off due to illness unless eligible for short or long term disability coverage.

Unless a collective bargaining agreement or individual contract provides otherwise, as an additional condition of eligibility for sick leave benefits, an employee on an extended absence must apply for any other available compensation and benefits, such as workers' compensation. Sick leave benefits will be used to supplement any payments that an employee is eligible to receive from state disability insurance, workers' compensation, or employer provided disability insurance programs. The combination of any such disability payments and sick leave benefits cannot exceed the employee's normal weekly earnings.

Sick leave benefits are intended solely to provide income protection in the event of illness or injury, and may not be used for any other absence. Unless a collective bargaining agreement provides otherwise, employees will not be paid for unused sick leave benefits while they are employed or at the termination of employment, and unused sick leave may not be carried forward into the next fiscal year.

Sick leave must be entered into ESS within two business days of the employee returning to work.

For all illnesses/absences of five or more consecutive days, written medical verification from the attending physician must be promptly submitted to the employee's Principal/Supervisor, who will forward the information to the Human Resources Office.

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. The Benefits Coordinator will provide the District's return to work form for completion.

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. The 12-month entitlement period for family or medical leave is measured from the initial date of an employee's first leave under this policy.

Leaves under the FMLA may be taken for the following reasons:

- incapacity due to pregnancy, prenatal medical care or child birth;
- the birth and/or care of the employee's newborn child;
- the placement of a child with the employee by adoption or for foster care;
- to care for the employee's spouse, child or parent who has a serious health condition;
- to care for the employee's own serious health condition that renders the employee unable to perform the functions of his or her position;
- to care for an injured or ill service member (see below - Length of Leave - for further information); or
- a qualifying exigency arising out of a family member's military service, including one or more of the following reasons (note - more detailed information on the following categories is available from the Human Resources Office):
 - short notice deployment;
 - military events and related activities;
 - childcare and school activities;
 - financial and legal arrangements;
 - counseling;
 - rest and recuperation;
 - post-deployment activities;
 - additional activities that arise out of the active duty or call to activity duty status of a covered military member, provided that the Bloomfield Public Schools and the employee agree that such leave qualifies as an exigency, and agree to both the timing and the duration of such leave.

For further information regarding the application requirements of the leave, please contact the Human Resources Office Benefits Coordinator. (See [BPS Policy 4152\(a-e\)/4252](#) and included Form WH-1420 entitled, "Your Rights Under the Family and Medical Leave Act").

Jury Duty

The Bloomfield Board of Education encourages employees to fulfill their civic responsibilities by serving Jury Duty when required. If an employee is covered by a collective bargaining agreement or individual contract, the jury duty provision of such agreement or contract shall control. Regular, full-time employees are allowed up to five days of paid jury duty leave under Connecticut law. Jury duty pay will be calculated on the employee's base pay rate times the number of hours the employee would otherwise have worked on the day of absence. The Bloomfield Board of Education will continue to provide health insurance benefits for the full term of the jury duty absence.

If an employee is required to serve jury duty beyond the period of paid jury duty leave, he or she may use any available paid time off (i.e., vacation benefits) or may request an unpaid jury duty leave of absence.

Accrual for benefits calculations such as vacation, sick leave or holidays, will not be affected during unpaid jury duty leave.

Employees must show the jury duty summons to their supervisor as soon as possible so that the supervisor may make arrangements to accommodate the employee's absence. If applicable, teachers should notify Kelly Services to cancel their scheduled substitute. Of course, the employee is expected to report for work whenever the court schedule permits. Employees on Jury Duty, who receive full pay pursuant to the applicable collective bargaining agreement, must submit checks and the certificate of Jury Duty directly to the Payroll Office upon receipt.

Personal Days

A personal day with pay is defined by the applicable collective bargaining agreement. In most cases, personal days are used for emergencies or other business that *cannot* be conducted outside the work day, or days of religious observance, as defined by a recognized religion. Except in extreme emergencies, employees must request a personal day with pay in advance. A personal day cannot be used in order to extend school vacations or holidays. The Payroll Office must be notified of all approved personal days.

A requested personal day must be submitted to your supervisor through ESS as soon as you know of your need for an absence. Prior notice is required except for emergencies and unforeseen circumstances. If you are a teacher, you must also report your absence to Kelly Services once it is approved.

It is the staff member's responsibility to keep track of their personal day usage.

Employees should refer to their collective bargaining agreement or individual employment contract for additional information regarding personal day use.

Funeral Leave/Bereavement

Employees may take funeral/bereavement leave if provided for in the applicable collective bargaining agreement.

Victim of Domestic Violence Leave

"Family violence" is an incident resulting in physical harm, bodily injury or assault, or an act of threatened violence that constitutes fear of imminent physical harm, bodily injury or assault between family or household members. Verbal abuse or arguments generally will not constitute "family violence" unless there is a present danger and the likelihood that physical violence will occur.

A victim of family violence may take up to 12 days of leave during any calendar year in which the leave is reasonably necessary to:

- seek medical care or counseling for physical or psychological injury or disability,
- obtain services from a victim services organization,
- relocate due to the family violence, or
- participate in any civil or criminal proceeding related to or resulting from such family violence.

If the need for leave is foreseeable, the employee should give at least seven days' notice to the Bloomfield Public Schools. If the need for leave is not foreseeable, the employee should notify the Bloomfield Public Schools as soon as practicable.

An employee is required to provide a signed, written statement certifying that the leave is for a purpose

authorized by this law. Further, the Bloomfield Public Schools is entitled to request that an employee provide a police or court record related to the family violence or a signed, written statement that the employee is a victim of family violence from an employee or agent of a victim services organization, an attorney, an employee of the office of the Judicial Branch's Office of Victim Services or the Office of the Victim Advocate, a licensed medical professional, or other licensed professional from whom the employee has sought assistance with respect to the family violence.

Such documentation will be kept confidential and not further disclosed except as required by law or as necessary to protect the employee's safety in the workplace, but in these situations the employee will be given notice before the disclosure.

Victim of Domestic Violence Leave does not affect any other leave provided under state or federal law.

EXTENDED LEAVES OF ABSENCE

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 accompany the Leave Request. The Bloomfield Public Schools will follow all applicable laws regarding military leaves of absence. Employees should contact the Human Resources Office for more information.

Childrearing Leave, Adoption Leave and Paternity Leave

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

Sabbatical Leave of Absence

Teachers or Administrators who will have completed at least seven years of full-time service to Bloomfield Schools may, upon recommendation of the Superintendent and with the approval of the Board, be granted a sabbatical leave for study, travel, or research and writing. Employees should review their collective bargaining agreement for more information.

RETIREMENT PROGRAMS

Employees should review their applicable collective bargaining agreement or individual contract, contact the Benefits Coordinator, 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 Bloomfield Public Schools 403(b) Tax Sheltered Annuity, 403(b) Roth and 457 Deferred Compensation plans. Such deferrals may reduce current income taxliabilities.

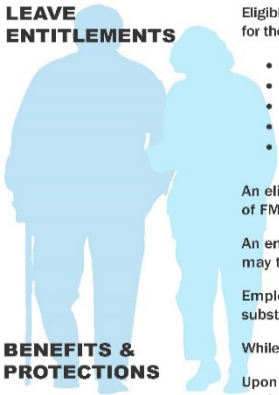
Employees interested in participating in the 403(b) and/or 457 plan may request the list of authorized investment providers from the Benefits Coordinator. It is the employee's responsibility to contact the providers, review the information and decide which of the providers offer the appropriate investment product for them.

This opportunity is purely voluntary and the Bloomfield Public Schools assumes no responsibility for the outcome of any investment.

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.

BENEFITS & PROTECTIONS

ELIGIBILITY REQUIREMENTS

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.

REQUESTING LEAVE

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.

EMPLOYER RESPONSIBILITIES

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.

ENFORCEMENT

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



WH1420 REV 04/16

Appendix A

COMPLAINT FORM REGARDING SEX DISCRIMINATION AND SEXUAL HARASSMENT (PERSONNEL)

Name of the complainant _____

Date of the complaint _____

Date of the alleged discrimination/harassment _____

Name or names of the discriminator(s) or harasser(s) _____

Location where such discrimination/harassment occurred _____

Name(s) of any witness(es) to the discrimination/harassment _____

Detailed statement of the circumstances constituting the alleged discrimination or harassment

Appendix B

BLOOMFIELD PUBLIC SCHOOLS GUIDELINES FOR EMPLOYEE ATTENDANCE

The following guidelines should be followed by all administrative and supervisory staff throughout the year.

A. Purpose of Guidelines

1. All employees are expected to be at work, on time, every scheduled workday. The success of the school district depends upon each employee performing to standards, including maintaining an acceptable attendance record.
2. All employees should be treated equitably with respect to monitoring attendance.
3. Employees who have excessive absences affect overall operations by placing added pressure or burdens on employees who are at work on a regular basis.

B. Categories of Absences

All absences will be classified into two categories:

1. Not-counted days.

Absences that do not count against an employee's attendance record include:

- Bereavement leave
- Disability Accommodation leaves of absence
- Family and Medical Leave (FMLA - as designated)
- Victim of Domestic Violence Leave
- Jury Duty
- Military or Uniformed Services leave
- Personal leave
- Vacation leave
- Worker's Compensation leave

2. Counted Days.

All remaining absences are classified as counting against an employee's attendance record

C. Procedures for Monitoring Attendance

The following steps should be taken for "counted" absences:

1. Whenever a 12-month employee's "counted" absences total seven (7) days, or a 10-month employee's absences total six (6) days during the July 1-June 30 fiscal year, the supervisor will hold a meeting with the employee. The supervisor will point out any patterns (e.g. absences surrounding weekends and/or holidays). The employee will be given an opportunity to explain the reasons for the absences. The supervisor will inform the employee that his/her attendance does not meet the school district's expectations and that failure to improve may lead to the imposition of disciplinary measures. Written documentation of the meeting should be maintained.
2. If attendance does not improve, the employee's supervisor should follow the normal course of progressive discipline. If, after issuing a written reprimand, the attendance still does not improve, the supervisor should contact the Human Resources Office to assess the next steps.
3. The Payroll Office will assist in providing records of absences to supervisors during the course of the fiscal year, upon request.

Note: Any patterns in the employee's absenteeism should be noted in any disciplinary meeting/document.

D. Tardiness

1. Promptness in arriving at work is expected from all employees. Tardiness has a negative effect on school district operations, just as absenteeism does.
2. Not returning promptly from breaks or lunch is also considered tardiness.
3. Corrective steps should be taken immediately for instances of tardiness.