



**East Stroudsburg Area
School District**

Creating the Future!



East Stroudsburg Area School District

50 Vine Street

East Stroudsburg, Pennsylvania 18301

Employee Manual

Equal Rights and Opportunity

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at the East Stroudsburg Area School District (District) are based solely on merit, qualifications, and abilities. The District provides equal employment opportunity to all employees and applicants for employment without regard to race, color, religion, self-identified gender, marital status, national origin, ancestry, age, disability, genetics, pregnancy, veteran status, or any other characteristic protected by law, in accordance with applicable federal, state, and local laws governing nondiscrimination in employment. This Handbook applies to all terms and conditions of employment including, but not limited to, hiring, placement, promotion, demotion, discipline, and termination, leaves of absence, compensation, training, and benefits.

The District expressly prohibits any form of workplace harassment based on race, color, religion, gender, national origin, age, genetic information, disability, veteran status, or any other protected characteristic. Improper interference with the ability of the District's employees to perform their job duties may result in discipline up to and including discharge.

Employees with questions or concerns about discrimination in the workplace are encouraged to bring these issues to the attention of their immediate supervisor and/or the Title IX Compliance Officer. Employees can raise concerns and make reports of discrimination 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 termination of employment.

General Disclaimer

This Employee Handbook outlines some of the privileges and benefits which the District currently offers and explains some of your responsibilities as an employee. This Handbook is not intended to be and should not be construed as a contract, expressed, or implied. From time to time, the District reviews its policies, procedures, and benefits and makes revisions based on the need for and desirability of changes. As such, any policy, procedure, or benefit outlined in this Handbook may be modified, supplemented, or rescinded at any time with or without advance notice.

Please note that to the extent employees are covered by a collective bargaining unit and the collective bargaining agreement conflicts with the policies set forth herein, the collective bargaining agreement is controlling. If you have any questions with respect to this Handbook or any aspect of your employment with the District, your immediate supervisor or the Human Resources department will be happy to answer them. Please know that this handbook in no way implies or guarantees a contract of employment. If you have any questions regarding this document, you are advised to initially consult with your immediate supervisor.

Employee Responsibility of Policy Awareness

It is the responsibility of each staff member to become familiar with this handbook and all applicable Board policies, Administrative Regulations, and all other pertinent school laws, rules, directives, regulations and procedures, as well any applicable collective bargaining agreement or benefit/compensation plan, the K-12 Student-Parent Handbook, and any other similar such material. Policies can be accessed on the district's website (www.esasd.net). If you have any questions that require additional information relating to a particular item or have suggestions regarding an item, please contact your building administration or central administration.

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SECTION 1: SCHOOL DISTRICT INFORMATION

Mission Statement

East Stroudsburg Area School District fosters within all students a commitment to excellence, service and life-long learning which prepares students to be creative, productive and responsible citizens with a global perspective.

Vision

The East Stroudsburg Area School District supports all students on their path to success and values their rich diversity. Our dynamic programs are delivered by high-quality educators who utilize all the tools at their disposal and collaborate with home and community, in order to deepen everyone's passion for lifelong learning.

Shared Values

- Each individual has the ability and opportunity to learn in a safe and supportive educational environment.
- Effective communication and adaptability is essential to the learning process.
- Diversity and understanding is a vital tenet for the success of our community.
- A positive school community must have clear and consistent expectations for all.
- All members of our community are to be treated with respect.
- School, home, and community partnerships are vital to student motivation, performance and success.
- Evaluating, adapting and utilizing technology is imperative to meet success in our society.
- Financial support of education is an indispensable investment in the future of our entire community.
- The foundation for success in all disciplines is literacy, beginning at birth and progressing throughout life.
- Curricular and co-curricular activities are vital to student motivation, performance and achievement.
- Instilling the understanding and importance of health and wellness is a vital component for all.
- Integration of career-related activities through every level of education is essential to student success.
- Continuous improvement of our educational system is our commitment to excellence.

SECTION 2: EMPLOYMENT/PERSONNEL INFORMATION

Employment Opportunities

Employees are encouraged to explore career development opportunities at the District. All employees are encouraged to gain the necessary skills, training, and work experience needed to qualify for advancement opportunities. The District believes in internal staff development and promotion from within whenever possible and practicable. In all cases, the best-qualified candidate for the position will be selected as determined by the Superintendent and/or his/her designee(s).

The Human Resources office announces position vacancies within the District through district email and are posted on the District's website.

In order to be considered for a position, employees must apply prior to the application deadline. All employees applying for a position must comply with the instructions on the vacancy notice. The Human Resources Office or designee reviews the credentials of each employee who applies for an open vacancy and coordinates the interview process. Recommended job offers are initiated by the Director of Human Resources for school board approval.

Pre-Employment Medical Examination and Tuberculin Test

A school employee shall obtain a pre-employment medical examination at the employee's expense to be processed for employment. A prospective employee shall provide the examination results to the school district, on a form prescribed by the Department of Health and completed by the examining physician.

All employees will be required to have a tuberculin skin test prior to employment. The tuberculin skin test shall be administered by either the intracutaneous Mantoux test method with the two-step tuberculin skin test procedure or the percutaneous multiple puncture test method. A copy of the tuberculin test must be recorded on the School Personnel Health Record and sent to the Human Resource office so it can be properly recorded.

Background Checks

The District requires background checks in accordance with the applicable law. All employees having direct contact with children must obtain background clearances (child abuse history clearance and state and federal criminal history checks) every 60 months, or as policy directs. All employees are responsible for knowing when they need to obtain new clearances and for requesting said clearances in a safe period of time prior to the expiration. Please also see [School Board Policy #304](#).

Obligation to Report Criminal Record

By law, certain crimes disqualify, either temporarily or permanently, individuals from school employment. Arrests or convictions of crimes that disqualify individuals from school employment must be reported within seventy-two (72) hours of the arrest or conviction using PDE Form 6400, located in the Human Resources office. Any employee who fails to report arrests or convictions for crimes they are legally required to report may face discipline, up to and including termination.

If any administrator has a reasonable belief that an employee was arrested or convicted of an offense that must be reported, the administrator must immediately notify the Director of Human Resources. Please also see [School Board Policy #304](#).

Possible Conflicts of Interest

As per Board policy the acceptance of gifts by employees, which are a result of their employment, is deemed an undesirable practice and employees may only accept appropriate gifts of a consumable nature or a nominal value from students or parents/guardians. Employees may not accept gifts from individuals or vendors that have occasion to do business with the District. The writing of letters to employees expressing gratitude or appreciation is most preferred.

Employees may not solicit gifts from students, and/or parents/guardians, and/or citizens, and/or businesses that do business with the District for the employees' personal benefit. Employees may solicit donations and/or gifts on behalf of the District, with appropriate approval, from parents/guardians, and/or students, and/or citizens, and/or businesses that do business with the District. Please also see [School Board Policy #827](#).

School staff who are approached by potential gift-givers/donors who desire to provide a gift, grant or donation to the school or District shall direct such gift-givers/donors to their supervisor, who shall in turn notify the Superintendent or designee.

Nepotism

The hiring of relatives is prohibited if the employment of such individuals would result in a conflict of interest or favoritism or the appearance of a conflict of interest or favoritism. For purposes of this section, "relatives" is defined as any spouse, parent, child, sibling, in-law, grandparent, grandchild, aunt, uncle, cousin, and step-relative. The District Board of Directors has sole discretion in the hiring of such individuals.

Personnel Files

Content. Complete personnel records are maintained with respect to each District employee. The information contained in these personnel files, however, is strictly confidential. The personnel files of the District are considered administrative in nature and contain the following kinds of

information:

- (a) General information
- (b) Special correspondence
- (c) Ratings, evaluations, and observations
- (d) Certification material

Employee Health records and required employment clearances are maintained separate of the personnel files in a confidential and secured manner, as required.

Review. An employee who wishes to review the contents of his/her personnel file must send a written request to the Director of Human Resources to arrange a mutually convenient time during regular business hours for the employee's review. The inspection must occur during the employee's free time, not during the employee's regularly scheduled working hours. A member of the Central Office Staff will remain present with the file during the employee's review. Although the inspecting employee may take notes regarding the inspection, the personnel file and its contents may not be photocopied or removed from the place of inspection. Letters of reference, recommendations, matters pertaining to pending litigation or criminal investigation, and planning materials are not subject to examination.

Changes. The employee may bring to the Director of Human Resources attention any matters contained in the employee's personnel file that the employee believes to be inaccurate. Employees must notify the District in writing of any changes in personal information, including but not limited to, name, address, telephone number, and employee benefit related information, so that the employee's personnel file may be appropriately updated. Please also see [School Board Policy #324](#).

Certification

Professional Status

- (a) Certification will be processed through the Pennsylvania Department of Education's Teacher Information Management System (TIMS) portal.
- (b) All changes in status require an application form and are subject to costs set by the Pennsylvania Department of Education.
- (c) Examples of change in status are: from temporary to permanent (i.e., Instructional I to Instructional II, Educational Specialist I to Educational Specialist II); a change in name (no fee is required for a name change); or additional subject areas added to your certificate as of September 1980.

Individual Responsibility

It is the responsibility of every professional staff member to keep his or her professional certificate current and up-to-date. If an employee has a name change, a request to the Department of Education should be made so that an updated certificate is issued. State auditors are routinely inspecting central office files to see that all certificates are current. Failure to keep your certificate up-to-date could make it invalid and result in a loss of position. If you have concerns or questions regarding your certificate or its status, please contact Human Resources.

Personal Data Changes

The District makes every attempt to maintain an accurate and up-to-date employee database for internal and external record keeping and reporting requirements. Upon hire, new employee information is collected and entered into the database. However, it is very important that employees promptly notify the Human Resources and Payroll Departments of any change in name, address, telephone number, marital status, dependent status, or other pertinent information.

For changes of name, address, or telephone number, use the PA Local Earned Income Tax Residency Certification form. For changes in dependent status, use Form W-4. Please note that

your changes of information will not be finalized in our official records until the appropriate signed form(s) are received by the Payroll Department.

Assignment and Transfer

The Board shall approve the initial assignment of all employees at the time of employment. Any transfer or reassignments of any district employee shall be determined by the management, supervisory, instructional and operational needs of the schools and the school district. Each applicant for transfer or reassignment from a position without direct contact with students to a position with direct contact shall be required to submit official criminal history background checks and complete a pre-employment drug screening. Such applicants shall report, on the designated form, arrests and convictions as required by law. Failure to accurately report such arrests and convictions may, depending on the nature of the offense, subject the individual to disciplinary action up to and including termination and criminal prosecution. Please also see [School Board Policy #309](#).

Work Schedules

Work schedules for District employees are determined on an individual employee basis or pursuant to applicable bargaining agreement. The employee's immediate supervisor will advise him/her of the days they are required to work and the times their schedules will normally begin and end. Staffing needs and operational demands may necessitate variations in starting and ending times, as well as variations in the total hours that may be scheduled each day and week.

Professional Development

Act 48 of 1999 requires persons holding a Pennsylvania professional educator certification to complete continuing education requirements every five (5) years in order to maintain their certificates in active status. The District requires all professional educators to maintain their certification in an active status. Failure to do so may result in discipline, including termination. **Act 45** effective January 1, 2008, professional educators with administrative certificates; Principal, Assistant Principal, Superintendent, Assistant Superintendent, IU Director, IU assistant Director, or Directors of an Area Career and Technical Education School must complete the induction program within the first five years of employment as principal, assistant principal in the Commonwealth. Individuals employed as school leaders will be required to complete their Act 45 continuing professional education within the compliance period during which the individual is employed as a school or system leader.

Lunch Break

All staff that work more than 5 continuous hours in a day must have an unpaid duty-free lunch period of (30) minutes per day. Unless specifically directed otherwise by their supervisors, these qualifying staff members are not permitted to work more than five hours without taking their lunch break. Please also see [School Board Policy #332](#).

Americans with Disabilities Act (ADA)

The District complies with the Americans with Disabilities Act of 1990 (ADA) and other legal protections provided to individuals with disabilities.

General Guidelines

In accordance with the Americans with Disabilities Act (ADA) and the ADA Amendments Act of 2008 (ADAAA), reasonable accommodations will be provided to qualified employees or applicants

with disabilities, unless to do so would cause an undue hardship. The District is committed to providing reasonable accommodations to its employees and applicants for employment to ensure that individuals with disabilities enjoy equal access to all employment opportunities. In implementing this policy, the District will be guided by the applicable definitions stated in the ADA and ADAAA. Employees can refer to the following government website for additional information: American's with Disabilities Act: <http://www.eeoc.gov/types/ada.html>.

It is the policy of the District to make a good faith effort to provide any “reasonable accommodation” necessary to ensure that an otherwise qualified individual may enjoy an equal employment opportunity. Examples of reasonable accommodation include job restructuring, job sharing, modified work schedules, ergonomic modifications or special equipment, a leave of absence, and, in certain circumstances, a job transfer to a vacant position. In order to determine whether a reasonable accommodation exists to ensure that an employee may perform his/her job-related responsibilities, the District may require that the employee and his/her treating health care providers submit medical information to the District for its consideration. The District will utilize such medical information to determine whether an accommodation exists to ensure that an employee may perform his/her job-related responsibilities and to determine whether such accommodation is reasonable or poses a hardship on the District. In some cases, the District will provide an accommodation on a trial/temporary basis, in order to evaluate whether such accommodation is reasonable or whether it poses a hardship on the District.

Requests for Reasonable Accommodation

An individual who needs a modified work environment as the result of a disability is encouraged to request a reasonable accommodation orally or in writing from his or her supervisor or through the Human Resources Department. To enable the District to keep accurate records, employees seeking an accommodation must also complete the *Disability Accommodation Request Form* and submit it to the Human Resources Department. Employees requesting a reasonable accommodation will be required to include medical verification for the need of the accommodation and may be required to sign an *Authorization for Release of Medical Records* to allow the District to communicate directly with the employee's health care providers.

Whistleblower Policy

A “whistleblower” is someone who makes a good faith report of waste or wrongdoing. Where there is a reasonable belief that waste or wrongdoing occurred, all District employees are strongly encouraged to report any and all observations or evidence of waste or wrongdoing, provided that such reports are not made for personal gain or with the intention of malice.

Waste is defined as an action or a failure to act that results in substantial abuse, misuse, destruction, or loss of state or local funding or resources. Wrongdoing is a violation that is not merely technical or minimal in nature of any statute, ordinance, regulation, or code of conduct or ethics.

An employee who suspects fraud, impropriety, or irregularity shall immediately report his/her suspicions to Lighthouse, the District's third party reporting service.

Reports can be made placed anonymously by contacting Lighthouse:

Website: www.lighthouse-services.com/esasd

Anonymous Reporting App: Keyword: esasd

Toll-Free Telephone: English speaking USA and Canada: 833-926-2371 Spanish speaking USA and Canada: 800-216-1288

E-mail: reports@lighthouse-services.com (must include company name with report)

Fax: (215) 689-3885 (must include company name with report)

The employee must exercise reasonable judgment to avoid reporting baseless allegations. Any employee who intentionally files a false report of the matters described in this Policy will be subject to discipline, up to and including termination.

The District is prohibited by law from discriminating or retaliating against a whistleblower. This includes, but is not limited to, adverse employment action such as termination, demotion, suspension, decrease in pay, or threats of harm. The right of a whistleblower for protection against retaliation does not include immunity for any personal wrongdoing that is alleged and investigated. Also, as stated above, the right of a whistleblower for protection against retaliation does not include immunity for intentionally filing false reports. Any whistleblower who believes he or she is being retaliated against must immediately notify the Director of Human Resources.

All reports of illegal or dishonest activities, as described above, will be promptly submitted to the District Compliance Officer. The District Compliance Officer is responsible for coordinating an investigation. Any questions or comments concerning the above should be referred to the District Compliance Officer. Please also see [School Board Policy # 829](#).

Immigration Law Compliance

The school district employs only United States citizens or other individuals who have the legal right to work in the United States. The school district complies with all pertinent rules and regulations regarding immigration law. By law, all employees must provide proof of identity and eligibility. Any individual who is employed by the school district under a valid working visa or other lawful but temporary working documentation will be required to produce additional documentation in support of his or her employment in the event that the school district is put on notice of possible I-9 document abuse.

Exit Interviews/Surveys

Exit surveys are scheduled with employees who leave the District, except for those who have been terminated. Employees are encouraged to provide candid comments and suggestions, which can help to improve future District/employee relations and ultimately make the District a better place to work.

Voluntary Resignation

In the event an employee wishes to resign, a letter of resignation must be submitted to his/her immediate supervisor. The School Code mandates that professional employees must submit a written resignation sixty (60) days before the resignation becomes effective. Support staff employees and long-term substitute teachers should give a minimum of fourteen (14) days' notice before his/her resignation becomes effective. The employee must then contact the District payroll office to ascertain what forms must be completed before ending employment. The District Board of School Directors has the right to waive any of the above restrictions.

Employment References

As a general matter, only the Superintendent or his/her designee is authorized to respond to reference

requests for former and existing employees. The District will provide employment history information to the extent required by law and/or regulation, including, but not limited to, Act 168 of 2014. Notwithstanding its legal requirements, in responding to reference requests, the District will generally limit its response to the following information: dates of employment, position(s) held, and salary history (for current employees only). Unauthorized employees responding to reference requests for former and/or existing District employees will be subject to disciplinary action up to and including termination of employment.

Employee Obligations Upon Discontinuation of Employment

Upon termination, resignation, retirement, and/or other condition of discontinuation of employment with the District, an employee shall have the responsibility to have completed all duties and responsibilities as on the last day of employment. Such obligations may include, but are not limited to; keys, ID card, devices, reports, and other information that is required by the District and must be submitted, accepted, and approved by the employee's Supervisor or his/her designee. Failure to comply with the submission of necessary reports and/or the surrender of District property shall be cause for the District to withhold any or all monies due the employee, to the extent allowed by law and/or regulation, until such obligations are met. Employees should review their contract agreement for specific details as it may relate to retirement benefits.

SECTION 3: EMPLOYMENT EXPECTATIONS AND EMPLOYEE CONDUCT

Expectation of Privacy

All storage facilities, offices and workspaces, lockers, and classrooms are the property of the District, including any and all desks, storage spaces, and electronic equipment located therein. Therefore, the District reserves the right to access these areas at any time, without advance notice to the employee. Therefore, employees should not expect that such property will be treated as private and personal to the employee. Likewise, when originating from the District's server and/or on District equipment, electronic mail and voice mail are also District property and are to be used for District purposes only. Internet accounts are also to be used only for District business. Accordingly, the District reserves the right to inspect, monitor, and have access to District computers, electronic mail, voice mail, video recordings, and internet communications.

Confidentiality and Protection of Property Rights

Except as is necessary for the proper performance of their duties for the District, District employees shall not, for any reason, either directly or indirectly, disclose to any person or entity outside of the District, or use for their own personal benefit, any confidential information of the District either during their employment with the District or following termination of that employment. For the purposes of this policy, "confidential information" means any information relating in any way to its residents and/or the business of the District that is disclosed to or known by the employee as a consequence of, result of, or through the employee's employment with the District. This information includes, but is not limited to, any and all information/data about the District's students, employees, residents, services, business methods, and financial and accounting data.

District employees shall, at all times, take all precautions necessary to protect from loss or disclosure any and all documents or other information containing, referring, or relating to such confidential information. Additionally, except as is necessary for the proper performance of their job duties for the District, any disclosure of confidential information must be specifically approved by the District.

Upon termination of employment with the District, employees shall promptly return to the District any and all documents, files, records, notes, lists, or other tangible property, whether in hard copy or on computer disk, containing, referring, or relating to such confidential information.

In addition, upon termination of employment, employees shall promptly return to the District any other District property in their possession, custody, or control. Failure by the employee to return the District property subsequent to ending employment may result in payroll withholdings from the employee's final paycheck. An employee will be required to provide written authorization to deduct the cost of such items from the final paycheck.

Copyright Material/Intellectual Property

Federal laws, cases and guidelines pertaining to copyright and intellectual property will govern the use of material accessed through District resources. All employees are responsible to comply with applicable copyright and intellectual property laws. This not only relates to the copyright of student work published, but also relates to any information copied or obtained from other sources. Material copied from other web pages should not be used without obtaining the prior permission of the author of the page and must be cited. Material from software owned or licensed by the school such as clip art, electronic publications, etc. may not be used without prior permission of the author unless the licensing agreement for the product specifically allows such use. Please remember that what might qualify as fair use in the classroom under existing copyright law will not necessarily meet the test of fair use when published on a web page which has worldwide accessibility.

Any staff member who is uncertain as to whether reproducing or using copyrighted material complies with the District's procedures or is permissible under the law should contact his/her building principal or immediate supervisor. Where applicable, employees will instruct students to respect copyrights, request permission when appropriate, and comply with license agreements. Please also see [School Board Policy No. 814](#).

Solicitation

Administrative approval must be obtained prior to any form of solicitation by anyone, including employees, and any such solicitation must be in accordance with all applicable Board policies.

Attendance/Tardiness

Regular and timely attendance is essential to the District. As such, regular and timely attendance at work is a mandatory requirement for employment with the District. If, for any reason, an employee is unable to report to work, he or she must submit the request and the reason necessitating the absence or tardiness as follows:

The East Stroudsburg Area School District uses an automated service that greatly simplifies and streamlines the process of recording and managing absences and finding substitutes. This service is called Aesop. The Aesop service will be available to you 24 hours a day, 7 days a week and can be accessed via internet and phone.

1. You can interact with Aesop on the internet at <http://www.frontlinek12.com/aesop>. You can also access the site through our website <http://www.esasd.net> under the employee tab. Here, you will be able to enter absences, check your absence schedule, and exercise other features such as uploading your lesson plans for substitutes to view online.
2. You can also call Aesop toll free at 1-800-942-3767. Simply follow the voice menu to enter and manage absences and access other features. We recommend that you call in to check the computer recording of your name and title. To do this press Option 5, and follow the prompts.

Your ID and PIN numbers for accessing Aesop will be provided to you by the Human Resources Office.

A no call/no show lasting three (3) days may be considered job abandonment and may be deemed an employee's voluntary resignation of employment.

Employees are required to report off from work each day or part thereof that they are unable to work due to illness or injury. In the event an employee is aware that an illness or injury will require an absence from work for three (3) or more consecutive days, the employee may request permission from his or her immediate supervisor not to report off on a daily basis. Employees may be required to provide a certified medical excuse for an absence of three (3) or greater consecutive workdays. Please also see [School Board Policy #334 Sick Leave](#).

Personal Appearance

During work hours every District employee shall be physically clean, neat, well-groomed, and dressed in business casual or better in a manner consistent with the needs of the job to be performed. Extremes of any sort are to be avoided. If/when applicable, employees shall be required to wear a designated work uniform, Personal Protective Equipment (PPE), and utilize safety gear or equipment when performing assigned duties.

The Board has the authority to specify the minimum standards of appropriate dress and grooming and to specify reasonable dress and grooming guidelines for the purpose of maintaining the District's operations and services in a professional manner and to avoid disruption or adverse impact upon those programs, operations or services. Any employee who is improperly dressed may be subject to discipline and may be sent home to change clothes. Please also see [School Board Policy #325 Dress and Grooming](#).

Bulletin Boards

Bulletin boards are the property of the District. Unauthorized employees and all other individuals are strictly prohibited from posting documents on the bulletin boards without the advanced consent of the building principal. Any materials discovered on the bulletin boards that were not posted by an authorized District representatives or employees will be promptly removed.

Safety/Security

ID Badges/Keycards

The safety and well-being of District students and staff is of paramount importance. Therefore, all staff members, while carrying out their duties of employment, are required to display the photo ID

badge that was issued to them by the District. Since an employee's ID badge provides keyless entry to designated facilities, staff are required to maintain possession of the ID card at all times and are prohibited from sharing keyless access with anyone. All employees must use their assigned ID badge to scan into each entered facility. A lost or damaged ID badge must be reported to a school administrator or East Stroudsburg Area School District Police within twenty-four (24) hours. A replacement fee of \$7.00 will be charged to the employee for each lost or damaged card thereafter.

Propping Of External/Internal Doors

Under no circumstances are external or internal doors to be propped/left open.

Workplace Safety

The school district strives to make the working environment as safe as possible in order to eliminate or reduce conditions which shall result in personal injury and property loss to employees, visitors, students, and parents. Employees are expected to abide by the safety policies and procedures of their department and to carry out their job duties in a safe and productive manner. It is the duty of every employee to report workplace hazards or safety concerns to their supervisor for correction.

Employees who work with hazardous materials will receive instruction and orientation, as well as safety procedures involved in working with hazardous materials. Other programs are offered to employees in accordance with OSHA legal requirements. Working safely is no accident. It is each employee's responsibility to perform his/her work in a safe and responsible manner. Any item or article of dress deemed to be inappropriate or unsafe is prohibited. Each school department reserves the right to establish and enforce safety regulations conducive to that department's efficient and productive operation. Please also see [School Board Policy #705](#).

Asbestos Hazard Emergency Response Act (AHERA)

In compliance with the AHERA, Asbestos Management Plans are available to the public. The Facilities Department has a copy of the management plan for all schools in the District and each school has a copy of their own individual management plan in the building principal's office for possible public review.

Accident Reporting

All accidents must be reported to the nurse, if available, and building administration and/or the employee's supervisor immediately. All injuries, regardless of severity must be reported. Employee instructions for insurance company claims reporting along with other insurance company forms can be found in the main office of each building and the business department. The safety and well-being of District students and staff is of paramount importance.

Mandatory Reporter of Child Abuse

All school employees, independent contractors, and volunteers are mandated reporters of suspected child abuse. Call ChildLine, 1-800-932-0313, to report suspected child abuse. The circumstances and procedures for mandatory reporting are set forth in [School Board Policy #806](#).

Suicide Awareness, Prevention and Response

All District employees shall receive information regarding risk factors, warning signs, response procedures, referrals, and resources regarding youth suicide prevention. Information on risk factors and warning signs are described in [School Board Policy #819](#). The school principal, counselor

and/or psychologist will have school-specific information about the reporting procedures for the building.

Distribution of IEP, GIEP, and Section 504 Plans

All teachers, counselors, and building administrators have access to the live documents located within the district's Student Information System. All educators should read and understand all notifications associated with students assigned to their care. Employees should review, discuss, and problem-solve all information contained within an IEP, GIEP, Section 504 Plan, Parental Notification, or Medical Alert with the appropriate special education case manager, counselor, school psychologist, or building administrator. Special education and general education teachers are responsible for sharing student information with paraprofessionals or other support personnel working in a classroom or with a student. The district expects all employees to plan, communicate, revise, and implement student IEP, GIEP, Section 504 Plan, Medical Plan, and Parent/Guardian notifications. Please also see [School Board Policy #816.2](#).

School Board Policy and Annual Notice

All employees are required to read, understand, and comply with School Board policy. Board policies are available to employees and the community through the District website www.esasd.net. The District provides regular notice to employees of all policies that are revised, and annual notice is provided as outlined by law.

Unlawful Harassment

Consistent with the District's policy of equal employment opportunity, harassment in the workplace based upon a person's race, color, self-identified gender, religion, ethnicity, marital status, national origin, ancestry, age, disability, genetics, pregnancy, veteran status, sexual orientation, union membership, or any other legally protected characteristic will not be tolerated concerning employees or applicants for employment.

Definitions of Harassment:

Sexual harassment constitutes discrimination and is illegal under federal, state and local laws. For the purposes of this policy, sexual harassment is defined, as in the Equal Employment Opportunity Commission Guidelines, as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when, for example a) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; b) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or c) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Sexual harassment may include a range of behaviors and may involve individuals of the same or different gender. Depending on the circumstances, these behaviors may include unwanted sexual advances or requests for sexual favors; sexual jokes and innuendo; verbal abuse of a sexual nature; commentary about an individual's body, sexual prowess or sexual deficiencies; leering, whistling or touching; insulting or obscene comments or gestures; display in the workplace of sexually suggestive objects or pictures; and other physical, verbal or visual conduct of a sexual nature.

Harassment on the basis of any other protected characteristic is also strictly prohibited. Under this policy, harassment is verbal, written, or physical conduct that denigrates or shows hostility or aversion toward an individual because of his/her race, color, religion, gender, sexual orientation, national origin, age, disability, marital status, citizenship, genetic information or any other characteristic protected by law or that of his/her relatives, friends or associates, and that a) has the purpose or effect of creating an intimidating, hostile or offensive work environment; b) has the purpose or effect of unreasonably interfering with an individual's work performance; or c) otherwise adversely affects an individual's employment opportunities.

Harassing conduct includes epithets, slurs or negative stereotyping; threatening, intimidating or hostile acts; denigrating jokes; and written or graphic material that denigrates or shows hostility or aversion toward an individual or group and that is placed on walls or elsewhere on the employer's premises or circulated in the workplace, on company time or using company equipment via e-mail, phone (including voice messages), text messages, tweets, blogs, social networking sites or other means.

Complaint Process: Any employee who feels that he or she has been subject to unlawful harassment is requested to report this conduct immediately pursuant to the procedure set forth in Board Policy 104.

The District will investigate all allegations of harassment in as thorough, prompt, and confidential a manner as is reasonably possible, and will take appropriate corrective action when warranted. The District will undertake all investigations with due regard to the privacy of all parties involved consistent with a thorough and appropriate investigation. Any employee who is determined, after an investigation, to have engaged in any incidents of harassment in violation of this policy will be subject to disciplinary action, up to and including termination.

Employees may raise concerns and make complaints without fear of reprisal. Retaliation in any form against an employee who exercises, in good faith, the right to make a complaint under this policy is strictly prohibited and will itself constitute a basis for appropriate disciplinary action. Please also see [School Board Policy 104](#).

Smoking and Tobacco Use

Smoking and/or other use of tobacco products including the product marketed as Juul and other electronic cigarettes is not permitted on District property, including on any District buses, vans, and vehicles that are owned, leased, or controlled by the District. Violation of this policy will subject the employee to disciplinary action, up to and including termination. Please also see [School Board Policy 323](#).

Drug and Alcohol

The District is committed to providing a safe and drug/alcohol-free workplace. To promote this goal, employees are required to report to work in appropriate mental and physical condition to perform their jobs in a safe and satisfactory manner.

While on District premises, employees may not use, possess, distribute, sell or be under the influence of alcohol, illegal drugs, or prescription drugs used in excess of their prescribed dosage. The legal use of prescribed drugs is permitted on the job only if it does not impair an employee's

ability to perform the essential functions of the job effectively and in a safe manner. Violations of this policy will subject the employee to disciplinary action, up to and including termination of employment and/or required participation in a substance abuse rehabilitation or treatment program.

Employees with commercial driver's licenses (CDL) shall adhere to the CDL drug and alcohol policy which will be made available for review upon request. Any violation of these policies may result in disciplinary action, up to and including termination.

In order to effectuate the District's drug/alcohol policy, District employees shall be subject to pre-employment and "reasonable suspicion" drug testing. To that end, employees are subject to testing based on specific observations by a supervisor of apparent workplace use, possession, or impairment. If an employee refuses to be tested, fails to submit to testing when required, or has a confirmed positive drug test, the employee will be subject to disciplinary action, up to and including the termination of employment. A copy of the District's drug-testing policy will be made available for review upon request.

Employees may be subject to random drug testing pursuant to the collective bargaining agreement, if applicable.

Employees with questions or concerns about substance dependence or abuse are encouraged to discuss these matters with the District to receive assistance or referrals to appropriate resources in the community through the District's Drug and Alcohol-Free Awareness Program. Please see [School Board Policy 351](#) or the [Employee Assistance Program](#). Information regarding these programs is posted in each mailroom and/or staff room or by contacting the Human Resources Department.

Supplies and Equipment

The District provides the equipment and supplies necessary for employees to perform the jobs to which they are assigned. Employees are expected to care for all District equipment, supplies, and property. Employees are not permitted to bring personal supplies or equipment on District property without preapproval from the immediate supervisor. All mechanical and electronic equipment, except as is otherwise specifically instructed, should be switched off and covered at the end of the workday. Equipment malfunctions should be immediately reported to the employee's immediate supervisor.

District equipment, including, but not limited to, supplies, copy service, and postage are intended to be used only for District business. Use of District supplies, business equipment, etc. for personal needs must be specifically approved by your immediate supervisor.

Violation of any aspect of this policy will result in disciplinary action, up to and including termination.

Driver's License and Vehicle Information

The District is committed to the protection and safety of its employees and to the prevention of injury or loss to others. The following policies relate to the operation of both privately-owned and District-owned motor vehicles for District business. These policies, which are the byproduct of prudent business considerations and insurance requirements, are intended to promote safety

awareness, eliminate preventable accidents, protect against personal injury, and to minimize economic loss.

District employees using motor vehicles for District business are required to do so in a safe manner. Employees are required to be physically able and mentally alert when using a motor vehicle for District business. As such, driving while under the influence of alcohol and/or drugs is strictly prohibited. Employees are further prohibited from utilizing cellular phones and/or other personal devices while operating District vehicles.

Use of a District-owned, leased, or rented vehicle for District business requires the prior authorization from the appropriate supervisor. Employees using District vehicles are permitted to use such vehicles only for District business purposes. Using such vehicles for personal errands or personal business is strictly prohibited.

School vehicle drivers shall observe all state and federal laws and Pennsylvania Department of Transportation regulations governing traffic safety and school vehicle operation.

The Board prohibits school vehicle drivers from texting and from using a handheld mobile telephone or other electronic device while driving a school vehicle except when it is necessary to communicate with law enforcement officials or other emergency services.

Employees designated to operate District vehicles are responsible for reporting any unsafe conditions with respect to the vehicle to the employee's immediate supervisor. Likewise, if required as part of their duties, such employees are also responsible for the proper maintenance of the vehicle to ensure that it remains in safe operating condition at all times. An employee who becomes involved in an accident while driving a district vehicle must immediately report the details of the accident to the Chief of School Police.

Prior to employment and at least once each school year, all employees required to operate a motor vehicle for purposes of performing their duties for the District shall submit a copy of a valid driver's license to the Chief of School Police or designee. If a motor vehicle record check indicates that an employee has an unsafe driving record, the employee may be disciplined up to and including termination from employment with the District.

School vehicle drivers using controlled substances prescribed for therapeutic purposes by a licensed medical practitioner shall submit the practitioner's written statement that the prescribed substance will not adversely affect the employee's ability to safely operate a school vehicle. School vehicle drivers shall not use medical marijuana products. School vehicle drivers shall not ingest hemp products or otherwise use hemp products in a way that may result in absorption of hemp or hemp residue into the body.

A school vehicle driver shall not report for duty, drive, operate or be in the actual physical control of the movement of a school vehicle under the following circumstances:

- a) While using or while having any amount of alcohol present in the body, including medications containing alcohol.
- b) While under the influence of a controlled substance or combination of controlled substances, or the combined influence of alcohol and a controlled substance or substances.

- c) After consuming alcohol or a controlled substance within the previous eight (8) hours.

An exception shall be made for therapeutic use of prescribed controlled substances used by a school vehicle driver when the driver has submitted in advance a licensed medical practitioner's written statement that the prescribed substance will not adversely affect the driver's ability to safely operate a school vehicle.

School vehicle drivers shall also inform their supervisors of any use of drug(s) or medication(s) for which the packaging includes warnings that, "marked drowsiness may occur and/or be careful when driving a motor vehicle or operating machinery."

A school vehicle driver charged with or issued a citation or convicted for violating a federal or state law or local ordinance relating to motor vehicle traffic control in this or any other state or any federal, provincial, territorial or municipal law relating to motor vehicle traffic control in Canada, other than parking violations, shall notify the Chief of School Police or designee in writing before the end of the business day following the day the school vehicle driver is charged or cited. Notice is required no matter what type of vehicle the driver was driving.

Any school vehicle driver whose operating privilege is suspended, revoked, canceled or recalled by any state, shall notify the Superintendent or designee immediately upon reporting to work for the next scheduled shift following the notice of the suspension, revocation, cancellation, loss or disqualification.

The district shall require school vehicle drivers to submit to the following drug and alcohol tests: post-accident, reasonable suspicion, and return-to-work.

The district shall place a school vehicle driver who drives, operates or is in physical control of a school vehicle out of service for thirty (30) days if the school vehicle driver:

- a) Has any detectable amount of alcohol in his/her system; or
- b) Refuses to take a test to determine his/her alcohol content

A motor vehicle record check will be conducted with respect to all prospective employees who will be required to use a motor vehicle in the performance of their duties for the District. An acceptable driving record is a prerequisite for employment with respect to these positions. All employees who have regular responsibilities to operate a district vehicle must inform his/her immediate supervisor and the Assistant to the Superintendent if the employee has her/his driver's license suspended, revoked, or canceled, within 72 hours.

Seat belts have been proven to be the most effective device developed for saving lives and preventing injuries resulting from motor vehicle accidents. Seat belts also reduce the likelihood that drivers will lose control during emergency maneuvers by keeping the driver behind the wheel and in control. Pennsylvania law requires the use of seat belts. Accordingly, employees operating a motor vehicle for purposes of conducting District business must wear their seat belt at all times.

Employees are responsible for all traffic violations and/or fines resulting from the operation of a motor vehicle while conducting District business. Failure to abide by any of the foregoing policies

may result in disciplinary action, up to and including termination of employment. Please also see [School Board Policy #810.1](#).

Transporting Students/Field Trips

District employees may not transport District students in their privately-owned vehicles, except (1) in the event of an emergency or (2) a special event pursuant to which the employee has prior written approval from the Superintendent and/or designee. The District's current insurance policy does insure District employees transporting students in the two (2) aforementioned circumstances. The employee must maintain primary automobile liability coverage.

The school district does not endorse, support, or assume responsibility in any way for any staff member of the school district who takes students on trips not approved by the Board and/or Superintendent. No staff member may solicit students of the school district for such trips within the facilities or on the school grounds of the school district without the permission of the Board and/or Superintendent. Teachers and chaperones must not schedule any unsupervised time for students and must supervise students at all times during the trip. Those who serve as trip chaperones are responsible for performing their duties as chaperones from the time the trip commences at the school until the trip concludes back at the school location. At no time should students be left unattended, nor should they be afforded "free" or unsupervised time. Administrative approval must be obtained for all non-school personnel acting as chaperones. Unless permission has been obtained in advance from the administrator responsible for the trip, at no time should a member of the chaperone's family become part of the trip and/or the trip's activities. The only exception shall be in instances whereby the family member is an officially recognized trip participant (e.g., student participant, chaperone).

The school district assumes no liability to anyone for reimbursement of any costs or expenses incurred regarding any trip for which the school principal, Superintendent or designee, and/or Board withdraws or denies approval. Those requesting a field trip should not make any financial commitments without having first officially obtained written approval for the trip.

Weapons, Firearm, and Explosive or Other Combustible or Incendiary Device

The District prohibits any person from bringing, carrying, or possessing a weapon, firearm, and/or explosive or other combustible or incendiary device onto school property, any school sponsored activity, or any conveyance providing transportation to or from a school or school sponsored activity. This prohibition includes, but is not limited to a gun, loaded, or unloaded, a knife, or an explosive device, which is capable of producing serious bodily injury or death.

Electronic Communication

Definition: For purposes of this policy, electronic communication shall mean a communication transmitted by means of an electronic device including, but not limited to, a telephone, cellular telephone, computer, computer network, personal data assistant or pager. Electronic communications include, but are not limited to, emails, instant messages and communications made by means of an Internet website, including social media and other networking websites.

Use: As with other forms of communication, when communicating electronically, adults shall maintain professional boundaries with students. Electronic communication with students shall be for legitimate educational reasons as determined by the building principal.

District-provided email or other district-provided communication devices or platforms shall be used when communicating electronically with students. The use of district-provided email or other district-provided communication devices shall be in accordance with district policies and procedures.

All electronic communications from coaches and advisors to team or club members shall be sent in a single communication to all participating team or club members, except for communications concerning an individual student's medical or academic privacy matters, in which case the communications will be copied to the building principal or designee and the parent/guardian. In the case of sports teams under the direction of the Athletic Director, such medical or academic communications shall also be copied to the Athletic Director. Please also see [School Board Policy #824](#).

Social Media

Definition: Social networking media, for the purposes of this policy, refers to any works of user-created video, audio, text, or multimedia that are published and/or shared electronically. Some examples of social networking media include blogs, social networking sites (Facebook, Twitter), video hosting sites (YouTube), instant messaging, text messaging, electronic video/photo sharing on personal devices, etc. Employees should also reference [School Board Policy 816](#).

Use: The use of personal (not professional) social networking accounts for communication with students is prohibited. If a teacher or other faculty or staff member wishes to use electronic means to communicate directly with students for educational purposes (homework/project reminders or assistance, school-sponsored event reminders, etc.), she/he may utilize an appropriate professional medium, such as direct e-mails from the faculty member's ESASD appointed e-mail address and/or postings from an educational tool such as Class Dojo. Use of such electronic media shall be restricted to appropriate professional uses only. Faculty and/or staff members may not engage in personal and/or inappropriate communication with students.

Any social media account displaying district images and/or representing the district shall have the prior written approval of the Superintendent of Schools. Users may not access social media sites during the time they are required to be fulfilling their work responsibilities unless they are permitted to do so by a direct supervisor ([School Board Policy #816](#)).

Expectations: Users are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. Posts, chats, sharing, and messaging may be monitored. Users should be careful not to share personally-identifying information with others (home addresses, phone numbers, family member names, etc.).

Professionalism: All communications with students must be of a professional nature. Employees must maintain strict professional boundaries of communication with students. Employees are encouraged not to "friend" students in personal social networking accounts, allow students access to the employee's nonpublic personal pages, or use social networking media to enter into communications with students that are not directly related to instructional matters. The District takes personal/professional boundary limits with students very seriously and will take disciplinary action against any employee who violates this administrative directive and/or who initiates or maintains

inappropriate personal communications with students. The District recommends that employees take all necessary steps to limit access to their personal social networking media accounts and prevent students from obtaining such access. Employees are reminded that due to the nature of the technology, individuals do not have an expectation of privacy on social media sites.

Restrictions: When using any social networking media, employees may not:

- a) Enter into inappropriate communications/relationships with students via any means, electronic or otherwise.
- b) Access personal social networking media accounts during the school day or while representing the District at school-sponsored events.
- c) Post or share information which students may access that discusses or portrays sex, nudity, alcohol, or drug use or other behaviors associated with the employee's private life that are considered inappropriate to discuss with students.
- d) Post or share information that identifies any student.
- e) Disclose personally identifying information about coworkers or supervisors.
- f) Post or share discriminatory or defamatory information.
- g) Post or share comments that would cause a disruption in the educational environment.
- h) Suggest through any personal social networking context that s/he in any way represents the District or is speaking on behalf of the District.
- i) Violate any District policy, including the District's policies on discrimination, harassment, privacy, and bullying.

A violation of the above may result in discipline, up to and including termination.

Romantic Relationships

On-the-job romantic relationships between supervisors and staff they supervise are discouraged. Supervisors should advise the Human Resources Office if such a relationship occurs, so as to assess whether either employee's work responsibilities may be compromised, and whether reassignment or some other efforts are necessary.

Maintaining Professional Adult/Student Boundaries

All adults shall be expected to maintain professional, moral, and ethical relationships with district students that are conducive to an effective, safe learning environment. This includes not only obvious unlawful or improper interactions with students, but also precursor grooming and other boundary-blurring behaviors that can lead to more egregious misconduct.

These guidelines are not intended to interfere with appropriate pre-existing personal relationships between adults and students and their families that exist independently of the district or to interfere with participation in civic, religious, or other outside organizations that include district students.

Please also see [School Board Policy #824](#).

Prohibited Conduct

Romantic or Sexual Relationships - Adults shall be prohibited from dating, courting, or entering into or attempting to form a romantic or sexual relationship with any student enrolled in the district, regardless of the student's age. Students of any age are not legally capable of consenting to romantic or sexual interactions with adults.

Prohibited romantic or sexual interaction involving students includes but is not limited to:

- a) Sexual physical contact.
- b) Romantic flirtation, propositions, or sexual remarks.
- c) Sexual slurs, leering, epithets, sexual or derogatory comments.
- d) Personal comments about a student's body.
- e) Sexual jokes, notes, stories, drawings, gestures, or pictures.
- f) Spreading sexual or romantic rumors.
- g) Touching a student's body or clothes in a sexual or intimate way.
- h) Accepting massages or offering or giving massages other than in the course of injury care administered by an athletic trainer, coach, or health care provider.
- i) Restricting a student's freedom of movement in a sexually intimidating or provocative manner.
- j) Displaying or transmitting sexual objects, pictures, or depictions.

Social Interactions - In order to maintain professional boundaries, adults shall ensure that their interactions with students are appropriate. Examples of prohibited conduct that violates professional boundaries include, but are not limited to:

- a) Disclosing personal, sexual, family, employment concerns or other private matters to one or more students.
- b) Exchanging notes, emails, or other communications of a personal nature with a student.
- c) Giving personal gifts, cards, or letters to a student without written approval from the building principal or designated building administrator.
- d) Touching students without a legitimate educational reason. (Reasons could include the need for assistance when injured, a kindergartner having a toileting accident and requiring assistance, appropriate coaching instruction, or appropriate music instruction).
- e) Singling out a particular student or students for personal attention or friendship beyond the ordinary professional adult-student relationship.
- f) Taking a student out of class without a legitimate educational reason as determined by the building principal.
- g) Being alone with a student behind closed doors without a legitimate educational reason as determined by the building principal.
- h) Initiating or extending contact with a student beyond the school day or outside of class times without a legitimate educational reason.
- i) Sending or accompanying a student on personal errands.
- j) Inviting a student to the adult's home.
- k) Going to a student's home without a legitimate educational reason as determined by the building principal.
- l) Taking a student on outings without prior notification to and approval from both the parent/guardian and the building principal.
- m) Giving a student a ride alone in a vehicle in a nonemergency situation without prior notification to and approval from both the parent/guardian and the building principal or designated administrator.
- n) Addressing students or permitting students to address adults with personalized terms of endearment, pet names, or otherwise in an overly familiar manner.

- o) Meeting with students off school premises without prior approval from an administrator for a legitimate educational reason. School premises include approved school functions off District property.
- p) Telling a student personal secrets or sharing personal secrets with a student.
- q) Encouraging students to confide their personal or family problems and/or relationships, except for adults who are guidance/counseling staff, psychologists, social workers, or employees with designated responsibilities to counsel students. If a student initiates such discussions, the student should be referred to the appropriate school resource.
- r) Furnishing alcohol, drugs or tobacco to a student or being present where any student is consuming these substances.
- s) Engaging in harassing or discriminatory conduct prohibited by other district policies or by state or federal law and regulations.

Exceptions

An emergency situation or a legitimate educational reason may justify deviation from professional boundaries established in this policy. The adult shall be prepared to articulate the reason for any deviation from the requirements of this policy and must demonstrate that s/he has maintained an appropriate relationship with the student to the building principal or designee. Under no circumstance will an educational or other reason justify deviation from the "Romantic and Sexual Relationships" section of this policy.

There will be circumstances where personal relationships develop between an adult and a student's family, e.g. when their children become friends. This policy is not intended to interfere with such relationships or to limit activities that are normally consistent with such relationships. Adults are strongly encouraged to maintain professional boundaries appropriate to the nature of the activity.

It is understood that many adults are involved in various other roles in the community through non district-related civic, religious, athletic, scouting, or other organizations and programs whose participants may include district students. Such community involvement is commendable, and this policy is not intended to interfere with or restrict an adult's ability to serve in those roles; however, adults are strongly encouraged to maintain professional boundaries appropriate to the nature of the activity with regard to all youth with whom they interact in the course of their community involvement.

Reporting Inappropriate or Suspicious Conduct

Any person, including a student, who has concerns about or is uncomfortable with a relationship or interaction between an adult and a student, shall immediately notify the Superintendent, principal, or Title IX Coordinator. The person would also be responsible for submitting a ChildLine Report as outlined in Act 126 for mandatory reporting.

All "school employees" are mandatory reporters. An individual who is employed by a school or who provides a program, activity or service sponsored by a school. The term excludes an individual who has no direct contact with children.

An educator who knows of any action, inaction or conduct which constitutes sexual abuse or exploitation or sexual misconduct under the Educator Discipline Act shall report such misconduct to

the Pennsylvania Department of Education on the required form, and shall report such misconduct to the Superintendent and his/her immediate supervisor, within fifteen (15) days of discovery of such misconduct.

Disciplinary Action

A district employee who fails to maintain professional adult-student boundaries may be subject to disciplinary action, up to and including termination, in accordance with all applicable district disciplinary policies and procedures.

Addressing Code of Conduct Violations

School staff will redirect and correct inappropriate behavior. All adults in the school setting have the responsibility to supervise, correct, and redirect students' inappropriate behavior and minimize the likelihood of the behavior escalating or recurring according to the District Code of Conduct.

Staff will intervene to minimize disruption and resolve conflict as necessary to keep students and staff safe. If a student has been injured, refer the student to the school nurse and make every reasonable effort to immediately notify the parents/guardians.

Standards of Conduct/Disciplinary Action

Unacceptable Conduct:

The following is a partial list of infractions, conduct, and behaviors which are unacceptable in the District and that may result in disciplinary action, including immediate termination:

- (a) Violating discrimination and/or harassment policies;
- (b) Falsification or unauthorized altering, deletion, or omissions of records, employment applications, time sheets, time cards, work reports, departmental records, or other documents related to school district operations;
- (c) Inappropriate conduct or communication with students;
- (d) Violating the drug and alcohol policy of the District which prohibits the unlawful possession, use, or distribution of illicit drugs and alcohol on school premises or part of any of its activities;
- (e) Insubordination or other disrespectful conduct toward supervisors;
- (f) Behaving in a discourteous, abusive, or disrespectful manner toward a fellow employee, supervisor, student, or any other member of the school district community;
- (g) Disregarding safety or security procedures;
- (h) Gambling on District premises and/or using district resources;
- (i) Unauthorized or excessive absence, tardiness or leaving work early;
- (j) Fraudulent requests for time off or fraudulent absence allegedly due to illness;
- (k) Physical or verbal abuse, or threat of harm, to anyone;
- (l) Stealing or causing intentional damage to District property, facilities, or equipment;
- (m) Forceful or unauthorized entry into or occupation of District facilities, buildings or grounds;
- (n) Carrying onto or possessing a weapon and/or ammunition on District grounds without authorization from the appropriate District administrator;
- (o) Violation of District policies, administrative regulations, rules or procedures;
- (p) Violation of federal, state, or applicable municipal laws or regulations;
- (q) Conduct that may obstruct, disrupt, or interfere with teaching, research, service,

operations, administrative, or disciplinary functions of the District, or any activity sponsored or approved by the Board;

- (r) Lack of attention to job responsibilities or refusing to perform work as directed;
- (s) Taking breaks at unauthorized times or places or for an extended amount of time;
- (t) Unauthorized use of equipment, materials, and/or software;
- (u) Divulging or discussing confidential information; and/or
- (v) Unsatisfactory performance of job duties;

NOTE: This list is not comprehensive or all-inclusive and does not limit, in any way, the District's right to terminate employment at any time.

Compliance with the Standards of Conduct:

Compliance with the standards of conduct is mandatory for all District employees. Employees will be subject to discipline for failure to adequately perform their job function and/or for violation of any District policies or procedures. The determination of appropriate disciplinary action shall be in the sole discretion of the District, based upon the specific facts and circumstances involved.

Progressive Discipline:

A progressive system of disciplinary sanctions, consistent with local, state, and federal law, of written warnings, suspension, and termination will be imposed on employees who violate the standards of conduct. The completion of an appropriate rehabilitation program is considered part of the disciplinary sanctions. The District's progressive discipline system uses the following steps with increasing degrees of discipline:

- (a) verbal warning
- (b) written warning
- (c) suspension
- (d) demotion
- (e) discharge/hearing before the School Board
- (f) pursuit of civil and/or criminal sanctions

These steps are general guidelines and are not mandatory. All personnel must realize that the steps in a progressive discipline system serve as general guidelines and are not mandatory. There are varying degrees of seriousness which pertain to performance and/or infractions of policies. There are certain instances where conduct and/or performance are of such a serious nature that immediate termination, without prior warning or consultation, may be the justified course of action.

Rehabilitation:

Information about any drug and alcohol counseling and rehabilitation and re-entry programs are available to all employees through our Employee Assistance Program (EAP), information may be located on our district website, or by inquiring with building administration, school counselors and school nurses.

Employment Performance/Evaluation

Evaluation is a continuing process which promotes the collaboration and cooperation between the supervisor and employee in identifying strengths and weaknesses in the employees work performance and effectiveness. All employees shall be evaluated annually to assess and improve performance, encourage professional growth, promote positive behavior, facilitate attainment of school district goals and objectives in order to benefit the district's students.

Complaint/Grievance Process

Any employee that may have a concern or question with regard to district policy and/or bargaining agreement is encouraged to discuss first with their immediate supervisor/administrator. Should the employee still require additional information, they should contact their association/bargaining unit representative. In the event a grievance arises between the parties or between the Board and any employee the grievance process may be initiated. Additional information and the steps involved is outlined in the employees respective bargaining agreement.

SECTION 4: PAYROLL/COMPENSATION PRACTICES

Employment Classification

District employees generally fall into one of the following employment classifications:

- (1) Professional employees - teachers, school counselors, school psychologists, certified school nurses;
- (2) Support staff employees – bus drivers, business office personnel, cafeteria aides, cafeteria cooks, cafeteria workers, custodians, front desk receptionists, health room nurses, information technologist, maintenance workers, mechanics, paraprofessionals, personal care assistants and secretaries;
- (3) Act 93 employees - administrators, supervisors, directors, assistant directors, coordinators, chief of police;
- (4) First Level Supervisors
- (5) Confidential Administrative Assistants
- (6) Security/Crossing Guards

Pay Period

Pay Schedule: Employees are generally paid bi-weekly on Thursday. Each paycheck will include earnings for all work performed through the end of the previous pay period ending the preceding Saturday night at midnight. When a pay date falls on a holiday and the District's business office is scheduled to be closed, the pay date will be moved to the last day the office is scheduled to be open before the holiday.

Paycheck Distribution: Paychecks will be electronically deposited on the Thursday of payday. All payroll information can be found on the Munis [Employee Self-Service \(ESS\) Portal](#). Employees are responsible to review their paycheck and contact the Payroll Department to review inaccuracies.

Time Sheets: Accurately recording "time worked" is the responsibility of every District employee. Federal and state laws require the District to keep an accurate record of "time worked" in order to calculate employee pay and benefits. "Time worked" includes all time actually spent on the job performing assigned duties.

All District employees paid on an hourly basis must punch in/out on the timeclock to record the number of hours worked each day. Altering, falsifying, or tampering with time records will result in disciplinary action, up to and including termination of employment. Employees are responsible for verifying their hours worked and submitting for supervisor approval on the first working day

following the end of the bi-weekly pay period.

Payroll Deductions

Mandatory Deductions

The following deductions will be taken each pay period:

- (a) PSERS
- (b) unemployment
- (c) federal income tax
- (d) social security tax
- (e) state income tax
- (f) earned income tax
- (g) local service tax
- (h) Medicare
- (i) Medical Copayments: Medical co-payments are made in accordance with the employees contract. If a co-payment is missed because the employee did not receive a check, the employee is still responsible for the co-payment.

Optional Deductions

The following are optional deductions:

- (a) Tax-Sheltered Annuities (TSA) and Roth accounts: Employees of the District may take advantage of tax-sheltered annuities and/or Roth accounts as defined under the Internal Revenue Code. Under a TSA or Roth plan, an employee may authorize the District to deduct an amount from his/her pay and make regular payments to the company of their choice for the purchase of an annuity. Payroll deductions for a TSA are withheld from each paycheck. While the District does not endorse any particular plan, a current list of approved TSA vendors can be obtained by visiting the school district website.
- (b) Credit union
- (c) PA TAP 529
- (d) Union Dues: Union dues are deducted in accordance with the employees contract.
- (e) Group Term Life Insurance
- (f) PSERS Buyback
- (g) Domestic Relations
- (h) Long Term Disability

Paycheck Inaccuracies

The District strives to ensure that all employees are paid in accordance with their position and the requirements of the law. It is the responsibility of each employee to review payment. Should any employee believe that their paycheck is incorrect, either in the gross amount paid or in any deductions made by the District, he/she should report the problem immediately to his/her supervisor or to the Payroll Department. This complaint should be in writing and accompanied by a copy of the employee's paycheck stub. If overpayment exists, the District has the right to recover overpayment of wages.

In accordance with the requirements of the Fair Labor Standards Act, the District is committed to the prompt investigation and resolution of any payment disputes. Accordingly, the District will investigate the matter thoroughly, and, if any pay was inappropriately withheld from an employee's

paycheck, it will be reimbursed within fourteen (14) days of the employee's complaint. Employees may bring questions about their pay to the administration without the fear of reprisal or retaliation.

Overtime

Overtime shall be paid for all time worked in excess of the established 40-hour workweek for each classification of employee pursuant to the applicable collective bargaining agreement, individual contract, or pursuant to Board Policy 330, whichever shall apply. All overtime shall be paid in compliance with federal and state law. Please also see [School Board Policy 330](#).

Direct Deposit

Direct deposit is mandatory for all employees. An employee who changes banks or accounts or whose bank initiates a change during employment with the District should complete a new form and send it to the Payroll Department immediately. Failure to do so will result in a delayed payment of direct deposit funds.

Tuition Reimbursement

Employees may acquire compensation for college courses, staff development, vocational/professional trainings, conferences which relate to the employee's position description and assignment. Employees must ensure compliance with the necessary enrollment, approval, and application requirements. To determine eligibility, employees should refer to their collective bargaining agreement.

SECTION 5: BENEFITS

Employee Assistance Program

The East Stroudsburg Area School District has an agreement with Mazzitti & Sullivan Employee Assistance Program (E.A.P.). The term "family member" refers to an employee's spouse, children under age 18, or children enrolled in college courses and under the age of 23.

The purpose of the E.A.P. is to provide District employees with cost-free counseling services to address employees' needs in resolving issues that could affect health, safety, and/or work performance.

The types of problems that can be addressed by the E.A.P. include, but are not limited to: family problems, work problems, verbal conflicts, legal issues, emotional difficulties, financial concerns, alcohol and other drug abuse problems. Referrals can be voluntary or required by a supervisor. Confidentiality will be maintained by everyone in the process. Please also see the [Employee Assistance Program\(EAP\) link](#) on our district website.

Continuation Coverage of Health, Dental, Vision, and Prescription Drug Program

In the event that an employee is eligible for COBRA benefits following a qualifying event, the employee will receive all information required to be provided under applicable state and/or federal law.

Workers' Compensation Benefits

1. Injuries sustained during the performance of the duties delegated by East Stroudsburg Area School District may be covered by workers' compensation.

2. If an employee is injured while performing the duties assigned by the District, the following must occur:
 - (a) The employee must notify his/her immediate Supervisor within 24-hours of the employment related accident.
 - (b) The employee must complete an Employee Accident Form. When completing the nature and location of the injury on the form, please be attentive to the full and accurate completion of the document. Example: If it is your right hand that is affected, do not describe it as "hand." Please provide specific detail as in "right hand."
 - (c) The employee must submit the Employee Accident Form, accompanied by a Supervisor's Investigation Report, to the school nurse or worker's compensation administrator within 24-hours of the employment-related accident.
 - (d) The employee must notify the Worker's Compensation Office in writing within three (3) days of the employment-related accident whether he or she will use his or her sick leave or the workers' compensation benefit. The employee can claim workers' compensation, or he/she can use sick leave. However, the employee cannot use workers' compensation and sick leave at the same time. If the employee opts to use sick leave, then the employee must remit any workers' compensation insurance payments received to the Business Office in a timely manner. Income Protection will not be paid while Workers' Compensation benefits are being received.
 - (e) The employee must visit one of the District's approved physicians within ninety (90) days of the injury in order for worker's compensation bills to be paid. If the employee visits his/her own physician, the employee will be responsible for medical expenses payable to that physician.

3. Do NOT present a District-provided insurance card to the physician/hospital at the time of the accident. Advise the physician/hospital that this accident is covered by workers' compensation.

Please also see [School Board Policy 346](#).

Health, Prescription, Dental, & Vision Insurance

The District offers health insurance coverage and supplemental medical benefits for eligible employees. Employees should contact the Benefits Office to determine coverage and premium payments. Subject to applicable bargaining agreements, the District reserves the right to change the coverage offered and/or the amount of contribution required by employees at any time.

Pension Plan

The District offers an employee pension plan through the Pennsylvania School Employee Retirement System (PSERS) to eligible employees. Employees should contact the PSERS to determine actual benefits and coverage.

Life Insurance and Disability Insurance

The District offers life insurance and disability insurance for eligible employees. Employees should contact the Benefits Office to determine actual benefits and coverage. As provided for in the contracts, employees shall be required to use any accrued paid time off (i.e. sick and vacation time) prior to using disability benefits.

Reimbursement for Job-Related Expenses

General

(a) Receipts are required for all expenses and must be submitted with the travel reimbursement form. Cash register receipts, credit card detail billings, and hand-written or computer-generated tickets listing individual items purchased are acceptable.

(b) Each request for reimbursement must be in writing and provide reasonably detailed reasons for expenditure. Tax and tips are not eligible for reimbursement.

Travel Expenditures

(a) The District will reimburse employees for actual, reasonable travel expenditures incurred in conducting District business. Travel expenses shall conform to sound ethical and legal standards and expenditures in accordance with this policy will be approved.

(b) Travel reimbursement forms, properly completed, and signed, will be required for reimbursement. Such forms must be submitted to the employee's immediate supervisor within ten (10) school days of the travel for which reimbursement is requested. Forms shall be available on the FORMS Portal.

(c) Mileage reimbursement is authorized when approved by the Superintendent or his/her designee as being necessary for the proper discharge of an assignment, workshop, or conference. Prior written approval is necessary. The rate of reimbursement is set at the IRS Mileage Rate.

Non-Travel Expenditures

(a) The District will reimburse employees for actual, reasonable job-related expenditures incurred in conducting District business if such expenditures are approved in advance and in writing by the Board or Superintendent and the building principal.

(b) Expense reimbursement forms, properly completed and signed, will be required for reimbursement. Such forms must be submitted to the employee's immediate supervisor within ten (10) school days of the expense for which reimbursement is requested. Forms shall be available on the FORMS Portal. Please also see [School Board Policy 331](#).

SECTION 6: LEAVE FROM WORK

Military Leave

A Military Leave of Absence is defined as a leave for military reserve training or call to military service in time of national or State emergency. With regard to employees who are required to take a Military Leave of Absence, the District is committed to full compliance with the Uniformed Services

Employment and Reemployment Rights Act and any other applicable statute or regulation.

Family Medical Leave Act (FMLA)

General: The District is committed to full compliance with all of the requirements of the Family and Medical Leave Act (“FMLA”).

Eligibility: Employees who have been employed by the District for at least twelve (12) months and have worked at least 1,250 hours during the preceding twelve (12) month period are eligible to take FMLA leave.

Qualifying reasons: Eligible employees may take up to twelve (12) weeks of unpaid leave due to the birth or adoption of a child; or the “serious health condition” of the employee or the employee’s spouse, child, or parent; or any “qualifying exigency” arising out of the fact that the spouse, son, daughter, or parent of the employee is on active duty, or has been notified of an impending call to active duty status, in support of a contingency operation. A “qualifying exigency” includes the following: Short-notice deployment; military events and related activities; child care and school activities; financial and legal; counseling; rest and recuperation (to spend up to fifteen (15) days with a Covered Military Member who is on short-term, temporary rest and recuperation leave); post-deployment activities; to care for a military member’s parent (i.e. leave for the spouse, parent, son, or daughter of a military member to care for the military member’s parent); and other activities that the District and employee agree qualify as an exigency. An eligible employee’s FMLA leave entitlement is limited to a total of twelve (12) weeks of unpaid leave during any rolling twelve (12) month period.

In addition, an eligible employee who is the spouse, son, daughter, parent, or next of kin of a covered service member who is recovering from a serious illness or injury sustained in the line of duty on active duty is entitled to up to a combined total of 26 weeks of all types of FMLA leave in a single 12-month period to care for the service member. Please note that a covered service member includes any covered service veteran who was discharged or released under conditions other than dishonorable at any time during the five-year period prior to the first date the eligible employee takes FMLA leave to care for the covered veteran.

Procedure: Employees must obtain approval to take FMLA leave. First, the employee must complete the FMLA paperwork provided by the Human Resources Department. The Human Resources Department will then provide the employee with a Designation Notice, indicating whether the employee’s leave request is granted.

Employer Notification: Eligible employees who need to take FMLA leave must provide the District with at least thirty (30) days advance notice before the leave is to begin if the need for the leave is foreseeable based upon an expected birth, placement for adoption or foster care, or planned medical treatment for a serious health condition. If thirty (30) days’ notice is not possible due to lack of knowledge of approximately when the leave will be required, a change in circumstances, or a medical emergency, notice must be given as soon as practicable. When an employee fails to give the requisite notice for FMLA leave, the commencement of such leave may be delayed.

Paid Days: Unless otherwise specified in the employee’s Collective Bargaining Agreement, all paid vacation, personal, emergency, workers compensation, extended sick time, income protection, and

sick leave runs concurrent with FMLA leave.

Medical Certification: The District may require medical certification to support a request for leave because of a serious health condition and may require second and third opinions (at the District's expense) in addition to a fitness for duty report to return to work.

Health Insurance Contribution: For eligible employees who are covered under the District's health insurance plan, the District will continue to make its contribution toward the employee's health insurance coverage while the employee is on FMLA leave. However, in order for such coverage to continue, employees on FMLA leave must continue to pay their share of the premium payment. These payments must be made by employees upon receipt of an invoice from the District each month during which the employee is on FMLA leave. Failure to timely make these payments may result in the termination of the employee's coverage under the District's health insurance plan. Contact the Assistant to the Superintendent for more information. Please also see [School Board Policy #335](#).

Jury Duty

Any employee who is called and reports for service as a juror shall be paid (exclusive of overtime and any other premiums) by the District for each day of service on which the employee otherwise would have worked. Any fee received for such service must be signed over to the District. In order to receive payment for such service, the employee must:

- (a) Notify the immediate supervisor no later than the first scheduled day/work shift after receipt of notice of selection for jury duty; and
- (b) Furnish a written statement from the appropriate public official showing the dates and times served and the amount of pay received. Please also see [School Board Policy 342](#).

Employees Participating in Litigation

Employees will not be excused from work at regular hours for interviews or testimony in legal proceedings except under the following conditions:

- (a) The District will not participate on either side in litigation in which it is not a party and will not assist by making the employee available.
- (b) The District will make no objection to any employee testifying in any legal matter or assisting in any legal matter if the employee's activities do not occur at times in conflict with their responsibilities and duties to the District.
- (c) The District has no objection and will make no objection to employees being interviewed by litigants or their representatives or attorneys if those interviews occur at times other than their official duties or responsibilities to the District.
- (d) The District will not release any employee from duty for the purpose of testifying in any legal proceeding, including depositions or trials, unless those employees are required to attend by service of lawful subpoena.

Employees may use personal days for participating in litigation.

SECTION 7: GENERAL INFORMATION

Emergency Closure/Inclement Weather – Late Starts, Early Dismissals, Cancellations

In times of emergency closure/inclement weather, the District may choose to alter its normal operating hours in the interest of students and staff safety. The District will communicate changes to normal operating hours through its automated information system, work email system, the District website, and local media outlets. Employees are encouraged to contact the Human Resources Department regarding changes to personal contact information.

There may be times when the District restricts the access of certain employment classifications to facilities in order to respond to weather related conditions. During such times, staff should report to work at, and not before, the designated time to allow essential personnel to prepare the facilities for the safe arrival of adults and children.

Volunteers

There are many opportunities for individuals to share their time and talents in support of the students and staff of the District. The purpose of volunteers in the schools is to augment the educational and support resources available to students through the use of the diverse talents and skills of community members. The District recognizes that community volunteers can make valuable contributions to educational programs. The use of community volunteers is subject to legal requirements, Board Policy and administrative procedures. [School Board Policy 916](#) and its accompanying administrative regulations regarding school volunteers are available to help facilitate this process. Please contact the school principal for more information.

Education of Homeless Children and Youth

The McKinney-Vento Act defines children and youth who are homeless (twenty-one years of age and younger) as:

- Children and youth who lack a fixed, regular, and adequate nighttime residence, and includes but not limited to children and youth who are: sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason sometimes referred to as double-up;
- Living in motels, hotels, trailer parks, or camping grounds due to lack of alternative adequate accommodations; living emergency or transitional shelters; abandoned in hospitals; or awaiting foster care placement;
- Children and youth who have a primary nighttime residence that is a public or private place not designated for, or ordinarily used as, a regular sleeping accommodation for human beings;
- Children and youth who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings;
- Migratory children who qualify as homeless because they are living in circumstances described above.

If you are personally aware of or are acquainted with any children who may qualify according to the above criteria, immediately notify your building administrator and/or school counselor. The district provides the following assurances to parents of homeless children:

- There shall be immediate enrollment and school participation, even if educational and medical records and proof of residency are not available.
- All educational opportunities and related opportunities for homeless students (preschool to age 21), including unaccompanied youth, shall be the same as for the general student population.
- Enrollment and transportation rights, including transportation to the school of origin. “School of origin” is defined as the school the child or youth attended when permanently housed or the school in which the child or youth was last enrolled. Written explanation of a child or youth’s school placement, other than school of origin or the school requested by the parent, with the right to appeal within the local dispute resolution process.
- Meaningful opportunities for parents to participate in the education of their children. These shall include: special notices of events, parent-teacher conferences, newsletters, and access to student records.