



Making the Connection

District Policy and Your Employee Handbook

Steve Highlen

Senior Policy Consultant

Tracey Benson

Associate Executive Director



Why are policies important?

Policies are global statements by the governing board of expectations and requirements for the smooth and effective governance, management and operations of the school district.

They can be:

- Mandatory (*shall or must*)
- Permissive (*may or can*)
- Restrictive (*shall not or cannot*)
- Combinations of some or all of the above



What drives policies?

- **State statutes (laws)**
- **Federal regulations**
- **Agency rules and regulations**
- **Attorney General Opinions (AGOs)**
- **Case law decisions**
- **Best practice**



How are policies developed?

Policies in the district policy manual may be:

- As recommended by ASBA (and used for the life of the district policy services agreement with ASBA)
- May be modifications of document models recommended by ASBA
- May be developed by the board and superintendent at the local level

Policies become official only after the governing board has adopted them at one of its meetings.



To whom do policies apply?

District policies apply to:

- The governing board
- The superintendent
- All other members of the staff
- The community

All for the smooth and effective governance, management and operations of the school district.



About ASBA Policy Services

**As a Policy Services subscriber,
ASBA member districts receive:**

- The ASBA Model Policy Manual ©
- Copyrighted Policy Advisories
- Access to on-call experts
- Online hosting of the district policy manual
- District policy manual reviews
- Policy amendment assistance

Comprehensive

Cost Effective

Compliance Based

Customized

About ASBA Policy Services



Regulations are administrative documents that describe how the Superintendent intends to implement the Board's policies.

- They are not adopted by the governing board.
- They are subject to board review for reasonableness and consistency with board policy and intent.



Exhibits are checklists, sample documents, forms, and other informational items to assist in implementing policies or procedures.

- They are not adopted by the governing board
- Developed by administration to satisfy the requirements of policy and regulations

Making the Connection

Ah ha!



Rules and Expectations for Employment

**District
Policy**

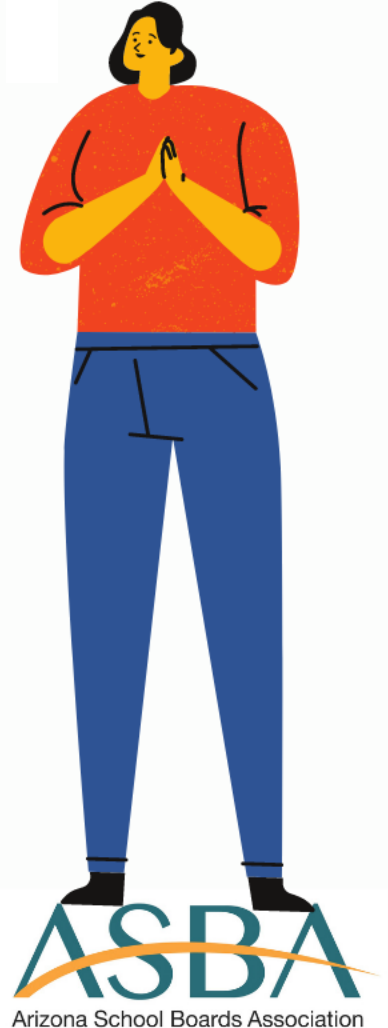


**Employee
Handbook**



The Purpose of an Employee Handbook

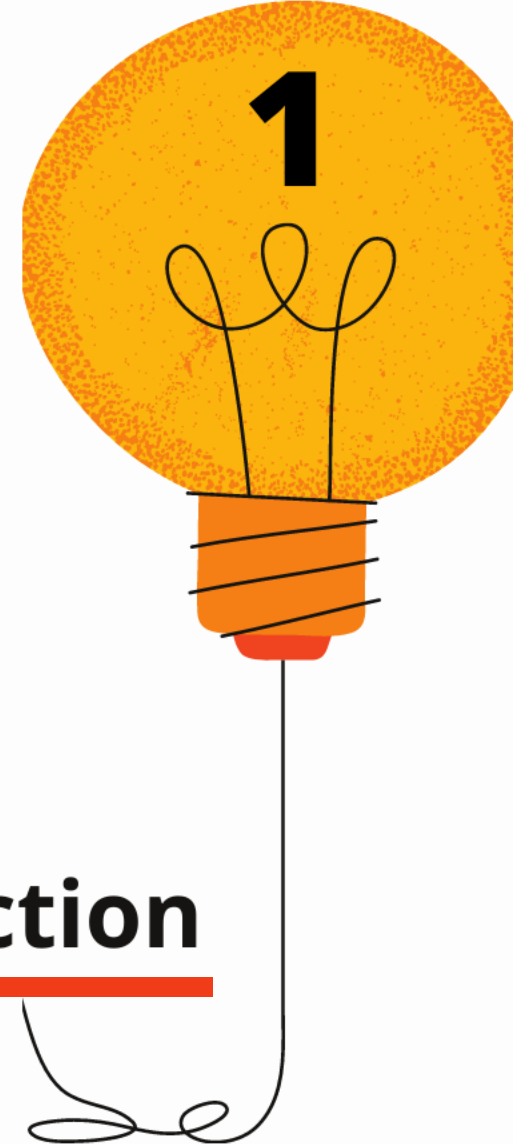
- Advise employees of important aspects of the district's unique culture and organizational mission
- Communicate conditions of employment, conduct and behavior
- Chronicle organizational expectations along with aspects of compliance with federal and state laws/regulations
- Provide employees with guidance regarding specific questions that may arise as a member of the staff
- Help defend against employment claims presented to the district
- Aid organization and consistency in the workforce
- Provide for a common need to be informed and be a productive member of the team



Employee Handbook: Essential Elements

- Letter from the Superintendent
 - District Vision and Mission
 - District Administration
 - District Map
 - Yearly Calendar

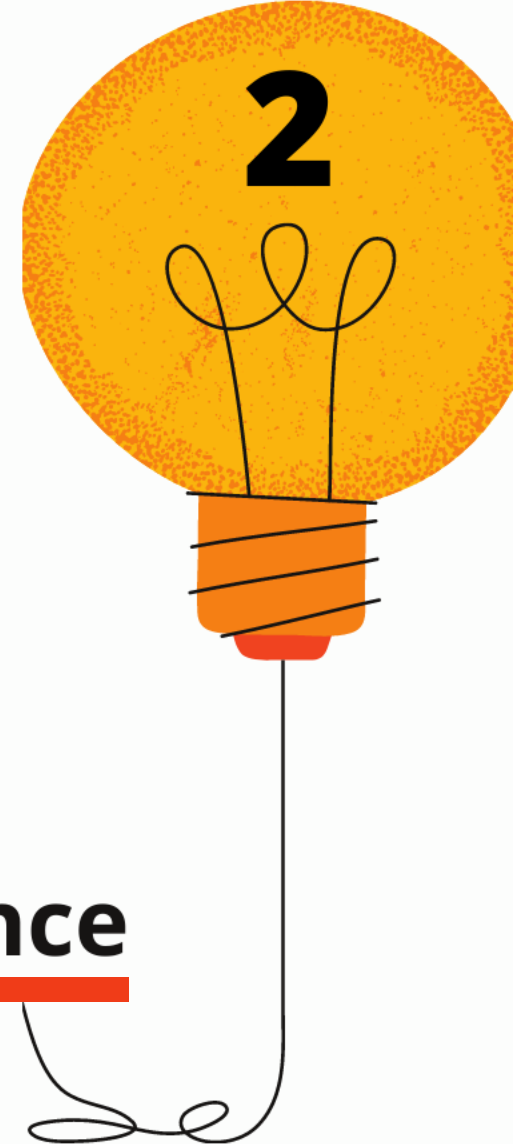
Welcome and Introduction



Employee Handbook: Essential Elements

- Governing Board Members
- Governing Board Policy Manual

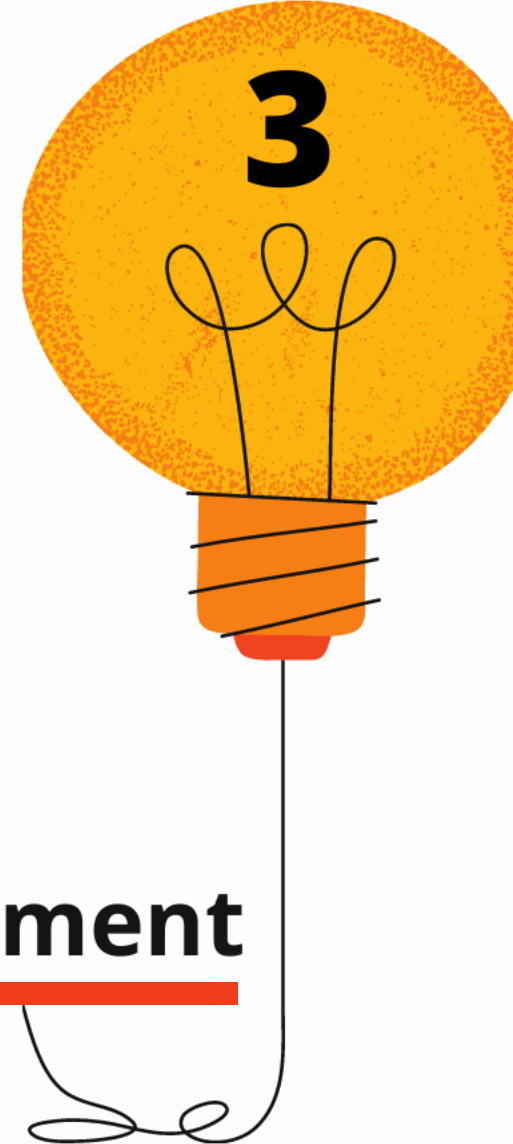
Governance



Employee Handbook: Essential Elements

- Personnel Policies
- Assignments and Responsibilities
- Assistance Programs
- Conflict of Interest
- Drug Free Workplace
- Nondiscrimination/Equal Opportunity/Harassment
- Resignation/Retirement
- Staff Ethics and Conduct
- Use of Physical Force

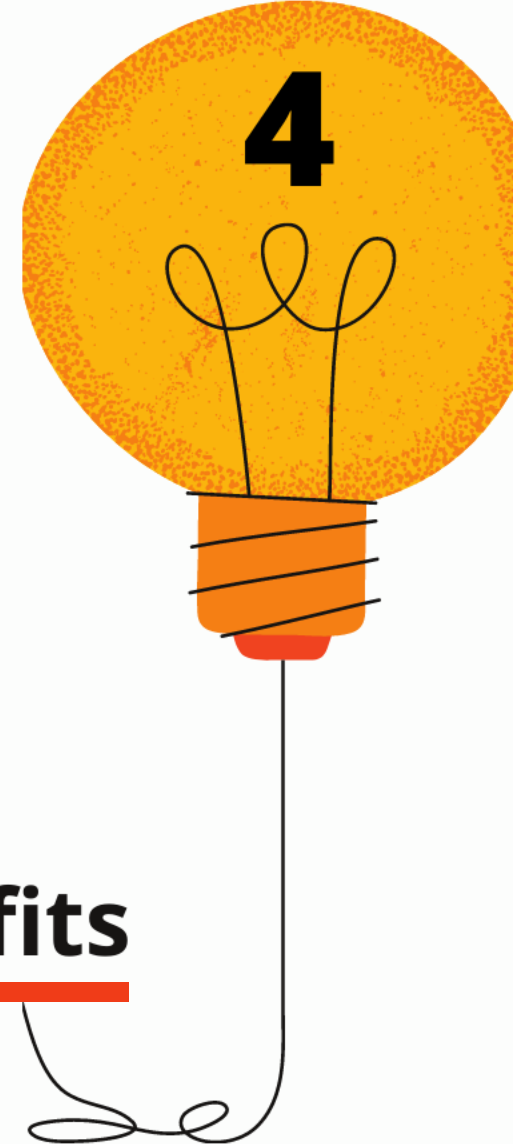
Aspects of Employment



Employee Handbook: Essential Elements

- Compensation
- Involuntary Deductions
- Voluntary Deductions
- Employee Benefits
 - Such as sick, vacation, maternity, personal leave, jury duty, military leave, etc.

Employee Benefits



Employee Handbook: Essential Elements

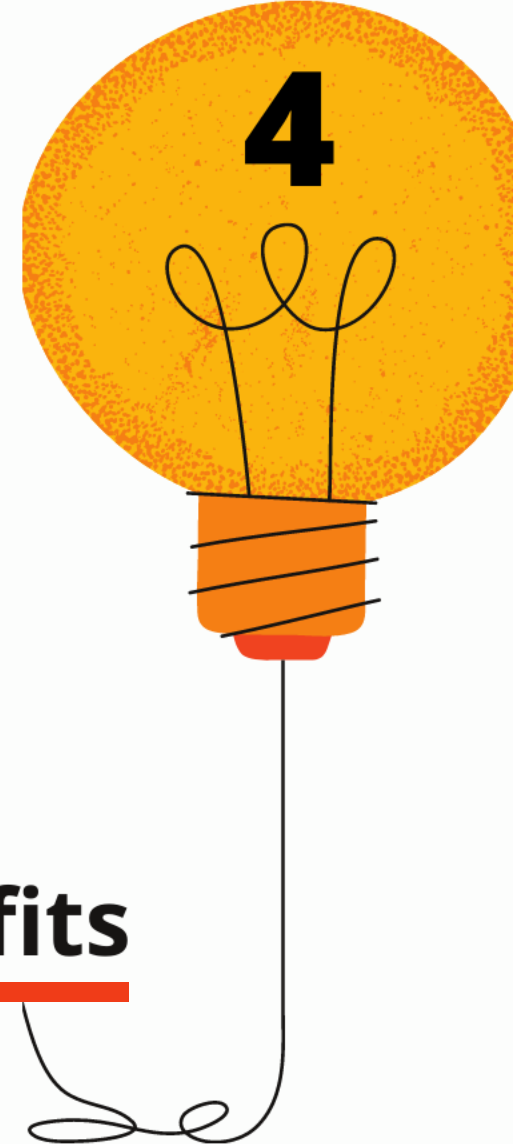
D. Employee Benefits

1. Bereavement Leave: An employee may be granted, upon request to the _____, up to _____(____) days of leave per year, with pay, to be used in the event of death in the employee's family as defined in Policy GCCA.

Extensions of bereavement leave may be granted upon personal request to the _____. If approved, all such extensions of bereavement leave shall be deducted from the employee's accrued sick leave.

In the absence of any accumulated sick leave, and upon request, the Superintendent may approve an unpaid leave of absence for each day of extended bereavement leave used.

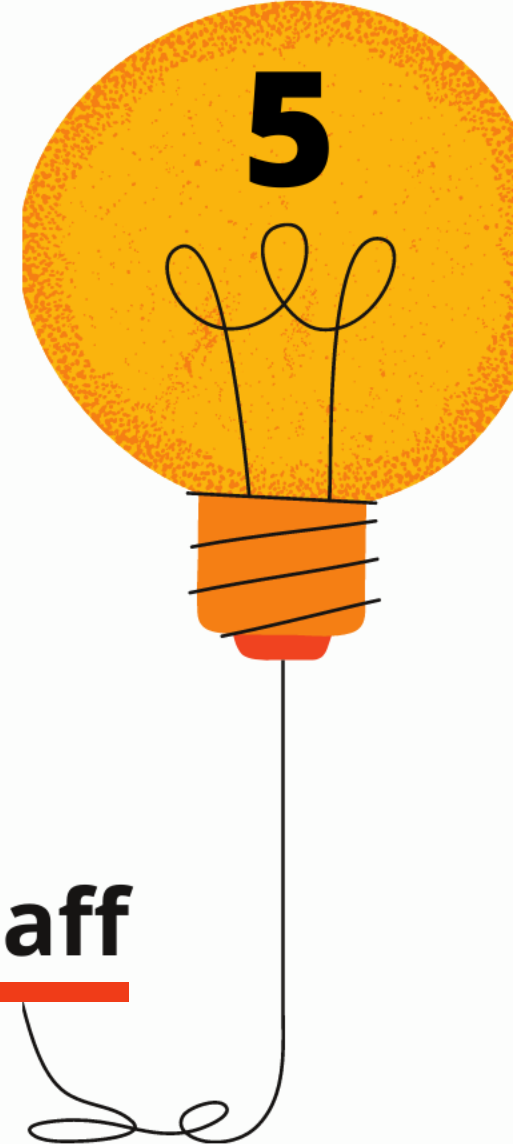
Employee Benefits



Employee Handbook: Essential Elements

- Teachers
- Support Staff
- Administrators
- Other Staff

Evaluation of Staff



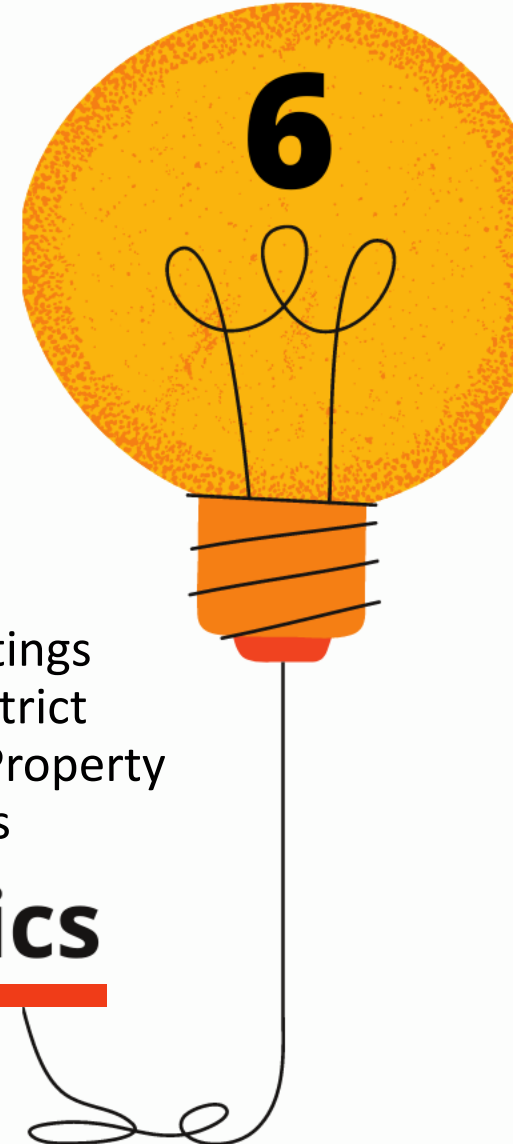
Employee Handbook: Essential Elements

- A. Appropriate Work Attire
- B. Arrangements for a Substitute Teacher
- C. Certification
- D. Child Abuse Reporting
- E. Communication with Students and Parents
- F. Conduct with Students
- G. Copyright Compliance
- H. Curriculum/Lesson Plans
- I. District Keys
- J. District Vehicles
- K. Emergency Procedures
- L. Employee Discipline
 - 1. Professional Staff
 - 2. Support Staff

- M. Employee Grievances
- N. Employment Outside the District
- O. Drugs/Alcohol
- P. Identification Badges
- Q. Participation in Political Activities
- R. Personal Property
- S. Physical Restraint/Seclusion
- T. Prohibited Personnel Practices
- U. Public Records
- V. Purchasing Procedures
- W. Receipt of Legal Papers or Threats of Litigation
- X. Smoking/Tobacco

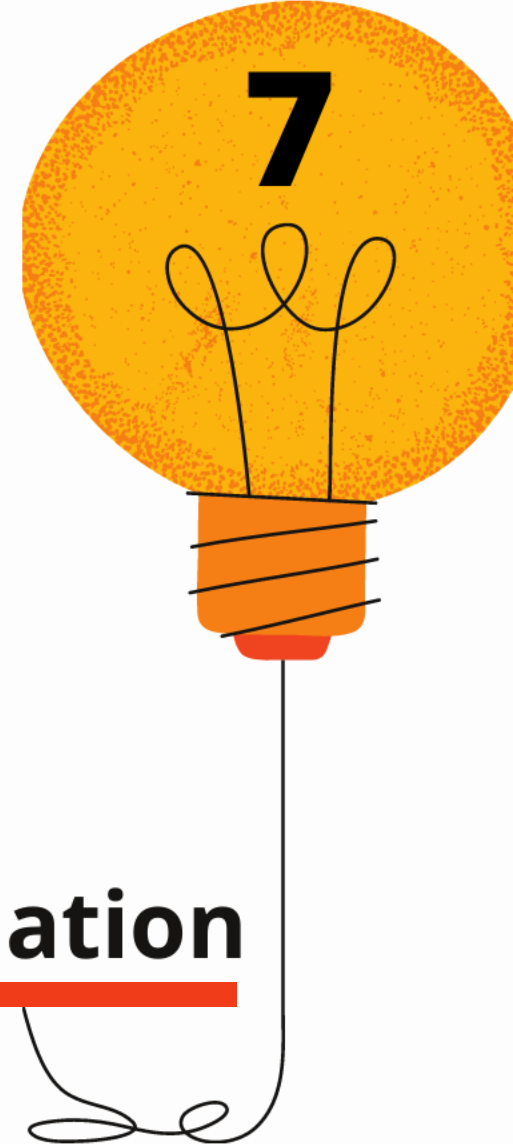
- Y. Staff Meetings
- Z. Use of District Equipment/Property
- AA. Weapons

Additional Topics



Employee Handbook: Essential Elements

- Attendance
- Cell Phone
- Ceremonies and Observations
- Release Time for Religious Instruction
- Student Evaluation and Grading
- Special Instructional Programs
- Students 504 Plans
- Student Rights
- Student Conduct, Rules and Discipline
- Supervision of Students



Related Student Information

ASBA's Employee Handbook Subscription



**District
Policy**



**Employee
Handbook**

ASBA Employee Handbook: **Benefits**

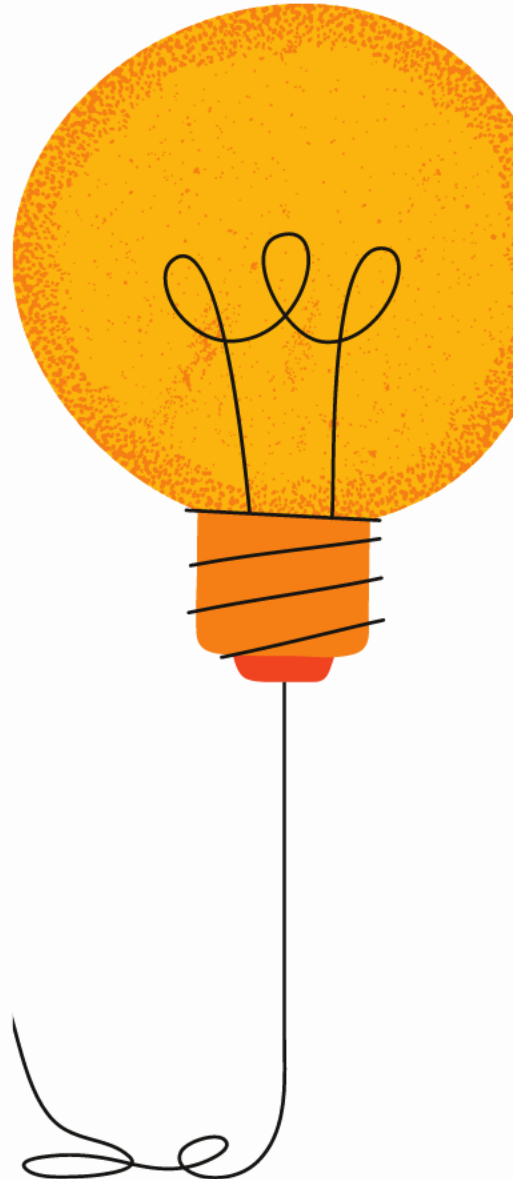
✓ **Compliance-Focused**

Up-to-date with state and federal laws

✓ **Customizable**

- Design
- Welcome and introduction
- Reflects and references *your* specific district policy

✓ **Affordable and Cost Effective**





Ready to make the connection?

Steve Highlen

Senior Policy Consultant
shighlen@azsba.org

Tracey Benson

Associate Executive Director
tbenson@azsba.org

602-254-1100