

Consolidated School District of New Britain

Human Resources Department
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Employee Handbook Revised: March 2006



“COMMITTED TO EXCELLENCE”

Consolidated School District of New Britain

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NOTICE

This Handbook is prepared for informational purposes only. It does not constitute a contract between the Consolidated School District of New Britain and its employees, and should not be construed as such. The policies and practices referenced in this Handbook may be changed or amended at any time, as necessary. Most policy statements in this Handbook have been paraphrased for brevity. Should any question arise regarding a policy issue, please refer to the full text of the referenced policy in the Policy Manual, and/or consult the Department of Human Resources. Employment by the Consolidated School District of New Britain is not for a definite term and may be terminated by the Consolidated School District of New Britain or by the employee at any time, pursuant to law or in accordance with any labor agreement currently in force.

A copy of the Consolidated School District of New Britain Policy Manual is available for review in the Department of Human Resources.

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SECTION I

Consolidated School District of New Britain



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DISTRICT SIZE AND STRUCTURE

The Consolidated School District of New Britain (CSDNB) provides a basic educational experience for approximately 11,000 students residing in the City of New Britain. A large and diverse staff of approximately 1,800 teaching (certified) and non-teaching (non-certified) employees is currently maintained in order to accomplish this task.

Students are educated in over 14 schools within the City of New Britain. The Superintendent administers the District. A Principal, who reports to the Superintendent and/or his designee, manages each school. The Principal is responsible for all activities within the school building and on its property.

Within the system, local, magnet and thematic schools attract students with special interests. These schools are designed to serve the educational needs of children from kindergarten through high school. Subject matter around which these schools are focused includes arts and technology.

MISSION OF THE CONSOLIDATED SCHOOL DISTRICT OF NEW BRITAIN

The mission of the Consolidated School District of New Britain is to provide a rigorous and relevant, high-quality, research-based, data-driven education that meets the intellectual, physical, moral, and social developmental needs of every child.

VISION OF THE CONSOLIDATED SCHOOL DISTRICT OF NEW BRITAIN

The vision of the Consolidated School District of New Britain is to promote and sustain a culture and a safe and secure learning environment that builds capacity in administrators, faculty, and parents to improve academic achievement, equipping all students with the necessary aspirations, skills, and knowledge to successfully complete college, be lifelong learners, and be productive citizens.

JOB CLASSIFICATION

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

There are two broad categories of job classifications within the system--certified and non-certified. The law requires that all persons teaching in public schools and/or holding supervisory or certain administrative positions must have valid certificates for the position they hold. These certificates ensure that employees in those positions meet certain State-mandated educational and experience requirements.

Copies of job descriptions/classifications are available in the Department of Human Resources.

RELATIONSHIPS WITH LABOR ORGANIZATIONS

Many employees of the Consolidated School District of New Britain have chosen to be represented by a labor organization in matters concerning salaries and terms of employment. The Board currently recognizes the following labor organizations as the sole representative of employees in the classifications indicated:

1. Local 51, American Federation of School Administrators
2. The New Britain Federation of Teachers, Local 871, AFT-CT, AFT, AFL-CIO
3. The New Britain Support Services Administrators Union (NBSSA), American Federation of School Administrators
4. Local 818, American Federation of State, County and Municipal Employees AFL-CIO
5. Local 1186 American Federation of State, County and Municipal Employees Council 4, AFL-CIO
6. The New Britain Federation of Paraprofessionals, Local 2407, Aft Connecticut, AFL-CIO

A copy of the labor agreement between each organization and the Consolidated School District of New Britain is available for review in the Department of Human Resources. If an employee has questions about organizational affiliation, he/she should see either his/her supervisor or the appropriate union representative.

SECTION II

Employment Conditions



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EQUAL EMPLOYMENT OPPORTUNITY

All personnel policies and practices of the Consolidated School District of New Britain will be in accordance with equal employment opportunity practices as determined by state and federal legislation. A job description and required qualifications will be made available for each position to be filled. Equal employment opportunity will be available to all protected groups; no individual will be discriminated against because of race, gender, color, religious creed, national origin, age, sex, sexual orientation, disability, marital status, present or past history of mental disorder, mental retardation, learning disability or physical disability, or abilities unrelated to performance of the duties of the position.

The district's staffing plan should be designed to ensure that the public schools are continuously moving toward integrated staff at all levels, in all schools, and in other areas throughout the system.

The Board believes in the importance of the district's practices to support the concept of staff balance because staff and students will benefit greatly from a diverse staff.

EMPLOYMENT AND ADVANCEMENT

Recruitment and Selection

The Superintendent shall be responsible for recommending to the Board of Education selections and assignments of all personnel in the Consolidated School District of New Britain, except as noted below. They shall be determined on the basis of potential contribution to the educational program and/or the best interests of the school system. It is the policy of the Board of Education to employ and retain the best-qualified administrators, teachers, and other personnel. This shall be accomplished through careful consideration of credentials, references, interviews, and evaluation of previous performance. Personnel shall be considered on the basis of his/her effectiveness without discrimination as defined by law.

- Breakfast /lunch aides
- Tutors

Affirmative Action

The Consolidated School District of New Britain will provide equal employment opportunities for all persons without regard to race, gender, color, religious creed, national origin, age, sex, sexual orientation, disability, marital status, present or past history of mental disorder, mental retardation, learning disability or physical disability, or abilities unrelated to the performance of the duties of the position. The Board directs the administration to set as a goal the recruitment, selection and employment of qualified people among all racial and ethnic groups.

No advertisement of employment opportunities may be intended or designed to restrict employment based upon discrimination as defined by law.

Standards/Conditions for Employment

Connecticut State General Statutes §10-221 requires criminal records checks of job applicants under final consideration for positions. This records check is through the Connecticut Bureau of State Police and/or the Federal Bureau of Investigation. The records check is performed at the applicant's expense and any employment offer is contingent upon the satisfactory completion of the check.

Employees of the Consolidated School District of New Britain must disclose all pertinent information about convictions for felonies and misdemeanors. Failure or refusal to disclose such information is grounds for termination.

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

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

The Superintendent may require an employee to obtain a physical or mental examination when sufficient cause warrants.

All new personnel shall submit to the office of the Superintendent evidence of a physical examination obtained no earlier than six months prior to the date of employment and no later than thirty days after the date of employment.

Probationary Period

All classified employees must complete a probationary period as defined by the individual's bargaining unit contract.

For specific information regarding the probationary period for his/her job classification refer to the most recent union agreement or contact the Consolidated School District of New Britain, Department of Human Resources.

Teachers should refer to Connecticut General Statutes § 10-151 for information regarding tenure.

PERFORMANCE EVALUATION

The Administration expects employees to perform their duties competently. To assist employees in achieving performance levels consistent with their capabilities, supervisors evaluate the performance of all regular employees on a regular basis.

Promotion

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

Assignment and Transfer

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

Employment Status

The granting of tenure is a serious decision having long-term consequences for the Consolidated School District of New Britain. For this reason, tenure status is not awarded to New Britain teachers whose performance in their probationary years has been no more than adequate. Rather, tenure is achieved only when there is evidence of high quality in a teacher's professional performance and promise of continued distinction following the award of tenure.

Renewal of limited contracts is contingent upon satisfactory performance. Continuing contracts, as the name implies, remain in force as long as the employee's performance remains satisfactory. Unless otherwise specified, teachers' contracts are for one school year, or for the unexpired portion of a school year following the effective date of the appointment.

The Consolidated School District of New Britain has several types of work years, which include: calendar year (12 months), school year (10 months) and per diem (as needed). The duration of the appointment relates to the nature of the work involved. Questions regarding the status of employment can be addressed to the employee's immediate supervisor or the Department of Human Resources.

Employment Records

Personnel files are maintained at the work site and/or at the Consolidated School District of New Britain central administration office.

Employees are expected to inform the Department of Human Resources of any change in status that could affect employment or benefits, such as marital status, educational attainment, certifications, or similar changes. Changes (even unlisted telephone numbers) must be recorded on a Change of Address Form (available at the Department of Human Resources or the Principal's office) and submitted to the Department of Human Resources. Emergency cards must also be updated should there be a divorce, marriage, death, change in emergency contact's phone number or address, or other major change in family status.

WORKING CONDITIONS

Hours of Work

For many Board employees, the normal workweek begins on Monday and ends on Friday. Hours of work and reporting times vary from building to building and according to the type of work being performed. The workday is eight hours unless otherwise specified. Overtime payment is governed by state and federal wage and hour laws and by individual collective bargaining agreements. Questions about work hours or overtime can be addressed to the employee's immediate supervisor, the employee's union representative or the Department of Human Resources. **Note: employees are not allowed to work overtime without the prior permission of their Supervisors.**

Attendance and Tardiness

All employees are expected to be at their assigned workstation on time and ready to work every scheduled workday. Tardiness and absence affect not only one's own work, but also the work of others. Therefore, the Consolidated School District of New Britain recognizes no "acceptable" number of absences or tardiness.

Section IV of this handbook -Leaves of Absence, defines the types of absences that may be approved.

Employees who are or will be absent for an extended period of time, with or without pay, must obtain an approved Leave of Absence from the Board of Education. Employees should review their collective bargaining agreement for more information.

Unsatisfactory attendance will result in corrective action, and may be considered a negative factor in performance evaluation. Tardiness and early departure also impact on the District's ability to deliver a quality educational experience to students. For this reason, the same advance notification procedures apply, as do the possible corrective actions.

Absent Teachers.

Teachers are required to call the automated Substitute Service Line no later than one hour prior to the beginning of their shift so that a substitute can be secured. In addition, the proper school administrator or immediate supervisor must be notified the morning of the absence. If an employee needs to be absent additional days not recorded in the automated system, he/she must notify the school before the end of the day prior to the day he/she was scheduled to return. Failure to follow this procedure can result in an unauthorized absence.

All Employees

Each Board employee must contact his/her supervisor if he/she is going to be absent from work. Further, each employee must obtain authorization for leave. **Three consecutive unauthorized absences are understood as an automatic self-resignation.**

Pay Practices

Currently, there are two pay schedules weekly or biweekly. Any questions regarding pay schedules can

be addressed by the Payroll Department.

Record keeping of attendance for pay purposes varies from office to office. Employees may be asked to punch a time clock, use a swipe card, submit a written time sheet or report their attendance orally to their supervisor. Methods of time reporting used have no reflection on employment status.

Equipment and Supplies

The Consolidated School District of New Britain provides all tools, equipment and supplies, including safety equipment that is reasonable and necessary for the performance of duties.

Workload

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

Communicable Disease Control

Because of employees close association with children, the control of communicable diseases is of great importance.

An employee identified as having a communicable disease is temporarily excused from work. If the employee has sick leave accrued, it may be used to keep the employee in pay status. Employees so identified and excused from work may be readmitted to employment upon presentation of a physician's certificate stating that they are free of communicable disease.

New employees must present documentation of having a negative tuberculin test taken no earlier than 90 days immediately preceding their first workday.

Sexual Harassment

Harassment of an employee by a supervisor or co-worker on the basis of sex creates a harmful working environment and is illegal under state and federal law. It is the policy of the Board to maintain a working environment free from harassment, insults or intimidation on the basis of an employee's sex. Verbal or physical conduct by a supervisor or co-worker relating to an employee's sex which has the effect of creating an intimidating, hostile or offensive work environment, unreasonably interfering with the employee's work performance, or adversely affecting the employee's employment opportunities is prohibited.

While it is difficult to define sexual harassment precisely, it does include any unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

1. submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
2. submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
3. such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment.

Although not an exhaustive list, the following are examples of the type of conduct prohibited by the policy against;

1. unwelcome sexual advances from a co-worker or supervisor, such as unwanted hugs, touches, or kisses;
2. unwelcome attention of a sexual nature, such as degrading, suggestive or lewd remarks or noises;

3. dirty jokes, derogatory or pornographic posters, cartoons or drawings; and
4. the threat or suggestion that continued employment advancement, or assignment of earnings depends on whether or not the employee will submit to or tolerate harassment.

Any infraction of this policy by supervisors or co-workers should be reported immediately to the Department of Human Resources. Retaliation against any employee for complaining about sexual harassment is prohibited under this policy and illegal under state and federal law. Violations of this policy will not be permitted and may result in discipline up to and including discharge from employment. Individuals who engage in acts of sexual harassment may also be subject to civil and criminal penalties.

Any employee who believes that he or she has been harassed in the workplace in violation of this policy may also file a complaint with the Connecticut Commission on Human Rights and Opportunities, 1229 Albany Avenue, Hartford, CT 06112, telephone number (860) 566-7710; and/or the Equal Employment Opportunity Commission, Boston Area Office, One Congress Street, Boston, MA 02114, telephone number (617) 565-3200. Connecticut law requires that a formal written complaint be filed with the Commission on Human Rights and Opportunities within 180 days of the date when the alleged harassment occurred. Remedies for sexual harassment include cease and desist orders, back pay, compensatory damages, hiring, promotion or reinstatement.

Note: This policy is limited to addressing sexual harassment. Other types of harassment also are prohibited by law, such as harassment on the basis of sexual orientation, race, color, religious creed, marital status, national origin, ancestry, physical or mental disability, or age.

Harassment

It is the policy of the Board that all faculty, staff and students, parents and all other members of the school community treat each other with dignity and respect. All are entitled to freedom from any kinds of personal harassment. No form of harassment will be tolerated whether related to race, gender, color, religious creed, national origin, age, sex, sexual orientation, disability, marital status, present or past history of mental disorder, mental retardation, learning disability or physical disability, or abilities unrelated to performance.

Regulations on Harassment

Reporting Procedure

The principal or other department head shall issue a report to the superintendent or his/her designee, once a year in June. This report should include:

- Planned programs for the following school year outlining how and when staff and student training will take place, along with any other planned anti-harassment activities or initiatives.
- A summation of activities conducted the previous year pertaining to initiatives implemented to train teachers, students, parents, and staff.
- A description of how issues relating to harassment are being implemented in the curriculum.
- A summation of the number of complaints received and the actions taken for resolution (mediation, disciplinary action, etc.).

School Site Harassment Prevention Team

Each site will have a Harassment Prevention Team. The Team will be responsible for:

- Establishing an anti-harassment plan for their school based on the needs of the school and its community.
- Developing a plan, in conjunction with school administration, parents, staff and students outlining strategies aimed at stopping and preventing the behavior and ensuring that mediation and. Adult /student interventions are used.

- Ensuring that formal procedures for reporting harassment incidents are followed as per system guidelines.
- Ensuring that all complaints are handled promptly.
- Encouraging staff to include anti-harassment issues as part of the curriculum, and designate at least one bulletin board in the school that provides age appropriate information on harassment issues.
- Reporting harassment complaints involving students to the Central Harassment Prevention Team for additional action as needed, and logging the complaint.
- Organizing parent outreach programs aimed at informing and educating parents about harassment and this policy.

Each site shall have an anti-harassment plan. Each plan must address the following elements:

- Students/staff need to identify what constitutes harassing behaviors.
- Students/staff need to be aware of the effect of harassment on experiences unwanted behavior.
- Students/staff need to be informed of laws pertaining to student fights in regard to harassment.
- Strategies to help students/staff combat unwanted behaviors when and where they occur.
- Students/staff need to be aware of the district's anti-harassment policy, procedures for reporting harassing behaviors, and to whom to report the information.

Publication

All staff is responsible for ensuring compliance with this policy and regulation and procedures at their school site, and ensuring an atmosphere free of harassment for all individuals, staff, and students alike.

SEPARATIONS

Voluntary Resignation

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

A teacher under contract with the Board may resign for good reason by submitting written notice at least 30 days prior to such resignation, except during the month of August. In so far as possible, a teacher planning to resign at the close of the current school year should give written notice to the Superintendent as early as possible in the school year.

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

Involuntary Termination -Layoff

Whenever it becomes necessary to reduce the number of employees in a job classification, employees in that classification are laid off in accordance with the respective collective bargaining agreement. Recall procedures vary according to the collective bargaining contract involved.

Involuntary Termination

Termination for cause may be based on a variety of reasons, including poor performance or behavior problems. The procedure for involuntary termination for cause varies according to the law and the labor contract involved.

Probationary employees may be terminated at any time during the probationary period, at the supervisor's discretion.

Teacher termination and non-renewal procedures are described in Connecticut General Statutes §10-151.

Retirements

Employees who are retiring should contact the Department of Human Resources to complete all necessary paperwork. Employees who plan to retire should refer to their individual contracts or applicable law for retirement eligibility and limitations. All retirement/resignation forms must be submitted to the Department of Human Resources.

Note: Teachers must give 120 days notice of retirement in order to receive sick leave severance, if eligible.

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SECTION III

Employee Rights and District Expectations



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EXPECTED BEHAVIOR

Standards of Conduct

All employees are expected to conduct themselves in a professional manner in the performance of their duties. As an educational institution, the Consolidated School District of New Britain and its employees establish behavioral standards that influence the development of students. Employee behavior is expected to model rational and constructive adult conduct. Employee behavior that does not reflect positive social values will have a negative influence on the students and fellow employees, and is unacceptable.

The Administration has "rules" for personal conduct. For the most part, common sense and one's interest in effectively contributing to the educational process is an adequate guide for behavior. Supervisors can provide more specific work rules related to each employee's function. The following behaviors illustrate major interference in the educational process, and represent the kinds of conduct that may result in immediate corrective action up to and including termination of employment with the Consolidated School District of New Britain:

- any falsification of employment records or information or other New Britain Public Schools records;
- theft of the Consolidated School District of New Britain property, another employee's property, or third party's property while on the Consolidated School District of New Britain premises;
- insubordination of any kind, including refusal to perform work requirements as assigned by the supervisor, the use of threatening or abusive language to supervisors, or failure to follow proper procedures;
- provoking a fight or fighting during working hours or on the Consolidated School District of New Britain property;
- participating in horseplay in the workplace or with students, or the deliberate destruction of the Consolidated School District of New Britain property or the property of an employee or student;
- unexcused absence for scheduled work day(s);
- carrying, possession or sale of firearms, explosive devices or other dangerous weapons on the Consolidated School District of New Britain property or while at work;
- a serious chargeable accident while operating a Consolidated School District of New Britain vehicle; unauthorized use of the Consolidated School District of New Britain equipment; punching the time card of another employee; sleeping on the job during working hours;
- deliberate or excessive waste of materials or abuse of equipment; mistreatment or abuse of students;
- negligence or carelessness in the performance of work;
- posting, altering or removing any matter on bulletin boards or the Consolidated School District of New Britain property unless specifically authorized by a department representative;
- failure to report on-the-job accidents or injuries promptly;

- using work time to conduct personal matters;
- threatening, intimidating, coercing, or interfering with fellow employees and/or students;
- distributing written or printed matter of a personal nature on New Britain Public Schools' time unless approved by management;
- violating any of the Consolidated School District of New Britain and/or Board of Education's policy;
- improper use of the internet or telephone (e.g. personal telephone calls); or
- any inappropriate or unprofessional conduct.

The above list is not meant to be an exhaustive description of inappropriate conduct.

Corrective Action

It is the Administration's intention to operate the Consolidated School District of New Britain as efficiently and as effectively as possible. Supervisors are expected to take action to correct situations or conduct inconsistent with that intent. The corrective action process generally follows the provisions of the various labor agreements and legal requirements between the Consolidated School District of New Britain and its employees. Notwithstanding any steps taken to correct employee's behavior, the Consolidated School District of New Britain retains the right to the immediate discharge from employment where justification exists.

Chemical and/or Substance Abuse -Alcohol and Drugs

It is the goal of the Consolidated School District of New Britain to provide a learning environment for students and a working environment for employees that is free from the negative effects of drug abuse.

In order to comply with the Drug Free Schools and Communities Act and the Drug Free Workplace Act, the New Britain Board of Education notifies all employees of the Consolidated School District of New Britain that the unlawful manufacture, distribution, dispensing, possession or use of illicit drugs and alcohol is prohibited on school premises and during any school sponsored activities.

Employees experiencing problems related to drug use, including the misuse of alcohol, should ask for confidential rehabilitation assistance before the problem leads to either misconduct or a lack of productivities. No disciplinary sanctions are taken against employees who voluntarily seek assistance.

Employees of a school system are held to higher standard of conduct due to their contact with students. Therefore, drug-related activities, including the misuse of alcohol, during the hours away from school may be considered serious misconduct and may lead to suspension and/or termination.

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

Employees who violate these standards of conduct will be subject to disciplinary action, consistent with applicable State and Federal laws and contractual obligations. Disciplinary action may include suspension and/or termination.

Publishing/Copyrights and Patents

Professional staff members shall be encouraged to write and publish educational materials whether it is for local use, periodicals or books.

Staff members are encouraged to contribute professional articles and news items to local, State and national agencies. As a matter of professional ethics, all professional articles should be cleared through the office of the Superintendent of Schools in the event that the school system is mentioned.

Materials created by staff at the instigation and/or direction of superiors and/or during work time shall be considered "work made for hire" under §§201(b) and 101 of the Copyright Act and shall be solely the property of the school district.

It is also understood that educational materials created by an employee during the employee's leisure hours when the employee is not fulfilling his/her contractual duties to the school district are the property of the employee.

The Consolidated School District of New Britain has proprietary rights to publications, instructional materials and devices prepared by district employees during their paid work time.

When employees or staff committees develop original materials during work time, or as part of regular or special assignments for which they are paid, the Consolidated School District of New Britain has sole rights in matters of publication or reproduction. However, the Consolidated School District of New Britain will clearly recognize and note the identity of the employee(s) who created the material.

Employees who have written a textbook purchased by the Consolidated School District of New Britain for use in the schools are required to remit to the Consolidated School of New Britain an amount of money equal to the royalty received by the author from the sale of the books to the Consolidated School District of New Britain.

Nepotism

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

For the purpose of this policy, relationship is defined as a member of the immediate family which means the mother, father, grandmother, grandfather, or a grandchild of the Board member or administrator, or of the spouse of the Board member or administrator, and the spouse, son, son-in-law, daughter, daughter-in-law, brother, sister, or any relative living in the immediate household of the Board member or administrator, or other close friendships or business relationships that could be construed as possibly causing a bias or loss of objectivity on the part of the Board member or administrator .

So far as possible, no administrator shall have supervisory relationship to any member of his/her family.

Gifts

No employee of the Consolidated School New Britain shall accept any costly or ethically inappropriate gift from any person or business as a consequence of their employment by the Consolidated School District of New Britain.

Solicitation and Selling

No Consolidated School District of New Britain funds, including school activity funds, shall be used to support charity contributions or personal gifts or any non-school activities.

Collections, Contests, and Drives

Approval by the Superintendent or designee shall be required for participation by schools in collections, contests, and drives. Every effort shall be made to keep collections, contests, and drives at a minimum to avoid interference with the regular school program.

Solicitation of Staff Members

Outside groups shall not be permitted to solicit among the staff for any purpose.

Dress Code

As a professional organization, Board employees must act, dress, and work in a professional manner. Questions regarding the appropriate dress attire should be discussed with the employee's supervisor.

Use of Telephones

Telephones are provided on Consolidated School District of New Britain properties to conduct school business. In cases of emergency, personal messages may be taken for an employee. Outgoing personal telephone calls should be made on public telephones in the building. If no public phone is available, employees may make personal outgoing telephone calls only with the permission of the Principal or other Administrative/Supervisory authority. The use of cell phones for personal calls and/or messages during work hours is prohibited.

Smoking and Tobacco Use

The Consolidated School District of New Britain is committed to maintaining and improving the health and well-being of students and employees.

Consistent with state law, smoking is prohibited at all times in all buildings under the jurisdiction of the Board and in all facilities where Board activities transpire.

Gambling

Gambling, wagering, solicitation of bets and the sale of chances in office pools are forbidden.

Activities

The Consolidated School District of New Britain sponsored participation of students and employees in community- sponsored activities is encouraged, as long as such activities are non-partisan and non-sectarian, have a specific educational purpose, and do not adversely affect the conduct of the educational program.

Other Employment

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

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

ASSOCIATION AND UNION MEMBERSHIP

Employees are permitted and encouraged to join professional associations to further their professional growth. Likewise, most employees are free to affiliate themselves with an appropriate labor union within the Consolidated School District of New Britain. The Administration recognizes that unionization is a legitimate right of its employees.

CIVIL AND LEGAL RIGHTS

Non-Discrimination

All personnel policies and practices of the Consolidated School District of New Britain will be in accordance with equal employment opportunity practices as determined by state and federal legislation. A job description and required qualifications will be made available for each position to be filled. Equal employment opportunity will be available to all protected groups; no individual will be discriminated against because of race, gender, color, religious creed, national origin, age, sex, sexual orientation, disability, marital status, present or past history of mental disorder, mental retardation, learning disability or physical disability, or abilities unrelated to performance of the duties of the position.

The district's staffing plan should be designed to ensure that the public schools are continuously moving

toward integrated staff at all levels, in all schools, and in other areas throughout the system.

The Board believes in the importance of the district's practices to support the concept of staff balance because staff and students will benefit greatly from a diverse staff.

No employee will be discriminated against because of race, religion, sex, national origin or any other non job-related circumstance. Likewise, no employee will be discriminated against because of organizational memberships or because of legitimate activities pursued or not pursued as a result of those memberships.

The condition or privileges of employment in the school district, including the wages, hours, terms and benefits, shall be applied without regards to race, gender, color, religious creed, national origin, age, sex, sexual orientation, disability, marital status, present or past history of mental disorder, mental retardation, learning disability or physical disability, or abilities unrelated to the performance of the duties of the position. The Board seeks to extend the advantages of public education with full equality of educational opportunity to all students and personnel. The Board, any employee or any other person may not aid or compel the performance of an unfair labor practice as defined by law.

Freedom of Speech

Employees have the same guarantees of freedom of speech as provided under the First Amendment of the United States Constitution and applicable case law. In accordance with these principles, all employees of the New Britain Public Schools have the right to speak out on matters of public concern before the Board of the Consolidated School District of New Britain, or to speak out on such matters in any other appropriate forum. No employee of the Consolidated School District of New Britain will be subject of disciplinary action or retaliatory action of any kind as a result of the exercise of his or her free speech rights.

Record

The Consolidated School District of New Britain will abide by the requirements of the Freedom of Information Act.

Employees may make an appointment to review their personnel file and may obtain copies of any material entered into the file subsequent to their appointment. Employees will be charged a nominal fee for photocopying.

Right to Present Grievances

The Consolidated School District of New Britain encourages all employees to solve difficulties and problems within the school or department in which they are employed. Grievances may be filed in accordance with the various collective bargaining agreements.

Non-Violation of Laws

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

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SECTION IV

Compensation and **B**enefits



“Committed To Excellence”

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COMPENSATION

Salaries and wages paid by the New Britain Public Schools are highly competitive with other major metropolitan areas for teachers, administrators, and other staff members. Salary schedules for all employees are carefully reviewed to ensure that the system can attract and maintain the kind of talent required to achieve its educational objectives, within the constraints of the budget and other funding sources.

Wage and Salary Schedules

Schedules of base wages, salaries and step increments are published as a part of each collective bargaining agreement. Wage and salary schedules for the current year, including step intervals and assignment differentials, are available from the Department of Human Resources. Questions about compensation may be addressed to each employee's supervisor, union representative or the Department of Human Resources.

Regular Pay

Currently, employees receive weekly or biweekly payments. Checks are made available to employees at their workplace within a reasonable time after their scheduled start time on a regular payday. In the case of a scheduled absence, checks may be mailed to the employee's home if requested in advance. An employee also has the option of direct deposit.

Paychecks are itemized to indicate all deductions and any adjustments.

Overtime Pay

Employees who are exempt from the Wage and Hours Law because of their administrative, executive or professional status are not eligible for pay for overtime worked. Employees who are not exempt from the Wage and Hour Law and are required to work over 40 hours may receive compensation or recommendation for overtime work as described in the collective bargaining agreement between their labor organization and the Board.

Generally, overtime is paid at one and one-half times the employee's base rate for all hours worked in excess of 40 hours in one week. Pay for Saturday work and Sunday work varies according to the employee's classification and the labor contract involved. Questions about overtime for a specific classification should be addressed to the Department of Human Resources or the employee's union representative.

BENEFITS

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

ELIGIBILITY

Generally, but not exclusively, non-teaching employees are eligible for benefits if they have a regular assignment requiring more than 19-1/2 hours of work per week during the school year, except certain positions (i.e. student employees, lunchroom attendants, etc.) and any employees utilized on a substitute basis or for short-term assignments such as summer employment. Employees should refer to their respective collective bargaining agreement to determine eligibility.

Certified personnel are generally, but not exclusively, eligible for benefits if they are employed on a limited or continuing contract and scheduled to work at least 50 percent of the time during the school year. Again, employees should consult their collective bargaining agreement or the Department of Human Resources for details.

INSURANCE

Workers' Compensation

All employees of the New Britain Public Schools are protected under the State Workers' Compensation Act of Connecticut in cases of injury or death incurred in the course of and arising out of their employment. If an employee sustains an injury in the course of pursuing his/her job duties, he/she should immediately notify his/her supervisor.

Work-related injuries must be reported to the Workers' Compensation Specialist in the Payroll Department within 24 hours from date of injury.

Health Insurance

Eligible employees must complete an enrollment or transfer form upon employment, re-employment, or recall. **Coverage is not automatic!** Employees should consult their collective bargaining agreement or the Department of Human Resources for a complete description of each plan. Generally, employees who complete enrollment by the 10th of a month are eligible for benefits as of the first of the next month.

Dental Insurance

Currently, the New Britain Public Schools provides a dental insurance program to eligible employees. Employees should check their respective collective bargaining agreement for further information.

Life Insurance

A life insurance policy may be provided to eligible full-time employees at no cost. Employees should check their respective collective bargaining agreement for further information. Insurance forms are required in order to begin the payroll process. Group life insurance is effective simultaneously with health insurance. Employees should contact the Employee Benefits Specialist 860-827-2248, for the health package offered in their contract and should check with their respective collective bargaining agreement for further information.

VACATIONS AND HOLIDAYS

Vacations

Eligible employees accumulate vacation at a rate based on the agreed upon provision of their respective collective bargaining agreement with the Consolidated School District of New Britain.

Employees must have their vacation schedule approved by the appropriate administrator(s) before vacation time may be taken.

There is no carry over of vacation leave unless expressly provided for in a collective bargaining agreement or individual employment contract.

Holidays

Regular non-teaching employees may receive holiday pay, if provided by the respective collective bargaining agreement.

LEAVE PROVISIONS

The Administration recognizes that certain absences are necessary because of illness or personal emergencies. Further, it recognizes that some absences in the pursuit of personal development and growth can be beneficial to the system. Employees are eligible for leaves only as specified by their collective bargaining agreements. The following are examples of circumstances where the Administration may provide leaves of absence for eligible employees:

Sickness

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

Upon approval, employees may use accumulated sick leave for absence with pay due to personal illness, injury, exposure to contagious disease which could be communicated to others, or pregnancy-related disability.

Employees absent from work because of illness may be asked to submit a written statement to justify the use of sick leave.

Sick leave is when an employee is absent due to his/her own illness. Written medical verification from the attending physician must be promptly submitted to the employee's Principal/Supervisor who will forward the information to the Department of Human Resources, for all illnesses/absences of five or more consecutive days.

NOTE: The employee's physician must identify the nature of the illness/injury and give two dates: (1) the employee's first date of absence, and (2) the anticipated date of return to work or next doctor's visit. The projected date of return can be shortened or extended. If shortened, the employee's physician must submit, in writing, a new date of release. If extended, a subsequent medical verification statement must be submitted.

Family and Medical Leave Act (FMLA)

The Family and Medical Leave Act of 1993 provides that employees that meet the eligibility requirements may take up to twelve weeks of unpaid leave within a twelve-month period. This leave can be for personal or family medical reasons, and for birth or adoption reasons. For further information regarding the application requirements of the leave, please contact the Department of Human Resources

Jury Duty

Employees selected for Jury Duty must immediately notify their Principal/Supervisor. Employees on Jury Duty, who receive full pay pursuant to the applicable collective bargaining agreement, must submit checks and the certificate of Jury Duty directly to the Payroll Manager upon receipt.

Personal Days

A personal day with pay is defined by the applicable collective bargaining agreement. Except in extreme emergencies, employees must request or give notice of a personal day with pay in advance. A personal day cannot be used in order to extend school vacations or holidays. The Payroll Manager must be notified of all approved personal days.

Funeral Leave/Bereavement

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

EXTENDED LEAVES OF ABSENCE

Professional Study Leave

Pursuant to the terms of the collective bargaining agreement, teachers with the requisite amount of current continuous employment in the District may apply for a leave of absence without pay for the purposes of pursuing a specific course of study up to two years. The planned program of study must accompany the *Request for Leave*. Employees on Professional Study leave of absence continue to accumulate seniority within the system. However, they will not accumulate service credit towards retirement.

Professional leave/professional study leaves without pay to attend college or graduate school for a half or full semester may also be available. A plan of study must be submitted. For eligibility requirements and detailed information, teachers should review their collective bargaining agreement. Final approval for all leaves of absence for certified staff rests with the Board.

Military Leave of Absence

Employees may request a Military Leave of Absence for extended tours of military service. A copy of the military orders must accompany the *Leave Request*. The New Britain Public Schools will follow all applicable laws regarding military leaves of absence. Employees should contact the Department of Human Resources for more information.

Childbearing (Maternity) & Child-Rearing Leaves of Absence

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

There are no restrictions as to the number of childbearing leaves that a teacher may request. Teachers returning from maternity leaves are assigned to a position comparable to the one they left, but are not assured of return to the original assignment.

Non-teaching employees may be granted a child-rearing leave of where provided for in their collective bargaining agreement. Non-teaching employees are limited to two such leaves of absence for the birth of each child. Non-teaching employees may apply for a sick leave with pay, to the extent sick leave has been accumulated, for pregnancy-related disability. A doctor's statement attesting to the nature and severity of the disability and the expected date of return must be submitted.

Sabbatical Leave of Absence

Pursuant to the collective bargaining agreement, teachers with seven years of continuous teaching service in the District, who hold continuing contracts, may apply for a sabbatical leave with reduced pay for one school year to pursue a course of academic study.

To apply, teachers must submit a *Request for Leave*, which must be approved by the Superintendent. Teachers on sabbatical continue to accumulate seniority within the system. However, they do not accumulate service credit toward retirement.

RETIREMENT PROGRAMS

Employees should review their applicable collective bargaining agreement, contact the Department of Human Resources, or review applicable law for information regarding retirement programs.

TAX-DEFERRED ANNUITIES

Employees may choose to defer portions of their current income for retirement purposes through the purchase of tax-deferred annuities. Such deferrals may reduce current income taxes.

The Payroll Department maintains a list of companies authorized to sell annuities to employees. Interested employees may inquire at the Payroll Department. This opportunity is purely voluntary and the Board assumes no responsibility for the outcome of any investment.

Your Rights under the Family and Medical Leave Act of 1993

FMLA requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to "eligible" employees for certain family and medical reasons. Employees are eligible if they have worked for their employer for at least one year, and for 1,250 hours over

the previous 12 months, and if there are at least 50 employees within 75 miles. The FMLA permits employees to take leave on an intermittent basis or to work a reduced schedule under certain circumstances.

Reasons for Taking Leave:

Unpaid leave must be granted for *any* of the following reasons:

- to care for the employee's child after birth, or placement for adoption or foster care;
- to care for the employee's spouse, son or daughter, or parent who has a serious health condition; or
- for a serious health condition that makes the employee unable to perform the employee's job.

At the employee's or employer's option, certain kinds of *paid* leave may be substituted for unpaid leave.

Advance Notice and Medical Certification:

The employee may be required to provide advance leave notice and medical certification. Taking of leave may be denied if requirements are not met.

- The employee ordinarily must provide 30 days advance notice when the leave is "foreseeable."
- An employer may require medical certification to support a request for leave because of a serious health condition, and may require second or third opinions (at the employer's expense) and a fitness for duty report to return to work.

Job Benefits and Protection:

- For the duration of FMLA leave, the employer must maintain the employee's health coverage under any "group health plan."



U.S. Department of Labor
Employment Standards Administration
Wage and Hour Division
Washington, D.C. 20210

- Upon return from FMLA leave, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms.
- The use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave.

Unlawful Acts by Employers:

FMLA makes it unlawful for any employer to:

- interfere with, restrain, or deny the exercise of any right provided under FMLA;
- discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

Enforcement:

- The U.S. Department of Labor is authorized to investigate and resolve complaints of violations.
- An eligible employee may bring a civil action against an employer for violations.

FMLA does not affect any Federal or State law prohibiting discrimination, or supersede any State or local law or collective bargaining agreement which provides greater family or medical leave rights.

For Additional Information:

If you have access to the Internet visit our FMLA website: <http://www.dol.gov/esa/whd/fmla>. To locate your nearest Wage-Hour Office, telephone our Wage-Hour toll-free information and help line at 1-866-4USWAGE (1-866-487-9243): a customer service representative is available to assist you with referral information from 8am to 5pm **in your time zone**; or log onto our Home Page at <http://www.wagehour.dol.gov>.

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HARASSMENT FORMAL COMPLAINT FORM

Name and position of
complainant:

Date of complaint:

Name of alleged harasser:

Date and place of incident:

Description of misconduct:

Name of witnesses (if any)

Has the incident been reported before?

If yes, when?

To whom was it reported?

What was the resolution?

Reasons for dissatisfaction:

CONSOLIDATED SCHOOL DISTRICT OF NEW BRITAIN

New Britain, Connecticut

HARASSMENT COMPLAINT – APPEAL FORM

Name and position of complainant: _____

Date of appeal: _____

Date of original complaint: _____

Have there been any prior appeals? _____

If yes, when? _____

To whom? _____

Description of decision being appealed: _____

Why is the decision being appealed? _____
