



# Employee Handbook

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*Hartford Public Schools*

Revised January 2014

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# NOTICE

This Handbook is prepared for informational purposes only. It does not constitute a contract between the Hartford Public Schools 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 Hartford Board of Education Policies, and/or consult the Office of Talent Management. Employment by the Hartford Public Schools is not for a definite term and may be terminated by the Hartford Public Schools or by the employee at any time, pursuant to law or in accordance with any labor agreement currently in force.

Each employee is responsible for the contents of this document and the Board policies.

A copy of the Hartford Public Schools' Policies are available on the website [www.hartfordschools.org](http://www.hartfordschools.org).

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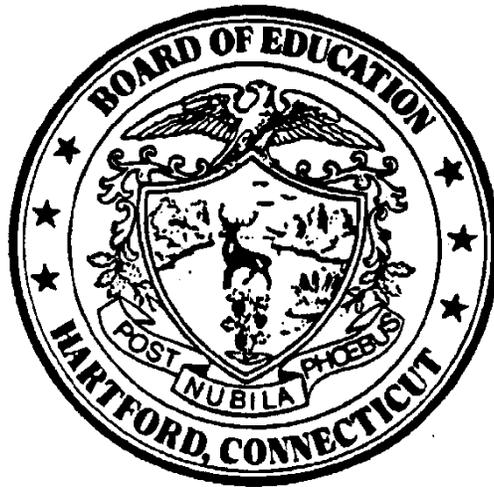
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# SECTION I

## *Hartford Public Schools*



## **SIZE AND STRUCTURE**

Hartford Public Schools is a system of high performing, diverse and distinctive schools of choice. The attainment of Hartford students in reading, math, science and college readiness will be reflective of the high educational outcomes of the State of Connecticut. (See HPS Policy 0100).

Students are educated in over 50 schools or educational locations within the City of Hartford. 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 Hartford Public Schools' portfolio, local charter, magnet, and thematic schools attract students with special interests. These schools are designed to serve the educational needs of children from pre-kindergarten through high school. Subject matter around which these schools are focused includes sports, science, arts, technology, and vocational training.

## **MISSION OF THE HARTFORD PUBLIC SCHOOLS**

Hartford Public Schools is the State Capital's Portfolio District of Excellence! The Hartford Public Schools' purpose is to significantly improve the performance of Hartford students:

1. We believe all students can learn at or above grade level.
2. We believe that the achievement gap must and can be eliminated, by each student reaching his/her learning potential.
3. We believe schools have an enormous impact on students' lives.
4. We believe that all parents must be empowered to play an active role in their students' education.
5. We believe that community collaboration is fundamental to achieving and sustaining excellence.

(See HPS Policy 0000.)

## **JOB CLASSIFICATION**

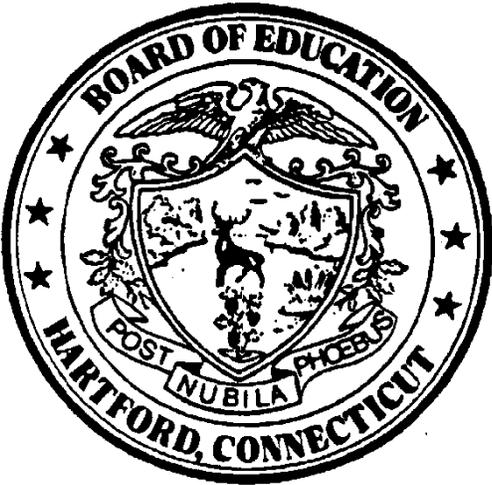
The educational program of the Hartford Public Schools requires that a wide variety of activities be undertaken to accomplish many tasks. Similar tasks requiring similar qualifications are typically grouped together into a single classification and designated by a descriptive job title.

There are two broad categories of job classifications within the system: certified and non-certified. The law further 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 description/classifications and collective bargaining agreements are available in the Office of Talent Management.

# SECTION II

## *Employment Conditions*



## **EQUAL EMPLOYMENT OPPORTUNITY**

All personnel policies and practices of the Hartford Public Schools will be in accordance with equal employment opportunity practices as determined by state and federal legislation. A job description and required qualifications will be made available for each position to be filled. Equal employment opportunity will be available to all protected groups; no individual will be discriminated against because of race, color, religious creed, age, marital status, national origin, ancestry, sex, sexual orientation, gender identity or expression, intellectual disability, mental disability or physical disability, genetic information.

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

The Board believes in the importance of the district's practices to support the concept of staff balance because staff and students will benefit greatly from a diverse staff. (See HPS Policy 2111.)

## **EMPLOYMENT AND ADVANCEMENT**

### Recruitment and Selection

The Superintendent of schools shall be responsible for the selection and assignment of all personnel in the Hartford Public Schools 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. (cf. 2111-Equal Employment Opportunity, 4111.1/4211.1-Affirmative Action in Recruitment and Selection)

The Superintendent or designee is authorized to employ all personnel below the rank of principal. Appointments to positions at the rank of principal and above shall be approved by the board of education upon the recommendation of the Superintendent, and shall be handled in accordance with applicable provision of C.G.S. 10-151. (See HPS Policy 4111/4211.)

### Affirmative Action

The board of education will provide equal employment opportunities for all persons without regard to race, color, religious creed, national origin, ancestry, age, sex, sexual orientation, gender identity or expression, genetic information, disability, marital status, present or past history of mental disorder, intellectual disability, learning disability or physical disability, or abilities unrelated to the performance of the duties of the position. The board of education 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 by intent or design restrict employment based upon discrimination as defined by law. (See HPS Policy 4111.1/4211.1.)

### Standards/Conditions for Employment

Connecticut State General Statutes §10-221 requires criminal records check 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 Hartford Public Schools must disclose all pertinent information about convictions for felonies and misdemeanors. Failure or refusal to disclose such information is grounds for termination. (See HPS Policy 4112.5/4212.5.)

Decisions regarding the effect of a conviction upon an applicant/employee, if disclosed by the applicant/employee, will be made on a case-by-case basis. Notwithstanding the foregoing, the falsification or omission of any information on a job application or in a job interview, including, but not limited to information concerning criminal convictions or pending criminal charges, shall be grounds for disqualification from consideration for employment or discharge from employment. (See HPS Policy 4112.5/4212.5.)

Additionally, there is a zero tolerance policy for DCF substantiations for district employees.

### Probationary Period

All classified employees must complete a probationary period as defined by the individual's bargaining unit contract. All non-bargaining classified employees are subject to a probationary period of at least one hundred and twenty working days (excluding any authorized or unauthorized leaves).

For information regarding the probationary period for specific a job classification, refer to the most recent union agreement or contact the Hartford Public Schools, Office of Talent Management, at (860) 695-8485.

Teachers should refer to Connecticut General Statutes §10-151 for information regarding the statutory probationary period.

### 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 most regular employees on a regular basis.

### Employment Status

The granting of tenure is a serious decision having long-term consequences for the Hartford Public Schools. For this reason, tenure status is not awarded to Hartford 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. (See HPS Policy 4116.) A teacher must exhibit excellence or potential for excellence to be awarded 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.

Hartford Public Schools has several types of work years, which include: calendar year (12 months), 11-month, 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 Office of Talent Management.

#### Employment Records

Personnel files are maintained at the work site and/or at the Hartford Public Schools central administration office.

Employees are expected to inform the Office of Talent Management 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 Office of Talent Management and the Principal's office or online through MUNIS self-service) and submitted to the Office of Talent Management. 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 work week begins on Monday and ends on Friday. Hours of work and reporting times vary from building to building and according to the type of work being performed. The workday is 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 or the Office of Talent Management.

#### 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 Hartford Public Schools recognize no "acceptable" number of absences or tardiness.

Section IV, Leaves of Absence, defines 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 Office of Talent Management. Employees should review their collective bargaining agreement for more information.

Unsatisfactory attendance will result in corrective action and will be considered a negative factor in performance evaluation. Tardiness and early departure also impact 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, Child Development Assistants (CDA), and Safety Officers

Teachers, CDAs, and safety officers are required to call the automated substitute service line, eSchool Solutions 1-877-403-0405 hartfordps.eschoolsolutions.com 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 teachers, CDAs, and safety officers are required to register with the Substitute Service. If assistance is needed when using the automated system, an employee can call the Help Line 860-695-8485 between the hours of 8:00 a.m. and 4:30 p.m.

#### 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 on a Confidential Leave Request Form, attaching an adequate medical note where appropriate. **Three consecutive unauthorized absences are understood to be a self-resignation and shall be processed as such according to district practice.**

#### Pay Practices

Currently, most employees are paid on a biweekly schedule. 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 sign in to a log sheet, punch a time clock, use a swipe card, use a thumb print, 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 Hartford Public Schools 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.

### 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; submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
2. such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

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

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 Superintendent or his/her designee. 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, 999 Asylum Avenue, Second Floor, Hartford, CT 06105, telephone number (860)

566-7710; and/or the Equal Employment Opportunity Commission, Boston Area Office, John F. Kennedy Federal Building, 475 Government Center, Boston, MA, 02203 telephone number 1-800-669-4000. Connecticut law requires that a formal written complaint be filed with the Commission on Human Rights and Opportunities 180 days from the date when the alleged harassment occurred. Remedies for sexual harassment include cease and desist orders, back pay, compensatory damages, hiring, promotion, or reinstatement.

### Harassment

It is the policy of the Hartford Board of Education that all faculty, staff and students, parents and all other members of the school community treat each other with dignity and respect. No form of harassment will be tolerated whether related to race, ancestry, color, religious creed, national origin, age, sex, sexual orientation, gender identity or expression, disability, marital status, present or past history of mental disorder, intellectual disability, learning disability or physical disability, and genetic information. (See HPS Policy 4118.3(a)/4218.3.)

### Regulations on Harassment

#### *School Site Harassment Prevention Team*

Each site will have a Harassment Prevention Team consisting of the principal or his/her designee and any other members that he/she sees fit.

#### *Enforcement – Student/Student and Student/Staff Complaints*

All non-school staff is responsible for reporting information concerning potential violations of this policy involving staff and other non-student violators directly to the Central Team. All school staff and students are responsible for reporting potential violations of this policy to the Site Team, which will immediately notify the Central Team of potential violations of this policy.

Reports made by staff or students relating to student/student harassment may be made to any Team as appropriate. Such reports may be made verbally or in writing, and may be made anonymously.

Upon receipt of any report or other information concerning a potential violation of this policy by any person, the Central Team shall convene to evaluate the information received. If any member of the Central Team is a potential witness or violator, that person shall be removed from all proceedings with respect to the report. The Central Team shall determine whether the information is sufficiently substantive to warrant further action, and shall determine what further action, if any, shall be taken.

Such further action may include investigation, counseling, referral to other persons of agencies, notification of other agencies, or other appropriate action. All incidents involving significant physical contact shall be referred for further investigation. In the case of student offenders, such investigation shall be conducted by individuals deemed appropriate by the Central Team. In the case of non-student offenders, including visitors and vendors, such investigation will be conducted by the Chief Labor and Legal Officer or his/her designee. It is the responsibility of the Central Team and the Superintendent to appoint proper investigators in each instance and to assure that the investigation is completed in a timely manner.

The Central Team and the Site Teams shall maintain a log. If further investigation is required, the Central Team shall refer the report to the Office of Labor and Legal Services in the case of complaints involving staff, or the Superintendent or his/her designee in the case of complaints involving students.

*Enforcement – Staff/Student and Staff/Staff*

The Chief Labor and Legal Officer or his/her designee (investigator) shall meet with both the complainant and the alleged offender (in cases involving staff and other non-students) and all appropriate witnesses in order to give all parties involved the opportunity to provide information concerning the incident in as non-threatening an environment as possible.

The investigator will maintain a record of his/her investigation, with reference to the log of reports and information received.

The investigator will encourage all complainants to keep a record of all objectionable incidents and the steps taken to resolve the problem. The investigation will be completed as promptly as possible and within fifteen (15) school days after the formal complaint is filed unless the time for completion is extended by the Central Team. Based on the investigation, the Chief Labor and Legal Officer or designee will file a report with the Central Team on the factual findings of the investigation. The Central Team will convene to review the report and consider whether to make any recommendations concerning remedial action to the Superintendent. The Superintendent or school principal shall review the report and recommendation of the Central Team as soon thereafter as possible and take appropriate remedial action.

Staff members and students and their parents who are subject to remedial action shall have the right to review the decision. Student complainants who are dissatisfied with the school principal's action with respect to an incident may appeal to the Superintendent.

*Vendors and Other Visitors*

All persons engaged in business with and/or visiting the Hartford Public School System must abide by this policy. Any reported incident involving vendors or visitors must be immediately reported to the Central Team for investigation pursuant to this regulation.

*Training*

The anti-harassment policy shall be part of the ongoing education and training of students and staff as determined by the superintendent. Such education and training shall address not only the provisions of this policy and regulation, but also stereotyping, cultural sensitivity, diversity, and mutual respect.

In addition, all managers of employees shall receive this and other training and education in accordance with the requirements of C.G.S Sec. 46a-54-204, as it may be amended from time to time.

Training will be provided for members of the board of education, central and school administrators and staff, and every member of the central and site teams.

### *Training – Student/Student Harassment*

The training of administrators, teachers, support staff, students, and parents is critical to facilitate staff training, a team of site-based personnel (site team) will be identified for each school. This team should consist of at least one administrator, who will serve as team leader, one teacher or counselor, one member of the support staff (nurse, social worker, etc.), and one parent. Schools are encouraged to have students participate where appropriate. Site teams may consist of a team specifically selected to focus on harassment issues or may consist of members of an already established team (crisis intervention, governance, etc.). It is strongly recommended that the teams be composed of diverse members to the greatest extent possible. After the school staff has been trained by the site team or outside agency, all teachers in all subject areas will be required to incorporate anti-harassment topics into their teaching and subject areas, in a manner deemed appropriate by the teachers and the site administrator.

### *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. (See HPS Harassment Formal Complaint Form, page 29, and Harassment Complaint—Appeal Form, page 30.)

## **SEPARATIONS**

### Voluntary Resignation

Employees who wish to terminate their employment with the District are requested to notify their immediate supervisor as early as possible and in no case later than four 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 form entitled *Notification of Termination of Services* is available for use by employee who plan to resign.

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. The Superintendent or his/her designee shall have the authority to accept all resignations on behalf of the Board.

### 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.

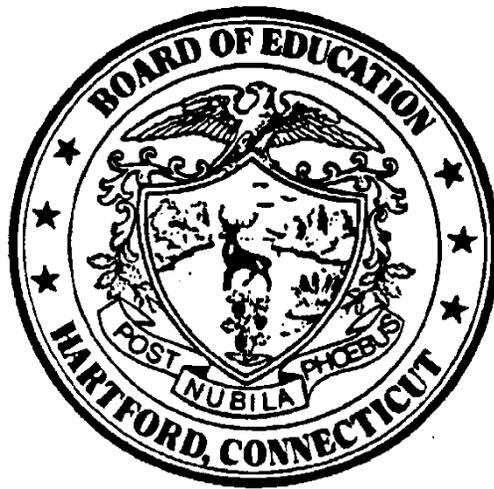
### Retirements

Employees who are retiring should contact the Office of Talent Management (860) 695-8485, to complete all necessary paperwork. Employees who plan to retire should refer to pension rules or applicable law for retirement eligibility and limitations. All retirement/resignation forms must be submitted to the Office of Talent Management.

Please note that resignations and notices of intent to retire, once submitted in writing, may not be rescinded.

# SECTION III

## *Employee Rights and District Expectations*



## **EXPECTED BEHAVIOR**

### Standards of Conduct

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

The Administration has clear expectations for personal conduct. For the most part, common sense, professionalism, and one's interest in effectively contributing to the educational process are adequate guides 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 Hartford Public Schools:

- any falsification of employment records, information, or other records;
- any substantiation of neglect or abuse or otherwise from the Department of Children and Families;
- any failure to comply with an investigation, to provide consent for a criminal background check at any time, or to provide consent for DCF to share investigation results with the Administration;
- theft of Hartford Public Schools' property, another employee's property, or a third party's property while on the Hartford Public Schools' premises;
- insubordination/failure to follow a directive of any kind, including refusal to perform work requirements as assigned by the supervisor;
- the use of threatening or abusive language to supervisors, colleagues, students, parents, or community members;
- failure to follow proper procedures;
- provoking a fight or fighting during working hours or on Hartford Public Schools' property;
- participating in horseplay in the workplace or with students, or the deliberate destruction of Hartford Public Schools' property or the property of an employee or student;
- unexcused absence for scheduled work day(s) or parts thereof;
- inappropriate, unnecessary, or excessive force with a student;
- carrying, possession, or sale of firearms, explosive devices, or other dangerous weapons on Hartford Public Schools' property or while at work;
- a serious chargeable accident while operating a Hartford Public Schools' vehicle;
- unauthorized use of Hartford Public Schools' equipment, including computers, servers, devices, telephones, etc.;
- punching the time card/swiping the time card/signing in for another employee;
- sleeping on the job;
- deliberate or excessive waste of materials or abuse of equipment;
- mistreatment or abuse of students, staff, or other individuals;

- negligence or carelessness in the performance of work;
- posting, altering, or removing any matter on bulletin boards or Hartford Public Schools' property unless specifically authorized by a department representative;
- failure to report on-the-job accidents or injuries promptly;
- leaving the work station or Hartford Public Schools' property during working hours without prior permission from supervisor;
- using work time to conduct personal matters (e.g. personal telephone calls, personal email) or any use (whether before or after work) of Board equipment (telephone, email, internet) for non-work reasons;
- threatening, intimidating, coercing, or interfering with fellow employees and/or students;
- distributing written or printed matter of any description on Hartford Public Schools' time unless approved by management;
- violating any Hartford Public Schools' or Board of Education's policy, practice or expectation or City Ethics obligations or any applicable federal, state or local law;
- violating student confidentiality;
- inappropriate relationships with students or staff, including through social media;
- improper use of the internet, email, telephone, or other equipment/property\* or other Board property/resources;
- being on the Hartford Public Schools' property under the influence of alcohol/drugs; or
- any inappropriate or unprofessional conduct.

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

\*Note – telephone, internet, email, etc. may be monitored for appropriate work related use.

### Corrective Action

It is the Administration's intention to operate the Hartford Public Schools 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 Hartford Public Schools and its employees. Notwithstanding any steps taken to correct employee's behavior, the Hartford Public Schools retains the right to the immediate discharge from employment where it deems appropriate.

### Chemical and/or Substance Abuse – Alcohol and Drugs

It is the goal of the Hartford Public Schools 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 Hartford Board of Education notifies all employees of the Hartford Public Schools that the unlawful manufacture, distribution, dispensing, possession, or use of illicit drugs and alcohol is prohibited on school premises and during any school sponsored activities. Further, being under the influence of alcohol or drugs on district grounds or during district sponsored events is strictly prohibited.

Employees experiencing problems related to drug use, including the misuse of alcohol, should ask for confidential rehabilitation assistance before the problem leads to either misconduct or a lack of productivity. Each employee of the Hartford Public Schools should be aware of the fact that each year a small number of staff members seek and obtain rehabilitation through this process with the help of the Board provided health insurance policies. No disciplinary sanctions are taken against employees who seek assistance before the problem negatively affects their productivity.

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 termination.

Employees who violate these standards of conduct listed in paragraph one will be subject to disciplinary action, consistent with applicable State and Federal laws, Board policy and contractual obligations. Disciplinary action may include termination.

Each employee of the Hartford Public Schools should also be aware of the fact that unfortunately, each year, a small number of employees wait too long and suffer disciplinary action, including termination, as a result of their unwillingness to seek assistance in a timely fashion. Each employee of the Hartford Public Schools is reminded that confidential assistance can be obtained by contacting **Employer Assistance Program Service**. (See HPS Policy 4118.4(a)/4218.4.) The Anthem EAP is available at 1-800-865-1044 or online at [www.AnthemEAP.com](http://www.AnthemEAP.com) (login: HPS)

#### Publishing/Copyrights and Patents

Professional staff members shall be encouraged to write and publish educational materials whether it be 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 or any of its separate departments 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 Hartford Public Schools has proprietary rights to publications, instructional materials, and devices prepared by district employees during their paid work time.

When employees or staff committees develop original materials during work time or as part of regular or special assignments for which they are paid, the Hartford Public Schools has sole

rights in matters of publication or reproduction. However, the Hartford Public Schools will clearly recognize and note the identity of the employee(s) who created the material.

Employees who have written a textbook purchased by the Hartford Public Schools for use in the schools are required to remit to the Hartford Public Schools an amount of money equal to the royalty received by the author from the sale of the books to the Hartford Public Schools. (See HPS Policy 4132)

#### Acceptable Computer Network Use

Computers, tablets, smartphones, computer networks, Internet access, and e-mail are effective and important technological resources in today's work environment. The Board of Education has provided computers, local area, and wireless networks that allow for Internet access and an e-mail system (referred to collectively as "HPS Network"), in order to enhance both the educational opportunities for our students and the business operations of the district. These computer systems are business tools. As such, their use is encouraged to communicate with others, share information, and conduct educational research.

The Hartford Public Schools has and will continue to comply with the requirements of the Children's Internet Protection Act, as codified at 47 U.S.C. § 254(h) and (l), "CIPA". The district is committed to assuring the safe conduct of all students while online and has a comprehensive policy about the proper use of our technological resources. At the beginning of each school year, students and staff are made aware of the district's Acceptable Use and Internet Safety Policy. Staff members are expected to understand and enforce the Student Acceptable Use and Internet Safety Policy in their area. All state, federal and local laws and district policies and guidelines should be followed. It is the district's intent to preserve network bandwidth and improve network response times by limiting Internet access to education and work-related sites. The district's technology will support innovative teaching and learning.

#### Scope

The Board expects that employees learn to use the available technological resources that will assist them in the performance of their job responsibilities. As needed, employees shall receive professional development in the appropriate use of these resources.

Employees shall be responsible for the appropriate use of technology and shall use the district's technological resources for purposes related to their employment. Computer files and electronic communications, including email and voice mail, are not private. Technological resources shall not be used to transmit confidential information about students, employees, or District operations without authority.

All visitors who choose to use the HPS network must abide by the terms of this policy in the same way that students and staff do.

### HPS Network

The HPS Network includes wired and wireless computers and peripheral equipment, files and storage, e-mail and Internet. The district reserves the right to prioritize the use of, and access to, the network.

All use of the HPS Network must support education, research, or business operations and be consistent with the mission of the district.

Unacceptable network use by district staff includes but is not limited to:

- Accessing, uploading, downloading, storage and distribution of any personal files, including offensive, obscene, pornographic or sexually explicit material
- Downloading, installation and use of games, audio files, video files or other applications (including shareware or freeware) without permission or approval from Metro Hartford Information Services
- Personal gain, commercial solicitation and compensation of any kind;
- Support or opposition for ballot measures, candidates and any other political activity;
- Hacking, cracking, vandalizing, the introduction of viruses, worms, Trojan horses, time bombs and changes to hardware, software, and monitoring tools;
- Using another person's account password, folder, work, or files;
- The use of profanity, abusive, impolite, or inappropriate language;
- Harassing phone calls, voice mails, e-mails, and use of social media in violation of the Safe Workplace policy;
- Use of social media that interferes with the work of the school district, creates a hostile work environment, harms the goodwill and reputation of the school district, or violates the law, Board policy, and/or school rules;
- E-mail messages addressed to all employees or large groups of employees without the prior approval of the sender's Department Head; and
- Personal use (non HPS business use) of district resources (hardware, software or systems) at any time.

### No Expectation of Privacy

The district provides the network system, e-mail and Internet access as a tool for education, research, and business in support of the district's mission. The district reserves the right to monitor, inspect, copy, review and store, without prior notice, information about the content and usage of:

- The HPS Network;
- User files and disk space utilization;
- User applications and bandwidth utilization;
- User document files, folders and electronic communications;
- E-mail;
- Internet access; and
- Any and all information transmitted or received in connection with network and e-mail use.

No staff user should have any expectation of privacy when using the district's network. The district reserves the right to disclose any electronic message to law enforcement officials or third parties as appropriate. As part of monitoring and reviewing, the district will retain the capacity to bypass any individual password of a student or other user. The system's security aspects, such as personal passwords and the message delete function for e-mail, can be bypassed for these purposes. The district's ability to monitor and review is not restricted or neutralized by these devices. The monitor and review process also includes oversight of Internet site access and of document downloading and printing.

#### Conflict of Interest/Code of Ethics

Upon acceptance of a position with the Board, employees will be asked to read the Code of Ethics Policy and sign a Statement of Compliance, which will be placed in their personnel file. A copy of the highlights of the Code of Ethics is available for review at the Office of Talent Management.

#### 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.

A Board member or administrator who has such relationship with any employee of the school system as of the effective date of this policy shall declare such relationship immediately. So far as possible, no administrator shall have supervisory relationship to any member of his/her family. (See HPS Policy 4112.8/4212.8)

#### Gifts

No employee of the Hartford Public Schools shall accept any costly or ethically inappropriate gift from any person or business as a consequence of his/her employment by the Hartford Public Schools.

#### Solicitation and Selling

No Hartford Public Schools funds, including school activity funds, shall be used to support charity contributions or personal gifts or any non-school activities. (See HPS Policy 4137/4237)

### Collections, Contests, and Drives

Approval by the Superintendent shall be required for participation by schools in collections, contests, and drives. Every effort shall be made to keep collections, contests, and drives at a minimum to avoid interference with the regular school program. (See HPS Policy 4137/4237)

### Solicitation of Staff Members

Outside groups shall not be permitted to solicit among the staff for any purpose. (See HPS Policy 4137.1/4237.1.)

### Dress Code

As a professional organization, Board employees must act, dress, and work in a professional manner. Teachers, as well as other Board employees, are expected to dress as professionals. If an administrator believes that an employee is not meeting the expectation of professional dress, he/she may address the issue with the employee individually and ask that the employee conform to the professional standard of dress.

### Use of Telephones

Telephones are provided on Hartford Public Schools properties to conduct school business. In cases of emergency, personal messages may be taken for an employee.

### Smoking and Tobacco Use

The Hartford Public Schools is committed to maintaining and improving the health and well-being of students and employees. Medical research has shown that smoking poses a significant risk to the health of the smoker and non-smoker alike. In the face of such overwhelming evidence about smoking as a health hazard, and in keeping with the Board's commitment to the well-being of its students and employees, the Board adopts the following:

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

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

If an outside activity occurs during the school day/year, any compensation given to employee shall be remitted to the Superintendent. (See HPS Policy 4138/4238)

## **CIVIL AND LEGAL RIGHTS**

### Non-Discrimination

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

The board will not make employment decisions related to hiring, assignment, compensation, promotion, demotion, disciplinary action and terminations on the basis of race, color, religion, age, sex, marital status, sexual orientation, gender identity or expression, national origin, ancestry, disability or genetic information, except in the case of a bona fide occupational qualification.

For the purposes of this policy, “genetic information” means the information about genes, gene products, or inherited characteristics that may derive from an individual or family member. (See HPS Policy 4118.1/4218.1.)

### District Section 504 and Title IX Coordinators

#### **Section 504 Coordinators**

960 Main Street, Hartford, CT 06103

- **Carol Forand**, 504 Compliance Manager, at (860) 695-8804 and
- **Wendell Weisinger**, 504 Compliance Specialist, at (860) 695-8797

#### **District Title IX Coordinator**

The District Title IX Coordinator is **Kimberly Schulte**, PHR, Staffing Manager, (860) 695-8615. Ms. Schulte’s address is 960 Main Street, Hartford, CT 06103.

### 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 Hartford Public Schools have the right to speak out on matters of public concern before the Hartford Board of Education or to speak out on such matters in any other forum. No employee of the Hartford Public Schools 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.

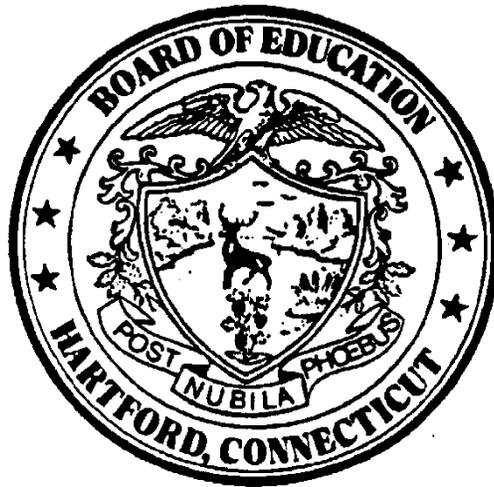
### Record

The Hartford Public Schools will abide by the requirements of the Freedom of Information Act.

Employees may make an appointment to review their personnel file and may obtain copies of any material entered into the file. Employees will be charged \$.50 a page for photocopying.

# SECTION IV

## *Compensation and Benefits*



## **COMPENSATION**

Salaries and wages paid by the Hartford Public Schools are highly competitive with other major metropolitan areas for teachers, administrators, and other staff member. 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. Unless provided for otherwise in the collective bargaining agreement, in years when increment is granted, only employees with a satisfactory or better evaluations are eligible. Further, absent a collective bargaining agreement provision to the contrary, only a member who has been in the position on active payroll for 120 working days prior to the date of the increment being given (by January 1 for a July 1 increment) shall be eligible for step improvement if granted. Questions about compensation may be addressed to each employee's supervisor or the Office of Talent Management.

### 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 by directive of a supervisor 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 Office of Talent Management.

### Compensatory Time

There is no compensatory time for HPS employees; however, the supervisor can modify an employee's schedule during the same pay period to avoid exceeding scheduled hours, subject to any collective bargaining agreement provisions.

## **BENEFITS**

Salary is one part of an employee's total compensation package. Many Hartford Public Schools employees are also eligible for additional benefits, which may include: insurance, pensions, leaves of absences, vacations, and/or holidays.

## **ELIGIBILITY**

Generally, but not exclusively, non-teaching employees are eligible for benefits if they have a regular assignment (or are rostered) and work full-time. Such benefits will not generally apply to certain positions (i.e. student employees, community center employees, breakfast aides,

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 Office of Talent Management for details.

## **INSURANCE**

### Workers' Compensation

All employees of the Hartford 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 via the *Report Workers' Compensation Injuries* within 24 hours from date of injury.

Workers' compensation matters are now handled under managed care; therefore, initial treatment (with the exception of life or death matters) needs to be handled by the Hartford HealthCare Medical Group or Saint Francis Care. Any concerns regarding a claim should be addressed to the Risk Management Specialist, (860) 695-8542.

### 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 Office of Talent Management for a complete description of each plan.

Eligible employees who want to add newborn infants to their health insurance need to understand that infants are covered by insurance for the first thirty days of life if the appropriate paperwork is submitted to Human Resources within those thirty days. Otherwise, coverage retroactive to birth is waived.

### Dental Insurance

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

### Life Insurance

Accidental death and dismemberment 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) 695-8609 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 Hartford Public Schools.

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

Less than 12 month employees would not generally accrue vacation time but would have designated work days.

### Holidays

The Board designates the holidays or days the Central Office is closed annually through the Board approved calendar. Generally, a winter break is designated for twelve month employees as a vacation period. Exceptions are covered by collective bargaining agreements.

## **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 Office of Talent Management. 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. A *Confidential Leave Request Form* plus written, medical verification from the attending physician must be promptly

submitted to the employee's Principal/Supervisor who will forward the information to the Office of Talent Management, for all illnesses/absences of five or more consecutive days or when excessive absenteeism or pattern of use has been identified to the employee.

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 *Confidential Leave Request Form* and a subsequent medical verification statement must be submitted.

#### Family and Medical Leave Act (FMLA)

The Family and Medical Leave Act provides that employees that meet the eligibility requirements may take up to twelve weeks of unpaid leave within a twelve-month period. 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 Office of Talent Management. (See HPS Policy 4152(a-e)/4252 and attached Form WH-1420 entitled, "Your Rights Under the Family and Medical Leave Act")

#### Jury Duty

Employees selected for jury duty must immediately submit the *Jury Duty Summons* and *Confidential Leave Request Form* to 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. Unless the contract states otherwise, employees shall only receive pay for the first five days. Thereafter, jury duty shall be without pay from the district.

#### Personal Days

A personal day with pay is defined by the applicable collective bargaining agreement. Usually, it is used for emergencies beyond the employee's control, Holy Days, as defined by a recognized religion, or serious illness of an immediate family member. Except in extreme emergencies, employees must request a personal day with pay or a personal day without pay in advance by submitting a *Confidential Leave Request Form* to the Principal/Supervisor. A personal day cannot be used in order to extend school vacations or holidays. The Payroll Manager and the Office of Labor and Legal Services must be notified of all approved personal days without pay. Unpaid personal time beyond three days in any year must be approved by the Chief Labor and Legal Officer and cannot be approved by the Principal or Department Head alone.

Appropriate documentation must be provided to the employee's immediate supervisor to substantiate the reason(s) for use of a personal day. A failure to clarify the basis for the leave with documentation, upon request, shall render the leave unauthorized and unpaid.

#### Funeral Leave

Employees may take funeral leave, generally part of the personal leave allotment, 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 *Confidential Leave Request Form*. 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. In addition to the *Confidential Leave Request Form*, 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 Superintendent or his/her designee.

### 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 *Confidential Leave Request Form*. The Hartford Public Schools will follow all applicable laws regarding military leaves of absence. Employees should contact the Office of Talent Management for more information.

### Childbearing (Maternity) and 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. Teachers returning from childbearing leave or any other unpaid leave are entitled to an increment if one was granted for an academic year in which they were in pay status 120 school/workdays or more.

Non-teaching employees may be granted a child-rearing leave of absence of up to six months duration without pay 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 *Confidential Leave Request Form* must be submitted with a doctor's statement attesting to the nature and severity of the disability and the expected date of return.

Employees must be on active payroll for at least 120 work days of the 12 months immediately preceding any step movement in order to be eligible for step unless the collective bargaining agreement states otherwise.

### 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 Sabbatical Leave Form*, 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 Office of Talent Management, 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.

## EMPLOYEE RIGHTS AND RESPONSIBILITIES UNDER THE FAMILY AND MEDICAL LEAVE ACT

### Basic Leave Entitlement

FMLA requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to eligible employees for the following reasons:

- for incapacity due to pregnancy, prenatal medical care or child birth;
- to care for the employee's child after birth, or placement for adoption or foster care;
- to care for the employee's spouse, son, 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.

### Military Family Leave Entitlements

Eligible employees whose spouse, son, daughter or parent is on covered active duty or call to covered active duty status may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered servicemember during a single 12-month period. A covered servicemember is: (1) a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness\*; or (2) a 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, and who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness.\*

**\*The FMLA definitions of "serious injury or illness" for current servicemembers and veterans are distinct from the FMLA definition of "serious health condition".**

### Benefits and Protections

During FMLA leave, the employer must maintain the employee's health coverage under any "group health plan" on the same terms as if the employee had continued to work. Upon return from FMLA leave, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms.

Use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave.

### Eligibility Requirements

Employees are eligible if they have worked for a covered employer for at least 12 months, have 1,250 hours of service in the previous 12 months\*, and if at least 50 employees are employed by the employer within 75 miles.

**\*Special hours of service eligibility requirements apply to airline flight crew employees.**

### Definition of Serious Health Condition

A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job, or prevents the qualified family member from participating in school or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than 3 consecutive calendar days combined with at least two visits to a health care provider or one visit and

a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

### Use of Leave

An employee does not need to use this leave entitlement in one block. Leave can be taken intermittently or on a reduced leave schedule when medically necessary. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the employer's operations. Leave due to qualifying exigencies may also be taken on an intermittent basis.

### Substitution of Paid Leave for Unpaid Leave

Employees may choose or employers may require use of accrued paid leave while taking FMLA leave. In order to use paid leave for FMLA leave, employees must comply with the employer's normal paid leave policies.

### Employee Responsibilities

Employees must provide 30 days advance notice of the need to take FMLA leave when the need is foreseeable. When 30 days notice is not possible, the employee must provide notice as soon as practicable and generally must comply with an employer's normal call-in procedures.

Employees must provide sufficient information for the employer to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. Employees also must inform the employer if the requested leave is for a reason for which FMLA leave was previously taken or certified. Employees also may be required to provide a certification and periodic recertification supporting the need for leave.

### Employer Responsibilities

Covered employers must inform employees requesting leave whether they are eligible under FMLA. If they are, the notice must specify any additional information required as well as the employees' rights and responsibilities. If they are not eligible, the employer must provide a reason for the ineligibility.

Covered employers must inform employees if leave will be designated as FMLA-protected and the amount of leave counted against the employee's leave entitlement. If the employer determines that the leave is not FMLA-protected, the employer must notify the employee.

### 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; and
- 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

An employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against an employer.

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.

**FMLA section 109 (29 U.S.C. § 2619) requires FMLA covered employers to post the text of this notice. Regulation 29 C.F.R. § 825.300(a) may require additional disclosures.**



For additional information:  
1-866-4US-WAGE (1-866-487-9243) TTY: 1-877-889-5627  
[WWW.WAGEHOUR.DOL.GOV](http://WWW.WAGEHOUR.DOL.GOV)

U.S. Department of Labor | Wage and Hour Division



WHD Publication 1420 - Revised February 2013

HARTFORD PUBLIC SCHOOLS  
Hartford, Connecticut

**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: \_\_\_\_\_

\_\_\_\_\_

HARTFORD PUBLIC SCHOOLS  
Hartford, 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? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_