



Classified Employee Handbook

Updated - 2015



An Overview of District policy, procedure and other information related to classified employees

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Aurora Public Schools
1085 Peoria Street
Aurora, Colorado 80011

The Aurora Public Schools commits that it will provide equal opportunity for employment and participation in the educational programs and activities of the District. These opportunities will be provided to all people, regardless of race, age, color, creed, national origin, handicap or sex.

Note: Information contained in this handbook was correct at the time of printing, but is subject to regular change without advanced notice.
Please contact Human Resources with any questions or concerns you may have regarding information contained in this handbook.
Thank you.

UNDERSTANDING YOUR PAYCHECK

Payments

Salaries for the contract year will be paid in twelve (12) equal monthly installments.

Payday will be the last business day of each month, unless the last day falls on a non-duty day. If that occurs, the payday will be changed to the last duty day prior to the weekend or holiday. Advice of direct deposit is available online at <https://www.atsprintfreedom.com/>. Direct deposit is available at any banking institution as well as the Aurora Public Schools Credit Union.

Payroll Deductions

All deductions and reductions are listed on the advice of direct deposit. Current figures, year to date figures, W-4 status, sick leave accrual, and vacation accrual are listed.

W-2 forms are produced and distributed at year end. The cutoff date for changes and deductions is the 15th of each month.

Mandatory deductions include:

1) Federal Withholding Tax (listed as FIT Tax on advice of direct deposit):

If change in the number of withholding allowances is desired, a new W-4 "Employee's Withholding Allowance Certificate" should be completed; these are available in the Classified Employment Office. An employee may request an additional amount of federal tax to be withheld by so indicating on line 6 of the W-4. The additional amount must be in whole dollars (no cents).

2) Public Employees' Retirement Association (PERA), under reduction:

- With few exceptions, participation in PERA is mandatory for every employee. This membership begins immediately upon employment. Currently, the employee percentage of contribution is 8% and the District's contribution is 18.35%. This amount is subject to change.
- Withdrawal: Upon termination or resignation, the employee may elect to withdraw his or her contribution. Refunds will be made within ninety (90) days of separation provided employment with another PERA affiliated organization is not begun during that period. Forms for refunds must be obtained directly from PERA, (303) 832-9550.

Understanding Your Paycheck Continued

- 3) **State Taxes** (listed as SIT Tax on advice of direct deposit)
- 4) **Medicare:** For all employees hired after 1986, the contribution is 1.45% of the gross salary, with the District matching with a 1.45% contribution.
- 5) **Occupational Privilege Tax:** Each employee must pay \$2.00 to the City of Aurora.
- 6) **Child Support** (court ordered only)
- 7) **Garnishments**
- 8) **Tax Levies**

Voluntary Payroll Deductions

- 1) Health/Dental/Vision/Life Insurance
- 2) Annuities/401 (k)
- 3) Aurora Public Schools Credit Union
- 4) Partnership of Choice
- 5) Life Insurance through PERA
- 6) Aurora Public Schools Education Foundation
- 7) Dependent Life Insurance
- 8) Additional Taxes

Oracle Self Service Timecards are used for hours over contract, overtime and extra duty pay. The cutoff date for compensation for overtime, hours over contract, etc. is the Saturday before the 15th of each month or the 15th if it is a Saturday.

SUPPORT STAFF SALARY SCHEDULE

A copy of the current Support Staff Salary Schedule is available on the APS Web site and the APS Intranet under Policies & Regulations, Section G, Policy GDBA-1-E. To effectively interpret the schedule, please read the following definitions of the column headings:

Range

Each classified position of the district shall be assigned a specific number on the salary schedule known as a range number. This range number will reflect the relative complexity of the position as related to other classified positions. The higher the range number, the more complex the position is, in comparison with lesser range numbers. Such range numbers shall be noted vertically on the salary schedule.

Assignment of Range

The Superintendent of Schools or a designee shall examine the complexity of each classified position and assign a specific range number to each. This process shall be termed classification/reclassification.

Step

For salary purposes, in addition to range placement, classified employees shall be rewarded for continued service unless otherwise indicated. Such merit shall be known as step placement and noted horizontally on the salary schedule. Steps a-l.

Assignment of Steps for Classified Employees

With Board approval, all contracted employees employed a minimum of 90 work days in their calendar year will advance one step on the salary schedule with the beginning of their contract year. Thereafter, with Board approval, all employees shall serve 12 calendar months before becoming eligible for each subsequent step increment on the salary schedule until Step F is reached.

With Board approval, after reaching Step F, all employees shall serve 24 calendar months before becoming eligible for each subsequent step increment on the salary schedule.

Your initial contract letter indicates which step you began on and you will receive a letter or e-mail from the Compensation Office every year as your step may change.

Annually, a salary study is done by the District for a third of the classified positions in a rotation to determine where positions fall within the current Denver-area school district employment market. When positions are found to be extremely above or extremely below market value, adjustments may be made to position ranges and/or steps.

If you do not have access to a computer and would like a printed version of the Support Staff Salary Schedule, please contact Katrina Smith (**28011**) in the Division of Human Resources or your site secretary.

IMPORTANT LEAVE POLICIES

Accrual of paid leave (vacation, sick time, bereavement, personal days, etc.) is dependent upon the number of days worked in a year and the number of hours worked per day. Accrual is as follows:

Employee	Health Leave	Vacation
12-Month, Full-Time (8.0 hrs./day)	10.0 hrs./month	Less than 5 yrs. in APS = 8.0 hrs./month 5-9 yrs. in APS = 10.0 hrs./month 10-14 yrs. in APS = 12 hrs./month 15+yrs. In APS= 14
12-Month, Part- Time (4.0+ hrs./ day, but less than 8.0 hrs./day)	Pro-rated based on hours worked per day	Pro-rated based on hours worked per day
170-189 day, Full-Time	Pro-rated based on hrs./day, accrued Aug-April	Zero (only 12-Month employees accrue vacation)
170-189 day, Part-Time	Pro-rated based o hrs./day, accrued Aug-April	Zero (only 12-Month employees accrue vacation)
Limited Part Time (3.99 hrs./day or	Zero	Zero (only 12-Month employees accrue vacation)
<p>Please Note: For specific information on your leave accrual, please call ext. 28032 to reach the Human Resources Compensation Department.</p>		

PAID HEALTH LEAVE BANK

- All new employees contribute one day of their paid health leave to the Health Leave Bank on their one year anniversary with APS; when necessary, employees may be called upon to contribute again to revitalize the Bank when hours run low.
- Individuals who have used all accrued paid health leave may apply to the bank for additional paid leave days for personal injury or illness (limit is 25 days/year; exceptions for up to 50 days can be made by the Health Leave Bank Committee); the Health Leave Bank Committee has the right to reject any application. Refer to Policy GDCAA for specific information on the Health Leave Bank.

Leave Policies Continued

Important Leave Reminders

- Every employee receives 3 Special Days (aka personal time) per year. These days may be used for personal business, such as legal matters, home closings, etc. but not for personal recreation. Personal time is included in your sick time total on your paycheck.
- Jury Duty time and Work Injury time do not come out of your Health Leave or Vacation accrual. Additional paperwork is required for jury duty.
- Health Leave and Vacation accrual do carry over from year to year, but personal time does not. You cannot accrue more vacation than you would in a two year period.
- For purposes of tracking your accrued leave, please remember that the APS payroll period runs from the Saturday prior to or on the 15th of a month through the similar Saturday of the following month.

Health Leave may only be used for personal illness or the illness of an immediate family member (spouse, child, father, mother, foster father, foster mother, foster children, stepchildren, domestic partners, partners in a civil union, father-in-law, mother-in-law, brother, sister, brother-in-law, sister-in-law, grandparent, grandchild or any other relative of the employee living in the immediate household.).

Bereavement Leave is limited to 5 days for immediate family and is included in your sick time total on your paycheck.

HOW TO REPORT ABSENCES AND FIND A SUBSTITUTE

Custodians and nutrition services workers use Oracle Self Service Timecards to report work and leave hours. Custodians call their school office directly to alert the office of absences. The Custodial Office will arrange for subs. Nutrition workers will call their kitchen offices directly to alert cook managers of their absences. The Nutrition Services Office will arrange for subs.

Other classified employees also use Oracle Self Service Timecards to report work hours and are encouraged to alert their offices of their absences. Classified employees are responsible for entering leave in the absence reporting system for payroll and leave accrual purposes. Instructions for using Oracle Self Service Timecards are available online at <http://www.aps.k12.co.us/hr/timecard>.

Aesop is an automated system that can be accessed via phone: 303-340-0870 or online: <http://www.aesopeducation.com/#2>. The login is your 10-digit phone number. The PIN is defaulted to 9 + the last four digits of your social security number.

For assistance with your Access ID and/or PIN, please contact the Help Desk at 303-340-8520.

Absence Reporting Continued

Information on how to use the absence reporting system is available online at: <http://hr.aurorak12.org/resources/absence-reporting/>. The web site links to the Aesop Instructions and the Aesop pamphlet. You may print them out from the web site.

If you misplace the Aesop pamphlet you received in your payroll packet or are unable to access a computer, please contact the Substitute Office at 303-344-8060 ext. 28029. If you reach the voicemail recording, please leave a message including your name, work location and phone number along with a request for the Aesop pamphlet so that it can be sent to you via inter-office mail as soon as possible.

Absence Reminders

- Absences must be entered in the absence reporting system before the start of the absence.
- If a substitute is required for your position and not provided through some other process, please record your absence well before the start of the work day; Aesop will call for a substitute until 10 p.m. the night before an absence and will begin again at 5 am. the morning of the absence. The more time you give the system to find a substitute, the more likely it is to find one to cover your absence.
- Entering special instructions for a substitute is strongly encouraged, particularly for clerical and paraeducator jobs. Substitutes are more likely to accept an assignment when they have some information about the job.

Paid Holiday Schedules

Like leave accrual, the number of paid holidays an employee receives per year is dependent on days and hours worked. Please refer to the chart on the following page as a general guideline; refer to Policy GDD for more specific information.

Paid Holiday Schedules Continued

Employee Type	Number of Paid Holidays Per Year	Specific Holidays Off
12-Month Full-Time	11	2 days at Christmas, 2 days at New Years, Martin Luther King Day, President's Day, Memorial Day, July 4 th , Labor Day, 2 days at Thanksgiving
Other employees working less than 12-months	10	All above except July 4th
9-Month Nutrition Services Employees	2	Christmas Day and Thanksgiving Day
This is a generalized guide only; please refer to Policy GDD for specific information on paid holidays.		

HOW TO LOCATE DISTRICT INFORMATION

Aurora Public Schools provides extensive District-related information via their two Web sites - the public Web site — aurorak12.org and the private (employees only) intranet — www.apsnet.net. The following guide will help you find information on the two Web sites. Note: This information was accurate at the time of printing but may have changed due to updating of the web sites.

A Guide to the APS Web Site: aurak12.org

When you visit the Aurora Public Schools Home Page, you will see tabs at the top of the screen. The following information indicates what information can be found under each section:

ABOUT APS

This button provides access to:

- APS 2020: Shaping the Future
- Board of Education
- Bond Projects
- Budget
- Communication
- Community Update
- Decision Making in APS
- Disaster Recovery
- District Policies
- Divisions & Departments
- Dropout Prevention
- Energy and Resource Conservation
- Events Calendar
- Fast Facts
- Financial Transparency & Budget
- Glossary
- History of APS
- Mill Levy Information
- Realtor Information
- Restructuring Framework
- School Safety
- Student Achievement
- Superintendent
- Videos & Webcasts

SCHOOLS

This button provides access to:

- Academic & Career Pathways
- Address Lookup Tool
- Alternative Schools & Programs
- Aurora LIGHTS
- Bell Schedules
- Boundary Process
- Bus Stop Information
- Cafeteria Menus
- Calendars
- Centralized Admissions/Registration
- College Credit Options
- Day Care Programs
- Early Childhood Education
- Edna and John W Mosely P-8
- Fifth Block
- Find a School
- International Baccalaureate Programs
- Maps
- P-20 Education
- PayPams
- Pilot Schools
- School Supplies
- Weather Closures

STUDENTS

This button provides access to:

- Achievement & Success
- APS SafeNet
- Athletics & Activities
- College Credit Options
- College Resources
- Graduation Dates
- Graduation Requirements
- High School Planning Guides
- Internet Research
- Library Catalogs
- Online Learning Resources
- Register for School
- Request Records
- Resources for Students
- Scholarships
- Student News
- Young Parent Support System

How to Locate District Information Continued

PARENTS

This button provides access to:

- Active Involvement with your Child
- AGATE – Gifted & Talented
- Apply for Lunch Online
- APS Welcome Center
- Behavior Expectations
- Cafeteria Menus
- Calendars
- Centralized Admissions/Registration
- College Credit for Students
- Curriculum
- Disaster Recovery
- Exceptional Student Services
- Fifth Block Instruction
- Health Information
- Internet Safety
- Legal Rights
- Parent and Family Resources
- Parent Portal
- Response to Intervention
- School Safety
- Student Resources
- Textbook Adoption
- Title I Choice/SES
- Young Parent Support Program

COMMUNITY

This button provides access to:

- APS Education Foundation
- APS Welcome Center
- Aquatics Program
- Aurora LIGHTS
- Buckley Air Force Families
- Community Connection
- Community Resources
- Community Update
- DAAC
- Disaster Recovery
- Facilities Rental
- GED
- McKinney-Vento Resources
- Military Families
- Partnerships
- Pathways
- Realtor Information
- School Performances
- School Reunions
- Volunteers
- Young Parent Support Program

STAFF

This button provides access to:

- Absence Reporting
- APSNet Intranet
- Division of Equity and Learning
- Educator Effectiveness
- E-mail Online
- Enrich Login
- Google Apps Login
- Infinite Campus Login
- Licensed Professional Development
- McKinney-Vento Program
- Mileage Reimbursement Forms
- Principal and Teacher Evaluation
- RANDA Evaluation Tool
- Recognizing Excellence
- Response to Intervention
- Retirement & Farewell Celebrations
- Safety Training
- Staff News
- Teacher Evaluation Committee

WORK FOR APS

This button provides access to:

- Apply for Jobs
- Benefits
- Contact HR
- Employee Orientation
- Guest Teachers - Subs
- Job Descriptions
- Job Postings
- Master Agreement
- Online Resources
- Working for APS

DIVISIONS

This button provides access to:

- Accountability & Research
- Finance
- Human Resources
- Equity in Learning
- School and Community Services
- Superintendent
- Support Services

CONTACT US

This button provides access to:

- Directories
- District Contact Information
- Divisions & Departments
- E-Mail Webmaster
- Media Inquiries

A Guide to APSNET Intranet Web Site Continued

The intranet, known as APSNET, is an employee's-only collection of departmental Web sites. Some of the sites are identical to those seen on the public site, while others are internal only.

There are too many sites to go into extensively, so only a few will be highlighted here. Please take some time to familiarize yourself with APSNET and all of the divisions on it as well as the departments within them.

SUPERINTENDENT

This button provides access to:

- APS 2020: Shaping the Future
 - Decision Making Matrix
 - District Staff Calendar
 - District Organizational Chart
 - District Policies and Regulations
 - District Presentation Style Standards
 - Quarterly Awards
 - Superintendent's Bulletin
- APS Board of Education
 - Board Agendas
 - Board Meetings
 - Board Minutes
 - Policy Governance
- APS Education Foundation
- APS Leadership Team
- Communication Department
 - Automated Message Request Form
 - Bond Communication
 - Language Services
 - Media Monitoring
 - Media Protocol
 - Marketing Resources
 - Sample Phone Scripts
 - Sample School Letters
 - School Newsletter Articles
- Incident Response Team
- Internal Audit
- Legal Counsel
- School and Community Services

A Guide to APSNET Intranet Web Site Continued

EQUITY IN LEARNING

This button provides access to:

- A.G.A.T.E
- Counseling
- Early Childhood Education
- Educational Technology
- Educator Effectiveness
- English Language Acquisition
- Excellence in Equity
- Exceptional Student Services
- Health Services
- Library Services
- P-20 Learning Communities
- Professional Development
- Standards-Based Grading
- Special & Other
 - Medicaid Services

ACCOUNTABILITY

This button provides access to:

- Assessment Calendars
- Charters
- District Accountability Advisory Committee
- Individual Literacy Plans
- Research Requests
- Response to Intervention
- Surveys
- Testing Resources
- Unified Improvement Plan

A Guide to APSNET Intranet Web Site Continued

SCHOOL SERVICES

This button provides access to:

- Centralized Admissions
- School Services
- School Services Resources
- Student Records

SUPPORT SERVICES

This button provides access to:

- Bond Projects
- Enrollment Data
- Planning
- Athletics & Activities
- Construction Management & Support
 - Environmental Compliance
- Incident Response Team
- Information Technology Services
 - Application Services
 - Help Desk
 - Technology Services
 - Telecommunications
- Maintenance & Operations
- Security
- Transportation

HUMAN RESOURCES

This button provides access to:

- Benefits Information
- Classified Employee Information
- HR Forms
- HR News
- HR Staff
- Job Descriptions
- Job Postings
- Master Agreement & Personnel Policies
- New Hire Report
- Oracle Self-Service
- RANDA Evaluation Tool
- Substitute Information

FINANCE

This button provides access to:

- View Pay Statement & W2s Online
- Accounting
- Accounts Payable
- Budget Services
- Grants & Federal Programs
- Nutrition Services
- Payroll
- Print Services
- Walk up copiers
- Purchasing
- Risk Management
- Warehouse

[A Guide to APSNET Intranet Web Site](#)
[Continued](#)

GENERAL RESOURCES

This button provides access to:

- Absence Reporting
- Address Lookup Tool
- APS Library Catalog
- APS Maps
- Bell Schedules
- Bus Schedules
- Community & Related Sites
- Directories & Calendars
- District Decision Making Matrix
- District Equipment/Video Library
- District Forms
- District Meetings
- E-Mail Outlook WebAccess
- Emergency Procedures Guidebook
- E-News Updates
- Employee Directory
- Events at the PLCC
- H.S. Athletics/Activities Handbook
- IT Help Desk
- M.S. Sports Handbook
- Professional Development Library
- Retirement Celebrations
- School Sites
- Standard Operating Business Procedures
- Student Assistance Program
- Walk up Copiers
- Weather Resources

A Guide to APSNET Intranet Web Site Continued

STAFF RESOURCES

This button provides access to:

- Absence Reporting
- Access E-Mail Online
- APS Google Drive
- Departments & Programs
- District Decision Making Matrix
- Educator Effectiveness
- Enrich Login
- Fifth Block Resources
- Infinite Campus Login
- LDE Certification
- Licensed Professional Development
- Online Pay Statement & W2
- Oracle Self-Service
- Pilot Schools Resources
- Principal and Teacher Evaluation
- RANDA Evaluation Tool
- Response to Intervention
- Retirement Celebrations
- SchoolMessenger Login
- SchoolMessenger Request Form
- Staff News
- Standards-Based Grading Resources
- Upcoming District Conferences
- Walk Up Copiers

HELPFUL PHONE NUMBERS

Educational Services Center 4	28000 or 303-344-8060
Division of Instruction	28351 or 303-340-0859
Employee Assistance Program	1-800-284-1819
Employee Benefits	28038 or 28073
Employment Office—Classified	28016
Employment Office—Licensed	28033
HELP DESK	28203 or 303-340-0520
Human Resources	28036
Professional Development— Classified	28053
Security	28484 or 303-367-3060
Worker's Compensation	303-365-7816

DISTRICT POLICIES

An Index of Policies in Sections A and G and the policies listed below are printed on the following pages for your information:

- ADC - Tobacco Free Schools
- EGAEA - Computer and E-mail
- GBEC - Drug & Alcohol Free Workplace
- GBA - Hiring/Equal Employment Opportunity
- GBAA - Nondiscrimination and Nonharassment
- GBK - Classified Staff Concerns/Complaints/Grievances
- GDO - Evaluation of Support Staff
- GDSA - Classified Employee Council

District policies are available on the public web site, <http://www.aps.k12.co.us> or the intranet, www.apsnet.

If you do not have access to a computer and would like a printed version of any District policy not included here, please contact Katrina Smith (28011) in Human Resources.

POLICY INDEX

Use this index to quickly identify which policies deal with the information you may be looking for. Only the Foundations and Basic Commitments and Personnel sections are included here. For a complete index, visit the Policies and Regulations sites on the APS website and intranet:

Section A—Foundations and Basic Commitments

AA	School District Legal Status: Policy AA-E District Boundaries Map: Exhibit
AC	Nondiscrimination/Equal Opportunity AC. 1-E Notice of Nondiscrimination: Exhibit
ACE	Nondiscrimination on the Basis of Disability
AD	Educational Philosophy/School District Mission: Policy
ADC	Tobacco-Free Schools: Policy ADC-E Tobacco-Free Schools: Exhibit
ADD	Safe Schools: Policy
ADF	School Wellness
ADH	District Philosophy Statement on Student Discipline: Policy
ADHA	District Statement on Shared Responsibility in Student Discipline
AE	Accountability/Commitment to Accomplishment: Policy AE-R Accountability/Commitment to Accomplishment: Regulation
AED	Accreditation
EGAEA	Computer and E-mail: Policy

Section G—Personnel

GBA	Hiring /Equal Employment Opportunity: Policy
GBAA	Nondiscrimination and Nonharassment: Policy GBAA-R Nondiscrimination and Nonharassment: Regulation GBAA-E Discrimination/Harassment Complaint Form: Exhibit
GBEA	Staff Ethics/Conflict of Interest: Policy GBEA-R Staff Ethics/Conflict of Interest: Regulation
GBEBA	Staff Member Dress
GBEBC	Gifts to and Solicitations by Staff: Policy GBEBC-R Gifts to and Solicitations by Staff: Regulation
GBEC	Drug & Alcohol Free Workplace: Policy GBEC-R Drug & Alcohol Free Workplace: Regulation
GBECA	Drug and Alcohol Testing: Policy GBECA-R Drug and Alcohol Testing: Regulation GBECA-1-E Drug and Alcohol Testing Definitions: Exhibit GBECA-2-E Controlled Substance Medical Exception Procedure: Exhibit GBECA-3-E Observed Behavior—Reasonable Cause Record: Exhibit GBECA-4-E Drug Testing Custody and Control Form: Exhibit
GBGA	Staff Health: Policy GBGA-R Staff Health and Safety: Regulation
GBGB	Staff Personal Security and Safety: Policy GBGB-R Staff Personal Security and Safety: Regulation GBGB-E Assault and Misconduct Form: Exhibit
GBGC	Employee Assistance/Wellness Programs: Policy GBGC-R Employee Assistance/Wellness Programs: Regulation

GBGD Workers' Compensation: Policy
GBGD-R Workers' Compensation: Regulation

GBGE Legal Protection of Employees: Policy

GBI Staff Participation in Political Activities: Policy

GBJ Personnel Records and Files: Policy

GBK Classified Staff Concerns/Complaints/Grievances: Policy
GBK-R Classified Staff Concerns/Complaints/Grievances: Regulation
GBK-1-E Classified Employee Grievance Form: Exhibit
GBK-3-E Board Hearings/Appeal Proceedings: Exhibit

GCB Professional Staff Contracts and Compensation: Policy

GCBA Professional Staff Contracts/Compensation/Salary Schedules: Policy
GCBA-1-E Teacher Salary Schedule: Exhibit
GCBA-2-E Extracurricular Activities Salary Schedule: Exhibit
GCBB-R Administrator and Professional/Technical Staff Compensation: Regulation
GCBB-1-E Administrator and Professional/Technical Salary Schedule: Exhibit

GCC Staff Leaves and Absences: Policy
GCC-1-R Reporting and Approving Staff Absences: Regulation
GCC-2-R Absences—Teachers with Multiple Assignments: Regulation

GCCAA Staff Sick Leave: Policy

GCCAB Staff Personal/Emergency/Legal Leave: Policy

GCCAD Staff Military Leave: Policy

GCCAG Staff Leaves of Absence without Pay: Policy

GCCAH Staff Paid Leave: Policy

GCCAI Staff Medical and Family Leave

GCCB Administrative, Professional/Technical and Instructional Staff Leaves and Absences: Policy

GCCBAA	Administrative and Professional/Technical Staff Health Leave Bank: Policy GCCBAA-R Administrative and Professional/Technical Staff Health Leave Bank: Regulation
GCCBG	Administrative Staff Consultant Leave: Policy GCCBG-R Administrative Staff Consultant Leave: Regulation
GCDB	Administrator/Professional/Technical Employee Vacations: Policy GCDB-R Administrator/Professional/Technical Employee Vacations: Regulation
GCE/GCF	Professional Staff Recruiting and Hiring: Policy GCE/GCF-R Professional Staff Recruiting and Hiring: Regulation
GCFC	Professional Staff Licensing and Credentialing Requirements: Policy
GCK	Professional Staff Assignments and Transfers: Policy GCK-R Professional Staff Assignments and Transfers: Regulation GCLD-R Length of Administrative Staff School Year: Regulation
GCOC	Evaluation of Administrative and Professional/Technical Staff: Policy
GCQB	Administrative Staff Reduction in Force: Policy GCQB-R Administrative Staff Reduction in Force: Regulation
GCQF	Discipline, Suspension and Dismissal of Nonlicensed Administrators and Professional Technical Employees: Policy GCQF-R Discipline, Suspension and Dismissal of Nonlicensed Administrators and Professional Technical Employees: Regulation
GCS	Professional Research and Publishing: Policy
GD	Support/Classified Staff: Policy
GDBA	Classified Staff Salary Schedules: Policy GDBA-R Support Staff Salary Schedules: Regulation GDBA-1 -E Support Staff Salary Schedule: Exhibit GDBA-2-E Administrator and Professional/Technical Salary Schedule: Exhibit GDBA-3-E Support Staff Salary Schedule: Exhibit GDBA-4-E Extracurricular Activities Salary Schedule: Exhibit

GDBC	Classified Employee Supplementary Pay/Overtime: Policy GDBC-R Classified Employee Supplementary Pay/Overtime: Regulation
GDCAA	Support Staff Health Leave Bank: Policy GDCAA-R Classified Staff Health Leave Bank: Regulation
GDCCF	Federally Mandated Family and Medical Leave: Policy GDCCF-1-R Federally Mandated Family and Medical Leave: Regulation GDCCF-2-R Federally Mandated Family and Medical Leave/Definitions: Regulation GDCCF-1-E Certification of Health Care Provider: Exhibit GDCCF-2-E Request for Family/Medical Leave: Exhibit
GDD	Support Staff Vacations and Holidays: Policy GDD-R Classified Employees Vacations and Holidays: Regulation GDE/GDF-R Support Staff Recruiting/Hiring: Regulation
GDJ	Support Staff Assignments and Transfers: Policy GDJ-R Support Staff Assignments and Transfers: Regulation
GDKA/GDKB	Length of Support Staff Work Day/School Year: Policy GDKA-R/GDKB-R Length of Support Staff Work Day: Regulation
GDMD	Support Staff Professional Development: Policy GDMD-R Support Staff Professional Development: Regulation
GDO	Evaluation of Support Staff: Policy GDO-R Evaluation of Classified Staff: Regulation
GDP	Classified Staff Promotions and Reclassification: Policy GDP-R Classified Staff Promotions and Reclassification: Regulation
GDQ	Support Staff Termination of Employment: Policy
GDQD	Discipline, Suspension and Dismissal of Classified Employees: Policy GDQD-R Discipline, Suspension and Dismissal of Classified Employees: Regulation
GDQE	Reinstatement of Support Staff: Policy
GDSA	Classified Employee Council: Policy GDSA-R Classified Employee Council: Regulation

Aurora Public Schools Adopted September 1994 Revised November 2007 Revised December 2008 Revised January 2015	APS Code: ADC
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TOBACCO-FREE SCHOOLS

In accordance with Colorado statute and to promote the general health, welfare and well-being of students and staff, smoking, chewing or any other use of any tobacco product by staff, students and members of the public is prohibited on all school property.

Possession of any tobacco product by students is also prohibited on school property. For purposes of this policy, the following definitions apply:

1. "School property" means all property owned, leased, rented or otherwise used or contracted for by a school including but not limited to the following:
 - a. All indoor facilities and interior portions of any building or other structure used for children under the age of 18 for instruction, educational or library services, routine health care, daycare or early childhood development services, as well as for administration, support services, maintenance or storage. The term does not apply to buildings used primarily as residences, i.e., teacherages.
 - b. All school grounds over which the school exercises control including areas surrounding any building, playgrounds, athletic fields, recreation areas and parking areas.
 - c. All vehicles used by the district for transporting students, staff, visitors or other persons.
 - d. At a school sanctioned activity or event.
2. "Tobacco product" means:
 - a. Any product that contains nicotine or tobacco or is derived from tobacco and is intended to be ingested or inhaled by or applied to the skin of an individual, including but not limited to cigarettes, cigars, pipe tobacco, snuff and chewing tobacco; and
 - b. Any electronic device that can be used to deliver nicotine to the person inhaling from the device, including but not limited to an electronic cigarette, cigar, cigarillo or pipe.

c. "Tobacco product" does not include any product that has been approved by the appropriate federal agency as a tobacco use cessation product.

3. "Use" means lighting, chewing, smoking, ingesting or application of any tobacco product.

Signs will be posted to notify the public that smoking or other use of tobacco products is prohibited in accordance with state law and district policy.

Notice of this policy will be published in employee and student handbooks.

Any member of the general public considered by the superintendent or designee to be in violation of this policy will be instructed to leave school district property.

Employees found to be in violation of this policy will be subject to appropriate disciplinary action. Employee penalties for violating this policy and/or regulation may include:

1. Warning;
2. Written reprimand; and/or
2. Suspension without pay

However, where an employee has been given a specific written directive not to smoke on District property, violation of such a directive may constitute insubordination and result in discipline greater than that outlined in this regulation.

Alternatively, employees may be allowed, at the supervisor's option, to participate in an acceptable smoking/tobacco cessation program. Evidence of enrollment in and completion of such a program must be reported by employees to their immediate supervisors.

Disciplinary measures for students who violate this policy will include in-house detention, revocation of privileges and exclusion from extracurricular activities. Repeated violations may result in suspension from school. In accordance with state law, no student will be expelled solely for tobacco use.

LEGAL REFS.: C.R.S. 18-13-121 (furnishing tobacco products to minors) C.R.S. 22-32-109 (1) (bb) (I) (policy required prohibiting use of tobacco products on school grounds.) C.R.S. 22-32-109.1(2)(a)(I)(H) (policy required as part of safe schools plan) C.R.S. 25-14-103.5 (tobacco use prohibited on school property) C.R.S. 25-14-301 (Teen Tobacco Use Prevention Act) 6 CCR 1010-6, Rule 5-306

Aurora Public Schools Issued January 1997 Revised September 2007
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APS Code: EGAEA

COMPUTER AND E-MAIL

The Board of Education recognizes the advantages to its workforce afforded by the district's computers, its electronic mail system and other data generation and communication technologies. It is also aware of the increasing frequency with which these technologies are used to accomplish the district's mission. Finally, the Board also recognizes that from time to time it will be necessary to gain access to district computers and to the electronic mail system used by its employees.

Accordingly, the Board of Education authorizes the Superintendent of Schools to adopt such procedures relating to computers, electronic mail and other communication and data generation technologies used in the performance of the work of the district as are believed by the Superintendent to be necessary. Such procedures should aid the efficient operation of the district, while at the same time protecting the rights of employees.

LEGAL REFS.: C.R.S. 2472204.5

CROSS REFS.: GBAA, Sexual Discrimination and Harassment
AC, Nondiscrimination/Equal Opportunity

Aurora Public Schools Adopted December 1990 Recoded June 1992 Revised November 2007 Revised December 2014	APS Code: GBEC
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DRUG AND ALCOHOL FREE WORKPLACE

The Board recognizes the importance of maintaining a workplace that is free from alcohol and drugs to enhance the safety and welfare of employees and students and ensure compliance with applicable law. Accordingly, it shall be a violation of Board policy for any district employee to possess, use or be under the influence of alcohol or illicit drugs on district property, in or on district vehicles, at any school-sponsored or district-sponsored activity or event, or off district property when the employee is on duty.

For purposes of this policy, "illicit drugs" means narcotics, drugs and controlled substances as defined in law. As a recipient of federal funds, the district has an obligation to maintain a drug-free workplace. Thus, for purposes of this policy, marijuana is a controlled substance. "Illicit drugs" also includes any prescription or over-the-counter drug that does not meet the following four criteria: (1) the employee has a current and valid prescription for the drug or the drug is sold over-the-counter; (2) the drug is used or possessed for the purpose for which it was prescribed or sold over-the counter; (3) the drug is used or possessed at the dosage prescribed or recommended; and (4) the drug is used or possessed consistent with the safe and efficient performance of the employee's job duties.

Although some actions involving marijuana, including its use for recreational and medicinal purposes are no longer prohibited by state law, state law does prohibit the possession or use of recreational and/or medical marijuana on school grounds or on school buses. In addition, federal law still prohibits the manufacture, sale, distribution, possession and use of marijuana. As a recipient of federal funds, the district has an obligation to maintain a drug-free workplace.

Drug-Free Workplace Act

Under the federal Drug-Free Workplace Act (the Act), the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited in any district workplace. The Act defines "controlled substance" as a controlled substance in schedules I through IV of 21 U.S.C. section 812, which includes but is not limited to marijuana, cocaine, opiates, phencyclidine (PCP) and amphetamines (including methamphetamine).

Pursuant to the Act, any employee who is convicted or pleads nolo contendere under any criminal drug statute for a violation occurring in the workplace shall notify the superintendent no later than five days after the conviction. The district has an obligation under the Act to notify the appropriate federal agency within 10 days after receiving notice of such conviction if there is a relationship between federal funds received by the district and the convicted employee's work site.

Drug Abuse Prevention Program

The Superintendent shall establish a program to prevent the use of illicit drugs and alcohol by employees. This program shall, at a minimum, satisfy the following requirements:

- There shall be established standards of conduct applicable to employees that clearly prohibit the unlawful possession, use, distribution, being under the influence of, manufacture or dispensation of controlled substances or of illicit drugs or alcohol by employees on school premises or as part of any of the District's activities;
- There shall be developed a clear statement of the sanctions which will be imposed, consistent with applicable law, against employees who violate the standards of conduct, up to and including termination of employment and referral for prosecution;
- Information about any drug and alcohol counseling and rehabilitation and re-entry programs that are available to employees shall be distributed;
- Parents, students and employees shall be given a copy of the standards of conduct and statement of sanctions which are developed;
- Parents, students and employees shall be notified that compliance with the standards of conduct is mandatory; and
- A review shall be undertaken once every two (2) years of the program to (a) determine its effectiveness and implement needed changes to the program; and (b) ensure that the sanctions for violations of the standards of conduct are consistently enforced.

Rules Regarding Grants from Federal Agencies

The Superintendent shall, in connection with actions taken pursuant to grants from federal agencies require that: - All certification to a granting agency (including those as to the maintenance of a drug free which are required by law to be made as a condition of receiving a grant shall be made in a timely manner;

- There shall be established a drug free awareness program to inform employees directly engaged in the performance of work under federal grants of (1) the dangers of drug abuse in the workplace; (2) the District's policy of maintaining a drug free workplace; (3) any available drug counseling, rehabilitation and employee assistance programs; and (4) penalties that may be imposed upon employees for drug abuse violations;
- In the statement of standards of conduct and sanctions distributed to each employee to be engaged in the performance of work under the grant, the employee shall be notified that as a condition of employment in such grant the employee will (1) abide by the standards of conduct in the statement; and (2) notify the District of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction;

- The federal agency that made the grant shall be notified of any criminal drug statute conviction for a violation occurring in the workplace and that this notification shall be made no later than 10 days after the District is notified of the conviction by an employee or receives actual notice of the conviction by some other means;

- If an employee who is directly engaged in the performance of work under the grant is convicted of any criminal drug statute violation for a violation occurring in the workplace, that employee shall either be disciplined in some manner or shall be required to satisfactorily participate in a drug abuse assistance or rehabilitation program; any such program shall have been approved by a federal, state or local health, law enforcement or other appropriate agency; and

- Steps shall be taken to see that a good faith effort to continue to maintain a drug free workplace at those sites where work on federal grants is done through the implementation of the rules applicable to federal grants.

Note on definition of terms: As used in this policy, the terms "controlled substance", "conviction", "criminal drug or alcohol statute" and "federal agency" shall have the meanings assigned to them by federal law at 41 U.S.C. 706. The term "illicit drug use" (and other phrases using the term "illicit drug") shall mean the use of illegal drugs and the abuse of other drugs and alcohol), including anabolic steroids.

LEGAL REFS.: 41 U.S.C. 701 et seq., Drug Free Workplace Act 20 U.S.C. 3224a, Drug Free School and Communities Amendments Act CROSS REF.: GDQD-R, Discipline, Suspension and Dismissal of Support Staff GCQF-R, Discipline, Suspension and Dismissal of Administrators and Professional/Technical Employees

Aurora Public Schools Issued December 1994 Revised September 2008 Revised September 2014	APS Code: GBEC-R
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DRUG AND ALCOHOL FREE WORKPLACE

1. Observance of Policy GBEC is a condition of employment with the Aurora Public Schools.
2. A violation of the policy shall subject the employee to appropriate disciplinary action which may include termination and referral for prosecution. Alternatively, the employee may (where such action is not in conflict with either District policy or law) be allowed to participate in an approved drug or alcohol abuse assistance or rehabilitation program in accordance with the Employee Assistance/Wellness Policy (APS Code GBGC). Participation in such program shall be at the employee's expense.
3. As part of its Drug-Free Awareness Program, the District provides the following information to all employees:
 - a. Drug counseling, rehabilitation and employee assistance programs available to all employees; and
 - b. Literature concerning the dangers of drug and alcohol abuse. Employees and supervisors are encouraged to review both the policy and such information, at least annually.
4. Copies of policy GBEC will be distributed to each employee of District or will be included in employee handbooks.

Aurora Public Schools Adopted September 1996 Revised November 2007 Revised May 2014	APS Code: GBA
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HIRING/EQUAL EMPLOYMENT OPPORTUNITY

The district is committed to compliance with all applicable federal, state and local laws governing equal employment opportunity and prohibiting employment discrimination.

The district values the diversity of its student population and believes that a diverse workforce, as reflected by differences in socio-economics, race, color, creed, gender, sexual orientation, religion, national origin, ancestry, age, genetic information, marital status or disability, can best prepare its students to participate fully as members of a pluralistic society. Therefore, the district shall promote and provide for equal opportunity in recruitment, selection, promotion and dismissal of all personnel. While always seeking to hire the best qualified person for any position, the district commits to make all reasonable efforts to increase the number of persons in the applicant pool who, if hired, would increase the diversity in the workforce.

LEGAL REFS.: 20 U.S.C.§ 1681

29 U.S.C. § 201

29 U.S.C.§ 621

29 U.S.C. § 701

42 U.S.C.§ 1201

42 U.S.C. § 2000d

42 U.S.C.§ 2000e

42 U.S.C. §2000ff et
seq. (Genetic

Information

Nondiscrimination Act
of 2008)

C.R.S. 22-32-110(1)(k)

C.R.S. 22-61-101

C.R.S. 24-34-301

C.R.S. 24-34-402

CROSS REFS.: AC, Nondiscrimination/Equal Opportunity

ACE, Nondiscrimination on the Basis of Disability

GBAA, Discrimination and Harassment

Aurora Public Schools Issued March 1992 Revised March 1999 Revised November 2007 Revised May 2014	APS Code: GBAA
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NONDISCRIMINATION/NONHARASSMENT OF EMPLOYEES

The Aurora Public Schools is committed to the policy that no otherwise qualified employee shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any district program or activity on the basis of race, color, religion, creed, national origin, ancestry, genetic information, marital status, gender, age, disability or sexual orientation.

As part of this policy, the district is committed to maintaining a working environment for employees that is free from harassment based on an individual's race, color, religion, creed, national origin, ancestry, genetic information, gender, sexual orientation, age, disability or protected activity (opposition to prohibited discrimination or participation in the statutory complaint process). All such harassment, by district employees, students and third parties, is strictly prohibited. All members of the district community, employees, and students are required to promptly report conduct that could be in violation of this policy.

In addition to the procedures outlined herein, discrimination and harassment complaints may be filed with the U.S. Equal Opportunity Commission; U.S. Department of Education, Office for Civil Rights; or Colorado Civil Rights Commission. Any complaint of harassment filed under the district's policy shall be processed even if the complainant also files a complaint or suit with an outside agency such as the U.S. Equal Employment Opportunity Commission; U.S. Department of Education, Office for Civil Rights; or Colorado Civil Rights Commission. Retaliation against anyone who makes a complaint or participates in the complaint process shall not be tolerated.

The district will (1) respond to every complaint of discrimination or harassment reported; (2) take action in response when discrimination or harassment is discovered; (3) impose appropriate sanctions on offenders in a case-by-case manner; and (4) protect the privacy of all those involved in discrimination or harassment complaints to the extent practical and appropriate under the circumstances. The above actions will apply to the extent permitted by law or where personal safety is not an issue.

Harassment is defined as unwelcome communication including verbal, written, electronic or physical conduct based on race, color, religion, creed, national origin, ancestry, genetic information, gender, sexual orientation, age, disability, or protected activity, that has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment.

Harassment does not include verbal expressions or written material that is relevant and appropriately related to course subject matter or curriculum.

Harassment based on race or color can include unwelcome, hostile and offensive communication including verbal, written, electronic or physical conduct based on or directed at the characteristics of a person's race or color, such as nicknames emphasizing stereotypes, racial slurs, and negative references to racial customs.

Harassment based on religion or creed can include unwelcome, hostile and offensive communication including verbal, written, electronic or physical conduct based on or directed at the characteristics of a person's religion or creed, such as comments regarding surnames, religious tradition or religious clothing, as well as religious slurs and/or graffiti.

Harassment based on national origin or ancestry can include unwelcome, hostile and offensive communication including verbal, written, electronic or physical conduct based on or directed at the characteristics of a person's national origin, such as comments regarding surnames, manner of speaking, customs, language or ethnic slurs.

Harassment based on disability can include unwelcome, hostile and offensive communication including verbal, written, electronic or physical conduct based on or directed at the characteristics of a person's disabling condition, such as imitating manner of speech or movement; hostile or offensive acts; and/or interference with movement or access to necessary equipment.

Harassment based on genetic information can include unwelcome, hostile and offensive communication including verbal, written, electronic or physical conduct based on or directed at the person's genetic information or that of the person's relative(s). Genetic information includes information about a person's genetic tests and the genetic tests of a person's family members, as well as information about the manifestation of a disease or disorder in a person's family members.

Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or educational experience;
2. Submission to or rejection of such conduct by an individual is used as the basis for employment or educational decisions affecting such individual;
3. Such conduct is sufficiently severe and pervasive so as to alter the conditions of, or have the purpose or effect of substantially interfering with, an individual's work by creating an intimidating, hostile, or offensive working or educational environment.

The definition of sexual harassment applies whether the harassment is between people of the same or different gender. Sexual harassment can include unwelcome communication including verbal, written, electronic or physical conduct, directed at or related to a person's gender, such as sexual gossip or personal comments of a sexual nature, sexually suggestive or foul language, sexual jokes, whistling, spreading rumors or lies of a sexual nature about someone, demanding sexual favors, forcing sexual activity by threat of punishment or offer of educational or employment reward, obscene graffiti, display or sending of pornographic pictures or objects, offensive touching, pinching, grabbing, kissing, or hugging or restraining someone's movement in a sexual way. Generally, conduct

must be unwelcome in order to constitute harassing behavior. However, when behavior is engaged in by a non-student and directed toward a student, the behavior is prohibited whether or not it is welcome. Any sexual contact, sexually related communication or other sexual attention, directed by an employee toward a student is strictly prohibited whether or not the student considers the activity to be welcome or consents to such activity.

REPORTING SUSPECTED DISCRIMINATION AND/OR HARASSMENT

Any employee who believes that he or she may have experienced unlawful discrimination or harassment, or who believes that he or she has observed unlawful discrimination or harassment taking place, shall report this information immediately to his or her immediate supervisor.

If the complaint involves the employee's immediate supervisor, the employee may report to the supervisor or administrator at the next level or may report directly to a human resources director. An employee may also request the right to make his or her report of sexual harassment or discrimination to an appropriate level supervisor or administrator of the same sex as the employee. Such request shall be made through the chief personnel officer of human resources or designee. Where the complaint is against the Superintendent of schools, the report may also be made to a member of the Board of Education.

No employee shall be subject to adverse employment action in retaliation for any good faith report of unlawful discrimination or harassment under this policy. To the extent practicable, all reports shall be kept confidential.

The administrator receiving the complaint shall promptly refer the matter to the Division of Human Resources to investigate any report of alleged discrimination or harassment. The allegations will be promptly investigated, if the facts support such a complaint, take prompt action, which may range from a warning or reprimand to dismissal of the offending employee. All employees are, as a condition of employment, required to cooperate fully with the district's investigation, to respond fully and truthfully to all inquiries made of them and to provide a written statement of all pertinent facts when requested.

Where discrimination or harassment is found to have occurred, the victim may be offered counseling where in the opinion of the district, it is appropriate. Where counseling is provided, it shall be paid for by the district. Where counseling is provided, this should not be considered an admission of fault or liability by the district, but rather should be viewed as an indication of the district's desire to provide assistance and support to victims of harassment.

Notice (which may include notice by e-mail) of this policy shall be provided each school year to employees.

(NOTE: This policy governs cases where the perpetrator of discrimination or harassment is an employee. Cases where the perpetrator is a student are governed by policy JBB.)

LEGAL REFS.: Title VII of the Civil Rights Act of 1964, 42 U.S.C. 2000e et seq. Title IX of the Education Amendments Act of 1972, 20 U.S.C. 1681 Age Discrimination in Employment Act, 29 U.S.C. 621 et seq. Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. 794 Title VI of the Civil Rights Act of 1964, 42 U.S.C. 2000d 42 U.S.C. §2000ff et seq. (Genetic Information Nondiscrimination Act of 2008)

Age Discrimination Act of 1975, 42 U.S.C. 6101 et seq. Americans with Disabilities Act, 42 U.S.C. 12101 et seq. C.R.S. 18-9-121
C.R.S. 24-34-401, 402 CROSS REFS.: AC, Nondiscrimination/Equal Opportunity GDQD, Discipline, Suspension and Dismissal of
Classified Employees JBB, Sexual Harassment

Nondiscrimination/Nonharassment of Employees Continued

NONDISCRIMINATION/NONHARASSMENT OF EMPLOYEES

Aurora Public Schools Issued March 1992 Revised March 1999 Revised September 2008 Revised January 2015	APS Code: GBAA-R
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The supervisor of an employee must take action if s/he knows of an alleged instance of harassment or discrimination in violation of policy GBAA. This includes harassment or discrimination based on race, color, national origin, gender, religion, creed, ancestry, age, disability, genetic information, marital status or sexual orientation. The person notified or aware of the matter will, after consultation with the appropriate personnel in the Division of Human Resources, take prompt and appropriate action to see that an investigation is conducted and corrective and/or disciplinary action is taken against any employee(s) who have violated this policy. The intent of these procedures is to resolve the situation in a timely manner.

Procedures:

1. School district administration must know of discrimination or harassment before it can attempt to take corrective action. Accordingly, if a person suspects harassment or discrimination, s/he should promptly report it. Employees should not assume that administration is already aware of the situation. They should also not assume that it is someone else's duty to report. The report should be made by contacting the immediate supervisor, building principal, or the chief personnel officer. If the complaint is against the individual's supervisor, s/he is encouraged to contact the director of employee relations or the chief personnel officer, the Superintendent or, if the complaint is against the Superintendent, the president of the Board of Education. The person who receives the complaint will be known as the third party for the purpose of this policy.

The third party should ensure that a description of any alleged violations and of corrective actions taken are documented in writing.

2. If deemed necessary by the Superintendent or the chief personnel officer, a written complaint form may be completed either by the complainant or the third party that will include the following:

- Complainant's name and address
- Date(s) of the incident(s)
- Description of the incident(s)
- Name(s) of the person(s) involved in the incident(s)
- What, if anything, the employee did to indicate to the alleged offender that the conduct was unwelcome
- Name(s) of any witness(es) to the incident(s)
- Requested resolution of the complaint

Nondiscrimination/Nonharassment of Employees Continued

- Signature of the complainant (will be requested, but not required)

Unless the supervisor is the party accused of harassment, s/he will ordinarily be notified of the general nature of the allegations so as to be in a position to monitor the situation at the worksite as necessary.

3. An investigation will be conducted to allow for the gathering of information regarding the alleged harassment from the complainant, the alleged offender and other appropriate persons. Within twenty (20) business days of meeting with the complainant, the third party or a member of the Division of Human Resources will complete an investigation and render a decision in writing based on the information, to the complainant and the alleged offender. This timeframe may be extended upon notice to all parties if circumstances of the investigation dictate. If the third party is not a member of the Human Resources staff, s/he shall consult with the director of employee relations prior to rendering a decision. To the extent possible, an investigation will be conducted in a confidential manner.

4. If either party does not feel that the decision described in step three is satisfactory, s/he may appeal the decision to the Superintendent of Schools, not later than 10 working days following receipt of the third party's decision. This appeal must include:

- The original complaint form (if one exists)
- A copy of the decision from the third party
- A written statement as to a reason for the appeal

The Superintendent shall have 14 work days to study the information submitted, investigate the circumstances and respond in writing to the appeal. At the discretion of the Superintendent, this appeal process may or may not include a conference with those parties involved. If the complaint is against the Superintendent, the third party shall be the president of the Board of Education and appeal shall be to the Board as a whole. If the Board chooses to have a conference with those involved, it may, at the discretion of the Board, be conducted as a hearing held in executive session pursuant to Board policy GBK-3-E, (Board Review/Appeal Proceedings). The president of the Board of Education may retain outside legal counsel to advise the Board and/or investigate the allegations.

5. If either party is not satisfied with this decision, s/he will have the right to pursue any other remedies provided by law.

Nondiscrimination/Nonharassment of Employees Continued

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DISCRIMINATION/HARASSMENT COMPLAINT FORM

Please Note: This form has been modified to fit this format; when seeking to file an actual complaint, please use the full size version available online, or from Human Resources.

Name _____ Date _____

Address _____

Date(s) of incident(s) (specify a time period rather than a date, if appropriate; provide evidence in the form of documents, Emails etc., if they exist)

Describe the incident(s) (include what, if anything, was done to indicate to the alleged offender that the conduct was unwelcome)

Nondiscrimination/Nonharassment of Employees Continued

Name(s) of person(s) involved in the incident(s)

Name(s) of any witness(es) to incident(s)

What resolution of this incident are you requesting?

If necessary, please attach additional pages to provide a complete response.

Signature of person filing complaint

Aurora Public Schools Adopted April 1977 Recorded March 1993 Revised July 2005 Revised November 2007	APS Code: GDO
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EVALUATION OF SUPPORT STAFF

The Superintendent and Chief Personnel Officer shall be responsible for developing and implementing a program for the performance evaluation of all district employees. The primary purpose of such an evaluation shall be to improve the job performance of each individual.

Aurora Public Schools Issued March 1993 Revised July 2005 Revised September 2008	APS Code: GDO-R
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EVALUATION OF SUPPORT STAFF

Probationary Employee

A new classified employee appointed to a position shall serve a probationary period of 12 months and at that time shall become a regular employee of the District, if employment is continued.

The appropriate supervisor shall discuss the job description, evaluation process and forms and performance required with all new employees. The performance of each probationary employee shall be evaluated by the supervisor at least once during the probationary period and a recommendation made as to whether to continue the employment. The electronic form entitled "Classified Employee Performance Evaluation" shall be used for completing the evaluation. The printed evaluation, signed by the employee and appropriate supervisor, will be reviewed by the Division of Human Resources and placed in the employee's permanent file. Copies will be given to the employee and placed in the site personnel file.

By the end of the third month of the probationary period, it is recommended that the supervisor hold a conference with each probationary employee. During the probationary period, the probationary employee may be dismissed by the Superintendent without right of appeal.

Evaluation of Support Staff Continued

Regular Employee

All classified employees shall be evaluated every other year by the appropriate supervisor on the computerized electronic form entitled "Classified Employee Performance Evaluation." The printed evaluation, signed by the employee and appropriate supervisor, will be reviewed by the Division of Human Resources and placed in the employee's permanent file. Copies will be given to the employee and placed in the site personnel file.

More frequent evaluations may be initiated by the supervisor. An employee may request, on an annual basis, an additional evaluation.

Classified employee performance evaluations for year-round employees will be due in the human resources office no later than June 30. Classified employee performance evaluations for non-year-round employees will be due in the human resources office no later than the employee's last workday.

Aurora Public Schools Revised April 2002 Revised November 2007 Revised July 2009 Reviewed January 2015	APS Code: GBK
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CLASSIFIED STAFF CONCERNS/COMPLAINTS/GRIEVANCES

It is the policy of the District to develop and practice effective methods of resolving employee grievances relating to formal disciplinary actions.

The chief personnel officer is designated as the grievance officer for the school district. It will be the function of the officer to establish procedures and facilitate the processing of formal grievances.

Aurora Public Schools Issued March 1993 Revised April 2002 Revised September 2008 Revised July 2009 Revised December 2013 Revised August 2015	APS Code: GBK-R
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CLASSIFIED STAFF CONCERNS/COMPLAINTS/GRIEVANCES (Page 1 of 4)

I. Types of Grievances

- A. **Class I** - Those relating to written reprimands or suspensions without pay for up to 10 work days, or perceived violation, misinterpretation or improper application of any District policy or regulation.
- B. **Class II** - Those relating to suspensions without pay in excess of 10 work days and dismissal.

II. Standing to File Grievances

- A. Grievances may be filed only by the aggrieved classified nonsupervisory employee. Temporary noncontract employees may not file grievances. The aggrieved employee is the employee who has been adversely and directly affected by administrative action defined in I. A. or I. B. above.
- B. Probationary employees may not file grievances.
- C. Grievances may not be filed with respect to suspensions pending investigation, but if discipline is imposed based upon the investigation, a grievance may be filed.

Classified Staff Concerns/Complaints/Grievances Continued

III. Time Schedule for Filing Grievances

- A. **Class I** - - Grievances must be filed with the chief personnel officer within 10 work days of the incident that is the subject of the grievance. Any grievance filed outside of this timeline shall not be considered pursuant to this regulation.
- B. **Class II** - Grievances dealing with suspensions without pay or dismissals must be filed within 10 work days of receipt of the written notice of the suspension or dismissal action.

IV. Class I Grievance Steps

- A. **Step 1** - Employees having a Class I grievance shall first present and discuss it with the employee's principal or immediate supervisor with the objective of resolving the matter informally. If the matter remains unresolved after discussion with the immediate supervisor, the employee shall then discuss the matter with the head of the division in which he or she works. (Where the immediate supervisor is the division head, the discussion should be with the person who supervises the division head.)
- B. **Step 2** - If the grievance is not satisfactorily resolved as a result of the Step 1 meeting, the employee may reduce the grievance to writing on the appropriate form (GBK-1-E) available online or from the chief personnel officer, and file it with the chief personnel officer, within the time limit for filing grievances detailed in III. A. The written grievance shall: (1) explain the specific incident that is the subject of the grievance in sufficient detail; (2) include a description of prior attempts to resolve the matter and the results of these attempts; and (3) discuss the reasons why the employee(s) is/are not satisfied with the prior results. The chief personnel officer or designee will meet with the employee within seven work days after receipt of the grievance. The chief personnel officer or designee will render a decision in writing within 10 work days following the meeting. That decision is final.

The parties agree that all grievance proceedings will be kept confidential to the extent feasible. In certain instances however, it may be necessary for the District to work with supervisors on the issue and to respond to questions from the media, etc.

When it is necessary for a designated representative (who must be a Classified Employee Council member assigned by the Classified Employee Council Grievance Committee) to attend a Class I hearing which occurs during the workday, the representative shall, with prior approval from the District, receive such release time as is actually necessary for attendance at such hearing.

Classified Staff Concerns/Complaints/Grievances Continued

V. Class II Grievance

Employees having a Class II grievance may, at their option, bypass Steps 1 and 2 as outlined for Class I grievances and submit a written request for review by the Board of Education as outlined in this regulation. The review must be requested within 10 work days of receipt of the written notice of suspension without pay of more than 10 work days or dismissal. The request for the review with the Board of Education will be submitted in writing to the Superintendent of Schools.

Upon receipt of the request, the Superintendent may arrange for the employee to meet with the Board in executive session as soon as feasible following the request. The issues before the Board of Education will be whether or not the suspension or dismissal was: (1) consistent with District policies and regulations; (2) for a reason which could be substantiated by testimonial or documentary evidence; and (3) whether the discipline imposed was appropriate for the offense. The presentation to the Board of Education will be on an informal or non-courtroom basis. The process described in GBK-3-E shall govern the conduct of the review.

If the employee requests, a Classified Employee Council member assigned by the Classified Employee Council Grievance Committee or some other person (including a lawyer) may assist in presenting the case to the Board of Education. In addition, District employees may also attend to present evidence on the employee's behalf and it is the responsibility of the employee to obtain their attendance. When it is necessary for a representative designated to attend a Class II review which occurs during the workday, that employee shall, with prior approval from the District, receive such release time as is actually necessary for attendance at such review. Should the employee desire to engage a lawyer at the employee's own expense, the employee must notify the Superintendent of the intent to do so at least seven work days before the review. The District reserves the right to treat an employee's cancellation of a confirmed review date as a waiver of the right to a review.

The Board may request attendance of any District employee including the affected supervisor, department or division head or chief personnel officer.

The Board shall review the record, inquire as it desires and reach a decision as to whether or not the suspension or dismissal was consistent with District policies and regulations. The employee shall be notified in writing of the decision of the Board within 10 work days after the review. The decision of the Board of Education is final.

The parties agree that all grievance proceedings will be kept confidential to the extent feasible. In certain instances however, it may be necessary for the District to respond to questions from the media and/or supervisors. CROSS REFS.: GBK-3-E, Appeal Process GDQD-R, Discipline, Suspension and Dismissal of Support Staff

Aurora Public Schools Adopted January 1978 Revised March 1989 Recoded March 1992 Revised November 2007	APS Code: GDBC
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CLASSIFIED EMPLOYEE SUPPLEMENTARY PAY/OVERTIME

Compensation for overtime worked (generally those hours over 40 in a workweek) shall be paid pursuant to law.

Aurora Public Schools Issued May 1988 Recoded March 1992 Revised December 2003 Revised September 2008 Revised February 2009 Revised June 2011	APS Code: GDBC-R
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CLASSIFIED STAFF SUPPLEMENTARY PAY/OVERTIME

All overtime shall have the prior approval of an employee's supervisor and be recorded on the appropriate time reporting form or electronic self-service reporting system. Employees who work overtime without approval shall be subject to appropriate discipline.

For work performed in excess of 40 hours per week, classified employees who are not exempt from overtime compensation under the law shall receive overtime compensation at the rate of one and one-half times their normal hourly wage for time in excess of 40 hours.

A supervisor may assign overtime to some or all employees when the supervisor believes it to be necessary. With the exception of the foregoing, employees shall be given an opportunity to accept overtime voluntarily.

Compensatory time (defined as crediting an employees who works in excess of 40 hours in a single workweek with accrued paid time off in lieu of wages for additional time), is not available in the district. In all cases, employees who work overtime shall be compensated in wages rather than additional time off or may use flex time with supervisor approval. Flex time may only be used in rare instances when a supervisor requires or permits employees to alter their schedule during on work week (the seven days from Sunday to Saturday) in order to remain within 40 hours. Flex time should not be used for more than one half of the employee's workday. Flex time may be used anytime during the workday with prior approval from the employee's supervisor.

For purposes of calculating overtime compensation, holidays, sick days, and any other leaves taken during the workweek will not count as hours worked.

Aurora Public Schools Issued March 1996 Revised November 2003 Revised September 2008 Revised June 2011	APS Code: GDKA/GDKB-R
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LENGTH OF CLASSIFIED STAFF WORK DAY

Workday for Classified Employees

The workday for full-time classified employees shall be eight hours, except as stipulated. Nonadministrative/nonsupervisory classified employees shall receive an assignment letter annually indicating their workday. Employees assigned to work less than an eight-hour day shall be paid at a ratio of hours worked to full time.

The workday of each employee may vary from time to time, depending upon the needs of the District. The time for beginning and ending each workday shall be determined by a classified employee's appropriate supervisor, provided the employee will not be required to work beyond those daily hours designated in the assignment letter.

Each division must provide phone coverage during the 7:30 a.m. to 4:30 p.m. time period.

Workweek for Classified Employees

The workweek for full-time classified employees shall be 40 hours, except as stipulated. Employees assigned to work less than a 40-hour week will be paid at a ratio of hours worked to full time. The weekly work hours may be adjusted by the Superintendent and/or a division head to meet reasonable time demands during the school term and on holidays.

The workweek is considered to be a seven-day period, commencing on Sunday at 12:01 a.m. and ending the following Saturday at midnight.

Workday and Workweek - Department Offices

The regular workday for department offices classified, nonsupervisory employees, is 7:30 a.m. to 4:30 p.m., with a one-hour lunch period. At the discretion of and subject to the approval of the supervisor, adjustments may be made to the workday to effect better utilization of the work force.

The normal workweek consists of five, eight-hour days.

Rest Breaks for Classified Employees

Rest breaks for classified employees shall be determined by the length of the workday and assigned reporting time. Rest breaks shall not exceed 15 minutes in duration.

Length of Classified Staff Workday Continued

LENGTH OF CLASSIFIED STAFF WORKDAY

1. An employee working an eight-hour day shall be entitled to two rest breaks, one during the first half and the second during the remainder of the shift.
2. An employee working less than an eight-hour day but at least four hours shall be entitled to one rest break.
3. An employee working less than a four-hour day shall not be entitled to a rest break.
4. Rest breaks are not to be taken at the beginning or end of a shift or adjacent to the lunch period.

Employees shall schedule all rest breaks subject to the approval of their appropriate supervisors.

Lunch Breaks for Classified Employees

Lunch breaks for classified employees shall be determined by the length of the workday and assigned reporting time.

1. Classified staff employees whose workday exceeds five consecutive hours and up to eight hours shall have a duty-free lunch period of at least 30 minutes and up to 60 minutes.
2. Lunch periods are not to be taken at the beginning or end of a shift or adjacent to rest breaks.

Employees shall schedule all lunch periods subject to the approval of their appropriate supervisors.

Work Year Categories

Based on the number of workdays assigned each fiscal year, classified nonsupervisory employees will be placed in the following categories for the purpose of computing paid vacation, paid holidays and yearly sick leave entitlement.

12 Month
215 Days
205 & 210 Days
177 - 187 Days

Record Keeping

In order to be compliant with the Federal Fair Labor Standards Act, every non-exempt employee will be required to verify their hours worked each week. All employees will be required to enter their weekly time worked into Oracle Time and Labor through Oracle Self Service in order to be paid appropriately.

CLASSIFIED EMPLOYEE COUNCIL

If you are a non-supervisory classified employee, the Classified Employee Council (CEC) is your representative on policies, regulations, salaries, benefits, and working conditions. The Council is comprised of representatives from all areas of classified staffing. If you are interested in becoming a member of CEC, approval is required from your supervisor, and an e-mail from your supervisor must be sent to the president, vice president, or secretary of CEC. Approval is required prior to attending meetings because CEC meetings are held during the regular duty day. For more information on the Classified Employee Council, please visit <http://www.apsnet/hr/cec.html>.

Aurora Public Schools Issued June 1992 Revised April 2000 Revised July 2002 Revised May 2004 Revised September 2008 Revised June 2011 Revised March 2012	APS Code: GDSA-R
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I. Responsibilities of the Council

- A. To communicate with, and represent all classified employees.
- B. To develop recommendations regarding salaries, benefits, personnel policies and other policies which affect non-supervisory, classified employees.
- C. To forward to the Superintendent of Schools, through the administrative liaison all recommendations from the Council.

II. Membership

- A. The Classified Employee Council shall consist of selected representatives from each of the following groups of classified employees:

<u>Custodial</u> 1 elementary 1 middle school 1 high school	<u>Clerical</u> 1 elementary 1 middle school 1 high school	<u>Nutrition Services</u> 2 all levels	<u>One Each From</u> Pickens Technical College Division of Human Resources Division of Equity in Learning Division of Accountability & Research Division of Finance Division of the Superintendent
<u>Two Each From</u> Transportation Division of Support Services	<u>Paraeducators, Educational Assistants, Campus Monitors, Family Liaisons</u> 3 elementary 2 middle school	1 high school 1 special education	1 early childhood
<u>At-Large</u> 5 members from any level and any site subject to council approval			

