



# HR News

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## Semi-Annual Reminders

Human Resources would like to provide you with information on several important APS policies and regulations, as well as other types of district information. It is your responsibility to be familiar with all district policies and regulations and to abide by them.

District policies are accessible online. In addition to policies and regulations, there is other information available online on a variety of topics. Human Resources strongly encourages everyone to become familiar with its websites. HR also publishes the HR News, which is announced via the Superintendent's Bulletin. Please take the time to read each issue for

## Notice of Nondiscrimination

### Exhibit AC.1-E

The Aurora Public Schools is committed to the policy that all persons shall have equal access to its programs, facilities, and employment and does not discriminate on the basis of race, age, color, creed, national origin, sexual orientation (which includes transgender), conditions related to pregnancy or childbirth, disability, religion, ancestry, sex or need for special education services, or genetic information for employment and provides equal access to the Boy Scouts and other designated youth groups. Career and technical education opportunities will be offered without regard to these protected classes.

In adhering to this policy, the Aurora Public Schools abides by Title IX of the Education Amendments of 1972, the Americans with Disabilities Act, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act and Titles VI and VII of the Civil Rights Act of 1964.

Questions, complaints or requests for additional information regarding the ADA, (Americans with Disabilities Act of 1990) Section 504 and Title IX may be forwarded to the designated ADA, Section 504 compliance coordinator.

Name and Title: Megan Lonergan, Director of Employee Relations  
 Office Address: 1085 Peoria Street  
 Aurora, Colorado 80011  
 Phone Number: (303)344-8060, ext. 28020



## **Nondiscrimination/Nonharassment of Employees**

### ***Policy GBAA***

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.

### **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 the chief personnel officer or a human resources director.

## **Discipline, Suspension & Dismissal of Classified Employees**

### ***Policy GDQD***

The board of education authorizes the Superintendent to compose and implement regulations related to the suspension, discipline and termination of classified employees. Such regulations are designed to treat employees fairly while at the same time maintaining a productive and efficient workforce.

The conduct described below illustrates the kinds of behavior that could result in varying degrees of disciplinary action:

- A. Failure to carry out instructions or failure to perform a job in a satisfactory manner
- B. Insubordination
- C. Discourteous, offensive or abusive conduct or language
- D. Dishonesty
- E. Possessing, using, transmitting dispensing, manufacturing or distributing or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, chemical or intoxicant while on duty or while on District property
- F. Excessive absences or tardiness
- G. Abusing sick leave privileges
- H. Failing to notify a supervisor prior to absence
- I. Falsifying district records of any kind
- J. Engaging in a work stoppage or strike
- K. Failing to follow safety regulations or practices

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- L. Provoking, instigating, or participating in a fight or scuffle
- M. Being convicted of a criminal offense
- N. Carelessness with or intentionally defacing or damaging property
- O. Temporarily or permanently removing, possessing or using District property without authorization
- P. Threatening, intimidating or coercing others
- Q. Horseplay or practical jokes that can or do result in injury damage to property or others
- R. Failing to report situations that could be injurious to personnel or equipment
- S. Possessing, handling or transmitting on District property, any object that can be considered a weapon
- T. Making false, vicious or malicious statements about another employee or the district
- U. Engaging in conduct, on/off the job, which adversely affects the employee's ability to do his/her job or

## Computer and E-mail Policy

### *Policy EGAEA*

The e-mail and computer systems of the Aurora Public Schools constitute a system which is to be used by district employees to accomplish the business purposes of the school district. Anyone using this system should be aware that computer files and e-mail messages are not confidential.

Both retrieval authorized by district policy and unauthorized retrieval may occur. In addition, e-mail messages may constitute public records under the Colorado Open Records Act. Consequently, employees should utilize some other method of creating, storing and conveying confidential, private or personal information they wish to remain confidential. By using this system, users agree to abide by the e-mail policy and regulation and confirm that they have read and understand the terms of that policy.

## Internet Social Networks

While employees are free to utilize blogs and social network sites during your non-work time and on their personal computers, any blog or Internet communication that:

- Contains content that indicates the employee's involvement in criminal conduct, or
- Contains inappropriate online conduct that negatively affects the employee's performance, or
- Seriously diminishes the reputation or standing in the community of the employee or district, or
- Divulges confidential district or student-related information, may subject the employee to discipline or termination.

We also caution against posting or sending personal, private or sensitive photos via the web or cell phones. Sensitive information (such as personal photos) that may be contained in a cell phone or laptop may be accessible to a wide audience if the phone or laptop is lost or stolen. Once these pictures are in cyberspace, it is nearly impossible to control access to them.

Parents entrust us with the duty to impart basic societal values and qualities of good citizenship to their children. When using Internet social networks or cell phone functions, please remember that we act as role models for our students and must fulfill our professional duties at all times.



facebook



## Reporting Child Abuse/Child Protection

### *Policy JLF*

The Colorado Child Protection Act of 1987 states that certain persons, among them any school official or employee, who has reasonable cause to know or suspect that a child has been abused or neglected, are required to make an immediate oral report (or cause a report to be made) to the County Department of Human Services in which the child resides, or to local law enforcement (in instances of non-interfamilial abuse). Or through the child abuse hotline system at 1-844-CO-4-KIDS or 1-844-264-5437.

The oral report must be followed promptly by a written report. It is not the responsibility of school personnel to make a determination if abuse or neglect has occurred. Human services or local law enforcement will make that decision.

If you are uncertain as to whether reasonable cause exists, you should nevertheless make a report to human services or law enforcement and allow those agencies to determine whether an investigation is warranted. Even if suspected abuse involves a case which is very old, and even if the suspected perpetrator is also a minor, a report must be made.

## Legal Notice Posters

By law, each site is required to display employment notices which address certain legal issues, including wage and hour requirements. Please verify that you have such notices at your site, and that they are in a place that is readily accessible to all employees.

Please contact Megan Lonergan, Director of Employee Relations, at ext. 28020 if you do not have the posters.

### **The required notices are:**

- Federal Minimal Wage - Rights Under the Fair Labor Standards Act
- Equal Employment is the Law
- Rights under the Family Medical Leave Act of 1993
- Your Rights under USERRA (Uniformed Services Employment and Reemployment Rights Act)
- Colorado Civil Rights Commission Notice to Workers re: Unemployment Insurance
- Worker's Compensation

## Colorado Law Regarding Nursing Mothers

The Workplace Accommodations for Nursing Mothers Act requires employers who have one or more employees to provide reasonable unpaid break time or permit an employee to use paid break time, meal time, or both, each day to allow the employee to express breast milk for her nursing child for up to two years after the child's birth.

The employer is required to make reasonable efforts to provide a room, other than a bathroom, that is shielded from view and free from intrusion from co-workers and the public, which may be used by an employee to express breast milk.

## Tuesday P.M. Meetings

Whenever possible, please avoid scheduling regular meetings on the 2nd and 4th Tuesday afternoons as this is the time when the Aurora Education Association schedules its meetings.



## Employee I.D. Badges

All APS employees must wear their identification badges at all times when on APS property. Please do NOT attach your keys to the same lanyard that holds your I.D. Should you lose the lanyard, this would present a serious security risk.

If your current I.D. badge is expiring or you need a new one, the HR Employee Services team at Educational Services Center - 4 will be happy to help you obtain a new one!

If you misplace your I.D. a replacement fee of \$10 will be charged.

The Employee Services office does I.D. Badge replacements from 7:30 a.m. to 4:15 p.m. Monday through Friday.

## Name/Address Changes

Please remember to change your name with the Employee Services office and all information with the Benefits office including life insurance, PERA account, 401(k) and/or 403(b) and beneficiaries if applicable.

Contracted employees may make address and telephone number changes in Oracle Self-Service. If you are not familiar with how to log into Oracle Self Service, please contact the Help Desk at ext. 28203. Instructions on how to access Oracle Self-Service including an FAQ can be found at: <http://hr.aurorak12.org/resources/oracle-self-service/>



## Benefits– Tax Filing Tips

Tax season is here and it's never too soon to begin preparing for tax season. Filing a tax return can be complicated and tedious. Get educated and let GuidanceResources, through ComPsych, answer your tax related questions. GuidanceResources can help guide you in determining your filing status, who you can claim as a dependent, what deductions you qualify for and much more. See tips on page 7, offered by GuidanceResources.

For further questions contact GuidanceResources.

Call: 1-888-628-4809

TDD: 8-800-697-0353

Online: [guidanceresources.com](http://guidanceresources.com)

App: GuidanceResources® Now

Web ID: GALLAGHER





## Tax Filing Tips

Filing a federal tax return can be a tedious, time-consuming process. It is never too early to prepare for the upcoming tax season and deadline. Get educated on the latest tax laws to take advantage of as many deductions, exemptions and credits for which you are eligible. Organize your receipts, paycheck stubs, financial records, mortgage statements and other important documents carefully, and try to get an early idea of how much you will owe or be refunded.

For assistance in preparing your return, check out the IRS website at [www.irs.gov](http://www.irs.gov) or call the IRS toll-free at 1-800-829-1040. For complex returns, consider hiring a tax professional such as a CPA, financial planner or tax attorney.

- Before the End of the Tax Year
- Getting Started on Your Tax Return
- Resources

### Before the End of the Tax Year

- Adjust the timing of income before the end of the tax year. You can save on taxes by deferring income until the beginning of next year. For example, if you are due to be paid for a side job, ask that employer to delay payment until after the first of the year.
- Pay out all possible deductible expenses before the end of the tax year. For example, consider donating money to a charity; investing more cash in your deductible retirement account (IRA or 401(k)); making an extra mortgage payment on your house (the interest portion is deductible); paying your property taxes early; selling off poorly performing investments to claim capital-loss deductions; and receiving medical care or dental work that you have been postponing (remember that the services must be performed before the payments are made).
- Anticipate your marital status. You may want to plan a wedding or a divorce before or after the tax year, depending on the tax advantages of your particular filing status. For instance, because each spouse usually pays slightly more in taxes than an unmarried individual (often called the "marriage-penalty tax"), it may make sense to schedule your wedding after the first of the year.
- Adjust your withholdings before the end of the tax year, if necessary. If you are not withholding enough in income taxes, you can be hit with an underpayment penalty when it is time to do your taxes. On the other hand, if you are withholding too much, you will probably be due a refund. Many experts say that you should adjust your withholding to an amount that will not yield you a refund or incur any underpayment penalty. This extra money that normally would be withheld and used by the government can instead go to work for you. Save the extra money in a high interest-bearing account, or put it into an investment vehicle such as a mutual fund, stocks or bonds.

### Getting Started on Your Tax Return

- Schedule enough time to complete your return before the due date. File early to avoid the last minute filing-deadline rush.
- Determine what is more cost- and time-efficient: claiming a standard deduction or itemizing every deduction. If you know that your qualifying expenses for the tax year are less than the standard deduction for your filing status, save yourself time and simply claim the standard deduction. Yet if you know you have a considerable amount of deductible expenses, take the time to itemize each and every one of these deductions.
- Consider filing electronically. This will ensure that your return will not get lost in the mail. Plus, if you are due a refund turnaround time is considerably less (approximately two weeks versus six to eight weeks by traditional method). You can hire a tax service to file your return electronically, or purchase special tax-assistance software that includes all of the necessary electronic forms.

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Contact us anytime for confidential assistance.