

Book	Policy Manual
Section	300 Employees
Title	Material and/or Intellectual Property
Number	319.1
Status	From PSBA
Legal	21 P.S. 519
	1. Pol. 317

Authority

The Board authorizes that all material and/or intellectual property written, created or developed by an **administrative, professional or classified** employee shall be and remain the sole property of the district.

Definition

Material and/or Intellectual property - for the purpose of this policy, shall mean information, products or work written, created or developed by an **employee during the performance of assigned district duties**. In such a case, the material and/or intellectual property shall be the sole property of the district and shall be used only by students and staff of the district, unless otherwise reviewed and approved by the Superintendent.

Guidelines

District employees shall be prohibited from charging or obtaining anything of value, for personal gain or otherwise, from other agencies for any materials and/or intellectual property that shall be developed through training experiences gained while employed by the district, unless otherwise approved by the Superintendent.

Violations may result in disciplinary action, in accordance with Board policy.[1]

Book	Policy Manual
Section	300 Employees
Title	Professional Development
Number	333
Status	From PSBA
Legal	1.24 P.S. 517 2.24 P.S. 1205.1 3.24 P.S. 1205.2 4.24 P.S. 1144 5.24 P.S. 1151 6.22 PA Code 4.13 7.22 PA Code 49.16 8. Pol. 100 9.24 P.S. 1205.5 10.24 P.S. 1217 11.22 PA Code 49.17 24 P.S. 1205.6 Pol. 806

Authority

Continuing professional study and inservice training for administrative, professional and classified employees shall be prerequisites for professional development, enhanced ability to complete responsibilities and maintaining certification.

The Board directs district employees to further their professional and personal advancement through graduate study, inservice training, **conference attendance** and professional development activities. [1][2][3]

Guidelines

Graduate/Special Courses

Only courses of study that are preapproved shall be eligible for reimbursement by the district or a change in compensation for the employee. Documentary evidence of satisfactory completion of all study programs shall be required.

Reimbursement for credits for approved graduate study or special courses shall be made in accordance with terms of the administrative compensation plan or an individual contract, or collective bargaining agreement.

All eligible employees shall submit annually a record and description of the attainment of approved credits to the Superintendent.

Approved graduate study or special courses/programs may be of sufficient advantage to the district to warrant an increase in an employee's annual salary, upon **documentation** of satisfactory completion. Such an increase will be in accordance with provisions of the administrative compensation plan, individual contract, collective bargaining agreement, or **Board resolution**. [4][5]

Induction Plan

The district shall comply with Department of Education requirements when developing and maintaining an induction plan for first-year teachers, **long-term substitutes hired for a position for forty-five (45) days or more, educational specialists** and teachers new to the district. **The district shall develop and submit the induction plan to the Department of Education for approval every six (6) years, as required by law and regulations.** Prior to approval by the Board and submission to the Department of Education, the induction plan shall be made available for public inspection and comment in the district's administrative offices and the nearest public library for a minimum of twenty-eight (28) days. [6][7][8]

Induction Program for School System Leaders

School system leaders shall complete an induction program which is consistent with the Pennsylvania School Leadership Standards within five (5) years of serving as a school system leader in Pennsylvania for the first time. [9][10]

School system leaders include principals, vice-principals, assistant principals, Assistant Superintendent, Superintendent and individuals who are converting an administrative certificate from a Level I certificate to a Level II certificate. [9]

Professional Education Plan

The Board shall appoint to the professional education committee parents/guardians and representatives of the community and local businesses. Representatives of administrators, teachers and educational specialists on the professional education committee shall be selected by their respective members. [2][11]

The district shall develop and submit a professional education plan to the Secretary of Education for approval every three (3) years, as required by law and regulations. The professional education plan shall be designed to meet the educational needs of the district and its certificated administrative and professional employees, specify approved courses, programs, activities and learning experiences, and identify approved providers. Prior to approval by the Board and submission to the Secretary of Education, the professional education plan shall be made available for public inspection and comment in the district's administrative offices and the nearest public library for a minimum of twenty-eight (28) days. [2][6][11][8]

The Board shall ensure an annual review of the district's professional education plan is conducted by the professional education committee to determine if the plan continues to meet the needs of the district, employees, students and community. The professional education committee may recommend amendments to the plan, subject to approval by the Board and the Department of Education [2]

The Board may approve, on a case-by-case basis, specific professional education activities not stated within the district's professional education plan [3]

If the district assumes all costs of credits or hours, the Board may disapprove any course, program, activity or learning experience that is inconsistent with the goals of the professional education plan [3]

Book	Policy Manual
Section	300 Employees
Title	Sick Leave
Number	334
Status	From PSBA
Legal	1. 24 P.S. 1154
	2. 24 P.S. 510
	3 Pol 317

Authority

Board policy for **certificated administrative and professional employees** shall ensure that eligible employees receive paid sick leave days annually, in accordance with law, administrative compensation plan, individual contract, **collective bargaining agreement, or Board resolution. Unused** leave shall be cumulative [1]

Board policy for **noncertificated administrative and classified employees** shall **ensure that** eligible employees receive paid **sick leave** days **annually, in accordance with the administrative compensation plan, individual contract, collective bargaining agreement or Board resolution.**

The Board reserves the right to require any employee claiming **sick leave pay** to submit sufficient proof, including a physician's certification, of the employee's illness or disability. [2][1]

Misuse of sick leave shall be considered a serious infraction **subject to disciplinary action** [3]

The Board shall consider the application of any eligible employee for an extension of sick leave, pursuant to law where applicable, when the employee's own accumulated sick leave is exhausted. [2][1]

Delegation of Responsibility

The Superintendent shall report to the Board the names of employees absent for noncompensable cause or whose claim for sick leave pay cannot be justified.

Guidelines

A sick leave shall commence when the employee, or agent if the employee **shall be** sufficiently disabled, **reports** the absence. A **sick leave** day, once commenced, may be reinstated as a working day only with the approval of the Superintendent or designee.

Whatever the claims of disability, no day of absence shall be considered a sick leave day if the employee has engaged in or prepared for other gainful employment, or has engaged in any activity that would raise doubts regarding the validity of the **sick leave** request.

Proof of Disability

An employee absent on sick leave may be required to submit a physician's written statement **certifying his/her disability** [2][1]

All costs associated with **the acquisition of a physician's written statement** shall **be the responsibility of** the employee absent on sick leave.

A physician's statement may not be presumed to conclusively establish the employee's disability.

Records

The district's personnel records shall show the attendance of each employee; and the days absent shall be recorded, with the reason for such absence noted. [2][1]

A record shall be made of the unused sick leave days accumulated by each **district** employee, which shall be **reported** to the employee in accordance with law. [2][1]

The Board shall pay a specified amount for each unused sick leave day, up to a designated number of days, upon the retirement or death of an employee, as provided in the administrative compensation plan, individual contract, collective bargaining agreement or **Board resolution.**

Violations may result in disciplinary action, in accordance with Board policy.[3]

Book	Policy Manual
Section	300 Employees
Title	Family and Medical Leaves
Number	335
Status	From PSBA
Legal	1. 29 U.S.C. 2601 et seq 2. 29 CFR Part 825 3. 29 U.S.C. 2612 4. 29 U.S.C. 2611 5. 29 U.S.C. 2612 6. 29 CFR 825.200 7. 29 CFR 825.202 8. 29 CFR 825.306 9. 29 CFR 825.312 10. 29 CFR 825.300 Pol. B13

Authority

The Board shall provide eligible administrative, professional and classified employees with unpaid leaves of absence in accordance with the Family And Medical Leave Act, hereinafter referred to as FMLA. [1][2]

Employee requests for FMLA leave shall be processed in accordance with law, ~~Board policy and administrative regulations~~ regulations and Board policy.

Delegation of Responsibility

The Superintendent shall develop and disseminate ~~administrative regulations~~ delete regulations to implement FMLA leave for eligible employees in accordance with law.

The district shall post, in conspicuous places in the district customarily used for notices to employees and applicants, a notice regarding the provisions of the FMLA and the procedure for filing a complaint. [3]

The notices shall be provided to employees upon request, whenever an employee requests an FMLA leave and whenever the district designates a leave as an FMLA leave. [10]

Employee requests for leave, both FMLA and non-FMLA, shall be submitted in writing on a district form to the Superintendent.

The form shall request sufficient information to determine whether the leave qualifies as an FMLA leave.

Guidelines

Employees' eligibility for FMLA leave shall be based on the criteria established by law. [4][5]

Employees shall be required to provide a fitness-for-duty certificate upon returning from an FMLA leave when the leave was taken because of the employee's own serious health condition, except where such a requirement would be in violation of an applicable administrative compensation plan, individual contract or collective bargaining agreement, or the district's policy and practice has not required a fitness-for-duty certificate to be provided. [9]

Eligible employees shall be provided up to twelve (12) workweeks of unpaid leave in a twelve-month period for the employee's own serious health condition; for the birth, adoption, foster placement or first-year care of a child; to care for a seriously ill spouse, child or parent; or to address specific qualifying exigencies pertaining to a member of the Armed Forces alerted for foreign deployment or during foreign deployment. [5]

Eligible employees shall be provided up to twenty-six (26) workweeks of unpaid leave in a single twelve-month period to care for an ill or injured covered servicemember. [5]

The district shall utilize a rolling twelve-month period measured backwards from the date leave is used to determine if an employee has exhausted his/her FMLA leave in any twelve-month period. [6]

When an employee requests an FMLA leave and qualifies for and is entitled to any accrued paid sick, vacation, personal or family leave, the employee may utilize such paid leave during the FMLA leave. [5]

Medical certification forms shall be required whenever allowed or authorized by provisions of the FMLA.

An employee shall be denied intermittent leave or leave on a reduced leave schedule to care for an immediate family member (spouse, child, parent) with a serious health condition, or if the employee has a serious health condition when: [7][8]

1. The employee fails to establish, through medical certification, that there is a medical need for such a leave, as distinguished from voluntary treatments and procedures.
2. The employee has failed to establish, through medical certification, that it is medically necessary for the leave to be taken intermittently on a reduced leave schedule.

Instructional employees may be required to continue FMLA leave to the beginning of a grading period or term if conditions of leave shall be specified in the FMLA.

Book	Policy Manual
Section	300 Employees
Title	Personal Necessity Leave
Number	336
Status	From PSBA
Legal	1.24 P.S. 510 2.24 P.S. 1154

Authority

This policy shall provide for **absences** for **defined** personal necessity leave **by** administrative, professional **and** **classified** employees.

The Board has the authority to specify reasonable conditions under which personal necessity leave may be granted, the type of situations in which such leave will be permitted, and the total number of days that may be used **by an employee** in any school year for such leave. [1][2]

Guidelines

Personal Leave

Personal leave days with pay shall be granted to **district** employees in accordance with **applicable** provisions of the administrative compensation plan, individual contract, collective bargaining agreement or **Board resolution**.

Bereavement Leave

Bereavement leave with pay shall be granted to **district** employees in accordance with law, **applicable provisions of the administrative compensation plan**, individual contract, collective bargaining agreement or **Board resolution**. [2]

Last Modified by Elizabeth Flood on July 9, 2015

Book	Policy Manual
Section	300 Employees
Title	Vacation
Number	337
Status	From PSBA
Legal	1.24.P.5.110

Authority

Administrative and classified staff employed to work twelve (12) months or other schedules considered full-time shall be provided paid vacation.

The Board shall provide vacation days for eligible employees, consistent with the employee's request and convenience while considering the district's management and operational needs [1]

Vacation time shall be granted in accordance with applicable provisions of the administrative compensation plan, individual contract, collective bargaining agreement or Board resolution.

Eligible employees must request scheduled vacation to the immediate supervisor in advance of the requested date.

Vacations normally shall be scheduled at times applicable not to interfere with the normal operation of the school.

Special consideration shall be given to emergencies.

All vacation schedules shall be subject to final approval by the Superintendent or designee.

Last Modified by Elizabeth Flood on July 9, 2015

Book	Policy Manual
Section	300 Employees
Title	Sabbatical Leave
Number	338
Status	From PSBA
Legal	1.24.P.S._1166 2.24.P.S._1167 3.24.P.S._1171 4.24.P.S._1168 5.24.P.S._1170 6.24.P.S._1169

Authority

This policy shall establish the district's parameters for granting sabbatical leaves for restoration of health to certificated administrative and professional employees.

The Board shall grant sabbatical leaves to eligible administrative and professional employees for the purpose of restoration of health and for other purposes at the discretion of the Board.[1]

The Board reserves the right to specify the conditions under which sabbatical leaves for restoration of health or other purposes may be taken, consistent with law.

Guidelines

Eligibility

To qualify for sabbatical leave, an eligible employee shall have completed ten (10) years of satisfactory service in the public schools of the Commonwealth; at least five (5) consecutive years of such service shall be in this school district.[1]

Thereafter, one (1) leave of absence for sabbatical leave shall be allowed after each seven (7) years of service.[1]

A sabbatical leave may be taken for a half or full school term or for two (2) half school terms during a period of two (2) years, at the employee's option.[1]

The total number of administrative employees on sabbatical leave at any one time shall not exceed ten percent (10%) of the number of eligible employees. The total number of professional employees on sabbatical leave at any one time shall not exceed ten percent (10%) of the number of eligible employees.[2]

In the event that the number of professional employee leave requests exceed the limits stated in this policy, priority shall be afforded to professional employees that have not utilized previous leave.

Application

Requests for sabbatical leave shall be submitted on the approved district form and forwarded with medical documentation to the Superintendent or designee as soon as possible.

The Board shall review each application for sabbatical leave and shall approve those meeting the requirements of Board policy and applicable law.

Documentation

Applicants for sabbatical leave shall submit with the application form a supporting medical statement and recommendation from his/her physician.

On every two (2) months or at both the approximate midpoint of the leave and at least thirty (30) days prior to the conclusion of the leave, a physician's statement shall be submitted to the Superintendent or designee, indicating the extent to which the purpose of the leave has been achieved and evaluating the health status of the employee relative to his/her ability to return to employment.[3]

The Board reserves the right to require at its own expense additional examinations and reports by physicians of its choice to determine whether the leave is being used for the purpose for which it was granted.[3]

Commitment of Employee

Acceptance of a sabbatical leave incurs a commitment by the employee to return to active duty in this district immediately following the sabbatical leave for one (1) full school term, unless prevented by illness or physical disability.[4]

Failure of an employee to return to service in the district following a sabbatical leave, unless prevented by illness or physical disability, shall result in forfeiture of all benefits in accordance with law.[4]

The Board reserves the right to require at its own expense additional examinations and reports by physicians of its choice to determine the employee's ability to return to work.

Commitment of Employer

At the expiration of the sabbatical leave, the employee shall be reinstated in the same position held at the time of the granting of the leave.[4]

Time on sabbatical leave shall be counted as time on the job for purposes of seniority and for retirement fund purposes, but for no other purpose.[5]

Compensation

During the period of sabbatical leave, an employee shall be compensated at least one-half the salary to which s/he would have been entitled had the employee not taken leave.[6]

While on leave, the employee shall be entitled to insurance benefits provided other employees of a similar classification.

A sabbatical leave granted for restoration of health shall also serve as a leave of absence without pay from all other school activities.[1]

Compensable employment may not be engaged in while the employee is on sabbatical leave.

Book	Policy Manual
Section	300 Employees
Title	Compensated Professional Leaves
Number	338.1
Status	From PSBA
Legal	<u>1.24 P.S. 1166.1</u> <u>2.24 P.S. 522.2</u> <u>3.24 P.S. 1166</u> <u>4.24 P.S. 1167</u> <u>5.24 P.S. 1171</u> <u>6.24 P.S. 1168</u> <u>7.24 P.S. 522.1</u> <u>8.24 P.S. 1170</u> <u>9.24 P.S. 1169</u>

Purpose

This policy shall establish the district's parameters for granting professional development and classroom occupational exchange leaves for **certificated administrative and** professional employees.

Definitions

Professional Development Leave - shall be defined as a leave of absence granted for the purpose of improving professional competency or obtaining a professional certificate or commission. Such leave shall be directly related to an employee's professional responsibilities, as determined by the Board, and be restricted to activities required by state regulation or law. [1]

Classroom Occupational Exchange Leave - shall be defined as a leave of absence granted for the purpose of acquiring practical work experience in business, industry or government. [2]

Authority

The Board shall have sole authority to adopt and enforce policy establishing the conditions for approval of a professional development leave **for eligible employees**. All requests for such leave shall be subject to review by the Board. The Board may approve or reject a proposed plan for professional development leave. [1]

The Board may grant a leave to eligible employees for classroom occupational exchange leave for the specified purpose. [2]

Guidelines

PROFESSIONAL DEVELOPMENT LEAVE

Eligibility

To qualify for professional development leave, an **eligible** employee shall have completed ten (10) years of satisfactory service in the public schools of the Commonwealth; at least five (5) consecutive years of such service shall be in this school district. [3]

Thereafter, one (1) leave of absence for professional development leave shall be allowed after each seven (7) years of service. [3]

A leave for professional development may be taken for a half or full school term or for two (2) half school terms during a period of two (2) years, at the employee's option. [3]

The total number of **administrative** employees on such leaves of absence shall not exceed ten percent (10%) of the number of eligible employees. The total number of professional employees on such leaves of absence shall not exceed ten percent (10%) of the number of eligible employees. [4]

Application

Professional development leaves shall be granted only to employees participating in an academic program for the purpose of retaining a professional certificate or commission, further preparation and improvement in an area(s) of certification, additional certification, attaining other appropriate and identifiable educational positions within the school district, or as the Board may require, and upon the recommendation of the Superintendent. [1]

Requests for professional development leave shall be submitted on the district form and forwarded with a detailed plan to the Superintendent.

All required application materials shall be submitted by the final work day of January of the school year prior to school year of the requested leave.

Documentation

Applicants for professional development leave shall submit with the application form a detailed plan describing the professional development activities to be undertaken and a statement specifying the benefits of the leave to the employee and the school district. The plan shall provide sufficient information to permit the Board to adequately evaluate the request. [1]

The Board may at any time require additional information from the employee in order to assist the Board in **determining whether the leave is being used for the purpose for which it was granted**. [5]

The minimum requirements for leave for a half school term shall consist of any one or a combination of the following [1]

1. Nine (9) graduate credits.
2. Twelve (12) undergraduate credits.
3. One hundred eighty (180) hours of professional development activities.

The minimum requirements for leave for a full school term shall consist of any one or a combination of the following [1]

1. Eighteen (18) graduate credits.
2. Twenty-four (24) undergraduate credits.
3. Three hundred sixty (360) hours of professional development activities.

Applicants who propose to take **graduate or undergraduate credits** shall submit notification of acceptance and enrollment from an accredited institution of higher learning for study in courses approved by the Superintendent. The employee shall successfully complete the approved courses and receive passing grades. Upon return from professional development leave, the employee shall submit to the Superintendent within the first month an official transcript of all courses completed. Failure to receive passing grades or to submit required transcripts on time shall result in forfeiture of monies paid by the district. [1][5]

Applicants who propose to undertake **professional development activities** shall submit to the Board a detailed plan listing the specific activities. Upon return from professional development leave, the employee shall submit to the Superintendent within the first month a formal report describing the educational activities pursued and their benefits and relevancy. Failure to submit required reports on time shall result in forfeiture of monies paid by the district. [1][5]

Commitment of Employee

Acceptance of professional development leave incurs a commitment by the employee to return to active duty in this district immediately following the leave for one (1) full school term, unless prevented by illness or physical disability. [1][6]

Employees shall submit required reports on time or forfeit all compensation and benefits.

Commitment of Employer

At the expiration of the professional development leave, the employee shall be reinstated in the same position held at the time of the granting of the leave. [6]

Time on professional development leave shall be counted as time on the job for purposes of seniority and for retirement fund purposes, but for no other purpose. [7][6]

Compensation

During the period of professional development leave, an employee shall be compensated at least one-half the salary to which s/he would have been entitled had the employee not taken leave.[9]

While on leave, the employee shall be entitled to insurance benefits provided other employees of a similar classification.

A leave of absence granted for professional development shall also serve as a leave of absence without pay from all other school activities.[3]

Compensable employment may not be engaged in while the employee is on professional development leave.

CLASSROOM OCCUPATIONAL EXCHANGE LEAVE

Application

Requests for classroom occupational exchange leave shall be submitted on the approved district form and forwarded with appropriate documentation to the Superintendent.

All required application materials shall be submitted by no later than the final work day of January of the school year prior to the school year of the requested leave.

Documentation

Applicants for classroom occupational exchange leave shall submit with the application form a statement from the employer agreeing to the terms and conditions of the leave, as specified in Board policy.

Within thirty (30) days of return from such leave, the employee shall submit to the Board a final report detailing the work experience and its benefits.[2][1][5]

Commitment of Employee

Acceptance of classroom occupational exchange leave incurs a commitment by the employee to return to active duty in this district immediately following the leave for one (1) full school term, unless prevented by illness or physical disability.[6]

Failure of an employee to return to employment in the district following a sabbatical leave, unless prevented by illness or physical disability, shall result in forfeiture of all benefits in accordance with law.[6]

Commitment of Employer

At the expiration of the classroom occupational exchange leave, the employee shall be reinstated in the same position held at the time of the granting of the leave.[6]

Time on classroom occupational exchange leave shall be counted as time on the job for purposes of seniority and for retirement fund purposes, but for no other purpose.[2]

Compensation

The business, industry or government to whom the employee is assigned during the leave shall fully compensate the school district for all salary, wages, pension and retirement contributions, and other benefits as if the employee were in full-time active service.[2]

Book	Policy Manual
Section	300 Employees
Title	Uncompensated Leave
Number	339
Status	From PSBA
Legal	<u>1.24 P.S. 1154</u>
	<u>2.24 P.S. 1102</u>

Authority

The Board recognizes that in certain situations an **administrative, professional or** classified employee may request extended leave for personal reasons, and the district could benefit from the return of the employee. This policy establishes parameters for granting uncompensated leaves of absence.

The Board reserves the right to specify the conditions under which uncompensated leave may be taken. All applications for uncompensated leave require approval by the Board, upon recommendation of the Superintendent.[1]

Uncompensated leave shall be granted in accordance with provisions of the **administrative compensation plan, individual contract, collective bargaining agreement or Board resolution.**

Guidelines

Application

Requests for uncompensated leave shall be made on the district form to the Superintendent.

Special consideration will be given to emergencies.

Period of Leave

An uncompensated leave may be granted for a period of one (1) semester or one (1) school year.

Extensions for one (1) semester or one (1) school year shall be considered upon proper application.

Commitment of Employee

The employee granted an uncompensated leave of absence shall inform the Board of his/her intentions prior to the scheduled return date.

If notification is not received, it shall be assumed that the employee has terminated employment with the district.

Commitment of Employer

At the expiration of uncompensated leave, the employee shall be offered the same position previously held or a like position to that previously held.

When an employee has exhausted all sick days, the district shall continue to provide all benefits for a period of three (3) calendar months. An employee must have worked at the regular job during the school year in order to be eligible for benefits.

Time on uncompensated leave shall not count as time on the job, and fringe benefits shall not be provided unless the employee provides payment for benefits.

Book	Policy Manual
Section	300 Employees
Title	Responsibility for Student Welfare
Number	340
Status	From PSBA
Legal	1.24 PS 510

Authority

The Board adopts this policy to ensure appropriate oversight of and responsibility for student welfare by administrative, professional and classified employees.[1]

District employees shall be responsible for the safety of students in their charge within school buildings and on district property.

Each employee shall maintain a standard of care and concern for supervision, control and protection of students, commensurate with assigned duties and responsibilities.

Each teacher must be in the classroom or assigned station, or ensure another staff member shall be present, when students shall be in the room or at the assigned station.

An employee should not voluntarily assume responsibility for duties s/he cannot reasonably perform. Voluntary assumption carries the same responsibilities as assigned duties.

Teachers shall provide proper instruction in the safety matters presented in assigned curriculum guides.

Each employee has the responsibility to report immediately to the principal an accident, safety hazard, unsafe condition, or dangerous situation.

Employees may not send students on any personal errands.

Employees may not transport students in a personal vehicle, except when specifically permitted.

Employees shall not require a student to perform work or services that may be detrimental to the student's health.

Delegation of Responsibility

The Superintendent or designee shall ~~prepare and distribute administrative regulations~~ ^{delete} to ensure the maintenance of standards to protect student welfare.

Building principals shall monitor employees' adherence to this policy to ensure the maintenance of standards that protect student welfare.

Building principals shall annually develop and implement a plan of supervision for the following:

- 1. Student arrivals and departures, including buses.**
- 2. Halls, restrooms and playgrounds.**
- 3. Cafeteria.**
- 4. Before and after school.**
- 5. Field trips.**
- 6. School activities.**

