

## **PART-TIME, POST-RETIREMENT AND SUBSTITUTE STAFF EMPLOYMENT**

The District Office shall maintain lists of authorized personnel to be used for substitute or part-time employment. Personnel on the lists may not substitute until they have been interviewed, fingerprinted, and undergone a physical ability test, if necessary.

The Board shall approve substitute teachers. All substitute teachers must hold a valid Colorado Teacher License or valid Colorado 3 or 5 year Substitute Authorization.

Effective for the 2014-15 school year, the District will accept Colorado 1 year Substitute Authorizations.

Substitute teachers will be hired for a full day or one-half day. One half day is four (4) hours and a full day is the designated day at the specific school.

### **SICK LEAVE**

Part-time, post-retirement and substitute employees shall earn one (1) hour of paid sick leave for every thirty (30) hours worked up to a cap of 48 hours per year. Subject to the limitations below, part-time and substitute employees may use up to 48 hours of paid sick leave per year for the following reasons:

- a. personal mental or physical illness, injury, or health condition or the need to obtain medical care;
- b. the necessary care and attendance for the employee's family member who has a mental or physical illness, injury or health condition or the need to obtain medical care;
- c. seeking medical attention or related services if the employee or a member of the employee's family has been the victim of domestic abuse, sexual assault, or harassment;
- d. the District has been ordered to close by a public official due to a public health emergency;
- e. the school or childcare provider for the employee's child has been ordered to close by a public health official due to a public health emergency and the employee needs to be absent from work to care for their child; or
- f. religious holidays.

"Family member," for purposes of this policy, means any person who is related by blood, marriage, civil union, adoption, foster children, significant other, siblings, a child to whom the employee stands in loco parentis or a person who stood in loco parentis to the employee when the employee was a minor, or a person for whom the employee is responsible for providing or arranging health- or safety-related care. Requests due to extenuating circumstances of illness in the extended family must be approved by the superintendent (i.e., using ANNUAL LEAVE for

extremely serious/life threatening situations/illnesses for extended family such as in-laws or long-term friends.)

The number of hours of paid sick leave a part-time or substitute employee may take is the number of hours the District reasonably anticipated they would have worked during the period of the leave. If leave is during a period the employee was anticipated to depart from a regular schedule, then the number of hours anticipated for that period.

The District may require reasonable documentation that paid sick leave is for a qualifying reason if the leave requested or taken is for four (4) or more consecutive workdays.

### **ADDITIONAL LEAVE DURING A PUBLIC HEALTH EMERGENCY**

In addition to sick leave as set forth above, on the date a public health emergency is declared the District will immediately provide each employee with a one-time paid leave supplement, which, combined with whatever accrued but unused sick leave that the employee has as of date of the declaration of the public health emergency, will give an employee who normally works 40 or more hours in a week access to 80 hours of total paid leave, and an employee who normally works under 40 hours in a week access to total paid leave hours that are at least the greater of the number of hours the employee (a) is scheduled for work or paid leave in the upcoming fourteen-day period, or (b) actually worked on average in the fourteen-day period prior to the declaration of the public health emergency.

During the entire duration of a public health emergency (the time between the date on which the emergency is declared and four (4) weeks after the date of the official termination or suspension of the emergency declaration), an employee may use both (a) the sick leave they have accrued prior to the declaration of the public health emergency and (b) the amount of supplemental paid leave provided to the employee on the date of the declaration of the public health emergency (up to the greater of the total cap provided in the paragraph immediately above or their total accrued sick leave) for any of the following qualifying reasons:

1. self-isolation or seeking medical care or treatment due to a diagnosis or symptoms of a communicable illness that is the cause of a public health emergency;
2. caring for a family member who is self-isolating or seeking medical care after being diagnosed or is experiencing symptoms of a communicable illness that is the cause of a public health emergency;
3. a determination from a local, state, or federal public official or health authority that an employee or a member of the employee's family that the employee cares poses a risk to the health of others;
4. caring for a family member when the individual's school or place of care has been physically closed due to a public health emergency; or

5. an employee's inability to work because of a health condition that may increase susceptibility to or risk of a communicable illness that is the cause of a public health emergency.

Documentation is not required to take paid leave during a public health emergency. For the purposes of this policy, the term “public health emergency” shall have the meaning set forth in the Healthy Families and Workplaces Act, C.R.S. §§ 8-13.3-401 et seq.

### **REINSTATEMENT UPON REHIRING**

If an employee separates from employment with the District and is rehired by the District within six (6) months after the separation, the District must reinstate any paid sick leave that the employee had accrued but not used at the time of separation from employment.

### **NONDISCRIMINATION**

The Board of Education, the superintendent, other administrators and District employees will not unlawfully discriminate, take adverse action, or retaliate against any employee who takes, attempts to take, or supports taking paid sick leave in accordance with this policy, files a complaint or informs any person about an alleged violation of the Healthy Families and Workplaces Act, or participates in an investigation, hearing, or proceeding related to such matter.

### **NOTICE**

To reduce unlawful discrimination and to ensure a healthy workplace environment, the administration is responsible for providing notice of this policy and the poster created by the Colorado Department of Labor and Employment to all district schools and departments. The policy must be referenced in employee handbooks and otherwise be made available to all staff through electronic or hard-copy distribution.

Adopted: November 11, 1974

Latest Revision: September 2, 2021  
July 1, 2021

Revised: June 20, 2014  
October 26, 2010  
December 7, 2005  
January 17, 2002  
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February 13, 1989  
December 12, 1978

LEGAL REFS: C.R.S. 2-4-401 (definition of immediate family)  
C.R.S. 8-13.3-401 et. seq. (Healthy Families and Workplaces Act)