WELD COUNTY
SCHOOL DISTRICT RE-1

EMPLOYEE HANDBOOK

Viking Strong, United As One!

Effective Date
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FROM THE SUPERINTENDENT OF SCHOOLS

Dear District Staff,

As we begin this new school year, I want to extend a warm welcome to each of you. Whether you are returning or new to our district, I am thrilled to embark on this journey together. This year marks an exciting new chapter as we embrace our district's renewed focus and guiding principles.

Our new Vision is clear: **Together, we are preparing lifelong learners for a changing world.** This vision reminds us that our work is about shaping futures and equipping every student to navigate and thrive in an ever-evolving global landscape.

In alignment with our vision, our Mission is: **We provide a challenging, inclusive, and safe learning environment where every student is equipped to become a contributing member of their greater community.** This mission reinforces our commitment to fostering an atmosphere where academic rigor, inclusivity, and safety are at the forefront of our educational experience.

Our Values are the cornerstone of our daily work and interactions:

- **We value** the unique qualities and diversity within our district and celebrate the strengths of our rural community.
- **We commit** to equipping each student to reach their full potential through diverse and challenging opportunities.
- **We believe** in cultivating a lifelong love of learning by focusing on the whole child—academically, socially, and emotionally.
- **We partner** with the community to build strong relationships, ensuring students are equipped with the skills and values needed for lifelong success in an ever-changing world.
- **We prioritize** student safety as the foundation of all our efforts, ensuring every child feels secure, supported, and ready to learn.

Each of you plays an essential role in our collective success. We thrive when we communicate openly, collaborate effectively, and operate with transparency. This Employee Handbook is more than just a resource for district policies, procedures, and expectations—it is a reflection of our shared commitment to a professional and supportive workplace where every voice is heard and valued.

I encourage you to actively engage, share ideas, ask questions, and seek support whenever needed. Together, we can build a culture of trust and collective growth that empowers not only our students but also each member of our community. Your dedication and passion make all the difference, and I am confident that by embracing our vision, mission, and values, we will continue to achieve remarkable things.

Thank you for your commitment to our district and for your unwavering focus on the success of every student. Let's make this year one of growth, connection, and shared achievement.

Warm regards,

Kimberly Bloemen, MA, Ed.S
Superintendent of Schools

IMPORTANT NOTE

This handbook is designed to provide all employees of the School District with important information about working in our district. While this handbook is not exhaustive, it offers a summary of key guidelines and expectations. It is important to note that the Board of Education has district-wide policies, and in any instance where this handbook may conflict with those policies, the Board of Education policies will take precedence. Additionally, if there are conflicts with federal, state, or local laws, the applicable laws will always prevail. Finally, if there is a conflict between this handbook and an employee's contract, the contract shall prevail.

The policies and procedures in this handbook are not intended to form a contract and are not legally enforceable as a binding obligation of the School District. The district reserves the right to modify, suspend, delete, discontinue or rescind any policies or procedures at any time without prior notice and retains discretion in interpreting how they are applied. Changes to policies may be made as needed, and the district will communicate any updates or revisions to employees, including their effective date.

Employment with the School District is generally at-will, meaning both employees and the district have the right to end the employment relationship at any time, with or without notice and for any reason. However, this at-will status does not apply to licensed teachers who have a continuing contract. For those individuals, board policy and Colorado state laws governing teacher employment and contract termination will take precedence. In such cases, the termination of employment will comply with applicable board policies and state laws in Colorado.

The language in this handbook, as well as any verbal statements made by district leadership, are not intended to create a contract for employment or guarantee employment for any specific duration. Only the Board of Education has the authority to enter into an employment agreement for a specified period, and such agreements must be in writing and signed by both the Superintendent and the employee.

No handbook can cover every situation or answer every question. If employees have questions after reviewing this handbook, they are encouraged to reach out to their immediate supervisor or the Director of Human Resources for clarification. As the district evolves, there may be updates to these guidelines, and we are committed to keeping employees informed of any significant changes. This edition replaces all previous versions.

1 EMPLOYMENT

1.1 Equal Employment Opportunity (EEO)/Discrimination Policy

The Weld RE-1 School District is dedicated to the principles of equal employment opportunity. The school district prohibits unlawful discrimination against applicants or employees on the basis of disability, race, creed, color, sex, sexual orientation, gender identity, gender expression, marital status, national origin, religion, ancestry, family composition, or need for special education services; or any other applicable status protected by federal, state, or local law. The school district's commitment to equal employment opportunity and nondiscrimination includes all areas of employment, including but not limited to job advertising, recruitment, selection, hiring, job training, compensation, fringe benefits, job classification, promotion, and termination. In compliance with Titles VI & VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination in Employment Act of 1967, the Americans with Disabilities Act, the Genetic Information Nondiscrimination Act of 2008, and Colorado law.

Equity and Diversity Statement

At the Weld RE-1 School District, we believe that equity and diversity are foundational to creating an inclusive and thriving educational environment. We are committed to fostering a workplace where every individual, regardless of their background, identity, or perspective, is valued and respected.

We embrace the diverse experiences, cultures, and identities of our employees, students, and community members, understanding that these differences strengthen our ability to innovate, collaborate, and provide the best possible education for all students. Our district is dedicated to ensuring that all employees have equitable opportunities for professional growth and advancement, and that every student has access to the resources and support necessary to succeed.

Equity in education is a shared responsibility, and we work collectively to address systemic barriers, promote fair treatment, and cultivate a culture where inclusivity is a guiding principle in all decisions, actions, and policies. Together, we strive to create a district that reflects and celebrates the diversity of the world around us, while ensuring every voice is heard and every person feels a sense of belonging.

1.2 American Disabilities Act (ADA) and Religious Accommodation

The Weld RE-1 School District will make reasonable accommodations for qualified individuals with known disabilities and employees whose work requirements interfere with a religious belief unless doing so would result in an undue hardship to the school district or a direct threat. Employees needing such accommodations are instructed to contact their supervisor or Director of Human Resources immediately.

1.3 EEO Harassment

Weld RE-1 School District strives to maintain a work environment free of unlawful harassment. In doing so, the school district prohibits unlawful harassment because of age (40 and over), race, gender identity, genetic information, color, religion, national origin, pregnancy, disability, or any other applicable status protected by federal, state, or local law.

Unlawful harassment includes verbal or physical conduct that is based upon a person's protected status and that has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment. Actions based on an individual's age (40 and over), race, gender identity, sexual orientation, color, religion, national origin, disability, or any other applicable status protected by federal, state, or local law, will not be tolerated. Prohibited behavior may include, but is not limited to, the following:

- Written form such as cartoons, e-mail, posters, drawings, or photographs.

- Verbal conduct such as epithets, derogatory comments, slurs, or jokes.
- Physical conduct such as assault or blocking an individual's movements.

This policy applies to all employees, including managers, supervisors, co-workers, and non-employees such as customers, clients, vendors, consultants, etc.

1.3.1 Sex Based Harassment

Because sex based harassment raises issues that are to some extent unique in comparison to other harassment, the school district believes it warrants separate emphasis. Board of Education policy AC contains more detail.

Weld RE-1 School District strongly opposes sex based harassment and inappropriate sexual conduct. Sex based harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when:

- Submission to such conduct is made explicitly or implicitly a term or condition of employment.
- Submission to or rejection of such conduct is used as the basis for decisions affecting an individual's employment.
- Such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

All employees are expected to conduct themselves in a professional and businesslike manner at all times. Conduct which may violate this policy includes, but is not limited to, sexually implicit or explicit communications, whether in:

- Written form, such as cartoons, posters, calendars, notes, letters, e-mail.
- Verbal form, such as comments, jokes, foul or obscene language of a sexual nature, gossiping, or questions about another's sex life, or repeated unwanted requests for dates.
- Physical gestures and other nonverbal behavior, such as unwelcome touching, grabbing, fondling, kissing, massaging, and brushing up against another's body.

1.3.2 Complaint Procedure

Complaint procedures have been established for students, parents, employees, and members of the public as follows:

- Policy AC-R-1 Students
- Policy AC-R-2: Employees, Applicants for Employment, and Members of the Public
- Policy AC- R-3: Sex based Harassment (Title IX)

The following individual has been identified as the compliance officer for the district:

Jennifer Sumner-Brownhill, Director of HR
Educational Services Center, 1004 Main Street Platteville, Colorado 80651
Phone: (970) 350-4202
Email: TBD

Back up compliance officer:
Roger Stinar, Director of Finance
Educational Services Center, 1004 Main Street Platteville, Colorado 80651
Phone: (970) 350-4203

Email:stinarr@wcsdre1.org

If the Weld RE-1 School District determines that an employee's behavior is in violation of this policy, disciplinary action will be taken, up to and including termination of employment and referral to law enforcement.

1.4 Basic Employment Requirements

Following are basic employment requirements for most positions:

- Ability to pass a medical examination for Preschool, Maintenance, Custodial, Transportation
- Ability to work with the public and school-age children.
- Fingerprinting for required background checks at the expense of the employee.
- Information to comply with federal immigration laws.
- Ability to perform the essential job functions for the particular position as set forth in the job description; or, if the applicant is disabled as defined by law, the ability to perform the essential job functions for the particular position as described in the job description with reasonable accommodation.
- Staff employment contracts shall at all times be conditioned upon and subject to the requirement that the employee hold an appropriate license or certification where applicable. If a required license expires, the district may terminate the employee in accordance with applicable law or remove the employee from any duties involving work with students until the license has been renewed or reinstated. The employee must promptly apply for or reinstate their license to continue working in a capacity that involves students. Compliance with this requirement is essential for maintaining employment within the district.
- All employees will be required to have their photo taken annually for their ID badges. Photos will not include props or costumes.

1.4.1 License requirements for Administrative Employees

Administrative staff employment contracts shall at all times be conditioned upon and subject to the requirement that the administrator hold a principal or administrative license. Administrators who are appointed to an administrative position that has been designated by the District as not requiring a license shall be exempt from this requirement.

1.4.2 Bus Driver Medical and Drug/Alcohol Compliance Policy

The District is committed to ensuring the safety of our students and staff. In compliance with the Federal Motor Carrier Safety Administration (FMCSA), Department of Transportation (DOT) and Colorado Department of Education (CDE) regulations, all employees operating a motor vehicle must strictly adhere to the following medical and drug testing requirements. These requirements are specifically outlined in Colorado Rule for the Operation, Maintenance, and Inspection of School Transportation Vehicles section 5.5

- **Medical Certification & DOT Physicals**
  Pursuant to 49 C.F.R. § 391.45(g), all CDL operators must possess and keep current a DOT physical examination. If needed, the driver will obtain a new DOT Physical examination and/or medical examiner's certificate before returning to work following any medical condition (including physical or mental injury, illness, or disease) that has impaired the driver's ability to perform their normal driving duties.

- **FMCSA Drug and Alcohol Clearinghouse and Pre-Employment Screens**

To maintain compliance with 49 C.F.R. § 382, the District utilizes the federal Drug and Alcohol Clearinghouse database. Drivers must cooperate with the following query requirements:

Pre-Employment Drug Test: The District will conduct a pre-employment drug test for all prospective CDL operators and non-CDL route operators prior to hire. CDL drivers will have a full query pulled to verify they are not restricted in the Clearinghouse.

Annual Queries: The District will conduct and maintain an annual Clearinghouse query for all active CDL operators.

Consent Release Form: Prior to the initial query, all CDL operators must sign a Limited Query Consent Release Form. The District will maintain this valid consent on file for the entire duration of the driver's employment.

- **Drug and Alcohol Testing Requirements**
  All CDL drivers must participate in mandatory drug and alcohol screening protocols as required by USDOT regulations:

  Testing Program Enrollment: All active CDL operators must be enrolled in, and remain compliant with, the District's USDOT-approved drug and alcohol testing program (including random, post-accident, and reasonable suspicion testing).

Note: Failure to comply with DOT physical requirements, complete required testing, or provide Clearinghouse consent will result in immediate removal from safety-sensitive duties and may lead to disciplinary action up to and including termination.

1.5 Job Application and Recruitment

All job applications for personnel openings in the school district will be maintained at the Director of Human Resources office in the Educational Services Center. Recruitment resources might include the local office of the Colorado Department of Employment, newspaper advertisements, and other recruitment sources.

1.6 Job Postings for Employees

Except for interim or temporary positions, when vacancies become available or new positions are authorized by the school district, notifications will be prepared by the Director of Human Resources and posted on the district website. The posting shall be for a minimum of five days.

Employees interested in posted positions must apply online through the district-designated website. Employees of the school district will be considered for any position for which they are qualified.

Employees who apply for a job, interview, and are not selected, shall be informed of the decision by the department and/or supervisor with whom they interviewed.

1.7 Notice of Assignments

Each year, each employee will be issued a Contract or Notice of Assignment confirming position, location, and salary. Assignment start dates are based on the position. Classified employees will receive Notice of Assignments.

1.8 Transfers and Hours for Classified Employees

Classified employees may be transferred within a department or between departments by the departmental administrator(s) with the concurrence of the Director of Human Resources. Employees will be notified in writing by their supervisor of any change of hours and/or assignment.

If an employee is promoted or demoted, the employee's pay may be adjusted accordingly.

The assigned workweek for all regular monthly employees will be a maximum of 40 hours per week. The workweek is defined as beginning at 12:01 a.m. on Sunday and ending at 12:00 midnight the following Saturday.

1.9 Assignments and Transfers for all non-teaching Employees

The assignment of staff members to positions in the various schools and departments of the school district shall be made by the Superintendent and reported to the Board of Education. An employee may be transferred or reassigned in the best interest of the school district. Such transfers shall be for valid and demonstrable reasons and be shared with the affected employee in writing by their supervisor of any change assignment. This notice will be made within 15 working days prior to the effective date of the transfer.

When the need for an involuntary transfer is known, the employee shall be contacted by the Superintendent or designee. The Superintendent shall state the reasons for the transfer in a letter to the employee or in a personal conference on this topic.

If an employee is promoted or demoted, the employee's pay may be adjusted accordingly.

Teacher transfers will follow district Policy GCK.

1.10 Workday

For purposes of this handbook, a district business workday (sometimes referred to as a working day or workday) is defined as a day that the district is officially scheduled for operation, per the district calendar.

1.10.1 Classified Staff Lunch and Rest Breaks - In accordance with state and federal wage and hour laws, all non-exempt hourly employees are required to receive a minimum 30-minute duty-free meal period for over five (5) hours worked. A duty-free meal period means the employee is fully relieved of all work responsibilities.

Time spent eating lunch with students does not qualify as a duty-free meal period and must be treated as compensable work time. During a duty-free meal period, employees are permitted to leave the worksite or campus if they choose.

In addition, a non-exempt hourly employee will need a 10 minute rest break for every 4-hours worked.

1.10.2 Certified Staff Lunch Break - Receive a 30 minute duty free lunch break

1.10.3 Administrative Professional Technical (APT) Lunch - Administrative Professional Technical (APT) employees are exempt positions and are not subject to hourly meal period requirements under wage and hour laws. APT employees are expected to take a reasonable lunch period during the workday, which may be scheduled flexibly based on meeting schedules and job responsibilities.

Supervisors should support APT employees in planning their schedules to allow for a lunch period whenever operationally feasible.

1.11 Supervision and Evaluation Process

Existing practice consistent with SB 10-191 will continue for teachers, principals and special service providers.

1.11.1 Teachers/Principals/Special Service Providers

The evaluation for teachers, principals, and special service providers will comply with state law. The purpose of Supervision & Evaluation is to promote the growth and development of leaders. This process shall serve as a basis for the continuous improvement of professional practice and student learning. It is also on the Colorado State Model Evaluation System, Artifacts/multiple data sources provided by the administrator and the evaluator will be used in assessing an administrator's performance.

At the End of Year Review a document is prepared for the purpose of identifying annual effectiveness ratings and identifying the recommendation for future employment. The End of Year Review Report shall be based on data and information collected through implementation of the Colorado Model Evaluation System. This report shall comply with the requirements of the Licensed Personnel Performance Evaluation Act, including by identifying the summary of strengths and weaknesses and making recommendation(s) for professional growth, and shall be located within the Randa System.

1.11.2 Classified Staff/Administrative/Manager/Professional Technical Staff

C/A/M/P/T will be evaluated on the District classified rubric system unless otherwise replaced by their supervisor.

Artifacts/multiple data sources provided by the administrator/manager/professional/technical employee and the evaluator will be used in assessing the employee's performance.

At the End of Year Review a document is prepared for the purpose of identifying annual effectiveness ratings and identifying the recommendation for future employment. The End of Year Review Report shall be based on data and information collected throughout the year.

1.12 Performance Evaluations for Administrative Employees

Administrators accept a greater responsibility than any individual working under their supervision. Performance evaluations serve as a process to provide ongoing communication and performance feedback to the receiving administrator and also serve as an outline for professional growth and improvement.

Administrators will be on an annual evaluation cycle.

1.13 Separations and Dismissals

The Director of Human Resources may with concurrence of an employee's immediate supervisor and the Superintendent of Schools or designee, terminate the employment of an at-will employee. Wages earned, but unpaid, as of the date the employment terminates will be payable at the time of termination.

1.14 Staff Reduction-Policy GCQA

When a reduction in the number of positions is necessary, the administration will implement the reduction utilizing a specific procedure.

The school district will attempt to make the necessary reduction in positions by first using natural attrition (resignations, retirements, leaves, etc.). When a position must be eliminated, the employees who are affected by the reduction will be notified in writing as soon as possible. The affected employee will be determined by building or department seniority in the employee's job classification unless unique qualifications or program considerations apply. Employees who held positions that were eliminated due to staff reduction shall be given first consideration (within six months) for re-employment to open jobs in the same classification they previously held.

1.15 Resignations

Classified staff are at-will employees and may resign their positions at any time, with or without notice.

However, to remain eligible for rehire with Weld RE-1 School District, classified employees are expected to:

- Provide a minimum of two (2) weeks' written notice prior to resignation;
- Submit written notice to their immediate supervisor and the Director of Human Resources; and
- Complete all required checkout procedures, including the return of district property, keys, identification badges, equipment, and any other district-issued materials.

Classified employees who fail to provide at least two (2) weeks' notice or who do not complete required checkout procedures may be deemed ineligible for future employment with the district.

Other employees who wish to resign from their position are requested to notify in writing Weld RE-1 School District with a minimum of 30 district business work days' notice of their anticipated departure date, unless otherwise permitted by law or employment status. Employees are expected to complete all district checkout procedures including the return of district property, keys, ID badges, and any other materials issued during employment. Written resignations should be submitted to the employee's immediate supervisor and the Director of Human Resources.

Employees may be considered for re-employment if they meet the qualifications for the position sought and maintained satisfactory job performance and attendance during their previous employment with Weld RE-1. All rehires must be approved by the Superintendent.

1.16 Usage of Leave Upon Separation of Employment

For any employee separating from the district, it is strictly prohibited to use any leave (Wellness/Vacation/Accrued Wellness) beyond the employee's last day worked.

1.17 Rehire

Hiring managers looking to rehire past employees must seek superintendent approval for those rehires. Employees who do return to Weld RE-1 School District within three months of their no-fault, involuntary departure are eligible to participate in the same level of applicable benefits, as when they left the district. If returning into a position within the same employee group, the employee will have any forfeited, unpaid/unused vacation and/or Wellness hours and Sick Leave Bank enrollment reinstated if such hours/enrollment were lost at the time of separation (if Sick Leave Bank hours were used prior to medical resignation, employee must re-enroll with a one day Wellness day contribution). Further, if rehired into the same position title in the same salary range, the employee shall be paid at his/her previous salary providing the previous salary was within the salary range. Individuals changing to a different position and those who were previously paid outside the appropriate salary range shall be placed in the appropriate range using the salary schedule placement process in effect at the time of rehire.

1.18 Protection from lawsuits

In order to provide teachers, principals and other school professionals the tools they need to maintain order, discipline and an appropriate environment, state and federal law provide

certain liability protections. The federal liability protections preempt state law to the extent state law is inconsistent, but do not preempt state law that is consistent and provides additional protection from liability. Applicability of state and federal liability protections to specific circumstances shall be made on a case-by-case basis. Exceptions stated in state and federal law may reduce or preclude liability protection.

1.19 Code of Conduct: Progressive Discipline

As representatives of the district and role models for students, all staff shall demonstrate and uphold high professional, ethical and moral standards. Staff members must conduct themselves in a manner that is consistent with the educational mission of the district and shall maintain professional boundaries with students at all times in accordance with this policy's accompanying regulation. Interactions between staff members must be based on mutual respect and any disputes will be resolved in a professional manner.

The Weld RE-1 School District is committed to maintaining a positive, professional, and productive work environment. All employees are expected to adhere to district policies, procedures, and standards of conduct. When these expectations are not met, a progressive discipline process may be followed to correct behavior and provide an opportunity for improvement. The goal of this process is to resolve issues in a fair, consistent, and constructive manner.

Progressive Discipline Process

The progressive discipline process involves a series of increasingly formal steps to address performance or behavior issues. These steps may include the following:

1. **Verbal Warning**
   A verbal warning is an informal conversation between the employee and their supervisor regarding the specific concern. The goal is to ensure the employee understands the issue, the expectations for improvement, and the potential consequences of continued noncompliance. The supervisor may document the conversation, but it does not go into the employee's permanent record.
2. **Written Performance Concern**
   If the issue persists or is more serious, the next step is a formal written warning. This document outlines the nature of the violation, the expected corrective actions, and a timeline for improvement. A copy of the written warning will be placed in the employee's personnel file, and the employee may be asked to acknowledge receipt.
3. **Final Written Warning or Suspension**
   If there is no improvement after a written warning, or if the violation is more severe, the employee may receive a final written warning or, in some cases, a suspension without pay. This step will include a review of prior warnings, a clear outline of the expected behavior moving forward, and a statement that further violations may lead to termination.
4. **Termination**
   If the employee fails to meet the expectations outlined in the final warning or continues to violate district policies, the district may move to terminate the employee's employment. Termination is considered a last resort after efforts at correction have failed or in cases of gross misconduct where immediate dismissal is warranted.

Immediate Disciplinary Action

In cases of severe misconduct, including but not limited to violations of district policies involving discrimination, harassment, violence, theft, or safety violations, the district reserves the right to bypass progressive steps and proceed directly to suspension or termination.

Employee Support

Throughout the progressive discipline process, the district encourages open communication and may provide support to help employees address and correct behavior. Resources such as mentoring, coaching, and professional development opportunities may be offered to support improvement.

Appeals Process

Employees who feel that disciplinary action was unjust may appeal the decision in accordance with district policies. The district is committed to ensuring that all disciplinary matters are handled fairly and transparently.

2 HEALTH REQUIREMENTS

2.1 Medical Exams for Applicants

2.1.1 Pre-Employment Physicals

The school district may require pre-employment physicals and/or drug and alcohol screens for employees in certain job classifications.

2.2 Medical and Psychological Examination at District Request

The school district reserves the right to require, at any time and in accordance with applicable law, that an employee receive a complete physical/psychological examination by a doctor designated by the school district with the cost of such examination to be paid by the school district.

3 EMPLOYEE BENEFITS

3.1 Group Insurance for Employees

Employees who work a minimum of 20 hours per week are eligible to participate in the school district's group health, dental, and vision insurance programs on a prorated basis.

Additional information may be obtained from the Director of Human Resources or the **Department of Human Resources website.**

In addition the District will offer a group term life insurance policy for each employee during the term of their employment. The policy is a minimal cost to the employee.

3.2 Workers' Compensation

Under the Colorado Workers' Compensation Act, all employers in Colorado are required to provide certain benefits to employees in the event the employees are injured in the course and scope of their employment. These benefits have been established by the State of Colorado.

Workers' Compensation Insurance is maintained by the school district with Pinnacol Assurance to pay costs and benefits in connection with accidents or covered occupational diseases that arise out of and in the scope of employment.

Employees are required to report work-related accidents immediately to their supervisor and to the Director of Human Resources no later than the next district business workday. The Job Related Injury/Illness Report form must be completed and turned in to the Director of Human Resources within four district business workdays of the injury. The form is available from a supervisor, the Director of Human Resources, or on the district's website.

Employees temporarily absent from work and unable to perform their normal duties as a result of personal injury arising out of and in the course of their employment by the school district, and not as a result of their own negligence or disobedience of reasonable rules and regulations, shall be granted personal injury leave of up to 30 calendar days with compensation determined by workers' compensation benefits. The designated workers' compensation physician and the employee's supervisor must authorize absences.

Employees are also entitled to medical, surgical, and hospital treatment as authorized by a designated Workers' Compensation medical provider.

Employees injured on the job must seek medical attention from a designated Workers' Compensation physician. Contact the Director of Human Resources or visit the website for a listing of designated physicians. In the event of an extreme emergency, employees should seek medical assistance from the nearest available medical facility, but follow-up care must be obtained from a designated Workers' Compensation physician. Information on the designated physicians is available from the Office of Risk Management Services.

If an employee is receiving treatment from a designated Workers' Compensation physician and wishes to change physicians, the employee must submit a letter requesting approval to see another physician, and the reason for changing physicians.

Additional information may be obtained by contacting the Director of Human Resources.

3.3 Employee Assistance Program (EAP)

Weld RE-1 School District recognizes that personal concerns can have a significant effect on not only overall health but also job performance and absenteeism. Therefore, the school district supports the use of and funds a special benefit through an Employee Assistance Program. This confidential program is designed to help employees, spouses and their children with virtually any personal issue or life-altering change by offering licensed professionals to help the employee handle concerns constructively. Employees are offered a limited number of six free visits per year. Information can be obtained through the District website or through the Director of Human Resources.

3.4 Liability, Transportation, and Crime Insurance

The Colorado School Districts Self Insurance Pool (CSDSIP) provides the following insurance coverage, subject to the terms, conditions, and exclusions of the insurance policies: The coverage territory is the USA, including its territories and possessions, Puerto Rico, and Canada.

The school entity liability insurance covers the school district, the members of the Board of Education, and employees while in the course of employment, non-compensated student interns, and volunteers while acting at the school district's direction and within the scope of voluntary duties performed for the school district.

The vehicle liability coverage will pay for damages (bodily injury or property damage) that the school district, or employees using a covered vehicle with school district permission, becomes legally obligated to pay, caused by a vehicle accident involving a covered vehicle. When an employee is involved in an accident they may be subject to complete a drug and alcohol test.

With regard to damage to, loss of, or theft of personal property and vehicles owned by employees, coverage is not provided by the school district. Employees should not transport students in their personal vehicles.

3.5 Retirement Compensation

All personnel are required to join the Public Employees Retirement Association (PERA). The district and employee will contribute to the employee's PERA account according to state statutes. Retirement compensation is determined by the Public Employees Retirement Association and is based on the age of the employee, years of membership, salary earned during employment, full time equivalence, and options selected by the retiree.

3.5.1 PERA Retirement Application Responsibility - Employees who are applying for retirement through the Colorado Public Employees' Retirement Association (PERA) are solely responsible for completing and submitting all required retirement application paperwork directly to PERA. The Weld RE-1 School District Human Resources Department does not complete, submit, or process PERA retirement applications on behalf of employees. Employees are encouraged to contact PERA directly to ensure timelines, forms, and requirements are met prior to their intended retirement date.

Once the Weld RE-1 Board of Education has taken official action to approve an employee's retirement, that action is final and will not be reversed.

3.5.2 Weld RE-1 Guidance: Employment of Retirees Under Critical Shortage

3.6 PERA Survivors Insurance Plans

PERA has a life insurance plan available for employees through Unum Provident. The costs and benefits vary according to the plan selected. Interested employees are encouraged to contact PERA for current rates and benefits.

3.7 Travel Allowances for Employees

Employees who are required to use personal automobiles on school district business will be reimbursed for

mileage as established by the Board of Education with prior approval by the immediate supervisor (assuming that they do not already have a mileage allowance paid to them). Employees will not use personal vehicles to transport students or families.

3.8 Work Calendars for Less than 260-Day Employees

Personnel who work less than 260 days (year-round) work according to a work calendar. These employees will have access to a copy of the regular work calendar for their assigned position annually. Changes to this calendar, whether initiated by the employee or supervisor, must be approved in advance by their immediate supervisor. Employees who do not attend Parent/Teacher conferences and have release days during the week of Thanksgiving will need to use Wellness days for the missed work and/or PT conferences. This includes staff who are attending athletic or other school sponsored events where the employee is paid a stipend.

4 LEAVES, HOLIDAYS, AND ABSENCES

4.1 Holidays

The Weld RE-1 School District recognizes the following official holidays and other district business non-workdays for all 12-month employees. Employees who are employed on less than 12-month assignments will receive an annual calendar indicating the specific workdays for their assignment.

Independence Day *
Labor Day *
Thanksgiving Day *
Day after Thanksgiving
Christmas Eve Day
Christmas Day *
New Year's Eve Day
New Year's Day *
Martin Luther King, Jr. Day *
President's Day *
Memorial Day *

* Official Holidays

When any of these days fall on Monday through Friday, employees will have the day off as a paid day. When any of these days fall on Saturday, the paid day off will be the preceding workday, and when the day falls on Sunday, the day off will be the following workday.

4.2 Wellness Leave for Employees

Employees and the school district recognize the importance of being present each day. We honor the commitment to fulfill the terms of attending each day as much as possible. The District also understands that there are certain times of the work year that require employee presence during critical times as defined by the immediate supervisor.

Employees will begin receiving Wellness Leave front loaded at the beginning of the assignment year. The amount of Wellness leave allocated will depend on the employee's scheduled assignment, hours, and days. Employees may use Wellness Leave only as it is accrued. Teachers receive 10 days, year-round employees receive 13 days. Leave is prorated based on hourly assignment. Employees that work less than 5 hours per day will receive 5 days of wellness leave per year.

Employees are expected to manage wellness and vacation leave within their annually allocated amounts; routinely exhausting all available leave and entering dock leave is not an expected practice, and continued negative leave balances will be documented and considered as part of the employee's annual evaluation.

For information regarding accrual, usage, and payouts, refer to the linked policy:
Staff Wellness Leave policy

4.2.1 Reimbursement for Unused Accrued Wellness Leave

Any employee voluntarily separating or laid off from the school district will be eligible for reimbursement for accrued Wellness leave workdays at the rate set in policy.

4.3 Vacation Leave Benefit (260-Day Employees Only)

The district grants vacation to 12-month full-time employees. Staff members serving in 12-month positions are eligible for vacations based on the time they have served in the district.

For the purpose of this policy, the year for vacation leave will run July 1- June 30th.

Vacation Leave Policy (July 1 – June 30). Vacation days are given at the beginning of each fiscal year. If the employee leaves employment, vacation is prorated based on termination date.

For information regarding accrual, usage, and payouts, refer to the linked policy:

Staff Vacations

4.4 Family Medical Leave Act (FMLA)

In compliance with the Family and Medical Leave Act (FMLA), the Weld RE-1 School District provides up to 12 weeks (26 weeks for military caregiver for a covered service member) of unpaid, job–protected leave to eligible employees for reasons covered under the act.

Employees are eligible for FMLA if they have worked for the District for at least 12 months and have at least 1,250 hours of service with the District during the 12 months before their FMLA leave starts.

Spouses employed by the school district are jointly entitled to a combined total of 12 weeks of family leave (26 weeks for military caregiver for a service member) for the birth or placement of a child for adoption or foster care, to care for a parent who has a serious health condition, and for any qualifying need related to the active duty of a family member in the military. FMLA does not cover leave to care for a parent-in-law.

At least 30 calendar days before the leave starts, or as soon as practical in emergencies, employees must contact the Director of Human Resources for paperwork to begin the leave process.

An employee returning from an approved leave may be required to submit a release to return to work from their physician. An employee may be returned to their former position or to an equivalent position with equivalent benefits, pay, and other terms and conditions of employment.

4.5 Wellness Leave for Administrative Employees

Administrators have Wellness leave each year as an administrator in the District. The accrual rate for Wellness leave is as follows:

104 hours per year (13 days) 260 work days
88 hours per year (11 days) 197-217 work days

4.6 Bereavement Leave

Any employee will be granted up to five district business work days for bereavement leave per year. Days will be prorated according to the employee's FTE and shall not be carried over from year to year.

4.7 Civic Duty Leave

Regularly employed certified and classified personnel who are summoned for jury duty, subpoenaed to be present in court to give testimony, or required to appear in court or at hearings in connection with the performance of their duties as an employee of Weld RE-1 Valley School District, will be granted civic duty leave with pay for such time as is required by the summons or subpoena. A copy of the jury duty summons certificate should accompany the employee’s absence report. Employees may keep any reimbursement from the state.

4.8 Military

Annual Military Leave

An employee who is a member of a reserve or National Guard unit or any other branch of the military organized under state or federal law shall be granted military leave with a right of reinstatement in accordance with state and federal law. The employee shall receive full salary and benefits during such leave up to a maximum of 15 calendar days annually. All remaining leave to fulfill the annual military obligation shall be unpaid leave. An employee who is required by the state or federal government to continue military service beyond the time for which leave with pay is allowed, shall be granted a leave of absence without pay for all such additional service.

Emergency Military Leave
Military leave of absence without pay shall be granted to any regular, full-time employee who enlists for military duty with any branch of the United States armed forces or who is called into active military service in time of war or other emergency declared by the proper authority of the state or United States. The employee shall be considered on a leave of absence during military service. An employee may be returned to their former position or may be placed in a similar position for which they are qualified.

All military leave shall be in compliance with 38 U.S.C. 4301 et seq. Employment and reemployment rights of members of the Uniformed Services Act and Board of Education policy GBGI.

4.9 Leave Without Pay
Except as required by law, leave without pay is generally not allowed. Exceptions may be granted by the Director of Human Resources with the supervisor's recommendation. Requests must be submitted in writing in advance.

If leave without pay is granted, the employee's original position is not guaranteed. Upon return from a leave of absence, the employee's position in the school district will be determined by the Superintendent of Schools or designee.

4.10 Voting
Voting is an important responsibility we all assume as citizens. We encourage employees to exercise their voting rights in all municipal, state, and federal elections.

Under most circumstances, it is possible for employees to vote either before or after work. If it is necessary for employees to arrive late or leave work early to vote in any election, employees should arrange with their supervisor/manager/principal no later than the day prior to Election Day.

4.11 Reporting Absences
When an employee is absent from work for any reason, the employee must submit an absence in AESOP/Frontline and notify their immediate supervisor. The school district requires that reporting an absence in AESOP//Frontline must be completed ahead of time or submitted upon return within five calendar days. Delays in submission of absence reports affect accuracy of leave balances. All absences must be entered into AESOP//Frontline for record keeping purposes.

Employees for whom a substitute is authorized shall follow established procedures for acquiring a substitute in AESOP/Frontline.

4.12 Sick Leave Bank for Employees
Employees shall be eligible to participate in the voluntary Sick Leave Bank that allows employees to donate a portion of their Wellness Leave into a Sick Leave Bank that is available to assist employees who are eligible.

Eligible employees who have exhausted all paid leave due to illness/disability (non-work related) which renders the member incapable of working may apply to use the sick bank benefit. Hours will not be granted for a member to care for someone else who is ill or disabled.

4.12.1 Enrollment and Eligibility

All benefits-eligible employees who work at least 20 hours per week and contribute to the Sick Leave Bank are eligible to join the Sick Leave Bank.

- Each employee has the option of joining the Sick Leave Bank during September, within the benefits enrollment period as a newly hired employee.
- Employees joining the Sick Leave Bank must contribute the same number of hours as they are employed per day (ex. four-hour/day employees contribute four hours, etc.) in order to participate.

4.12.2 Annual Renewal and Contribution

Membership renewal in the Sick Leave Bank will be automatic on an annual basis. If employees want to join or be removed from the sick bank, they may do that in September prior to the 10th of the month.

4.12.3 Bank Balance

If the bank balance goes over 1,000 hours, employees will not contribute that year except employees who initially enroll into the Sick Leave Bank. Hours contributed or assessed become part of the bank and are no longer included in the employee's current or accumulated leave.

4.12.4 Waive Membership

A member may waive membership during Benefits Open Enrollment only; however, the hours previously contributed will not be reimbursed. If electing to renew membership after waiving membership during the benefits open enrollment period, an employee will contribute the same number of hours as they are employed at the time.

4.12.5 Application

Employees applying for hours from the Sick Leave Bank must have been enrolled in the Sick Leave Bank for at least one full year (12 months) immediately prior to the start of their Leave of Absence. Application for use of hours will be made only in conjunction with a completed Human Resources Leave of Absence Request form submitted through the Human Resources department, which will be submitted to the Sick Leave Bank Committee for the final decision.

4.12.6 Review and Award by the Sick Leave Bank Governing Board

Based on the member's Notice of Assignment, a member may be granted no more than 45 district business workdays, based on FTE, in any single school year (July 1 – June 30), after exhausting all of his/her available paid leave (wellness leave and vacation). The award by the Sick Leave Bank Committee will also be limited to the amount of time approved for the Leave of Absence by Human Resources. The Sick Bank Committee is composed of the Director of Human Resources, the superintendent's admin assistant, and one representative from each building.

4.12.7 Decisions are Final

Decisions of the Sick Leave Bank Committee with respect to eligibility or bank sick leave days shall be final and binding and not subject to grievance procedures.

4.12.8 Repayment

A member who receives an award from the sick bank will not be required to repay the awarded hours, but will be required to contribute wellness leave to the Sick Leave Bank at the next accrual at the rate request (i.e. one day or two days).

4.12.9 FAMLI Leave - GBGE

Because of the multiple other leave benefits available to District employees, the Board of Education voted to decline participation in FAMLI on DATE, 2022.

Even though the District has declined to participate in FAMLI, individual employees may still access FAMLI benefits by self-electing coverage through the My FAMLI+ Employer portal.

If a District employee desires to participate in FAMLI, they are responsible for applying for My FAMLI+ benefits with the State and paying their FAMLI premiums through the My FAMLI+ Employer portal. Here is a helpful FAQ published by the State of Colorado regarding FAMLI.

The employee on parental leave may be permitted to substitute in the school district at the district approved rate of pay. Nothing in this policy shall be construed to limit the powers or duties of the Board to make employment decisions for the district including but not limited to non renewing a contract of a probationary teacher.

5 PAY

It is the Weld RE-1 Valley School District's policy to strictly comply with the Fair Labor Standards Act (FLSA). Noncompliance with the FLSA is a violation of federal law. Lack of knowledge of FLSA violations does not excuse noncompliance. Supervisors should encourage staff to notify them, their Director of Human Resources representative, or director if they become aware of a problem.

5.1 Salary Ranges

The Director of Human Resources uses area market survey(s) to help determine pay ranges for all positions. Area market survey(s) will be conducted regularly. These surveys may change the minimum, midpoint, and maximum salaries for any particular range.

The District has adopted salary schedules based on employee classifications, which are generally updated annually. Employees are typically placed on the appropriate salary schedule commensurate with their qualifications and experience.

New hires are placed in their respective pay ranges depending on their relevant education and experience. New hires to a position typically start in the lower side of the pay range. Internal transfers to new positions will be placed in the pay range depending on relevant education and experience.

Employees beyond the top of the pay range will not receive salary increases.

Questions about the details of this system may be answered by the Director of Human Resources. The salary schedules can be found on the District HR website.

5.2 Comp Time and Flex Time

There is no comp time for exempt employees. Exempt employees are usually paid a salary and are not subject to time tracking or overtime hours.

Flex time can be done for those employees who are working on a special project or have something coming up that their hours can be flexed during the work week with approval of their supervisor. In theory for an exempt employee the pay will remain the same for the week regardless of the number of hours it takes to complete the work for that week.

5.3 Overload Pay

When a teacher agrees to teach an additional class in lieu of a regularly scheduled planning period or zero hour during the school year, payment for such class shall be at the rate of 10% or .1 of the employee's salary per year (.05 per semester).

Any Special Service Provider (counselor, social worker, nurse) who provides services to additional students when a vacancy or leave of absence occurs by another Special Service Provider will be compensated one (1) hour at their per diem for each day while services are provided.

5.4 Overpayments and Underpayments

On occasion, the school district may inadvertently overpay or underpay compensation that does not reflect the Notice of Assignment or employment contract. If the employee or the district becomes aware of an apparent overpayment or underpayment, either party shall bring this to the attention of the school district or the employee.

If the employee has been underpaid, the school district shall pay the employee the amount that is owed to the employee within 72 hours of the initial notification.

If the school district has overpaid the employee, the employee shall make arrangements to pay the amount owed to the district. If the employee fails to repay the school district, the school district will have the right to withhold the amount due from the employment's salary until the amount is paid in full.

Claims made by either party will be considered null or void 12 months after the date on which such overpayment or underpayment occurred.

5.5 Fiscal Emergency

If the Board of Education declares a fiscal emergency during a budget year as allowed by state law, it may reduce salaries for all employees on a proportional basis or alter the work year of employees. Any such reduction in salaries may be made despite any adopted salary schedule or policy.

5.6 Salary Check Deductions

5.6.1 Required Deductions

- Federal income tax.
- State of Colorado income tax.
- Public Employees Retirement Association.
- Medicare deduction for persons employed after April 1, 1986.

5.6.2 Deductions Authorized Upon Written Request by Employee

- District-approved tax-sheltered annuity contracts.
- District-approved Group Insurance.
- PERA Survivors Insurance.
- Association Dues for Valley Education Association

  Any employee who is a member of a Board of Education-approved association may sign and deliver, through the representatives of the association, a form authorizing deduction of membership dues in the association. Such authorization shall continue in effect from year to year unless revoked in writing by the member between September and July (11 months) of each year. Pursuant to such authorization, the Board of Education shall deduct the dues from the employee's regular salary check and all such dues monthly. The school district will deduct fees for one professional association per one job classification.

The association shall indemnify and hold the Board of Education and school district harmless from any and all claims, demands, suits, and/or costs incurred in connection with any such claim, demand, or suit resulting from any reasonable action taken by the Board of Education or school district for the purpose of complying with the provisions of this section.

- District-approved Section 125 plans.
- Board of Education-approved educational foundations.
- Changes in deductions or contributions:

- Changes in deductions or contributions must be submitted and received in payroll by the 15th of the month, to affect the current payroll for that month, according to the guidelines below.

Withholding Taxes	Complete a W-4.
PERA 401(k)/457	Board Policies
Health/Dental/Vision	May only be added or changed during annual

	open enrollment, or within 30 calendar days of a documented qualifying event. Complete a plan change form and forward to HR.
Section 125	May only be added or changed during annual open enrollment, or within 30 calendar days of a documented qualifying event. Must be renewed, in writing, annually during Open Enrollment.
Premium Only Plan	Can only opt out when there is a qualifying event or during Open Enrollment. Contact the Director of Human Resources for the Open Enrollment schedule.

5.6.3 Other Deductions

The School District may deduct from an employee's check the cost of lost or destroyed equipment/tools or other district property for which the employee is responsible.

5.7 Salary Schedule for Employees

*Please visit the district website at www.wcsdre1.org for the most up-to-date and accurate schedules.

- Licensed Employee Schedule
- Classified Employee Schedule
- Administrative Employee Schedule
- Professional Technical Employee Schedule
- Coach and Club Sponsorship Schedule

6 WORKING CONDITIONS

6.1 Maintaining Healthy Work Conditions

Accidents are undesirable, unplanned occurrences, which can result in bodily injury or property damage. The Weld RE-1 School District will take reasonable precautions to guard against accidents to ensure the safety of the students, employees, and visitors present on school district property.

Safety shall be integrated into all aspects of work. Accident prevention is accomplished by combining a safe environment with safe behavior. Employees are expected to adhere to all applicable safety guidelines to promote personal well being as well as acting as a behavioral model for students. Employees are to immediately report any unsafe working conditions or safety problems to the employee's supervisor. Until action is taken, be sure that the area or condition is restricted and that cautionary devices, i.e., cones, temporary fencing, floor signs, etc., are in place so that others are not affected or injured.

Employees are expected to follow all regulations, safety rules, and guidelines for their own safety and for the safety of their coworkers and the students as established.

Specific jobs may have additional safety rules that the supervisor will discuss with the employee. Employees who are uncertain of how to safely perform a task must stop and ask their supervisor before continuing.

6.2 Staff Code of Conduct

There are some basic behaviors and responsibilities that are essential to the success of ongoing school operations. Board of Education policy GBEB requires that all employees of the school district must observe a code of conduct established by law. Please review the policy for more details.

6.2.1 Confidential Information

School district employees shall not disclose or use confidential school district information for personal financial benefit.

The school district will disclose personally identifiable information from student records without written consent of the parent/guardian or eligible student only to those persons or entities allowed under federal or state law to receive such information. Refer to board policy JRA/JRC for specific details of how to handle confidential student records.

School district employees are bound by the laws and regulations of the Family Education Rights and Privacy Act (FERPA) and the Health Insurance Portability and Accountability Act (HIPAA).

6.2.2 Gifts

School district employees cannot accept gifts valued $50 or greater. Some non-monetary awards and payments or reimbursements for travel or participation at a meeting might be allowed. The employee should consult with the employee's supervisor or the Director of Human Resources before accepting such gifts.

6.2.3 Financial Interests

School district employees cannot engage in a substantial financial transaction, for private business purposes, with a person that the employee supervises. Also, an employee cannot participate in any action that benefits a private business in which the employee is involved. Again, the employee must consult with the employee's supervisor or the Director of Human Resources before taking part in that action.

6.2.4 Required Responsibilities for all Employees

Other required responsibilities include:

- Faithfulness and promptness in attendance at work. Employees who are going to be absent or late must contact their supervisor/manager or delegate as soon as possible prior to the start of their shift. Leaving messages with other employees is not acceptable. Failure to call in when absent for three consecutive days will be considered job abandonment.
- Support and enforcement of policies of the Board of Education and regulations of the school administration in regard to students.
- Diligence in submitting required reports promptly at the times required.
- Care and protection of students, their personally identifiable information, and school property.
- Concern and attention toward their own and the school system's legal responsibility for the safety and welfare of students including the need to ensure that students are appropriately supervised.

6.3 Public Conduct on School Property

Board of Education policy KFA applies to anyone on school property or using school property for any purpose. Employees are expected to report any prohibited conduct to their supervisor or the Department of Human Resources.

6.3.1 Anti-violence

Prohibited behavior includes any conduct intended to obstruct, disrupt or interfere with teaching, research, service, administrative or disciplinary functions, or any activity sponsored or approved by the Board of Education. Unlawful or unauthorized possession of a deadly weapon, as defined in state law, on school property or in school buildings, is prohibited.

6.3.2 Threats or Damage

Physical abuse or threats of harm to any person is prohibited. Threats or damage to any school or private property while on school district controlled premises also is prohibited. This includes forceful or unauthorized entry or occupation of school property.

6.3.3 Alcohol and Drugs

Unlawful use, possession, distribution or sale of drugs and other controlled substances, alcohol, and other illegal contraband is prohibited on school district property, at school-sponsored functions, on any school bus transporting students or any school district vehicle transporting staff or students, or within 1,000 feet of the perimeter of any school district property. Persons known to be under the influence of alcohol or controlled substances shall not be permitted to enter the school building or grounds, in accordance with Board of Education policy GBEC.

Because the possession and use of marijuana, whether for medical use or otherwise, still constitutes a federal offense, and because the use of marijuana is not compatible with the performance of any job with the school district, the school district will not accommodate the use of medical marijuana on the job, or the use of marijuana for medical purposes while the employee is off duty, or off the job, if the employee is under its influence while performing duties or while at the workplace.

6.4 Communication Systems

The communication systems are property of Weld RE-1 School District and intended for business use. Therefore, the school district maintains the ability to access any computer files, use of software, Internet usage, e-mail, and voicemail. Although employees may select individual passwords, employees should not assume that such files are confidential. However, other than management employees acting on behalf of Weld RE-1 Valley School District, employees should not attempt to gain access to another employee's computer,

Internet files, e-mail, or voice mail without the latter's permission.

All information regarding access to Weld RE-1 Valle School District's computer resources, such as user identifications, access passwords, and codes are school district confidential information and may not be disclosed to non-school district personnel.

6.4.1 Use of the School District Network

The smooth operation of the school district's network relies upon users adhering to established standards of proper conduct. In order to be granted access to the school district's network, a user must adhere to the district's policies and regulations governing the use of the network. This requires efficient, ethical, and legal utilization of the district's network. If a user violates any of the school district's policies, regulations, procedures, or guidelines, access to the district's network may be denied and other legal or disciplinary action may be taken. The school district will cooperate fully with local, state, or federal officials in any investigation concerning or relating to misuse of the district's network. The school district's network is the property of the district and its use is a privilege, not a right.

No expectation of privacy

District technology devices are owned by the district and are intended for educational purposes and district business at all times. Staff members shall have no expectation of privacy when using district technology devices, including all Internet and electronic communications access and transmission/receipt of materials and information. The district reserves the right to monitor, inspect, copy, review and store (at any time and without prior notice) all usage of district computers and computer systems. All material and information accessed/received through district technology devices shall remain the property of the school district.

For a detailed description of the use policy, review Board of Education policy EHC-R and GBEE - Staff Use Of The Internet And Electronic Communication

6.4.2 Telephones/Cell Phones

In the interest of good business practice, telephone calls, including those made with cell phones, must not interfere with employees' performance of their jobs. Personal use of Weld RE-1 School District (landline) telephones for long-distance is not permitted.

Weld RE-1 School District provides a cell phone stipend to employees whose job responsibilities require mobile communication, as determined by Human Resources

School district employees shall under no circumstances engage in the reading of and/or sending of text and/or email messages while driving a school district vehicle. School district employees are discouraged from and shall resist using personal devices while driving school district vehicles. School district employees operating a school district-owned vehicle with students on board are prohibited from making and/or receiving cellular phone calls while the vehicle is in motion.

Bus drivers shall not place or receive communications on any personally owned wireless communication device while passengers are loading or unloading from the bus or while the bus is in motion. Under usual circumstances, use of school district owned wireless communication devices shall be allowed when used to assist a driver and/or dispatcher in the necessary communications periodically needed to safely deliver children – home to school, school to school, school to home, and on activity trips. Use of such devices while the bus is in motion shall be limited whenever possible. Bus drivers shall under no circumstances place or receive communications unrelated to school district business while on duty.

6.4.3 Professional Photo Use and ID Requirements

All employees are required to have their photograph taken annually during designated school photo days for use on district identification cards and in official publications. Only professional school photos taken during working hours will be used in yearbooks, on the district website, and in other district materials. Photos must be free of props, costumes, or other non-professional items, and the district reserves the right to determine what constitutes an inappropriate image

6.5 Conflict of Interest

Weld RE-1 School District (per Board of Education policy GBEA) requires that employees avoid any actual or apparent conflict of interest which would reflect adversely on the school district or its mission.

No school district employee or firm owned by a school district employee shall be allowed to sell to the school district or to school districts served by the school district goods or services of any kind without express prior written consent of the Board of Education.

If employees have any question whether a situation is a conflict of interest, they should discuss the matter with their supervisor and the Director of Human Resources.

6.6 Discipline/Discharge

Occasionally, performance or other behavior falls short of our standards and/or expectations. When this occurs, management takes action which, in its opinion, seems appropriate. A follow-up meeting with the Director of Human Resources will be scheduled by the supervisor.

When management finds an employee's performance is unsatisfactory or an employee's conduct is unacceptable, disciplinary action may be taken. The discipline may range from informal discussion with the employee to termination of employment, depending on the school district's opinion of the seriousness of the situation. Any action taken by management in an individual case will follow established school district procedure and should not be assumed to establish a precedent in other circumstances.

6.7 Dress Code

At Weld RE-1 Valley School District, personal appearance, hygiene, and attire are very important. A professional image must be maintained to instill confidence in the minds of our stakeholders. This helps ensure our school district's success. Employees' appearance should be consistent with good hygiene, safety, and what the school district considers appropriate business attire. Refer to Board of Education policy GBEBA. Specific requirements depend on job requirements.

6.8 Organizations

It is recognized that personnel have the right to join, or refrain from joining, any job-related local, state, or national organization. Membership in an organization is not a condition of employment in the school district.

6.9 References

The Weld RE-1 School District does not furnish open letters of recommendation addressed "To Whom It May Concern."

If employees receive a call inquiring about a former employee, please refer the call to the Director of Human Resources.

Upon request, and for employees, the school district may disclose to prospective employers, information relative

to the employee's suitability for re-employment, including his/her work-related skills, abilities and habits. In the case of a former employee, the school district may also disclose the reason for the employee's separation.

Consideration of the following when asked to provide a letter of recommendation for any employee, especially one who is being laid-off or non-renewed, is recommended:

- The decision to write a letter of recommendation is an individual one that should be made based on your professional experience or personal relationship with the person requesting the recommendation.
- If you have doubts about the person on either the professional or personal levels, you should let them know that you cannot in good faith provide a letter of recommendation.

  If the person is being laid-off or non-renewed due to a reduction in staff as part of a budget reduction and their performance has been effective, writing a letter of recommendation would be appropriate and encouraged.
- If the person is being laid-off or non-renewed based on not meeting performance standards, writing a letter of recommendation would not be appropriate and is discouraged.
- Letters of recommendation for individuals who previously worked under your supervision should be written with a clean understanding of the time frame of when the person worked for you and that you do not know of recent performance.

6.10 Smoking

It is our objective to provide a smoke-free environment within our school district. In order to promote the general health, welfare and well-being of students and staff, smoking, chewing or any other use of any tobacco products by staff, students, and members of the public shall be banned from all school property per Board of Education policy ADC. This restriction applies to all employees and visitors, at all times, including non-business hours, vehicles, buildings, and areas or land. Violations of this policy might result in disciplinary action up to and including termination.

6.11 Animals

Employees, volunteers, facility users, and contractors working in school district facilities are not allowed to bring animals onto school district property, except for:

- Assistive animals for persons with disabilities (refer to Board of Education policy ADG).
- Animals for educational purposes appropriate to the curriculum at the direction of a supervisor and/or administrator, including the showing of livestock, provided that the livestock showing does not involve the riding of animals.
- Animals approved by the school district for security purposes.

6.12 Building Security

Weld RE-1 School District maintains a facility access and security procedure (refer to Board of Education policy ECAF-R). Keys, security codes, and/or access cards may be issued to school district faculty and staff. The Operations and Maintenance Department is the sole authorized source for making keys and creating security codes and access cards.

Employees are prohibited from loaning, giving, or selling any key, code, or access card. Failure to comply may result in disciplinary action, monetary penalty, and/or referral to law enforcement.

If an employee loses a key or card, a re-coring or re-keying charge may be assessed up to $500. This re-coring charge also would apply if an employee fails to return a key or card upon termination or ending of assignment. The charge would be deducted from the terminating employee's final paycheck, unless it's paid before the termination date.

6.13 Purchasing Cards

Weld RE-1 School District uses purchasing cards (P-cards) to expedite some purchases in a cost-effective manner. Employees may be issued a purchasing card as a requirement or enhancement to their job. The card is provided to the employee based on their need to purchase materials for the school district. It is not an entitlement nor reflective of title or position. The card may be revoked at any time without notice.

It is the responsibility of each cardholder to read and follow the purchasing card policies and procedures as they now exist or may be amended in the Weld RE-1 Pcard Manual. All employees are required to sign and comply with a purchasing card agreement. Under no circumstances should the card be used for personal purchases for the employee or for others. This card is issued in the employee's name and should not be used by any other person.

The cardholder is responsible for reviewing and/or reconciling monthly electronic statements and for correcting any discrepancies by either contacting the supplier or school district's financial institution. Itemized receipts attached to a copy of the statement will be forwarded monthly to cardholders' approver. The card will be surrendered immediately upon termination of employment.

Failure to do any of the above is a violation of School District policy and grounds for discipline, including loss of the card, corrective action including termination, and/or referral to law enforcement. The school district may be reimbursed by means of payroll deduction for all incurred charges and any fees associated with a collection process.

6.14 Staff Ethics and Conflict of Interest

The School District expects all employees to uphold the highest standards of ethical conduct in their professional duties. No employee shall engage in or have a financial interest, either directly or indirectly, in any activity that conflicts with their responsibilities to the district. Employees are required to maintain confidentiality of district information and avoid using such information for personal gain. Additionally, employees must refrain from any actions that could create a conflict of interest, including but not limited to supervising or evaluating immediate family members without prior approval.

For federally funded contracts, district employees must adhere to the Uniform Grant Guidance (UGG), which prohibits participation in the selection or administration of contracts if a conflict of interest exists. Violations of this policy will be subject to disciplinary action in accordance with applicable laws and district regulations.

For more details, refer to GBEA - Staff Ethics/Conflict of Interest policy available through district resources.

6.15 - Staff class size guidelines

Class size Guidelines

The Board of Education is aware that class size has a bearing upon effective teaching. The Board of Education understands that achieving this goal is dependent upon the financial ability of the district.
In determining the size of various classes, the superintendent or designee shall work with principals ensuring that such enrollment does not negatively impinge on the financial ability of the school district, and they shall consider the following factors:
1. The type of load which will help the teacher be most effective with the students in the class.
2. The experience of the teacher and his/her familiarity with district programs and policies.
3. Physical makeup of the classroom and its equipment to ensure the safety of the students and teacher.

General guidelines for class size will be;

- Preschool: Up to 10 students per teacher or paraprofessional - per session.
- Kindergarten to 2nd grade: Up to 24 students per teacher.
- Grades 3 through 5th grade: Up to 27 students per teacher
- Grades 6th to 12th grade: Up to 30 students per teacher and no more than 150 students contact per day.

The Superintendent or designee has the responsibility and authority to make assignments of staff where they are deemed most necessary on an annual basis.

**The Board will review annually the impact of staffing decisions on the budget before approving the proposed budget in June.

6.16 - District Communications Committee

The primary purpose of the District Communication Committee is to provide a representative voice for all employee groups in the district to make recommendations to the Board of Education on the important issues that affect all aspects of the working and learning environment".

Communication for Each Employee Group

1. Communication at the District Level will occur at Bi-Monthly Cabinet Meetings.
2. Communication with Building Administrators will occur at Bi-Monthly Administrator Meeting and Individually. DCC reporting and feedback will be a standing administration meeting agenda item.
3. Communication with Building Staff will occur at Staff Meetings and Individually. DCC reporting and feedback will be a standing staff meeting agenda item. In addition, each member will have an email list established with their constituents to share information. It will be the staff's responsibility to connect with their representatives if they have questions or concerns.

Membership Term

Members of the District Communication Committee may represent their employee group for up to three years. To this end, we used a staggered rotation. New members to the group will automatically serve a three (3) year term or if replacing a member – the remaining part of the term. Returning members will continue their one (1) or two (2) year term at the beginning of each school year.
All members are nominated and selected at the building level.

DCC Standing Topics

- Calendar
- Compensation and Benefits
- District Policies Impacting Employees
- Working Conditions
- Building Based Issues and Concerns

6.17 - District Use of Vehicles

Staff that are provided district vehicles will adhere to district policy GAA. Violations of this policy will be subject to disciplinary action, which could include reimbursement of incurred costs, revocation of vehicle privileges, or other measures deemed appropriate.

7 GRIEVANCE PROCEDURE

7.1 Introduction GBK and GBK-R

The Board has adopted a policy and procedure for addressing employee grievances, which are defined as a material violation of Board of Education policies and/or written regulations that apply to all employees.

The purpose of this procedure is to secure, at the lowest possible administrative level, resolutions to disputes, disagreements, or controversy concerning the interpretation or application of the provisions of this handbook. These proceedings will be kept as informal and confidential as may be appropriate at any level of the procedure.

Nothing contained in this procedure will be construed as limiting the right of any school district employee having a complaint to discuss the matter informally with any appropriate member of the administration and to have the complaint adjusted.

No complaint shall be recognized unless it has been presented at the appropriate level within 20 district business days after the complainant knew, or should have known, of the act or condition on which the complaint is based, and if not so presented, the complaint shall be deemed waived.

Except at the informal level of this complaint procedure, the complainant may be represented at any level of the complaint procedure by a person, or persons, of his/her choosing.

7.2 Procedure

More information about the following complaint process is available from the Human Resources Director.

All complaints should be attempted to be resolved informally through a discussion with the immediate supervisor. If the complaint is not resolved, the formal process beginning with Level One shall be implemented.

7.2.1 Level One

A complaint shall be submitted in writing to the complainant's immediate supervisor to resolve the matter. Within five district business workdays after receipt of the written complaint, the supervisor shall give a written response to the complainant.

The school district's complaint form shall be signed by the complainant and delivered to the supervisor. The complaint shall be detailed and specific, and shall refer to the provisions of the *Employees' Handbook.*

7.2.2 Level Two

If the complainant is not satisfied with the response of the supervisor, or if no written response has been rendered within five district business workdays after the written complaint is delivered to the supervisor, the complainant may file the complaint with a Director of Human Resources within five district business work days thereafter.

The Assistant Superintendent of Human Resources and/or designee will meet with the complainant and representative, if any, within 10 district business workdays after Human Resources receipt of the complaint in an effort to resolve the complaint.

Meetings will be scheduled at a mutually convenient time.

Within 10 district business work days after such a meeting, the Assistant Superintendent of Human Resources or designee shall communicate a written response to the complainant.

7.2.3 Level Three

If the complainant is not satisfied with the response of the Director of Human Resources or designee, or if no decision is reached within 10 district business workdays after the meeting described in Level Two, the complainant may, within five district business work days thereafter, appeal the decision to the Superintendent in writing.

The Superintendent will review the complaint records and will render a decision in writing within 30 district business workdays of its receipt of the complaint. The decision of the Superintendent shall be final.

8 ACKNOWLEDGMENT OF RECEIPT

ACKNOWLEDGMENT OF RECEIPT

I have received a copy of the employee handbook dated July 1, 2026. I understand that it is my continuing responsibility to read and know the contents of this handbook. Further, I understand:

- Except as otherwise provided in a contract signed by the Board of Education or the Superintendent, employment with Weld RE-1 School District is at-will. I have the right to end my work relationship with the school district, with or without advance notice for any reason, per my contract or notice of assignment. Weld RE-1 School District has the same right unless specified on individual employee contracts.

- The language used in this handbook and any verbal statements of management are not intended to constitute a contract of employment, either express or implied, nor are they a guarantee of employment for a specific duration.

- The handbook is not all inclusive, but is intended to provide me with a summary of some of Weld RE-1 School District's policies and guidelines.

- This edition replaces all previously issued handbooks. The handbook is subject to change at any time and without prior notice and I may receive a modified version of the handbook at any time.

- No representative of Weld RE-1 School District, other than the Superintendent of Schools with appropriate Board approval or delegation, has the authority to enter into an agreement of employment for any specified period and such agreement must be in writing, signed by the Superintendent and myself. We have not entered into such an agreement.

Print Employee Name	Employee Signature	Date