

Park County School District Re-2 School District

Employee Handbook

2025-2026



Achieving Excellence

MISSION

The Park County School District Re-2 shall strive to provide a safe environment, meaningful opportunities and innovative educational programs for all students so that they reach their learning potential, including that they meet or exceed state and district content standards, through partnership between home, school and the community.

IMPORTANT NOTICE

~ This employee handbook is designed to introduce you to Park County RE-2 School District and provide you with information about your employment with the district. This handbook is not all inclusive, but is intended to provide you with a summary of some of the district guidelines and Board policies which you are expected to comply with. Board and district policies are available on the district website (parkcountyre2.org).

~ This edition of the handbook replaces all previously issued editions.

~ The Superintendent authorizes a person to temporarily begin employment; however, the Board of Education is the ultimate hiring authority. Therefore, employment is subject to Board approval. The Board of Education meets monthly and will review Human Resources hiring requests.

~ This employee handbook may not anticipate every circumstance or question. If you have questions after reading the handbook, please talk to your immediate supervisor or the Human Resources Coordinator. Also, the need may arise to change the district guidelines, or Board policies and they may be changed without prior notice. Staff will be notified via their district emails assigned at time of employment of any and all changes.

TABLE OF CONTENTS

Superintendent
Statement.....5

Park County RE2 Board of Education – Contact Info, Board Mission, District
Mission.....6

District Organizational
Charts.....7

 District Instructional Chart, District Non-Instructional Chart

District Calendar
(Pre-K).....9

District Calendar
(K-12).....9

Policies, Procedures and
Protocols.....10

 Equal Employment Employer

General
Information.....11

 Awareness of Policies, Laws and Regulations, Lunch Program, Medication Administration, Money Collection,
 Planning Time

Staff
Conduct.....12

 Ethics, Dress Code, Security Identification, Discrimination and Harassment Prohibited, Tobacco Free Campus,
 Staff Relations with Students,, Drug-Free Workplace, Sexual Discrimination and Harassment, Political Activities,
 Reporting Child Abuse/Child Protection

Information
Technology.....14

 Internet Safety, Blocking or Filtering of Obscene, Pornographic and Harmful Information, Online Activity and
 Appropriate Behavior, Public Electronic Mail Records

Work
Attendance.....15

 Employee Work Hours, Staff Meetings, Attendance, Emergency School Closures and Two-Hour Delays, Staff
 Breaks, Lunch Breaks, General Leave, Annual Sick/Personal Leave, Maternity Leave, Parental Leave, Sick Leave
 Bank, FMLA, FAMILI

Benefits.....16

 Fringe Benefits, Worker’s Compensation, Health Insurance, Dental/Vision Insurance, Life Insurance, Employee Assistance Program, Other Benefit Types and Opportunities

Resignations and Retirement.....17

 Public Employees’ Retirement Plan (PERA), Retirement, Resignations

Payroll.....18

 Pay Schedule, Electronic Transfer of Funds, Salary Deductions

Safety and Security.....19

 Supervision, Safety Drills, General Safety, Keys Security and Access to Buildings, Keys and Fobs, Use of Equipment, Facility Safety, Transportation Employees, Custodial Employees, Food Services Employees, Communicable Diseases, Injuries at Work, Background Checks

Administrative Actions.....21

 Accident Reports, Reporting Harassment, Interim District Action During Harassment Investigations, District Action Following Harassment Investigations, Personnel Records and Files, Discipline, Suspension and Dismissal of Professional Staff

Procedures.....22

 Field Trips

Who to Contact If.....22

Other Helpful Information.....23

Appendices.....25

 Professional Staff, Support Staff Positions, District Policies Navigation

Acknowledgement of Receipts.....28

Dear Park County Re2 Staff,

Welcome to a new school year! I'm honored to serve alongside you as we begin another chapter in our shared mission—**Achieving Excellence**.

Each year brings fresh opportunities to grow, connect, and make a difference in the lives of our students. This Employee Handbook is here to guide and support you as a valued member of our team. It outlines the expectations, policies, and values that help us work together with clarity and purpose.

At the heart of everything we do is a belief in the power of coming together—teachers, support staff, administrators, and families—all aligned in doing what is best for kids. When we collaborate, encourage one another, and stay focused on our shared vision, we create the conditions where excellence can thrive.

Remember, water is hot at 211 degrees—but at 212, it boils. That one extra degree makes all the difference. Each day, we have the chance to get that extra degree—for our students, for our colleagues, and for our community. It's in those small, intentional efforts that real transformation happens.

Thank you for bringing your passion, professionalism, and heart to this work. I am proud of the culture we are building and the future we are shaping—together.

Here’s to a year of excellence and unity.

Sincerely,

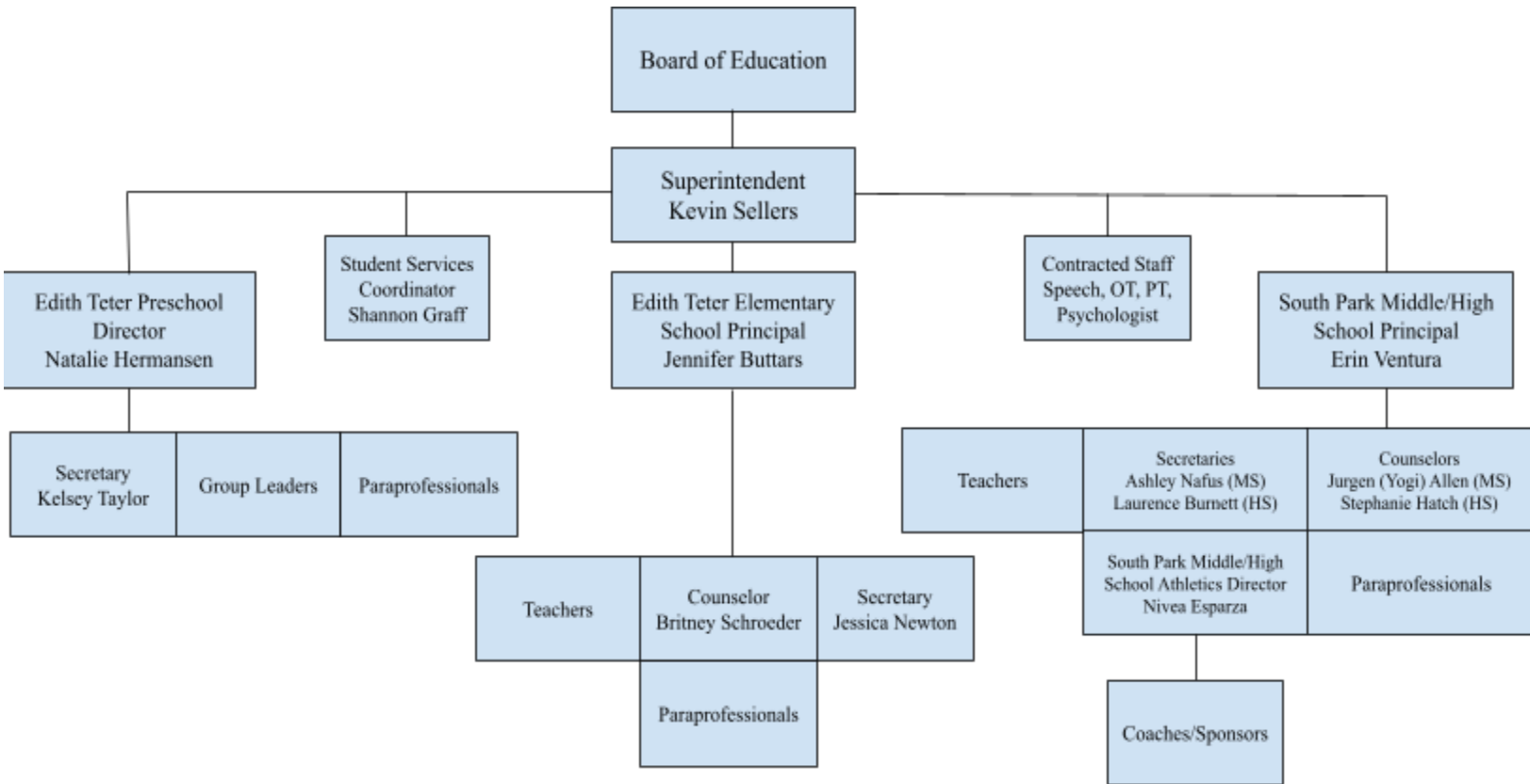
Kevin Sellers
Superintendent
Park County Re2 School District

BOARD OF EDUCATION

DISTRICT MISSION Park County Re-2 Schools shall strive to provide a safe environment, meaningful opportunities, and innovative educational programs for all students so that they reach their learning potential, including that they meet or exceed state and district content standards, through partnership between home, school, and the community.	Shana Bundy PO Box 1281 Fairplay, CO 80440 boe.bundy@parkcountyre2.org Term Exp 11/23 James Dean PO Box 1554 Fairplay, CO 80440 boe.dean@parkcountyre2.org Term Exp 11/23
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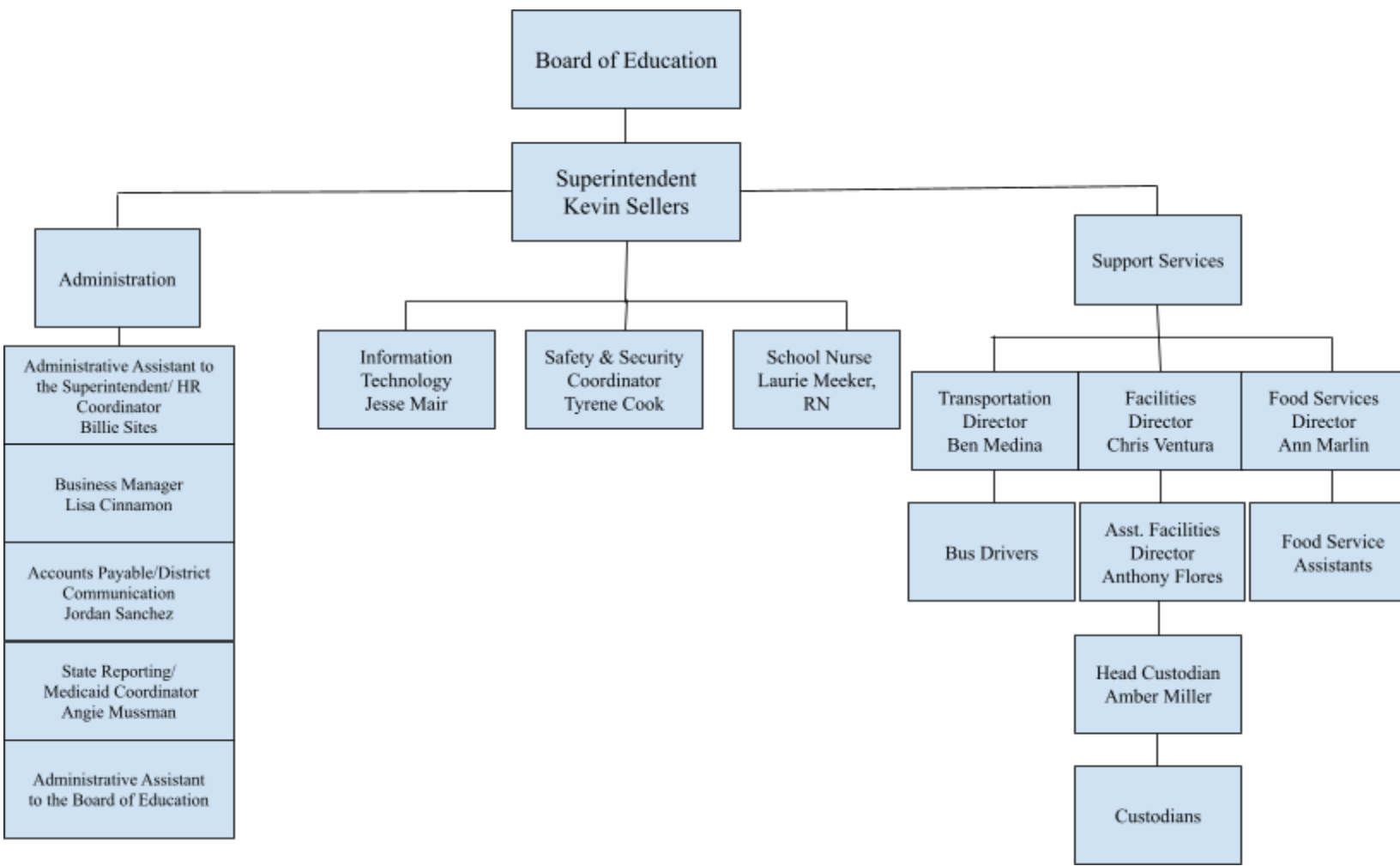
BOARD MISSION The District will provide a safe, productive learning environment with an effective partnership between the school, home and community. Within the available resources of our District, our students will be prepared (1) academically, (2) technologically, (3) physically, and (4) socially to become productive members of the global community. Superintendent Kevin Sellers	Julie Standley PO Box 2184 Fairplay, CO 80440 boe.standley@parkcountyre2.org Term Exp 11/27 Graham Fowler PO Box 2050 Fairplay, CO 80440 boe.fowler@parkcountyre2.org Term Exp 11/25 Sheila Waite PO Box 462 Fairplay, CO 80440 boe.waite@parkcountyre2.org Term Exp 11/25
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Instructional Organizational Chart



District Organizational Chart

(Non Instructional)



PRESCHOOL CALENDAR

https://drive.google.com/file/d/141_SJ8tz9RNxEV2KklxeTDWKJg00kS9s/view

DISTRICT CALENDAR LINK

<https://drive.google.com/file/d/15qT2qnAxvQcK7FboKealQ5oiGRAcj9Qu/view>

POLICIES, PROCEDURES

& PROTOCOLS

All District policies can be found in their entirety on the District Website (parkcountyre2.org).

Your immediate supervisor is vested in your success. Please consult him/her concerning any questions you may have about your position, school policies and practices, or employment benefits.

EQUAL EMPLOYMENT EMPLOYER GBA

Park County RE2 School District is an equal opportunity employer. The district subscribes to the principles of the dignity of all people and of their labors. It also recognizes that it is both culturally and educationally sound to have persons of diverse backgrounds on the school district's staff. This district promotes and provides for equal opportunity in recruitment, selection, promotion and dismissal of all personnel. Commitment on the part of the district towards equal employment opportunity shall apply to all people without regard to race, color, creed, sex, sexual orientation, religion, national origin, ancestry, age, marital status or disability.

The district shall ensure that it does not unlawfully discriminate in any area of employment including job advertising, pre-employment requirements, recruitment, compensation, fringe benefits, job classifications, promotion and termination.

LEGAL REFERENCES

Title VII of the Civil Rights Act of 1964, as amended, 42 U.S.C. § 2000e

Age Discrimination in Employment Act of 1967, as amended, 29 U.S.C. § 621 et seq.

Americans with Disabilities Act of 1990, 42 U.S.C. § 12101 et seq.

Sections 503 and 504 of the Rehabilitation Act of 1973

Genetic Information Nondiscrimination Act of 2008

C.R.S. 22-32-110(1)(k) (Board of Education – Specific Powers)

C.R.S. 22-61-101 (Discrimination in Employment Prohibited)

C.R.S. 24-34-401 (Employment Practices – Definitions)

C.R.S. 24-34-402 (Discriminatory or Unfair Employment Practices)

NOTICE REGARDING RIGHTS OF PREGNANT WORKERS

Employees and applicants have the right to be free from discriminatory or unfair employment practices because of pregnancy, a health condition related to pregnancy, or the physical recovery from childbirth.

An employer may require an employee or applicant to provide a note stating the necessity of reasonable accommodation from a licensed health care provider before providing such accommodation. If an applicant or an employee requests an accommodation, the employer and applicant or employee shall engage in a timely, good-faith, and interactive process to determine effective, reasonable accommodations for the applicant or employee for conditions related to pregnancy, physical recovery from childbirth, or a related condition. If you need accommodations, please contact Human Resources.

NOTICE REGARDING AMERICANS WITH DISABILITIES ACT (ADA)

The Americans with Disabilities Act of 1990 (ADA) makes it unlawful to discriminate in employment against a qualified individual with a disability. The ADA also outlaws discrimination against individuals with disabilities in State and local government services, public accommodations, transportation and telecommunications. This

part of the law is enforced by the U.S. Equal Employment Opportunity Commission and State and local civil rights enforcement agencies that work with the Commission.

Employees and applicants have the right to request reasonable accommodations for a disability that will enable the individual with disabilities to perform the essential job functions; unless to do so would cause undue hardship or cause direct threat to the health or safety of others.

To be protected by the ADA, one must have a disability, which is defined by the ADA as a physical or mental impairment that substantially limits one or more major life activities, a person who has a history or record of such an impairment, or a person who is perceived by others as having such an impairment. The ADA does not specifically name all of the impairments that are covered.

An employer may require an employee or applicant to provide a note stating the necessity of reasonable accommodation from a licensed health care provider before providing such accommodation. If an applicant or an employee requests an accommodation, the employer and applicant or employee shall engage in a timely, good-faith, and interactive process to determine effective, reasonable accommodations for the applicant or employee of conditions related to their disability. If you need accommodations, please contact Human Resources.

GENERAL INFORMATION

AWARENESS OF POLICIES, LAWS AND REGULATIONS

It is the responsibility of each employee to be familiar with and to comply with the laws, board policies, and building or department regulations related to the job assignment. The district has the responsibility to make these documents available to you, and they can all be found online on our district website. The employee should read and seek answers to any questions about any law, policy or regulation. One of the main purposes for this handbook is to begin to provide you with the information you will need to be a productive employee. Being aware of the laws, policies, and regulations governing your employment will help avoid problems for you and the district.

LUNCH PROGRAM

Breakfast is available to K-12 students free of charge Monday through Thursdays from 7:30 a.m. to 7:55 a.m. Lunch is also available to K-12 students free of charge Monday through Thursday during that class's designated time. Teachers are encouraged to purchase lunch when their schedules allow. Personnel are required to pay for their meals.

If a class does not plan to eat in the lunchroom (i.e., field trips, pizza parties, etc.) please inform the Food Services Director at least one week before the event so the kitchen can prepare for the correct number of meals for that day.

Free and reduced breakfasts/lunches are available for students. Information on qualification for free/reduced lunches is available in each school office.

MONEY COLLECTION

All monies collected should be placed in a money bag or small manila envelope (available from your building secretary). Teachers/Sponsors should attach a deposit slip (also available from your building secretary) and turn in to your building secretary **each day**.

A new entry should be made each time you add or subtract money from the collection so the total amount in the moneybag/envelope is accurately indicated. Money will be in a locked file cabinet during the day in the building secretary's office until he/she has time to bring it to the Administrative Office for deposit. Money boxes must be picked up from the Administrative Office by 7:25 a.m. each morning and brought back to the Administrative Office each evening by 4:30 a.m. You MAY NOT keep money in your classrooms or offices overnight.

FOR FURTHER INFORMATION ON DISTRICT POLICIES PLEASE REFER TO THE FOLLOWING POLICIES ON OUR DISTRICT WEBSITE UNDER "DISTRICT INFORMATION" AND "DISTRICT POLICIES". FOR INFORMATION REGARDING CERTIFIED STAFF PLEASE REFERENCE THE PROFESSIONAL AGREEMENT. RELEVANT POLICIES INCLUDE BUT ARE NOT LIMITED TO:

MEDICATION ADMINISTRATION TO STUDENTS (JLCD-R) [JLCD-rAdministering-Medicines-to-Students.pdf](#)

STAFF CONDUCT

STAFF ETHICS/CONFLICTS OF INTEREST

Public employment is a public trust. Upon accepting employment with the district, an employee also accepts the reasonability to act honestly and objectively for the benefit of the public in matters affecting the district. Therefore, no employee of the district shall engage in or have a financial interest, directly or indirectly, in any activity that conflicts with, or raises a reasonable question of conflict with, his or her duties and responsibilities in the school system.

DRESS CODE

The district is committed to providing a safe and secure environment in school and at any school sponsored activities. Therefore staff must exercise good judgment in their choice of professional appearance for work or work-related activities by always appearing in a manner:

- That is appropriate to the situation as a professional;
- That reflects community standards;
- That provides appropriate role modeling for students;
- That promotes a working and learning environment that is free from unnecessary disruption.

SECURITY IDENTIFICATION

In addition, all district employees are required to wear a district or school-issued identification card at all times while on district property or when acting as a district employee. Identification cards shall be worn so that they are visible on the outermost garment and in plain view for easy identification.

DISCRIMINATION AND HARASSMENT PROHIBITED

The district is committed to nondiscrimination in relation to race, color, sex, age, religion, creed, national origin, ancestry, genetic information, marital status, sexual orientation, gender identity, disability, or conditions related to pregnancy or childbirth in its educational programs, activities, operations and employment decisions. Harassment is a form of discrimination. Anyone engaging in discrimination will be subject to discipline in accordance with this and other district policies.

TOBACCO-FREE CAMPUS

All tobacco products are prohibited on campus by staff at all times. The use of tobacco products, or nicotine products, or any delivery mechanism or device that could be used for the consumption, ingestion or inhalation of tobacco or nicotine products or controlled substances at any school sponsored event or activity and/or on all district property, including all district buildings, district grounds, district-owned and lease vehicles, and sites leased by the district, is prohibited.

STAFF RELATIONS WITH STUDENTS

The relationship between staff members and students should be one of cooperation, understanding, and mutual respect. Staff members have a responsibility to provide an atmosphere conducive to learning and to motivate students to perform to their capacity. Staff members shall extend to students the same respect and courtesy which they as staff members have a right to demand. All employees shall observe and maintain professional boundaries between themselves and students, both inside and outside the school context and through the use of technology (ie: social media). Employees shall not engage in unethical, lewd, suggestive, or other inappropriate conduct at any time.

POLITICAL ACTIVITIES

The District recognizes and encourages the right its employees to engage in political governmental affairs in a manner afforded any other citizen, including the right to vote, the right to be an active member of a political party of his/her choices, the right to campaign for candidates for election to public office, and the right to seek, campaign for, and serve in public office.

The District also recognizes that school property and school time, paid for by all of the people, shall not be used for political purposes.

No employee shall engage in political activities upon property under the jurisdiction of the School District, nor shall any employee use on-duty hours to pursue political activities. This also includes not using District email or materials for political purposes.⁵⁶ It is expected that employees engaged in political activities such as seeking or holding office will use outside services.

An employee will refrain from exploiting the privilege of his or her position. No staff member or administrator shall exploit students in any way for political purposes for himself/herself or for any party or candidate.

REPORTING CHILD ABUSE/CHILD PROTECTION

Any school employee who has reasonable cause to know or suspect that any child is subjected to abuse or to conditions that might result in abuse or neglect must immediately upon receiving such information report such a fact to the Park County Department of Social Services.

In any case of suspected or known child abuse, an immediate report should be made to the law enforcement agency. All reports of suspected or known abuse should be made to the Colorado Child Abuse and Neglect

Hotline at 1-844-CO-4-KIDS or 1-844-264-5437. (Reports made to social services will be referred to law enforcement.) If a child is in immediate danger, the employee should call 911. "Immediate" refers to abuse that occurs in the employee's presence, has just occurred, or has been communicated as an immediate danger (ie: risk of going home).

The employee reporting suspected abuse/neglect to social services or law enforcement officials must inform the school principal as soon as possible verbally or with a written memo. The ultimate responsibility for seeing that the verbal and written reports are made to social services or law enforcement agencies lies with the school official or employee who had the original concern.

FOR FURTHER INFORMATION ON DISTRICT POLICIES PLEASE REFER TO THE FOLLOWING POLICIES ON OUR DISTRICT WEBSITE UNDER "DISTRICT INFORMATION" AND "DISTRICT POLICIES". FOR INFORMATION REGARDING CERTIFIED STAFF PLEASE REFERENCE THE PROFESSIONAL AGREEMENT. RELEVANT POLICIES INCLUDE BUT ARE NOT LIMITED TO:

DRUG FREE WORKPLACE (GBEC/GBEC-R) [GBEC-R--Drug-Free-Workplace-2-18-2016.pdf](#)

SEXUAL DISCRIMINATION AND HARASSMENT (GBAA) [GBAA Sexual Harassment.docx](#)

REPORTING CHILD ABUSE/CHILD PROTECTION (JLF-R) [JLF-R---Reporting-Child-Abuse-Child-Protection.doc](#)

INFORMATIONAL TECHNOLOGY

INTERNET SAFETY

It is the goal of the district to prevent access by minors to inappropriate information or material on or through district-provided Internet or on district computers or technology devices, while allowing staff members and students access to enhance learning to enrich the educational environment.

BLOCKING OR FILTERING OF OBSCENE, PORNOGRAPHIC AND HARMFUL INFORMATION.

The District may implement one or more technology protection measures that block or filter information or material that is obscene, that constitutes child pornography or is otherwise harmful to minors, on all district computers, technology devices and/or network equipment. Staff members and students shall not bypass or attempt to bypass district filters or otherwise engage in any actions that circumvent or allow others to circumvent the district's protection measures, obtain or attempt to obtain unauthorized access to information or material, nor, disclose, use or disseminate the personal identification information of any minor. The district may allow temporary short term disabling or reduction of blocking or filtering for the purposes of bona fide research or other lawful purposes.

ONLINE ACTIVITY AND APPROPRIATE BEHAVIOR

The District will educate students about appropriate online behavior, cyber bullying awareness, and the safety and security of minors when using the Internet, email, chat rooms, social networking, and other electronic communications.

FOR FURTHER INFORMATION ON DISTRICT POLICIES PLEASE REFER TO THE FOLLOWING POLICIES ON OUR DISTRICT WEBSITE UNDER "DISTRICT INFORMATION" AND "DISTRICT POLICIES". FOR INFORMATION

REGARDING CERTIFIED STAFF PLEASE REFERENCE THE PROFESSIONAL AGREEMENT. RELEVANT POLICIES INCLUDE BUT ARE NOT LIMITED TO:

PUBLIC ELECTRONIC MAIL RECORDS (EGAEA) [EGAEA---Electronic-Communication.doc](#)

WORK ATTENDANCE

EMPLOYEE WORK HOURS

Required hours for district personnel are from 7:30 am to 4:30 pm Monday through Thursday on days staff meetings are not scheduled. All classified personnel (non-teaching staff) need to check with their building principals or immediate supervisor to confirm their required hours for work. Attendance at all staff meetings is required.

LATE ARRIVAL/ABSENCES

If you anticipate being late you are responsible for contacting your supervisor, administrator or admin designee and entering your absence on Frontline, our Absence Management System. If you know about an absence in advance, you should inform your supervisor as soon as possible. This policy may vary to meet special requirements of your respective department, school or employee classification.

EMERGENCY SCHOOL CLOSURES AND TWO-HOUR DELAYS

The Superintendent will determine when it is necessary to have a two-hour delay at the start of a school day, close district schools or dismiss students early in the event of hazardous conditions which threaten the safety or health of students or staff members. Staff contact information is input into our student information system, Alma, and all notifications for school closures or delayed-starts are communicated through that system as early in the day as is possible.

STAFF BREAKS

A period of fifteen (15) minutes for each four (4) consecutive hours worked, with a maximum of thirty (30) minutes per work day, are allowed for rest, relaxation, coffee breaks, etc. within the school for full-time personnel. Break periods for all employees are to be taken only at times scheduled by your supervisor. Teachers please reference the Professional Agreement.

LUNCH BREAKS

All staff are granted 30 minutes for lunch time. Classified employees (staff other than teachers or Special Service Providers) need to check with their building principal and immediate supervisor to find out when their lunch time is scheduled.

FAMILY AND MEDICAL LEAVE INSURANCE (FAMLI)

Park County RE2 BOE has opted not to participate in Colorado's FAMLI paid leave pool. Employees are able and encouraged to participate on their own and are able to do so starting in 2024. More information is available on the CDE FAMLI website at famli.colorado.gov.

EMPLOYMENT CONTRACT DAYS

Teacher contracts are 154 days. Of those days, 144 are student contact days. There are six in-service days, two Parent-Teacher days (split between a night and morning), and ½ a day for Back to School Night and a ½ day on the last Friday after school is out for the summer. Positions other than teachers need to refer to their individual contracts for the correlating number of work days.

DOCKING PAY

If any staff member goes over their allotted general leave days prior to the last day of their contract, monthly, their paycheck will be docked (will receive less pay) equivalent to their daily rate multiplied by the amount of days they are over. For example, if in March they are over their general leave days by 0.5, they can expect to receive 'their daily rate x 0.5' less for their April paycheck. After they have gone over their general leave days and have been docked for that missed pay, their days missed are reset to zero in the absence management system. Every month thereafter they will be docked for new days they missed in the same style until the conclusion of their contract. For example, if they missed 0.5 days in March over their available general leave days, that much will be deducted in April's paycheck, but nothing will be deducted in May if they haven't missed more days. Staff members who repeatedly go over allotted general leave without justification supported by documentation when requested may face disciplinary action.

PROTECTED DAYS

Indicated clearly on the staff calendars, which are signed by each employee along with their school year contract, are "protected days". These days are the day before and after any major holiday or break. Any employee who chooses to take off one of these protected days must first receive approval from their direct supervisor before the leave will be approved, and employees should be aware that they will be charged two days instead of one for each protected day they choose to take off. Staff in the classroom are very important to the success of our students, and these protected days are for the purpose of deterring staff from taking more days than necessary on an already shortened academic calendar.

FOR FURTHER INFORMATION ON DISTRICT POLICIES PLEASE REFER TO THE FOLLOWING POLICIES ON OUR DISTRICT WEBSITE UNDER "DISTRICT INFORMATION" AND "DISTRICT POLICIES". FOR INFORMATION REGARDING CERTIFIED STAFF PLEASE REFERENCE THE PROFESSIONAL AGREEMENT. RELEVANT POLICIES INCLUDE BUT ARE NOT LIMITED TO:

GENERAL LEAVE (GBGG) [GBGG Employee General Leave.pdf](#)

ANNUAL SICK/PERSONAL LEAVE (GCCAA)

MATERNITY LEAVE (GBGE) [GBGE---Staff-Maternity-Paternity-Parental-Leave.doc](#)

PARENTAL LEAVE (GBGE) [GBGE---Staff-Maternity-Paternity-Parental-Leave.doc](#)

SICK LEAVE BANK (GBGH) [Sick-Leave-Bank-Policy.doc](#)

FEDERALLY MANDATED FAMILY AND MEDICAL LEAVE

(GBGF-R)[GBGF-R---Federally-Mandated-Family-and-Medical-Leave.doc](#)

BENEFITS

FRINGE BENEFITS

The District recognizes benefits as an integral part of the total compensation plan in addition to basic salary for staff. The benefits extended to staff shall be designed to promote their present and future economic security and provide for professional development that will be of benefit to the District.

Staff who work regularly halftime or more are covered by the District's group life insurance and long-term disability insurance plans. All staff who work regularly half time or more are eligible for the District's health insurance plan. These staff also may participate in the District's tax-sheltered annuity program.

Staff are required to participate in the Public Employees' Retirement Association (PERA) to which both the staff and the District make monthly contributions.

WORKER'S COMPENSATION

All staff are covered under the Worker's Compensation Insurance Plan and shall be entitled to all prescribed benefits.

HEALTH INSURANCE

A health, dental, vision, and life insurance package is provided by the district to staff who work regularly half time or more. A staff member's spouse or dependents may be included in the staff member's health care coverage at an additional cost to the staff member. Additionally, an enrollment period is the only time a staff member, who does not have the District's health insurance, may enroll. The insurance carrier establishes this period. It is mandatory that all staff members carry life insurance. All health insurance deductions are reflected on paycheck stubs. Any questions regarding health insurance coverage may be answered by the district's Human Resources Coordinator or the insurance carrier.

DENTAL/VISION INSURANCE

Dental and Vision Insurance are provided to all qualifying full-time employees. Competitive plans are sourced every renewal period to provide our employees with the best care the district can afford.

LIFE INSURANCE

Life Insurance is provided to all qualifying full-time employees. Competitive plans are sourced every renewal period to provide our employees with the best care the district can afford.

OTHER BENEFIT TYPES AND OPPORTUNITIES

The District makes insurance companies available to staff in order to pursue other types of insurance at the employee's own expense, like accident insurance, long-term disability insurance and more.

RESIGNATIONS AND RETIREMENT

PUBLIC EMPLOYEES' RETIREMENT PLAN (PERA)

The Public Employees Retirement Association of Colorado (PERA) serves as a substitute for Social Security. Once your employment begins, you will be contributing to PERA. PERA provides benefits to you when you retire or are disabled. A percentage of your earnings will be contributed to your PERA account. The district will contribute a percentage to your PERA account as well. You will be required to complete a PERA form during orientation and PERA will send you further information.

FOR FURTHER INFORMATION ON DISTRICT POLICIES PLEASE REFER TO THE FOLLOWING POLICIES ON OUR DISTRICT WEBSITE UNDER "DISTRICT INFORMATION" AND "DISTRICT POLICIES". FOR INFORMATION REGARDING CERTIFIED STAFF PLEASE REFERENCE THE PROFESSIONAL AGREEMENT. RELEVANT POLICIES INCLUDE BUT ARE NOT LIMITED TO:

RETIREMENT (GCQE) [GCQE---Retirement-of-Professional-Staff.doc](#)

RESIGNATIONS (GDQB/GCQC/GCQD)

[GCQC-GCQD---Resignation-of-Instructional-Staff-Administrative-Staff.doc/](#)

[GDQB---Resignation-of-Support-Staff.doc](#)

PAYROLL POLICIES AND PROCEDURES

Your paycheck will automatically be deposited into your account through direct deposit. You are required to have a bank account with the institution of your choice prior to receiving your paychecks. Changes to your account status must be submitted to Payroll by the 10th of the month for changes to be effective for that month's payroll.

Below are the dates that all employees of the district must submit their timesheets to ensure that payroll can be conducted. To ensure payment in a timely manner, please adhere to the dates below.

The District processes payroll **once** a month. Payroll is always paid on the 20th of the month unless the 20th is on a weekend or holiday. Then payroll will be paid the Thursday prior to the weekend or holiday.

Please submit your timesheets to your direct supervisor for signature prior to the due date. Timesheets, signed by District supervisors, are due to Lisa Cinnamon **no later than 10am on the due dates listed below**.

Park County School District Pay Dates 2025-2026

<u>Month</u>	<u>Time Sheet Due Dates</u>	<u>Pay Dates</u>
September 2025	September 9th	September 18th
October 2025	October 8th	October 20th
November 2025	November 11th	November 20th
December 2025	December 9th	December 18th
January 2026	January 7th	January 20th
February 2026	February 10th	February 19th
March 2026	March 3th	March 12th
April 2026	April 8th	April 20th
May 2026	May 11th	May 20th
June 2026	June 9th	June 18th
July 2026	July 8th	July 20th
August 2026	August 11th	August 20th

Any timesheets received after 10am on the due dates listed above will cause payment for that time to be delayed until the following month's payroll.

ADDITIONAL INFORMATION

If you are a PCSD employee and need payroll related assistance, please contact:

Lisa Cinnamon

719-836-4404

lisa.cinnamon@parkcountyre2.org

FOR FURTHER INFORMATION ON DISTRICT POLICIES PLEASE REFER TO THE FOLLOWING POLICIES ON OUR DISTRICT WEBSITE UNDER "DISTRICT INFORMATION" AND "DISTRICT POLICIES". FOR INFORMATION REGARDING CERTIFIED STAFF PLEASE REFERENCE THE PROFESSIONAL AGREEMENT. RELEVANT POLICIES INCLUDE BUT ARE NOT LIMITED TO:

SALARY DEDUCTIONS (DKB) [GDQB---Resignation-of-Support-Staff.doc](#)

SAFETY AND SECURITY

The policy of the Park County School District Re-2 is to protect the safety and health of our employees. Since injuries and property loss through accidents are needless, costly and preventable, the Districts seeks to reduce accidents and health hazards by the establishment of a safety and health program which is adapted to fundamental safety concepts.

It is each employee's responsibility to be aware of all safety and risk issues in their work area and to adhere to any established safety programs or procedures. Following established safety programs or procedures reduces exposure to risk of injury or liability for all individuals connected with the school district, promotes fiscal and legal responsibility, and contributes generally to a positive, secure and safe learning and working environment. Any questions you may have regarding safety should be directed to your immediate supervisor.

SUPERVISION

Supervisory personnel are directly responsible for the instruction of all employees under their jurisdiction in regard to proper procedures and safe methods to be utilized in performing work duties, for taking immediate corrective measures to eliminate hazardous conditions and/or practices for the prevention of all accidents, whether personal injury or property damage. The supervisor must, at all times, enforce the established safety program. Supervisors will not permit safety to be sacrificed for any reason, be it production, time limitations or unexpected problems.

GENERAL SAFETY

Employees shall not be impaired by alcoholic beverages or illegal narcotics, including under the influence of legalized marijuana, while on duty and shall not consume such substances or use tobacco on district property or while using district vehicles.

KEYS AND FOBS

Employees will be given the appropriately assigned keys necessary to successfully accomplish their jobs, as well as a fob to open the doors to their assigned building only after they have cleared the necessary background check to begin employment with the district.

USE OF EQUIPMENT

- Personal protective equipment is required as necessary.
- Do not attempt to operate equipment without proper training.
- Operate all equipment under the manufacturer's guidelines.
- Only qualified electricians shall work on electrical equipment or energized power lines.
- Report all malfunctioning equipment to the immediate supervisor and take the equipment out of service until repairs can be made.
- Do not leave any machine running when not in use.
- Proper, safe clothing must be used for the job or position.

FACILITY SAFETY

- Know the location of fire alarm equipment and fire extinguishers.
- Know and be aware of emergency evacuation/preparation procedures.
- Emergency exits, pathways, and access to emergency equipment must be kept clear at all times.
- Dispose of flammable waste towels in the appropriate covered metal flammable waste receptacles.

- Never pour flammable wastes into drains.
- Keep your area clean and free of clutter. Hazardous Materials/Chemical Safety
- Order chemicals only through the Facilities Director.
- Date all incoming chemicals and store them in accordance to suggested safe groupings and containment.
- Notify Facilities Director when disposing of hazardous waste.

TRANSPORTATION EMPLOYEES

- Seatbelts must be worn while operating a district vehicle.
- A vehicle safety pre-inspection must be conducted prior to use of district vehicles.
- When backing a district vehicle, always use another adult to assist in guiding when possible.
- Only back vehicles on school grounds if in an emergency situation and then only with assistance.
- Always follow all posted traffic signs and heed all traffic regulations.
- Drive defensively and to the conditions of the surrounding environment.
- Always chain and secure compressed gas containers and follow the Compressed Gas Association recommendations for storage and usage.
- Any employee who may have to transport students is required to complete "Small Vehicle Activity Operator" training.

CUSTODIAL EMPLOYEES

- Always use step stools or ladders when attempting to reach heights.
- Always be aware of safety hazards and report unsafe conditions immediately to your immediate supervisor. -- Use proper techniques in all lifting, pushing, stooping, carrying, standing or sitting activities.
- Always use the right tool for the job.
- Only qualified and trained persons may operate a forklift or stock picker.

FOOD SERVICES EMPLOYEES

- Only authorized, paid personnel may operate food service equipment. All food preparation areas are off limits to unauthorized personnel.
- If a gas odor is detected, notify the school office immediately.
- If the pressure on a steam kettle rises above the safety level, turn the kettle off and report the incident to the Food Service Department. If the safety valve pops off and steam escapes, maintain a safe distance to avoid scalding.
- Be cautious of knives and sharp utensils, and use proper caution when using any mechanized kitchen equipment.
- Avoid unsanitary conditions and be aware of proper food preparation procedures.

COMMUNICABLE DISEASES

The Superintendent recognizes the need to protect the health and welfare of students and staff members. The district will respond in a prudent manner to an employee diagnosed as having a communicable disease and/or life threatening medical conditions. Appropriate actions relative to the employee's continued duty will be determined on a case-by-case basis.

INJURIES AT WORK

Under the Colorado Workers' Compensation Act, the district provides benefits of medical coverage and compensation when an employee is injured while in the course of his/her employment. To ensure eligibility of these benefits, each employee must follow the procedures summarized below. The summary is informational

in nature only. Employees should review applicable statutory provisions and the full procedure provided at employee orientations for specific requirements and provisions.

~ Accidents or injuries must be reported immediately to the employee's supervisor, or not later than 24 hours after the incident.

~ If the injury is an emergency, immediate treatment should be sought at the nearest hospital or appropriate medical facility, and not at the employee's personal physician.

BACKGROUND CHECKS

All district employees are required to be fingerprinted and complete the necessary background checks through the CBI and FBI prior to the commencement of employment. Your actual start date of work will only begin after you've been cleared to work by those organizations. For more information on how to complete these security checks please speak to Human Resources.

FOR FURTHER INFORMATION ON DISTRICT POLICIES PLEASE REFER TO THE FOLLOWING POLICIES ON OUR DISTRICT WEBSITE UNDER "DISTRICT INFORMATION" AND "DISTRICT POLICIES". FOR INFORMATION REGARDING CERTIFIED STAFF PLEASE REFERENCE THE PROFESSIONAL AGREEMENT. RELEVANT POLICIES INCLUDE BUT ARE NOT LIMITED TO:

SAFETY DRILLS (EBCB-R) [EBCB-R---Safety-Drills.doc](#)

KEYS SECURITY AND ACCESS TO BUILDINGS (ECA/ECAB) [ECA-ECAB---Security-Access-to-Buildings.doc](#)

ADMINISTRATIVE ACTIONS

FOR FURTHER INFORMATION ON DISTRICT POLICIES PLEASE REFER TO THE FOLLOWING POLICIES ON OUR DISTRICT WEBSITE UNDER "DISTRICT INFORMATION" AND "DISTRICT POLICIES". RELEVANT POLICIES INCLUDE BUT ARE NOT LIMITED TO:

ACCIDENT REPORTS (EBBB) [EBBB---Accident-Reports.doc](#)

REPORTING HARASSMENT (AC) [AC---Nondiscrimination-Equal-Opportunity.pdf](#)

INTERIM DISTRICT ACTION DURING HARASSMENT INVESTIGATIONS

(AC) [AC---Nondiscrimination-Equal-Opportunity.pdf](#)

DISTRICT ACTION FOLLOWING HARASSMENT INVESTIGATIONS (AC)

[AC---Nondiscrimination-Equal-Opportunity.pdf](#)

PERSONNEL RECORDS AND FILES (GBJ) [GBJ---Personnel-Records-and-Files.doc](#)

DISCIPLINE, SUSPENSION AND DISMISSAL OF PROFESSIONAL STAFF (GCQF/GDQD)

[GCQF---Discipline-Suspension-and-Dismissal-of-Professional-Staff.doc/](#)

[GDQD---Discipline-Suspension-and-Dismissal-of-Support-Staff.doc](#)

PROCEDURES

FIELD TRIPS

Educational opportunities can arise where you need a bus to take you out of town (or even just across town) or if taking any walking field trips. There are Field Trip packets in the main office. They include a permission slip to fill out and send home with families as well as approval from the building Principal and the Transportation Director (TD). The TD maintains a google calendar (must be logged into your RE2 Google Account to see) so you can see if they are already on trips when you are planning. The official district policy, IJOA-R, outlines general expectations, policies and chaperone requirements. [IJOA-R-Field Trips- July 10 , 2023.pdf](#)

WHO TO CONTACT IF...

I have a question about my payroll	Lisa Cinnamon	Ext. 404
My computer isn't working	Jesse Mair	Ext. 408
I need to turn in a Building Use Request	Jordan Sanchez	Ext. 404
I have a question about school transportation	Ben Medina	Ext. 419
I have a sick child in my classroom	Laurie Meeker	Ext. 426
I want to schedule time in the library	Jessica Long	Ext. 427
I have a custodial/maintenance issue in my room	Chris Ventura	Ext. 437
I have a question about the staff handbook	Billie Sites	Ext. 401
I hurt myself and need to report a workers comp claim	Lisa Cinnamon/Billie Sites	Ext. 401
What account number should I use on my Activity Deposit?	Lisa Cinnamon	Ext. 402
I need to turn in an Activity Deposit	Lisa Cinnamon	Ext. 402
I have a question about a Purchase Order	Jordan Sanchez	Ext. 404
I have a question about the Athletics Program	Laurence Burnett	Ext. 409
I would like to request an event be put on the website	Principal/Director approval then email your request to lorislifka@parkcountyre2.org . CC your Principal/Director when submitting to Mrs. Slifka.	
I have a question the Student Information System	Angie Mussman	Ext. 413

I have a question about the Food Service Dept.	Ann Marlin	Ext. 403
I have a question about the Counseling Dept.	ETE Britney Schroeder	Ext. 424
	MS Jurgen Allen	Ext. 414
	HS Stephanie Hatch	Ext. 414
I have a question about my insurance	Lisa Cinnamon/Billie Sites	Ext. 402

QUESTIONS?

Human Resources		Lisa Cinnamon/Billie Sites
719-836-4401		
Benefits		Lisa Cinnamon
719-836-4415		
Substitute Teacher/Fingerprints		Billie Sites
719-836-4401		
Payroll		Lisa Cinnamon
719-836-4402		
Safety and Security Coordinator		Tom Goane
719-836-4459	Technology	Jesse Mair
719-836-4408		
Licensure		(CDE)
720-972-4058		
Colorado Department of Education		(CDE)
303-866-6628		
Public Employees Retirement Association		(PERA)
303-832-9550		

OTHER HELPFUL INFORMATION

1. Employees can bring their household garbage to the school dumpsters for disposal. Please do not throw away any oil, paint, construction materials, yard waste, electronics or concrete.
Dumpsters are open and available Monday thru Thursday from 7am – 5pm.
2. The employee handbook can be found on our website www.parkcountyre2.org under the staff resources tab.
3. All of the Board of Education Meetings Calendar can be found on our website www.parkcountyre2.org under the District Information tab and then under the Board of Education tab.
4. You can find all kinds of great information on our website:
 - a. Upcoming events
 - b. Sports schedules

- c. Open positions
- d. District Newsletter
- e. Financial Transparency
- f. Professional Agreement
- g. Pre-Approval form for graduate work
- h. School Board Members and their contact information

APPENDICES

APPENDIX A: PROFESSIONAL STAFF (GC) [GC---Professional-Staff.doc](#)

[NOTE: Policies and regulations in the GC section (Professional Staff) pertain only to instructional and administrative staff members.]

Teachers shall be in one of these classifications for purposes of the Colorado Teacher Employment, Compensation and Dismissal Act according to the terms of their employment:

1. **Teacher.** Teacher means any person who holds an Initial or Professional teacher's license and who is employed to instruct, direct or supervise an instructional program. "Teacher" does not include persons holding letters of authorization or the Superintendent.
2. **Teacher-in-Residence.** A person who does not have a teacher's license, but holds a Teacher-in-Residence authorization, who is hired to teach pursuant to a Teacher-in-Residence program implemented by the school district. A resident teacher is considered a probationary teacher when he or she begins his or her second year of continuous and uninterrupted employment in the teacher-in-residence program.
3. **Probationary teacher.** A teacher on an annual contract who has not completed three full years of continuous and uninterrupted employment in the district and who has not been re-employed for the fourth year. A year of required service for probationary teachers is defined as a full school year if the period of continuous and uninterrupted employment includes the last 120 school days of the academic year.
4. **Substitute teacher.** A teacher who performs services for a district for four hours or more during each regular school day, but works on one continuous assignment for a total of less than 90 regular school days, or for less than one semester or equivalent time as determined by the annual school year calendar of the district. Substitute teacher does not include a non probationary or probationary teacher who is assigned as a permanent substitute teacher within a school district.
5. **Itinerant teacher.** An itinerant teacher who is employed by a district on a day to day or similar short-term basis as a replacement teacher for a non probationary teacher, a probationary teacher or a part-time teacher who is absent or otherwise unavailable (no limit on the number of days worked). An itinerant teacher is considered a substitute teacher.
6. **Part-time teacher.** A teacher who normally works less than four hours per day.

The Board shall approve all classifications upon the recommendation of the Superintendent.

APPENDIX B: SUPPORT STAFF POSITIONS (GDA) [GDA---Support-Staff-Positions.doc](#)

All support staff positions in the school system shall be established initially by the Board.

All paraprofessionals who provide instructional support for students in Title I School wide Programs and Targeted Assistance Programs shall meet the qualifications set forth in federal law and regulations.

Support staff employees, unless otherwise designated by contract, shall be considered “at will” employees who serve at the pleasure of the Board and shall have only those employment rights expressly established by Board policy. Support staff members shall be employed for such time as the district is in need of or desirous of the services of such employees.

In each case, the Board shall approve a statement of job requirements as presented by the Superintendent. This shall be in the form of a job description setting forth the qualifications for the job, a detailed list of performance responsibilities and any required physical capabilities.

Only the Board may abolish a position that it has created.

APPENDIX C: DISTRICT POLICIES NAVIGATION

On the school district’s website (parkcountyre2.org), under the heading DISTRICT INFO on the top left-hand side is a tab for “District Policies”. Each section below contains all of the relevant policies to the content outlined. Employees are encouraged to familiarize themselves with these policies.

Section	Title	Contents
A	FOUNDATIONS AND LEGAL COMMITMENTS	Statements related to the district’s legal role in providing education and the underlying principles on which the district operates. Policies in this section provide a setting for all of the Board’s other policies.
B	SCHOOL BOARD GOVERNANCE AND OPERATIONS	Statements about the Board of Education – how it is elected and organized, how it conducts its meetings and operates. Included bylaws and policies establishing the Board’s internal operating procedures.
C	ADMINISTRATION	Statements about the school district management, administrative structure, and school building administration. Also personnel policies that pertain to one individual – the Superintendent.
D	FISCAL MANAGEMENT	Statements concerning district financial affairs and management of district funds. Policies regulated by statutes are incorporated as appropriate.

E	SUPPORT SERVICES	Statements on non-instructional services and programs, including most of those that fall in the area of business management such as safety, building management, transportation and food services.
F	FACILITIES DEVELOPMENT	Statements on school construction, remodeling, temporary facilities, etc.
G	PERSONNEL	This section has three main subsections; subsection GB, policy topics that pertain to all employees; subsection GC, policies that pertain to professional personnel who must hold certification by the state to serve in their position; and subsection GC, policies pertaining to support, or noncertificated personnel.
I	INSTRUCTION	Statements on the instructional program, including basic programs, special programs, activities programs and academic achievement.
J	STUDENTS	Statements concerning students: admissions, attendance, rights and responsibilities, conduct, discipline, health and welfare services.
K	SCHOOL-COMMUNITY RELATIONS	Statements on relations with the general public and with other community and public agencies or groups.
L	EDUCATION AGENCY RELATIONS	Statements which concern the district's relationship with other education agencies including other school districts, boards of cooperative services, and colleges and universities.

ACKNOWLEDGEMENT OF RECEIPT

I have received a copy of the employee handbook. I understand that I am to become familiar with its contents. Further, I understand:

- The New Employee Handbook is not all inclusive, but is intended to provide me with a summary of some of the district guidelines, master agreement information, board policies and district policies. Master agreements, board policies and district policies are available for viewing on the district website.
- This edition replaces all previously issued handbooks. The need may arise to change the district guidelines, master agreements, board policies and district policies described in the handbook. The district therefore reserves the right to interpret them or to change them without prior notice.
- The Human Resources department authorizes a person to temporarily begin employment; however, the Board of Education is the ultimate hiring authority. Therefore, employment is subject to board approval. The Board of Education meets monthly and will review human resource hiring requests.

PRINT NAME: _____

SIGNATURE: _____

POSITION: _____

DATE: _____

