

Guide to Proposed Changes/Red Lines to 2022-2023 LCPS Employee Handbook

What Is Changing/Being Proposed?	Why?
Addition of LCPS Temporary Telework Policy into the Handbook p.24-29(rather than remaining a stand alone policy)	• In July 2022, the Board adopted a Temporary Telework Policy to guide staff who were required to work remotely at the time • We continue to have some staff who are in roles who wish to work remotely some or all of the time AND we have continued to have times when we have required an employee to work remotely while under quarantine or isolation orders or some other legal requirement not to come to a school site • Legal counsel recommended moving this policy directly, nearly whole-cloth, into the Handbook but removing the language about the policy being due to or only allowable during the pandemic • Staff recommends adopting as we need to be able to hold all staff accountable when either required or approved to engage in remote work
Addition of Appendix E: LCPS Staff Cell Phone/Smart Phone Guidelines, Set Up and Troubleshooting Information	• We are in the process of transitioning all staff to having an LCPS issued phone to enable them to conduct LCPS business on that device rather than a personal device • The Handbook already had a short Phone policy developed by legal counsel last year (p. 30-31) and Board approved, but in preparation for implementation we developed a stand-alone guide to LCPS issued cellphone usage, set up and troubleshooting that legal counsel also vetted. • Legal counsel recommended including this more detailed set of guidelines as an appendix so that all staff in signing the Handbook also acknowledge these guidelines should any future issue arise.
Minor Addition to Criminal Background Checks policy (p.7)	• Added language per legal counsel recommendation to put the onus on current employees to report subsequent arrests, charges or convictions to protect the school in case the DOJ portal fails to notify us of such an instance.
Other Minor Changes and Edits	• Changed names of insurance providers to new vendors • Updated maximum limits set by law on certain FSA plans • Added "parent in law" language to CFRA policy to comply with change to whom the law applies • Added "Unprofessional conduct" to the Rules of Conduct (p. 62) as a catch all per legal counsel. • Deleted language specifying earring length • Changed titles to reflect instances where old titles were no longer applicable • Minor spelling and other grammatical edits

