G - PERSONNEL

GA General Section
SN *Policies applicable to all school employees.*
GAA* Goals and Objectives
GAAA Equal Opportunity Employment (Cf. ABBA, JCA)
GAAB Sexual Harassment of Employees (Cf. ABBA, GAAA, GAAC, JCAD)
GAAC Bullying (Cf. JCAE)
GAB Budget Planning Involvement
GAC Policies and Rules Development Involvement
GAD Professional Development Opportunities
GADA Staff Development
GAE Grievances and Complaints
GAEA Staff Protection
GAGA Nepotism
GAHA Participation in Community Activities (Also KDA)
GAHB Political Activities
GAIA Solicitations by Staff Members
GAIB Solicitations of Staff Members
GAJ Ethics Regulations on Gift Giving and Acceptance
GAK Records
GAM C.O.R.I. Requirements

GB Professional Personnel Section
SN *Excludes district school superintendent and other school management and supervisory personnel classified under CG policies.*
GBA Compensation Guides and Contracts
SN *Scope of category determined by actual agreements in force.*
See Handbook
GBAB Staff Recognition
GBD Professional Staff Hiring
GBDA Appointment of Coaches and Extra-Curricular Advisors
GBI Professional Growth & Evaluation Plan for Teachers
GBL Professional Status
GBQ Retirement
GBR Death of Student or Faculty Member (Also JHFC)
GBRA Health Examinations
GBRAA First Aid
GBRF Travel Expenses, In-State
GBRGA Consulting
GBRGB Tutoring for Pay
GBRH Leave Without Pay
GBRHB Administrative Conferences and Visitations
GBRHC Exchange Teaching
GBRIG Family Medical Leave (FMLA)
GBRIG-E Massachusetts Maternity Leave (MMLA)
GBRL Insurance Coverage for School Personnel
GBRM Smoking (Also JCDAA, KGD)
GBRN Drug- Free Workplace

GC*	Nonprofessional Personnel Section
	SN *Excludes school management and supervisory personnel classified under CG policies.*
GCA	Compensation Guides and Contracts
	SN *Scope of category determined by actual agreements in force. See Handbook.*
GCAD	Review of Salary Schedule
GCAE	Payroll Periods
GCAF	Salary Checks and Deductions
GCAG	Health and Life Insurance Withholding
GCAH	Tax Sheltered Annuities
GCAI	Workmen's Compensation
GCD	Appointment Notification
GCEA	Uniforms
GCH	Disciplinary Action
GCI	Evaluation
GCJ	Increments for Service Promotion
GCJA	Transfer from Lower to Higher Classification
GCJB	In-Service Training
GCM	Transfer
GCN	Separation
GCNA	Notice of Dismissal or Resignation to Committee
GCP	Reinstatement (Sick Leave Benefits)
GCPA	Reinstatement of Former Employee
GCQ	Retirement
GCR	Working Conditions and Benefits
GCRD	Overtime Pay
GD*	Paraprofessional Personnel Section
GDA	Award of Merit
	SN *Scope of category determined by actual agreements in force. See Handbook.*
GDC	Non-Certified Staff Recruiting

PERSONNEL

GENERAL SECTION

Personnel Policy

It is the policy of the North Reading School Committee to select, retain and promote its employees on the basis of ability and efficiency. Job openings are to be anticipated and publicized throughout the district so that candidates will have a full opportunity to present applications for consideration. Each employee is expected to give faithful and complete service, and the continuation of employment shall be based on good behavior, efficiency, the necessity of the work, and the appropriation of sufficient funds. Employment shall be terminated only under the conditions provided in these rules.

Employee Responsibility for Observation of Rules and Regulations

All employees are expected to know and shall be responsible for observing all provisions of the law and all rules and regulations of the School Committee. The rules and regulations of the School Committee are written to be consistent with the General Laws, but do not incorporate the General Laws in full. Violation of pertinent statutes, School Committee policy or rules and regulations, may result in disciplinary action including termination of employment.

First Reading November 20, 1972
Approved November 27, 1972
Reviewed March 5, 1979
Reviewed April, 1983
Reviewed November 13, 2012

PERSONNEL

EQUAL EMPLOYMENT OPPORTUNITY

The School Committee subscribes to the fullest extent to the principle of the dignity of all people and of their labors and will take action to ensure that any individual within the District who is responsible for hiring and/or personnel supervision understands that applicants are employed, assigned, and promoted without regard to their race, creed, color, age, sex, gender identity, national origin, disability or sexual orientation. Every available opportunity will be taken in order to assure that each applicant for a position is selected on the basis of qualifications, merit and ability.

Legal Ref.: BESE Regulations 603 CMR 26:00
First Reading November 20, 1972
Approved November 27, 1972
Reviewed March 5, 1979
Reviewed April, 1983
Revised, First Reading December 13, 1993
Approved January 6, 1994
Reviewed February 25, 2002
Revised, First Reading November 19, 2012
Approved December 3, 2012

PERSONNEL

GRIEVANCE/COMPLAINT PROCEDURE
(Non-Discrimination Compliance)

The Superintendent of Schools annually appoints a Coordinator for Non-Discrimination Compliance who will be vested with the authority and responsibility of processing all complaints and grievances of discrimination and sexual harassment. All matters involving discrimination and sexual harassment complaints and grievances will remain confidential to the extent consistent with the North Reading Public Schools' obligations relating to investigations and due process rights of individuals affected.

Any member of the school community who believes that he or she has been subjected to discrimination or sexual harassment is urged to report any incident of discrimination or harassment to the building principal or supervisor and the Coordinator for Non-Discrimination Compliance within thirty business days of the alleged incident. Every effort should be made to provide the name(s) of anyone involved; the date, time, place, location of any alleged misconduct; a description of the alleged misconduct; and an account of any circumstances which may be relevant to the particular situation. The complainant may wish to have a supportive faculty member (and/or parent or guardian, if he/she is a student) present at all discussions involving the case. In addition, the complainant is urged to keep written notes on all things relevant to the complaint, and make at least two copies of these notes for reference purposes. Staff members who receive complaints are expected to call them to the attention of the building principal or supervisor and the Coordinator of Non-Discrimination Compliance immediately or as soon as possible thereafter and follow the guidelines established above. The Non-Discrimination Compliance Coordinator will take appropriate steps to investigate and/or resolve the complaint within ten business days of the initial report made by the charging party. Such steps may include, but are not limited to the following:

a. The Non-Discrimination Compliance Coordinator (NDCC) will confer with the charging party (the complainant) in order to obtain a clear understanding of that party's statement of the facts. Depending on the circumstances, the NDCC may request the complainant write a letter to the charged party (respondent) summarizing the nature of the behavior and requesting that it stop;

b. The NDCC will then attempt to meet with the respondent in order to obtain his or her response to the complaint and may request the respondent write a letter to the complainant. The NDCC will explain to the respondent that retaliation against someone who has filed a complaint is prohibited.

c. The NDCC will hold as many meetings with the parties as is necessary to gather facts;

d. The NDCC will also interview any and all persons named by either party in the course of the investigation, to determine the validity and/or scope of the claim;

e. The NDCC will submit a written report of the findings to all parties;

GRIEVANCE/COMPLAINT PROCEDURE

f. On the basis of the NDCC's perception of the situation he or she may:

1. Attempt to resolve the matter informally through conciliation,
2. Report the incident and transfer the record to the Superintendent or his/her designee and so notify the parties by certified mail,
3. Report the matter to the local police if criminal activity is potentially involved.

After reviewing the record made by the Non-Discrimination Compliance Coordinator, the Superintendent or designee has ten business days to gather the evidence necessary to decide the case, and thereafter impose any sanctions deemed appropriate, including a recommendation for a letter of reprimand or warning or a suspension of one to ten days. Termination or expulsion is subject to the requirements of due process. Notwithstanding, it is understood that in the event a resolution involves disciplinary action against an employer or a student, the complainant will not be informed of the disciplinary action unless it directly involves the complainant (i.e. a directive to “stay away” from the complainant, as might occur in a harassment complaint).

A written report of the findings will be submitted to all parties.

All parties have ten business days to appeal the decision of the findings to the School Committee. A written statement in response to the findings may be submitted on appeal, but one is not required.

The School Committee will hear the Appeal on the date of the next regularly scheduled School Committee meeting. The Appeal process is limited to a review of the existing record, unless the Committee determines that there are exigent circumstances calling for consideration of additional information. Within fifteen (15) school days of the meeting, the School Committee will provide a final disposition of the Appeal to the parties.

All the timelines, above, will be implemented, unless the nature of the investigation or other exigent circumstances prevent such implementation. In which case, the parties will be notified, and the investigation completed as quickly as possible.

Questions may be referred to:

Kathleen M. Willis, Superintendent
Tel: (978) 664-7810

Patrick C. Daly, Coordinator for Non-Discrimination Compliance
Tel: (978) 664-9557

Patricia E. Bullard, Director of Pupil Personnel Services
Tel: (978) 664-7823

Approved June 23, 2009
Updated 8/20/10
Reviewed December 3, 2012

PERSONNEL

SEXUAL HARASSMENT OF EMPLOYEES

The North Reading Public Schools is committed to maintaining a working environment free of sexual harassment and intimidation for all persons within the North Reading school community. Administrators, faculty, and all other staff are expected to conduct themselves in an appropriate manner so as to provide an atmosphere free from sexual harassment and with respect of others at all times while in the workplace and at school-sponsored programs and activities. Sexual harassment of employees is unlawful under federal law (Title VII of the 1964 Civil Rights Act) and state law (Massachusetts General Laws, Chapter 151B). It is also unlawful to retaliate against an employee for complaining about sexual harassment, or for cooperating with an investigation.

Definition**:** "Sexual harassment" is unwelcome conduct of a sexual nature. Unwelcome sexual advances, pressure for sexual activity, inappropriate physical touching and other verbal or physical conduct of a sexual nature constitutes sexual harassment when:

1. Submission to or rejection of such conduct is made either explicitly or implicitly as a term or condition of employment; or

2. Submission to or rejection of such conduct is used as the basis for employment decisions affecting the employee, such as supervisory decisions and evaluation of performance; or

3. Such conduct has the purpose or effect of unreasonably interfering with an employee's work performance by creating an intimidating, hostile or offensive working environment.

Whether conduct constitutes a hostile or offensive working environment depends on the specific circumstances and the severity and pervasiveness of the conduct. Sexual harassment can include a range of behaviors such as a pattern of sexually suggestive comments, insults or name-calling; unwelcome discussion about sexual activities; offensive gestures or touching; or a display of pictures or symbols of a sexual nature which are communicated in any form, including through electronic means such as, but not limited to, cell phones, text messaging, or the Internet.

Reporting. Any employee who believes that he or she has been subjected to sexual harassment is urged to promptly contact his/her supervisor, any administrator or staff member in his/her building, or any central office administrator. Unless the concerned employee otherwise requests, any supervisor, administrator, or staff member receiving a sexual harassment complaint shall bring the matter to the attention of the Superintendent of Schools immediately. A verbal or written complaint may be filed directly with the Coordinator for Non-Discrimination Compliance, Dr. Patrick Daly, North Reading Middle School, 19 Sherman Road, North Reading, MA 01864, (978) 664-9557.

No Retaliation. Any employee who believes that he/she has been subjected to sexual harassment should feel free to report such conduct. Any form of retaliation, threat, intimidation, or harassment against any individual for filing a report, or for cooperating in an investigation of a complaint, is prohibited and will not be tolerated.

Investigation and Action. The North Reading Public Schools will conduct a prompt, thorough and impartial investigation of any complaint of sexual harassment, even if it is not filed in writing or on the District's Grievance Form. Appropriate precautionary steps as determined by the school administration may be taken during the course of the investigation. Confidentiality will be maintained to the extent consistent with the school's obligations to conduct a thorough investigation. Please refer to the Grievance/Complaint Procedure for information about the formal investigation process and the alternative process of an informal resolution through conciliation.

If an investigation determines that sexual harassment, retaliation or other inappropriate conduct has occurred, prompt steps to stop the conduct and reasonably prevent its reoccurrence will be taken. Any employee found to have engaged in sexual harassment is subject to discipline, up to and including discharge which will be administered in a manner consistent with law and any collective bargaining agreement covering an employee.

Information. Copies of the Grievance Form and the Grievance/Complaint Procedure are on the District's website, and in each school building. Questions may be referred to Dr. Daly or the Office of the Superintendent, Kathleen M. Willis, North Reading Middle School, 19 Sherman Road, North Reading, MA 01864, (978) 664-7810. Employees can also obtain information from the United States Equal Employment Opportunity Commission (617) 565-3200 and the Massachusetts Commission Against Discrimination (617) 727-3990.

First Reading June 23, 2009
Approved July 21, 2009
Updated 8/20/10
Reviewed November 13, 2012

PERSONNEL

GRIEVANCE/COMPLAINT PROCEDURE
(Non-Discrimination Compliance)

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Any member of the school community who believes that he or she has been subjected to discrimination or sexual harassment is urged to report any incident of discrimination or harassment to the building principal or supervisor and the Coordinator for Non-Discrimination Compliance within thirty business days of the alleged incident. Every effort should be made to provide the name(s) of anyone involved; the date, time, place, location of any alleged misconduct; a description of the alleged misconduct; and an account of any circumstances which may be relevant to the particular situation. The complainant may wish to have a supportive faculty member (and/or parent or guardian, if he/she is a student) present at all discussions involving the case. In addition, the complainant is urged to keep written notes on all things relevant to the complaint, and make at least two copies of these notes for reference purposes. Staff members who receive complaints are expected to call them to the attention of the building principal or supervisor and the Coordinator of Non-Discrimination Compliance immediately or as soon as possible thereafter and follow the guidelines established above. The Non-Discrimination Compliance Coordinator will take appropriate steps to investigate and/or resolve the complaint within ten business days of the initial report made by the charging party. Such steps may include, but are not limited to the following:

a. The Non-Discrimination Compliance Coordinator (NDCC) will confer with the charging party (the complainant) in order to obtain a clear understanding of that party's statement of the facts. Depending on the circumstances, the NDCC may request the complainant write a letter to the charged party (respondent) summarizing the nature of the behavior and requesting that it stop;

b. The NDCC will then attempt to meet with the respondent in order to obtain his or her response to the complaint and may request the respondent write a letter to the complainant. The NDCC will explain to the respondent that retaliation against someone who has filed a complaint is prohibited.

c. The NDCC will hold as many meetings with the parties as is necessary to gather facts;

d. The NDCC will also interview any and all persons named by either party in the course of the investigation, to determine the validity and/or scope of the claim;

e. The NDCC will submit a written report of the findings to all parties;

GRIEVANCE/COMPLAINT PROCEDURE

f. On the basis of the NDCC's perception of the situation he or she may:

1. Attempt to resolve the matter informally through conciliation,
2. Report the incident and transfer the record to the Superintendent or his/her designee and so notify the parties by certified mail,
3. Report the matter to the local police if criminal activity is potentially involved.

After reviewing the record made by the Non-Discrimination Compliance Coordinator, the Superintendent or designee has ten business days to gather the evidence necessary to decide the case, and thereafter impose any sanctions deemed appropriate, including a recommendation for a letter of reprimand or warning or a suspension of one to ten days. Termination or expulsion is subject to the requirements of due process. Notwithstanding, it is understood that in the event a resolution involves disciplinary action against an employer or a student, the complainant will not be informed of the disciplinary action unless it directly involves the complainant (i.e. a directive to "stay away" from the complainant, as might occur in a harassment complaint).

A written report of the findings will be submitted to all parties.

All parties have ten business days to appeal the decision of the findings to the School Committee. A written statement in response to the findings may be submitted on appeal, but one is not required.

The School Committee will hear the Appeal on the date of the next regularly scheduled School Committee meeting. The Appeal process is limited to a review of the existing record, unless the Committee determines that there are exigent circumstances calling for consideration of additional information. Within fifteen (15) school days of the meeting, the School Committee will provide a final disposition of the Appeal to the parties.

All the timelines, above, will be implemented, unless the nature of the investigation or other exigent circumstances prevent such implementation. In which case, the parties will be notified, and the investigation completed as quickly as possible.

Questions may be referred to:

Kathleen M. Willis, Superintendent
Tel: (978) 664-7810

Dr. Patrick C. Daly, Coordinator for Non-Discrimination Compliance
Tel: (978) 664-9557

Dr. Valerie Ardi Flynn, Interim Director of Pupil Personnel Services
Tel: (978) 664-7823

Approved June 23, 2009
Updated 8/20/10
Reviewed November 13, 2012

PERSONNEL

BULLYING

The North Reading School Committee prohibits any act of bullying or retaliation for reporting bullying behaviors. A safe and civil environment in school is necessary for students to learn and achieve high academic standards. Bullying, like other disruptive or violent behaviors, is conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe environment. Demonstration of appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment or bullying are expected of administrators, faculty, staff, and volunteers to provide positive examples for student behavior.

The School Committee directs the Superintendent and/or his/her Designee to develop administrative guidelines and procedures for the implementation of this policy. The guidelines and/or procedures will address prevention and education efforts, expectations of student and staff conduct, school responses, including disciplinary action to bullying incidents, and procedures for reporting and addressing complaints of bullying.

A. Definitions

A **hostile environment** is a situation in which bullying causes the school environment to be permeated with intimidation, ridicule or insult that is sufficiently severe or pervasive to alter the conditions of the student's education.

Bullying is defined as the repeated use by one or more students or by a member of a school staff including, but not limited to, an educator, administrator, school nurse, cafeteria worker, custodian, bus driver, athletic coach, advisor to an extracurricular activity or paraprofessional of a written, verbal, or electronic expression or a physical act or gesture or any combination thereof, directed at a target that:

(i) causes physical or emotional harm to the target or damage to the target's property;
(ii) places the target in reasonable fear of harm to himself/herself or of damage to his/her property;
(iii) creates a hostile environment at school for the target;
(iv) infringes on the rights of the target at school; or
(v) materially and substantially disrupts the education process or the orderly operation of a school. Bullying may include conduct such as physical intimidation or assault, including intimidating an individual into taking an action against his/her will; oral or written threats; teasing; putdowns; name-calling; stalking; threatening looks, gestures, or actions; cruel rumors; false accusations; and social isolation.

Perpetrator is now defined as: a student or a member of a school staff including, but not limited to, an educator, administrator, school nurse, cafeteria worker, custodian, bus driver, athletic coach, advisor to an extracurricular activity or paraprofessional.

Cyber-bullying is bullying through the use of technology or any electronic communication, which shall include, but not be limited to, any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo electronic or photo-optical system, including, but not limited to, electronic mail, internet communications, instant messages or facsimile communications. Cyber-bullying shall also include:

(i) The creation of a web page or blog in which the creator assumes the identity of another person or,

(ii) The knowing impersonation of another person as the author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated above in clauses (i) to (v), inclusive, of the definition of bullying.

Cyber-bullying shall also include the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting creates any of the conditions enumerated above in clauses (i) to (v) , inclusive, of the definition bullying. Cyber-bullying may include conduct such as sending derogatory, harassing or threatening email messages, instant messages, or text messages; creating websites that ridicule, humiliate, or intimidate others; and posting on websites or disseminating embarrassing or inappropriate pictures, audio recordings, or images of others.

Retaliation is any form of intimidation, reprisal, or harassment against a person who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying.

B. Where Bullying Is Prohibited

Bullying, included cyber-bullying, is prohibited (i) on school grounds, property immediately next to school grounds, at a school-sponsored or school-related activity, function or program whether on or off school grounds, at a school bus stop, on a school bus or other vehicle owned, leased, or used by the school district, or through the use of technology or an electronic device owned, leased or used by the school district and (ii) at a location, activity, function, or program that is not school-related, or through the use of technology or electronic device that is not owned, leased or used by the school district if the bullying creates a hostile environment at school for the target, infringes on the rights of the target at school or materially and substantially disrupts the education process, the health or well-being of the target during school hours, or the orderly operation of the school.

C. Bullying and Retaliation Are Prohibited and Will Lead to Discipline

The North Reading Public Schools absolutely prohibits bullying and retaliation as defined in Section A. Students or members of a school staff including, but not limited to, an educator, administrator, school nurse, cafeteria worker, custodian, bus driver, athletic coach, advisor to an extracurricular activity or paraprofessional who engage in bullying or retaliation will be subject to disciplinary action; however, disciplinary action taken must balance the need for accountability with the need to teach appropriate behavior conducive to a non-hostile environment in the school district. The range of disciplinary action includes, but is not limited to, one or more of the following: verbal warnings, written warnings, reprimands, detentions, short-term or long-term suspensions, or expulsions from school as determined by the school administration and/or school committee, subject to applicable procedural requirements. Nothing in this policy is intended to prevent the school administration and/or school committee from taking disciplinary action against a student or a member of a school staff including, but not limited to, an educator, administrator, school nurse, cafeteria worker, custodian, bus driver, athletic coach, advisor to an extracurricular activity or paraprofessional for conduct that does not meet the definition of bullying, as defined above, but nevertheless is inappropriate for the school environment.

D. Reporting Obligations

Staff, faculty, and students are obligated to report bullying to the school principal or his or her designee. Specifically:

(i) School staff, including, but not limited to, an educator, administrator, school nurse, cafeteria worker, custodian, bus driver, athletic coach, advisor to an extracurricular activity or paraprofessional, shall immediately report any instance of bullying or retaliation he or she has witnessed or become aware of to the school principal or his or her designee.

(ii) The district expects students and parents/guardians who witness or become aware of any instance of bullying or retaliation involving a student to report it to the school principal or his or her designee. An individual may make an anonymous report of bullying or retaliation; however, no disciplinary action may be taken against a student solely on the basis of an anonymous report. A student who knowingly makes a false accusation of bullying or retaliation shall be subject to disciplinary action.

(iii) In the event that bullying or retaliation is substantiated, the school principal or his or her designee will notify the local law enforcement agency if he or she believes that criminal charges may be pursued against the aggressor. In addition, if an incident of bullying or retaliation occurs on school grounds and involves a former student under the age of 21 who is no longer enrolled in a local school district, charter school, non-public day school, approved private day or residential school or collaborative school, the Superintendent of the North Reading Public Schools or his or her designee will notify law enforcement if she or he believes that criminal charges may be pursued.

(iv) If an incident of bullying or retaliation involves students from more than one school district, charter school, non-public school, approved private day or residential school or collaborative school, and the North Reading Public Schools is the first to be notified of the bullying and retaliation, then the Superintendent of North Reading Public Schools or his or her designee must, consistent with state and federal law, promptly notify the appropriate administrator of the other school district or school so that both may take appropriate action.

(v) Members of the North Reading community are encouraged to report incidents of bullying, including cyber-bullying, as defined in Section A, to the Superintendent as appropriate.

E. Investigation

The Principal or his/her designee, upon receipt of a viable report, shall promptly contact the parents or guardians of a student who has been the alleged target or alleged perpetrator of bullying. The actions being taken to prevent further acts of bullying shall be discussed.

The school principal or a designee shall promptly investigate the report of bullying, using a Bullying/Cyber-bullying Report Form which may include interviewing the alleged target, alleged aggressor, staff members, students and/or witnesses.

Support staff shall assess an alleged target's needs for protection and create and implement a safety plan that shall restore a sense of safety for that student.

Confidentiality shall be used to protect a person who reports bullying, provides information during an investigation of bullying, or is witness to or has reliable information about an act of bullying.

F. Determination

If the school principal or a designee determines that bullying has occurred he/she shall take appropriate disciplinary action and if it is believed that criminal charges may be pursued against the aggressor, the principal shall consult with the school's resource officer and the Superintendent to determine if criminal charges are warranted. If it is determined that criminal charges are warranted, the local law enforcement agency shall be notified.

The investigation shall be completed within fourteen school days from the date of the report. The parents or guardians shall be contacted upon completion of the investigation and informed of the results, including whether the allegations were found to be factual, whether a violation of this policy was found, and whether disciplinary action has or shall be taken. At a minimum the Principal or his/her designee shall contact the parents or guardians as to the status of the investigation on a weekly basis.
Disciplinary actions for students who have committed an act of bullying or retaliation shall be in accordance with district disciplinary policies.

Each school shall document any incident of bullying that is reported per this policy and a file shall be maintained by the Principal or designee. A monthly report shall be provided by each school to the Director of Academic Services.

Confidentiality shall be maintained to the extent consistent with the school's obligation under law.

G. Target Assistance

The North Reading Public Schools shall provide counselling or referral to appropriate services, including guidance, academic intervention, and protection to students, both targets and aggressors, affected by bullying, as necessary.

H. Closing the Complaint and Possible Follow-Up

School staff will promptly provide written notice to the parents or guardians of a target and an aggressor about whether or not the complaint was substantiated and, if substantiated, what action is being taken to prevent any further acts of bullying or retaliation. Specific information about disciplinary action taken generally will not be released to the target's parents or guardians—unless it involves a "stay away" or other directive that the target must be aware of in order to report violations.

If appropriate, within a reasonable time period following closure of the complaint, the administrative staff or a designee will contact the target to determine whether there has been any recurrence of the prohibited conduct.

I. Training and Assessment

Annual training shall be provided for school employees and volunteers who have significant contact with students in preventing, identifying, responding to, and reporting incidents of bullying.

Age-appropriate, evidence-based instruction on bullying prevention shall be incorporated into the curriculum for all K to 12 students.

J. Publication and Notice

Annual written notice of the relevant sections of the bullying prevention and intervention plan shall be provided to students and their parents or guardians, in age-appropriate terms.

Annual written notice of the bullying prevention and intervention plan shall be provided to all school staff. The faculty and staff at each school shall be trained annually on the bullying prevention and intervention plan applicable to the school.

Relevant sections of the bullying prevention and intervention plan relating to the duties of faculty and staff shall be included in the school employee handbook.

The bullying prevention and intervention plan shall be posted on the North Reading Public Schools website.

REFERENCES: Massachusetts Department of Elementary and Secondary Education's Model Bullying Prevention and Intervention Plan

LEGAL REFS.: Title VII, Section 703, Civil Rights Act of 1964 as amended
Federal Regulation 74676 issued by EEO Commission
Title IX of the Education Amendments of 1972
603 CMR 26.00
MGL 71:37O
MGL 265:43, 43A
MGL 268:13B
MGL 269:14A

CROSS REFS.:

Non-discrimination	ABBA, GAAB-R
Sexual Harassment	GAAB, GAAB-R, JCAD, JCAD-R
Prohibition of Hazing	JHCD, JHCD-R
Student Discipline	JD, JD-R
Student-to-Student Harassment	JCAD

First Reading June 23, 2009
Approved July 21, 2009
Revised and First Reading October 25, 2010
Approved November 8, 2010
Reviewed November 13, 2012
Revised October 7, 2013

PERSONNEL

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a. The Non-Discrimination Compliance Coordinator (NDCC) will confer with the charging party (the complainant) in order to obtain a clear understanding of that party's statement of the facts. Depending on the circumstances, the NDCC may request the complainant write a letter to the charged party (respondent) summarizing the nature of the behavior and requesting that it stop;

b. The NDCC will then attempt to meet with the respondent in order to obtain his or her response to the complaint and may request the respondent write a letter to the complainant. The NDCC will explain to the respondent that retaliation against someone who has filed a complaint is prohibited.

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GRIEVANCE/COMPLAINT PROCEDURE

f. On the basis of the NDCC's perception of the situation he or she may:

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2. Report the incident and transfer the record to the Superintendent or his/her designee and so notify the parties by certified mail,
3. Report the matter to the local police if criminal activity is potentially involved.

After reviewing the record made by the Non-Discrimination Compliance Coordinator, the Superintendent or designee has ten business days to gather the evidence necessary to decide the case, and thereafter impose any sanctions deemed appropriate, including a recommendation for a letter of reprimand or warning or a suspension of one to ten days. Termination or expulsion is subject to the requirements of due process. Notwithstanding, it is understood that in the event a resolution involves disciplinary action against an employer or a student, the complainant will not be informed of the disciplinary action unless it directly involves the complainant (i.e. a directive to “stay away” from the complainant, as might occur in a harassment complaint).

A written report of the findings will be submitted to all parties.

All parties have ten business days to appeal the decision of the findings to the School Committee. A written statement in response to the findings may be submitted on appeal, but one is not required.

The School Committee will hear the Appeal on the date of the next regularly scheduled School Committee meeting. The Appeal process is limited to a review of the existing record, unless the Committee determines that there are exigent circumstances calling for consideration of additional information. Within fifteen (15) school days of the meeting, the School Committee will provide a final disposition of the Appeal to the parties.

All the timelines, above, will be implemented, unless the nature of the investigation or other exigent circumstances prevent such implementation. In which case, the parties will be notified, and the investigation completed as quickly as possible.

Questions may be referred to:

Kathleen M. Willis, Superintendent
Tel: (978) 664-7810

Dr. Patrick C. Daly, Coordinator for Non-Discrimination Compliance
Tel: (978) 664-9557

Dr. Valerie Ardi Flynn, Interim Director of Pupil Personnel Services
Tel: (978) 664-7823

Approved June 23, 2009
Updated 8/20/10
Reviewed November 13, 2012

PERSONNEL

BUDGET PLANNING INVOLVEMENT

The North Reading School Committee shall approve a budget each fiscal year representing an amount of money sufficient for the support of its schools. The Committee delegates the task of preparing the budget to the Superintendent of Schools and his/her subordinates.

Legal Reference: Chapter 71, Section 34 of the General Laws

First Reading November 20, 1972
Approved November 27, 1972
Revised March 5, 1979
Reviewed April, 1983
Reviewed November 13, 2012

PERSONNEL

POLICIES AND RULES DEVELOPMENT INVOLVEMENT

The North Reading School Committee shall be responsible for the development and approval of policies relating to the operation of its schools. Rules and regulations predicated on approved policies shall be drafted by the Superintendent of Schools and submitted to the School Committee for review.

First Reading November 20, 1972
Approved November 27, 1972
Reviewed March 5, 1979
Reviewed April, 1983
Reviewed November 13, 2012

PERSONNEL

PROFESSIONAL DEVELOPMENT OPPORTUNITIES

The North Reading School Committee shall make available to its employees certain professional development opportunities consistent with its Statement of Educational Purpose provided that such opportunities do not interfere with the normal operation of the schools and do not exceed in cost the amount raised and appropriated for such purposes in any fiscal year.

First Reading November 27, 1972
Approved December 18, 1972
Reviewed March 5, 1979
Reviewed April, 1984
Reviewed November 13, 2012

PERSONNEL

STAFF DEVELOPMENT

Staff development is a shared responsibility. On the one hand, the school system must provide teachers and administrators with opportunities to improve their efficiency through self-instruction, on-campus in-service training, attendance at seminars and conferences sponsored by universities and professional organizations, and formal graduate study. On the other hand, staff members must take advantage of the opportunities provided in such a way as to demonstrate evidence of more complete mastery of their art. Ideally, the implementation of staff development opportunities will be the result of cooperative planning by teachers and administrators with the endorsement of the School Committee.

First Reading April 22, 1985
Approved April 29, 1985
Reviewed November 13, 2012

PERSONNEL

GRIEVANCES AND COMPLAINTS

Grievances, complaints and communications from employees not covered by a collective bargaining agreement shall not be brought before the Committee until they have been taken up with the Superintendent of Schools. Any employee or group of employees may at any time appeal to the Committee a decision by the Superintendent.

Employees or groups of employees desiring to address the Committee on any matter shall direct their communication to the Superintendent and not to individual members, except that copies of any communication may be sent to all members of the Committee.

Complaints against any employee which arise from within the membership of the Committee, or which come to the attention of the Committee, except through the Superintendent, shall be referred to the Superintendent for decision. In case either the employee or the complainant is not satisfied with the decision of the Superintendent, appeal may be taken by either party to a committee appointed by the Chairman of the Committee and final appeal may ultimately be taken to the Committee itself. No complaint shall be considered by the Committee in any other manner.

Grievances or complaints from the public shall be transmitted to the Superintendent of Schools in the manner prescribed in the paragraphs above, and if an appeal from the Superintendent's decision is desired, it may be presented to the Committee through the Superintendent. All complaints shall be in writing and no anonymous correspondence may be considered officially by the Committee.

Grievances by employees covered by a collective bargaining shall be processed in accordance with the terms of the agreement.

(This policy does not apply to employees covered by collective bargaining contracts.)

First Reading November 20, 1972
Approved November 27, 1972
Reviewed March 5, 1979
Reviewed April, 1983
Reviewed November 13, 2012

PERSONNEL

STAFF PROTECTION

The North Reading Public Schools shall endeavor to provide protection from physical harm and harassment for all employees.

Any employee who is threatened with harm is to notify his/her principal or supervisor immediately, and steps are to be taken at once to assure the employee's safety.

First Reading June 25, 1984
Approved July 16, 1984
Reviewed November 13, 2012

PERSONNEL

NEPOTISM

Members of the North Reading School Committee shall not use their influence or recommend for employment the father, mother, brother, sister, wife, son, daughter, son-in-law, daughter-in-law, sister-in-law, or brother-in-law of the Superintendent or any member of the Committee.

This provision shall not apply to any person within such relationship or relationships who has been regularly employed by the School Committee prior to the taking of office of any member of the Committee or the Superintendent of Schools, or who has been regularly employed by the School Committee prior to the inception of such relationship or relationships.

First Reading November 20, 1972
Approved November 27, 1972
Reviewed March 5, 1979
Reviewed April, 1983
Reviewed November 13, 2012

PERSONNEL

PARTICIPATION IN COMMUNITY ACTIVITIES

The North Reading School Committee encourages the participation of its employees in community activities in the belief that such participation develops a heightened sense of civic awareness and personal responsibility.

First Reading November 20, 1972
Approved November 27, 1972
Reviewed March 5, 1979
Reviewed April, 1983
Reviewed November 13, 2012

PERSONNEL

POLITICAL ACTIVITIES

School employees engaging in political activity shall make it clear that their utterances and actions are theirs as individuals, and that they, in no manner, represent the views of the school system.

First Reading November 20, 1972
Approved November 27, 1972
Reviewed March 5, 1979
Reviewed April, 1983
Reviewed November 13, 2012

PERSONNEL

SOLICITATIONS BY STAFF MEMBERS

It is the policy of the North Reading School Committee not to permit non-school related solicitations by staff members on school property.

First Reading November 20, 1972
Approved November 27, 1972
Reviewed March 5, 1979
Reviewed April, 1983
Reviewed November 13, 2012

SOLICITATIONS OF STAFF MEMBERS

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First Reading November 20, 1972
Approved November 27, 1972
Revised March 5, 1979
Reviewed April, 1983
Reviewed November 13, 2012

PERSONNEL

ETHICS REGULATIONS ON GIFT GIVING AND ACCEPTANCE

Under MGL c. 268A, public school teachers and other public employees are generally prohibited from accepting gifts valued at fifty dollars or more.

Teachers are allowed to accept a gift(s) with an aggregated value of up to a maximum of $150 per year from current public school students and/or their parents as long as the gift is identified only as being from the class, and the identity of givers and the amounts given are not identified to the recipient. Teachers may also accept a gift from a group of students that is for the classroom or school (in accordance with the policies of the school district). The teacher may not knowingly accept any additional gift from parents who participated in the group gifts.

Public employees are not allowed to give gifts to their "official superiors" and supervisors are not allowed to receive gifts from their subordinates except in the following circumstances in which occasional gifts are allowed (no disclosure is required):

- Gifts other than cash or gift certificates that are valued at no more than $10;
- Food and refreshments shared in the office;
- Personal hospitality in the employee's home that is the same as that customarily provided to personal friends;
- Gifts given in connection with the receipt of personal hospitality that are customary to the occasion, such as a bottle of wine to the host of a dinner party; and
- On special infrequent occasions such as marriage, illness, or the birth or adoption of a child;
- On special infrequent occasions that terminate the subordinate-superior relationship, such as retirement, resignation, or transfer.

The Committee endorses the practice of writing letters to staff members expressing gratitude or appreciation for services performed.

Legal Ref.: M.G.L. 268A and 268B

First Reading November 20, 1972
Approved November 27, 1972
Reviewed March 5, 1979
Reviewed April, 1983
Revised, First Reading November 19, 2012
Approved December 3, 2012

PERSONNEL

RECORDS

Records pertaining to all persons employed by the School Committee shall be kept on file in the office of the Superintendent. An employee shall have the right, upon request to the Superintendent, to review the contents of this file. No material derogatory to an employee's conduct, service, character or personality will be placed in the file unless he or she has had the opportunity to review such material. The employee shall have the right to submit a written answer to such material and the answer shall be attached to the file copy.

First Reading November 20, 1972
Approved November 27, 1972
Reviewed March 5, 1979
Reviewed April, 1983
Reviewed February 10, 1997
Reviewed November 13, 2012

PERSONNEL

C.O.R.I. REQUIREMENTS

It shall be the policy of the North Reading Public Schools to obtain all available Criminal Offender Record Information (C.O.R.I) from the criminal history systems board of prospective employee(s) or volunteer(s) of the school department including any individual who regularly provides school related transportation to children, who may have direct and unmonitored contact with children, prior to hiring the employee(s) or to accepting any person as a volunteer. State law requires that school districts obtain C.O.R.I. data for employees of taxicab companies that have contracted with the schools to provide transportation to pupils.

The Superintendent, Principal, or their certified designees shall periodically, but not less than every three years, obtain all available Criminal Offender Record Information from the criminal history systems board on all employees, individuals who regularly provide school related transportation to children, including taxicab company employees, and volunteers who may have direct and unmonitored contact with children, during their term of employment or volunteer service.

The Superintendent, Principal or their certified designees may also have access to Criminal Offender Record Information for any subcontractor or laborer who performs work on school grounds, and who may have direct and unmonitored contact with children, and shall notify them of this requirement and comply with the appropriate provisions of this policy.

Pursuant to a Department of Education C.O.R.I. Law Advisory dated February 17, 2003, "Direct and unmonitored contact with children' means contact with a child when no other C.O.R.I. cleared employee of the school or district is present. A person having only the potential for incidental unsupervised contact with children in commonly used areas of the school grounds, such as hallways, shall not be considered to have the potential for direct and unmonitored contact with children. These excluded areas do not include bathrooms and other isolated areas (not commonly utilized and separated by sight or sound from other staff) that are accessible to students."

In accordance with state law, all current and prospective employees, volunteers, and persons regularly providing school related transportation to children of the school district shall sign a request form authorizing receipt by the district of all available C.O.R.I. data from the criminal history systems board. In the event that a current employee has questions concerning the signing of the request form, he/she may meet with the Principal or Superintendent; however, failure to sign the C.O.R.I. request form may result in a referral to local counsel for appropriate action. Completed request forms must be kept in secure files. The School Committee, Superintendent, Principals or their designees certified to obtain information under this policy, shall prohibit the dissemination of school information for any purpose other than to further the protection of school children.

C.O.R.I. is not subject to the public records law and must be kept in a secure location, separate from personnel files and may be retained for not more than three years. C.O.R.I. may be shared with the individual to whom it pertains, upon his or her request, and in the event of an inaccurate report the individual should contact the criminal history systems board.

Access to C.O.R.I material must be restricted to those individuals certified to receive such information. In the case of prospective employees or volunteers, C.O.R.I material should be obtained only where the Superintendent has determined that the applicant is qualified and may forthwith be recommended for employment or volunteer duties.

The hiring authority, subject to applicable law, reserves the exclusive right concerning any employment decision made pursuant to Chapter 385 of the Acts of 2002. The employer may consider the following factors when reviewing C.O.R.I.: the type and nature of the offense; the date of the offense and whether the individual has been subsequently arrested, as well as any other factors the employer deems relevant.

Unless otherwise provided by law, a criminal record will not automatically disqualify an applicant. Rather, determinations of suitability based on C.O.R.I. checks will be made consistent with this policy and any applicable law or regulations.

If a criminal record is received from the Criminal History Systems Board (CHSB), the Superintendent will closely compare the record provided by CHSB with the information on the C.O.R.I. request form and any other identifying information provided by the applicant, to ensure the record relates to the applicant.

If the district is inclined to make an adverse decision based on the results of the C.O.R.I. check, the applicant will be notified immediately. The applicant shall be provided with a copy of the criminal record and the district's C.O.R.I. policy, advised of the part(s) of the record that make the individual unsuitable for the position or license, and given an opportunity to dispute the accuracy and relevance of the C.O.R.I. record.

The Superintendent shall ensure that on the application for employment and/or volunteer form there shall be a statement that as a condition of employment or volunteer service the school district is required by law to obtain Criminal Offender Record Information for any employee, individual who regularly provides school related transportation, or volunteer who may have direct and unmonitored contact with children. Current employees, persons regularly providing school related transportation, and volunteers shall also be informed in writing by the Superintendent prior to the periodic obtaining of their Criminal Offender Record Information.

The Superintendent shall amend employment applications to include questions concerning criminal records (see attachment) which the Massachusetts Commission against Discrimination has determined may be legally asked of prospective employees. Any employment application which seeks information concerning prior arrests or convictions of the applicant shall include the following statement: "An applicant for employment with a sealed record on file with the commissioner of probation may answer 'no record' with respect to an inquiry herein relative to prior arrests, criminal court appearances or convictions. An applicant for employment with a sealed record on file with the commissioner of probation may answer 'no record' to an inquiry herein relative to prior arrests or criminal court appearances. In addition, any applicant for employment may answer 'no record' with respect to any inquiry relative to prior arrests, court appearances and adjudications in all cases of delinquency or as a child in need of service which did not result in a complaint transferred to the superior court for criminal prosecution."

Records sealed pursuant to law shall not operate to disqualify a person in any examination, appointment or application for public service on behalf of the Commonwealth or any political subdivision thereof.

The Superintendent shall revise contracts with special education schools and other providers to require a signed statement that the provider has met all the legal requirements of the state where it is located

relative to criminal background checks for employees and others having direct and unmonitored contact with children.

As soon as possible after the district obtains the certification from the criminal history systems board to receive C.O.R.I. data, the Superintendent shall obtain such data for any person then providing volunteer service, as a condition of continued service.

SOURCE: MASC 2005

LEGAL REFS: M.G.L.71:38R, 151B, 276, §.100A, St.2002, c.385
MCAD Regulations and D.O.E. Advisory on C.O.R.I. Law (Feb 17, 2003)
803 CMR 3.05 (Chapter 149 of the Acts of 2004)

First Reading, November 19, 2012
Approved December 3, 2012

PERSONNEL, PROFESSIONAL

PROFESSIONAL PERSONNEL SECTION

The following certified personnel are considered professional employees by the North Reading School Committee (excluded here are the Superintendent of Schools, Director of Finance and Operations and other school management and supervisory personnel classified under CG policies).

Elementary School Teachers
Secondary School Teachers
Special Subject Teachers
Special Education Teachers and Therapists
Guidance Counselors
Adjustment Counselors
Teachers of the Deaf and Hard of Hearing
School Psychologists
Librarians
Technology Integration Specialists
Nurses

First Reading November 20, 1972
Approved November 27, 1972
Reviewed March 5, 1979
Reviewed April, 1983
Revised, First Reading November 19, 2012
Approved December 3, 2012

PERSONNEL, PROFESSIONAL

COMPENSATION GUIDES AND CONTRACTS

Refer to the current agreement between the North Reading Education Association and the North Reading School Committee.

Reviewed November 13, 2012

PERSONNEL, PROFESSIONAL

STAFF RECOGNITION

The School Committee appreciates the on-going commitment and contributions made by staff to students and the North Reading Public Schools. The Committee authorizes the Superintendent to implement a program of on-going staff recognition for accomplishments. Four levels of staff recognition will be given.

Certificates of Appreciation or Accomplishment
Certificate of Service
Professional Development Program
Special Staff Recognition

Certificates of Appreciation or Accomplishment

Based upon the recommendation of the Superintendent and/or an Administrator, the Committee or the Superintendent may present a Certificate of Appreciation or Certificates of Accomplishment to individual staff members. Such certificates will be presented in recognition of achievements and/or contributions made by individual staff members.

Certificates of Service

Certificates of Service will be presented by the Committee to individual staff members in recognition of their years of service to the North Reading Public Schools upon completion of ten (10) years and twenty five (25) years of service and/or upon retirement. Ten-Year and Twenty-five Year Certificates will be presented annually.

Professional Development

The Committee supports and encourages staff participation in professional development. The Committee authorizes the Superintendent to implement an on-going Professional Development Program.

Special Staff Awards

From time to time it is appropriate and fitting that the School Committee recognizes the individual contributions of staff members. Recommendations for such awards may come from the staff, parents, the community, and/or the School Committee. The Committee will treat such awards on an individual basis.

First Reading April 2, 1997
Approved April 28, 1997
Reviewed November 13, 2012

PERSONNEL, PROFESSIONAL

PROFESSIONAL STAFF HIRING

Through its employment policies, the District will strive to attract, secure, and hold the highest qualified personnel for all professional positions. The selection process will be based upon awareness to candidates who will devote themselves to the education and welfare of the children attending the schools.

It is the responsibility of the Superintendent, and of persons to whom he or she delegates this responsibility, to determine the personnel needs of the school system and to locate suitable candidates. No position may be created without the approval of the School Committee. The District's goal is to employ and retain personnel who are motivated, will strive always to do their best, and are committed to providing the best educational environment for the children.

It will be the duty of the Superintendent to see that persons considered for employment in the schools meet all certification requirements and the requirements of the Committee for the type of position for which the nomination is made.

The following guidelines will be used in the selection of personnel:

1. There will be no discrimination in the hiring process due to age, sex, gender identity, creed, race, color, national origin, disability, sexual orientation or place of residence.

2. The quality of instruction is enhanced by a staff with a wide variation in background, educational preparation, and previous experience.

3. The administrator responsible for the hiring of a staff member (in the case of District-wide positions, for the position of Principals, it is the Superintendent; for building-based personnel, it is the Principal) is directed to establish a representative screening committee. The administrator has the final say in determining who will be hired but it is expected that the screening committee's input will be a factor in the decision. For those positions where the hiring authority rests with the School Committee a representative screening committee may be established by the School Committee or the School Committee may direct the Superintendent to establish a screening committee to assist the Superintendent in making his recommendation to the School Committee. The Superintendent will notify the School Committee of all staff appointments.

SOURCE: MASC (Updated: June 2012)

LEGAL REFS: M.G.L. 69:6; 71:38; 71:38G; 71:39; 71:45

First Reading June 25, 1984
Approved July 16, 1984
Revised, First Reading January 25, 1999
Approved February 8, 1999
Revised, First Reading November 19, 2012
Approved December 3, 2012

PERSONNEL, PROFESSIONAL

APPOINTMENT OF COACHES AND EXTRA-CURRICULAR ADVISORS

Coaches and extra-curricular advisors shall be appointed on an annual basis. Job postings shall be made whenever vacancies occur.

As a general rule, the Superintendent shall recommend the appointment of coaches to the School Committee not later than August for fall sports, November 1 for winter sports, and February 1 for spring sports, and shall recommend the appointment of extra-curricular advisors a month before such activities are scheduled to commence. In each case, those individuals who are being reappointed to the same position should be listed as such. All others should be listed as new appointments.

When unusual circumstances such as the lack of qualified applicants or the lack of adequate funding prevent adherence to the schedule described above, the Superintendent shall bring the problem to the attention of the School Committee on schedule and make recommendations at the earliest possible time thereafter.

First Reading, November 5, 1990
Approved, November 19, 1990
Reviewed June 17, 1991
Reviewed November 13, 2012

PERSONNEL, PROFESSIONAL

PROFESSIONAL GROWTH AND EVALUATION PLAN FOR TEACHERS

The North Reading School Committee believes that the purpose of professional growth and evaluation is to maximize the opportunities for a teacher to grow in his/her professional work in the North Reading Public Schools. A structure should be established to improve teaching and learning by creating a comprehensive understanding of a teacher's work, by supporting professional development, by providing feedback on professional performance, and by ensuring accountability. All teachers have a responsibility to engage in continuous learning and reflection. The school system has the responsibility to ensure that high quality learning environments are provided for all children.

To that end the North Reading Public Schools has adopted the MADESE Educator Evaluation System.

All teachers will demonstrate adherence to the following standards of effective teaching:

I. Curriculum, Planning and Assessment
II. Teaching All Students
III. Family and Community Engagement
IV. Professional Culture

First Reading October 27, 1976
Approved November 10, 1997
Revised, First Reading November 19, 2012
Approved December 3, 2012

PERSONNEL, PROFESSIONAL

PROFESSIONAL STATUS

The North Reading School Committee, in electing a teacher for three previous consecutive school years, shall employ the teacher at discretion; but the School Committee may elect a teacher who has served for not less than one school year to serve at such discretion. A teacher not serving at discretion shall be notified in writing on or before June 15 whenever such person is not to be employed for the following school year. Unless such notice is given, a teacher not serving at discretion shall be deemed to be appointed for the following school year.

Legal Reference: Chapter 71, Section 41 of the General Laws

First Reading November 20, 1972
Approved November 27, 1972
Reviewed April, 1983
Revised, First Reading November 19, 2012
Approved December 3, 2012

PERSONNEL, PROFESSIONAL

RETIREMENT

Licensed professional employees must contribute a fixed percentage of their salary determined by date of entry into the teachers' retirement system, to the retirement fund as mandated under Chapter 32 of the General Laws.

The maximum contribution at the time of the approval of this policy was eleven percent (11 %).

First Reading March 5, 1984
Approved March 12, 1984
Revised, First Reading November 19, 2012
Approved December 3, 2012

PERSONNEL, PROFESSIONAL

DEATH OF STUDENT OR FACULTY MEMBER

In the event a student or faculty member dies during the school year, classes will remain in session the day of the funeral unless the School Committee or its designee declares that the situation demands that classes be suspended, but all students and faculty members shall be given the opportunity to attend the services. Transportation shall be privately arranged.

Appropriate in-school activities shall be planned for those students and faculty members who do not attend the funeral.

First Reading May 23, 1977
Approved June 6, 1977
First Reading May 11, 1987
Approved May 18, 1987
Reviewed November 13, 2012

PERSONNEL, PROFESSIONAL

HEALTH EXAMINATIONS

All new employees must have a screening examination and be certified as free from tuberculosis in a communicable form before beginning employment in the North Reading Public Schools.

Legal Reference: Chapter 71, Section 55B of the Massachusetts General Laws as amended by Chapter 85, Acts of 1981

First Reading November 20, 1972
Approved November 27, 1972
Reviewed April, 1983
Reviewed November 13, 2012

PERSONNEL, PROFESSIONAL

FIRST AID

The North Reading School Committee recognizes the need for first aid to be given to students and staff personnel. First aid is the immediate and temporary care given to a student or staff member at the time of an accident or sudden illness until he/she can be returned to class or work, sent home, or the services of a physician obtained. It includes only those procedures that can be applied by non-medical persons to save a life, to prevent further injury, or to reduce suffering. It does not include diagnosis or medical treatment. Nurses and other school personnel are not legally authorized to diagnose or give treatment beyond first aid. The school is not to be considered a hospital or clinic.

It is not possible for all first aid to be done by the school nurse. Therefore, the procedures for first aid will be stated in the School Health Services Policies and Procedures booklet in such a way that they can be followed by the non-nursing personnel. The nurses are available if there are questions about a student's or worker's condition or about the first aid to be rendered in a particular situation.

In accordance with the provisions of Chapter 71, Section 55A of the General Laws, no public school teacher and no collaborative school teacher, no principal, secretary to the principal, nurse or other public schools or collaborative school employee who, in good faith, renders emergency first aid or transportation to a student who has become injured or incapacitated in a public school or collaborative school building or on the grounds thereof shall be liable in a suit for damages as the result of his acts or omissions either for such first aid or as a result of providing such emergency transportation to a place of safety, nor shall such person be liable to a hospital for its expenses if under such emergency conditions he causes the admission of such injured or incapacitated student, nor shall such person be subject to any disciplinary action by the School Committee, or collaborative board of such collaborative for such emergency first aid or transportation.

First Reading October 21, 1976
Approved November 8, 1976
Reconfirmed June 20, 1988
First Reading November 7, 1988
Approved November 21, 1988
Reviewed November 13, 2012

PERSONNEL, PROFESSIONAL

TRAVEL EXPENSES, IN-STATE

Any person employed by the School Department who must use a private vehicle for travel from the first work location on a given day to another work location or locations in the same day will be reimbursed at the mileage rate established for town employees.

A record of the point of origin, destination and miles traveled for each trip must be maintained by the employee and approved by the Director of Finance and Operations. Expenses submitted by the Director of Finance and Operations are approved by the Superintendent.

This policy does not apply to situations in which an entire faculty or a large group of teachers must travel to a particular school building for a required meeting.

First Reading November 20, 1972
Approved November 27, 1972
Revised, First Reading November 17, 1975
Approved December 1, 1975
Reviewed April, 1983
Revised, First Reading November 19, 2012
Approved December 3, 2012

PERSONNEL, PROFESSIONAL

CONSULTING

The North Reading School Committee encourages its professional employees to act as consultants to other school systems, community agencies, and research organizations provided that such activity does not interfere with their duties and responsibilities as employees of the North Reading Public Schools.

First Reading December 4, 1972
Approved December 18, 1972
Reviewed April, 1983
Reviewed November 13, 2012

PERSONNEL, PROFESSIONAL

TUTORING FOR PAY

The North Reading School Committee will allow its professional employees to receive payment from outside sources for tutoring services provided that (a) such services do not interfere with their duties and responsibilities as employees of the North Reading Public Schools, and (b) that such services are not offered to students in their regularly assigned classes. This would be considered a "conflict of interest." No paid tutoring by individual North Reading Public School employees on school sites is permitted.

First Reading December 4, 1972
Approved December 18, 1972
Reviewed April, 1983
Revised, First Reading November 19, 2012
Approved December 3, 2012

PERSONNEL, PROFESSIONAL

LEAVE WITHOUT PAY

Upon written application in advance and with the recommendation of the Superintendent, the School Committee may grant a leave of absence without pay for a period not to exceed one year to a teacher who has fulfilled the terms of his contract for five consecutive full school years for the purpose of engaging in a planned activity which will benefit the school system. Under ordinary circumstances, the leave will be granted only to a teacher who can demonstrate that his professional performance will be improved as a result of the leave.

A leave of absence without pay for a one year period may also be granted to a teacher if, in the opinion of the School Committee, the best interests of the School System would be served by granting such a leave.

First Reading May 7, 1973
Approved May 21, 1973
Revised, First Reading February 2, 1981
Approved February 9, 1981
Reviewed, April 1983
Reviewed November 13, 2012

PERSONNEL, PROFESSIONAL

ADMINISTRATIVE CONFERENCES AND VISITATIONS

The Superintendent of Schools may authorize professional leave for attendance of administrators at state, regional and national meetings without loss of pay. The number of absences allowable for professional leave is a question of judgment on the part of the Superintendent. In determining what professional leaves are justified, the Superintendent shall take into consideration how much money has been budgeted and how the money budgeted can be expended so as to maximize the educational benefit to the system.

First Reading July 16, 1974
Approved August 29, 1974
Reviewed April, 1983
Revised, First Reading November 19, 2012
Approved December 3, 2012

PERSONNEL, PROFESSIONAL

EXCHANGE TEACHING

Each year the North Reading School Committee will permit one of its teachers to exchange responsibilities with a teacher from another school system for a period not to exceed one year under the following conditions:

1. The qualifications and experience of the exchange teacher will be equal to those of the North Reading teacher

2. The exchange teacher will bring to North Reading some unique talent or quality which will be of direct benefit to the students of North Reading

3. There will be no cost to the Town of North Reading.

First Reading December 4, 1972
Approved December 18, 1972
Reviewed April, 1983
Reviewed November 13, 2012

FAMILY MEDICAL LEAVE

ELIGIBILITY

An employee with at least twelve (12) months of employment, or at least 1,250 hours of service during the twelve (12) months before the leave, and who has a qualifying personal or family illness or other qualifying circumstance may seek an unpaid Family and Medical Leave by applying to the Superintendent in writing and submission of required information and certification.

TYPES OF FAMILY AND MEDICAL LEAVE

An employee may qualify for Family and Medical Leave for any of the following reasons:

- For incapacity due to pregnancy, prenatal medical care or child birth; an employee who does not have sufficient length of service under the Family and Medical Leave may be eligible for a leave under the Massachusetts Maternity Leave Act and related policy;

- To care for an employee's child after birth, or placement for adoption or foster care; an employee who does not have sufficient length of service under the Family and Medical Leave may be eligible for a leave under the Massachusetts Maternity Leave act and related policy;

- For a serious health condition that makes an employee unable to perform his or her job.

- To care for an employee's spouse, parent, or child under age 18 who has a serious health condition, or son or daughter age 18 years or older who is incapable of self-care;

- To care for a pregnant spouse who is incapacitated during her prenatal care, or following the birth of a child if the spouse has a serious health condition;

- To care for an employee's spouse, parent, or child who is a covered service member and who has a serious health condition arising out of military service;

- To handle certain qualifying family exigencies arising out of an order to active duty in the military of an employee's spouse, parent, or child in support of a contingency operation.

A "serious health condition" means an illness, injury, impairment or physical or mental condition that involves one or more of the following:

- Inpatient hospitalization;

- Hospice or residential medical care facility;

- Continuing treatment by a health care provider due to incapacity caused by a health condition that lasts for more than three consecutive days and requires multiple health care visits or a regimen of continuing treatment;

- Period of incapacity involving pregnancy or prenatal care;

- Period of incapacity for a chronic, serious health condition that requires periodic visits for health care;

- Period of incapacity that is permanent or a long-term condition requiring medical supervision; or

- Period of absence to receive multiple treatments for restorative surgery or for a condition that would likely result in a period of incapacity of more than three days without medical intervention and treatment.

REQUEST AND NOTICE

At least thirty (30) days' written notice of the request for leave should be given to the Superintendent, whenever possible. If an employee cannot give the full amount of advance notice, he or she should give as much notice as possible under the circumstances. If an employee fails to provide any notice or to comply with any obligations set out in this policy, his or her request for leave may be denied or the approval of the leave may be modified.

CONFIRMATION OF LEAVE

An employee requiring leave must provide the Superintendent with the reason for the requested leave so that the Superintendent can make a preliminary determination of whether the employee qualifies for this type of leave. The Superintendent will respond in writing and confirm receipt of the request, and inform the employee whether the leave has been approved, denied, or conditionally approved pending medical certification or other information.

An employee requesting a Family and Medical Leave is required to provide medical certification. Under most circumstances, medical certification must be provided within fifteen (15) calendar days of conditional approval. Further medical verification may be required during the leave, depending on the circumstances. Moreover, an employee on leave may be contacted periodically for an update concerning status and anticipated date of return to work. An employee is expected to respond fully to such requests for information.

An employee may have a medical basis to request to take a Family and Medical Leave intermittently or on a reduced leave schedule for one of the qualifying reasons. Medical certification will be required and approval is subject to the special rules applicable to schools and its instructional employees. If the qualifying reason for the leave is the birth and care of a healthy newborn, or placement for adoption and foster care, use of an intermittent leave or reduced leave schedule is *subject to approval by the Superintendent for extraordinary circumstances*. Leave must begin and continue on consecutive days following the birth or placement of a child.

LENGTH OF LEAVE

An employee is entitled to a maximum of twelve (12) weeks of Family and Medical Leave during a 12-month period. The 12-month period is a rolling period, which means it is measured backward from the date an employee begins a Family and Medical Leave. Thus, any period as a Family and Medical Leave will be

deducted from the employee's maximum entitlement. Any leave which qualifies as a Family and Medical Leave will be counted toward the twelve (12) weeks of available leave. An employee may be eligible for an extended period of leave of up to twenty-six (26) weeks during a 12- month period to care for a spouse, parent, or child who is a covered service member and who has a serious health condition arising out of military service. An employee may be eligible for up to twelve (12) weeks of leave during a 12-month period to handle certain qualifying family exigencies arising out of an order to active duty.

Where spouses are both employed by the Town of North Reading and are eligible for a Family and Medical Leave they may be limited to a combined total of twelve (12) weeks leave during any 12-month period if the leave is taken for the birth of a child, adoption, placement of foster care, or to care for the child, or to care for the employees' parent with a serious health condition.

SPECIAL RULES APPLICABLE TO EMPLOYEES OF SCHOOLS

An employee will be eligible for return to a substantially equivalent position at the expiration of the leave with the same benefits and pay, except that an employee who otherwise would have been subject to an action of non-renewal or lay-off if he or she had not been on leave, may not be eligible to return. An employee on a Family and Medical Leave is entitled to the same, but not more favorable, terms and conditions of employment as other employees.

Certain special rules apply to the instructional employees of public elementary and secondary schools. As defined by the federal regulations, "instructional employee" is one whose principal function is to teach and instruct students. This term includes coaches, special education assistants, and teaching assistants whose primary role is instruction, but it does not include counselors, psychologists, curriculum specialists, and other auxiliary personnel. Under these special rules, "academic term" means the end of the school term that falls near the beginning of the calendar year and the end of the school year in June.

An instructional employee who begins leave more than five weeks before the end of an academic term may be required to continue taking leave until the end of the term if –the leave will last at least three weeks, and the employee would return to work during the three-week period before the end of the academic term.

An instructional employee who begins leave for a purpose other than the employee's own serious health condition during the five-week period before the end of the academic term may be required to continue taking leave until the end of the term if – the leave will last more than two weeks, and the employee would return to work during the two-week period before the end of the academic term.

An instructional employee who begins leave for a purpose other than the employee's own serious health condition during the three-week period before the end of an academic term, in cases where the leave will last more than five working days, may be required to continue taking leave until the end of the term.

Under certain circumstances where an employee obtains certification of medical necessity for a leave on an intermittent basis or reduced schedule, the employee may be required to choose between a leave for a period of a particular duration or a temporary transfer to an available alternative position with equivalent pay and benefits for which the employee is qualified, and which better accommodates recurring periods of leave.

CERTIFICATION BEFORE RETURN

Before an employee may return from a personal medical leave that has continued for more than ten (10) consecutive work days, the employee's health care provider shall be required to certify that the employee is able to resume the essential functions and duties of his or her job.

USE OF PAID SICK LEAVE

An employee's available paid sick leave may be applied to a portion of the unpaid Family and Medical Leave for the employee's own serious health condition, incapacity, or disability or under a provision of an applicable collective bargaining agreement. Where an employee is eligible to use paid sick leave, the paid leave runs concurrent with, not in addition to, the unpaid portion of the Family and Medical Leave.

Further, an employee may request to apply up to a maximum of five (5) paid sick days for the care of a seriously ill or disabled immediate family member. An employee may request to apply up to a maximum of ten (10) consecutive paid sick days for the care of a newborn child or a child from the placement by adoption or foster care and such use of paid sick days begins immediately following the birth, adoption, or foster placement. Further, an employee may request to use her available paid sick days during her leave for any period of her own incapacity, disability, medical or physical needs related to her pregnancy or childbirth.

MAINTENANCE OF HEALTH BENEFITS

An employee's medical and dental insurance coverage will continue, provided that the employee pays the regular employee share of such coverage on a timely basis. During any paid portion of the leave, the employee share of the premiums will be deducted from the employee's pay. During any unpaid portion of the leave, the employee will be required to pay the employee share in accordance with a payment schedule. If a payment due is more than thirty (30) days late, the Town of North Reading shall give notice of the date that it will cease providing the benefits until the date when the employee returns to work. Also, if the employee does not return to work, and the employee's failure to return to work is not due to the continuation, recurrence or onset of a serious health condition, North Reading is entitled to recover the premium(s) that it paid for maintaining the employee's health coverage during the leave.

COLLECTIVE BARGAINING AGREEMENTS

The provisions of this policy are intended to comply with, not supersede, any applicable provisions of a collective bargaining agreement.

Legal References:

Family and Medical Leave Act (FMLA), 29 U.S.C. § 2601, *et.seq.*
Rules and Regulations of the Family and Medical Leave Act, 29 CFR Part 825.600 through 825.604 *"Special Rules Applicable to Employees of Schools"*
Massachusetts Maternity Leave Act (MMLA), Mass. Gen. L. c. 149, § 105D

First Reading June 13, 2011
Approved June 27, 2011
Reviewed November 13, 2012

PERSONNEL, PROFESSIONAL

MASSACHUSETTS MATERNITY LEAVE (MMLA)

An employee who does not have sufficient time of service to be eligible for a Family and Medical Leave may apply in writing to the Superintendent for an unpaid leave under the Massachusetts Maternity Leave Act ("MMLA") as long as she has been employed for at least ninety consecutive (90) calendar days. She may take a leave for the period close in time to preparing for and giving birth; or caring for a newborn or a newly-adopted/or foster child under 18 or a child under 23 with mental or physical disabilities. Under this Section of this Agreement, the unpaid MMLA leave is up to a maximum of twelve (12) weeks. An employee who has sufficient time of service for an FMLA Leave may nonetheless apply in writing to the Superintendent under this Section and the leave will be counted toward the twelve (12) weeks of maximum available leave under the FMLA. Under this Section of this Agreement, an employee is eligible to apply for up to ten (10) consecutive days of available paid sick leave beginning immediately following the birth of a child or the adoption/foster placement during an unpaid MMLA leave. However, an employee applying for leave under this Section may also request to apply for additional available paid sick leave for any period during this leave of her own disability, and her medical or related physical needs related to childbirth. The Superintendent will respond in writing with notice of applicable requirements, such as a physician's certification.

Nothing in this Section of this Agreement is intended to restrict an employee's benefits under the Massachusetts Maternity Leave Act, nor is intended to expand the benefits under the MMLA, except as stated in this Section of this Agreement or under another provision of this Agreement.

Ref. Mass. Gen. L. c. 149, § 105D

August, 2011
Reviewed November 13, 2012

PERSONNEL, PROFESSIONAL

INSURANCE COVERAGE FOR SCHOOL PERSONNEL

It is the policy of the North Reading School Committee to provide workmen's compensation insurance and liability insurance for all salaried employees.

Personnel who work on a voluntary basis, e.g., athletic coaches, library volunteers, etc., will be provided with liability insurance coverage under what is commonly known as an "Errors and Omissions" policy. Workmen's compensation is not available to volunteers.

First Reading March 4, 1985
Approved March 11, 1985
Reviewed November 13, 2012

PERSONNEL, PROFESSIONAL

SMOKING

In accordance with the Massachusetts General Laws, Chapter 71, Section 37H, the use of tobacco products is prohibited within school buildings and facilities, on school grounds, school buses, or related functions.

Employees and students violating this policy will be subject to proper disciplinary action. All other individuals violating this policy will be instructed to leave the school premises and return after dispensing of materials off the grounds.

First Reading January 9, 1989
Approved January 23, 1989
Revised, First Reading September 12, 1994
Approved September 27, 1994
Reviewed September, 1995
Reviewed November 13, 2012

PERSONNEL, PROFESSIONAL

DRUG-FREE WORKPLACE

The North Reading School Committee shall provide a drug-free workplace in accordance with Section 5145 of the Federal Drug-Free Schools and Communities Act Amendments of 1989 (P.L. 101-226) and shall certify that it will:

1. Notify all employees in writing that the unlawful manufacture, possession, use, distribution, dispensing, or being under the influence of any alcoholic beverage or any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, any other controlled substance *(as defined in Mass. General Laws, Chapter 94C)* or intoxicant of any kind on school grounds at any time or off the school grounds at any school activity, function or event is prohibited. Use of a drug authorized by a medical prescription from a registered physician shall not be considered a violation of the regulation.
2. Impose sanctions, up to and including suspension or termination of employment and/or referral for prosecution, on all employees who violate this policy.
3. Establish a drug-free awareness program to inform employees about the dangers of drug abuse in the workplace; the School Committee's policy of maintaining a drug-free workplace; and available drug counseling, rehabilitation, and employee assistance programs; and the penalty that may be imposed on employees for drug abuse violations occurring in the workplace.
4. Make it a requirement that each employee whose employment is funded by a federal grant be given a copy of the statement as required.
5. Notify the employee in the required statement that as a condition of employment under the grant, the employee will abide by the terms of the statement, and will notify the district of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction.
6. Notify the federal agency within ten days after receiving notice from an employee or otherwise receiving notice of such conviction.
7. Take one of the following actions within 30 days of receiving notice with respect to any employee, up to and including termination; or require such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state or local health law enforcement, or other appropriate agency.
8. Make a good faith effort to continue to maintain a drug-free workplace through implementation of all provisions of this policy.

First Reading July 1, 1990
Approved August, 1990
Revised November 24, 1998
Approved December 7, 1998
Reviewed November 13, 2012

PERSONNEL, NONCERTIFIED

COMPENSATION GUIDES AND CONTRACTS

Refer to the current agreements between the North Reading School Committee and the following groups:

The North Reading School Secretaries' Association

The North Reading Federation of Paraprofessionals, Local 4972, AFT Massachusetts, AFL-CIO

The American Federation of State, County and Municipal Employees, Council 93, Local 1703, AFL-CIO

NON-CERTIFIED PERSONNEL

REVIEW OF SALARY SCHEDULE

It is the policy of the North Reading School Committee to review the salary and benefits of employees not covered by collective bargaining agreements annually.

First Reading May 7, 1984
Approved May 21, 1984
Reviewed November 13, 2012

NONCERTIFIED PERSONNEL

PAYROLL PERIODS

All noncertified personnel shall be paid weekly.

First Reading December 4, 1972
Approved December 18, 1972
Reviewed April, 1983
Reviewed November 13, 2012

NONCERTIFIED PERSONNEL

SALARY CHECKS AND DEDUCTIONS

Taxes, both Federal and State, will be withheld.

Contributions to the County Retirement System will be withheld for all eligible to join the system.

The employee's share of the cost of health and life insurance will be withheld for those, who join this plan.

Funds may be withheld for full-time employees electing to buy tax sheltered annuities.

First Reading December 4, 1972
Approved December 18, 1972
Reviewed April, 1983
Reviewed November 13, 2012

NONCERTIFIED PERSONNEL

HEALTH AND LIFE INSURANCE WITHHOLDING

All noncertified personnel who work a minimum of 20 hours per week are eligible to join the Town health and life insurance plan. If employees elect to join, their share will be withheld from their pay weekly.

First Reading December 4, 1972
Approved December 18, 1972
Revised and Reviewed, April, 1983
Revised, First Reading November 19, 2012
Approved December 3, 2012

NONCERTIFIED PERSONNEL

TAX SHELTERED ANNUITIES

All full-time personnel can elect to have funds withheld from their pay for a tax sheltered annuity plan.

First Reading December 4, 1972
Approved December 18, 1972
Reviewed November 13, 2012

NONCERTIFIED PERSONNEL

WORKMEN'S COMPENSATION

Employees are covered by Workmen's Compensation. An employee incapacitated from illness or injury arising out of employment shall be entitled to the benefits and be subject to the provisions of the General Laws, Chapter 152. Such workers must report to the Superintendent's Office before returning to work.

First Reading December 4, 1970,
Approved December 18, 1972
Reviewed, April, 1983
Reviewed November 13, 2012

NONCERTIFTED PERSONNEL

APPOINTMENT NOTIFICATION

The School Committee shall be notified of the appointment of noncertified personnel at the next regularly scheduled meeting.

First Reading January 22, 1973
Approved February 5, 1973
Reviewed April, 1983
Reviewed November 13, 2012

NONCERTIFIED PERSONNEL

UNIFORMS

If an employee is required to wear a uniform such uniform will be furnished by the School Department as described in the employee's contract agreement.

First Reading January 22, 1973
Approved February S, 1973
Reviewed April, 1983
Revised, First Reading November 19, 2012
Approved December 3, 2012

NONCERTIFIED PERSONNEL

DISCIPLINARY ACTION

Disciplinary action may result at the recommendation of an employee's supervisor subject to the approval of the Superintendent of Schools. The Superintendent shall have the authority to warn, dismiss, demote, or suspend any employee for just cause. An employee shall have the right to appeal such action through the grievance procedure.

First Reading January 22, 1973
Approved February 5, 1973
Reviewed and Revised, April, 1983
Reviewed November 13, 2012

NONCERTIFTED PERSONNEL

EVALUATION

At any time the employee's performance warrants, a review will be made and discussed with the employee. In accordance with the employee group's contract agreement, each employee will receive a performance review which shall be the basis for his advancement to the next step on the salary schedule pertaining to his classification. This performance review will be presented to the employee for signature only as evidence that he has seen it. It will become a part of the employee's file.

First Reading January 22, 1973
Approved February 5, 1973
Reviewed April, 1983
Revised, First Reading November 19, 2012
Approved December 3, 2012

NONCERTIFIED PERSONNEL

INCREMENTS FOR SERVICE PROMOTION

Noncertified employees will be eligible to receive a periodic increment when appropriate, based on the salary scale in effect at that time. Regular part-time personnel shall progress in the schedule to which they are assigned.

First Reading January 22, 1973
Approved February 5, 1973
Reviewed April, 1983
Reviewed November 13, 2012

NONCERTIFIED PERSONNEL

TRANSFER FROM LOWER TO HIGHER CLASSIFICATION

An employee promoted to a higher classification shall at the beginning of his probationary period in the new position be placed at a salary step equal to that which he had been earning in the lower classification. Upon satisfactory completing the probationary period, the employee may advance to the next salary step in his new classification.

First Reading January 22, 1973
Approved February 5, 1973
Reviewed April, 1983
Reviewed November 13, 2012

NONCERTIFIED PERSONNEL

IN-SERVICE TRAINING

All noncertified employees may be required to attend special in-service training courses that are provided for them before they can be advanced on the salary schedule. Each employee shall attend all meetings set up for him/her. Exemption may be granted in specific cases by the Superintendent of Schools.

First Reading January 22, 1973
Approved February 5, 1973
Reviewed April, 1983
Reviewed November 13, 2012

NONCERTIFIED PERSONNEL

TRANSFER

Noncertified employees are subject to reassignment at any time, but particularly during school vacation periods. Assignments made during vacation periods are understood to be temporary unless made permanent by a written communication from the Superintendent or designee. No change in salary or classification is implied in a temporary assignment. In all cases, the reasons for reassignment shall be discussed with the employee.

First Reading January 22, 1973
Approved February 5, 1973
Reviewed April, 1983
Reviewed November 13, 2012

NONCERTIFIED PERSONNEL

SEPARATION

If for any reason (i.e., lack of funds, elimination of position, etc.) dismissal of an employee or employees becomes necessary, at least two weeks written notice shall be given.

First Reading January 22, 1973
Approved February 5, 1973
Reviewed April, 1983
Reviewed November 13, 2012

NOTICE OF DISMISSAL OR RESIGNATION TO COMMITTEE

The School Committee shall be notified of the resignation or dismissal of noncertified personnel at the next regularly scheduled meeting after such action.

First Reading January 22, 1973
Approved February 5, 1973
Reviewed April, 1983
Reviewed November 13, 2012

NONCERTIFIED PERSONNEL

REINSTATEMENT (SICK LEAVE BENEFITS)

A regular employee who severs all official connection with the school system only to be rehired within a calendar year shall receive credit for all sick leave accrued during the prior employment period.

First Reading February 5, 1973
Approved February 26, 1973
Reviewed and Revised, April 1983
Reviewed November 13, 2012

NONCERTIFIED PERSONNEL

REINSTATEMENT OF FORMER EMPLOYEE

An employee, re-employed for a position formerly held or another in the same grade, may be paid at a step within the range of the grade most nearly comparable to the one formerly held.

First Reading February 5, 1973
Approved February 26, 1973
Reviewed April, 1983
Reviewed November 13, 2012

NONCERTIFIED PERSONNEL

RETIREMENT

Retirement System - All noncertified personnel who qualify automatically become members of the Middlesex County Retirement System. A deduction will be made from earnings for this purpose and the employee shall receive the benefits which such membership provides.

First Reading February 5, 1973
Approved February 26, 1973
Revised August, 1981
Reviewed April, 1983
Reviewed November 13, 2012

NONCERTIFIED PERSONNEL

WORKING CONDITIONS AND BENEFITS

It is the policy of the School Committee to apply any benefits negotiated by unionized employees to non-certified and non-unionized personnel where they are applicable. The School Committee will annually review and revise the benefits of all non-certified and non-unionized employees.

First Reading June 11, 1984
Approved June 18, 1984
Reviewed November 13, 2012

NONCERTIFIED PERSONNEL

OVERTIME PAY

Overtime will be paid in accordance with State and Federal laws relating to hours and wages where applicable.

First Reading February 5, 1973
Approved February 26, 1973
Reviewed April, 1983
Reviewed November 13, 2012

PERSONNEL

AWARD OF MERIT

It is the policy of the North Reading School Committee to recognize outstanding contributions to the school system and/or the children of North Reading. This recognition shall be in the form of an Award of Merit based upon standards for such awards.

First Reading April 29, 1975
Approved May 20, 1975
Reviewed, April, 1983
Reviewed November 13, 2012

PERSONNEL

NON-CERTIFIED STAFF RECRUITING

All applications for positions not requiring certification will be processed by the immediate supervisor of that position or designee.

Applications will be screened by the supervisor or designee and qualified candidates will be interviewed. Reference checks must be secured prior to recommendation for employment and forwarded to the Superintendent or designee by the appropriate director or supervisor.

First Reading June 11, 1984
Approved June 18, 1984
Revised, First Reading November 19, 2012
Approved December 3, 2012