

**LOS ALAMOS PUBLIC SCHOOLS**

**EMPLOYEE HANDBOOK**

**SCHOOL YEAR 2017-2018**

**LOS ALAMOS SCHOOL BOARD:**

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## SECTION 1

### GENERAL INFORMATION

#### Introduction

The Los Alamos School Board accepts the responsibility granted by the laws of the State of New Mexico and the authority to ensure that:

1. The schools are maintained for the students, the community, the state, and the nation.
2. The schools are operated and conducted in accordance with the state laws on education.
3. The administration is employed to manage the effective and efficient implementation of the educational programs.
4. The development of staff and programs through the work of central office administrators, principals, team leaders, and teachers is a continuous process.
5. The supervisory program is maintained by principals and central office administrators to assist teachers in the development of quality educational programs.
6. The principals and central office administrators shall be responsible for the orientation of new and continuing teachers and administrators prior to the beginning of the students' school year.

#### Formulation of Policies/Regulations

The School Board creates policies. Regulations are created by the Superintendent or Assistant Superintendent, reviewed by the Board when appropriate, and carried out by the School Administrators. (LAPS Policy 8310)

#### Employee Definitions

- Classified Non-260 day: Classified staff working at school sites that do not work year round, e.g., instructional assistant, clerk, secretary.
- Classified 260 day: Classified staff that work year round, e.g., technician, district office and facility personnel.
- Certified: Certified staff working at school sites, e.g. teachers, counselors, nurses.
- Administrator Non-260 Day: Principals and Assistant Principals who work less than 260 days.
- Administrator: Certified and Classified Administrators that work 260 days.

#### Student and Staff Well-Being

Los Alamos Public Schools prioritizes the well-being of our students and staff. We believe that a student's sound mental and physical health form the foundation for learning and developing healthy relationships to self, others, and the larger community. We value our LAPS staff and acknowledge the importance of well-being to work satisfaction and productivity.

Mental health is not just the absence of mental illness. It is a state of well-being where an individual realizes his or her own potential, can cope with normal life stresses, can work and learn productively, and is able to contribute to community. (adapted from WHO, 2007)

Physical well-being includes the many elements that contribute to a healthy body: regular activity, good nutrition, living substance-free, protection from illness and disease, access to medical care, sufficient rest and sleep, and a safe environment.

At LAPS, we are fortunate to have a nurse and at least one school counselor at each site. If you have concerns regarding your student's mental and/or physical health, the school counselor and nurse are available to assist you.

Community resources include the Los Alamos JJAB Resource Specialists who are able to offer free support and guidance to families and connections to community services. [www.losalamosjjab.com/resource-advocates](http://www.losalamosjjab.com/resource-advocates)

The Los Alamos Mental Health Access Project website includes information for individuals who are struggling with mental health issues and offers self-screening tools, help line contact numbers, and a list of local therapists.

<http://losalamosmentalhealth.org/>

More information regarding community resources can be requested from Kristine Coblentz, Healthy Schools Initiative Director at [k.coblentz@laschools.net](mailto:k.coblentz@laschools.net).

LAPS staff can access the Employee Assistance Program through Joe Palmer, Human Resources Director, [j.palmer@laschools.net](mailto:j.palmer@laschools.net).

### **Nondiscrimination**

Los Alamos Public Schools is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, sex, religion, age, marital status, sexual orientation, disability, handicap, or veteran status in employment or the provision of services.

(LAPS Policy 4070)

### **Job Assignment/Reassignment**

The Superintendent is authorized by the School Board to assign any employee to a position that will be in the best interest of the school district. For teachers, this includes grade assignment as well as school assignment. Employee qualifications and interest will be considered in assignment.

(LAPS Policy 4112)

### **Professional Expectations**

The Los Alamos Public Schools Board, along with the New Mexico Public Education Department (PED), hereby sets standards of accepted ethical behavior and professional conduct in education that are applicable to all school personnel under contract.

(LAPS Policy/Regulation 4001/4001R and Policy 4093 )

All certified staff is expected to attend scheduled faculty meetings and District-wide departmental meetings as part of the work assignment. Certified staff is expected to participate in in-service programs. They are to remain at scheduled in-service meetings until the sessions are completed and they have been formally dismissed. All meetings shall have an agenda, which includes a beginning and an ending time. Staff appointed as building or departmental representatives are expected to attend District-wide curriculum meetings. In general, staff who are coaching or involved with other additional school responsibilities or assignments are expected to attend the previously listed meetings unless prior arrangements have been made with their supervisors.

The certified staff is expected to assist in a reasonable amount of extended service activities, e.g., student supervision, club sponsorship, parent meetings, etc.

All certified staff will have a lunch period free from assigned duties. The length of this lunchtime varies with the schedule in each building but all will have at least 30 minutes. All personnel employed by Los Alamos Public Schools are considered available for emergency assignments during the hours of the normal school day.

### **Staff Student Relations**

Employees and volunteers are encouraged to take a sincere professional interest in students. However, professional ethics require that employees and volunteers avoid social situations through which they could exploit their positions of authority over students.

(LAPS Policy 4093/5149)

### **Personal Appearance**

School employees are looked upon as role models by both community members and the student population. Therefore, their behaviors and manner of dress will reflect a professional bearing.

(LAPS Policy 4078)

### **Personnel File**

Each employee has on file in the Human Resources Department a folder containing an application form, contracts, transcripts, confidential information, correspondence, and other pertinent materials. An employee may have access to all the materials in the folder except for those papers/materials which were a part of the initial application, e.g., placement papers, references, interview sheets, etc. These folders are not to be taken from the Human Resources Department; however, copies of available material from these files may be obtained. All requests to review a personnel file will be addressed within ten (10) days of the request.

### **Workday**

The regular workday for 12month certified and non-certified employees is generally considered to be 8:00 a.m. to 5:00 p.m. The regular workday for certified employees, other than 12month employees, is addressed in the certified collective bargaining agreement.

### **Bad Weather/Emergency Day Plan**

The Superintendent of Schools determines when the bad weather day plan is in effect. The announcement of a bad weather day will be broadcast on several radio stations including American General Media- (505)878-0980, Atomic City Transit Dispatch Office- (505)661-7433, Family Life Radio 91.5 FM- (505)296-9100, KBAC- (505)988-5222 or (505)471-1067, KDCE 950 AM- (505)753-8131, KRSN 1490 AM- (505)663-1490, and on television stations KOB-4, KOAT-7, and KRQE-13. Weather information will also be on PAC 8- (505)662-7228, when appropriate. Listeners may check the district's website at [www.laschools.net](http://www.laschools.net) or call the school district's information line at (505)663-2223 for a recorded announcement. Staff are also encouraged to sign up for alerts for notification of these type events and other important announcements. If school is called off completely, generally speaking, all activities are canceled. On bad weather days, school may start one or two hours later than the normal starting time. Bus pickups will then be one or two hours later and usually morning preschool classes are canceled. Before and after-school activities may be impacted depending on the weather.



### Certified Teaching Staff and Instructional Assistants

- Delayed Opening: Staff should be at their work site 30 minutes before the time school starts. Time missed beyond the delayed start will be charged leave, personal leave or LWOP (if no leave is available, pay will be deducted).
- Early Dismissal: Staff may leave after the students are dismissed at the discretion of the site administrator.
- No School Days/Bad Weather or Emergency Days: Certified staff and Instructional Assistants will not be required to report to work on those days when there is no school for the entire day and will not suffer any loss of pay or accumulated paid leave on days when these conditions occur. Certified staff and Instructional Assistants will be required to work any days or portions of days which may need to be made up to meet the state requirements without any additional compensation.

### All Other Personnel

- Delay Opening/Early Dismissal: Based on their regular schedule, Non-certified staff will report to work or remain at work, if possible. Custodians and maintenance staff may be called in early for snow removal. Employees unable to report to work will notify their supervisor. However, lost time must be made up as specified below.
- Employees who receive annual leave may take annual leave.
- Employees who do not receive annual leave are eligible for one paid day of personal leave each year, proportionate to their FTE. In addition, those employees may convert four (4) days of sick leave to additional days of personal leave each year. An employee may use personal leave for absences on days when schools are closed because of inclement weather.
- Sick leave may not be used for inclement weather absences. With the approval of an employee's supervisor, an employee may use "comp-time" to cover short-term absences on "abbreviated days". In order to utilize this benefit, the employee's supervisor may approve the request and schedule the make-up time during the workweek in which the "abbreviated absence" occurred. If the "abbreviated day" occurs on the last day of the work week, this benefit may not be used.
- No School Days: Site administrators and maintenance/custodial supervisors will determine the essential employees on bad weather or emergency days.
  - Bus drivers will not report on No School days.
  - Custodians and maintenance personnel will report to work unless notified otherwise by their supervisor. Night custodians may be called in early by their supervisor.
  - Employees unable to report to work will notify their supervisor. However, lost time must be made up as follows:
    - Employees who receive annual leave may take annual leave.
    - Employees who do not receive annual leave are eligible for one paid day of personal leave each year, proportionate to their FTE. In addition, those employees may convert four (4) days of sick leave to additional days of personal leave each year. An employee may use personal leave for absences on days when schools are closed because of inclement weather.

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### **Staff Members' Children at Work Sites**

We appreciate all of our staff and the fact that those with children have unique childcare concerns. Unfortunately, we do not have appropriate childcare facilities available at our work sites. Arrangements for childcare are the responsibility of the employee, and at no time should an employee plan to bring a child to work who does not attend school at their site. An employee's supervisor, *on rare occasions* when childcare arrangements have broken down because of illness or an emergency, may authorize the employee to bring the child to their school or office. If the child becomes disruptive to the work environment or is perceived to be a burden to the staff member or other employees, the supervisor may ask that the child be taken home. The leave policies negotiated for all employee groups provide for this type of coverage and should be utilized for the time the employee is off.

### **Other Employment**

Los Alamos Public Schools employees may not hold additional jobs outside of official working hours if such employment interferes with the proper and effective performance of assigned duties and responsibilities.

### **Political Activities**

The School Board endorses the right of all persons to become active in the political activities of the community. School personnel shall not engage in partisan political activity on school premises during school hours.

(LAPS Policy 4035 and the collective bargaining agreement)

### **Acceptable Use of Technology**

All employees who use or have access to school district technology must sign and abide by the district's Acceptable Use of Technology policy and regulation indicating their knowledge of and the agreement to terms and conditions of use of District technology resources. Failure to follow the agreement will result in the loss of these tools and may result in disciplinary action up to and including termination and/or legal action.

(LAPS Policy/Regulation 6144/ 6144.1R)

### **Electronic Communication Devices (ECD)**

Students and employees shall not use a paging device or ECD while on school property and while attending a school-sponsored academic activity on or off school property or off campus in a manner that is disruptive to the educational process, including, but not limited to, posing a threat to academic integrity or violating confidentiality or privacy rights of another individual.

(LAPS Policy/Regulation 6145.4/6145.4R)

## **E-mail**

The district often delivers official communications via e-mail. As a result, employees of LAPS with e-mail accounts are expected to check their e-mail in a consistent manner during the work day as their schedule permits so that they are aware of important district or site announcements and updates, as well for fulfilling educational and job oriented tasks.

Use extreme caution when communicating confidential or sensitive information via e-mail. Keep in mind that all e-mail messages sent outside of LAPS become the property of the receiver. All school business related e-mail is a public record and subject to disclosure pursuant to the Inspection of Public Records Act, regardless of whether the email is sent or received from the District's email system. [1.13.4.9 NMAC]. Demonstrate particular care when using the "Reply" and/or the "Reply to All" command during e-mail correspondence to ensure the resulting message is not delivered to unintended recipients. It is a best practice to include a confidentiality statement in the signature area of e-mail that is communicating confidential or sensitive information. A sample confidentiality statement is:

Confidentiality Notice: This e-mail, including all attachments is for the sole use of the intended recipients and may contain confidential and privileged information. Any unauthorized review, use, disclosure or distribution is prohibited unless specifically provided under the New Mexico Inspection of Public Records Act. If you are not the intended recipient, please contact the sender and destroy all copies of this message.

( LAPS Policy/Regulation 6144./ 6144.2R)

## **Social Media**

The district recognizes the role that communication and collaboration between employees and students plays in the educational process and experience. The district further recognizes that the advancement of electronic communication and social media technologies creates greater opportunity for interactions between employees and students, and provides these additional guidelines for your own and our students' protection.

- Employees are never under any obligation to accept friend or follower requests from any student, or to use personal social media accounts to engage with students or participate in district projects. In addition, you should bear in mind that unless your account has privacy settings correctly configured, everything you post may be publicly accessible to your students whether you are connected to them or not.
- Employees must exercise great care in connecting with students on any social media channels. Employees should not send permission-based friend or follower requests to students, for example Facebook friend requests. Use discretion and carefully consider the guidelines provided by the district before accepting any permission-based friend or follower requests received from students. It is the School District's recommendation that if an employee decides to accept friend or follower requests received from students that they should accept all such requests, and not selectively limit their interactions to what could be perceived as a few preferred individuals.
- Any employee-student communications or relationships via social media should be of an appropriate professional nature, have content that is appropriate for both the communications medium and the audience addressed, and must not violate any provisions of the Family Educational Rights and Privacy Act. With each communication, ask yourself if it's something you would feel comfortable being printed in the newspaper, read by parents, colleagues, or the School Board. As with content, always assume any communication can easily end up in the public realm.
- Employees who are connected to or communicate with students via social media must understand they may be granting those students access to all content in their personal social media profiles and should consider the guidelines the district has provided to ensure students are protected from exposure to inappropriate content or content that might compromise the employee's professional reputation.
- Employees are also responsible for ensuring any relationship and all dialogue with the student is kept professional in its nature and for immediately reporting to the district any inappropriate

communication received from a student. This is as much for your protection as the student's. Any content or communication generated either by you, or by a student, which would be inappropriate in the classroom should also be considered inappropriate when shared via social media.

- The district recognizes there may be certain limited exceptions to these guidelines, such as a student being a family member or relative, or in those instances where an employee's interaction with a student is as a result of certain extra-curricular activities such as Boy Scouts, Girl Scouts, religious organizations or other similar relationships.

(LAPS Policy/Regulation 6144.5/ 6144.5R)

### **Service Animals on Campus**

Service animals are working animals. A service animal has been trained to provide work or tasks directly related to the person's disability. Any animal (pet or service animal) is personal property and cannot be brought onto school property without prior approval. Animals whose sole function is to provide comfort or emotional support do not qualify as a service animal under NMSA 28-11-2. Children who may require a service animal in school are supported by the Americans with Disabilities Act.

(LAPS Policy/Regulation 5160/5160R)

### **Employee Grievance Procedure**

Certified and classified staff should refer to their respective collective bargaining agreements for the full explanation of their grievance procedures.

### **Drug Free Schools, Campuses, and Workplace**

Los Alamos Public Schools' policy is to ensure an alcohol and other drug-free environment for all employees and volunteers, to establish an alcohol and other drug awareness program for all school district personnel and volunteers, and to provide assurances to state and federal government agencies that the school district is complying with the requirements of the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act of 1986, as amended in 1989, and all regulations promulgated thereunder. Drug testing is required for some job classifications and any employee may be tested under certain circumstances.

(LAPS Policy/Regulation 40294029R)

### **Fingerprint Background Checks**

Los Alamos Public Schools will recommend termination of an employee for which the background checks reveal that the applicant:

- Made material misstatements of fact on the application,
- Is delinquent in court-ordered payments for child support under the Parental Responsibility Act,
- Failed to observe any term of the Public Education Department regulation prescribing the terms and conditions of employment contracts for certified school personnel,
- Willfully violated any Public Education Department regulation prescribing standards of a conduct for certified school personnel, or
- Has a history of committing crimes which are on the state list.

#### Reports with Misdemeanor Convictions

Background check reports indicating convictions for misdemeanors will be reviewed by the Director of Human Resources, the Assistant Superintendent, and the site supervisor. Determination regarding the employee's continued employment will be made jointly by the

aforementioned staff. The employee will be notified regarding the recommendation and will have the opportunity to make an appeal to the Superintendent. This appeal must be in writing and within ten (10) days of the notification. The Superintendent's decision is final.

LAPS Policy/Regulation 4077/4077R

### **Gambling**

Gambling is prohibited on Los Alamos Public Schools' premises.

### **Reduction In Force**

Certified and classified staff should refer to their respective collective bargaining agreements for the full language. Staff members not covered by the collective bargaining units should refer to LAPS Policy/Regulation 4118/ 4118R.

### **Sexual Harassment of and by Employees**

The Los Alamos School Board considers sexual harassment in the work and educational environment to be inappropriate and offensive. The Board prohibits sexual harassment of school district employees, applicants for employment, or students by any employee, volunteer, or non-employee who conducts business with the school district. This policy applies to conduct during and relating to school, school-sponsored activities, and school district business.

(LAPS Policy 4071)

### **Smoking**

Smoking on school property is prohibited.

(LAPS Policy 1328/4028)

### **Termination of Regularly Employed Support Employees**

Classified personnel hired to work in the Los Alamos Public Schools are "at will" employees until they achieve tenure at the end of their third (3rd) full consecutive work agreement. "At will" means that employment is terminable at the will of either the Schools or the employee without any requirement for a statement of any cause thereof or any hearing procedure. A written notice of termination to the other party must be submitted at least 15 calendar days prior to the effective date of termination.

(LAPS Regulation 4217R and the collective bargaining agreement)

## SECTION 2

### AVAILABLE SERVICES

#### **Athletic Department**

The Los Alamos Public Schools Athletic Director oversees the interscholastic athletics programs for Grades 7 through 12. This includes middle school, varsity, and junior varsity level sports. The Athletic Director is in charge of coaching personnel, budget allocated for athletic programs, equipment and supplies, supervision and scheduling, local and statewide public relations in the athletics area, attendance at District and statewide meetings, and review of all athletic facilities. For further information, call the Athletic Director at Los Alamos High School.

Those employees who wish to supervise athletic events may apply in writing to the Athletic Director.

#### **Los Alamos Schools Credit Union**

An employee credit union is available and payroll deductions may be requested by participating employees. The credit union office is located at the Pueblo Complex. <https://www.lascu.org/>

#### **Los Alamos Schools Website**

The Los Alamos Schools Website is maintained to disseminate information regarding to staff and community. For further information, please contact the Website Coordinator. The Los Alamos Schools Website is [www.laschools.net](http://www.laschools.net).

#### **Medical/Health**

A school nurse is available at all schools in the District on a full-time basis and may provide consultation on personal health, first aid, and blood pressure monitoring. School Nurses serve as general resource people on any aspect of health education.

#### **Research and Evaluation**

The office of the Assistant Superintendent for Learning and Accountability coordinates all state and District wide testing programs and interprets tests and test results, assists in planning instructional/curricular programs, conducts statistical studies, and communicates findings to various public groups.

The office of the Assistant Superintendent for Learning and Accountability will assist school employees in collecting relevant data required for instructional decision making. It will also assist in the preparation of an analysis of data that will aid in describing the strengths and weaknesses of the educational program.

#### **School Security**

Each building in the school system has been wired with an extensive fire/burglar alarm system. The alarm systems are activated any time the buildings are not occupied by school personnel. Employees should consult their principal/supervisor for more information concerning the alarm systems in the buildings to which they will need access. *UNDER NO CIRCUMSTANCES SHOULD THE CONFIDENTIAL CODE BE DIVULGED TO STUDENTS OR NON-SCHOOL PERSONNEL.*

#### **Staff Development**

LAPS provides training to support all employee groups and mandated Public Education Department programs. Requests for training based on site or group interest may be accommodated through the department supervisor.

## **Student Services**

The staff of the Student Services Department is available to assist and support teachers in their efforts to provide for the emotional, academic, and physical development of students. Assistance and support are available in the areas of:

- Guidance/Counseling
- Health Services
- Special Education
- Diagnostic Services
- English as a Second Language
- Social Work

The office of the Coordinator of Student Services is located in 2075 Trinity Drive, Los Alamos.

## **Transportation**

School employees possessing a valid New Mexico Driver's License are eligible to use school vehicles for official school business. School vehicles may be requested by completing a vehicle request form and submitting the form through the principal/supervisor to the Los Alamos Public Schools Transportation Office. The driver of a school vehicle is covered under the Schools' insurance policy.

In order to transport students, the driver of a school vehicle, with a minimum capacity of six and a maximum capacity of nine including the driver, is required to meet all state requirements.

Trips requiring school buses must be approved by the principal/supervisor, and transportation forms must be submitted to the Transportation Office. Any student activity that involves the transportation of more than 18 people, including sponsors, must use a school bus. Groups of 18 or less may use suburban-type vehicles when available.

*STAFF MAY NOT TRANSPORT STUDENTS IN THEIR PERSONAL VEHICLES DURING CONTRACT HOURS AND/OR IN CONJUNCTION WITH ANY COACHING OR SPONSORING ASSIGNMENT.*  
(LAPS Regulations 3545R and 5139R)

## **Use of School Facilities and Equipment**

Employees desiring to use school facilities for other than official school business are subject to the provision of School Board Policy 1330 and the payment of fees set in Regulation 1330R. Equipment may be removed from a building only upon authorization from the chief administrator in each building.  
(LAPS Regulation 3517R)

## **Volunteer Program**

Los Alamos Public Schools is privileged to have a number of persons in the community who help in the schools. These volunteers perform a variety of services which assist staff in meeting the needs of students and enriching their programs. Opportunities for students to interact with a variety of adults are also provided by this program.  
(LAPS Policy/Regulation 1210/1210R)

## SECTION 3

### PAYROLL INFORMATION

#### **Pay Schedules**

Questions concerning salary placement on the salary schedules should be referred to the Los Alamos Public Schools Human Resources Department or the immediate supervisor.

Checks will be delivered and payable on the 15th and 30th of each month. When the 15th or 30th falls during a weekend or holiday, checks will be payable on the last work day preceding the weekend or holiday.

Stipend payments are provided for some services performed outside of regular, contracted work. Stipend payments of \$2,000 or less will be paid in one payment on the payday following the completion of stipend related work. Stipend payments over \$2,000 will begin on the payday after work begins and continue through the remainder of the employee's paychecks in that school year. All payments for stipend work are subject to timely approval and receipt of required paperwork by the payroll department.

#### **Direct Deposit**

Employees shall authorize direct electronic deposit of their net paycheck. Direct Deposit Receipts may be emailed to an employee's work or personal email.

#### **Payroll Deductions – Mandatory**

##### Federal Income Tax

Los Alamos Public Schools is required to withhold federal income tax from each employee's salary in accordance with Federal Tax Tables. Arrangements may be made with Los Alamos Public Schools' Payroll Department to withhold larger amounts than those specified for the stated number of dependents claimed by the employee.

##### Retiree Health Care Authority

Under state statute, Los Alamos Public Schools is required to participate in the Retiree Health Care Authority (RHCA). Deductions amounting to 1.00 percent of gross pay will be deducted from paychecks of active employees participating in the Educational Retirement Program, while Los Alamos Public Schools contributes 2.00 percent of gross pay for each employee.

##### State Income Tax

Los Alamos Public Schools is obligated by state law to withhold state income tax from employees' checks. This deduction is based on a graduated scale prepared by the New Mexico State Legislature.

##### State Retirement (NM ERB)

By acts of the State Legislature in 1957 and 1977, all employees except short term substitute employees are mandatory members of the New Mexico Educational Retirement Program. LAPS contribution obligations and retirement qualifications are met according to NMERB policies. Vestiture in the state retirement program is attained after five (5) years of service in the state.

Retirement from Los Alamos Public Schools after fifteen (15) years of service is honored with a special recognition gift and reception.

##### Social Security

All employees are covered under the Old Age and Survivor's Insurance Program as contained in the Social Security Act. Deductions are based upon federal guidelines.



## **Payroll Deductions – Optional**

### Group Insurance

Los Alamos Public Schools offers the following group insurance plans through New Mexico Public Schools Insurance Authority (NMPSIA): medical, dental, vision, basic life, voluntary life, and disability.

### Employee Paid Plans

Other insurance (which is 100% employee paid) can be paid through payroll deduction. First Financial Group (FFG) offers: accident, disability, cancer, life, and long term care insurance policies. NMPSIA offers: additional life, spouse life and dependent life insurance policies.

### Tax Deferred Annuities

A 457 Plan and 403(b) options are available for pre-tax contributions through payroll deductions. Questions concerning this program should be directed to First Financial Group (FFG) or to the Benefits Office.

### Contributions and Dues

Contributions to the Los Alamos Area United Way and dues for the Los Alamos Federation of School Employees are payroll deductible.

## **Travel Information**

Employees may be eligible for employment-related travel at the school district's expense. The Travel and Reimbursement Request form must be completed and signed by the immediate supervisor prior to the travel date. Generally, all employees will travel on a per diem rate. This means that the District will reimburse them based on the areas they are traveling to (in-state and out-of-state). This will cover their lodging and food. After completion of a trip, the employee submits to their supervisor the travel form with any applicable receipts. The immediate supervisor will then submit all materials to Business Services for payment. Reimbursement will be made according to the per diem schedule as stated on the travel form. Travel forms are available from LAPS website, principals, supervisors, or Business Services.

### Actual Expenses

Paying for actual expenses is a special occurrence that requires written approval from the Assistant Superintendents or the Superintendent and must be requested prior to the event. It has been the District's recommendation that, when possible, employees will share rooms. Persons traveling alone will be given actual expenses if they request it.

### Travel Reimbursement (Personal Vehicle)

Employees who are required to travel from one location to another during the same day in a personal vehicle will be reimbursed at the rate specified by state statute for the distance from their first assignment to the location of any additional assignments.

A "Log of Personal Vehicle Use" form must be submitted along with a requisition for reimbursement.

(LAPS Regulation 4021R)

## **Overtime and Compensatory Time**

Overtime compensation must have prior authorization by the employee's supervisor, or designee. Any required duties assigned by the supervisor, or designee performed before or after the regular work day (which includes weekends or the duty-free lunch) will be compensated as overtime, to be accrued at 1.5 hours for each hour worked above 40 hours, or for each hour worked beyond 12 hours in an 8-hour day when the 40-hour week is not exceeded. Hours worked beyond normal contract hours but which are less than 40 hours in a normal work week will be compensated as straight time until a 40 hour work week is reached.

If two or more jobs results in more than forty (40) hours in a week, then a weighted average calculation in lieu of overtime in accordance with the Fair Labor Standards Act.

A workweek is defined as 7 days starting Sunday, 00:00 through the following Saturday at 23:59.

For 260 day employees: Holidays will be counted towards the accumulation of the 40 hours worked. All other paid leave will not be counted toward 40 hours worked.

Employees required to work District-designated-non-work holidays will be compensated at the rate of 2.5 times the employee's hourly rate and will be compensated through payroll.

## SECTION 4

### EMPLOYEE BENEFITS AND LEAVE

The District provides the following insurance plans for employees working the minimum qualifying number of hours per week:

- Dental/Vision Insurance
- Disability Insurance
- Life Insurance
- Medical Insurance
- Workers' Compensation

The Los Alamos School Board's contribution to premium costs is based on the employee's salary (reference the collective bargaining agreement).

Employees on approved leave can continue their medical, vision, and dental insurance for up to one (1) year. While on approved leave the employee's premium share is 100%, with no contribution from the Board. Retirees' life insurance can be continued as outlined below under Life Insurance. Retirees may carry medical, vision, and dental insurance through the New Mexico Retiree Health Care Authority.

#### **Dental/Vision Insurance**

The Los Alamos Public Schools offers group dental and vision insurance through NMPSIA. Eligible employees are the same as for all other insurance coverage. Once enrolled in vision, you may not drop vision until you and each of your covered dependents have been enrolled for a minimum of two years.

#### **Disability Insurance**

Los Alamos Public Schools offers long-term disability insurance. A new employee has 31 days after the initial date of employment in which to enroll. Compensation begins after 90 consecutive calendar days of disability. Insurance benefits will provide up to 66% of the employee's monthly salary and are coordinated with Social Security, retirement, Workers' Compensation benefits, or sick leave. Refer questions to the Benefits Office.

#### **Life Insurance**

Los Alamos Public Schools provides a \$10,000 Basic Life Insurance policy for employees scheduled to work 15 hour or more per week, exclusive of seasonal, student, substitute, and casual employees. Eligible employees may enroll in an additional voluntary life insurance policy for the amount of one (1) time, two (2) times or three (3) times base salary. Voluntary Life Insurance premiums are paid one hundred percent (100%) by the employee. Premium cost and benefit are based upon a schedule determined by an employee's annual pay. Questions should be referred to your Human Resource/Benefits Specialist.

#### **Medical Insurance**

Los Alamos Public Schools offers group medical insurance through NMPSIA for employees scheduled to work 15 hours per week or more.

Eligible employees who submit an application and authorize premium deductions within 31 days of employment may have coverage effective the first day of the following calendar month. Questions should be referred your Human Resource/Benefits Specialist.

Example: An employee who starts to work on August 5 can have insurance coverage as early as September 1, if they make a full month's premium payment in August. Should this employee prefer to delay the start of their insurance coverage, they may have an effective date of October 1. (LAPS Policy 4031 and the collective bargaining agreement)

**Workers' Compensation**

Los Alamos Public Schools complies with New Mexico and federal laws by providing Workers' Compensation insurance for employees. Any job related or job incurred injury, regardless of seriousness, should be promptly reported to the immediate supervisor and the Benefits Office. A telephone call is adequate to start with, but must be immediately followed by the the First Report of Injury Form E1 available from the school nurse or the Benefits Office. The report should note the time, date, and circumstances concerning the injury. In addition, the forms required for Workers' Compensation when an employee sees a doctor are: Authorization to Release Medical Information (the WCA No: will be filled in by CCMSI and Employers' First Report of Injury or Illness, E1.2. All Workers' Compensation forms should be returned to the Benefits Office. If the injury is serious enough and requires medical attention, employees should go to health care provider of their choice. It is the employee's responsibility to inform the doctor that the injury is work related and that the physician will be paid by Workers' Compensation insurance.

**Employee Assistance Program**

The Los Alamos Public Schools realizes the value of healthy employees and cares for their personal well-being. In an effort to support employees needing assistance to maintain good health and personal well being, the school district encourages use of counseling services in the community when they are necessary.

(LAPS Regulation 4030R)

**Leave**

Employees shall be responsible for requesting leave via Time Clock Plus from their immediate supervisors. Approval of such requests will be based upon the specific work needs of individual departments. All leaves are based upon the number of hours in the employee workday. Leave is reported in number of hours taken or full day increments. An employee who has exhausted all accumulated leave will have their paycheck docked accordingly. Inappropriate use of any leave may be cause for disciplinary action, up to and including termination. Refer to the respective collective bargaining agreement for different types of leave available to certified and classified employees.

Type of Leave	Type of Employee				
	Classified Non-260 day	Classified 260 day	Certified	Administrator Non-260 day	Administrator
Annual Leave		Yes			Yes
Certified Leave			Yes		
Leave Non-260 day				Yes	
Personal Leave	Yes				
Sabbatical Leave			Yes		
Sick Leave	Yes	Yes			Yes

### **Annual Leave - 260 Day Employee**

1. Employees shall be responsible for requesting annual leave from their immediate supervisors. Approval of such requests will be based upon the specific work needs of individual departments.
2. Extended annual leave, i.e., vacation, shall be requested and approved approximately 2 to 3 weeks in advance of the anticipated beginning date of the leave.
3. Eligible 260-day employees will accrue annual leave at the rate of one (1) day per month. When 260-day employees begin their fourth contract after having completed their third consecutive year working at a minimum of 75% of the number of days associated with a full agreement in their job classification, they will begin to accrue annual leave at the rate of 1 & 2/3 days per month. Employees may accumulate and carry forward from one fiscal year to the next, not more than 40 days of annual leave and shall be paid for accrued annual leave at his or her current wage on leaving employment in good standing with the District, based on the following: 20 days for 1-9 years of service; 40 days for 10 years and above of service.
4. Employees wishing to take more than four (4) consecutive days of annual leave (vacation) must make application in writing five (5) days in advance of the first day of the leave, with the exception of days to be taken in August. Any vacation dates for August must be requested by July 1<sup>st</sup>. Prior approval is required for the use of any amount of annual leave.
5. The supervisor may limit the number of employees in a classification who are on vacation at the same time in order to meet the needs of the District. In the event such limitations are necessary, the employee who first submitted his or her request to the supervisor will be granted vacation according to the needs of the District.

### **Bereavement Leave**

School personnel may use accrued Sick Leave as Bereavement Leave for death or imminent death in the immediate family. The immediate family is defined to include: Mother, father, spouse, sister, brother, son, daughter, father-in-law, mother-in-law, sister-in-law, brother-in-law, son-in-law, daughter-in-law, grandparent, grandchild, or any other person who may have functioned in either a mother or father status with respect to the employee.

1. In the event of imminent death in the family, an employee may use sick leave up to five consecutive working days as bereavement leave.
2. In the event of death in the family, classified employee may use up to five consecutive working days as bereavement leave, which will be deducted from the employee's accrued sick leave.
3. A certified employee may use up to five consecutive working days as bereavement leave, which will be deducted from the employee's leave.
4. If the employee is required to assist with closing the estate and needs additional time, the Superintendent may grant five additional days which will be subtracted from the employee's leave. An employee may request approval of additional leave depending upon the circumstances. The Superintendent may approve or deny this leave.

### **Certified Leave**

Leave with pay will be in accordance with the certified Collective Bargaining Agreement terms. Leave, other than for illness or family emergency, may not be used both the day before and the day after the same holiday.

### **Community Service**

Employees who work from 8:00 a.m. to 5:00 p.m. may request permission to be absent from work up to four hours per year to perform community service(s) of their choice. The following procedure will be used:

1. The employee shall apply in writing to their supervisor at least five working days in advance to be absent from work for community service.

2. The supervisor will confer with the Assistant Superintendent or designee to determine whether or not the employee's absence from work will severely affect the program(s) of the department.
3. The supervisor will notify the employee within two working days of receipt of request of the decision concerning the absence.
4. Human Resources will keep a record of community service hours performed.

### **Family Medical Leave**

The requirement of the Family Medical Leave Act (FMLA) entitles employees to take up to twelve (12) weeks of unpaid, job protected leave each year for specified family and medical reasons. To be eligible for FMLA benefits, an employee must have completed 1250 hours of work prior to submitting an application.

An eligible employee may take up to twelve (12) work weeks of unpaid leave during the 12 month period for one or more of the following reasons:

1. for the birth or placement of a child for adoption or foster care;
2. to care for an immediate family member with a serious health condition;
3. to take medical leave when the employee is unable to work because of a serious health condition.

Spouses employed by the District are jointly entitled to a combined total of up to twelve (12) work weeks of family leave.

Leaves that fall within the FMLA leave will be credited toward the twelve (12) weeks of entitlement. All leave accumulated will be used prior to or in conjunction with FMLA leave.

In cases where the employee is requesting leave based upon the serious health condition of a child, spouse or parent, or if the employee's own serious health condition, the employee must provide certification of their condition by a health provider.

### **Federation Union Leave**

The District will provide additional leave time for officers to attend to Federation business as designated by the Federation President. This time shall not exceed five (5) days a year for the Federation. Substitute costs shall be borne by the Federation.

### **Judicial Obligations**

1. In order to receive leave with pay, employees summoned for jury duty or to testify as witnesses must present to the payroll office, prior to their appearance in court, a copy of the order or subpoena requiring their presence.
  - a. The employee must remit the judicial payment to the Comptroller to receive their judicial paid leave from the District..
2. An employee must notify their supervisor of those days required to fulfill judicial obligations.
3. Employees required, by court order, to be in court outside of their normal workday hours will be paid at their normal rate of pay. Extenuating circumstances will be looked at on an individual basis.

### **Leave – Non 260 Day Administrators**

Los Alamos Public Schools administrators, who are not authorized annual leave, are eligible for fourteen (14) paid days of leave per school year. Leave may be used for any purpose.

### **Leave Without Pay**

1. A leave without pay requires the approval of the Superintendent.
2. Any regularly employed person may request a leave without pay; however, certified staff

members must have taught on a full or part-time basis for at least three consecutive years, to be eligible for a leave. All other employees must have been employed by the district for three consecutive years.

3. A written request for a leave without pay should be submitted to the Superintendent by March 1 of the year preceding the leave. An employee on leave must give written notice of the intent to return or not return to work by February 1 of the year of the leave.
4. Should a leave be granted for less than a one-year period, the written notice of intent shall be mutually agreed upon by the Superintendent and the employee. Those employees who must be absent from work for a short period of time (one to ten days) and who may have used all other accrued leave, such as personal business leave or annual leave, may apply for leave without pay. These requests must be submitted in writing to the supervisor/principal at least ten working days in advance of the leave. The application shall include a brief summary of the need for the absence from work.
5. A request for a leave without pay by a certified staff member or other employee which provides job-sharing opportunities shall be given consideration. Examples are semester leaves or yearly leaves with employment only in the mornings or afternoons.
6. For the purposes of retention of earned benefits (e.g., accrued sick leave), an employee on leave without pay shall continue to be considered to be employed by the district.

#### **Military Leave**

Los Alamos Public Schools' employees who are members of organized units of the National Guard (Army or Air), or Reserves (Army, Air Force, Navy, Marine, or Coast Guard) shall adhere to the following procedure in applying for paid leave when they are ordered to duty for training:

1. The employee shall apply in writing to their supervisor at least 10 working days in advance to be absent from work to report to duty for training. The application shall include a brief statement as to the location and type of training to be received.
2. The supervisor will confer with the Assistant Superintendent or designee concerning a contingency plan to cover the employee's absence to receive training.
3. The supervisor will confer with the employee to finalize the contingency plan/s to cover the absence from work.
4. The employee is responsible for making the normal arrangements for a substitute should one be required.

#### **Personal Leave**

Classified employees (Non 260 day) who do not receive annual leave are eligible for one paid day of personal leave each year, proportionate to their full time equivalent (FTE). In addition, those employees may convert four (4) days of sick leave to additional days of personal leave each year. Refer to the Collective Bargaining Agreement absences and leaves for classified employees.

#### **Political Activities/Employees Participation**

The following leave provisions shall apply to employees holding an elective office which represents the citizens of the Los Alamos County or who serve on a board, commission, or committee when officially appointed by the Governor of the State.

**Public Service Leave** - A maximum of 15 days public service leave may be taken during a contract year. Public service leave shall be with pay and employee use shall not exceed two (2) days per month.

**Legislative Leave** - As an elected member of the New Mexico State Legislature, an employee shall be allowed 20 days leave with pay during each legislative session. Additional days used for attending legislative sessions shall be annual leave or leave without pay.

Employees shall continue to accrue appropriate employee benefits during the period of the above-described leaves.

The opinions and statements of employees while engaged in political activities do not represent the position of the School Board. Employees shall refrain from making statements, which would tend to imply that their positions are the official positions of the School Board, unless expressly authorized by the School Board.

### **Professional Leave**

Employees will be expected to grow and develop professionally during their employment with the District. To this end, all employees shall be provided opportunities for professional growth and for development of increased competence. At the discretion of the supervisor, school employees may be provided professional leave for time away from their usual duties to participate in training and/or other work related activities.

1. To visit other classrooms/schools/work sites;
2. To attend conferences involving other personnel from the district, state, etc.;
3. To train in classes and workshops.
4. Staff development programs will be provided as funding allows.
5. Employees may be asked, at the discretion of their administrator or supervisor, to submit written reports or give staff presentations on activities for which released time has been granted.
6. Teachers with plans to obtain training in institutions of higher learning, particularly those who will be taking courses for salary increments or recertification, should discuss these plans with their principals and must complete the course application form prior to enrollment in the courses.

### **Religious Observance**

The procedures for requesting permission for absence for religious observances are as follows:

1. The employee shall apply in writing to their supervisor at least 10 working days in advance to be absent from work to observe a religious holiday. The application shall include a brief note as to the religious observance involved.
2. Classified Staff: Employees may request the use of up to two days of Sick Leave annually during the contract year to observe religious holidays. If no accumulated leave of any type is available, the employee may be granted leave without pay.
3. Certified Staff: Employees use their Certified Leave, specify Religious leave as the purpose.
4. The supervisor will notify the employee within 5 working days of receipt of the request of the decision concerning the absence.
5. The employee is responsible for making the normal arrangements for substitute should one be required.
6. If the employee has elected to make up the lost time, the supervisor and employee shall collaboratively determine the appropriate make-up activity. Make-up duty shall be performed at the school or other work location, not at home.

### **Sabbatical Leave**

#### **The terms and conditions for all sabbatical leaves:**

The program of study or work must be approved by the Superintendent as well as the New Mexico Public Education Department (PED). The Superintendent may approve no more than four sabbatical leaves per year. Sabbatical leaves can only be approved if qualified and certified replacements are available.

Certified staff who have completed at least 6 consecutive years in a certified capacity with the Los Alamos Public Schools are eligible. Employees may qualify to receive a sabbatical leave without pay once every 7 years.



The maximum term of a sabbatical leave shall be for one contract period. A reasonable attempt will be made to place the employee in his/her previous position upon return to the school system; however, the employee will be placed in an equivalent position. Any reassignment shall be made by the Superintendent based on the needs of the district.

Sabbatical leave shall accrue as service in the computation of future salary increments. Leave benefits do not accrue during the sabbatical period. Previously accrued Ancillary and Combined leave will be restored to the employee upon return. Employees on sabbatical leave without pay may continue participation in the district insurance programs at the established group rate by payment of the full premium on the first weekday of each month.

### **Sick Leave**

Sick leave with pay shall be granted to all school employees, except non 260 day administrators, student workers, seasonal employees, and staff covered by the Certified Collective Bargaining Agreement. Sick leave is initially accrued at the rate of 1 day per month of service. After 3 years, sick leave is accrued at the rate of 1-1/3 days per month of service. Bus Drivers accrue sick leave based on the number of hours worked per pay period based on the previous rates. A maximum of 230 days of sick leave may be accumulated. (Please refer to Deferred Sick Leave for payout guidelines)

Employees who are terminated but are rehired within one calendar year will have their accumulated sick leave and other leave benefits restored.

Sick leave is provided and is to be used for the employee's personal illness. However, employees may use up to 5 days of sick leave per year for family illness. Five additional days of sick leave per year for catastrophic family illness may be granted by the Superintendent upon submission of a written request by the employee outlining the specific circumstances of the situation.

For periods of sick leave longer than 5 consecutive working days, the immediate supervisor may require a physician's statement attesting to the fact that the employee is unable to return to work because of health reasons.

Employees eligible for personal leave may, each year, exchange 1 day of sick leave for 1 day of personal leave. An employee must use the exchanged day during the year in which the sick leave is converted to personal leave.

### **Sick Leave Bank**

A Sick Leave Bank (SLB) shall be established for certified employees who have completed a full one-year contract, have been offered a second consecutive contract, are employed as a certified employee with a contract for a .5 FTE or greater, have exhausted their own leave, and have serious illness.

Each eligible teacher possessing fourteen or more days may voluntarily join the SLB by contributing three days to the SLB during the first thirty days of the teacher contract year. Should a teacher elect to withdraw from the Bank all donated days will remain as a part of the Bank. The Bank shall be maintained at no less than fifty (50) days. When the SLB is reduced to fifty days, it shall be renewed by contribution of one additional day of leave from each member of the bank. Such additional days will be deducted from the participating teachers' available leave.

Part time teachers working .50 FTE or more may join by donating days in proportion to their contract amount, and may be eligible for benefits on a pro-rata basis. Teachers on a leave of absence, or those who move to less than a .5 FTE, cannot participate in the Sick Leave Bank, but

will automatically be reinstated upon their return to .5 or greater FTE employment.

The SLB shall be administered by the Sick Leave Bank Committee consisting of five members. Two members shall be appointed by the Superintendent to serve at his discretion, two members shall be designated by the Federation, and a fifth member will be mutually agreed upon. The SLBC shall determine the eligibility for the use of the bank and the amount of leave granted. Decisions by the SLBC shall be final and not subject to appeal or grievance. The following criteria shall be used by the SLBC in administering the SLB in its determination of eligibility and amount of leave:

1. adequate medical evidence of serious illness
2. prior utilization of all eligible leave
3. propriety of use of previous leave.

Sick Leave Bank guidelines will be made available at all work sites.

The initial grant of sick leave by the SLBC shall not exceed fifteen (15) days. Upon completion of the fifteen-day period, additional sick leave days may be granted in fifteen-day increments, but may not exceed a total of 90 days.

Should the SLB drop below 50 days for more than 30 consecutive working days it shall be dissolved. Should the SLB be dissolved, the sick days remaining in the bank shall be distributed equally among the members at the time. In such case, the Board shall have no further responsibility to provide additional leave days.

#### **Sick Leave Donations**

An administrator, classified administrator, or a confidential employee may donate up to 50% of their accrued sick leave balance from the start of their contract year for employees who have exhausted all leave and who have demonstrated catastrophic need. Leave donations are not to be used to supplement Workers' Compensation payments. Donations are only used to maintain a zero balance.

Refer to the Collective Bargaining Agreement for classified employees who are members of the classified bargaining unit.

#### **Sick Leave Deferred Payment**

Employees are eligible for deferred sick leave payment upon retirement or resignation from the District under the following procedures:

Deferred sick leave payment will be made on sick leave accrued after a 90-day eligibility base has been established. The maximum number of days on which deferred payment will be made is 140. Deferred payment will be paid (at employee's current hourly rate) for 25% of any hours above the 90 day base. If a letter of intent to retire or resign is received four (4) months prior to the date of retirement or resignation, deferred payment will be 30% of any hours above the 90 day base. A maximum of 140 days (25%) will be paid out.

#### **Sick Leave/Workers' Compensation**

##### **SUMMARY OF WORKERS' COMPENSATION REGULATIONS**

##### **CONCERNING SALARY REIMBURSEMENT FOR EMPLOYEES INJURED ON THE JOB**

1. When a job-related injury or illness occurs, it is the employee's responsibility to immediately notify the supervisor. A complete report of the injury or illness must be filled out and submitted within 15 days to the Human Resources Department.
2. All approved medical expenses are paid through Workers' Compensation Insurance. Employees are required to use a district-approved physician for the first 60 days of non-work time.
3. SEVEN-DAY WAITING PERIOD IS MANDATED BY STATE LAW.

- a. After an employee has been unable to work due to a job-related injury or illness for seven (7) consecutive calendar days, he/she becomes eligible for tax-free salary compensation from Workers' Compensation Insurance at the rate of 2/3 the regular rate of pay. Customary deductions will not be taken from this 2/3 portion other than insurance premiums. This is based on the average weekly net wage. Note that in the case of an employee injured on a Monday, he/she would become eligible for salary compensation if he/she was still unable to work, on Tuesday of the following week.
  - b. Employees may elect to use sick leave to supplement the Workers' Compensation benefits. The supplementation shall be limited to the amount necessary for the Workers' Compensation and the sick leave supplementation to equal the employee's regular net salary.
  - c. If the employee is able to return to work on or before the seventh day after the injury or illness, no Workers' Compensation is due.
4. If, after 28 consecutive calendar days from the date of the injury, the employee is still unable to return to work according to his/her physician, and has brought the physician's statement to the supervisor or to the Human Resources Department, then the employee is eligible to receive salary compensation from Workers' Compensation Insurance for the first seven (7) days of lost work time. However, if the employee returns to work on or before the 28th day following the occurrence, he/she is not eligible for salary compensation from Workers' Compensation for those first seven (7) days.
  5. If permanent impairment results from the injury or illness (for example, loss of a limb), the employee MAY be eligible for a scheduled benefit from Workers' Compensation Insurance, based on the percentage of disability (5%, 10%, or whatever). However, this cannot usually be determined until maximum medical improvement has been attained.
  6. Seasonal employees do not accrue sick leave benefits and will not have wages paid to them from the school district for any time lost. STATE LAW PROHIBITS PAYING FOR SERVICES NOT RENDERED. Such employees would be eligible only for the Workers' Compensation Insurance portion of salary reimbursement.

### **Voting Leave**

Voting leave of a maximum of two (2) paid hours shall be granted to employees who are eligible voters and whose work day begins less than two (2) hours after the polls open and ends less than three (3) hours before the polls close. Employees who qualify for voting leave will not be penalized for such absence. Employees using voting leave must vote in the election for which leave is granted. Supervisors will schedule voting leave in a manner to ensure appropriate coverage of work duties.

### **Non-Work Holidays**

The following schedule has been approved for non-work holidays for 12-month employees for the period July 1, 2017 through June 30, 2018.

July 4, 2017	Tuesday	Independence Day
September 4, 2017	Monday	Labor Day
October 9, 2017	Monday	Columbus Day
November 10, 2017	Friday	Veterans' Day
November 23, 2017	Thursday	Thanksgiving Break
November 24, 2017	Friday	Thanksgiving Break
December 25, 2017	Monday	Winter Break
December 26, 2017	Tuesday	Winter Break
January 1, 2018	Monday	Winter Break
January 15, 2018	Monday	Martin Luther King, Jr. Day
February 19, 2018	Monday	Presidents' Day
May 28, 2018	Monday	Memorial Day

## SECTION 5

### SAFETY PROCEDURES

#### School Safety Program

Los Alamos Public Schools believes that the safety of its employees, students, and public must be one of the major considerations in all operations. The Schools will endeavor to provide a safe working and learning environment, to abide by applicable safety rules and regulations, to communicate the commitment to safety, and insist upon a commitment to safety from employees, students, and visitors to the schools.

Each principal will be responsible for the supervision of a safety program for their school. The Superintendent will have the overall responsibility for the safety program of the District. General areas of emphasis shall include but not be limited to:

- Inservice training
- Plant inspection
- Fire prevention
- Accident record keeping
- Driver and vehicle safety programs
- Emergency procedures and drills
- Traffic safety problems relevant to students, employees, and the community
- Prevention/correction activities

All personnel have the responsibility to be aware of any hazardous chemical or physical hazards that they may encounter and to take appropriate protective measures.

General safety rules shall be made known to students through the student handbook and school staff. The building principal will inform the staff of special regulations. The local police and fire departments are willing to supply films and to give lectures. *Please report safety hazards to your principal or immediate supervisor.*

(LAPS Policy/Regulation 1415/1415R)

#### Emergency Procedures -- Standard Response Protocol

Safety in the schools must be a priority consideration in every decision, plan, and activity. Safety is everyone's responsibility. Routine school procedures may change during an emergency. Each school site is responsible for developing and maintaining a current school safety plan that meets the Public Education Department standards. The principal will be responsible for the supervision of the safety program at each school site. We have grouped various types of emergencies (earthquakes, fire, fallen aircraft, chemical spills, bomb threats, explosions, etc.) into four main headings: Lockout, Lockdown, Evacuation and Shelter. Our plan helps the district coordinate communication so that everyone gets the same message.

The following terms and procedures, from <http://iloveguys.org> are to be used in times of emergency:

- **LOCKOUT:** Secure the perimeter of the building.
- **LOCKDOWN:** Locks, Lights, Out of Sight!
- **SHELTER:** Depending on the hazard, a safety strategy will be announced.
- **EVACUATION:** Students, staff and visitors will leave campus and go to a safe place.

### **Accidents and Other Medical Emergencies**

1. In case of injury to a student or staff member, first aid should be administered to the level of expertise. Please be familiar with school/site procedures.
2. A sick or injured student shall not be sent home alone nor be allowed to go home at all, unless it is known that a responsible person will be there when the child arrives.
3. If the student must go to the hospital, transportation shall be by parent or guardian or by ambulance. School personnel shall not transport a student to the hospital or to the student's home.

### **Fire Drills**

The building principal is charged with the responsibility of conducting fire drills in accordance with state law. Fire drills shall be conducted weekly during the first month of school and monthly thereafter during the school year. The office shall maintain a time log of conducted fire drills for official inspection. Exact procedures will be discussed by the principal in staff meetings. *Teachers are required to see that their room doors are closed after the students exit and are required to take attendance registers out of the classroom in order to take attendance.*

## SECTION 6

### CERTIFIED PERSONNEL

#### **Licensure**

Certain job classifications require a license, which is the employee's responsibility to obtain and maintain. The Human Resources Department will assist you with the state-required forms and procedures.

#### **Resignations**

Resignations shall be in writing and directed to their immediate supervisor. The employee shall give a minimum of thirty (30) days written notice of intention to resign. Any letter of resignation should be submitted at the earliest possible date to allow time for a qualified replacement to be hired.

#### **Approval of Additional Courses/Salary Increments**

It is the responsibility of the individual to request official transcripts from all accredited universities, colleges, or post-secondary institutions attended for submission to the Los Alamos Public Schools Human Resource Office. The district will only accept official transcripts in sealed envelopes either hand carried by the individual or mailed directly to the Human Resource Office by the university, college, or post-secondary institution.

Semester hours above a degree will be credited on the salary schedule only when an official transcript showing those hours is on file in the District Human Resources Office on or before October 1 of the contract year. The increment will be paid only for those hours earned at an accredited college or university. Hours toward an increment on the salary schedule must be semester hours or converted to semester hour equivalent.

#### **Substitute Teacher Arrangement Service**

A centralized service for securing substitute teachers is provided for all schools. The system being used is AESOP, an automated sub finder. During the hiring process, you received a user name and pin number that allowed you to set up the fields in order to report an absence. AESOP will allow you to log on via email or by telephone. Anytime you plan to be away from your teaching assignment you must report the absence. This includes personal leave, professional leave or leave that does not require a substitute. The system allows you to custom create plans for your substitute that includes schedules, starting times, ending times and special instructions. The building secretary where you are assigned can assist you with any additional help you may need.

#### **Transfers (Assignments/Reassignments)**

Transfers are viewed as an opportunity to provide professional growth, rejuvenation, cross-level communication, and instructional improvement. Staff members desiring a transfer must complete and submit a transfer request to the Human Resources Department. Transfer requests may be non-reversible according to progress of the request, the involvement of other staff, or the needs of the buildings involved. Any employee, regardless of longevity, may be transferred according to the terms of the collective bargaining agreement to satisfy the District's staffing needs.

#### **Master Degree Program**

The School Board recognizes teacher and staff excellence and that students benefit from high quality teaching and learning. The Los Alamos School District encourages licensed employees to further their education and improve their professional skills. The District acknowledges that advancements from increased education are beneficial to employees and students and can result in advancement in the licensure system and increased funding from the state through the State Equalization Guarantee. To support these philosophies, the district will allocate local funds to provide tuition support for master degree in education or District approved purposes as available. Contact the Office of the Assistant Superintendent for Learning and Accountability at 663-2228 for more information.

## SECTION 7

### INSTRUCTIONAL PLANNING

#### **Purpose**

The purpose of Instructional Planning is to recognize quality and assist in the continuous strengthening and improvement of the district's learning program as well as the support services in the instruction component. The process is designed to:

- provide a rigorous examination of curricula and their outcomes
- develop new insights into curricula effectiveness
- engage subject matter groups K-12 in planning curriculum improvements that are responsive to student and community needs
- provide information for resource allocation across the district

#### **Defined**

- Instructional Planning is lesson planning and reflects current research that instruction should be data driven, and that both teachers and students should have access to the expected outcomes and to the individual student progress toward meeting the outcomes. It includes long range (a scope & sequence), unit, weekly, and daily plans.
- The instructional plan shows individual instruction as we move from teaching to learning. Teachers' decisions should be reflected in their plans.
- The instructional plan serves as a communication tool among teachers, between teachers and site administrators, and the teacher and the student.
- The instructional plan serves as evidence that the teacher implemented instruction in the event of a parental challenge. If after a student moves to the next level and is not doing well, and if the conclusion is that the student was not prepared, the instructional plan serves as evidence that instruction occurred. The instructional plan documents teaching. It should be noted that lesson plans can be requested for use in court cases or in a public records request.

#### **Teachers**

In accordance with with New Mexico Department of Education NMTeach teachers must demonstrate effective practice in Domain 1, Planning and Preparation. All teachers are provided access to an online planbook that can be viewed by their administration. Lessons will be available for administration review by close of business every Friday.

#### **Site Administrators**

- Collection or review of weekly plans will be the responsibility of the site administrators.
- Site administrators will collect all instructional plans from all teachers before they leave at the end of the school year. These plans can be electronic or hard copy. Instructional plans must be kept for two years. This is a requirement of NMPED,

## SECTION 8

### STUDENT RELATED INFORMATION

#### **Student Records**

*All staff and student records are confidential. These records may be accessed by LAPS staff only on a "need to know" basis, i.e. when the information is necessary to fulfill his/her professional responsibilities. Any staff member accessing student records is expected to maintain the highest degree of professionalism relating to the use of and maintenance of confidentiality of the material contained within those records.*

The correct handling of student records is a prime responsibility of all personnel, especially teachers, counselors, and principals. These persons should be thoroughly familiar with the records, which must be maintained, where they are kept, and how the information may be disclosed to parents, students, school personnel, and persons outside the school system.

Any questions concerning student records and their management may be directed to the principal or to the Coordinator of Student Services.

(LAPS Policy/Regulation 5125/ 5125R)

#### **Reporting to Parents**

All schools within the Los Alamos School District shall report grades and student progress to parents on a timely and regular basis.

Student grades shall be made available to parents electronically, via PowerSchool. For all students, reports shall be provided to parents, electronically or in hard copy according to parent preference, at least two times each school year. Two parent-teacher conferences will be set aside by each elementary school at which time parents are encouraged to visit with teachers for the purpose of discussing student progress, successes, and any necessary concerns or interventions. Requests made by parents or guardians for progress reports shall be honored at any time during the grading period as long as it does not place an undue burden on the educational process.

LAPS Policy/Regulation 5124/5124R

#### **Student Grade Changes and Transcripts**

The Student Grade Change Policy & Regulation establishes procedures for the Los Alamos Public School to use in the event it may be necessary to change a student's final course grades. Uniformly applied rules for correction of erroneous grades are necessary to assure the integrity of final grades and course grades to assure public confidence in the grading process.

LAPS Policy/Regulation 5126/5126R

#### **Student Assistance and Referral Procedures**

When a student shows signs of needing some type of special help, staff members may refer the student to the building Student Assistance Team (SAT) through the building principal or school counselor. The SAT designs interventions to be delivered in the general education classroom, monitors student progress and may make referrals for special education evaluation, 504 interventions, English as a Second Language, etc.

(LAPS Regulation 5122R)



### **Accommodations and Modifications**

Some special education students/504 students may need certain provisions for accommodations or modifications during the school day due to their disability. This information is available in the student's I.E.P. or their 504 plan. Special Education and 504 case managers are required to notify general education staff of these accommodations which must be provided in all school settings. Teachers are notified of a student's educational and medical accommodations through the alert system on Power School. Teachers are required to ensure that students on their rolls receive these accommodations. A school staff member may request an IEP or 504 team meeting to consider appropriate accommodations for a student or to suggest changes to the IEP or 504 plan for a student.

### **Reporting Child Abuse and Neglect**

It is the legal responsibility of all school employees to report suspicion of/or instances of child abuse or neglect to the Children, Youth, and Families Department 1-855-333-SAFE (7233) or to local law enforcement agency 505-662-8222. Failure to make a report is a misdemeanor. School personnel need NOT verify that a child has actually been abused or neglected. Although school personnel may discuss their concerns with their principal or supervisor, this discussion does not relieve the individual employee of his/her legal responsibility to make a report. Reports may be made anonymously and will remain confidential. (Ref. Regulation 5146R) Personnel making a report are encouraged to inform the Principal that a report was made.

### **Student Travel: Activity and Field Trips**

Student trips of significant educational value shall be permitted. Student trips support the District's curricular objectives through activities that enhance learning in ways not easily implemented in the school building. Teachers who organize school sponsored trips must have the approval of the site administrator and prior written consent from the parent or guardian for each student. Student participation in voluntary trips will not impact grades. Some co-curricular trips may be identified as mandatory if they are an essential part of course of study, and may impact grades.

Planning for *all* student travel involving Los Alamos Public Schools students should begin with a conversation with the building principal. In state travel need only building principal approval. Out-of-state trips chaperoned by school staff need principal and superintendent approval. Student trips beyond the boundaries of the continental United States require approval of the School Board. (LAPS Policy/Regulation 5139/ 5139R)

### **Student Conduct Discipline**

Principals shall develop specific written guidelines for personnel in their schools to follow as they encourage and maintain acceptable student conduct. These guidelines shall include methods of positive reinforcement for appropriate behavior as well as consequences for inappropriate behavior. Parents and school staff, including substitutes, will be provided a copy of these guidelines.

In discharging their duties, all school employees have the right to be free from intimidation or abuse and to have their reasonable and lawful requests and instructions followed by students.

All teachers will review the Student Conduct Discipline Rule with their students during the first week of school.

Special Education students: Staff needs to verify if a student with a disability is receiving special education services and has a behavior plan or accommodations in his/her I.E.P. Check with the case manager and/or the contact person for the plan and any accommodations required for the student. Students with an IEP for gifted services only are required to follow the regular education rules of conduct. (LAPS Policy/Regulation 5131/ 5131R)

**Offensive Conduct; Bullying, Cyber Bullying, Harassment, Hazing, Intimidation, Sexual Harassment and Violence.**

The School Board strictly prohibits all forms of offensive conduct, such as bullying, harassment, hazing, intimidation and violence on school grounds, school buses and at all school-sponsored activities, programs and events. Offensive conduct, harassment, hazing or bullying that takes place at locations outside of school grounds, such as cyber bullying, are prohibited. When these offensive conducts create or can be reasonably expected to create a material and substantial interference with the requirements of appropriate discipline in the operation of the school or impinge on the rights of other students, they may be subject to disciplinary consequences.

Anyone who is a target of such physical or verbal misconduct to report such claims. Students or their parents may report such offensive conduct to the principal, assistant principal, or counselor of the school. No investigation shall be delayed more than three (3) days.

(LAPS Policy/Regulation /5152/5158/5152R/5158R)

**Prohibition of Alcohol, Tobacco, and Other Drugs**

The School Board believes that involvement and/or use of controlled substances will seriously impair students' ability to achieve academically and to live healthy lives. The School Board prohibits the possession, use, sale or transfer of or being under the influence of alcohol, tobacco including e-cigarettes and nicotine containers, narcotics, hallucinogens, inhalants, or drugs or possession of drug paraphernalia on district property or at any school-sanctioned functions away from school property.

(LAPS Policy/Regulation 5129/5129R)