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Statement of.....

Policy and Responsibility

SUBJECT: EMPLOYMENT POLICIES

Employment Policies

1. Application--All applications for employment are made through the Director of Personnel.
2. Salary Schedules--Salaries paid will be in accordance with salary schedules and rates set by the Board. (See Special Provisions commencing with SP 925 and Master Agreement for Teachers.)
3. Vacations--All twelve month contract personnel are entitled to vacation time with full pay according to the following schedule:

12-month District Administrators

1 through 5 years - 10 days
6 through 9 years - 12 days
10 years and over - 15 days

Classified

1 through 5 years - 10 days
6 through 9 years - 12 days
10 years and over - 15 days
16 years and over - 18 days

Vacation time for less than one year will be pro-rated.

Persons working over one year who terminate may have their time pro-rated as approved by the Superintendent. Schedules for vacations will be approved by the Superintendent or his designee and will be at a time that will not be in conflict with the operation of the schools.

4. Injuries while on Job. All employees are covered by Utah Worker's Compensation Insurance. When an employee is injured, he or she must report the injury the same day to the immediate supervisor. The employee will call the correct entity to report the injury, receive triage, and referral for medical treatment (if necessary). Life threatening injuries are handled as emergencies and appropriate agencies are contacted. When an employee is out for 3 consecutive days, the District will pay the difference between the compensation insurance paid directly to the employee and the employee's regular salary (as per the Classified and Certified negotiated agreements. The injured employee must endorse any compensation check and deliver the same to the Board to be assured of the full salary.

5. Excused from Regular Assignment -- Employees should not request leave from their assigned duties except as provided in Board Policy and Master Agreement.
 - a. Employees excused by the Superintendent or principal to perform other educational assignments approved by the Superintendent in advance shall receive full pay.
6. Work days and holidays will be approved by the Board each year and designated in the school year calendar.
7. The District office will be open all week days during the year except for holidays as listed in the school year calendar. During the Winter Break, reduced staffs may be arranged by the Superintendent. The Superintendent may excuse personnel to attend workshops and conferences he or she feels will be helpful in the performance of the individual's work.
8. School Hours -- School hours will be set by the Board. Individual schools hours will vary, dependent on transportation schedules, etc. Kindergarten students will attend half day or full day, depending on funding available.
9. Outside Employment -- Outside employment or activities must not in any way interfere with the employee's efficiency in his or her school assignment, or attendance at required meetings.
10. Employee's Assignments -- Employee's assignments are to be made in terms of the best educational interest of the children. Yearly assignments of teachers and other employees to buildings, grades and general areas shall be approved by the Director of Personnel as early as feasible. Specific assignments within the building will be made by the principal.

Assignments may be changed by the Director of Personnel or principal during the year. An employee who desires a change in assignment may present his request to the Director of Personnel or principal. Such requests will be given full consideration.

11. Attendance at Meetings -- All employees are required to attend all meetings called for them by the Superintendent, program director, supervisor, or principal, unless duly excused.
12. Leaves of Absence -- Leaves of absence shall not be granted except under approval of the Board, (as outlined in the Master Agreement).
13. Nepotism

- a. Definitions For purposes of this section, "relative" means father, mother, husband, wife, son, daughter, sister, brother, grandmother, grandfather, uncle, aunt, nephew, niece, grandson, granddaughter, first cousin, mother-in-law, father-in-law, brother-in-law, sister-in-law, son-in-law, or daughter-in-law.
"Public Officer" means a person who holds a position that is compensated by public funds.
- b. No public officer may employ, appoint, or vote for or recommend the appointment of a relative in or to any position or employment, when the salary, wages, pay, or compensation of the appointee will be paid from public funds and the appointee will be directly supervised by a relative.
- c. No public officer may employ, appoint, or vote for or recommend the appointment of a relative in or to any position or employment, when the salary, wages, pay, or

compensation of the appointee will be paid from public funds and there is a conflict of interest with vendors of the District.

- d. No appointee may accept or retain employment if he is paid from public funds, and he is under the direct supervision of a relative.
 - e. Exceptions to this section are expressly outlined in in Utah Code Ann. § 52-3-1.
14. A member of a local board may not, during the member's term in office, also serve as an employee of that board, as directed by Utah Code 20A-14-202.
15. **Fraternization** - District employees may date, develop friendships and relationships both inside and outside of the workplace as long as the relationships do not negatively impact the schools, the District or the workplace. Any relationship that interferes with the District culture of teamwork, the harmonious teaching and work environment, the productivity of employees, or most importantly the primary objective of education of the students will be addressed by applying the District's discipline policy. Adverse workplace behavior or behavior that affects the schools, the students or the District that arises because of personal relationships will not be tolerated.

The exception to this policy relates to managers and supervisors. The District desires to avoid misunderstandings, complaints of favoritism, misuse of authority, possible claims of sexual harassment and the employee morale and dissension problems that can potentially result from intimate personal or social relationships involving managerial and supervisory employees in the District. Even if no improper conduct occurs, the relationship may cause gossip, hard feelings, dissatisfaction, and other distraction among employees in the schools and the District. The relationship may appear to other employees as an inappropriate use of position power. Accordingly, managers and supervisors are prohibited from becoming romantically involved with one another or with any subordinate employee who reports to the manager or supervisor or whose terms of employment are potentially affected by the manager or supervisor. The fraternization that is prohibited by this policy includes dating, romantic involvement and sexual relations; close friendships are discouraged in any reporting relationship.

A manager or supervisor who dates or becomes romantically involved with an employee creates a serious problem for the District. They adversely affect the careers of both employees with regard to advancement opportunities and assignments. If a manager decides to pursue a close relationship with an employee, he or she needs to inform the Director of Personnel immediately. The District will then decide what, if any, actions are necessary in regard to assignments and positions.

Employees who disregard this policy may receive disciplinary actions, up to and including employment termination.