

PERSONNEL**Section 4000**

I	ALL EMPLOYEES	4100
	1. Staff Conflict of Interest	4101
	2. Drug-Free Workplace Policy	4102
	3. Staff Health and Safety	4103
	4. Workers' Compensation Insurance	4104
	5. Staff Conduct with Students	4105
	6. Equal Employment Opportunity/Discrimination	4106
	A. Racial Discrimination	4106.01
	7. Personnel Records	4107
	8. Staff Complaints and Grievances	4108
	9. Family and Maternity Leave	4109
	10. Sexual Harassment Policy	4110
	11. Smoking Policy	4111
	12. Employee Arrest	4112
	13. Staff Participation in Political Activities	4113
	14. Resignation of Employees	4114
	15. Retirement of Employees	4115
	16. Staff Gifts	4116
	17. Scope of Negotiations	4117
	18. Staff Negotiating Organizations	4118
	19. Jury Duty	4119
	20. Personnel Report	4120
	21. Criminal Offender Record Information (C.O.R.I.)	4121
II	PROFESSIONAL STAFF	4200
	1. Professional Staff Positions	4201
	2. Professional Staff Hiring/Posting of Vacancies	4202
	A. Policy Statement	4202.01
	B. Posting of Vacancies	4202.02
	3. Certification	4203
	4. Teachers' Review of Student Files	4204
	5. Teacher Evaluation	4205
	6. Professional Development Plan for Professional Staff	4206
	7. Professional Staff Development Opportunities	4207
	8. Professional Staff Assignments and Transfers	4208
	9. Professional Staff Contracts and Compensation Plans	4209
	10. Professional Staff Fringe Benefits	4210
	11. Professional Staff Leaves and Absences (Contract)	4211
	12. Professional Staff Re-Appointment and Professional Status	4212
	13. Professional Staff Salary Schedules	4213
	14. Professional Staff Seniority	4214
	15. Professional Staff Teaching Load	4215
	16. Professional Staff Time Schedules	4216
	17. Visiting Days, Educational Workshops and Professional Workshops	4217
	18. Professional Staff Meetings	4218
	19. Professional Extra Duty	4219
	20. Non-School Employment by Professional Staff Members	4220
	21. Substitute Staff Employment	4221
	22. Suspension, Demotion and Dismissal of Professional Staff Members	4222
	23. Part-time Teaching Positions	4223
	24. Professional Staff Ethics	4224
	25. Reduction in Professional Staff Work Force	4225

26. Professional Staff Promotions	4226
27. Plan books	4227
28. Melrose Committee Physical Restraint Policy	4228

III. SUPPORT STAFF	4300
1. Support Staff Positions	4301
2. Recruiting and Posting of Vacancies	4302
3. Support Staff Hiring	4303
4. Support Staff Contracts and Compensation Plans	4304
5. Support Staff Salary Schedules	4305
6. Support Staff Leave(s) and Absences	4306
7. Support Staff Assignments and Transfers	4307
8. Support Staff Fringe Benefits	4308
9. Support Staff Vacations and Holidays	4309
10. Suspension and Dismissal of Support Staff Members	4310
11. Support Staff Promotions	4311
12. Support Staff Time Schedules/Work Load	4312
13. Support Staff Seniority	4313
14. Clerical Services	4314
15. Bus Driver	4315
16. Staff Ethics	4316