



2023-24 Employee Handbook Changes

- + Added Acceptable Use Policy Agreement (page 3)
- + Updates to Work Schedule policy (page 30)
 - + Business Hours
 - + Amended central office hours
- + Added "School Events" policy (page 33)
 - + Clarifies expectations for exempt staff, non-exempt staff, and supervisors for staff who volunteer for school events.
- + Updates to Phone/Voicemail policy (page 40)
 - + Updated information for the current online platform, 8x8.
 - + Updated expectations for school-provided services and personal devices.
- + Added Internet Access (page 41)
 - + Outlines requirements for remote staff
- + Added Acceptable Use policy (page 41)
 - + Correlates with Board Policy
- + Added "All-Staff Retreat" policy (page 43)
 - + Outlines expectations for staff attendance, medical excuses, and subjectivity to blackout dates.
- + Updated "Work Environment" (page 45)
 - + Clarification of the work location and expectations.
- + Update to "Accident/Incident Reporting" policy (page 45)
 - + Clarification on where incidents may be reported.
- + Update to "Reporting Fires and Emergencies" (page 46)
 - + Clarification on where incidents may be reported.
- + Update to "Paydays" policy (page 48)
 - + Addition of the pay periods and correlating pay dates

- + Update to “Expenses” policy (page 49)
 - + Updated process in alignment with the finance department's policy and procedures for processing Expenses.

- + Update to “Mileage Reimbursement” policy (page 50)
 - + Updated process in alignment with the finance department's policy and procedures for processing Expenses.

- + Update to “Holidays” policy (page 55)
 - + Updated holidays, adding:
 - + Genocide Remembrance Day
 - + Juneteenth
 - + Summer Break (12-month staff)

- Update to “Floating Holidays” policy
 - Removed floating holiday policy

- + Update to “Sick Leave” policy (page 56)
 - + Added clarification of certification for 3 or more days of consecutive sick time.
 - + Added “Transfer of Sick Leave” policy
 - + Outlines our current process for transferring sick leave credit from other schools/districts.

- Update to “School Appearance and Activities Leave” policy
 - + Removed School Appearance and Activities Leave policy

- + Added “Personal Necessity Leave” policy (page 57)
 - + Provides 40 hours of personal time for staff use
 - + Covers personal matters, school appearances, birthdays, and work anniversaries.

- + Added “Leave Interactions” policy (page 67)
 - + Provides clarification to employees on the difference between PDL, FMLA, and CFRA

- + Updates to “Bereavement” policy (page 69)
 - + Added 2 days unpaid, for a total of five days of bereavement