



Personnel Policies: General

5000

Any requirements pursuant to RCW, WAC, and other State and Federal law which are not referenced in this policy section are hereby incorporated by reference.

Personnel Selection and Recruitment

5100

No single decision-making process in education has greater potential for impact on the quality of our program than the process that results in the selection of faculty, staff or administrators to serve in our schools. Given the importance of these selection decisions, they should be accorded a high priority in terms of time allocation and budget support. The goal of Sumner's personnel selection process is to employ or promote the best possible candidate using a team process. The superintendent shall be responsible for insuring that the spirit and intent of this policy are followed.

Athletic Coach Selection

5101

The District shall endeavor to obtain what its administration believes to be the best-qualified individuals to fill coaching positions. It shall be the responsibility of the building administration, in conjunction with the athletic director, to recommend to the superintendent, for ratification by the Board of Directors, individuals for coaching positions annually. Coaching positions will be offered for a period not to exceed one school year. Certificated staff filling coaching positions will be issued supplemental contracts subject to RCW 28A.405.240. Individuals who are not certificated staff of the District who are offered coaching positions will be offered contracts for a period not to exceed one school year which are not subject to any continuing contract laws.

Advisor Selections

5102

The District shall endeavor to obtain what the administration believes to be the best-qualified individuals to fill advisor positions. It shall be the responsibility of the building administration, to recommend individuals for advisor positions within the building annually. Appointment to advisor positions shall be for a period of one year and if not renewed shall not constitute an adverse change in contract status. A supplemental contract requiring ratification by the Board of Directors shall be issued under the provisions of the RCWs.

1/2006 (Entire Section Revised)



Volunteers

5103

The District recognizes the valuable contribution made to the total school program through the volunteer assistance of parents and other citizens. In working with volunteers, district staff shall clearly explain the volunteer's responsibility for supervising students in school, on the playground and on field trips.

Part-Time Employees: Primary Responsibilities

5104

Part-time employees may be hired in substitute positions for the school district only in circumstances where their regular work assignment is not affected in any way.

Job Sharing

5105

Based on district needs, a job share assignment may be approved by the district. A job sharing assignment is the shared performance of the duties of one, full-time regular position by two employees. The superintendent is responsible for recommending to the Board when the needs of the district can be met by a job-sharing assignment.

Non-Discrimination in Employment

5111

It shall be the policy of the Board of Directors to provide equal opportunity in every aspect of the district employment policy and practice, in each department and individual school, for all qualified persons; to prohibit discrimination in employment on the basis of religion, race, creed, color, national origin, families with children, sex, marital status, sexual orientation, age, honorably discharged veteran or military status, or the presence of any sensory, mental, or physical disability or the use of a trained dog guide or service animal by a person with a disability or any other status or condition protected by local, state or federal law, and to promote equal employment opportunity through a positive continuing program throughout the district.

Revised 2/10

Civility in the Workplace

5112

The Sumner School District expects employees to exercise reasonable, good judgment in handling interpersonal disputes and is expected to exercise respect, courtesy, and concern for the dignity of other employees. An employee may be subject to an appropriate disciplinary action for failing to behave with respect and courtesy in the workplace.

When employees have strong differences of opinion between and among themselves, it is expected that such differences should be approached through rational, respectful discussions held among and limited to only the "parties of interest" held in a private place. All employees are expected to refrain from use of critical and invective expression of each other in the presence of the public (students, other employees, and citizens) in semi-public places such as faculty lounges, hallways, etc.

1/2006 (Entire Section Revised)



Harassment/Sexual Harassment

5113

The Sumner School District is committed to maintaining an environment that is free of discrimination. In keeping with this commitment, the Sumner School District prohibits harassment, as defined below, of Sumner School District employees, volunteers, parents, or students by anyone, including administrators, supervisors, co-workers, patrons, visitors, or students. In addition, the Sumner School District will not tolerate harassment of or retaliation or reprisal against any person who makes an harassment complaint in good faith.

- A. Prohibited harassment consists of unwelcome conduct, whether verbal, physical, or visual, that is based upon a person's religion, race, creed, color, national origin, age, sex, marital status, sexual orientation, disability, or any other status or condition protected by local state or federal law. Prohibited harassment can occur adult to students, student to adult, student to student, adult to adult, male to female, female to male, male to male, and female to female. Prohibited harassment includes comments, slurs, jokes, innuendoes, cartoons, pranks, physical harassment, etc., which are derogatory on the basis of, or directed to an employee, because of an employee's protected status. Harassment also includes negative actions based on an employee's participation in activities identified with or promoting the activities of the protected group.
- B. Employees have the right to be free from such harassment on the job. Harassment is prohibited by state and federal anti-discrimination laws where:
 - 1. Such conduct is derogatory on the basis of protected status or directed to an employee because of protected status;
 - 2. Such conduct is severe and pervasive; and
 - 3. Submission to such conduct is made, either explicitly or implicitly, a term or condition of employment;
 - 4. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such an individual; or
 - 5. Such conduct has the purpose or effect of interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.
- C. All employees are prohibited from engaging in unlawful harassment of any other employee and all employees, particularly supervisors and managers, are responsible to report any unlawful harassment they observe.



Harassment/Sexual Harassment (5113 – Cont'd)

D. Sexual Harassment

In addition to the behavior listed above, sexual harassment includes unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature. Sexual harassment has serious consequences, not only for the employees involved, but for the entire company. All employees, managers and supervisors in particular, are responsible for assuring that the work place is free from sexual harassment. Because of the District's strong disapproval of offensive or inappropriate sexual behavior at work, all employees must avoid any action or conduct that could be viewed as sexual harassment.

E. Reporting Responsibilities

District employees, students, parents, and volunteers are required to report any incidents of behavior that they consider to be sexual harassment, whether the behavior was directed at them or was observed to have been directed at another individual. All employees who receive informal complaints or reports of possible unlawful harassment are required to inform appropriate district personnel of the complaint or report.

All employees are expected to cooperate fully with the investigation of any complaints of possible unlawful harassment, and to provide complete and truthful information to the District's investigative team. Each employee bears part of the responsibility for ensuring a working and educational environment free of sexual harassment by promptly reporting any violation of this policy and not condoning unlawful harassment in the district.

F. Reprisals, Retaliation, and False Complaints or Accusations Prohibited

Reprisals or retaliation against anyone who makes a complaint of discrimination or unlawful harassment is prohibited and will result in appropriate disciplinary action or other corrective sanctions.

Filing of any knowingly false accusation or complaint of unlawful harassment is prohibited and will result in appropriate disciplinary action or other corrective sanctions.

Disability and Accommodation

5114

To the extent required by law, the District will make reasonable accommodations if an employee has a disability that affects his or her ability to perform the essential functions of his/her job. Although all employees must be able to properly perform their essential job duties, the District may be able to adjust work schedules, transfer an employee to a vacant position for which that employee is qualified, or make other modifications or accommodations to permit an employee to perform the essential functions of his/her job and to continue working.



Collective Bargaining

5115

The Board encourages and promotes a good and fair working relationship among the staff. The Board recognizes the right of staff to join labor organizations of their own choosing and to be represented by such organizations in the negotiations of such matters and according to such procedures as may be required by law or agreement of the parties.

Strikes

5115.1

The Sumner School District believes it is the law of the State of Washington that strikes by public school employees are illegal. In the context of a labor dispute, the District will take appropriate actions that are consistent with applicable law.

Certification and Licensing

5123

It shall be the responsibility of the employee to meet and maintain the qualification for any license or certificate required to hold the position assigned.

Evaluation of Non-Administrative Certificated Employees

5124

All non-administrative certificated employees will be evaluated annually according to all applicable WACs, RCWs and collective bargaining agreements.

Evaluation of Non-Administrative Classified Employees

5125

All non-administrative classified employees will be evaluated annually. Criteria for evaluating classified staff shall be based upon the job description of the specific assignment.

Evaluation of Administrative Employees

5126

All administrators shall be evaluated annually. Certificated administrators will be evaluated according to applicable RCWs and WACs. Such evaluation shall be based on his/her job description, accomplishment of annual goals and performance objectives and established evaluative criteria.



Personnel Records

5127

The District shall organize, compile and maintain personnel records and files for each staff member of the district that shall be kept secure under the authority of the superintendent. Personnel files are the property of the District. The contents of the files shall be available to the superintendent and to those staff authorized by the superintendent to organize, compile and maintain the personnel files. Staff members who have access to the files shall be required to maintain the confidentiality of the files and their contents.

A certificated or classified staff member, upon submission of a written request to the District, shall be permitted, during normal district business hours, to review the contents of his/her personnel files. Anyone, at the employee's request, may be present in the review of the personnel file, provided the District is notified in advance of who will be in attendance.

Principals and/or immediate supervisors may examine the files of staff employed in their building/department or staff who have requested to transfer into that specific building/department.

Disciplinary Action and Discharge

5128

Employees who fail to fulfill their job responsibilities or follow the reasonable directions of their supervisors or who conduct themselves on or off the job in ways that significantly affect their effectiveness on the job or in such other ways that the law determines to be sufficient cause shall be subject to discipline. Behavior, conduct or action which may lead to disciplinary action or discharge may include, but is not limited to:

Insubordination, gross incompetence, immorality, conviction of a felony, nonprofessional conduct, intentional discrimination, sexual misconduct, mental or physical inability to perform the duties for which employed, intemperance, vulgar speech or actions, use of habit-forming drugs without pharmaceutical prescription by a doctor of medicine licensed to practice in the state of Washington, use of alcoholic beverages on school premises or at a school-sponsored activity off the school premises, and use of district supplies and equipment for personal betterment or financial gain.

Discipline shall be reasonably appropriate to the circumstances but may include suspension or discharge. Discharge or other adverse action affecting the contract status of certificated staff shall be instituted by the superintendent in the manner prescribed by law.

Legal Reference: RCW 28A.400.300/320; RCW 28A.410.090; WAC 180.44.060.

1/2006 (Entire Section Revised)



Leave for Exchange Teaching

5129

A teacher may participate in a teacher exchange program provided it has been determined that the exchange program will be beneficial to the teacher and the district, there will be no additional cost to the district, and the exchange teacher is a suitable replacement.

All benefits of salary and sick leave shall accrue to the teacher during this year of leave.

Leave to Teach in a Foreign School

5130

A teacher may be granted a leave of absence to teach in a foreign school provided such leave will not be detrimental to the district's educational program, there will be no additional cost to the district, and a qualified replacement is available.

If a teacher returns to the district direct from the overseas teaching assignment, he shall receive experience credit for the year of teaching, depending on the nature of the teaching assignment, and shall be credited with the sick leave benefits accrued at the time the leave began.

Citizenship and Patriotism

5131

It shall be the duty of all teachers to endeavor to impress on the minds of their pupils the principles of morality, truth, justice, temperance, humanity, and patriotism; to teach them to avoid idleness, profanity, and falsehood; to instruct them in the principles of free government and to train them up to the true comprehension of the rights, duty and dignity of American Citizenship. (RCW 28A.405.030)

Conflicts of Interest

5132

A staff member shall not use his/her position of trust for decisions or actions in which his/her professional interests compete with his/her personal interests. Such competing interests can make it difficult to fulfill official duties fairly. Even if there is not evidence of improper actions, a conflict of interest can create an appearance of impropriety that can undermine confidence in the ability of that person to act properly.

Certificated Staff Obtaining Substitute Teachers

5133

It shall be the responsibility of each certificated staff member to follow district procedure for obtaining a substitute when the individual certificated employee is in need of a substitute teacher, as outlined in district procedures.

Revised 2/10



Alcohol and Drug-Free Workplace

5134

Sumner School District believes that the unlawful use and possession of illicit drugs and alcohol is harmful, wrong, and negatively impacts employee conduct and performance.

The Drug Free Workplace Act and Drug Free Schools and Community Act amendments require that directly funded federal grant recipients notify their employees in writing that alcohol and drug abuse in the workplace is prohibited as follows:

The unlawful manufacture, distribution, dispensing, possession, or use of illicit drugs on school premises or as a part of any school activity is prohibited in the Sumner School District. As a condition of employment, each employee must abide by the terms of this statement, and must notify his/her employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction.

Additionally, the use or distribution of alcohol on school premises or as a part of any school activity is prohibited.

Compliance with the above standards of conduct is mandatory.

Legal Reference: Public Law 100-690, Title V, Subtitle D
Public Law 101-226, Drug Free Schools and Community Act
Amendments of 1989

Reporting of Improper School District Action

5135

Sumner School District employees are encouraged to report improper governmental actions by district officers or employees. The District will not retaliate against employees who report such information about improper governmental action, when the reports are made in good faith and in compliance with this policy and the procedures which follow. District officers, administrators and supervisors are prohibited from taking retaliatory action against employees who make good faith reports pursuant to the procedures of this policy.

Use of Tobacco on School Property

5136

Smoking or any other use of tobacco products shall be prohibited on school district property. This shall include all district buildings, grounds and district-owned vehicles.

Notices advising district employees and patrons of this policy shall be posted in appropriate locations in all district buildings and at other district facilities as determined by the superintendent.

Legal Reference: RCW 28A.210.310 - Prohibition on Use of Tobacco Products on School Property

1/2006 (Entire Section Revised)



Soliciting and Selling

5137

Soliciting and selling to staff shall not be allowed at school buildings and work sites during duty hours.

Alcohol and Controlled Substance Testing for Commercial Driver's License Employees

5138

The Board of Directors directs the superintendent to comply with programs and procedures as mandated by and in accordance with Federal Motor Carrier Safety Administration (FMCSA) controlled substances and alcohol testing rules.

Candidates for Public Office

5139

School district personnel may be candidates for public office.

If an employee is elected and serves during the school year, one day's salary will be deducted for each day's absence.

School Business Day Defined

5140

School business day shall mean any calendar day, exclusive of Saturdays, Sundays and any Federal and school holidays, on which the office of the superintendent of the school district is open to the public for the conduct of business.

1/2006 (Entire Section Revised)

Maintaining Professional Staff/Student Boundaries

5253

The purpose of this policy is to provide all staff, students, volunteers and community members with information to increase their awareness of their role in protecting children from inappropriate conduct by adults.

The Sumner School District Board of Directors expects all staff members to maintain the highest professional, moral and ethical standards in their interaction with students. Staff members are required to maintain an atmosphere conducive to learning, through consistently and fairly applied discipline and established and maintained professional boundaries.

The interactions and relationships between staff members and students should be based upon mutual respect and trust, an understanding of the appropriate boundaries between adults and students in and outside of the educational setting, and consistency with the educational mission of the schools.

Staff members will not intrude on a student's physical and emotional boundaries unless the intrusion is necessary to serve an educational or physical, mental and/or emotional health purpose. An educational purpose is one that relates to the staff member's duties in the district. Additionally, staff members are expected to be sensitive to the appearance of impropriety in their own conduct and the conduct of other staff when interacting with students. Staff members will discuss issues with their building administrator or supervisor whenever they suspect or are unsure whether conduct is inappropriate or constitutes a violation of this policy.



Maintaining Professional Staff/Student Boundaries, continued

5253

The Sumner School District Board of Directors supports the use of technology to communicate for educational purposes. However, district employees are prohibited from inappropriate online socializing or from engaging in any conduct on social networking Web sites that violates the law, district policies or other generally recognized professional standards. Employees whose conduct violates this policy may face discipline and/or termination, consistent with the district’s policies, acceptable use agreement and collective bargaining agreements, as applicable.

The superintendent or designee will develop staff protocols for reporting and investigating allegations and develop procedures and training to accompany this policy.

11/17/10 (Adopted)

Employee Attendance Incentive Program

5401

The Board of Directors authorizes the Superintendent, or designee, to establish an employee incentive program - remuneration or benefit plan for unused sick leave in accordance with WAC 392-136-065 for any and all certificated and non-certificated employees.

Legal References:	RCW 28A.400.210	Employee attendance incentive program — Remuneration or benefit plan for unused sick leave
	WAC 392-136-060	Application to School Districts
	WAC 392-136-065	Board Authority

1/14/09 (Adopted)

Leave Sharing

5406

The district shall establish and administer a leave sharing plan in which eligible employees may donate excess leave for use by an employee who is suffering from, or has a relative or household member suffering from, an extraordinary or severe illness, injury, impairment or physical or mental condition, or who has been called to service in the uniform services.

Such a program is intended to extend leave benefits to an employee who otherwise would have to take leave without pay or terminate his or her employment with the district.

The Superintendent, or designee, will establish procedures to donate leave for staff members who earn personal leave, staff members who accrue annual leave and sick leave and staff members who accrue leave to be used for illnesses, injuries or emergencies. The Superintendent, or designee, is directed to administer the leave sharing plan in a manner consistent with state law and applicable collective bargaining agreements.

Legal References:	RCW 28A.400.380	Leave sharing program
	41.04.650-665	Leave sharing program
	WAC 392-126-004 -104	Finance — Shared Leave

1/14/09 (Adopted)