

GARDNER-SOUTH WILMINGTON THSD NO. 73
TABLE OF CONTENTS
SECTION 5 - PERSONNEL

General Personnel

<u>5:10</u>	Equal Employment Opportunity and Minority Recruitment
<u>5:10-AP</u>	Administrative Procedure - Workplace Accommodations for Nursing Mothers
<u>5:20</u>	Sexual Harassment
<u>5:20-AP</u>	Administrative Resource – Sample Questions for Conducting the Internal Sexual Harassment in the workplace Investigation
<u>5:30</u>	Hiring Process and Criteria
<u>5:30-AP1</u>	Administrative Procedure – Job Interviews
<u>5:30-AP2</u>	Administrative Procedure - Investigations
<u>5:35</u>	Compliance with the Fair Labor Standards Act
<u>5:35-AP1</u>	Administrative Procedure – Fair Labor Standards Act Exemptions
<u>5:35-AP2</u>	Administrative Procedure – Employee Records Required by the Fair Labor Standards
<u>5:35-AP3</u>	Administrative Procedure - Compensable Work Time for Non-Exempt Employees Under the FLSA
<u>5:35-AP4</u>	Administrative Procedure – Fair Labor Standards Act 12-Step Compliance Checklist
<u>5:35-E</u>	Exhibit – Volunteer Agreement Executed by a Non-Exempt Employee
<u>5:40</u>	Communicable and Chronic Infectious Disease
<u>5:40-AP</u>	Open
<u>5:50</u>	Drug- and Alcohol-Free Workplace
<u>5:60</u>	Expenses
<u>5:60-AP</u>	Open
<u>5:60-E</u>	Exhibit - Employee Travel Expense Voucher
<u>5:70</u>	Religious Holidays
<u>5:80</u>	Court Duty
<u>5:90</u>	Abused and Neglected Child Reporting
<u>5:100</u>	Staff Development Program
<u>5:100-AP</u>	Administrative Procedure - Staff Development Program
<u>5:110</u>	Recognition for Service
<u>5:120</u>	Ethics
<u>5:120-AP1</u>	Administrative Procedure – Statement of Economic Interests for Employees

<u>5:120-AP2</u>	Administrative Procedure - Employee Conduct Standards
<u>5:130</u>	Responsibilities Concerning Internal Information
<u>5:130-AP</u>	Administrative Procedure - Email Retention
<u>5:140</u>	Solicitations By or From Staff
<u>5:150</u>	Personnel Records
<u>5:150-AP</u>	Administrative Procedure - Personnel Records
5:160	OPEN
<u>5:170</u>	Copyright
<u>5:170-AP1</u>	Administrative Procedure - Copyright Compliance
<u>5:170-AP2</u>	Administrative Procedure - Seeking Permission to Copy or Use Copyrighted Works
<u>5:170-AP3</u>	Administrative Procedure - Instructional Materials and Computer Programs Developed Within the Scope of Employment
5:170-E	Open
<u>5:180</u>	Temporary Illness or Temporary Incapacity
<u>5:185</u>	Family and Medical leave
<u>5:185-AP</u>	Administrative Procedure – Family and Medical Leave
<u>Professional Personnel</u>	
<u>5:190</u>	Teacher Qualifications
<u>5:190-AP</u>	Administrative Procedure - Plan to Ensure That All Teachers Who Teach Core Academic Subjects Are <i>Highly Qualified</i>
<u>5:190-E1</u>	Exhibit - Notice to Parents of Their Right to Request Their Child's Classroom Teachers' Qualifications
<u>5:190-E2</u>	Exhibit - Notice to Parents When Their Child Is Assigned To or Has Been Taught for at Least Four Straight Weeks By a Teacher Who is Not <i>Highly Qualified</i>
<u>5:190-E3</u>	Exhibit - Letter to Teacher Who is Not <i>Highly Qualified</i>
<u>5:200</u>	Terms and Conditions of Employment and Dismissal
<u>5:210</u>	Resignations
<u>5:220</u>	Substitute Teachers
<u>5:220-AP</u>	Administrative Procedure – Substitute Teachers
<u>5:220-E</u>	Exhibit – Unsatisfactory Performance Report for Substitute Teachers
<u>5:230</u>	Maintaining Student Discipline
<u>5:240</u>	Suspension
<u>5:240-AP</u>	Administrative Procedure - Suspensions
<u>5:250</u>	Leaves of Absence

5:250-AP Open

[5:260](#) Student Teachers

Educational Support Personnel

[5:270](#) Employment At-Will, Compensation, and Assignment

5:270-E Open

[5:280](#) Duties and Qualifications

[5:285](#) Drug and Alcohol Testing for School Bus and Commercial Vehicle Drivers

5:285-AP Open

[5:290](#) Employment Termination and Suspensions

[5:300](#) Schedules and Employment Year

[5:310](#) Educational Support Personnel

[5:310-E](#) Agreement to Receive Compensatory Time-Off

[5:320](#) Evaluation

[5:330](#) Sick Days, Vacation, Holidays, and Leaves