

## TABLE OF CONTENTS

### Personnel - Series 5000

#### **RECRUITMENT AND PERSONNEL SELECTION**

Recruitment and Selection of Staff .....	5000
Hiring of Retired School Employees.....	5001
Employment: Disclosures, Certification, Assurances and Approval .....	5005
Procedures .....	5005P
Certification Revocation .....	5006
Nondiscrimination and Affirmative Action .....	5010
Procedures .....	5010P
Sexual Harassment.....	5011
Procedures .....	5011P
Contracts.....	5050

#### **EMPLOYMENT PRACTICES**

Drug-Free Workplace.....	5201
Federal Motor Carrier Safety Admin Mandated Drug and Alcohol Testing Program .....	5202
Procedures .....	5202P
Job-Sharing Staff Members.....	5222
Length of Work Day .....	5231
Conflicts of Interest.....	5251
Staff Participation in Political Activities .....	5252
Maintaining Professional Staff/Student Boundaries .....	5253
Procedure.....	5253P
Personnel Records .....	5260
Procedures .....	5260P
Reporting Improper Governmental Action.....	5271
Procedures .....	5271P
Disciplinary Action and Discharge.....	5281
Garnishment and Personal Credit Problems .....	5315

#### **LEAVES**

Leave .....	5401
Leave Sharing .....	5406
Procedure.....	5406P
Military Leave.....	5407
Procedures .....	5407P
Unpaid Holidays for Reason of Faith or Conscience .....	5409

#### **BENEFITS**

Retirement Programs.....	5510
--------------------------	------

#### **AUXILIARY PERSONNEL**

Substitute Employment .....	5610
Volunteers.....	5630

Student Teachers .....	.5641
Procedures .....	.5641P