

## G - PERSONNEL

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	<i>SN Policies applicable to all school employees.</i>
GAA*	Goals and Objectives
GAAC	<a href="#">Bullying (Cf. JCAE)</a>
GAC	<a href="#">Policies and Rules Development Involvement</a>
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GAN	<a href="#">Social Media Policy for Staff</a>
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GB	<a href="#">Professional Personnel Section</a>
	<i>SN Excludes district school superintendent and other school management and supervisory personnel classified under CG policies.</i>
GBA	<a href="#">Compensation Guides and Contracts</a>
	<i>SN Scope of category determined by actual agreements in force.</i>
	<i>See Handbook</i>
GBAB	<a href="#">Staff Recognition</a>
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GBR	<a href="#">Death of Student or Faculty Member</a> (Also JHFC)
GBRA	<a href="#">Health Examinations</a>
GBRAA	<a href="#">First Aid</a>
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GBRIG	<a href="#">Family Medical Leave (FMLA)</a>
GBRIG-E	<a href="#">Massachusetts Parental Leave (MPLA)</a>
GBRIH	<a href="#">Domestic Violence Leave Policy</a>
GBRL	<a href="#">Insurance Coverage for School Personnel</a>
GBRM	<a href="#">Smoking</a> (Also JCDA, KGD)
GBRN	<a href="#">Drug- Free Workplace</a>
GC*	Noncertified Personnel Section
	<i>SN Excludes school management and supervisory personnel</i>

GCA	<i>classified under CG policies.</i> <a href="#">Compensation Guides and Contracts</a> SN Scope of category determined by actual agreements in force. <i>See Handbook.</i>
GCAD	<a href="#">Review of Salary Schedule</a>
GCAE	<a href="#">Payroll Periods</a>
GCAF	<a href="#">Salary Checks and Deductions</a>
GCAG	<a href="#">Health and Life Insurance Withholding</a>
GCAH	<a href="#">Tax Sheltered Annuities</a>
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GCJB	<a href="#">In-Service Training</a>
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## PERSONNEL

## GENERAL SECTION

## Personnel Policy

It is the policy of the North Reading School Committee to select, retain and promote its employees on the basis of ability and efficiency. Job openings are to be anticipated and publicized throughout the district so that candidates will have a full opportunity to present applications for consideration. Each employee is expected to give faithful and complete service, and the continuation of employment shall be based on good behavior, efficiency, the necessity of the work, and the appropriation of sufficient funds. Employment shall be terminated only under the conditions provided in these rules.

## Employee Responsibility for Observation of Rules and Regulations

All employees are expected to know and shall be responsible for observing all provisions of the law and all rules and regulations of the School Committee. The rules and regulations of the School Committee are written to be consistent with the General Laws, but do not incorporate the General Laws in full. Violation of pertinent statutes, School Committee policy or rules and regulations, may result in disciplinary action including termination of employment.

First Reading November 20, 1972

Approved November 27, 1972

Reviewed March 5, 1979

Reviewed April, 1983

Reviewed November 13, 2012

Reviewed May 2, 2019

## PERSONNEL

### BULLYING

The North Reading School Committee prohibits any act of bullying or retaliation for reporting bullying behaviors. A safe and civil environment in school is necessary for students to learn and achieve high academic standards. Bullying, like other disruptive or violent behaviors, is conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe environment. Demonstration of appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment or bullying are expected of administrators, faculty, staff, and volunteers to provide positive examples for student behavior.

The School Committee directs the Superintendent and/or his/her Designee to develop administrative guidelines and procedures for the implementation of this policy. The guidelines and/or procedures will address prevention and education efforts, expectations of student and staff conduct, school responses, including disciplinary action to bullying incidents, and procedures for reporting and addressing complaints of bullying.

#### A. Definitions

A **hostile environment** is a situation in which bullying causes the school environment to be permeated with intimidation, ridicule or insult that is sufficiently severe or pervasive to alter the conditions of the student's education.

**Bullying** is defined as the repeated use by one or more students or by a member of a school staff including, but not limited to, an educator, administrator, school nurse, cafeteria worker, custodian, bus driver, athletic coach, advisor to an extracurricular activity or paraprofessional of a written, verbal, or electronic expression or a physical act or gesture or any combination thereof, directed at a target that:

- (i) causes physical or emotional harm to the target or damage to the target's property;
  - (ii) places the target in reasonable fear of harm to himself/herself or of damage to his/her property;
  - (iii) creates a hostile environment at school for the target;
  - (iv) infringes on the rights of the target at school; or
  - (v) materially and substantially disrupts the education process or the orderly operation of a school.
- Bullying may include conduct such as physical intimidation or assault, including intimidating an individual into taking an action against his/her will; oral or written threats; teasing; putdowns; name-calling; stalking; threatening looks, gestures, or actions; cruel rumors; false accusations; and social isolation.

**Perpetrator** is now defined as: a student or a member of a school staff including, but not limited to, an educator, administrator, school nurse, cafeteria worker, custodian, bus driver, athletic coach, advisor to an extracurricular activity or paraprofessional.

**Cyber-bullying** is bullying through the use of technology or any electronic communication, which shall include, but not be limited to, any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo electronic or photo-optical system, including, but not limited to, electronic mail, internet communications, instant messages or facsimile communications. Cyber-bullying shall also include:

- (i) The creation of a web page or blog in which the creator assumes the identity of another person or,
- (ii) The knowing impersonation of another person as the author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated above in clauses (i) to (v), inclusive, of the definition of bullying.

Cyber-bullying shall also include the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting creates any of the conditions enumerated above in clauses (i) to (v), inclusive, of the definition bullying. Cyber-bullying may include conduct such as sending derogatory, harassing or threatening email messages, instant messages, or text messages; creating websites that ridicule, humiliate, or intimidate others; and posting on websites or disseminating embarrassing or inappropriate pictures, audio recordings, or images of others.

**Retaliation** is any form of intimidation, reprisal, or harassment against a person who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying.

## **B. Where Bullying Is Prohibited**

Bullying, included cyber-bullying, is prohibited (i) on school grounds, property immediately next to school grounds, at a school-sponsored or school-related activity, function or program whether on or off school grounds, at a school bus stop, on a school bus or other vehicle owned, leased, or used by the school district, or through the use of technology or an electronic device owned, leased or used by the school district and (ii) at a location, activity, function, or program that is not school-related, or through the use of technology or electronic device that is not owned, leased or used by the school district if the bullying creates a hostile environment at school for the target, infringes on the rights of the target at school or materially and substantially disrupts the education process, the health or well-being of the target during school hours, or the orderly operation of the school.

## **C. Bullying and Retaliation Are Prohibited and Will Lead to Discipline**

The North Reading Public Schools absolutely prohibits bullying and retaliation as defined in Section A. Students or members of a school staff including, but not limited to, an educator, administrator, school nurse, cafeteria worker, custodian, bus driver, athletic coach, advisor to an extracurricular activity or paraprofessional who engage in bullying or retaliation will be subject to disciplinary action; however, disciplinary action taken must balance the need for accountability with the need to teach appropriate behavior conducive to a non-hostile environment in the school district. The range of disciplinary action includes, but is not limited to, one or more of the following: verbal warnings, written warnings, reprimands, detentions, short-term or long-term suspensions, or expulsions from school as determined by the school administration and/or school committee, subject to applicable procedural requirements. Nothing in this policy is intended to prevent the school administration and/or school committee from taking disciplinary action against a student or a member of a school staff including, but not limited to, an educator, administrator, school nurse, cafeteria worker, custodian, bus driver, athletic coach, advisor to an extracurricular activity or paraprofessional for conduct that does not meet the definition of bullying, as defined above, but nevertheless is inappropriate for the school environment.

## **D. Reporting Obligations**

Staff, faculty, and students are obligated to report bullying to the school principal or his or her designee. Specifically:

- (i) School staff, including, but not limited to, an educator, administrator, school nurse, cafeteria worker, custodian, bus driver, athletic coach, advisor to an extracurricular activity or paraprofessional, shall immediately report any instance of bullying or retaliation he or she has witnessed or become aware of to the school principal or his or her designee.
- (ii) The district expects students and parents/guardians who witness or become aware of any instance of bullying or retaliation involving a student to report it to the school principal or his or her designee. An individual may make an anonymous report of bullying or retaliation; however, no disciplinary action may be taken against a student solely on the basis of an anonymous report. A student who knowingly makes a false accusation of bullying or retaliation shall be subject to disciplinary action.
- (iii) In the event that bullying or retaliation is substantiated, the school principal or his or her designee will notify the local law enforcement agency if he or she believes that criminal charges may be pursued against the aggressor. In addition, if an incident of bullying or retaliation occurs on school grounds and involves a former student under the age of 21 who is no longer enrolled in a local school district, charter school, non-public day school, approved private day or residential school or collaborative school, the Superintendent of the North Reading Public Schools or his or her designee will notify law enforcement if she or he believes that criminal charges may be pursued.
- (iv) If an incident of bullying or retaliation involves students from more than one school district, charter school, non-public school, approved private day or residential school or collaborative school, and the North Reading Public Schools is the first to be notified of the bullying and retaliation, then the Superintendent of North Reading Public Schools or his or her designee must, consistent with state and federal law, promptly notify the appropriate administrator of the other school district or school so that both may take appropriate action.
- (v) Members of the North Reading community are encouraged to report incidents of bullying, including cyber-bullying, as defined in Section A, to the Superintendent as appropriate.

## **E. Investigation**

The Principal or his/her designee, upon receipt of a viable report, shall promptly contact the parents or guardians of a student who has been the alleged target or alleged perpetrator of bullying. The actions being taken to prevent further acts of bullying shall be discussed.

The school principal or a designee shall promptly investigate the report of bullying, using a Bullying/Cyber-bullying Report Form which may include interviewing the alleged target, alleged aggressor, staff members, students and/or witnesses.

Support staff shall assess an alleged target's needs for protection and create and implement a safety plan that shall restore a sense of safety for that student.

Confidentiality shall be used to protect a person who reports bullying, provides information during an investigation of bullying, or is witness to or has reliable information about an act of bullying.

## **F. Determination**

If the school principal or a designee determines that bullying has occurred he/she shall take appropriate disciplinary action and if it is believed that criminal charges may be pursued against the aggressor, the principal shall consult with the school's resource officer and the Superintendent to determine if criminal charges are warranted. If it is determined that criminal charges are warranted, the local law enforcement agency shall be notified.

The investigation shall be completed within fourteen school days from the date of the report. The parents or guardians shall be contacted upon completion of the investigation and informed of the results, including whether the allegations were found to be factual, whether a violation of this policy was found, and whether disciplinary action has or shall be taken. At a minimum the Principal or his/her designee shall contact the parents or guardians as to the status of the investigation on a weekly basis. Disciplinary actions for students who have committed an act of bullying or retaliation shall be in accordance with district disciplinary policies.

Each school shall document any incident of bullying that is reported per this policy and a file shall be maintained by the Principal or designee. A monthly report shall be provided by each school to the Director of Academic Services.

Confidentiality shall be maintained to the extent consistent with the school's obligation under law.

## **G. Target Assistance**

The North Reading Public Schools shall provide counselling or referral to appropriate services, including guidance, academic intervention, and protection to students, both targets and aggressors, affected by bullying, as necessary.

## **H. Closing the Complaint and Possible Follow-Up**

School staff will promptly provide written notice to the parents or guardians of a target and an aggressor about whether or not the complaint was substantiated and, if substantiated, what action is being taken to prevent any further acts of bullying or retaliation. Specific information about disciplinary action taken generally will not be released to the target's parents or guardians—unless it involves a “stay away” or other directive that the target must be aware of in order to report violations.

If appropriate, within a reasonable time period following closure of the complaint, the administrative staff or a designee will contact the target to determine whether there has been any recurrence of the prohibited conduct.

## **I. Training and Assessment**

Annual training shall be provided for school employees and volunteers who have significant contact with students in preventing, identifying, responding to, and reporting incidents of bullying.

Age-appropriate, evidence-based instruction on bullying prevention shall be incorporated into the curriculum for all K to 12 students.

## **J. Publication and Notice**

Annual written notice of the relevant sections of the bullying prevention and intervention plan shall be provided to students and their parents or guardians, in age-appropriate terms.

Annual written notice of the bullying prevention and intervention plan shall be provided to all school staff. The faculty and staff at each school shall be trained annually on the bullying prevention and intervention plan applicable to the school.

Relevant sections of the bullying prevention and intervention plan relating to the duties of faculty and staff shall be included in the school employee handbook.

The bullying prevention and intervention plan shall be posted on the North Reading Public Schools website.

REFERENCES: Massachusetts Department of Elementary and Secondary Education's Model Bullying Prevention and Intervention Plan

LEGAL REFS.: Title VII, Section 703, Civil Rights Act of 1964 as amended  
Federal Regulation 74676 issued by EEO Commission  
Title IX of the Education Amendments of 1972  
603 CMR 26.00  
MGL 71:37O  
MGL 265:43, 43A  
MGL 268:13B  
MGL 269:14A

CROSS REFS.:	
Non-discrimination and Harassment	ABBA
Prohibition of Hazing	JHCD, JHCD-R
Student Discipline	JC

First Reading June 23, 2009  
Approved July 21, 2009  
Revised and First Reading October 25, 2010  
Approved November 8, 2010  
Reviewed November 13, 2012  
Revised October 7, 2013  
Reviewed August 26, 2019



PERSONNEL

POLICIES AND RULES DEVELOPMENT INVOLVEMENT

The North Reading School Committee shall be responsible for the development and approval of policies relating to the operation of its schools. Rules and regulations predicated on approved policies shall be drafted by the Superintendent of Schools and submitted to the School Committee for review.

First Reading November 20, 1972  
Approved November 27, 1972  
Reviewed March 5, 1979  
Reviewed April, 1983  
Reviewed November 13, 2012  
Reviewed May 2, 2019

PERSONNEL

PROFESSIONAL DEVELOPMENT OPPORTUNITIES

The North Reading School Committee through its Superintendent, shall make available to employees certain professional development opportunities consistent with its Statement of Educational Purpose provided that such opportunities do not interfere with the normal operation of the schools and do not exceed in cost the amount raised and appropriated for such purposes in any fiscal year.

First Reading November 27, 1972  
Approved December 18, 1972  
Reviewed March 5, 1979  
Reviewed April, 1984  
Reviewed November 13, 2012  
Revised May 2, 2019  
Reviewed August 26, 2019

## PERSONNEL

## STAFF DEVELOPMENT

Staff development is a shared responsibility. The school system must provide teachers and administrators with opportunities to improve their efficiency through self-instruction, on-campus in-service training, attendance at seminars and conferences sponsored by universities and professional organizations, and formal graduate study. Staff members must take advantage of the opportunities provided in such a way as to demonstrate evidence of more complete mastery of their art. Ideally, the implementation of staff development opportunities will be the result of cooperative planning by teachers and administrators with the endorsement of the School Committee.

First Reading April 22, 1985  
Approved April 29, 1985  
Reviewed November 13, 2012  
Reviewed May 2, 2019

## PERSONNEL

## GRIEVANCES AND COMPLAINTS

Complaints of discrimination, harassment, or sexual harassment will be handled in accordance with the applicable North Reading Public Schools' civil rights grievance procedure(s). Grievances, complaints and communications from employees not covered by applicable state or federal law, a collective bargaining agreement, or other applicable grievance procedure shall not be brought before the School Committee until they have been taken up with the Superintendent of Schools. Any employee or group of employees may at any time appeal to the Committee a decision by the Superintendent.

Employees or groups of employees desiring to address the Committee on any matter shall direct their communication to the Superintendent and not to individual members, except that copies of any communication may be sent to all members of the Committee.

Complaints not otherwise handled through the applicable civil rights grievance procedure(s) against any employee which arise from within the membership of the Committee, or which come to the attention of the Committee, except through the Superintendent, shall be referred to the Superintendent for decision. In case either the employee or the complainant is not satisfied with the decision of the Superintendent, appeal may be taken by either party to a subcommittee appointed by the Chairman of the Committee and final appeal may ultimately be taken to the Committee itself. No complaint shall be considered by the Committee in any other manner.

Grievances or complaints from the public shall be transmitted to the Superintendent of Schools in the manner prescribed in the paragraphs above, and if an appeal from the Superintendent's decision is desired, it may be presented to the Committee through the Superintendent. All complaints shall be in writing and no anonymous correspondence may be considered officially by the Committee.

Grievances by employees covered by a collective bargaining shall be processed in accordance with the terms of the agreement. (This policy does not apply to employees covered by collective bargaining contracts.)

First Reading November 20, 1972

Approved November 27, 1972

Reviewed March 5, 1979

Reviewed April, 1983

Reviewed November 13, 2012

Reviewed October 18, 2017

Reviewed May 2, 2019

Revised, First Reading January 14, 2021

Approved January 28, 2021

PERSONNEL

STAFF PROTECTION

The North Reading Public Schools shall endeavor to provide protection from physical harm and harassment for all employees.

Any employee who is threatened with harm is to notify his/her principal or supervisor immediately, and steps are to be taken at once to assure the employee's safety.

First Reading June 25, 1984  
Approved July 16, 1984  
Reviewed November 13, 2012  
Reviewed October 18, 2017  
Reviewed May 2, 2019

PERSONNEL

NEPOTISM

Members of the North Reading School Committee shall not use their influence or recommend for employment the father, mother, brother, sister, wife, son, daughter, son-in-law, daughter-in-law, sister-in-law, or brother-in-law of the Superintendent or any member of the Committee.

This provision shall not apply to any person within such relationship or relationships who has been regularly employed by the School Committee prior to the taking of office of any member of the Committee or the Superintendent of Schools, or who has been regularly employed by the School Committee prior to the inception of such relationship or relationships.

First Reading November 20, 1972  
Approved November 27, 1972  
Reviewed March 5, 1979  
Reviewed April, 1983  
Reviewed November 13, 2012  
Reviewed May 2, 2019

PERSONNEL

PARTICIPATION IN COMMUNITY ACTIVITIES

The North Reading School Committee encourages the participation of employees in community activities in the belief that such participation develops a heightened sense of civic awareness and personal responsibility.

First Reading November 20, 1972  
Approved November 27, 1972  
Reviewed March 5, 1979  
Reviewed April, 1983  
Reviewed November 13, 2012  
Reviewed May 2, 2019

PERSONNEL

POLITICAL ACTIVITIES

The School Committee recognizes that employees of the school system have the same fundamental civic responsibilities and privileges as other citizens. Among these are campaigning for an elective public office and holding an elective or appointive office.

In connection with campaigning, an employee will not: use school system facilities, equipment or supplies; discuss his/her campaign with school personnel or students during the working day; use any time during the working day for campaigning purposes. Under no circumstances, will students be pressured into campaigning for any staff member.

School employees engaging in political activity shall make it clear that their utterances and actions are theirs as individuals, and that they, in no manner, represent the views of the school system.

SOURCE: MASC September 2016

LEGAL REF.: M.G.L. 55; 71:44

First Reading November 20, 1972  
Approved November 27, 1972  
Reviewed March 5, 1979  
Reviewed April, 1983  
Reviewed November 13, 2012  
Revised, First Reading November 13, 2017  
Approved December 4, 2017  
Reviewed May 2, 2019



PERSONNEL

SOLICITATIONS BY STAFF MEMBERS

It is the policy of the North Reading School Committee not to permit non-school related solicitations by staff members on school property.

First Reading November 20, 1972  
Approved November 27, 1972  
Reviewed March 5, 1979  
Reviewed April, 1983  
Reviewed November 13, 2012  
Reviewed May 2, 2019

PERSONNEL

SOLICITATIONS OF STAFF MEMBERS

It is the policy of the North Reading School Committee not to permit non-school related solicitations of staff members on school property.

First Reading November 20, 1972  
Approved November 27, 1972  
Revised March 5, 1979  
Reviewed April, 1983  
Reviewed November 13, 2012  
Reviewed May 2, 2019

## PERSONNEL

## ETHICS REGULATIONS ON GIFT GIVING AND ACCEPTANCE

Under MGL c. 268A, public school teachers and other public employees are generally prohibited from accepting gifts valued at fifty dollars or more.

Teachers are allowed to accept a gift(s) with an aggregated value of up to a maximum of \$150 per year from current public school students and/or their parents as long as the gift is identified only as being from the class, and the identity of givers and the amounts given are not identified to the recipient. Teachers may also accept a gift from a group of students that is for the classroom or school (in accordance with the policies of the school district). The teacher may not knowingly accept any additional gift from parents who participated in the group gifts.

Public employees are not allowed to give gifts to their “official superiors” and supervisors are not allowed to receive gifts from their subordinates except in the following circumstances in which occasional gifts are allowed (no disclosure is required):

- Gifts other than cash or gift certificates that are valued at no more than \$10;
- Food and refreshments shared in the office;
- Personal hospitality in the employee’s home that is the same as that customarily provided to personal friends;
- Gifts given in connection with the receipt of personal hospitality that are customary to the occasion, such as a bottle of wine to the host of a dinner party; and
- On special infrequent occasions such as marriage, illness, or the birth or adoption of a child;
- On special infrequent occasions that terminate the subordinate-superior relationship, such as retirement, resignation, or transfer.

The Committee endorses the practice of writing letters to staff members expressing gratitude or appreciation for services performed.

Legal Ref.: M.G.L. 268A and 268B

First Reading November 20, 1972

Approved November 27, 1972

Reviewed March 5, 1979

Reviewed April, 1983

Revised, First Reading November 19, 2012

Approved December 3, 2012

Reviewed September 14, 2017

Reviewed May 2, 2019

PERSONNEL

RECORDS

Records pertaining to all persons employed by the School Committee shall be kept on file in the office of the Superintendent. An employee shall have the right, upon request to the Superintendent, to review the contents of this file. No material derogatory to an employee's conduct, service, character or personality will be placed in the file unless he or she has had the opportunity to review such material. The employee shall have the right to submit a written answer to such material and the answer shall be attached to the file copy.

First Reading November 20, 1972  
Approved November 27, 1972  
Reviewed March 5, 1979  
Reviewed April, 1983  
Reviewed February 10, 1997  
Reviewed November 13, 2012  
Reviewed May 2, 2019

## PERSONNEL

## BACKGROUND CHECKS, CORI, AND CHRI REQUIREMENTS

It shall be the policy of the school district that, as required by law, a state and national fingerprint criminal background check shall be required to determine the suitability of full or part time current and prospective school employees, who may have direct and unmonitored contact with children. School employees shall include, but not be limited to any apprentice, intern, or student teacher or individuals in similar positions, who may have direct and unmonitored contact with children. The school committee shall only obtain a fingerprint background check for current and prospective employees for whom the school committee has direct hiring authority. In the case of an individual directly hired by a school committee, the chair of the school committee shall review the results of the national criminal history check. The superintendent shall also obtain a state and national fingerprint background check for any individual, who regularly provides school related transportation to children. The school committee, superintendent or principal as appropriate may obtain a state and national fingerprint criminal background check for any volunteer, subcontractor or laborer commissioned by the school committee, school or employed by the city or town to perform work on school grounds, who may have direct and unmonitored contact with children. School volunteers and subcontractors/laborers who may have direct and unmonitored contact with children must continue to submit state CORI checks.

The fee charged by the provider to the employee and educator for national fingerprint background checks will be \$55.00 for school employees subject to licensure by DESE and \$35.00 for other employees, which fee may from time to time be adjusted by the appropriate agency. The employer shall continue to obtain periodically, but not less than every 3 years, from the department of criminal justice information services all available Criminal Offender Record Information (CORI) for any current and prospective employee or volunteer within the school district who may have direct and unmonitored contact with children.

Direct and unmonitored contact with children is defined in DESE regulations as contact with a student when no other employee who has received a suitability determination by the school or district is present. "Contact" refers to any contact with a student that provides the individual with opportunity for physical touch or personal communication.

This policy is applicable to any fingerprint-based state and national criminal history record check made for non-criminal justice purposes and requested under applicable federal authority and/or state statute authorizing such checks for licensing or employment purposes. Where such checks are allowable by law, the following practices and procedures will be followed.

**Requesting a Criminal History Record Information (CHRI) Check**

Fingerprint-based CHRI checks will only be conducted as authorized by state and federal law, in accordance with all applicable state and federal rules and regulations. If an applicant or employee is required to submit to a fingerprint-based state and national criminal history record check, he/she shall be informed of this requirement and instructed on how to comply with the law. Such instruction will include information on the procedure for submitting fingerprints. In addition, the applicant or employee will be provided with all information needed to successfully register for a fingerprinting appointment.

**Access to CHRI**

All CHRI is subject to strict state and federal rules and regulations in addition to Massachusetts CORI laws and regulations. CHRI cannot be shared with any unauthorized entity for any purpose, including subsequent hiring determinations. All receiving entities are subject to audit by the Massachusetts Department of Criminal Justice Information Services (DCJIS) and the FBI, and failure to comply with such rules and regulations could lead to sanctions. Federal law and regulations provide that the exchange of records and information is subject to cancellation if dissemination is made outside of the receiving entity or related entities. Furthermore, an entity can be charged criminally for the unauthorized disclosure of CHRI.

**Storage of CHRI**

CHRI shall only be stored for extended periods of time when needed for the integrity and/or utility of an individual's personnel file. Administrative, technical, and physical safeguards, which are in compliance with the most recent CJIS Security Policy have been implemented to ensure the security and confidentiality of CHRI. Each individual involved in the handling of CHRI is to familiarize himself/herself with these safeguards.

In addition to the above, each individual involved in the handling of CHRI will strictly adhere to the policy on the storage, retention and destruction of CHRI.

**Retention and Destruction of CHRI**

Federal law prohibits the repurposing or dissemination of CHRI beyond its initial requested purpose. Once an individual's CHRI is received, it will be securely retained in internal agency documents for the following purposes *only*:

- Historical reference and/or comparison with future CHRI requests,
- Dispute of the accuracy of the record
- Evidence for any subsequent proceedings based on information contained in the CHRI.

CHRI will be kept for the above purposes in a secure location in the office of the superintendent. When no longer needed, CHRI and any summary of CHRI data must be destroyed by shredding paper copies and/or by deleting all electronic copies from the electronic storage location, including any backup copies or files. The shredding of paper copies of CHRI by an outside vendor must be supervised by an employee of the district.

**CHRI Training**

An informed review of a criminal record requires training. Accordingly, all personnel authorized to receive and/or review CHRI at the district will review and become familiar with the educational and relevant training materials regarding SAFIS and CHRI laws and regulations made available by the appropriate agencies, including the DCJIS.

**Determining Suitability**

In determining an individual's suitability, the following factors will be considered: these factors may include, but not necessarily be limited to: the nature and gravity of the crime and the underlying conduct, the time that

has passed since the offense, conviction and/or completion of the sentence, nature of the position held or sought, age of the individual at the time of the offense, number of offenses, any relevant evidence of rehabilitation or lack thereof and any other factors deemed relevant by the district. A record of the suitability determination will be retained. The following information will be included in the determination:

- The name and date of birth of the employee or applicant;
- The date on which the school employer received the national criminal history check results; and,
- The suitability determination (either "suitable" or "unsuitable").

A copy of an individual's suitability determination documentation must be provided to another school employer, or to the individual, upon request of the individual for whom the school employer conducted a suitability determination.

### **Relying on Previous Suitability Determination.**

The school employer may obtain and may rely on a favorable suitability determination from a prior employer, if the following criteria are met:

The suitability determination was made within the last seven years; and

The individual has not resided outside of Massachusetts for any period longer than three years since the suitability determination was made; and either

The individual has been employed continuously for one or more school employers or has gaps totaling no more than two years in his or her employment for school employers; or

If the individual works as a substitute employee, the individual is still deemed suitable for employment by the school employer who made a favorable suitability determination. Upon request of another school employer, the initial school employer shall provide documentation that the individual is still deemed suitable for employment by the initial school employer.

### **Adverse Decisions Based on CHRI**

If inclined to make an adverse decision based on an individual's CHRI, the district will take the following steps prior to making a final adverse determination:

- Provide the individual with a copy of his/her CHRI used in making the adverse decision;
- Provide the individual with a copy of this CHRI Policy;
- Provide the individual the opportunity to complete or challenge the accuracy of his/her CHRI; and
- Provide the individual with information on the process for updating, changing, or correcting CHRI.

A final adverse decision based on an individual's CHRI will not be made until the individual has been afforded a reasonable time depending on the particular circumstances not to exceed thirty days to correct or complete the CHRI.

If a school employer receives criminal record information from the state or national fingerprint-based background checks that includes no disposition or is otherwise incomplete, the school employer may request that an individual, after providing him a copy of said background check, provide additional information

regarding the results of the criminal background checks to assist the school employer in determining the applicant's suitability for direct and unmonitored contact with children, notwithstanding the terms of General Laws chapter 151B, S. 4, (9,9 ½). Furthermore, in exigent circumstances, a school employer may, pursuant to the terms of DESE regulations (see specific regulations in legal references), hire an employee on a conditional basis without first receiving the results of a national criminal background check. After exhausting several preliminary steps as contained in the above referenced regulation, the district may require an individual to provide information regarding the individual's history of criminal convictions; however, the individual cannot be asked to provide information about juvenile adjudications or sealed convictions. The superintendent is advised to confer with legal counsel whenever he/she solicits information from an individual concerning his/her history of criminal convictions.

### **Secondary Dissemination of CHRI**

If an individual's CHRI is released to another authorized entity, a record of that dissemination must be made in the secondary dissemination log. The secondary dissemination log is subject to audit by the DCJIS and the FBI.

The following information will be recorded in the log:

- Subject Name;
- Subject Date of Birth;
- Date and Time of the dissemination;
- Name of the individual to whom the information was provided;
- Name of the agency for which the requestor works;
- Contact information for the requestor; and
- The specific reason for the request.

### **Reporting to Commissioner of Elementary and Secondary Education**

Pursuant to state law and regulation, if the district dismisses, declines to renew the employment of, obtains the resignation of, or declines to hire a licensed educator or an applicant for a Massachusetts educator license because of information discovered through a state or national criminal record check, the district shall report such decision or action to the Commissioner of Elementary and Secondary Education in writing within 30 days of the employer action or educator resignation. The report shall be in a form requested by the Department and shall include the reason for the action or resignation as well as a copy of the criminal record checks results. The superintendent shall notify the employee or applicant that it has made a report pursuant to the regulations to the Commissioner.

Pursuant to state law and regulation, if the district discovers information from a state or national criminal record check about a licensed educator or an applicant for a Massachusetts educator license that implicates grounds for license action pursuant to regulations, the superintendent shall report to the Commissioner in writing within 30 days of the discovery, regardless of whether the district retains or hires the educator as an employee. The report must include a copy of the criminal record check results. The school employer shall notify the employee or applicant that it has made a report pursuant to regulations to the Commissioner and shall also send a copy of the criminal record check results to the employee or applicant.



**CORI REQUIREMENTS**

It shall be the policy of the district to obtain all available Criminal Offender Record Information (CORI) from the department of criminal justice information services of prospective employee(s) or volunteer(s) of the school department including any individual who regularly provides school related transportation to children, who may have direct and unmonitored contact with children, prior to hiring the employee(s) or to accepting any person as a volunteer. State law requires that school districts obtain CORI data for employees of taxicab companies that have contracted with the schools to provide transportation to pupils.

The Superintendent, Principal, or their certified designees shall periodically, but not less than every three years, obtain all available Criminal Offender Record Information from the department of criminal justice informational services on all employees, individuals who regularly provide school related transportation to children, including taxicab company employees, and volunteers who may have direct and unmonitored contact with children, during their term of employment or volunteer service.

The Superintendent, Principal, or their certified designees may also have access to Criminal Offender Record Information for any subcontractor or laborer who performs work on school grounds, and who may have direct and unmonitored contact with children, and shall notify them of this requirement and comply with the appropriate provisions of this policy.

Pursuant to a Department of Education regulation, “‘Direct and unmonitored contact with children’ means contact with students when no other employee, for whom the employer has made a suitability determination of the school or district, is present. “Contact” refers to any contact with a student that provides the individual with opportunity for physical touch or personal communication. The school employer may determine when there is potential for direct and unmonitored contact with children by assessing the circumstances and specific factors including but not limited to, whether the individual will be working in proximity with students, the amount of time the individual will spend on school grounds, and whether the individual will be working independently or with others. An individual shall not be considered to have the potential for direct and unmonitored contact with children if he or she has only the potential for incidental unsupervised contact in commonly used areas of the school grounds.”

In accordance with state law, all current and prospective employees, volunteers, and persons regularly providing school related transportation to children of the school district shall sign an acknowledgement form authorizing receipt by the district of all available CORI data from the department of criminal justice information services. In the event that a current employee has a question concerning the signing of the acknowledgement form, he/she may meet with the Principal or Superintendent; however, failure to sign the CORI acknowledgement form may result in a referral to local counsel for appropriate action. Completed acknowledgement forms must be kept in secure files. The School Committee, Superintendent, Principals or their designees certified to obtain information under the policy, shall prohibit the dissemination of school information for any purpose other than to further the protection of school children.

CORI is not subject to the public records law and must be kept in a secure location, separate from personnel files and may be retained for not more than three years. CORI shall be shared with the individual to whom it pertains, pursuant to law, regulation and the following model policy, and in the event of an inaccurate report the individual should contact the department of criminal justice informational services.

Access to CORI material must be restricted to those individuals certified to receive such information. In the case of prospective employees or volunteers, CORI material should be obtained only where the Superintendent had determined that the applicant is qualified and may forthwith be recommended for employment or volunteer duties.

The hiring authority, subject to applicable law and the model policy, reserves the exclusive right concerning any employment decision.

The Superintendent shall ensure that on the application for employment and/or volunteer form there shall be a statement that as a condition of the employment or volunteer service the school district is required by law to obtain Criminal Offender Record Information for any employee, individual who regularly provides transportation, or volunteer who may have direct and unmonitored contact with children. Current employees, persons regularly providing school related transportation, and volunteers shall also be informed in writing by the Superintendent prior to the periodic obtaining of their Criminal Offender Record Information.

The Superintendent shall amend employment applications to include questions concerning criminal records which the Massachusetts Commission against Discrimination has determined may be legally asked of prospective employees. Any employment application which seeks information concerning prior arrests or convictions of the applicant shall include the following statement: "An applicant for employment with a sealed record on file with the commission of probation may answer 'no record' with respect to an inquiry herein relative to prior arrests or criminal court appearances. In addition, any applicant for employment may answer 'no record' with respect to any inquiry relative to prior arrests, court appearances and adjudications in all cases of delinquency or as a child in need of service which did not result in a compliant transferred to the superior court for criminal prosecution."

Records sealed pursuant to law shall not operate to disqualify a person in any examination, appointment or application for public service on behalf of the Commonwealth or any political subdivision thereof.

The Superintendent shall revise contracts with special education schools and other providers to require a signed statement that the provider has met all legal requirements of the state where it is located relative to criminal background checks for employees and others having direct and unmonitored contact with children.

LEGAL REFS: M.G.L.6:167-178; 15D: 7-8; 71:38R, 151B, 276:100A  
 P.L. 92-544; Title 28 U.S.C. § 534; Title 28 C.F.R. 20.33(b)  
 42 U.S.C. § 16962  
 603 CMR 51.00  
 803 CMR 2.00  
 803 CMR 3.05 (Chapter 149 of the Acts of 2004)  
[FBI Criminal Justice Information Services Security Policy](#)  
[Procedure for correcting a criminal record](#)  
[FAQ – Background Checks](#)

SOURCE: MASC 2014

First Reading November 19, 2012  
 Approved December 3, 2012  
 Revised, First Reading June 9, 2014  
 Approved June 23, 2014  
 Revised, First Reading March 9, 2015  
 Approved March 23, 2015  
 Reviewed May 2, 2019

## PERSONNEL

### SOCIAL MEDIA POLICY FOR STAFF

Due to the nature of social media, there exists a risk, without care and planning, that the lines between one's professional life and personal life will be blurred. With these concerns in mind, the North Reading Public Schools has instituted this "Social Media Policy," and announces its expectations for staff members' use of social networking sites, programs and applications such as and not limited to Facebook, Linked-in, Instagram, Twitter, personal email accounts, text message features of cell phones, use of blogs, and other electronic or technologically based communication systems. The intention of this policy is to preserve student confidentiality, maintain the staff member's status as an employee who should command respect, and define specific best practices for staff members' use of social media.

Given the accelerated pace of technological advancements, it is not feasible to identify all proprietary or commonly named or identified means of such communications. Staff should always be mindful and conscientious of how they present themselves to the world, online and otherwise.

The North Reading Public Schools recognize that online communications between staff members and students are a reality inherent to 21<sup>st</sup> century learning. In the process of integrating technology into instruction, educators must thoughtfully consider how they use these tools in an educational context and consider how they share information both personally and professionally on social media. Observing best practices with the use of social media and exercising sound professional judgement will help to ensure a teacher's effectiveness

The Superintendent shall develop, in consultation with the Assistant Superintendent and Digital Learning Coordinator, guidelines to help support staff in the appropriate use of social media.

This policy serves to supplement, not substitute, the school district's Acceptable Use Policy.

First Reading February 22, 2016  
Approved March 21, 2016  
Revised June 13, 2019

## PERSONNEL

### SOCIAL MEDIA POLICY REGULATIONS

#### **Establishing Social Media Accounts**

Staff members should

- familiarize themselves with the privacy setting and features of any social media account they use and take the appropriate steps to “privatize” information online.
- be aware of the fact that any information shared privately with an individual could be re-distributed without explicit consent.
- understand that the same principles applied to face-to-face communication should be applied to online conversation.
- remember that nothing posted online is ever truly "private."

#### **Guidelines of Social Media Use**

Staff members are

- to share classroom projects and support other educators as appropriate.
- urged to update parents and others with student work.
- to keep posts and comments light and positive.
- to be careful and conscientious with whom you connect with on social media-- if unsure, do not connect.
- to exercise care when posting pictures--if tagging or including a colleague in a photo, ask for permission.
- to ensure that students have a signed release on file with the district prior to posting photos and other identifying information.
- not to “follow,” “friend,” or engage in chats with students on social media.
- to consider posts carefully-- it is difficult to remove a tweet or a posting once it is online.
- to obtain permission from the Superintendent of Schools to use the school's logo, likeness, or any school photographs that belong to the school district on a social network account.

#### **Privacy and Confidential Information: Considerations for the Use of Social Media**

At all times, and in the use of any form of communication, employees are to adhere to student privacy rights and the rights of employees to have their personal (such as medical and personnel) information kept confidential.

- Information that is protected by law from disclosure to third parties will not be communicated in any fashion that may compromise its confidentiality.
- Confidential information should not be posted, shared, or otherwise communicated on social media.

First Reading February 22, 2016

Approved March 21, 2016

Reviewed May 2, 2019

## PERSONNEL, PROFESSIONAL

## PROFESSIONAL PERSONNEL SECTION

The following certified personnel are considered professional employees by the North Reading School Committee (excluded here are the Superintendent of Schools, Assistant Superintendent, Assistant Superintendent of Finance and Operations, Director of Student Services and other school management and supervisory personnel classified under CG policies).

- Elementary School Teachers
- Secondary School Teachers
- Special Subject Teachers
- Special Education Teachers and Therapists
- Guidance Counselors
- Adjustment Counselors
- Teachers of the Deaf and Hard of Hearing
- School Psychologists
- Librarians
- Digital Learning Specialists
- Nurses

First Reading November 20, 1972

Approved November 27, 1972

Reviewed March 5, 1979

Reviewed April, 1983

Revised, First Reading November 19, 2012

Approved December 3, 2012

Revised May 2, 2019

PERSONNEL, PROFESSIONAL

COMPENSATION GUIDES AND CONTRACTS

Refer to the current collective bargaining agreements with the North Reading School Committee and contracts with the North Reading Public Schools.

Reviewed November 13, 2012  
Revised, First Reading November 13, 2017  
Approved December 4, 2017  
Reviewed May 2, 2019

## PERSONNEL, PROFESSIONAL

## STAFF RECOGNITION

The School Committee appreciates the ongoing commitment and contributions made by staff to students and the North Reading Public Schools. The Committee authorizes the Superintendent to implement a program of ongoing staff recognition for accomplishments. Three levels of staff recognition will be given:

Certificates of Appreciation or Accomplishment  
Service Awards  
Special Staff Recognition

Certificates of Appreciation or Accomplishment

Based upon the recommendation of the Superintendent and/or an Administrator, the Committee or the Superintendent may present a Certificate of Appreciation or Certificates of Accomplishment to individual staff members. Such certificates will be presented in recognition of achievements and/or contributions made by individual staff members.

Service Awards

The Committee, through the Superintendent, will acknowledge individual staff members with twenty-five years of service and/or upon retirement.

Special Staff Recognition

From time to time it is appropriate and fitting that the School Committee recognizes the individual contributions of staff members. Recommendations for such awards may come from the staff, parents, the community, and/or the School Committee. The Committee will treat such awards on an individual basis.

First Reading April 2, 1997

Approved April 28, 1997

Reviewed November 13, 2012

Revised, First Reading November 4, 2019

Approved November 18, 2019

## PERSONNEL, PROFESSIONAL

## PROFESSIONAL STAFF HIRING

Through its employment policies, the District will strive to attract, secure, and hold the highest qualified personnel for all professional positions. The selection process will be based upon awareness to candidates who will devote themselves to the education and welfare of the children attending the schools.

It is the responsibility of the Superintendent, and of persons to whom he or she delegates this responsibility, to determine the personnel needs of the school system and to locate suitable candidates. No position may be created without the approval of the School Committee. The District's goal is to employ and retain personnel who are motivated, will strive always to do their best, and are committed to providing the best educational environment for the children.

It will be the duty of the Superintendent to see that persons considered for employment in the schools meet all certification requirements and the requirements of the Committee for the type of position for which the nomination is made.

The following guidelines will be used in the selection of personnel:

1. There will be no discrimination in the hiring process due to race, color, sex, sexual orientation, gender identity, religion, disability, age, genetic information, veteran status, ancestry, or national or ethnic origin, or homelessness.
2. The quality of instruction is enhanced by a staff with a wide variation in background, educational preparation, and previous experience.
3. The administrator responsible for the hiring of a staff member (in the case of District-wide positions, for the position of Principals, it is the Superintendent; for building-based personnel, it is the Principal) is directed to establish a representative screening committee. The administrator has the final say in determining who will be hired but it is expected that the screening committee's input will be a factor in the decision. For those positions where the hiring authority rests with the School Committee a representative screening committee may be established by the School Committee or the School Committee may direct the Superintendent to establish a screening committee to assist the Superintendent in making his recommendation to the School Committee. The Superintendent will notify the School Committee of all staff appointments.

SOURCE: MASC (Updated: June 2012)

LEGAL REFS: M.G.L. 69:6; 71:38; 71:38G; 71:39; 71:45

First Reading June 25, 1984  
 Approved July 16, 1984  
 Revised, First Reading January 25, 1999  
 Approved February 8, 1999  
 Revised, First Reading November 19, 2012

Approved December 3, 2012  
 Updated January 6, 2016  
 Reviewed October 18, 2017  
 Reviewed June 13, 2019



PERSONNEL, PROFESSIONAL

APPOINTMENT AND NOTIFICATION OF COACHES

Coaches and extra-curricular advisors shall be appointed on an annual basis. Job postings shall be made whenever vacancies occur.

As a general rule, the Superintendent shall notify the School Committee of the appointment of coaches no later than August for fall sports, December for winter sports, and March for spring sports. In each case, those individuals who are being reappointed to the same position should be listed as such. All others should be listed as new appointments.

When unusual circumstances such as the lack of qualified applicants or the lack of adequate funding prevent adherence to the schedule described above, the Superintendent shall bring the problem to the attention of the School Committee on schedule and make recommendations at the earliest possible time thereafter.

First Reading, November 5, 1990  
Approved, November 19, 1990  
Reviewed June 17, 1991  
Reviewed November 13, 2012  
Revised, First Reading August 26, 2019  
Approved September 9, 2019

## PERSONNEL, PROFESSIONAL

## PROFESSIONAL GROWTH AND EVALUATION PLAN FOR TEACHERS

The North Reading School Committee believes that the purpose of professional growth and evaluation is to maximize the opportunities for a teacher to grow in his/her professional work in the North Reading Public Schools. A structure should be established to improve teaching and learning by creating a comprehensive understanding of a teacher's work, by supporting professional development, by providing feedback on professional performance, and by ensuring accountability. All teachers have a responsibility to engage in continuous learning and reflection. The school system has the responsibility to ensure that high quality learning environments are provided for all children.

To that end the North Reading Public Schools has adopted the MADESE Educator Evaluation System.

All teachers will demonstrate adherence to the following standards of effective teaching:

- I. Curriculum, Planning and Assessment
- II. Teaching All Students
- III. Family and Community Engagement
- IV. Professional Culture

First Reading October 27, 1976  
Approved November 10, 1997  
Revised, First Reading November 19, 2012  
Approved December 3, 2012  
Reviewed June 13, 2019

## PERSONNEL, PROFESSIONAL

## PROFESSIONAL STATUS

The North Reading School Committee, in electing a teacher for three previous consecutive school years, shall employ the teacher at discretion; but the School Committee may elect a teacher who has served for not less than one school year to serve at such discretion. A teacher not serving at discretion shall be notified in writing on or before June 15 whenever such person is not to be employed for the following school year. Unless such notice is given, a teacher not serving at discretion shall be deemed to be appointed for the following school year.

Legal Reference: Chapter 71, Section 41 of the General Laws

First Reading November 20, 1972

Approved November 27, 1972

Reviewed April, 1983

Revised, First Reading November 19, 2012

Approved December 3, 2012

Reviewed October 18, 2017

Reviewed June 13, 2019

PERSONNEL, PROFESSIONAL

RETIREMENT

Licensed professional employees must contribute a fixed percentage of their salary determined by date of entry into the teachers' retirement system, to the retirement fund as mandated under Chapter 32 of the General Laws.

The maximum contribution at the time of the approval of this policy was eleven percent (11 %).

First Reading March 5, 1984  
Approved March 12, 1984  
Revised, First Reading November 19, 2012  
Approved December 3, 2012  
Reviewed June 13, 2019

PERSONNEL, PROFESSIONAL

DEATH OF STUDENT OR FACULTY MEMBER

In the event a student or faculty member dies during the school year, classes will remain in session the day of the funeral unless the School Committee or its designee declares that the situation demands that classes be suspended, but all students and faculty members shall be given the opportunity to attend the services. Transportation shall be privately arranged.

Appropriate in-school activities shall be planned for those students and faculty members who do not attend the funeral.

First Reading May 23, 1977  
Approved June 6, 1977  
First Reading May 11, 1987  
Approved May 18, 1987  
Reviewed November 13, 2012  
Reviewed June 13, 2019

PERSONNEL, PROFESSIONAL

HEALTH EXAMINATIONS

All new employees must have a screening examination and be certified as free from tuberculosis in a communicable form before beginning employment in the North Reading Public Schools.

Legal Reference: Chapter 71, Section 55B of the Massachusetts General  
Laws as amended by Chapter 85, Acts of 1981

First Reading November 20, 1972  
Approved November 27, 1972  
Reviewed April, 1983  
Reviewed November 13, 2012  
Reviewed October 18, 2017  
Reviewed June 13, 2019

## PERSONNEL, PROFESSIONAL

## FIRST AID

The North Reading School Committee recognizes the need for first aid to be given to students and staff personnel. First aid is the immediate and temporary care given to a student or staff member at the time of an accident or sudden illness until he/she can be returned to class or work, sent home, or the services of a physician obtained. It includes only those procedures that can be applied by non-medical persons to save a life, to prevent further injury, or to reduce suffering. It does not include diagnosis or medical treatment. Nurses and other school personnel are not legally authorized to diagnose or give treatment beyond first aid. The school is not to be considered a hospital or clinic.

It is not possible for all first aid to be done by the school nurse. Therefore, the procedures for first aid will be stated in the School Health Services Policies and Procedures booklet in such a way that they can be followed by the non-nursing personnel. The nurses are available if there are questions about a student's or worker's condition or about the first aid to be rendered in a particular situation.

In accordance with the provisions of Chapter 71, Section 55A of the General Laws, no public school teacher and no collaborative school teacher, no principal, secretary to the principal, nurse or other public schools or collaborative school employee who, in good faith, renders emergency first aid or transportation to a student who has become injured or incapacitated in a public school or collaborative school building or on the grounds thereof shall be liable in a suit for damages as the result of his acts or omissions either for such first aid or as a result of providing such emergency transportation to a place of safety, nor shall such person be liable to a hospital for its expenses if under such emergency conditions he causes the admission of such injured or incapacitated student, nor shall such person be subject to any disciplinary action by the School Committee, or collaborative board of such collaborative for such emergency first aid or transportation.

First Reading October 21, 1976  
Approved November 8, 1976  
Reconfirmed June 20, 1988  
First Reading November 7, 1988  
Approved November 21, 1988  
Reviewed November 13, 2012  
Reviewed June 13, 2019

PERSONNEL, PROFESSIONAL

TRAVEL EXPENSES, IN-STATE

Any person employed by the School Department who must use a private vehicle for travel from the first work location on a given day to another work location or locations in the same day will be reimbursed at the mileage rate established for town employees.

A record of the point of origin, destination and miles traveled for each trip must be maintained by the employee and approved by the Director of Finance and Operations. Expenses submitted by the Director of Finance and Operations are approved by the Superintendent.

This policy does not apply to situations in which an entire faculty or a large group of teachers must travel to a particular school building for a required meeting.

First Reading November 20, 1972  
Approved November 27, 1972  
Revised, First Reading November 17, 1975  
Approved December 1, 1975  
Reviewed April, 1983  
Revised, First Reading November 19, 2012  
Approved December 3, 2012  
Reviewed June 13, 2019



PERSONNEL, PROFESSIONAL

CONSULTING

The North Reading School Committee encourages its professional employees to act as consultants to other school systems, community agencies, and research organizations provided that such activity does not interfere with their duties and responsibilities as employees of the North Reading Public Schools.

First Reading December 4, 1972  
Approved December 18, 1972  
Reviewed April, 1983  
Reviewed November 13, 2012  
Reviewed June 13, 2019

PERSONNEL, PROFESSIONAL

TUTORING FOR PAY

The North Reading School Committee will allow its professional employees to receive payment from outside sources for tutoring services provided that (a) such services do not interfere with their duties and responsibilities as employees of the North Reading Public Schools, and (b) that such services are not offered to students in their regularly assigned classes. This would be considered a “conflict of interest.” No paid tutoring by individual North Reading Public School employees on school sites is permitted.

First Reading December 4, 1972  
Approved December 18, 1972  
Reviewed April, 1983  
Revised, First Reading November 19, 2012  
Approved December 3, 2012  
Reviewed June 13, 2019

PERSONNEL, PROFESSIONAL

LEAVE WITHOUT PAY

Upon written application in advance and with the recommendation of the Superintendent, the School Committee may grant a leave of absence without pay for a period not to exceed one year to a teacher who has fulfilled the terms of his contract for five consecutive full school years for the purpose of engaging in a planned activity which will benefit the school system. Under ordinary circumstances, the leave will be granted only to a teacher who can demonstrate that his professional performance will be improved as a result of the leave.

A leave of absence without pay for a one year period may also be granted to a teacher if, in the opinion of the School Committee, the best interests of the School System would be served by granting such a leave.

First Reading May 7, 1973  
Approved May 21, 1973  
Revised, First Reading February 2, 1981  
Approved February 9, 1981  
Reviewed, April 1983  
Reviewed November 13, 2012  
Reviewed June 13, 2019

PERSONNEL, PROFESSIONAL

ADMINISTRATIVE CONFERENCES AND VISITATIONS

The Superintendent of Schools may authorize professional leave for attendance of administrators at state, regional and national meetings without loss of pay. The number of absences allowable for professional leave is a question of judgment on the part of the Superintendent. In determining what professional leaves are justified, the Superintendent shall take into consideration how much money has been budgeted and how the money budgeted can be expended so as to maximize the educational benefit to the system.

First Reading July 16, 1974  
Approved August 29, 1974  
Reviewed April, 1983  
Revised, First Reading November 19, 2012  
Approved December 3, 2012  
Reviewed June 13, 2019

PERSONNEL, PROFESSIONAL

EXCHANGE TEACHING

Each year the North Reading School Committee will permit one of its teachers to exchange responsibilities with a teacher from another school system for a period not to exceed one year under the following conditions:

1. The qualifications and experience of the exchange teacher will be equal to those of the North Reading teacher
2. The exchange teacher will bring to North Reading some unique talent or quality which will be of direct benefit to the students of North Reading
3. There will be no cost to the Town of North Reading.

First Reading December 4, 1972  
Approved December 18, 1972  
Reviewed April, 1983  
Reviewed November 13, 2012  
Reviewed June 13, 2019

## PERSONNEL, PROFESSIONAL

## FAMILY MEDICAL LEAVE

ELIGIBILITY

An employee with at least twelve (12) months of employment, or at least 1,250 hours of service during the twelve (12) months before the leave, and who has a qualifying personal or family illness or other qualifying circumstance may seek an unpaid Family and Medical Leave by applying to the Superintendent in writing and submission of required information and certification.

TYPES OF FAMILY AND MEDICAL LEAVE

An employee may qualify for Family and Medical Leave for any of the following reasons:

- For incapacity due to pregnancy, prenatal medical care or child birth; an employee who does not have sufficient length of service under the Family and Medical Leave may be eligible for a leave under the Massachusetts Parental Leave Act and related policy;
- To care for an employee's child after birth, or placement for adoption or foster care; an employee who does not have sufficient length of service under the Family and Medical Leave may be eligible for a leave under the Massachusetts Parental Leave Act and related policy;
- For a serious health condition that makes an employee unable to perform his or her job.
- To care for an employee's spouse, parent, or child under age 18 who has a serious health condition, or son or daughter age 18 years or older who is incapable of self-care;
- To care for a pregnant spouse who is incapacitated during her prenatal care, or following the birth of a child if the spouse has a serious health condition;
- To care for an employee's spouse, parent, or child who is a covered service member and who has a serious health condition arising out of military service;
- To handle certain qualifying family exigencies arising out of an order to active duty in the military of an employee's spouse, parent, or child in support of a contingency operation.

A "serious health condition" means an illness, injury, impairment or physical or mental condition that involves one or more of the following:

- Inpatient hospitalization;
- Hospice or residential medical care facility;

- Continuing treatment by a health care provider due to incapacity caused by a health condition that lasts for more than three consecutive days and requires multiple health care visits or a regimen of continuing treatment;
- Period of incapacity involving pregnancy or prenatal care;
- Period of incapacity for a chronic, serious health condition that requires periodic visits for health care;
- Period of incapacity that is permanent or a long-term condition requiring medical supervision; or
- Period of absence to receive multiple treatments for restorative surgery or for a condition that would likely result in a period of incapacity of more than three days without medical intervention and treatment.

### REQUEST AND NOTICE

At least thirty (30) days' written notice of the request for leave should be given to the Superintendent, whenever possible. If an employee cannot give the full amount of advance notice, he or she should give as much notice as possible under the circumstances. If an employee fails to provide any notice or to comply with any obligations set out in this policy, his or her request for leave may be denied or the approval of the leave may be modified.

### CONFIRMATION OF LEAVE

An employee requiring leave must provide the Superintendent with the reason for the requested leave so that the Superintendent can make a preliminary determination of whether the employee qualifies for this type of leave. The Superintendent will respond in writing and confirm receipt of the request, and inform the employee whether the leave has been approved, denied, or conditionally approved pending medical certification or other information.

An employee requesting a Family and Medical Leave is required to provide medical certification. Under most circumstances, medical certification must be provided within fifteen (15) calendar days of conditional approval. Further medical verification may be required during the leave, depending on the circumstances. Moreover, an employee on leave may be contacted periodically for an update concerning status and anticipated date of return to work. An employee is expected to respond fully to such requests for information.

An employee may have a medical basis to request to take a Family and Medical Leave intermittently or on a reduced leave schedule for one of the qualifying reasons. Medical certification will be required and approval is subject to the special rules applicable to schools and its instructional employees. If the qualifying reason for the leave is the birth and care of a healthy newborn, or placement for adoption and foster care, use of an intermittent leave or reduced leave schedule is *subject to approval by the Superintendent for extraordinary circumstances*. Leave must begin and continue on consecutive days following the birth or placement of a child.

### LENGTH OF LEAVE

An employee is entitled to a maximum of twelve (12) weeks of Family and Medical Leave during a 12-month period. The 12-month period is a rolling period, which means it is measured backward from the date an employee begins a Family and Medical Leave. Thus, any period as a Family and Medical Leave will be

deducted from the employee's maximum entitlement. Any leave which qualifies as a Family and Medical Leave will be counted toward the twelve (12) weeks of available leave. An employee may be eligible for an extended period of leave of up to twenty-six (26) weeks during a 12-month period to care for a spouse, parent, or child who is a covered service member and who has a serious health condition arising out of military service. An employee may be eligible for up to twelve (12) weeks of leave during a 12-month period to handle certain qualifying family exigencies arising out of an order to active duty.

Where spouses are both employed by the Town of North Reading and are eligible for a Family and Medical Leave they may be limited to a combined total of twelve (12) weeks leave during any 12-month period if the leave is taken for the birth of a child, adoption, placement of foster care, or to care for the child, or to care for the employees' parent with a serious health condition.

### SPECIAL RULES APPLICABLE TO EMPLOYEES OF SCHOOLS

An employee will be eligible for return to a substantially equivalent position at the expiration of the leave with the same benefits and pay, except that an employee who otherwise would have been subject to an action of non-renewal or lay-off if he or she had not been on leave, may not be eligible to return. An employee on a Family and Medical Leave is entitled to the same, but not more favorable, terms and conditions of employment as other employees.

Certain special rules apply to the instructional employees of public elementary and secondary schools. As defined by the federal regulations, "instructional employee" is one whose principal function is to teach and instruct students. This term includes coaches, special education assistants, and teaching assistants whose primary role is instruction, but it does not include counselors, psychologists, curriculum specialists, and other auxiliary personnel. Under these special rules, "academic term" means the end of the school term that falls near the beginning of the calendar year and the end of the school year in June.

An instructional employee who begins leave more than five weeks before the end of an academic term may be required to continue taking leave until the end of the term if —the leave will last at least three weeks, and the employee would return to work during the three-week period before the end of the academic term.

An instructional employee who begins leave for a purpose other than the employee's own serious health condition during the five-week period before the end of the academic term may be required to continue taking leave until the end of the term if – the leave will last more than two weeks, and the employee would return to work during the two-week period before the end of the academic term.

An instructional employee who begins leave for a purpose other than the employee's own serious health condition during the three-week period before the end of an academic term, in cases where the leave will last more than five working days, may be required to continue taking leave until the end of the term.

Under certain circumstances where an employee obtains certification of medical necessity for a leave on an intermittent basis or reduced schedule, the employee may be required to choose between a leave for a period of a particular duration or a temporary transfer to an available alternative position with equivalent pay and benefits for which the employee is qualified, and which better accommodates recurring periods of leave.

### CERTIFICATION BEFORE RETURN

Before an employee may return from a personal medical leave that has continued for more than ten (10) consecutive work days, the employee's health care provider shall be required to certify that the employee is able to resume the essential functions and duties of his or her job.



## USE OF PAID SICK LEAVE

An employee's available paid sick leave may be applied to a portion of the unpaid Family and Medical Leave for the employee's own serious health condition, incapacity, or disability or under a provision of an applicable collective bargaining agreement. Where an employee is eligible to use paid sick leave, the paid leave runs concurrent with, not in addition to, the unpaid portion of the Family and Medical Leave.

Further, an employee may request to apply up to a maximum of five (5) paid sick days for the care of a seriously ill or disabled immediate family member. An employee may request to apply up to a maximum of ten (10) consecutive paid sick days for the care of a newborn child or a child from the placement by adoption or foster care and such use of paid sick days begins immediately following the birth, adoption, or foster placement. Further, an employee may request to use her available paid sick days during her leave for any period of her own incapacity, disability, medical or physical needs related to her pregnancy or childbirth.

## MAINTENANCE OF HEALTH BENEFITS

An employee's medical and dental insurance coverage will continue, provided that the employee pays the regular employee share of such coverage on a timely basis. During any paid portion of the leave, the employee share of the premiums will be deducted from the employee's pay. During any unpaid portion of the leave, the employee will be required to pay the employee share in accordance with a payment schedule. If a payment due is more than thirty (30) days late, the Town of North Reading shall give notice of the date that it will cease providing the benefits until the date when the employee returns to work. Also, if the employee does not return to work, and the employee's failure to return to work is not due to the continuation, recurrence or onset of a serious health condition, North Reading is entitled to recover the premium(s) that it paid for maintaining the employee's health coverage during the leave.

## COLLECTIVE BARGAINING AGREEMENTS

The provisions of this policy are intended to comply with, not supersede, any applicable provisions of a collective bargaining agreement.

### Legal References:

Family and Medical Leave Act (FMLA), 29 U.S.C. § 2601, *et seq.*  
Rules and Regulations of the Family and Medical Leave Act, 29 CFR Part 825.600 through 825.604 "*Special Rules Applicable to Employees of Schools*"  
Massachusetts Parental Leave Act (MPLA), Mass. Gen. L. c. 149, § 105D

First Reading June 13, 2011  
Approved June 27, 2011  
Reviewed November 13, 2012  
Revised September 1, 2016  
Reviewed October 18, 2017  
Reviewed August 26, 2019

## PERSONNEL, PROFESSIONAL

## MASSACHUSETTS PARENTAL LEAVE (MPLA)

An employee who does not have sufficient time of service to be eligible for a Family and Medical Leave may apply in writing to the Superintendent for an unpaid leave under the Massachusetts Parental Leave Act (“MPLA”) as long as she/he has been employed for at least ninety consecutive (90) calendar days. She/he may take a leave for the period close in time to preparing for and giving birth; or caring for a newborn or a newly-adopted/or foster child under 18 or a child under 23 with mental or physical disabilities. Under this Section of this Agreement, the unpaid MPLA leave is up to a maximum of twelve (12) weeks. An employee who has sufficient time of service for an FMLA Leave may nonetheless apply in writing to the Superintendent under this Section and the leave will be counted toward the twelve (12) weeks of maximum available leave under the FMLA. Under this Section of this Agreement, an employee is eligible to apply for up to ten (10) consecutive days of available paid sick leave beginning immediately following the birth of a child or the adoption/foster placement during an unpaid MPLA leave. However, an employee applying for leave under this Section may also request to apply for additional available paid sick leave for any period during this leave of her own disability, and her medical or related physical needs related to childbirth. The Superintendent will respond in writing with notice of applicable requirements, such as a physician’s certification.

Nothing in this Section of this Agreement is intended to restrict an employee’s benefits under the Massachusetts Parental Leave Act, nor is intended to expand the benefits under the MPLA, except as stated in this Section of this Agreement or under another provision of this Agreement.

Ref. Mass. Gen. L. c. 149, § 105D

August, 2011  
Reviewed November 13, 2012  
Revised September 1, 2016  
Updated January, 2017  
Reviewed August 26, 2019

## PERSONNEL

## DOMESTIC VIOLENCE LEAVE POLICY

It shall be the policy of the school district to permit an employee to take up to 15 days of domestic violence leave from work in any 12 month period. In order to be eligible for said leave:

- (i) the employee, or a family member of the employee must be a victim of abusive behavior;
- (ii) the employee must be using the leave from work to seek or obtain medical attention, counseling, victim services or legal assistance; secure housing; obtain a protective order from court; appear before a grand jury; meet with a district attorney or other law enforcement official; or attend child custody proceedings or address other issues directly related to the abusive behavior against the employee or family member of the employee; and
- (iii) the employee must not be the perpetrator of the abusive behavior against such employee's family member.

An employee seeking such unpaid leave shall exhaust all annual or vacation leave, personal leave and sick leave available to the employee, prior to requesting or taking domestic violence leave, unless the employer waives this requirement.

Except in cases of imminent danger to the health or safety of an employee, advanced notice of domestic violence leave shall be required. If such imminent danger exists the employee shall notify the employer within 3 workdays that the leave was taken. The notification may be communicated to the employer by the employee, a family member of the employee or the employee's counselor, social worker, health care worker, member of the clergy, shelter worker, legal advocate or other professional who has assisted the employee in addressing the effects of the abusive behavior. If an unscheduled absence occurs, an employer shall not take any negative action against the employee if the employee, within 30 days from the unauthorized absence or within 30 days from the employee's last unauthorized absence in the instance of consecutive days of unauthorized absences, provides any of the documentation found in (1) to (7) below. An employer may require documentation that the employee or employee's family member has been a victim of abusive behavior and that the leave is consistent with clauses (i) to (iii) as above referenced; provided, however, that an employer shall not require an employee to show evidence of an arrest, conviction or other law enforcement documentation for such abusive behavior. The documentation shall be provided to the employer within a reasonable period after the employer requests it.

An employee shall satisfy this documentation requirement by providing anyone of the following documents to the employer:

- (1) a protective order, order of equitable relief or other documentation issued by a court of competent jurisdiction as a result of abusive behavior against the employee or employee's family member;
- (2) a document under the letterhead of the court, provider or public agency which the employee attended for the purposes of acquiring assistance as it relates to the employee or family member;
- (3) A police report or statement of a victim or witness provided to police documenting the abusive behavior;

- (4) documentation that the perpetrator of the abusive behavior has admitted to sufficient facts to support a finding of guilt ; or has been convicted of , or has been adjudicated a juvenile delinquent by reason of any offense constituting abusive behavior;
- (5) medical documentation of treatment as a result of the abusive behavior;
- (6) a sworn statement, signed under the penalties of perjury, provided by a counselor, social worker, health care worker, member of the clergy, , shelter worker, legal advocate or other professional who has assisted the employee in addressing the effects of the abusive behavior;
- (7) a sworn statement, signed under the penalties of perjury, from the employee attesting that the employee has been a victim of or is a family member of a victim of abusive behavior.

All information related to the employee's leave shall be kept confidential and shall not be disclosed, except to the extent that disclosure is:

- (i) requested or consented to, in writing, by the employee;
- (ii) ordered to be released by a court of competent jurisdiction;
- (iii) otherwise required by applicable federal or state law;
- (iv) required in the course of an investigation authorized by law enforcement, including, but not limited to, an investigation by the Attorney General; or
- (v) necessary to protect the safety of the employee or others employed at the workplace.

The Superintendent shall ensure that notice is provided to all employees in the next school year and beyond by appropriately amending the district's employee handbooks, by whatever title they may be known, or by direct notice about the Domestic Violence Law and securing the employees signature acknowledging receipt of the handbook/notice. The Superintendent shall be responsible for notifying all current employees, unless they have been notified through the handbook, of this policy in a manner that he/she deems appropriate.

No employer shall coerce, interfere with, restrain or deny the exercise of, or any attempt to exercise, any rights provided herein or to make leave requested or taken contingent upon whether or not the victim maintains contact with the alleged abuser. No employer shall discharge or in any other manner discriminate against an employee for exercising the employee's rights under the law. The taking of domestic violence leave shall not result in the loss of any employment benefit accrued prior to the date of such leave. Upon the employee's return from such leave, he/she shall be entitled to restoration to the employee's original job or to an equivalent position. Definitions of 'abuse', 'abusive behavior', 'domestic violence', 'employees' and 'family members' may be found in the laws referenced below.

SOURCE: MASC October 2014

LEGAL REF.:M.G.L. 149:52E; Section 10 Chapter 260 of the Acts of 2014

First Reading April 13, 2015

Approved April 27, 2015

Reviewed August 26, 2019

PERSONNEL, PROFESSIONAL

INSURANCE COVERAGE FOR SCHOOL PERSONNEL

It is the policy of the North Reading School Committee to provide workmen's compensation insurance and liability insurance for all salaried employees.

Personnel who work on a voluntary basis, e.g., athletic coaches, library volunteers, etc., will be provided with liability insurance coverage under what is commonly known as an "Errors and Omissions" policy. Workmen's compensation is not available to volunteers.

First Reading March 4, 1985  
Approved March 11, 1985  
Reviewed November 13, 2012  
Reviewed July 29, 2019

PERSONNEL, PROFESSIONAL

SMOKING

In accordance with the Massachusetts General Laws, Chapter 71, Section 37H, the use of tobacco products, including vapor/E-cigarettes, is prohibited within school buildings and facilities, on school grounds, school buses, or related functions.

Employees and students violating this policy will be subject to proper disciplinary action. All other individuals violating this policy will be instructed to leave the school premises and return after dispensing of materials off the grounds.

First Reading January 9, 1989  
Approved January 23, 1989  
Revised, First Reading September 12, 1994  
Approved September 27, 1994  
Reviewed September, 1995  
Reviewed November 13, 2012  
Revised, First Reading October 16, 2017  
Approved November 13, 2017  
Reviewed July 29, 2019

## PERSONNEL, PROFESSIONAL

## DRUG-FREE WORKPLACE

The North Reading School Committee shall provide a drug-free workplace in accordance with Section 5145 of the Federal Drug-Free Schools and Communities Act Amendments of 1989 (P.L. 101-226) and shall certify that it will:

1. Notify all employees in writing that the unlawful manufacture, possession, use, distribution, dispensing, or being under the influence of any alcoholic beverage or any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, any other controlled substance (*as defined in Mass. General Laws, Chapter 94C*) or intoxicant of any kind on school grounds at any time or off the school grounds at any school activity, function or event is prohibited. Use of a drug authorized by a medical prescription from a registered physician shall not be considered a violation of the regulation.
2. Impose sanctions, up to and including suspension or termination of employment and/or referral for prosecution, on all employees who violate this policy.
3. Establish a drug-free awareness program to inform employees about the dangers of drug abuse in the workplace; the School Committee's policy of maintaining a drug-free workplace; and available drug counseling, rehabilitation, and employee assistance programs; and the penalty that may be imposed on employees for drug abuse violations occurring in the workplace.
4. Make it a requirement that each employee whose employment is funded by a federal grant be given a copy of the statement as required.
5. Notify the employee in the required statement that as a condition of employment under the grant, the employee will abide by the terms of the statement, and will notify the district of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction.
6. Notify the federal agency within ten days after receiving notice from an employee or otherwise receiving notice of such conviction.
7. Take one of the following actions within 30 days of receiving notice with respect to any employee, up to and including termination; or require such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state or local health law enforcement, or other appropriate agency.
8. Make a good faith effort to continue to maintain a drug-free workplace through implementation of all provisions of this policy.

First Reading July 1, 1990

Approved August, 1990

Revised November 24, 1998

Approved December 7, 1998

Reviewed November 13, 2012

Reviewed April 27, 2016

Reviewed July 29, 2019

PERSONNEL, NONCERTIFIED

COMPENSATION GUIDES AND CONTRACTS

Refer to the current agreements between the North Reading School Committee and the following groups:

The North Reading School Secretaries' Association

The North Reading Federation of Paraprofessionals, Local 4972, AFT Massachusetts, AFL-CIO

The American Federation of State, County and Municipal Employees, Council 93, Local 1703, AFL-CIO

First Reading August 26, 2019  
Approved September 9, 2019



NON-CERTIFIED PERSONNEL

REVIEW OF SALARY SCHEDULE

It is the policy of the North Reading School Committee to review the salary and benefits of employees not covered by collective bargaining agreements regularly and no less than once every three years.

First Reading May 7, 1984  
Approved May 21, 1984  
Reviewed November 13, 2012  
Revised July 29, 2019

NONCERTIFIED PERSONNEL

PAYROLL PERIODS

All noncertified personnel shall be paid weekly.

First Reading December 4, 1972  
Approved December 18, 1972  
Reviewed April, 1983  
Reviewed November 13, 2012  
Reviewed July 29, 2019

NONCERTIFIED PERSONNEL

SALARY CHECKS AND DEDUCTIONS

Taxes, both Federal and State, will be withheld.

Contributions to the County Retirement System will be withheld for all eligible to join the system.

The employee's share of the cost of health and life insurance will be withheld for those, who join this plan.

Funds may be withheld for part-time and full-time employees electing to buy tax sheltered annuities.

First Reading December 4, 1972  
Approved December 18, 1972  
Reviewed April, 1983  
Reviewed November 13, 2012  
Reviewed September 9, 2019

NONCERTIFIED PERSONNEL

HEALTH AND LIFE INSURANCE WITHHOLDING

All noncertified personnel who work a minimum of 20 hours per week are eligible to join the Town health and life insurance plan. If employees elect to join, their share will be withheld from their pay weekly.

First Reading December 4, 1972  
Approved December 18, 1972  
Revised and Reviewed, April, 1983  
Revised, First Reading November 19, 2012  
Approved December 3, 2012  
Reviewed July 29, 2019

NONCERTIFIED PERSONNEL

TAX SHELTERED ANNUITIES

All full-time personnel can elect to have funds withheld from their pay for a tax sheltered annuity plan.

First Reading December 4, 1972  
Approved December 18, 1972  
Reviewed November 13, 2012  
Reviewed August 26, 2019

NONCERTIFIED PERSONNEL

WORKMEN'S COMPENSATION

Employees are covered by Workmen's Compensation. An employee incapacitated from illness or injury arising out of employment shall be entitled to the benefits and be subject to the provisions of the General Laws, Chapter 152. Such workers must report to the Superintendent's Office before returning to work.

First Reading December 4, 1970,  
Approved December 18, 1972  
Reviewed, April, 1983  
Reviewed November 13, 2012  
Reviewed July 29, 2019

NONCERTIFIED PERSONNEL

APPOINTMENT NOTIFICATION

The School Committee shall be notified of the appointment of noncertified personnel at the next regularly scheduled meeting.

First Reading January 22, 1973  
Approved February 5, 1973  
Reviewed April, 1983  
Reviewed November 13, 2012  
Reviewed July 29, 2019

NONCERTIFIED PERSONNEL

UNIFORMS

If an employee is required to wear a uniform, such uniform will be furnished by the School Department as described in the employee's contract agreement.

First Reading January 22, 1973  
Approved February 5, 1973  
Reviewed April, 1983  
Revised, First Reading November 19, 2012  
Approved December 3, 2012  
Reviewed July 29, 2019



## NONCERTIFIED PERSONNEL

## DISCIPLINARY ACTION

Disciplinary action may result at the recommendation of an employee's supervisor subject to the approval of the Superintendent of Schools. The Superintendent shall have the authority to warn, dismiss, demote, or suspend any employee for just cause. An employee shall have the right to appeal such action through the appropriate civil rights grievance procedure if required by state or federal law or school committee policy, and otherwise through other grievance procedure provided by the school committee.

First Reading January 22, 1973  
Approved February 5, 1973  
Reviewed and Revised, April, 1983  
Reviewed November 13, 2012  
Reviewed July 29, 2019  
Revised, First Reading January 14, 2021  
Approved January 28, 2021

## NONCERTIFIED PERSONNEL

## EVALUATION

At any time the employee's performance warrants, a review will be made and discussed with the employee. In accordance with the employee group's contract agreement, each employee will receive a regular performance review. This performance review will be presented to the employee for signature only as evidence that he/she has seen it. It will become a part of the employee's file.

First Reading January 22, 1973  
Approved February 5, 1973  
Reviewed April, 1983  
Revised, First Reading November 19, 2012  
Approved December 3, 2012  
Reviewed October 18, 2017  
Revised July 29, 2019

## NONCERTIFIED PERSONNEL

## INCREMENTS FOR SERVICE PROMOTION

Noncertified employees will be eligible to receive a periodic increment when appropriate, based on the salary scale in effect at that time. Regular part-time personnel shall progress in the schedule to which they are assigned.

First Reading January 22, 1973  
Approved February 5, 1973  
Reviewed April, 1983  
Reviewed November 13, 2012  
Reviewed July 29, 2019

NONCERTIFIED PERSONNEL

TRANSFER FROM LOWER TO HIGHER CLASSIFICATION

An employee promoted to a higher classification shall at the beginning of his/her probationary period in the new position, be placed at a salary step equal to that which he/she had been earning in the lower classification. Upon satisfactory completion of the probationary period, the employee may advance to the next salary step in his/her new classification.

First Reading January 22, 1973  
Approved February 5, 1973  
Reviewed April, 1983  
Reviewed November 13, 2012  
Reviewed July 29, 2019

NONCERTIFIED PERSONNEL

IN-SERVICE TRAINING

All noncertified employees may be required to attend special in-service training courses that are provided for them. Each employee shall attend all meetings set up for him/her. Exemption may be granted in specific cases by the Superintendent of Schools.

First Reading January 22, 1973  
Approved February 5, 1973  
Reviewed April, 1983  
Reviewed November 13, 2012  
Revised July 29, 2019

## NONCERTIFIED PERSONNEL

## TRANSFER

Noncertified employees are subject to reassignment at any time, but particularly during school vacation periods. Assignments made during vacation periods are understood to be temporary unless made permanent by a written communication from the Superintendent or designee. No change in salary or classification is implied in a temporary assignment. In all cases, the reasons for reassignment shall be discussed with the employee.

First Reading January 22, 1973  
Approved February 5, 1973  
Reviewed April, 1983  
Reviewed November 13, 2012  
Reviewed July 29, 2019

NONCERTIFIED PERSONNEL

SEPARATION

If for any reason (i.e., lack of funds, elimination of position, etc.) separation from employment becomes necessary, at least two weeks written notice shall be given when practicable.

First Reading January 22, 1973  
Approved February 5, 1973  
Reviewed April, 1983  
Reviewed November 13, 2012  
Reviewed October 18, 2017  
Revised August 26, 2019

NONCERTIFIED PERSONNEL

NOTICE OF DISMISSAL OR RESIGNATION TO COMMITTEE

The School Committee shall be notified of the resignation or dismissal of noncertified personnel at the next regularly scheduled meeting after such action.

First Reading January 22, 1973  
Approved February 5, 1973  
Reviewed April, 1983  
Reviewed November 13, 2012  
Reviewed October 18, 2017  
Reviewed July 29, 2019



NONCERTIFIED PERSONNEL

REINSTATEMENT (SICK LEAVE BENEFITS)

A regular employee who severs all official connection with the school system only to be rehired within a calendar year or the equivalent of one school year, whichever is greater, shall receive credit for all sick leave accrued during the prior employment period.

First Reading February 5, 1973  
Approved February 26, 1973  
Reviewed and Revised, April 1983  
Reviewed November 13, 2012  
Revised, First Reading September 9, 2019  
Approved October 7, 2019

NONCERTIFIED PERSONNEL

REINSTATEMENT OF FORMER EMPLOYEE

An employee, re-employed for a position formerly held or another in the same grade, may be paid at a step within the range of the grade most nearly comparable to the one formerly held.

First Reading February 5, 1973  
Approved February 26, 1973  
Reviewed April, 1983  
Reviewed November 13, 2012  
Reviewed August 26, 2019

NONCERTIFIED PERSONNEL

RETIREMENT

Retirement System - All noncertified personnel who qualify will automatically become members of the Middlesex County Retirement System. A deduction will be made from earnings for this purpose and the employee shall receive the benefits which such membership provides.

First Reading February 5, 1973  
Approved February 26, 1973  
Revised August, 1981  
Reviewed April, 1983  
Reviewed November 13, 2012  
Reviewed July 29, 2019

NONCERTIFIED PERSONNEL

WORKING CONDITIONS AND BENEFITS

It is the policy of the School Committee to apply any benefits negotiated by a particular bargaining unit to non-certified and non-unionized personnel within the same bargaining unit where they are applicable. The School Committee will annually review and revise the benefits of all non-certified and non-unionized employees.

First Reading June 11, 1984  
Approved June 18, 1984  
Reviewed November 13, 2012  
Revised, First Reading August 26, 2019  
Approved September 9, 2019

NONCERTIFIED PERSONNEL

OVERTIME PAY

Overtime will be paid in accordance with State and Federal laws relating to hours and wages where applicable.

First Reading February 5, 1973  
Approved February 26, 1973  
Reviewed April, 1983  
Reviewed November 13, 2012  
Reviewed July 29, 2019

NONCERTIFIED PERSONNEL

AWARD OF MERIT

It is the policy of the North Reading School Committee to recognize outstanding contributions to the school system and/or the children of North Reading. This recognition shall be in the form of an Award of Merit based upon standards for such awards.

First Reading April 29, 1975  
Approved May 20, 1975  
Reviewed, April, 1983  
Reviewed November 13, 2012  
Reviewed July 29, 2019

NONCERTIFIED PERSONNEL

NON-CERTIFIED STAFF RECRUITING

All applications for positions not requiring certification will be processed by the immediate supervisor of that position or designee.

Applications will be screened by the supervisor or designee, and qualified candidates will be interviewed. Reference checks must be secured prior to recommendation for employment and forwarded to the Superintendent or designee by the appropriate director or supervisor.

First Reading June 11, 1984  
Approved June 18, 1984  
Revised, First Reading November 19, 2012  
Approved December 3, 2012  
Reviewed July 29, 2019