

## TABLE OF CONTENTS

	POLICY
A. General Personnel Policies and Policies Applicable to All Personnel	
1. Recruitment and Selection .....	4001
2. Equal Opportunity Employment .....	4002
3. Anti-discrimination .....	4003
4. Duty Hours of Employees.....	4004
5. Absence of Employees.....	4005
6. Absence from Building .....	4006
7. Family and Medical Leave Policy .....	4007
Family and Medical Leave Policy documents .....	4007A
8. Adoption Leave.....	4008
9. Drug and Substance Use and Abuse, with attached Appendix .....	4009
10. Bloodborne Pathogen Compliance Plan .....	4011
11. Infectious Diseases.....	4012
12. Personnel Files .....	4013
13. Receiving Agents, Salespersons and Other Business Representatives.....	4014
14. Unauthorized Purchases.....	4015
15. Use of School Facilities and Equipment by School Employees .....	4016
16. Activity Passes .....	4017
17. Community Relations – Political Activity .....	4018
18. Fair Labor Standards Act (Minimum Wage and Overtime) .....	4019
19. Shredding Consumer Reports .....	4020
20. Social Security Numbers.....	4021
21. Military and Family Military Leave .....	4022
22. Notification of Arrest, Criminal Charges or Child Abuse Complaints.....	4023
23. Wage and Deduction Information, Method of Payment, Insurance .....	4024
24. Travel, Reimbursement.....	4025
25. Non-School Employment.....	4026
26. Professional Responsibilities .....	4027
B. Certificated Employees	
1. Qualifications for Appointment as Teacher .....	4100
2. Qualifications for Appointment to Administrative and Supervisory Positions .....	4101
3. Contract.....	4110
4. Certification .....	4111
5. Orientation .....	4112
6. Probationary Certified Employees .....	4120
7. Permanent Certified Employees .....	4121
8. Nebraska Public Retirement Plan .....	4122
9. Assignment of Duties, Lesson Plans/Weekly Academic Reports .....	4130
10. Agents/Tutors.....	4131
11. Student Teachers and Pre-Student Teachers.....	4132
12. Substitute Teachers .....	4133
13. Professional Growth.....	4140
14. Teacher Training.....	4141

15. Evaluation .....	4150
16. Reduction in Force Policy for Certificated Staff .....	4160
17. Leave of Absence.....	4170
18. Dual Sponsorship of Activities .....	4180
19. Standards of Ethical and Professional Performance – Certificated Staff .....	4190
20. Resignation .....	4191
21. Meetings.....	4192
22. Conduct and Dress .....	4193
C. Non-Certificated Employees	
1. Qualifications of Non-Certificated Employees.....	4200
2. "At Will" Employees .....	4201
3. Hiring/Dismissal .....	4210
4. Separation .....	4211
5. Contract.....	4220
Classified Employee’s Employment Agreement .....	Regulation 4220A
6. Assignment and Transfer .....	4230
7. Complaint Procedure .....	4240
8. Bus Drivers .....	4250
9. Standards of Performance for Non-Certified Employees .....	4260