



Auxiliary Employee Handbook 2009-2010

Table of Contents

[DISTRICT ADMINISTRATION](#)

[SCHOOL ADMINISTRATION](#)

[SCHOOL CALENDAR](#)

AUXILIARY RESPONSIBILITIES

[Mission and Guiding Principles](#)

[Code of Ethics](#)

[Nondiscrimination Policy and Grievance Procedure](#)

[Personnel Complaints and Grievances](#)

[Procedures for Handling Body Fluids](#)

[Automated Substitute Management System \(Absence Reporting\)](#)

EMPLOYMENT PROCEDURES

[Hiring Non-Certified Personnel](#)

[Initial Employment](#)

[Employee Job Performance Expectations](#)

[Sexual Harassment](#)

[Criminal Background Check](#)

[Continued Employment](#)

[Working Conditions](#)

[Fair Labor Standards Act - Overtime Compensation Policy](#)

[Paraprofessional Certification/Recertification](#)

[Transfer Procedures](#)

[Resignations](#)

[Suspension/Termination](#)

[Political Activities](#)

[Reduction in Force \(RIF\) Policy](#)

EMPLOYEE BENEFITS

[Summary of Benefits](#)

[Life Insurance Plans](#)

[Short/Long-term Disability](#)

[Oral Health](#)

[State Health Benefit](#)

[Cancer & Intensive Care](#)

[Cafeteria Benefit Plan](#)

[Vision Plan](#)
[Flexible Spending Plan](#)
[Credit Union](#)
[Worker's Compensation](#)
[PAGE Dues](#)
[CCAIE Dues](#)
[Teacher/Public School Employees Retirement Supplemental Retirement Plan](#)
[Personnel Compensations/Employee Attendance Incentive](#)
[Benefit Contact Information](#)

Leaves and Absences

[Military Re-employment Rights](#)
[Personal Leave](#)
[Professional Leave](#)
[Emergency and Legal Leaves](#)
[Illness/Sick Leave](#)
[Family and Medical Leave](#)
[Military Leave](#)
[Bereavement Leave](#)

PAYROLL INFORMATION

[Employee Workdays 2009-2010](#)

Salary Schedules

[General Services](#) – Hired after 7/1/06
[General Services](#) – Hired prior to 7/1/06
[Bus Driver](#)
[Substitute Rates](#)