ATTLEBORO PUBLIC SCHOOLS

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EMPLOYEE HANDBOOK

Engage • Challenge • Inspire

www.AttleboroSchools.com

Mission Statement

The Mission of the Attleboro Public Schools is to develop and deliver relevant learning experiences that engage, challenge, and inspire all students to maximize their unique potential and improve our world.

Vision

The Vision of the Attleboro Public Schools is to be the center of a community united around education, where all stakeholders value and participate in our collective success.

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INTRODUCTION

We are pleased to have you as a member of the staff of the Attleboro Public Schools. The Attleboro Public Schools employ over 1000 individuals. Whether an employee works full or part-time, seasonal, or temporary, in an administrative, teaching, professional or support category, the skills and commitment you bring to your job make an important contribution to our goal of providing excellence in education to the children and families of Attleboro.

The Attleboro Public Schools is comprised of 9 schools, which include five Elementary schools, three Middle schools, one comprehensive High school and one alternative high school. Blue Pride is exhibited in the experiences throughout the Attleboro Public Schools. It permeates all that we say and do including providing a safe and positive environment that promotes a climate of respect, a hunger for achievement, and active participation in our community. The school system is governed by a nine-member School Committee. The Superintendent of Schools is responsible for the overall administration of the schools and implementation of School Committee policies. An employee of the Attleboro Public Schools can expect a fair and equitable salary, competitive benefits, and the opportunity to be a part of the best that public education has to offer. We are pleased to have you as a member of our team and hope that you find that the satisfaction gained from doing your job matches the effort you put into your work.
We recognize that new employees are bound to have many questions relating to their specific position or responsibilities. You are encouraged to direct any specific inquiries you may have to your immediate supervisor or to contact the Office of Human Resources, One Blue Pride Way, at 508-222 0012 ext. 10065 for additional information or assistance.

This Employee Handbook has been written to provide information and guidance to Attleboro Public Schools employees. The School Department's policies, benefits, and rules, as explained in this manual, may be changed from time to time as circumstances, legislation, and economic conditions dictate. If and when provisions are changed, the School Department will make its best efforts to notify you of these changes. The contents of this handbook are to be considered as guidelines and not all-inclusive. The School Department, at its option, may change, delete, suspend, or discontinue any part or parts of the content of this handbook at any time without prior notice. Any such action will apply to existing as well as future employees. No statement or promise by a supervisor, manager, or department head may be interpreted as a change in policy nor will it constitute an agreement with an employee. The Employee Handbook is not a contract. Additionally, the handbook makes no guarantees of employment, compensation, or benefits. Employees covered under collective bargaining agreements should consult those collective bargaining agreements for detailed information, including information regarding certain working conditions and benefits. Copies of the contracts are available on the Attleboro Public Schools website and from union representatives. If there is any conflict between the policies contained herein and the collective bargaining agreement, the collective bargaining agreement will control.

Attleboro Public Schools maintains a practice of employment at-will for any employees not covered by a collective bargaining agreement or individual contract. Employment at-will means that employment can be terminated with or without notice at any time and for any lawful reason at either the option of the employee or the school.

Accordingly, as noted above, neither the policies nor this Handbook create a contract, and do not make any promises or guarantees.

Nothing in this handbook is intended to infringe on an employees' rights under M.G.L c. 150E.

To All APS Staff and Administrators:

Welcome to the Attleboro Public Schools (APS) Employee Handbook. Here at APS, we are committed to maintaining an organization that promotes a professional culture, in which everyone thrives in their service to our collective mission to ***Engage, Challenge, and Inspire*** all students. The well-being of every employee is a necessary precondition for the realization of this endeavor, and our dedication to provide high-quality services from our Human Resources Department is the foundation of the highly effective learning environment we deliver in our district each day.

This handbook serves as a guide for all employees. Our written policies and procedures delineate roles and assign responsibilities among the various parties whose daily interactions comprise our large and complex establishment. I encourage you to take the time to familiarize yourself with the contents herein to ensure everyone is knowledgeable about organizational expectations.

The conduct of each and every one of us contributes to the overall success of all of us. As a public institution, our interactions with the students we educate, the community we serve, and of course each other, all reflect on our collective reputation. As with any culture, our unwritten norms of behavior carry as much influence as those which we have codified, so I encourage all of us to set a high bar for ourselves and others in maintaining a lofty standard for those whose who share the honor of serving the City of Attleboro in the education of its children.



David A. Sawyer
Superintendent of Schools

I. GENERAL EMPLOYMENT POLICIES

Basic Employment Expectations

All employees are expected to demonstrate a professional, cooperative, knowledgeable, and courteous demeanor in all interactions with students, parents/guardians, colleagues, and members of the community. As employees and representatives of the Attleboro Public Schools, there is an expectation that attire will appropriately match both the norms and demands of the workday. Work attire should reflect the responsibilities of an employee's role, demonstrating attention to safety, hygiene, and professional appearance. Clothing and accessories must be clean, well-maintained, and appropriate for both school duties and serving as positive role models for students in the Attleboro Public Schools. Additionally, wearing a visible staff ID badge is required at all times during work hours. The Principal retains the authority to interpret and apply these conditions, considering each staff member's role, duties, and school context. Discretion should be exercised consistently, reasonably, and transparently.

At a minimum, it is expected that all employees will follow general and specific work and employment guidelines, carry out instructions and directions appropriately issued by supervisors or administrators and perform job responsibilities in a satisfactory manner. Employees are expected to be regular in attendance, arriving on time and adhering to designated starting and ending times for work, breaks, lunch, prep periods, etc. Employees are advised that School Department telephones, supplies, equipment and services (including internet access and fax machines) are for professional use. Excessive personal calls, or use of supplies, services or equipment for personal reasons are not allowed. Inappropriate use of equipment, supplies, or services including electronic access may result in discipline, up to and including termination. The use of profane language is prohibited and may be cause for disciplinary action.

Standards of Conduct

Some rules of conduct are needed in any workplace in order to help everyone work together efficiently, effectively, and harmoniously. Because our mission is to serve the public and because we are empowered with substantial governmental authority to achieve that mission, we must hold ourselves to high standards of quality service and ethical conduct.

By accepting employment with us, you have a responsibility to the public, to the Attleboro Public Schools and to your fellow employees to adhere to certain rules of behavior and conduct. The purpose of these rules is not to restrict your rights, but rather to be certain that you understand what conduct is expected and necessary to fulfill our mission, responsibilities, and duty to the public. When each person is aware that he or she can fully depend on fellow workers to follow the rules of conduct, then our organization will be a better place to work and a more effective servant of the people.

Meeting Job Expectations

In addition to maintaining appropriate standards of conduct, it is the responsibility of employees to fulfill the essential functions of their positions in an acceptable manner. Depending on the position, these measures may be both qualitative and/or quantitative. Job requirements and qualifications are listed on job postings/descriptions.

Your supervisor will discuss and clarify the expectations and standards of your position. Employees who are having difficulty meeting job standards should discuss the issue with their supervisor.
In turn, it is the supervisor's responsibility to monitor employee performance and provide counseling, support, and assistance to employees in helping them meet their job expectations.

Ultimately, if employees are unable to meet job requirements, corrective action may include reassignment, transfer, demotion, or other disciplinary action, up to and including termination.

Disciplinary Actions for Unacceptable Activities

Generally speaking, we expect each person to act in a mature and responsible way at all times. However, to avoid any possible confusion, some of the more obvious unacceptable activities are noted below. Your avoidance of these activities will be to your benefit as well as the benefit of the School Department. If you have any questions concerning any work or safety rule, or any of the unacceptable activities listed, please see your supervisor or Human Resources for an explanation.

We list these standards for the guidance of all employees and supervisors. We do not expect anyone to engage in these activities, but we believe everyone is served by our being clear as to what is not acceptable.

Violations Which May Result in Dismissal

Occurrences of any of the following violations, because of their seriousness, may result in dismissal without prior disciplinary action:

1. Willful violation of any Attleboro Public Schools rules; any deliberate action that is extreme in nature and is obviously detrimental to the School Department's efforts to provide services effectively and efficiently.
2. Negligence or any careless action which endangers the life or safety of another person or student.
3. Willful violation of security or safety rules or failure to observe safety rules or School Department safety practices; failure to wear required safety equipment; tampering with School Department equipment or safety equipment.
4. Being intoxicated or under the influence of controlled substance drugs while at work use, possession or sale of any controlled substance or alcohol, in any quantity while on School Department property except for medications prescribed by a physician which do not impair work performance.
5. Unlawful manufacture, distribution, dispensing, possession or use of controlled substance is prohibited in the district's workplace.
6. Unauthorized possession of dangerous weapons, firearms, or explosives on School Department property or while on duty.
7. Engaging in criminal conduct or acts of violence, making threats of violence toward anyone on School Department premises or when representing the School Department; fighting, horseplay, provoking a fight on School Department property; or negligent damage of property. The School Department regards fighting as a very serious offense. If confronted by another employee or member of the public, we expect you to retreat, and not escalate the situation or retaliate. You should only take defensive action.
8. Insubordination or refusing to obey instructions properly issued by your supervisor pertaining to your work.

9. Engaging in an act of sabotage; willfully or with gross negligence causing the destruction or damage of School Department property, or the property of fellow employees, members of the public, vendors, or visitors in any manner.
10. Theft of School Department property or the property of fellow employees; unauthorized possession or removal of any School Department property (including documents), from the premises without prior permission from management; unauthorized use of School Department equipment or property for personal reasons; using School Department equipment for profit.
11. Dishonesty; willful falsification or misrepresentation on your application for employment or other work records; lying about sick or personal leave; falsifying the reason for a leave of absence or other data requested by the School Department; failing to tell the truth at any time during the course of your employment with the School Department; intentionally and willfully misrepresenting information about the School Department or its employees to members of the media; failing to tell the truth during the course of a School Department investigation; alteration of School Department records or other School Department documents.
12. Violating the privacy of others by releasing confidential or protected information to outside individuals, organizations, or to unauthorized School Department employees; breach of confidentiality of personnel or personal information.
13. Malicious comments about others and/or spreading rumors harmful to individuals or the School Department's interests; engaging in behavior designed to create discord and lack of harmony; interfering with another employee on the job; willfully restricting work output or encouraging others to do the same.
14. Inappropriate conduct or indecency while on duty or while on School Department property.
15. Actions in violation of your public trust, including abuse of the authority vested in you as a public official, to seek unwarranted gain or exemptions for yourself or others.
16. Threatening, intimidating, harassing, or coercing fellow employees, customers, or members of the public; interfering with another employee on the job; using obscene or abusive language towards another employee, student, or member of the public; threatening or employing physical violence towards another employee, customer, or member of the public. Such conduct is prohibited at all times, whether the employee or employees concerned are off-duty or on-duty, and whether the conduct occurs on or off the School Department premises.
17. Off-duty conduct so egregious or otherwise as to undermine the confidence of the public in the School Department's capacity to fulfill its functions to the public in a fair, safe, and effective manner.

Affirmative Action and Equal Opportunity

The Attleboro Public Schools is an Affirmative Action/Equal Opportunity employer. The Attleboro Public Schools does not discriminate on the basis of race (including traits historically associated with race, including, but not limited to, hair texture, hair type, hair length, and protective hairstyles), color, sex, sexual orientation, gender identity, religion, disability, age, genetic information, active military/veteran status, marital status, familial status, pregnancy, or pregnancy-related condition, homelessness (consistent with the requirements of the McKinney-Vento Act), ancestry, ethnic background, national origin, or any other category protected by state or federal law.

Affirmative Action and Equal Opportunity applies to all areas of employment including recruitment, hiring, training, promotion, transfer, termination, layoff, compensation, benefits and all other conditions and privileges of employment in accordance with the applicable federal, state, and local laws. The School Department's Director of Human Resources is available to answer any questions or concerns an employee may have regarding Affirmative Action or related matters.

Non-Discrimination and Prohibition Against Sexual Harassment

The Attleboro Public Schools seeks to promote a workplace and educational environment that is free from discrimination and harassment, whether based on race(including traits historically associated with race, including, but not limited to, hair texture, hair type, hair length, and protective hairstyles), color, sex, sexual orientation, gender identity, religion, disability, age, genetic information, active military/veteran status, marital status, familial status, pregnancy, or pregnancy-related condition, homelessness (consistent with the requirements of the McKinney-Vento Act), ancestry, ethnic background, national origin, or any other category protected by state or federal law. The Attleboro Public Schools will not tolerate harassing or discriminatory conduct that affects employment or educational conditions, that interferes unreasonably with an individual's work performance or that creates an intimidating, hostile or offensive work or school environment. Further, any retaliation against an individual who has complained about harassment, discrimination, or retaliation against individuals for cooperating with an investigation of such a complaint is similarly unlawful and will not be tolerated.

Harassment and discrimination consists of unwelcome conduct, whether verbal or physical, that is based on a characteristic protected by law. Harassment and discrimination includes but are not limited to, display or circulation of written materials or pictures that are degrading to a person or group described above; or verbal abuse or insults about, directed at, or made in the presence of an individual or group described above. Sexual harassment means sexual advances, requests for sexual favors, and verbal or physical conduct of a sexual nature when submission to or rejection of such advances, requests or conduct are made either explicitly or implicitly a term or condition of employment, academic standing, school-related opportunities or as a basis for employment decisions or such advances, requests or conduct have the purpose or effect of unreasonably interfering with an individual's academic or work performance by creating an intimidating, hostile, humiliating or sexually offensive work environment.

An individual who believes that he or she has been subjected to harassment or discrimination, sexual or otherwise, has a right to file a complaint with the Attleboro Public Schools. The complaint may be filed with the individual's immediate supervisor or the Attleboro Public Schools complaint official, who is located at One Blue Pride Way, Attleboro, Massachusetts 02703 (508-222-0012). Additionally, employees who observe incidents of harassment or discrimination should immediately report such incidents to their immediate supervisor or the Director of Human Resources.

All reports of harassment or discrimination, sexual or otherwise, will be investigated promptly in a confidential manner and disciplinary action taken as appropriate, which may include up to termination from employment or school-related discipline. In addition to filing a complaint with the Attleboro Public Schools, employees who believe that they have been subjected to harassment or discrimination. sexual or otherwise, may file a formal complaint with either the Massachusetts Commission Against Discrimination, which is located at One Ashburton Place, Room 601, Boston, Massachusetts (617-994-6000), or the United States Equal Employment Opportunity Commission, John F. Kennedy Federal Building, 475 Government Center Boston, Massachusetts 02203 (1-800-669-7000). These agencies have a 300-day window (statute of limitations) in which complaints may be filed. For a complete copy of the Attleboro Public Schools Non-Discrimination and Prohibition Against Sexual Harassment Policy, contact the Affirmative Action Officer or the Office of Human Resources. A copy also can be found on the school district website (www.attleboroschools.com).

Non-Discrimination Against Students

Pursuant to Massachusetts General Law chapter 76, section 5 "{no} person shall be excluded from or discriminated against in admission to a public school of any town, or in obtaining the advantages, privileges and courses of study of such public school on account of race, color, sex, religion, national origin or sexual orientation." Attleboro Public Schools are committed to providing an atmosphere in which all students can learn and participate in all activities pertaining to their education. Corporal punishment in any form is expressly forbidden.

Complaint and Grievance Procedures

The Attleboro Public Schools investigates all complaints received regarding its policies and practices and seeks to resolve differences that may arise among employees in a fair and expeditious manner. The investigation will be conducted in such a way to maintain confidentiality to the extent practicable under the circumstances. If it is determined that inappropriate conduct has been committed, appropriate action will be taken under the circumstances. Employees and students are encouraged to attempt resolution within their school and administrative office and may seek advice from appropriate individuals or the Office of Human Resources without being required to file a formal complaint.

Unionized employees also have grievance processes set forth in applicable collective bargaining agreements which may be followed with respect to grievances covered under those agreements. Additionally, if an employee is aggrieved by a ruling of a principal or supervisor, he/she may appeal to the Superintendent and may appeal the ruling of the Superintendent to the School Committee, except in those instances where law has assigned a specific authority to review elsewhere, and such action would be in conflict with the law. For more information on procedures, contact the Office of Human Resources.

Confidentiality

As an employee of the Attleboro Public Schools, you may have access to confidential, protected, or privileged information. It is expected that employees will protect others' rights to privacy by not releasing such information to unauthorized individuals. Failure to do so may result in disciplinary action up to and including termination of employment. Employees should consult their supervisors with any questions regarding confidentiality.
this provision is not intended, and should not be construed, to limit or prevent an employee from exercising rights under M.G.L. c 150E.

Drugs, Alcohol and Weapons

The use or possession of any controlled substance including alcohol (except for medications prescribed by a physician) in any quantity, the sale of any controlled substance in any quantity or the unauthorized possession of dangerous weapons, firearms, or explosives while at work or on School Department property or being intoxicated or under the influence of alcohol or drugs while on duty is strictly prohibited and is grounds for disciplinary action up to an including termination. Any employee convicted or found guilty of a criminal offense involving a controlled substance or alcohol is subject to disciplinary action, up to and including termination, regardless of whether the offense was on school property or during working hours.
Additionally, as the Attleboro Public Schools is a drug free workplace the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and the educational environment and is grounds for disciplinary action up to and including termination.

Smoking

Smoking or the use of any tobacco products, including, but not limited to: cigarettes, cigars, little cigars, chewing tobacco, pipe tobacco and snuff and electronic cigarettes, electronic cigars, electronic pipes or other similar products that rely on vaporization or aerosolization, within the school buildings, school facilities, on school grounds, on school buses or within twenty (20) feet of any School Department building by any individual, including school personnel, is prohibited by law (M.G.L., Chapter 71, Section 37H) and by City ordinance and is strictly enforced. Failure to adhere to this policy will result in disciplinary actions up to and including termination of employment.

Anti-Violence Policy

All employees of the Attleboro Public Schools are expected to treat each other with respect and conduct themselves in a manner that promotes a safe, healthy workplace and educational environment. The Attleboro Public Schools is committed to working with its employees to maintain a work and educational environment free from violence, threats of violence, harassment, or intimidation. All reports of incidents are taken seriously and are grounds for disciplinary action, up to and including termination. Furthermore, the Attleboro Public Schools expects its employees to report any instances of violent, intimidating, threatening or other disruptive behavior to either their supervisor, building administrator and/or the Assistant Superintendent of the Attleboro Public Schools as soon as possible. If an employee's safety is threatened, the employee should contact the police immediately.

Restrictions on Political Activities

While public employees have the same fundamental civic responsibilities and privileges as other citizens, including campaigning for an elective public office and holding an elected or appointed public office, Attleboro Public School employees are prohibited from using school district facilities, equipment or supplies in connection with campaigning and shall not discuss any such campaign with school personnel or students during the working day nor shall an employee use any time during the working day for campaigning purposes and students may not be asked to campaign for any staff member

Reasonable Accommodations

The Attleboro Public Schools does not discriminate in admission, treatment or access to its programs or activities or in employment in its programs or activities. The Attleboro Public Schools also does not discriminate against an individual with a disability with regard to job application procedures, hiring, advancement or discharge, compensation, job training or other conditions of employment. If an individual with a disability wishes to request reasonable accommodations pursuant to Section 504 of the Rehabilitation Act and Americans with Disabilities Act, the Office of Human Resources should be contacted.

In accordance with federal and state law, the Attleboro Public Schools will provide reasonable accommodations to an employee's religious beliefs or practices, unless doing so would cause and undue hardship as that term is defined under federal and/or state law. Depending on the circumstance, such accommodations may include reasonable adjustments to the work environment that will allow an employee to practice his or her religion. This policy not only gives consideration to requests for schedule changes or leave for religious observances but may also give consideration to such things as dress or grooming practices that an employee has for religious reasons.

When and employee or applicant needs an accommodation for religious reasons, he/she should notify Human Resources or his/her supervisor that he/she needs such accommodation for religious reasons

Non- Discrimination and Reasonable Accommodation for Pregnant Workers

Attleboro Public Schools complies with the Pregnant Workers Fairness Act and other applicable state, local, and federal laws providing for nondiscrimination in employment practices to applicants and employees based in pregnancy and pregnancy related conditions, including, but not limited to, lactation and the need to express breast milk for a nursing child. In addition, the Attleboro Public Schools, will provide reasonable accommodations to pregnant employees consistent with the law.

It is Attleboro Public Schools policy to:

- Ensure that employees are treated in a nondiscriminatory manner based on pregnancy, childbirth, or a related medical condition in the pre-employment process and that employees are treated in a nondiscriminatory manner in all terms, conditions, and privileges of employment.
- Engage in timely, good faith and interactive process with an employee requesting a reasonable accommodation related to pregnancy to determine effective reasonable accommodations to enable the employee to perform the essential functions of the job.
- Provide employment opportunity and not take adverse action against an employee because of the employee's request for or use of a reasonable accommodation for a pregnancy or pregnancy- related condition.

Reasonable Accommodations

If a pregnant employee seeks a reasonable accommodation, such requests should be made to Human Resources. A reasonable accommodation is a modification or adjustment that allows the employee or job applicant to perform the essential functions of the job while pregnant or experiencing a pregnancy- related condition, without undue hardship to the Attleboro Public Schools. The Attleboro Public Schools will communicate with the employee about such requested accommodation and will provide an accommodation unless it poses an "undue hardship," which means that it could cause the Attleboro Public Schools significant difficulty or expense.

Upon receipt of an accommodation request, Human Resources will meet with the requesting individual to engage in the interactive process to determine effective reasonable accommodations to enable the individual to perform the essential functions of the job. After consultation with others in the Attleboro Public Schools, as appropriate and necessary, Human Resources will determine the feasibility of the requested accommodation and whether it is required by law, and then will respond to the employee about the requested accommodation.

Documentation

The Attleboro Public Schools may require documentation about the need for a reasonable accommodation, and extension of time for accommodation beyond the originally agreed to accommodation, from an appropriate health care or rehabilitation professional. The Attleboro Public Schools will not require documentation for the following accommodations: (i) more frequent restroom, food or water breaks during pregnancy; (ii) seating during pregnancy; (iii) limits in lifting over 20 pounds during pregnancy; and (iv) private non-bathroom space for expressing breast milk.

Questions/Concerns

Any employee with questions or concerns about discrimination in the workplace is encouraged to bring these issues to the attention of Human Resources. Employees can raise concerns and make reports without fear of reprisal or retaliation. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.

The United States Equal Employment Opportunity Commission
John F. Kennedy Federal Building
475 Government Center
Boston, MA 02203
800-669-4000

The Massachusetts Commission Against Discrimination
Boston Headquarters
One Ashburton Place – Suite 601
Boston, MA 02108
617-994-6000

Reporting of Activities, Policies or Practices that Violate Law or Pose a Risk to Public Health or Safety

Pursuant to the requirements of Massachusetts General Laws chapter 149, section 185, the Attleboro Public Schools does not retaliate against any employee who (i) discloses, or threatens to disclose to a supervisor or to a public body an activity, policy or practice of the employer, or of another employer with whom the employee's employer has a business relationship, that the employee reasonably believes to be in violation of a law, or a rule or regulation promulgated pursuant to law, or which the employee reasonably believes poses a risk to public health, safety or the environment; (ii) provides information to, or testifies before, any public body conducting an investigation, hearing or inquiry into any violation of law, a rule or regulation promulgated pursuant to law, or activity, policy or practice which the employee reasonably believes poses a risk to public health, safety or the environment by the employer, or by another employee with whom the employee's employer has a business relationship; or (iii) objects to, or refuses to participate in any activity, policy, or practice which the employee reasonably believes is in violation of a law, or a rule or regulation promulgated pursuant to law, or which the employee reasonably believes poses a risk to public health, safety, or the environment. Employees who have such concerns may file a written disclosure with either the Superintendent of Schools or the Assistant Superintendent, whose offices are located at One Blue Pride Way, Attleboro, MA 02703.

Conflict of Interest/State Ethics

It is essential that public employees avoid taking official actions which are influenced by potential gain or benefit or may be perceived as such. Accepting gifts or gratuities from individuals or organizations who do business with the Attleboro Public Schools, or the City of Attleboro is strictly prohibited by School Department policy. Further, it is illegal under state law for a public employee to accept work related gifts in excess of $50.00 in value. All employees receive on an annual basis a summary of the state ethics law that has been prepared by the State Ethics Commission and are required by law to send an acknowledgment of receipt to the Clerk of the City of Attleboro, whose office is located at Attleboro City Hall. Additionally, all employees are required to complete an online ethics training program found on the State Ethics Commission website within 30 days of hire and every two years thereafter. Questions concerning conflict of interest should be directed to the City of Attleboro Office of the City Solicitor at 508-223-2222 ext. 3222.

Employment of Relatives or Partners

If you and members of your immediate family are employed by the Attleboro Public Schools, one may not supervise the other. If the employees and the department head are unable to develop a workable solution, the Superintendent of Schools will decide which employee may be transferred in such situations. For purposes of this section, your immediate family includes your spouse or domestic partner, your children, your siblings, your parents, your grandparents, and your spouse's or domestic partner's children, siblings, parents, and grandparents. Should two current employees, one of whom supervises the other, enter into a personal, non-work-related relationship, one or both employees may have to be transferred.

Notification of the employment of members of the immediate family of the Superintendent, Central Office Administration, School Committee members or Principals will be given to the School Committee upon hire. Administrators are responsible for informing the Office of Human Resources of any such potential situations.

The definition of employment includes permanent, temporary, and intermittent employment of any kind, service agreements and consultant agreements, or any other financial agreement compensating an individual for services, including compensation from external organizations providing services supervised by an employee.

Email and Digital Use

The Attleboro Public Schools computer networks are connected to the internet and other on-line services in order to allow the School Department to serve the public more efficiently and effectively. Accordingly, various on-line capabilities are made available to designated School Department employees for legitimate, work-related purposes.

Use of these capabilities is subject to the same management oversight and supervision as any other employee activity.

Failure to comply with defined policies on digital use may result in termination, suspension, or other limitation of an employee's privileges for access to Internet-related capabilities and may be the cause for further discipline up to and including termination. For more specific information about what is permitted and what is prohibited, see your supervisor, and read the Access to Digital Resources Policy.

Email Usage Policy

All employees of the Attleboro School District are issued two email accounts for use in the performance of their job duties: a Microsoft Outlook account (@attleboroschools.com) and a Google Workspace for Education account (@ps.net).

These accounts serve distinct and non-interchangeable purposes:

- **Google Workspace for Education accounts (@ps.net)** are to be used **exclusively for communication with students**, including instructional correspondence, assignment feedback, and other student-facing communication conducted through approved Google platforms. Google Workspace accounts are also used to access Chromebook.
- **Microsoft Outlook accounts (@attleboroschools.com)** must be used for **all other professional communication**, including correspondence with parents/guardians, colleagues, administrators, and any external parties.

Teaching staff can use their Microsoft (@attleboroschools.com) account with students for non-instructional communications and when including students in parent/guardian communication. If a student emails a staff person's Microsoft account, the response should be sent through the Microsoft account so that a record of the conversation is maintained within a single email account.

Non-instructional staff should use their Microsoft (@attleboroschools.com) account when communicating with students.

Employees may not use their Google (@attleborops.net) account to communicate with parents, colleagues, or administration. ** Exception for technical service issues related to your Microsoft account.

Use of personal email accounts for any district-related business is prohibited.

This policy applies regardless of the device used to access either account. Employees who access district email on personal devices remain subject to all provisions of this policy, including those governing appropriate use, confidentiality, and public records retention.

All communications sent or received through either district email account are public records under M.G.L. c. 66 and are subject to retention, disclosure, and review in accordance with applicable public records laws, regardless of which account is used.

Employees are expected to monitor both accounts regularly during their workday and to use each account solely for its designated purpose. Failure to comply with this policy may result in disciplinary action, up to and including termination, and may implicate the District's obligations under applicable student data privacy and records laws.

Email and Web Etiquette

All users are expected to exercise good judgement and professionalism in the content and tone of their email messages and in the accessing of internet sites.

Email messages sent through the Attleboro Public Schools are public documents and should not be used to convey confidential information.

The following are guidelines for effective "Email etiquette":

- Use proper spelling, grammar, and punctuation
- Try to be concise and to the point
- Avoid using all capital letters (it gives the impression you are shouting)
- Do not forward chain letters or unsolicited information
- Only send email to those individuals directly concerned with the subject
- Avoid using email to communicate regarding private or confidential matters. If used, take precautionary steps to ensure appropriate dissemination.

Additionally, the Attleboro Public Schools has guidelines governing how school and district web pages are created and the purposes for which such pages.

Video Surveillance

The Attleboro Public Schools maintains video surveillance devices throughout school grounds, workplace, and workspaces in an effort to ensure safety of employees, students, and customers. It is a condition of employment that you consent to be recorded. No cameras record audio.

II. BEGINNING EMPLOYMENT

Employment Documentation

Upon recommendation of a job offer and prior to beginning work, all newly hired employees must meet with the office of Human Resources to ensure that documentation necessary for employment has been completed and to review salary and eligibility for benefits.

Federal regulations require that all new hires complete and sign Federal Form I-9, Employment Eligibility and Verification Form and present documentation of identity and eligibility to work in the US. As noted on the I-9 Form, this information must be supplied within three (3) days of hire.

Pre-employment documentation may include individual, family, and beneficiary birth certificates, Social Security cards, U.S. passports and educator licensure/certification. Official education transcripts may also be required, depending upon the nature of your position. To gain salary credit as appropriate to union positions, documentation of experience and education must be submitted to the Office of Human Resources.

Educator and Administrator Licensure/Certification

Educators and educational administrators are required to possess Massachusetts licensure from the Department of Elementary and Secondary Education (DESE) appropriate to their position and to provide a copy of licensure to the Office of Human Resources at the time of employment, updating throughout employment as necessary. Lack of appropriate licensure shall be grounds for termination. Applications for licensure must be made directly to the Massachusetts DESE, as the granting authority.

Other Staff Licensure/Certification

If your position requires that you possess licensure/certification through a licensing board other than DESE, you need to provide a copy of that license to the Office of Human Resources at the time of employment, updating throughout employment as necessary. Lack of appropriate licensure or certification shall be grounds for termination.

Reference and Background (CORI) Checks and National Criminal Background Check (SAFIS)

The Attleboro Public Schools' employment verification process includes criminal record (CORI) checks and National Criminal Background Fingerprint Check (SAFIS) in addition to personal and professional references, educational and employment background checks. All offers of employment are contingent upon satisfactory results of these employment screening processes as well as any others that may be required. Per M.G.L Chapter 6 § 172. Attleboro Public Schools will update CORI records every three (3) years, for individual employees, employees in specific job categories or the school department staff as a whole. An unsatisfactory CORI or SAFIS report may result in termination of employment. Employees who are involved in criminal proceedings that may affect employment should ensure notification to the Director of Human Resources.

Health Plan Enrollment

New employees who are eligible for health insurance and/or life insurance benefits and wish to enroll in one or more of these benefit options must do so ***within thirty (30) calendar days*** of the date of appointment. Those who do not enroll within the specified time frame will not be eligible to enroll for health insurance coverage until the next annual open enrollment period. Life insurance is typically only available for enrollment at the time of initial employment. Additional information about available health care plan options and other benefits is provided in the "benefits" section of this handbook. For full details, contact the Human Resources Office - Attleboro City Hall at 508-223-2222 ext. 3294.

NOTE: BENEFITS ENROLLMENT. New employees who are eligible for health insurance, life insurance, and certain other benefits and wish to enroll must do so *within thirty (30) calendar days* of the date of appointment.

Orientation

School/department administrators and supervisors want employees to be successful in their new jobs and are prepared to answer questions new employees may have about specific responsibilities, work hours and general policies and procedures relating to employment in the Attleboro Public Schools. You may also contact the Office of Human Resources (508)-222-0012, ext. 10065 with general questions.

New Educator/Employee Orientation

All new educators to Attleboro Public Schools are required to attend a New Educator Orientation before the start of school. This will consist of one full day and one-half day. The full day will be with all the new educators for the district and the half day will be building based.

As a new educator, the principal of a school or the department administrator will orient employees to their teaching responsibilities and assist them in ordering books, supplies and other materials.

All other employees are required to attend a new employee orientation prior to the start of employment.

Mentoring Program

All first-year educators at Attleboro Public Schools, whether new to the profession or just new to Attleboro are given a mentor. The mentor will meet with the new educator and help them become successful in their first-year teaching. In addition to individual mentoring, we also provide New Educator Induction Meetings once a month. These monthly sessions are a valuable source of information about curricular and educational resources in addition to providing opportunities for sharing and networking with educators and administrators throughout the district.

Information about the mentoring program can be found on the Attleboro Public Schools website.

III. EMPLOYMENT GUIDELINES

Work Schedules

Employees in the Attleboro Public Schools work a wide variety of schedules and hours. The work year may be based on a 10-month, 11-month, 12-month or other schedule, and regular hours may range from less than 10 to 40 hours or more per week depending upon the nature of the position, school and district needs and collective bargaining agreements. One's supervisor or building/department administrator will explain the work hours associated with a position in accordance with the School Department policies and answer any pertinent questions. Employees must obtain prior approval from their supervisor before working hours beyond their scheduled hours of work.

Attendance and Absences

All employees are expected to be regular in attendance. If illness, injury, or other situation prevents an employee from coming to work, they must notify their supervisor of the absence as far in advance as possible so that appropriate coverage may be arranged. If an employee is absent for 5 or more days, they are ***required*** to provide written medical documentation to the Office of Human Resources to justify the absence. (Note that certain union contracts require medical documentation for absences of less than 5 days.) An employee may also be required to provide medical documentation to support absence at any time.

Additionally, in the event of an educator's absence, it is expected that lesson plans and other pertinent materials relating to curriculum and schedules can be easily accessed by the building administrator and substitute teacher. All absences for all employees will be made via the SmartFind Absence Management System.

Failure to notify the supervisor of an absence in a timely manner or to provide requested medical documentation can result in disciplinary action up to and including termination.

Substitute Educator Assignments

Attleboro maintains an online substitute assignment system-SmartFind. All assignments for substitutes must be coordinated by employees or the School Principal through the centralized system. In the event an employee will be absent, the absence should be reported in the system AND to the School Principal or designated administrator.

School Cancellations

Periodically, weather, or other emergency conditions may necessitate that schools be closed. Such closings due to inclement weather or other emergencies are announced on the radio, local television stations, social media, and the School Department website (www.attleboroschools.com). A district app is also maintained for communicating school closings due to inclement weather or other emergencies. Certain employees may be required to report to work under severe weather or other emergency conditions. Your supervisor will advise you if your position falls within this category.

Performance Evaluation

Periodically, a supervisor will formally evaluate an employee's job performance and assess how satisfactorily the employee is performing the responsibilities of their job.

Performance evaluations are an important factor in continued employment. If an employee does not agree with a performance evaluation, they may submit a written response addressing the relevant issues to the supervisor and the Director of Human Resources. The performance evaluation and any written response an employee may submit will be included in the employee's permanent personnel record.

Collective bargaining agreements may have specific requirements regarding evaluation.

Professional Development

All employees are encouraged to engage in continued professional development. Workshops and seminars are periodically offered by the Attleboro Public Schools at no or low cost during designated professional development days or after normal school hours.

Additional information regarding professional development may be obtained from an employee's supervisor.

Transfer/Reassignment

Employees may apply for a transfer/reassignment to different positions or between schools and departments by March 15th of the proceeding school year. Certain contractual provisions may apply.

Resignation/Retirement

In the event that an employee resigns employment, they are expected to provide a minimum of two weeks' written notice to their supervisor and the Director of Human Resources. Certain administrative employees have a greater notice requirement under individual contracts. Employees are encouraged to arrange an exit interview with the Director of Human Resources.

If an employee plans to retire, they should send written advance notification to their supervisor and the Director of Human Resources, and directly contact the Board of the Retirement Plan in which they are enrolled well in advance of the anticipated date of retirement to assure that any pension payments and insurance benefits due will be coordinated to avoid gaps in income or insurance coverage.

The Massachusetts Teachers' Retirement System (MTRS) administers the retirement system for teachers and educational administrators. The City of Attleboro Retirement Board administers the retirement system for school staff. Please refer to later sections of the Handbook for additional information about retirement plans and procedures.

IV. COMPENSATION

Starting Pay and Pay Increases

Pay is based on the pay range established for each position. Previous experience and level of education may also be factors in determining pay. Pay schedules for positions covered under collective bargaining agreements are provided within such agreements. Pay increases, including both annual step increases and across-the-board increases, are governed by collective bargaining agreements for unionized employees. Where applicable, verification of education, experience and licensure must be submitted within one month of the start date of employment or within the timelines established within the collective bargaining agreement, if any, for pay credit. Non-union employees are granted increases at the discretion of the School Committee and may be granted an annual step increase based on satisfactory performance, subject to pay range maximum.

Pay Schedule

Regular employees of the School Department are paid bi-weekly.

Salary Basis Policy

School Policy

It is our policy to comply with the "salary basis" requirements of the Fair Labor Standards Act (FLSA). Therefore, we prohibit all administrators/supervisors from making any improper deductions from the salaries of Exempt employees. We want employees to be aware of this policy and that the school does not allow deductions that violate the FLSA.

"Salary Basis Payment" defined: Bring paid on a "salary basis" means an employee regularly receives a predetermined amount of compensation each pay period on a weekly, or less frequent basis. The predetermined amount cannot be reduced because of variations in the quality or quantity of the employees' work. Subject to exceptions listed below, an Exempt employee must receive the full salary for any workweek in which the employee performs any work regardless of the number of days or hours worked. If an employer makes deductions from an employee's predetermined salary, i.e., because of the operating requirements of the business, that employee is not paid on a "salary basis." If the employee is ready, willing, and able to work, deductions may not be made for time when work is not available.

Circumstances in Which the Employer May Make Deductions from Pay

Deductions from work for one or more full days for personal reasons other than sickness or disability; for absences of one or more full days due to sickness or disability if the deduction is made in accordance with a bona fide plan, policy, or practice of providing compensation for salary lost due to illness; to offset amounts employees receive as jury or witness fees, or for military pay; or for unpaid disciplinary suspensions of one or more full days imposed in good faith for workplace conduct rule infractions. Also, an employer is not required to pay the full salary in the initial or terminal week of employment for penalties imposed in good faith for infractions of safety rules of major significance, or for weeks in which an Exempt employee takes unpaid leave under the Family and Medical Leave Act. In these circumstances, either partial day or full day deductions may be made.

What to Do If an Improper Deduction Occurs

If you believe that an improper deduction has been made to your salary, you should immediately report this information to your direct supervisor, or to Human Resources. Reports of improper deductions will be promptly investigated. If it is determined that an improper deduction has occurred, you will be promptly reimbursed for any improper deduction made.

Time Sheets/Attendance Records

All employees are required to accurately account for their attendance in Smartfind.

Other staff submit individual timesheets certified by their supervisor. If timesheets are not submitted on schedule, an employee may experience delays in receiving pay. The timesheet must provide an accurate accounting of hours worked and absences. Falsification of timesheet information is a serious offense and will result in disciplinary action, up to and including termination. Submitting a timesheet for another employee is also a serious offense that will result in disciplinary action, up to an including termination.

Payroll Deductions

All payroll deductions are itemized on paycheck stubs. To ensure that an employee is paid accurately, he/she should promptly report any change in name, address, marital status, or number of exemptions to the Office of Human Resources. Questions concerning pay may be referred to the Payroll Department at 508-222-0012. Ext 10013

Voluntary Deductions

Employees may authorize payroll deductions for health and life insurance and other voluntary elected deductions. Any changes to these deductions must be made in writing to the Human Resources Office at City Hall.

Pension Contributions

Employees who qualify for membership in either the Massachusetts Teachers Retirement System or the Attleboro Retirement System are required to contribute a percentage of their salary to the Plan. The required amount will be deducted each pay period. (Refer to other sections of this Handbook for additional information on Retirement Plans and procedures.)

Deferred Compensation Plan (DCP)

Employees who do not qualify for membership in either the Massachusetts Teachers Retirement System or the Attleboro Retirement System are required under Internal Revenue Service (IRS) regulations to make a 7.5% contribution to a Deferred Compensation Plan (DCP) as an alternative to Social Security (FICA) contributions. Upon leaving the School Department, individuals have the option to withdraw DCP contributions. (Refer to other sections of this Handbook for additional information on DCP.)

Union Dues/Agency Fee

In accordance with applicable collective bargaining agreements, if an employee is hired into a union position, union dues (or an agency fee) may be deducted from his/her pay if the employee so chooses and fills out the appropriate authorization forms. Union dues and agency fee authorization cards are obtained from union representatives. For further information, contact the appropriate union president.

V. EMPLOYEE BENEFITS

The following Section addresses employee benefits, such as health, retirement, and other benefits.

Please read this section carefully, noting stated deadlines.

Failure to enroll in health insurance and other benefits plans within the **30-day time period required** will delay your eligibility for such benefits for as much as a year or until the next open enrollment period, which may be several months away. Life insurance enrollment is typically only available at the time of hire. If you are interested in health insurance coverage and other benefits, you must be sure to contact the City of Attleboro Personnel Office to submit completed forms no later than 30 days after your employment start date.

Many benefit plans are governed by documents issued by the plan providers. This section is only intended to provide an overview of available benefits. If there is any conflict between the handbook and the benefit plan documents, the plan documents will control.

Questions regarding employee benefits should be referred to the City of Attleboro Human Resources Office at 508-223-2222 x 3294.

All plans and rates are subject to change.

Eligibility for Benefits

Certain regularly appointed full-time and part-time employees who work a regular schedule of 20 hours or more per week are eligible to participate in medical, life and dental insurance plans offered through the City of Attleboro.

Temporary employees and those employed under service agreements may be eligible for benefits. If you have questions, contact the City of Attleboro Human Resources Office.

New Employee Enrollment into Health Plans

A new employee eligible for health insurance and wishing to have coverage must complete the appropriate enrollment forms and submit them to the City of Attleboro Human Resources Office within 30 days of his/her effective date of regular employment.

If an employee does not enroll within this 30-day time period, he/she will *not* be eligible to enroll in a health insurance plan until the next annual open enrollment period. Therefore, if an employee is interested in health insurance and other coverage, he/she should take time to carefully review and promptly submit all employee benefits forms.

For additional information on health insurance enrollment, contact the City of Attleboro Human Resources Office at 508-223-2222 x 3294.

Health Care Plan Options & Costs

The City of Attleboro offers several health plans. The city periodically reviews health care plan offerings, and these may change from time to time. To obtain detailed information about available health insurance options, contact the City of Attleboro Human Resources Office at 508-223-2222 x3294.

Depending upon collective bargaining agreement and employment category, the City currently pays 75% of the cost of medical insurance premiums for eligible employees enrolled in City health care plans, employees contribute between 25% - depending upon employee status and/or collective bargaining agreement – of the cost of the premium through a payroll deduction. Employees have the option to contribute towards health insurance premiums on a pre-tax basis in accordance with IRS regulations and therefore are not considered in calculating taxable income. All medical and dental plan premiums are deducted from the active employee's pay on a pre-tax basis unless the employee specifically signs a waiver for that benefit. Future contribution rates are subject to collective bargaining agreements.

Health Care Coverage for Individuals and Families

Eligible employees may elect either individual or family coverage. Family coverage provides for spouses and or dependents who are under age 26 or dependents of any age who fit the insurance plan's definition of disabled.

An employee may change from individual to family coverage or add additional members to the plan within thirty days of a birth or adoption of a child or marriage. The Human Resources Office at City Hall must be notified within 30 days of such an event to effect a change in coverage outside of the open enrollment period. Changes must be accompanied by the appropriate documentation – e.g., marriage license, birth certificate.

Changing Your Health Insurance Plan

Once an employee has elected a health insurance option, he/she cannot elect to change plans until the next annual City open enrollment period which typically occurs in the spring or in the event of a major defined change in personal circumstance, e.g., marriage, divorce, birth of a child. During the open enrollment period he/she may decide to change plans, change coverage, or enroll in a plan if he/she is eligible.

Continuation of Health Insurance (COBRA)

If employment should terminate or an employee or his/her dependent otherwise becomes ineligible to participate in group health insurance plan, he/she and/or his/her dependents have the right to continued participation in the City's group health insurance plan for a period of time under certain circumstances under federal COBRA legislation. The employee will be required to pay the full cost of the premium plus an administrative fee. Under COBRA continuation, the City will no longer contribute to the cost of health insurance premiums. For additional information on this option, contact the City of Attleboro Human Resources Office at City Hall 508-223-2222 x3294.

Dental and Vision Coverage

Certain employees may be eligible for participation in Altus Dental and the Vision Plans.

In addition, some health plans provide vision benefits to their members. For more information contact the City of Attleboro Human Resources Office at 508-223-2222 x3294.

Life Insurance

Certain regular full-time employees and employees who work a regular schedule of 20 hours or more per week are eligible to be covered by the City of Attleboro Group Life Insurance plan. Plan benefits are payable in the event of death. New employees *must* enroll within 30 days of their appointment date to be eligible for this benefit.

Basic Term Policy

The City offers two term life insurance policies as a voluntary benefit to employees. A "term" life insurance policy is one which accrues no cash value, but the full benefit is payable upon the employee's death (provided the premiums are current and the death is unrelated to a disqualifying event). The first type of policy is the "basic" policy which has a value of $2,000. The City contributes towards the premium for this benefit. This policy is guarantee issue (an employee cannot be turned down for this policy) if the enrollment occurs within 30 days of an employee's date of hire (or the date he/she first becomes eligible due to a change in status). Application for enrollment may be made at any other time, but if it is beyond the original eligibility period, it will require a short medical history questionnaire before the application can be approved. Additional medical documentation may be required depending on information provided in the questionnaire. An enrolled employee who retires from the City (i.e., receives a monthly retirement benefit) may choose to continue this policy into retirement, however the value of the policy drops to $1,000. An enrolled employee who terminates from the City (i.e., not a retiree) may make arrangements with the carrier to convert this policy to another type of life insurance plan and make payments directly to the carrier.

Supplemental Insurances

Short-term Disability, Long-term Disability, Accident Insurance, Cancer Insurance, Critical illness Insurance.

For additional information on insurance plans, contact the City of Attleboro Human Resources Office at 508-223-2222 x3294.

Flexible Spending Accounts (FSA)

Employees may be eligible to participate in a Flexible Spending Account (FSA) program that allows an employee to voluntarily set aside a designated amount of pre-tax dollars to pay for unreimbursed out-of- pocket medical expenses (including co-payments, vision care and dental care, such as orthodontia) and up to a designated amount for dependent care expenses (expenses incurred in providing day care for children or elderly parents) and/or adoption fees.

Retirement Plans

Massachusetts Teachers Retirement Plan

Eligible teachers and administrators (employees appointed to Department of Elementary and Secondary Education certified/licensed positions) participate in the Massachusetts Teachers Retirement System (MTRS) pension plan, a State-administered plan. If an employee is eligible for this plan, he/she must complete the on-line enrollment at the time he/she completes his or her new hire starting paperwork. Information on the provisions of this Plan may be obtained from the MTRS. Employees may contact the MTRS at 617-679-6877.

Attleboro Contributory Retirement System

Other regular full-time and part-time employees who work a minimum of 20 hours per week (1000 hours per year) may participate in the Attleboro Contributory Retirement System. Participation in this Plan begins on the first day of qualified employment. New employees will be enrolled in the Plan through the Attleboro City Hall Retirement Office. The City's Plan provides a monthly pension benefit to eligible employees who have completed sufficient service upon retirement. The amount of pension benefit increases as age and amount of creditable service increases. Disability Retirement benefits are also available for permanently disabled employees who meet certain other qualifications. Detailed information regarding employee contributions, vesting, plan administration, etc., is available through the Attleboro

Retirement Board. Employees may contact the Board at 508-223-2222 x3201.

Mandatory Deferred Compensation Plan (DCP)

Federal law requires that School Department employees who are *not* eligible for benefits under the Attleboro Retirement System or the MTRS (e.g., substitute teachers, temporary employees, etc.) must participate in a mandatory deferred compensation plan in lieu of Social Security. Under this requirement,7.5% of wages are invested on a tax-deferred basis in an investment option provided by the investment firm selected by the City of Attleboro. These mandatory contributions continue as long as the employee is employed by the School Department and is not a member of the retirement system. If employment by the School Department terminates, the participant may elect to leave the funds in the plan and earn tax-deferred interest or withdraw the funds and pay taxes on the income.

Social Security and Medicare

The City of Attleboro does not participate in the federal Social Security system for any Social Security benefits except for Medicare.

Voluntary Tax-Sheltered Annuity (TSA - 403B)

The City's Tax-Sheltered Annuity Plan (TSA) allows certain employees to invest a portion of their wages on a tax-deferred basis to a supplemental retirement savings account through payroll deduction. Contributions to the TSA are invested in a variety of investment vehicles such as stock and bond funds, guaranteed accumulation accounts and money market funds. Employees may generally enroll or change their level of contribution at any time. For further information regarding TSA contact the Attleboro Public Schools Business Office at 508-222-0012 x10019.

Workers' Compensation

Workers' compensation is designated to provide benefits in the event that an individual is injured in connection with his or her employment. If an employee is injured, he/she should immediately notify his/her supervisor and report the accident, no matter how minor it may seem. An Accident Report form, available from the school's main office, should be completed by the employee's supervisor. Questions concerning Worker's Compensation may be referred to the Attleboro Public Schools Human Resources Office at 508-222-0012 x10065.

Unemployment Compensation

Unemployment Compensation provides temporary income for those who have lost their jobs under certain conditions. For more information about Unemployment Compensation or to apply for benefits contact the local office of the Massachusetts Department of Employment and Training or the Office of Human Resources.

Attleboro Municipal Credit Union

For your convenience, the City provides Credit Union services. The Credit Union was organized to fulfill the banking needs of all City employees, retirees, elected and appointed officials and their immediate families.

In order to take advantage of the available services, you must fill out an authorization form for payroll deductions.

Please call or visit for more information:

Attleboro Municipal Employees Federal Credit Union
138 South Main Street
Attleboro, MA 02703
508-226-0140

Payroll direct deposit is also available to area banks. See the Human Resources Office for additional information.

Childcare/Enrollment

Attleboro Public Schools offers on-site full-day childcare, for a reasonable fee, for children ages 6 weeks up to Kindergarten.
For further information, contact the Attleboro High School Children's Center at 508-222-5150 ext. 10052.

Attleboro Public Schools also offers before and after school childcare for staff members. Attleboro Before and After Child-care Unified Services (ABACUS) is available for a fee to school employees. For further information contact the ABACUS coordinator at 508-222-0309.

Children of employees who do not live in the district may be eligible to attend Attleboro Public Schools.
Please refer to School Committee policy JFA

Employee Assistance Program (EAP)

The EAP is a free benefit program for the health and well-being of employees and their loved ones. The EAP provides consultations, confidential assessment, referral services and short-term counseling to work through life's challenges. For more information contact (800) 252-4555 https://www.theeap.com/educators-eap

VI. TIME OFF

Holidays

Paid holidays for union employees are specified in various union contracts. The Attleboro Public Schools generally recognizes the following holidays:

New Year's Day	Columbus Day
Martin Luther King, Jr. Day	Veteran's Day
Presidents Day	Thanksgiving Day
Patriots Day	Day after Thanksgiving
Memorial Day	Christmas Eve (Last workday before Christmas)
Independence Day (July 4th)	Christmas Day
Labor Day	Juneteenth

Good Friday (if schools are not in session on said day)
Last workday before New Years Day

In some instances, holidays that fall on a Saturday are observed on the preceding Friday and holidays that fall on a Sunday are observed on the following Monday. Union contracts should be consulted for specific details where applicable.

For employees who are eligible for paid holidays to receive pay for the specific holiday, the holiday must fall within the employee's regular work week. For example, an employee whose regular work year is from September to June would not be eligible for the July 4th holiday; similarly, an employee who normally works a three-day schedule consisting of Wednesdays, Thursdays and Fridays would not be eligible to be paid for Labor Day, which traditionally falls on a Monday.

Employees who are on an unpaid leave of absence or are otherwise absent without pay are not eligible to be paid for holidays.

Personal Days

Personal Days for union employees are specified in various union contracts. Regular School Department employees are generally granted up to three (3) personal days each year. These days may be used for personal situations beyond the control of the individual, including individual religious holidays. Sick leave is not to be used for these purposes. Employees must notify their supervisor as far in advance as possible when they plan to take a personal day. Personal days may not be carried over from year to year and may not be taken on Fridays or Mondays preceding or following school vacation periods or holidays.

Vacation

Many School Department employees work a 10-month or 11-month schedule which includes time off during school vacation weeks and during the summer. Generally, additional vacation time is not associated with these work schedules (refer to applicable union contracts for exceptions). Other employees may be eligible for annual vacation leave based on the nature of their position, length of service, union contract and other factors. Employees covered under collective bargaining agreements should consult their union contract for specific vacation eligibility requirements.

Administrative employees under union or with individual employment contracts should consult such contracts for vacation benefits, if any. Other staff are subject to a standard vacation benefit schedule as established by the Attleboro Public Schools School Committee Policy.

Although every effort will be made to grant vacation requests at the time an employee desires, adequate coverage must be maintained to ensure effective and safe operations. Therefore, vacation requests must be approved by the supervisor in advance and vacation preference is not guaranteed. For purposes of earning and using vacation time, the work year is July 1 through June 30. Generally, vacation time is not credited in advance and is accrued and credited to the employee's vacation record as of July 1 each year. Vacation time earned and credited is to be used in accordance with union contracts and School Department policy.

Vacations are meant to be taken in the year they are earned. Vacation time that is not used or pre- approved for carry-over will be forfeited as of June 30 (refer to applicable union contracts for exceptions).
Questions concerning vacation eligibility may be referred to the Office of Human Resources.

When an employee leaves the employ of the Attleboro Public Schools or is terminated, the Attleboro Public Schools will pay the employee for any accrued unused vacation days.

Sick Leave

Sick Leave for union employees is specified in various union contracts. Regular full-time employees and part-time employees are eligible to accrue sick leave. Sick leave is to be used in the event of personal illness or eligible documented personal or family leave, non-job-related injury, or disability. Sick leave may also be applied to supplement Workers' Compensation payments up to the level of regular pay. Sick leave may be used for doctor's visits which cannot be scheduled outside normal work hours. Please refer to the Family/Medical Leave Policy which follows this section. For a copy of the policy, contact the Office of Human Resources. Sick leave may not be used for reasons other than legitimate illness or disability.

Unused sick days may accumulate from year to year up to maximums specified within union or individual employment contracts. Employees are encouraged to use sick leave days only when medically necessary to allow the accumulation of sick leave towards income protection in the event of a lengthy illness or disability.

Under certain circumstances, an employee may "buy back" his or her accumulated sick leave days upon retirement within certain limitations. Generally, a per-diem rate will be applied. Please refer to applicable union or individual employment contracts for specific requirements.

Family and Medical Leave Act

A. Basic Leave Entitlement

- FMLA requires covered employers to provide up to 12 weeks (in some cases 26 weeks) of unpaid, job-protected leave to eligible employees for the following reasons:
- For incapacity due to pregnancy, prenatal medical care or childbirth.
- To care for the employee's child after birth, or placement for adoption or foster care.
- To care for the employee's spouse, son or daughter, or parent, who has a serious health condition; or

- For a serious health condition that makes the employee unable to perform the employee's job.
- For the above listed reasons, an eligible employee is entitled to a maximum of 12 weeks of unpaid FMLA leave during a 12-month period, for the Attleboro Public Schools this period is the District Fiscal Year, July 1 – June 30.

Leave provided under the FMLA policy will run concurrently with any and all available leave under the MPLA/Parental Leave Act, or other applicable laws or benefit programs, to the full extent permitted by law.

Leave taken for the birth, adoption, or foster care placement of a son or daughter, and in order to care for that child, must be completed within 12 months of the child's birth, adoption, or foster care placement.

B. Military Family Leave Entitlements

- Eligible employees with a spouse, son, daughter, or parent on active duty or call to active-duty status in the National Guard or Reserves in support of a contingency operation may use their 12 week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.
- FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered service member during a single 12-month period. A covered service member is a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty on active duty that may render the service member medically unfit to perform his or her duties for which the service member is undergoing medical treatment, recuperation, or therapy; or is in out-patient status; or is on the temporary disability retired list.
- Where FMLA leave is granted to care for a covered service member with a serious illness or injury sustained in the line of duty on active duty, an eligible employee will be entitled to a total of 26 weeks of unpaid FMLA leave during a 12-month period, for the Attleboro Public Schools this period is the District Fiscal Year, July 1 – June 30. FMLA leave for this purpose will only be provided during a single 12-month period.
- Note: During the 12-month period in which an employee takes leave to care for a covered service member with a serious illness or injury sustained in the line of active duty, an eligible employee shall be entitled to a combined total of 26 weeks of leave for all purposes.

C. Benefits and Protections

- During FMLA leave, the employer must maintain the employee's health coverage under any "group health plan" on the same terms as if the employee had continued to work. Upon return from FMLA leave, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms.
- Use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave.

Where the Attleboro Public Schools employs spouses, and each spouse meets eligibility requirements for FMLA leave, the total length of leave to which both spouses will be entitled during any rolling 12-month period shall be a combined 12 weeks for the following purposes:

- Birth, adoption, or foster care placement of a son or daughter, and in order to care for that child; or
- To care for the employee's parent with a serious health condition.

D. Eligibility Requirements

- Employees are eligible if they have worked for a covered employer for at least one year, for 1,250 hours over the previous 12 months, and if at least 50 employees are employed by the employer within 75 miles.

E. Definition of Serious Health Condition

- A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job or prevents the qualified family member from participating in school or other daily activities.
- Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than 3 consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

F. Use of Leave

- FMLA leave may be taken either on a reduced working schedule basis, or on an intermittent basis, for the following purposes: to care for a son, daughter or parent with a serious health condition; because of the employee's serious health condition that makes the employee unable to perform the functions of his or her job; because of any qualifying exigency arising out of the fact that the spouse or a son, daughter or parent of the employee is on active duty in the Armed Forces in support of a contingency operation; or because the employee is the spouse, son, daughter, parent or next of kin caring for a covered service member with a serious illness or injury sustained in the line of duty on active duty.
- When an employee seeks FMLA leave due to his/her own serious health condition, the serious health condition of a son, daughter, or parent or to care for a covered service member with a serious illness or injury, the Medical Certification provided by the employee (see below) must establish a medical necessity that such a leave be provided on a reduced working schedule or intermittent basis.
- Unless otherwise approved by the Attleboro Public Schools, FMLA leave taken for the birth, adoption, or foster care placement of a child, and to care for that child, may not be taken on an intermittent or reduced work schedule basis, and must be taken at one time.

- When and employee receives approval to take leave on a reduced work schedule or an intermittent basis that is foreseeable based on planned medical treatment for the employee, a family member, or a covered service member, including during a period of recovery from one's own serious health condition, a serious health condition of a spouse, parent, son, or daughter, or a serious illness or injury of a covered service member, or if the Attleboro Public Schools agrees to permit intermittent or reduced work schedule leave for the birth of a child, or for placement of a child for adoption or foster care, the Attleboro Public Schools may require the employee to transfer temporarily, during the period that the intermittent or reduced leave schedule is required, to an available alternative position for which the employee is qualified if the alternative position would better accommodate the recurring periods of medical leave, and subject to applicable legal requirements.
- Subject to their medical limitations, employees taking leave on reduced schedule or intermittent basis should consult with Human Resources, to schedule such leave in a manner that will minimize disruptions to the operations of the Attleboro Public Schools.

G. Use of Accrued Paid Leave During FMLA leave

- If an employee is eligible for paid leave of absence under their contractual agreement, they must use any accrued paid leave (such as annual or sick leave) to cover that time. The use of accrued paid leave will run concurrently with FMLA leave, and employees must follow the employer's standard procedures and policies for requesting and using such leave.

H. Employee Responsibilities

- Employees must provide 30 days advance notice of the need to take FMLA leave when the need is foreseeable. When 30 days' notice is not possible, the employee must provide notice as soon as practicable and generally must comply with an employer's normal call-in procedures.
- Employees must provide sufficient information for the employer to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. Employees also must inform the employer if the requested leave is for a reason for which FMLA leave was previously taken or certified. Employees also may be required to provide a certification and periodic recertification supporting the need for leave.

I. Employer Responsibilities

- Covered employers must inform employees requesting leave whether they are eligible under FMLA. If they are, the notice must specify any additional information required as well as the employee's rights and responsibilities. If they are not eligible, the employer must provide a reason for the ineligibility.
- Covered employers must inform employees if leave will be designated as FMLA-protected and the amount of leave counted against the employee's leave entitlement. If the employer determines that the leave is not FMLA-protected, the employer must notify the employee.

J. Unlawful Acts by Employers

FMLA makes it unlawful for any employer to:

- Interfere with, restrain, or deny the exercise of any right provided under FMLA.
- Discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

K. Enforcement

- An employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against an employer. FMLA does not affect any Federal or State law prohibiting discrimination or supersede any State or local law or collective bargaining agreement which provides greater family or medical leave rights.

  FMLA section 109 (29 U.S.C. §2619) requires FMLA covered employers to post the text of this notice.

Personal Medical Leave

Employees who are absent for 3 or more consecutive days (fewer days under certain union contracts) are required to promptly submit written medical documentation verifying the need for absence to the Office of Human Resources.

If written medical documentation verifying the need for absence is not received in a timely manner, the absent employee is subject to being placed on unpaid status and is also subject to being deemed as having resigned employment by abandoning his or her job or having terminated his or her employment. Medical documentation verifying the need for absence from work may also be required to support absence at any time, including, without limitation, in the event of excessive sporadic absence.

Employees may use their accumulated sick leave to be paid during the period of a documented medical FMLA leave due to their own personal illness.

Extended Personal Medical Leave

If an employee's need for leave extends beyond twelve (12) weeks due to his or her own medically documented illness or disability (FMLA leave), he or she may request to be granted an extended medical leave following expiration of the 12 weeks. The employee may request to continue to be paid using accumulated sick leave.

Once personal sick leave and any approved Sick Leave Bank days granted under union contracts have been exhausted, the leave will be unpaid. While on approved personal medical leave, employees are eligible for group health insurance coverage on the same basis as when they were working, including premium contributions from the City. Requests to extend Personal Medical Leaves of Absence must be made in writing to the Superintendent or designee with appropriate medical documentation.

Parental Leave

Employees who are not eligible under the FMLA nonetheless may be eligible under state law for parental leave.

Under this leave, the following conditions must be met in order to be eligible for leave under this policy:

- The employee has either completed the introductory period (not to exceed three months) or, in the event that the introductory period does not apply, has been employed consecutively for three months as a Full-Time employee.
- The employee must provide two weeks' written notice of the anticipated date of departure and state in writing the intention of return to his or her position or provide notice as soon as practicable based on the situation.
- The employee must state the anticipated date of return to work.

Under this policy employees are eligible for up to eight (8) weeks of unpaid leave for the purpose of giving birth to or for adopting a child under the age of eighteen, or for adopting a child under the age of twenty-three if the child is mentally or physically disabled.
If two employees who work for the Attleboro Public schools want to use parental leave for the birth or adoption of the same child, those two employees are only entitled to a combined eight weeks of leave in total for that particular child.
While on approved personal medical leave, employees continue to be eligible for group health insurance coverage on the same basis as when they were working, including premium contributions from the City. Requests to extend Parental Leaves of Absence must be made in writing to the Office of Human Resources.

This leave does not diminish any greater leave that may be provided for in a collective bargaining agreement or other school policy.

An employee returning to work at the completion of the eight-week leave will be restored to his or her previous position or a similar position. To the extent that the employee is eligible for Parental Leave and the Family and Medical Leave pursuant to the FMLA, such leaves run concurrently.

Employee Leave for Family Obligations (Small Necessities Leave)

Under state law, eligible employees are able to take up to 24 hours leave for family obligations during any fiscal year (July 1 through June 30). This law applies to employees who have been employed for at least 12 months and who have worked at least 1,250 hours in the prior 12 month period and who are seeking leave for the purpose of participating in school activities directly related to the educational advancement of the employee's son or daughter, such as parent-teacher conference or interview for a new school; to accompany a son or daughter to a routine medical or dental appointment such as a routine check-up or vaccination; or to accompany an elderly (60 year or more) relative to a routine medical or dental appointment or for other professional services such as interviewing at a nursing home. Leave may be taken in increments of at least one hour for up to 24 hours in a fiscal year. This leave augments leave taken under the federal Family and Medical Leave Act, as it is for a different purpose.

This leave is unpaid unless an employee chooses to apply accrued paid vacation, sick or personal time as provided in applicable collective bargaining agreements, school department policy and except as may be provided for in state law or city ordinance. This leave does not diminish any greater leave that may be provided for in a collective bargaining agreement or other school policy. Seven days' notice in writing is required, whenever foreseeable, to the extent possible. If the need is not foreseeable, the employee must notify his/her immediate supervisor as soon as practicable.

Bereavement Leave

Employees are eligible for bereavement leave in the event of a death in their immediate families. Immediate family shall include parent, foster parent, mother-in-law, father-in-law, brother, sister, brother-in-law, sister-in-law, stepbrother, stepsister, husband, wife, child, foster child, grandchild, grandparent. Most employees receive up to five calendar days of paid bereavement leave for the death of an immediate family member and two calendar days of paid bereavement leave for the death of a relative not mentioned in your employment contract or a non-relative.

Employees covered under collective bargaining agreements should consult those collective bargaining agreements for more detailed information with respect to bereavement leave. Bereavement leave days are to be taken at the time the event occurs.

Military Leave

When an employee is called to military service (including active duty, active-duty training, inactive duty training, full-time National Guard duty or an absence to determine fitness to perform services), the employee must give advance notice to the Attleboro Public Schools Office of Human Resources of the military leave. Written notice of military service may include provision of copies of orders or other written documentation with respect to being called to service. If, however, military necessity precludes providing notice or giving notice is otherwise impossible or unreasonable, the employee may have an appropriate military officer provide such notice.

Employees covered under collective bargaining agreements should consult those collective bargaining agreements for additional information with respect to military leave.

Jury Duty

Employees shall be granted time off with pay to serve Jury Duty. Appropriate documentation should be provided to the employee's supervisor for submittal to the Payroll Department. The School Department will make up the difference, if any, between Jury Duty pay and regular salary for the period of Jury Duty service.

Unpaid Leaves of Absence

Unpaid leaves of absence for valid reasons may be requested and are subject to approval by the Superintendent of Schools. Such leaves may not exceed one (1) year except as otherwise specified in union contracts. Such requests must be submitted in writing to the Office of Human Resources, within the deadlines specified in union contracts. Additional information can be obtained from the Office of Human Resources.

Domestic Violence Leave Policy

All employees are permitted to take up to 15 days of unpaid leave per year to address any needs resulting from incidents of "abusive behavior," which include domestic violence, sexual assault, stalking, and kidnapping. "Domestic violence" includes physical, mental, and sexual abuse, including threats, by persons with specific relationships to the employee or the employee's family member.

Employees must use all vacation leave, personal leave, and sick leave available to the employee before becoming eligible for leave under this law.

The employee cannot be the perpetrator of the abusive behavior, and the victim must be the employee, or have one of the following relationships to the employee: spouse, parent or stepparent, child, or step- child, sibling, grandparent, grandchild, person with whom the employee cohabitates, or person with whom the employee has a child in common.

An employee may only take this leave in order to address issues directly related to abusive behavior, including but not limited to seeking professional treatment, securing housing, and engaging with law enforcement officials.

The employee must give advance notice pursuant to the employer's leave policy, except in cases of imminent danger to the employee or covered family member. In cases of imminent danger, the employee has three (3) workdays to notify the employer of the need for leave under this policy.

The employer may require documentation as specified by the law before allowing or recognizing time off as leave under this law. For unscheduled absences, the employee has 30 days after the leave terminates to provide the required documentation. The employer will keep all documents and information confidential as required by law.

After taking leave under this law, the employee has the right to the same or an equivalent position, as well as all accrued benefits, as they existed on the last day before taking leave. Additionally, the employer may not interfere with or retaliate against the employee's valid exercise of these rights. If you have any questions regarding your rights, please contact Human Resources.