



# Personnel Handbook

2023-2024

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Central Office Staff  
33 East Main Street  
Portland, CT 06480  
860-342-6790  
860-342-6791 Fax

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Superintendent of Schools  
[cbritton@portlandct.us](mailto:cbritton@portlandct.us) 860-342-6790

Stephanie Fragola  
Assistant to Superintendent for  
Business and Financial Affairs  
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Jennifer Gochee  
Accounts Payable ~ Payroll/Personnel Specialist  
[jgochee@portlandct.us](mailto:jgochee@portlandct.us) 860-342-6793

Dawn Davis  
Director of Student Services  
[ddavis@portlandct.us](mailto:ddavis@portlandct.us) 860-342-2778

Olivia LaFargue  
Student Services Administrative Assistant  
[olafargue@portlandct.us](mailto:olafargue@portlandct.us) 860-342-2778

## Administration Staff

### Jessica Bruenn, Principal

Valley View Elementary School  
81 High Street

[jbruenn@portlandct.us](mailto:jbruenn@portlandct.us)

342-3131

Student Hours: PreK 8:45 am – 11:15 am 12:30 pm – 3:00 pm  
K, 1<sup>st</sup> Grades 8:30 am – 3:00 pm

Planned & Emergency Dismissal Hours:

PreK 8:45 am – 11:15 am No PM PreK

K, 1<sup>st</sup> Grades 8:30 am – 12:00 pm

Faculty Hours/Availability: 8:15 am – 3:30 pm

### Ryan Walstrom, Principal

Gildersleeve Elementary School  
565 Main Street

[rwalstrom@portlandct.us](mailto:rwalstrom@portlandct.us)

342-0411

Student Hours: Grades 2, 3, & 4 8:30 am – 3:00 pm

Planned & Emergency Dismissal Hours: 8:30 am – 12:00 pm

Faculty Hours/Availability: 8:15 am – 3:30 pm

### Mike Searson, Principal

Brownstone Intermediate School  
314 Main Street

[msearson@portlandct.us](mailto:msearson@portlandct.us)

342-6765

Student Hours: Grades 5 & 6 8:30 am – 3:00 pm

Planned & Emergency Dismissal Hours: 8:30 am – 12:00 pm

Faculty Hours/Availability: 8:15 am – 3:30 pm

### Charles Hershon, Principal

Portland Middle School  
93 High Street

[chershon@portlandct.us](mailto:chershon@portlandct.us)

342-1880

Student Hours: Grades 7 & 8 7:45 am – 2:15 pm

Planned & Emergency Dismissal Hours: 7:45 am – 11:00 am

Faculty Hours/Availability: 7:30 am – 2:45 pm

### Frank Cardona, Assistant Principal

Portland Secondary Schools  
95 High Street

[fcardona@portlandct.us](mailto:fcardona@portlandct.us)

342-1720

### Kathryn Lawson, Principal

Portland High School  
95 High Street

[klawson@portlandct.us](mailto:klawson@portlandct.us)

342-1720

Student Hours: Grades 9-12 7:45 am – 2:15 pm

Planned & Emergency Dismissal Hours: 7:45 am – 11:00 am

Faculty Hours/Availability: 7:30 am – 2:45 pm

### Eric Martin

Director of Curriculum, Instruction,  
and Technology  
Portland High School

[emartin@portlandct.us](mailto:emartin@portlandct.us)

860-342-4198

### Bob Shea

Director of Buildings and Grounds  
Portland Middle School

[rshea@portlandct.us](mailto:rshea@portlandct.us)

860-262-7244



## ALL PORTLAND BOARD OF EDUCATION EMPLOYEES

### ATTENDANCE

Each employee is expected to appear on time and ready for work on each scheduled workday and to remain at work for the full day. Employees must report all absences in the **Frontline Absence Management** program, no later than the start of the workday.

### COLLECTIVE BARGAINING UNION CONTRACTS

Bargaining unit contracts, established through the formal negotiation process, outline the terms and condition of your employment. Familiarize yourself with your contract. Benefits and provisions vary. Contract language has been crafted to avoid disputes and eliminate misunderstandings. Contract provisions, however, may be open to interpretation and subject to the grievance and arbitration process. Direct your questions about your union contract to your union representative.

Portland Association of Schools Administrators (PASA)  
CEA-Portland Teachers Association  
Administrative, Office, and Media Assistants (PESO)  
Portland Federation of Paraprofessionals (PFP)  
Nurses Bargaining Unit  
Local 1303-144 of Council #4, (Custodians)

### DISCIPLINE

No employee shall be discharged or otherwise disciplined without just cause. All disciplinary action shall be applied in a fair and consistent manner and shall not be inconsistent to the infraction for which disciplinary action is being applied as provided by the applicable collective bargaining agreement. The Superintendent of Schools shall determine if an employee should be disciplined. The types of causes for imposing discipline include, but are not limited to:

1. Incompetency or inefficiency in the performance of assigned duties.
2. Insubordination.
3. Carelessness or negligence.
4. Dishonesty and/or theft, of property or service.
5. Use of illicit drugs or alcohol, including but not limited to the use, possession, sale or distribution of illicit drugs or alcohol on school premises.
6. Engaging in political activity during assigned hours of employment.
7. Conviction of any crime involving moral turpitude.
8. Repeated and/or unexcused absence or tardiness.
9. Falsifying any information supplied to the School District.
10. Persistent violation or refusal to obey rules and regulations.
11. Unauthorized use, possession, conveyance or storage of any firearms, explosives or other dangerous weapons on District premises.
12. Sexual harassment or other forms of unlawful harassment.
13. Failure to maintain professional conduct at all times, including any inappropriate relationship with any student.
14. Other infractions deemed inappropriate, in the sole opinion of the District.

### PROGRESSIVE DISCIPLINE

Union employees should consult the progressive discipline procedures set forth in the applicable collective bargaining agreement. Non-union employees shall be subject to progressive discipline to address allegations of misconduct or deficient job performance, as deemed appropriate in the sole discretion of the Portland Board of Education's supervisory staff, including but not limited to verbal or written warnings, suspension, demotion, or termination of employment. Any disciplinary action taken shall be documented in the employee's personnel file, with a copy provided to the employee and an opportunity provided to the employee, in person or in writing, to provide comments in response to any allegations of misconduct. Counseling for the purpose of addressing employee misconduct or deficient job performance shall be rendered at the discretion of the employee's direct

supervisor. The supervisor should make a record of the need for counseling, but such counseling record shall not be considered a part of the employee's disciplinary record.

Progressive discipline shall ordinarily be carried out by a series of meetings with the employee, to address the conduct at issue and impose any disciplinary consequences deemed appropriate consistent with the foregoing procedures. The meetings between the employee and supervisory personnel may include an initial meeting with the immediate supervisor, followed by an additional referral and possible recommendation for disciplinary action to the Superintendent of Schools. The Superintendent of Schools or his/her designee shall determine if suspension, demotion or termination of employment is warranted. A written notice of formal disciplinary action shall be sent to the employee by certified mail or served in person, with a copy of such notice placed in the employee's personnel file. Nothing in these procedures or in any applicable Board Policy or Regulation shall be construed to prevent the immediate suspension, demotion or termination of the employee, to the extent allowed by any applicable contract, for serious misconduct or performance deficiencies, or for a pattern of misconduct or performance deficiencies.

### **DRESS**

The Portland Board of Education recognizes its employees as highly skilled professionals who have a unique role in the community as they interact with students, parents, and the community at large. Employees have a tremendous opportunity to set the tone and establish an environment which encourages learning and fosters respect for everyone. Employees are role models not only in their words and actions but also in their dress. Employees should present a neat and professional appearance. Clothing should be best suited for your work and welfare. Employees are expected to dress appropriately and wear proper footwear in accordance to safety, weather conditions, and job requirements. Office staff shall wear casual business attire. Clothing should be clean and in good condition. Administrators and supervisors shall require acceptable dress on the part of all employees. These guidelines are applicable to all full-time and part-time employees as well as substitute employees, student teachers, and college interns. School nurses, maintenance, custodial, and transportation personnel are expected to dress according to the guidelines established by their supervisors and dress in an appropriate manner consistent with the needs of the job to be performed. Utilize safety gear provided by the District, as applicable.

### **EMPLOYEE IDENTIFICATION BADGES**

It is our expectation that ID badges should be worn at all times. ID badges are issued and updated by the school office. A lost ID badge should be immediately reported to the school office.

### **EMPLOYEE PERFORMANCE EVALUATIONS**

The Portland Board of Education endorses a continuous process of evaluation of all employees of the school district. It is the desire of the Portland Board of Education that the quality of service in the district is maintained at the highest level. All employees should receive a written job evaluation at least annually. The evaluation should be prepared by the immediate supervisor. The employee and supervisor should thoroughly discuss the evaluation. Employees may add their own comments to their written employee performance appraisal.

All written employee performance appraisals must be signed by the immediate supervisor and employee. Employees should be provided with a copy for their record, and the original sent to the Superintendent of Schools. Nothing set forth herein shall be construed as creating an employment contract by way of the evaluation process. Non-union employees retain "at-will" employment status at all times, notwithstanding the receipt of a positive evaluation. Union employees shall be evaluated consistent with requirements set forth in the applicable collective bargaining agreement. *Reference Resources: Teacher Evaluation Resources*

### **EMPLOYEE PERSONNEL RECORDS**

Personnel records shall be kept on all current employees. Files containing medical information regarding an employee will be kept separate and confidential from other personnel files and managed in compliance with HIPAA. To view the contents of your personnel file, you will need to contact the Superintendent's Executive Assistant in the District Office to set up a time to do so. *Reference Board Policy 4112.6*

### **FIRE CODE VIOLATIONS**

Every year we are inspected by the Fire Marshal who makes note of violations that involve heat producing equipment and furniture that does not meet fire code. As the safety of our students and staff is our top priority, the following will be the district policy on these items:

- Coffee pots, electric kettles and microwaves are permitted only in school kitchens, staff rooms, custodial offices and main offices. **All equipment must be purchased by the district.**
- Toasters, toaster ovens, electric fry pans and hot plates **are not** permitted anywhere in our buildings.
- Upholstered furniture, carpets, drapes and curtains **are not** permitted anywhere in our building unless provided by the district in order to ensure full compliance with the fire code.

### **HEALTH EXAMINATION**

Within the limits of contractual obligations and State statutes, the Superintendent of Schools may require a medical examination of any employee when the Superintendent has grounds to believe that the performance of the employee is adversely affected by a physical or mental limitation.

### **HOLIDAYS**

Employees may be entitled to holidays based on the applicable bargaining unit contract or terms of employment.

### **NON-UNION EMPLOYEES**

Non-union employees retain "at-will" employment status at all times, notwithstanding the receipt of a positive evaluation. Non-union employees receive a benefit package that outlines the terms and conditions of employment. Familiarize yourself with your package. Benefits and provisions vary. Contract language has been crafted to avoid disputes and eliminate misunderstandings. Direct your questions about your benefit package to the Superintendent of Schools.

### **PARKING**

The District provides parking for our employees' convenience at all of our facilities. Employees should drive with care in the parking lot. The District cannot be responsible for property damage, loss or theft resulting to cars or their contents in the parking lot. Employees are encouraged to lock their cars in the parking lot.

### **POSTING OF ANTICIPATED OPENINGS**

The Portland Board of Education fully recognizes that its employees are its greatest resource and their contributions are immeasurably vital to the success and smooth operation of any school system. Certified and non-certified union positions will be posted internally in accordance with the collective bargaining agreements. An external posting for union and non-union positions will be made until the position is filled. The Portland Board of Education uses *Applitrack* for posting and accepting applications.

### **PROTOCOL FOR EMPLOYEE ACCIDENT/INCIDENT REPORTS**

As your employer, we want to make sure that you get proper medical treatment as soon as possible. Local medical providers have been designated to provide any necessary treatment for our employees.

If you are injured at work, follow these simple steps:

1. Notify your supervisor and school nurse of your injury immediately. The school nurse will complete a First Report of Injury form and submit it to Central Office.

### **IN CASES OF MEDICAL EMERGENCY, GO TO THE NEAREST EMERGENCY ROOM OR CALL 911**

2. Seek medical treatment with the initial treatment center listed below:

Middlesex Hospital Out Patient Center  
534 Saybrook Road  
Middletown, CT  
(860) 358-2750

3. When seeking medical attention:

Please identify yourself and your employer to this medical provider. Any billing for your visit will be sent directly to the claim administrator.



Connecticut Workers' Compensation Law requires you to seek medical treatment within the P.P.O. Network (except for those medical specialties not covered in the Network). Should you choose to seek treatment with a provider outside the network, you may be responsible for the payment of those services and you will be placing your Worker's Compensation benefits at risk (subject to the order of a Workers' Compensation Commissioner). Please note that additional selections for further treatment are available in the network. If you have questions about medical providers or your Workers' Compensation benefits, please feel free to contact Jennifer Gochee, Payroll/Personnel Specialist, (860) 342-6793, [jgochee@portlandct.us](mailto:jgochee@portlandct.us) *Reference Appendix #A/A.1*

### **RETIREMENTS / RESIGNATIONS**

Employees who voluntarily terminate their employment with the Portland Public Schools by resignation, retirement, or otherwise must notify Portland Public Schools by letter stating the last day of work and the reason for terminating employment to the Superintendent of Schools consistent with requirements set forth in the applicable collective bargaining agreement. A copy of said letter should be delivered to his/her supervisor. It is imperative that employees schedule a visit to the Payroll/Personnel Specialist Jennifer Gochee, [jgochee@portlandct.us](mailto:jgochee@portlandct.us), and Town Benefits Administrator, Roylyn Stefanski, [rstefanski@portlandct.org](mailto:rstefanski@portlandct.org), prior to their resignation or retirement to obtain information regarding insurance conversion options, pension options and other related matters.

### **SAFE AND HEALTHY BUILDINGS AND GROUNDS**

The Superintendent of Schools and Portland Board of Education strive to keep all the school facilities and grounds safe and healthy for students, staff, and members of the public. Concerns should be addressed to the building administrator, nurse in the school building, or the Director of Buildings and Grounds.

### **SCHOOL CALENDAR**

The Portland Board of Education adopts the school calendar before the start of the school year. The Board may change the school calendar during the year if necessary. The school calendar is posted and updated as needed on the Portland Public Schools website [www.portlandctschools.org](http://www.portlandctschools.org).

### **SCHOOL CLOSINGS, DELAYS OR EARLY DISMISSALS**

The Superintendent of Schools will make a decision on a school closing, delay, or early dismissal in coordination with the other area Superintendents of Schools, Buildings and Grounds Department, and Public Works Department. A delayed opening will be two hours. Stay tuned when a delay has been announced since it might turn into a cancellation if weather conditions do not improve. The superintendent will send notifications to all staff members and parents through *SchoolMessenger* regarding changes to the school day. Radio and television stations will also be notified. Although early dismissals are avoided whenever possible, it may be occasionally necessary to dismiss school early due to the unexpected deterioration of weather conditions.

### **ALL-HAZARDS SCHOOL SECURITY AND SAFETY PLAN**

The Portland Public School District is committed to the safety and security of students, faculty, staff, contractors and visitors on its campus. In order to support that commitment, the school district has conducted an all-hazards review of its schools' emergency prevention, protection, mitigation, response and recovery procedures relevant to natural and human caused disasters. We have created an All-Hazards School Security and Safety Plan that outlines Portland's approach to emergency management and operations before, during, and after an incident. It has been developed to protect our staff, students, and visitors during an emergency situation. This plan takes an all-hazards approach to emergency management and plans within the five mission areas of prevention, protection, mitigation, response and recovery.

This All-Hazards School Security and Safety Plan ("Plan") is a blueprint that is housed in each administrative office. Knowing and understanding certain aspects of this plan is a key responsibility of all employees. Each fall, each school's plan will be updated to reflect staff changes, as well as procedural changes that reflect ongoing revisions. Building administration will review pertinent information from that plan at the beginning of each school year. Various drills will be conducted (and evaluated) at various times throughout each school year.

### **SELLING BY EMPLOYEES**

Employees are prohibited from selling any item for personal profit on school property or during working hours. Employees may sell items or collect money in support of non-profit organizations or school-related organizations. The sale or collection of money must be approved in advance by the Building Principal or his/her designee.

### **TARDINESS**

Punctual and reliable attendance by all employees of the District is essential to the proper operation of District programs. Lateness or absence, without excusable cause for an assigned work period, could result in discipline up to and including termination, or as otherwise provided by the applicable collective bargaining agreement.

### **THEFT/MISAPPROPRIATION**

Employees who take District property off the premises must have permission from their immediate supervisor or Building Principal, or the Superintendent of Schools. Examples are laptop computer, tools, equipment, or other types of property of the District. Theft of service can include performing non-work related activities during the normal workday, inaccurately recording time-in and time-out on your timesheet, and similar type of infractions. The misappropriation of District funds, including grants, student activity, special revenue, cafeteria, and other District accounts, will not be tolerated. Employees are warned such conduct is considered an extremely serious matter. Any such conduct shall subject that employee to disciplinary action, including immediate termination. The District reserves the right to inspect and search all lockers, desks, closets, filing cabinets, and other such storage areas and property when reasonable circumstances exist.

### **TRAVEL AND REIMBURSEMENT**

The Portland Board of Education will reimburse employees of the school system who incur appropriate expenses in carrying out their authorized duties. Authorization for reimbursements must be obtained in writing from the employee's supervisor prior to incurring such expenses. Immediately upon returning from a business trip, the individual should prepare and submit an internal voucher and/or mileage reimbursement voucher for approval by the supervisor and Business Assistant. Receipts must be submitted for all individual expenditures. Travel expenses will be paid for the employee only.

An employee on official school business is expected to exercise the same care in incurring expenses that a prudent person would exercise in traveling on personal business. An employee will be reimbursed for actual and necessary expenses incidental to attendance at functions outside the District if approval has been obtained in advance by the immediate supervisor, administration, Business Assistant, and Superintendent of Schools. Employees will not be reimbursed for expenses incurred for alcohol, entertainment outside the authorized business event, non-Portland employee, first class when coach is available, tips exceeding the normal and customary amount, suites or other high priced accommodations in lieu of reasonably priced lodging, or other expenditures that are not made for appropriate business purposes.

Mileage reimbursement for using an employee's automobile will be at the current I.R.S. rate, which will cover the employee's costs for gasoline, insurance, repairs and maintenance. Reimbursement forms are available in the school office.

### **WORK HOURS**

Employee work schedules shall be set by the Superintendent of Schools, his/her designee, or collective bargaining agreement.



## **EMPLOYEE BENEFITS ~ LEAVE TIME**

### **COURT APPEARANCE**

Employees must use a vacation day, personal day or unpaid day for a court appearance during the workday. Employees summoned by the Board Attorney for a court appearance or deposition during the employee's regular work day, will be compensated at the employee's regular wage and will not be charged for time off.

### **EARLY DEPARTURE**

All early departures of staff members must have prior approval of the Building Administrator or his/her designee.

### **FAMILY AND MEDICAL LEAVE ACT (FMLA)**

The Portland Board of Education will provide leave to eligible employees consistent with the Family and Medical Leave Act of 1993 (FMLA). *Reference Portland Board Policy #4152.6, Family and Medical Leave*, for detailed information concerning eligibility for family and medical leave as well as the rights and responsibilities of the employee concerning family or medical leave. *Reference Appendix B*

### **JURY DUTY**

An employee who is officially summoned for jury duty shall be paid the difference between the employee's regular daily wages and the compensation received for jury duty. This practice shall apply only for those days when an employee is actually serving as a juror. Employees must submit their Jury Duty Notification to the payroll department based on the applicable bargaining unit contract or terms of employment.

### **PERSONAL LEAVE**

Employees may be eligible to take personal leave based on the applicable bargaining union contract or terms of employment and authorized in advance by their immediate supervisor. Personal days do not accrue from year to year.

### **SHORT TERM/LONG TERM DISABILITY**

Short Term Disability: This insurance is provided for applicable full-time employees absent for an extended period of time as the result of non-job-related illness or injury. Please refer to your bargaining union contract or benefits package or contact Jennifer Gochee, Payroll/Personnel Specialist for further information. (860) 342-6793, [jgochee@portlandct.us](mailto:jgochee@portlandct.us)

Long Term Disability: This insurance, for applicable full-time employees, may commence after six months of absence from work. Please refer to your bargaining union contract or benefits package or contact Jennifer Gochee, Payroll/Personnel Specialist for further information. (860) 342-6793, [jgochee@portlandct.us](mailto:jgochee@portlandct.us)

### **SICK LEAVE**

Employees may be entitled to sick leave based on the applicable bargaining union contract or terms of employment.

### **UNAUTHORIZED LEAVE**

Unauthorized absence may be grounds for discipline, up to and including dismissal.

### **VACATION**

Vacation days are based on the applicable bargaining union contract or terms of employment. The employee must complete a Request of Absence form and submit it their immediate supervisor for approval. The form will be sent to the Superintendent of Schools for final approval. Vacation days must be submitted and approved prior to being taken.

### **ACCRUED TIME BALANCES**

Balances for sick, personal, vacation and paid time off can be provided by your school secretary as well as Jennifer Gochee, Payroll/Personnel Specialist (860) 342-6793, [jgochee@portlandct.us](mailto:jgochee@portlandct.us)

## **SALARY INFORMATION**

### **DEDUCTIONS**

Certain deductions are required by law depending on your Board of Education position. These deductions include federal and state income taxes, Social Security and Medicare or (FICA), and State of CT Teachers' Retirement (TRB) if applicable. Other deductions may include union dues, employee health insurance premium costs, deductions to health savings accounts, and if applicable; tax sheltered annuities.

### **DIRECT DEPOSIT**

Upon completing a Direct Deposit form; which is part of the hiring packet and included in this Personnel Handbook for your convenience, your paycheck will be deposited directly into your checking and/or savings account. It takes one full regular pay (called a pre-note) before all of the account numbers are verified and processed. The following pay will start your direct deposit. *Reference Appendix C*

### **PAYROLL SCHEDULE**

Paychecks are issued bi-weekly. The payroll schedule is included in this Personnel Handbook for your reference. Please be sure to check your pay stub on a regular basis. Salary errors should be reported to: Jennifer Gochee, Payroll/Personnel Specialist (860) 342-6793, [jgochee@portlandct.us](mailto:jgochee@portlandct.us)  
Insurance errors should be reported to: Roylyn Stefanski, Town Benefits Administrator (860) 342-6723 [rstefansk@portlandct.org](mailto:rstefansk@portlandct.org) *Reference Appendix D*

### **SALARY INCREASES**

- Salaries for Union classified employees will be determined by the collective bargaining agreement.
- The Superintendent of Schools will recommend the salary for all non-union employees to the Portland Board of Education.
- Salary increases, if any, are usually effective on July 1<sup>st</sup>.
- Promotional increases are usually effective on the start date of the new position.

## **POLICIES**

### **BULLYING IN THE WORKPLACE**

Portland Public Schools is committed to a workplace free of threats, intimidation, violence, and bullying. Bullying is any repeated, unreasonable behavior directed toward an employee, customer, or vendor that is intended to intimidate, creates a risk to health and safety, or results in threatened or actual harm. Portland Public Schools expects employees to behave in a professional manner and to treat colleagues, customers, and vendors with dignity and respect when they are at work. If you feel you have been bullied, you should immediately contact your supervisor. If you feel you cannot seek help from your supervisor, then you should contact the District's Compliance Officer, Mrs. Dawn Davis, Portland Board of Education, 33 East Main Street, Portland, CT 06480 (860) 342-2778. Complaints will be investigated and Portland Public Schools will protect the confidentiality of complaints to the extent possible. If the investigation determines that bullying has occurred, Portland Public Schools will take immediate and appropriate action. Portland Public Schools will ensure that administrators and supervisors take positive steps to comply with this policy. They are required to monitor the workplace to prevent bullying, resolve bullying issues that arise, and refrain from and prevent retaliation or harassment against any employee involved in the filing, investigation, or resolution of a bullying complaint. Administrators, supervisors, and all other employees are required to cooperate fully with the investigation and resolution of all bullying complaints. *Reference Portland Board Policies #5131.911/#5131.914*

### **CONFLICT OF INTEREST**

The Board of Education wishes to avoid any conflict of interest on the part of its employees regarding their personal interests and the interests of the school district in dealing with suppliers, contractors and all organizations or individuals doing or seeking to do business with the school district. For this reason, the Board of Education prohibits employees from directly or indirectly soliciting any gift; or accepting or receiving any gift having a value of twenty-five dollars (\$25) or more, whether in the form of money, services, loan, travel, entertainment, hospitality, item or promise, or any other form, under circumstances in which it could be reasonably inferred that the gift was intended to influence the Board member or employee in the performance of his/her official duties or was intended as a reward for any official action on his/her part. *Reference Portland Board Policy #1313*

### **CODE OF ETHICS**

The educator, believing in the worth and dignity of each human being, recognizes the supreme importance of the pursuit of truth, devotion to excellence, and the nurture of democratic principles. Essential to these goals is the protection of freedom to learn and to teach and the guarantee of equal educational opportunity for all. The educator accepts the responsibility to adhere to the highest ethical standards.

The educator recognizes the magnitude of the responsibility inherent in the teaching process. The desire for the respect and confidence of one's colleagues, of students, of parents and of the members of the community provides the incentive to attain and maintain the highest possible degree of ethical conduct. The Code of Ethics of the Education Profession indicates the aspiration of all educators and provides standards by which to judge conduct. *Reference Portland Board Policy #2300*

### **CONDUCT**

The Board of Education recognizes that schoolchildren are often influenced by the conduct displayed by teachers and other members of a school's staff. The Board expects that staff will strive to set the kind of example for students that will serve them well in their own conduct and behavior and contribute toward an appropriate school atmosphere. The personal life of an employee will be the concern and warrant the attention of the Board only as it may directly affect the employee's fitness to perform the job, his/her fitness to be placed in a position of trust with children, the property of the district, or constitute a conflict of interest. Disciplinary action, when necessary, will be applied in accord with applicable laws, policies, and collective bargaining agreements.



## CONFIDENTIALITY

The Portland Public Schools requires that employees who have access to confidential information be aware at all times of the need to protect confidential data. Employees should never discuss such confidential information with other employees or any other person unless there is a specific professional purpose related to the program of a Portland Public School student or client. *Reference Portland Board Policy #5125(a)*

## DRUG FREE WORKPLACE

The Board of Education is concerned with maintaining a safe and healthy working and learning environment for all staff and students. Medical research indicates that the use of alcohol, drugs and tobacco are hazardous to one's health. In addition to the health hazard to the individual, certified employees are entrusted with the responsibility of imparting knowledge and serving as role models to students.

### **Alcohol and Drugs**

In accordance with the Drug Free Workplace Act of 1988 and the Drug Free School and Communities Act, it is the policy of the Portland Public Schools to prevent and prohibit the use, distribution, or possession of drugs and alcohol on school premises or as part of any of its activities off school property. Further, any use of drugs or alcohol, which would impair an employee's performance during school hours is prohibited.

Violations of this policy including the possession, use, distribution of any drug or alcohol or drug paraphernalia, and/or being under the influence of drugs or alcohol on school property or at any school-sponsored event will be dealt with in accordance with the Administrative Regulations. Since drug or alcohol use and abuse may be indicative of serious underlying problems, the Board of Education shall make every effort to offer an employee help and assistance that could include early identification of substance abuse problems, referral for treatment and aftercare.

In dealing with infractions, school personnel recognize that a sanctuary will not be provided for those who violate local, state, and federal law. The Administrative Regulations will govern the involvement of the Police Department with respect to violations, which occur on school property or at school-sponsored events.

*Reference Portland Board Policies #4118.231, 4118.232*

### **Tobacco/Tobacco Products**

In accordance with law and to promote the health and safety of all students and staff, the District prohibits all employees, students and patrons from smoking or using tobacco or tobacco products in all school facilities, buildings and buses or other District transportation at all times, including athletic events and meetings. Tobacco includes, but is not limited to, cigarettes, cigars, snuff, smoking tobacco, smokeless tobacco, nicotine delivering devices or vapor products, chemicals or devices that produce the same flavor or physical effect of nicotine substances; and any other tobacco or nicotine innovations. This prohibition extends to all facilities the District owns/operates, contracts for or leases to provide educational services, routine health care, daycare or early childhood development services to children, as well as facilities in which services are not provided to children. *Reference Portland Board Policy #1331(a)*

## NONDISCRIMINATION

The Board of Education will not make employment decisions (including decisions related to hiring, assignment, compensation, promotion, demotion, disciplinary action and termination) on the basis of race, color, religion, age, sex, marital status, sexual orientation, national origin, ancestry, disability, pregnancy, genetic information, or gender identity or expression, except in the case of a bona fide occupational qualification.

It is the policy of the Board of Education that any form of discrimination or harassment on the basis of race, religion, color, national origin, sex, sexual orientation, marital status, age, disability, pregnancy, genetic information, gender identity or expression, or any other basis prohibited by state or federal law is prohibited, whether by students, Board employees or third parties subject to the control of the Board. The Board's prohibition of discrimination or harassment in its educational programs or activities expressly extends to academic, nonacademic and extracurricular activities, including athletics. It is also the policy of the Board of Education to provide for the prompt and equitable resolution of complaints alleging any discrimination on the

basis of protected characteristics such as race, color, religion, age, sex, sexual orientation, marital status, national origin, disability (including pregnancy), or gender identity or expression. It is the express policy of the Board to provide for the prompt and equitable resolution of complaints alleging any discrimination on the basis of protected characteristics such as race, color, religion, age, sex, marital status, sexual orientation, national origin, ancestry, disability (including pregnancy), genetic information, or gender identity or expression. In order to facilitate the timely resolution of such complaints and/or grievances, any employee who feels that he/she has been discriminated against on the basis of these protected characteristics should file a written complaint with: Office of the Superintendent of Schools Portland Public Schools, 33 East Main Street, Portland, Connecticut 06480.

Preferably, complaints should be filed within thirty (30) days of the alleged occurrence. Timely reporting of complaints and/or grievances facilitates the investigation and resolution of such complaints and/or grievances. Complaints and/or grievances will be investigated promptly and corrective action will be taken when allegations are verified. Specifically, upon receipt of a written complaint of discrimination, the Superintendent and/or his or her designee should:

1. offer to meet with the complainant to discuss the nature of his/her complaint;
2. provide the complainant with a copy of the Board's non-discrimination policy and accompanying regulations;
3. investigate the factual basis of the complaint, including, as applicable, conducting interviews with individuals deemed relevant to the complaint;
4. conduct the investigation in a confidential manner, to the extent practicable, adhering to the requirements of state and federal law;
5. communicate the findings and/or results of any investigation to the complainant; and
6. take appropriate corrective and disciplinary action, as deemed appropriate by the Superintendent and/or his or her designee.

If the complaint involves an allegation of discrimination based on disability or sex, the complainant should be referred to the Board's policies and procedures related to Section 504 of the Rehabilitation Act/Americans with Disabilities Act (ADA) (for claims of discrimination and/or harassment based on disability) and Sex Discrimination/Sexual Harassment (for claims of discrimination and/or harassment based on sex). For allegations pertaining to race, color or national origin discrimination, at any stage in this complaint procedure, the complainant has the right to file formal complaints regarding such matters with:

Office of Civil Rights  
U.S. Department of Education  
8th Floor , 5 Post Office Square, Suite 900  
Boston, MA 02109-3921  
Tel. (617) 289-0111 [ocr.boston@ed.gov](mailto:ocr.boston@ed.gov)

If a complaint is filed with the Office of Civil Rights, it must be filed in writing no later than one hundred eighty (180) days after the occurrence of the alleged discrimination. A complainant may also file a complaint with the Connecticut Commission on Human Rights and Opportunities, 1229 Albany Avenue, Hartford, CT 06112 (TELEPHONE NUMBER 860 566-7710) and/or the Equal Employment Opportunity Commission, Boston Area Office, John F. Kennedy Federal Building, 475 Government Center, Boston, MA 02203 (617)565-3200. *Reference Portland Board Policy #4118.11*

#### **OTHERWISE LAWFUL POSSESSION OF FIREARMS ON SCHOOL PROPERTY**

Notwithstanding the otherwise lawful possession of firearms defined in section 53a-3 in or on the real property comprising school district property by persons who hold a valid state or local permit to carry a firearm and would otherwise legally traverse school property with an unloaded firearm for the purpose of gaining access to public or private lands open to hunting or for other lawful purposes, such entry onto school property by these persons for these purposes is prohibited by the Board of Education. The issuance of a permit to carry a pistol or revolver does not authorize the possession or carrying of a pistol, revolver or other firearms on school district property. The Board of Education prohibits such possession on school district property. The Board of Education may employ or enter into an agreement for public school security services with a firearm, as defined

in state law, only with a sworn member of a local police department, a retired state or local police officer, or retired federal law enforcement agents and retired police officers from an out-of-state police department. A motor vehicle inspector, designated under section C.G.S. 14-8 and certified pursuant to C.G.S. 7-294d, while engaged in the performance of such motor vehicle inspector's official duties may carry weapons on school grounds, effective October 1, 2016. Students are prohibited by the Board of Education from possessing firearms for any reason, whether otherwise lawful or not, in or on the real property comprising the public or private elementary or secondary school or at a school sponsored activity as defined in subsection (h) of section 10-233a. *Reference Portland Board Policy #1700*

#### **REPORTS OF SUSPECTED ABUSE OR NEGLECT OF CHILDREN or SEXUAL ASSAULT OF STUDENTS BY SCHOOL EMPLOYEES**

Connecticut General Statutes Section 17a-101 et seq. requires school employees who have reasonable cause to suspect or believe (1) that any child under eighteen has been abused or neglected, has had a non-accidental physical injury, or injury which is at variance with the history given of such injury, or has been placed at imminent risk of serious harm, or (2) that any person who is being educated by the technical high school system or a local or regional board of education, other than as part of an adult education program, is a victim of sexual assault, and the perpetrator is a school employee, to report such suspicions to the appropriate authority. In furtherance of this statute and its purpose, it is the policy of the Board of Education to require ALL EMPLOYEES of the Board of Education to report suspected abuse and/or neglect, non-accidental physical injury, imminent risk of serious harm or sexual assault of a student by a school employee. in accordance with the procedures set forth. This policy applies not only to school employees who are required by law to report suspected child abuse and/or neglect, non-accidental physical injury, imminent risk of serious harm or sexual assault of a student by a school employee, but to ALL EMPLOYEES of the Board of Education. *Reference Portland Board Policy #4118.16*

#### **RESPONSIBLE and ACCEPTABLE USE for INSTRUCTIONAL TECHNOLOGY**

The Portland Public School District is committed to using technology consistently, responsibly, and effectively for teaching and learning, collaboration, communication, and productivity. The Portland Board of Education provides a technological infrastructure which includes access to hardware, software and the Internet as a means of promoting educational excellence through accessibility, innovation, and communication. The term "technological infrastructure" encompasses all Portland Public School District hardware, software, data, computing devices, storage media, servers, printers, access to the Internet and other internal and external networks and peripherals. It is the understanding that all who utilize the Portland Public School District's technological infrastructure will:

- Fully support the goals of the Portland Public School District in using technology consistently, responsibly, and effectively for teaching and learning, collaboration, communication, and productivity
- Uphold the Portland Public School District Staff and Student Responsible and Acceptable Use Guidelines for Instructional Technology
- Promote digital citizenship, which ensures the safety and security of students, staff, facilities, and operations
- Support the functionality of the district's infrastructure
- Access only the devices authorized by the district

The Portland Public School District provides students and staff access to the technological infrastructure to enhance and promote 21st Century learning necessary in today's world. As such, the Portland Public School District Responsible and Acceptable Use Policy and Guidelines for Instructional Technology are written to promote positive and effective digital citizenship among students and staff. Digital citizenship represents technology literacy as well as the ability to develop successful, technologically fluent individuals coexisting safely, ethically and with civility in an increasingly digital world. Positive and effective digital citizenship recognizes that information posted on the Internet is public and permanent and can have a long-term impact on an individual's life and career. Expectations for student and staff conduct are equal to that of in-person interactions. Access to the Portland technological infrastructure is a privilege, versus a right, and carries with it

responsibilities for all involved. Misuse of the Portland Public School District's technological infrastructure means violation of this agreement, or any other use not included in the agreement, and has the effect of harming another or his or her property. Such misuse by students or staff may result in disciplinary action.

***Reference Portland Board Policy #6141.321***

*Users should not have any expectation of personal privacy in the use of the computer system or other electronic devices that access the computer system. Use of the computer system represents an employee's acknowledgement that the employee has read and understands this policy and any applicable regulations in their entirety, including the provisions regarding monitoring and review of computer activity.*

### **SCHOOL CLIMATE**

All schools must support and promote teaching and learning environments where each and every student achieves academically and socially, has a strong and meaningful voice and is prepared for democratic life and successful transition into the 21st Century workplace. A positive school climate is an essential element of achieving these goals. Rigorous implementation of guiding principles and systemic strategies will promote these desired outcomes.

The Portland Public School District is guided by the fundamental belief that each and every school community member should be treated with dignity, should have the opportunity to learn, work, interact and socialize in physically, emotionally and intellectually safe, respectful and positive school environments, as well as the opportunity to experience high quality relationships. Schools, therefore, have the responsibility to promote conditions designed to create, maintain and nurture positive school climate. The Portland Public School District sets forth the framework for an effective and democratically informed school climate improvement process, which includes a continuous cycle of (i) planning and preparation, (ii) evaluation, (iii) action planning, and (iv) implementation, and serves to actualize the expectations of the five National School Climate Standards.

***Reference Portland Board Policy #5131.914***

### **SECURITY CHECK/FINGERPRINTING**

In order to create a safe and orderly environment for students, all offers of employment will be conditional upon the successful outcome of a criminal record check. In addition, any person applying for employment with the Board shall submit to a record check of the State Department of Education and the Department of Children and Families Child Abuse and Neglect Registry before the person may be hired. District employees shall within 30 days after they are hired submit to state and national criminal checks. District students employed by the school system are exempted from this requirement. Workers placed in a school under a public assistance employment program shall also submit to the criminal check if such individuals will have direct contact with students.

School nurses and nurse practitioners appointed by the Board or under contract with the Board shall also submit to a criminal history check pursuant to C.G.S. 29-17a. Student teachers placed in District schools as part of completing preparation requirements for the issuance of an educator certificate, effective July 1, 2010, shall also be required to undergo the same criminal background checks already required for school employees. ***Reference Portland Board Policy #4112.5***

### **SEX DISCRIMINATION AND SEXUAL HARASSMENT IN THE WORKPLACE**

It is the policy of the Portland Board of Education to maintain a working environment free from harassment, insults or intimidation on the basis of an employee's sex and free from discrimination based on sex. Verbal or physical conduct by a supervisor or co-worker relating to an employee's sex which has the effect of creating an intimidating, hostile or offensive work environment, unreasonably interfering with the employee's work performance, or adversely affecting the employee's employment opportunities is prohibited.

#### **Discrimination**

Sex discrimination is defined as when an employer refuses to hire, disciplines or discharges any individual, or otherwise discriminates against an individual with respect to his or her compensation, terms, conditions, or privileges of employment on the basis of the individual's sex. Sex discrimination is also defined as when a person, because of his or her sex, is denied participation in, or the benefits of, a program that receives federal financial assistance.



### **Harassment**

Sexual harassment is a form of sex discrimination. While it is difficult to define sexual harassment precisely, it does include any unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. It is the express policy of the Board of Education to encourage victims of sexual discrimination or sexual harassment to promptly report such claims. Timely reporting of complaints facilitates the investigation and resolution of such complaints. Any employee who feels that he/she has been sexually harassed or otherwise discriminated against on the basis of sex should submit any such complaint to the Title IX Coordinator, Mrs. Dawn Davis, Portland Board of Education, 33 East Main Street, Portland, CT 06480 (860) 342-2778. If the Title IX Coordinator is the subject of the complaint, the complaint should be submitted to the Superintendent, who shall investigate or appoint a designee to do so. Complaints will be investigated promptly and corrective action will be taken when allegations are verified. Confidentiality will be maintained by all persons involved in the investigation to the extent possible and reprisals or retaliation that occur as a result of the good faith reporting of charges of sex discrimination or sexual harassment will result in disciplinary action against the retaliator. Violations of this policy will not be permitted and may result in discipline up to and including discharge from employment. Individuals who engage in acts of sex discrimination or sexual harassment may also be subject to civil and criminal penalties. *Reference Portland Board Policy 4118.112*

### **STAFF/STUDENT RELATIONSHIPS**

Employees shall maintain professional relationships with students which are conducive to an effective educational environment. Employees shall not have any interaction of an inappropriate nature with any student at any time regardless of the student's age, status or consent. Failure to maintain professional conduct at all times shall be grounds for discipline up to and including termination.

*Reference Portland Board Policy #5131.914*

### **USE of SCHOOL-OWNED MATERIALS**

No school equipment may be used for other than school purposes except when used in connection with another town agency or as requested by a local, state or federal governmental body. The Board of Education shall permit school equipment to be loaned to staff members when such use is directly or peripherally related to their employment and to students when the equipment is to be used in direct connection with their studies. Proper controls shall be established to assure the lender's responsibility for, and return of, all such equipment.

*Reference Portland Board Policy #3514*

### **DISTRICT INFORMATION**

**District Reference Groups (DRG's):** part of a classification system developed by the Connecticut State Department of Education in which districts that have public school students with similar socioeconomic status and need are group together. Portland Public Schools is part of DRG E.

School Districts in DRG E:

Ashford	Hampton	Scotland
Bozrah	Hartland	Sharon
Brooklyn	Kent	Thomaston
Canaan	Lebanon	Union
Chaplin	Lisbon	Westbrook
Chester	Litchfield	Willington
Colebrook	Norfolk	Woodstock
Coventry	North Branford	Region 1
Deep River	North Stonington	Region 6
Eastford	<b>Portland</b>	Region 16
East Haddam	Preston	Woodstock Academy
Franklin	Salisbury	

**Profile and Performance Report:** (formerly *Strategic School Profile*): a detailed report compiled by the Connecticut Department of Education with data provided by local schools.



# PORTLAND PUBLIC SCHOOLS

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33 East Main Street, Portland, Connecticut 06480  
Telephone: 860-342-6790 Fax: 860-342-6791

Charles D. Britton, Ed.D.  
*Superintendent of Schools*

## **WORKER'S COMPENSATION REPORTING PROCEDURE**

Any Board of Education employee who is injured while on duty shall immediately give, by the quickest means of communication, notice as follows:

1. **In cases of medical emergency**, go to nearest emergency room or dial 9-1-1.
2. Notify your direct supervisor and/or school nurse of the accident the day it happens (or a witness can if the employee is unable).
3. The employee, supervisor or school nurse shall immediately complete a “**First Report of Injury**” form (fax to Jennifer Gochee at Central Office – 860-342-6791)
4. Jennifer Gochee will contact CIRMA to report injury and to establish a claim number.
5. NON-EMERGENCY: the day of the accident go to the designated initial treatment center:

### **Middlesex Hospital Out Patient Center**

**534 Saybrook Road, Middletown, CT 06457 / 860-358-2750**

(Supervisor or school nurse must be notified prior to injured employee leaving the building.)

6. A CIRMA representative will contact you regarding your care throughout your recovery.
7. Each doctor's visit, the injured employee must submit to the Superintendent's Office:
  - A doctor's note stating any and all work limitations
  - Date employee may return to regular duty

A “**First Report of Injury**” form should be completed to note an occurrence of an injury, even if a claim is not filed with CIRMA.

**Employee's First Report of Injury**  
 Portland Public Schools, Portland, Connecticut  
 Complete form and fax to Jennifer Gochee at 860-342-6791

Non-Emergency Injury: Seek initial treatment at Middlesex Hospital Out Patient Center,  
 534 Saybrook Rd., Middletown, Connecticut.

Type:     Claim     Occurrence

INJURED EMPLOYEE'S INFORMATION	
Employee's Name (Last/First/Middle):	
Home Address: (City/State/Zip)	
Home Telephone #:	Work Telephone #:
Date of Birth & Age:	Social Security #:
Department:	Job Title:
Date Hired:	How Long Employed Here:
Employment Status: <input type="checkbox"/> Full Time / <input type="checkbox"/> Part Time <input type="checkbox"/> Seasonal / <input type="checkbox"/> Substitute	Weekly Salary:
LOSS INFORMATION	
Date of Injury/Illness:	Time Employee Began Work:
Time of Occurrence:	Last Day Worked:
Date Employer Notified:	Date Disability Began:
Location and Address of Injury or Illness:	
Specific body part(s) affected:	

**Describe fully how injury occurred, the events that occurred before the accident, and include any objects or substances that directly injured the employee or made the employee ill:**

\_\_\_\_\_

\_\_\_\_\_

To whom did you report the injury to? \_\_\_\_\_

Do you require medical attention?    Yes    No    Maybe    Refused    First Aid (minor)

Date returning to work: \_\_\_\_\_

Name of Supervisor or School Nurse:	Phone #:
Name of Witness:	Phone #:
Name of Treating Physician:	Phone #:
Name of Hospital:	Phone #:
Claim Number:	<i>For office use only</i>



# EMPLOYEE RIGHTS UNDER THE FAMILY AND MEDICAL LEAVE ACT

Appendix B

THE UNITED STATES DEPARTMENT OF LABOR WAGE AND HOUR DIVISION

## LEAVE ENTITLEMENTS

Eligible employees who work for a covered employer can take up to 12 weeks of unpaid, job-protected leave in a 12-month period for the following reasons:

- The birth of a child or placement of a child for adoption or foster care;
- To bond with a child (leave must be taken within one year of the child's birth or placement);
- To care for the employee's spouse, child, or parent who has a qualifying serious health condition;
- For the employee's own qualifying serious health condition that makes the employee unable to perform the employee's job;
- For qualifying exigencies related to the foreign deployment of a military member who is the employee's spouse, child, or parent.

An eligible employee who is a covered servicemember's spouse, child, parent, or next of kin may also take up to 26 weeks of FMLA leave in a single 12-month period to care for the servicemember with a serious injury or illness.

An employee does not need to use leave in one block. When it is medically necessary or otherwise permitted, employees may take leave intermittently or on a reduced schedule.

Employees may choose, or an employer may require, use of accrued paid leave while taking FMLA leave. If an employee substitutes accrued paid leave for FMLA leave, the employee must comply with the employer's normal paid leave policies.

While employees are on FMLA leave, employers must continue health insurance coverage as if the employees were not on leave.

Upon return from FMLA leave, most employees must be restored to the same job or one nearly identical to it with equivalent pay, benefits, and other employment terms and conditions.

An employer may not interfere with an individual's FMLA rights or retaliate against someone for using or trying to use FMLA leave, opposing any practice made unlawful by the FMLA, or being involved in any proceeding under or related to the FMLA.

An employee who works for a covered employer must meet three criteria in order to be eligible for FMLA leave. The employee must:

- Have worked for the employer for at least 12 months;
- Have at least 1,250 hours of service in the 12 months before taking leave;\* and
- Work at a location where the employer has at least 50 employees within 75 miles of the employee's worksite.

\*Special "hours of service" requirements apply to airline flight crew employees.

## BENEFITS & PROTECTIONS

## ELIGIBILITY REQUIREMENTS

## REQUESTING LEAVE

Generally, employees must give 30-days' advance notice of the need for FMLA leave. If it is not possible to give 30-days' notice, an employee must notify the employer as soon as possible and, generally, follow the employer's usual procedures.

Employees do not have to share a medical diagnosis, but must provide enough information to the employer so it can determine if the leave qualifies for FMLA protection. Sufficient information could include informing an employer that the employee is or will be unable to perform his or her job functions, that a family member cannot perform daily activities, or that hospitalization or continuing medical treatment is necessary. Employees must inform the employer if the need for leave is for a reason for which FMLA leave was previously taken or certified.

Employers can require a certification or periodic recertification supporting the need for leave. If the employer determines that the certification is incomplete, it must provide a written notice indicating what additional information is required.

## EMPLOYER RESPONSIBILITIES

Once an employer becomes aware that an employee's need for leave is for a reason that may qualify under the FMLA, the employer must notify the employee if he or she is eligible for FMLA leave and, if eligible, must also provide a notice of rights and responsibilities under the FMLA. If the employee is not eligible, the employer must provide a reason for ineligibility.

Employers must notify its employees if leave will be designated as FMLA leave, and if so, how much leave will be designated as FMLA leave.

## ENFORCEMENT

Employees may file a complaint with the U.S. Department of Labor, Wage and Hour Division, or may bring a private lawsuit against an employer.

The FMLA does not affect any federal or state law prohibiting discrimination or supersede any state or local law or collective bargaining agreement that provides greater family or medical leave rights.



For additional information or to file a complaint:

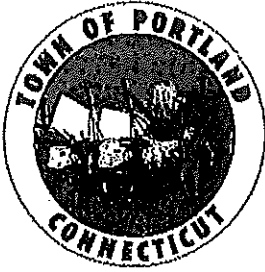
**1-866-4-USWAGE**

(1-866-487-9243) TTY: 1-877-889-5627

**www.dol.gov/whd**

U.S. Department of Labor | Wage and Hour Division





**TOWN OF PORTLAND**  
33 EAST MAIN STREET  
P.O. BOX 71  
PORTLAND, CONNECTICUT 06480-0071  
PHONE: (860) 342-6722  
FAX: (860) 342-6714

**AUTHORIZATION AGREEMENT FOR AUTOMATIC DEPOSITS**

**TOWN OF PORTLAND**

**ID#06-6002067**

I hereby authorize The Town of Portland to initiate credit entries and initiate, if necessary, debit entries and adjustments for any credit entries made in error to my ( ) Checking ( ) Savings account (select one) indicated below and the depositor named below, to credit and /or debits the same to such account.

*NET PAY* ( )      *SPECIFIC AMOUNT* ( ) \$ \_\_\_\_\_

**BANKING INSTITUTION** \_\_\_\_\_

**TRANSIT ROUTING #** \_\_\_\_\_

**ACCOUNT NO.** \_\_\_\_\_

Please verify with your banking institution that the above # is correct for Electronic Deposits

This authority is to remain in full force and effect until the Town of Portland has received written notification from me of its termination in such time and in such manner as to afford The Town of Portland and The Banking Institution a reasonable opportunity to act on it.

**EMPLOYEE NAME** \_\_\_\_\_

Please print

**ID#/PAYROLL #** \_\_\_\_\_

**DATE** \_\_\_\_\_ **SIGNED** \_\_\_\_\_

**PORTLAND BOARD OF EDUCATION  
Payroll Schedule 2023-2024**

**Biweekly Pay Periods**

July	7 21	January	5 19
August	4 18 <b>25 ** NO Deductions-First pay-10 month</b>	February	2 16
September	1 15 29 <i>No Deductions for all</i>	March	1 15 29 <i>Deductions will be taken-10 month Deductions will <u>not</u> be taken-12 month</i>
October	13 27	April	12 26
November	10 24	May	10 24
December	8 22	June	<b>7 ** Last pay-10 month</b> 21

**Please note, deductions must be taken from 20 pays during the school year. March 29, 2024, is a third paycheck for the month and will have all deductions taken from 10 month staff**

**\*\* August 25, 2023 - first pay/June 7, 2024 last pay for all Teachers, Nurses, Paraprofessionals, and 10-Month Secretaries only**

**Extra Service Stipends**

November 10, 2023	Fall sports and longevity
February 2, 2024	Winter sports
May 10, 2024	Spring sports and year long activities

**12 Month Staff Salary**

Administrators	26 pays
12 Month Secretaries	26 pays
Custodians	26 pays
Non-Union	26 pays

**10 Month Staff Salary**

Teachers	22 pays
10 Month Secretaries	22 pays
Paraprofessionals	22 pays
Nurses & Health Aides	22 or 26 pays