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EMPLOYEE CONDUCT

All employees of the Hanover Schools are expected to perform their duties with integrity and high standards. All staff members are expected to treat students and colleagues with respect and dignity and carry out their assigned duties with the physical, emotional and intellectual wellbeing of students in mind.

All employees shall refrain from associating with students at any time in a manner, which may give the appearance of impropriety. This includes any situation which could be considered sexually suggestive or involve controlled substances such as tobacco, alcohol or drugs.

The use of tobacco and/or alcohol is prohibited in school buildings, on school grounds and on buses.

All employees and contracted service providers are expected to honor regulations relating to confidentiality of student records and other information.

All employees are encouraged to recommend students to appropriate resources when advising or counseling students in areas outside their expertise.

The Massachusetts State Ethics Commission recommends that all municipal employees refer to the following top ten rules municipal employees need to know about the conflict of interest law:

Whether elected or appointed, paid or unpaid, part-time or full-time, you are a municipal employee subject to the conflict of interest law - even 'consultants' may be considered municipal employees.

Don't accept bribes (don't sell or trade your official actions).

Don't accept meals, tickets or gifts from anyone to thank or reward you for any official action you have taken or may take or to influence you in any official action.

Be loyal to the municipality:

- Don't accept money from or represent anyone other than the municipality for work involving the municipality.
- Don't accept paid, private work that is incompatible with your public position and duties.
- Don't improperly disclose or use confidential information that you obtained as a municipal employee.

Don't use your official position to get special benefits for yourself or anyone else that are not available to the general public.

Don't create appearances of conflicts of interest: Publicly disclose significant relationships or circumstances that might cause a reasonable person to think that you might be unfair or biased in your official actions.

Don't act on any matter affecting your own financial interests or those of family members, partners or organizations with which you have a private relationship.

Don't double dip. Don't accept an additional (even unpaid) municipal position before seeking legal advice.

After you leave municipal service:

- Don't accept money from or represent anyone other than the municipality if the private work involves a matter that you participated in or worked on as a municipal employee.
- Strictly observe the one-year "cooling off" rule: Don't represent or appear before municipal agencies for a private party on matters that were under your official responsibility" when you were a municipal employee.

Get Advice. Most of these rules have exceptions. Some are simple; some are not. Free legal advice is readily available from your municipal counsel or the State Ethics Commission at 617-371-9500.

PERSONNEL POLICIES GOALS

The Hanover School Committee realizes that even though they are no longer involved in the process of hiring school district employees other than the Superintendent and Assistant Superintendent, they are responsible to the students and residents of the school district they represent to insure that the highest quality individuals available are hired to meet the needs of the District. They have the additional responsibility to articulate the expectations of the District relative to personnel. This must be done in the form of District Policy. The School Committee recognizes that an efficient staff dedicated to education is necessary to maintain a constantly improving educational program.

The District's specific personnel goals are:

1. To develop and implement those strategies and procedures for personnel recruitment, screening, and selection that will result in the employment and retention of individuals with the highest capabilities, strongest commitment to quality education, and greatest probability of effectively implementing the system's learning program.
2. To develop a general staff assignment strategy that will contribute to the learning program, and to use it as the primary basis for determining staff assignments.
3. To provide positive programs of staff development that contribute both to improvement of the learning program and to each staff member's career development aspirations.
4. To provide for a genuine team approach to education.
5. To develop and use for personnel evaluation positive processes that contribute to the improvement of both staff capabilities and the learning program.

LEGAL REF.: 603 CMR 26:08 paragraphs 3,7,8,9

EQUAL EMPLOYMENT OPPORTUNITY

It is the policy of the Hanover Schools to offer equal employment opportunities to all qualified candidates regardless of age, race, color, creed, sex, sexual orientation, national origin or handicap.

LEGAL REF.: 603 CMR 26:08

CROSS REF.: AC, Nondiscrimination

SEXUAL HARASSMENT POLICY

INTRODUCTION

It is the goal of the Hanover Schools to promote a workplace that is free of sexual harassment. Sexual harassment of employees occurring in the workplace or in other settings in which employees may find themselves in connection with their employment is unlawful and will not be tolerated. Further, any retaliation against an individual who has complained about sexual harassment or retaliation against individuals for cooperating with an investigation of a sexual harassment complaint is similarly unlawful and will not be tolerated. To achieve our goal of providing a workplace free from sexual harassment, the conduct that is described in this policy will not be tolerated and we have provided a procedure by which inappropriate conduct will be dealt with, if encountered by employees.

Because the Town of Hanover takes allegations of sexual harassment seriously, we will respond promptly where it is determined that such inappropriate conduct has occurred, we will act promptly to eliminate the conduct and impose such corrective action as is necessary, including disciplinary action where appropriate.

Please note that while this policy sets forth our goals of promoting a workplace that is free of sexual harassment, the policy is not designed or intended to limit our authority to discipline or take remedial action for workplace conduct which we deem unacceptable, regardless of whether that conduct satisfies the definition of sexual harassment.

DEFINITION OF SEXUAL HARASSMENT

In Massachusetts, the legal definition for sexual harassment is this:

“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 is made either explicitly or implicitly a term or condition of employment 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 work performance by creating an intimidating, hostile, humiliating, or sexually offensive work environment.

Under these definitions, direct or implied requests by a supervisor for sexual favors in exchange for actual or promised job benefits such as favorable reviews, salary increases, promotions, increased benefits, or continued employment constitutes sexual harassment.

The legal definition of sexual harassment is broad and in addition to the above examples, other sexually oriented conduct, whether it is intended or not, that is unwelcome and has the effect of creating a work place environment that is hostile, offensive, intimidating, or humiliating to male or female workers may also constitute sexual harassment.

While it is not possible to list all those additional circumstances that may constitute sexual harassment, the following are some examples of conduct which if unwelcome, may constitute sexual harassment depending upon the totality of the circumstances including the severity of the conduct and its pervasiveness:

- Unwelcome sexual advances — whether they involve physical touching or not;
- Sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding one's sex life, comment on an individual's body, comment about an individual's sexual activity, deficiencies, or prowess;
- Displaying sexually suggestive objects, pictures, or cartoons;
- Unwelcome leering, whistling, brushing against the body, sexual gestures, suggestive or insulting comments;
- Inquiries into one's sexual experiences; and
- Discussion of one's sexual activities.

All employees should take special note that, as stated above, retaliation against an individual who has complained about sexual harassment, and retaliation against individuals for cooperating with an investigation of a sexual harassment complaint is unlawful and will not be tolerated.

COMPLAINTS OF SEXUAL HARASSMENT

If any of our employees believes that he or she has been subjected to sexual harassment, the employee has the right to file a complaint with one of the persons or agencies listed in Appendix

SEXUAL HARASSMENT INVESTIGATION

When the Superintendent/Assistant Superintendent receives a complaint, we will promptly investigate the allegation in a fair and expeditious manner. The investigation will be conducted in such a way as to maintain confidentiality to the extent practicable under the circumstances. The investigation will include a private interview with the person filing the complaint and with witnesses. We will also interview the person alleged to have committed sexual harassment. When we have completed our investigation, we will inform the person filing the complaint and the person alleged to have committed the conduct of the results of that investigation. If it is determined that inappropriate conduct has occurred, we will act promptly to eliminate the offending conduct, and where it is appropriate we will also impose disciplinary action.

DISCIPLINARY ACTION

If it is determined that inappropriate conduct has been committed by one of our employees, we will take such action as is appropriate under the circumstances. Such action may range from counseling to termination from employment and may include such other forms of disciplinary action as we deem appropriate under the circumstances.

STATE AND FEDERAL REMEDIES

In addition to the above, if you believe you have been subjected to sexual harassment, you may file a formal complaint with either or both of the government agencies listed in Appendix A. Using our complaint process does not prohibit you from filing a complaint with these agencies.

APPENDIX A - Superintendent, Assistant Superintendent, Affirmative Action Committee; Massachusetts Commission against Discrimination, One Ashburton Place, Boston, MA 02108; U. S. Equal Employment Opportunity Commission, Boston Office, One Congress Street, 10th Floor, Boston, MA 02114

SCHOOL COMMITTEE-STAFF COMMUNICATIONS

School Committee Communication to Staff:

The Hanover School Committee wishes to maintain open channels of communication between itself and the staff. All official communications, policies, and directives of staff interest and concern will be communicated to staff members through the Superintendent. The Superintendent will develop appropriate methods to keep staff fully informed of the Committee's problems, concerns and actions.

Staff Communication to the Committee:

All communications or reports to the Committee from principals, supervisors, teachers, or other staff members will be submitted through the Superintendent. This procedure does not deny the right of any employee to appeal to the Committee from administrative decisions on important issues, except those provided the Superintendent has been notified of the forthcoming appeal and that it is processed in accordance with the Committee's policy on complaints and grievances. Staff members are also reminded that Committee meetings are public meetings, providing the opportunity to observe first hand the Committee's deliberations on problems of staff concern.

Visits to School:

Individual Committee members interested in visiting schools or classrooms will inform the Superintendent of such visits and make arrangements for visitations through the Principals of the various schools. Such visits will be regarded as informal expressions of interest in school affairs, and not as "inspections" or visits for supervisory or administrative purposes. Official visits by Committee members will be conducted only under School Committee authorization and with the full knowledge of the Superintendent and Principal.

STAFF ETHICS AND CONFLICT OF INTEREST

In accordance with the Education Reform Act of 1993, the school district shall neither appoint a member of the immediate family of a Superintendent, central office administrator, or School Committee member, nor assign a member of the immediate family of the Principal as an employee at the Principal's school.

To avoid the appearance of any possible conflict, it is the policy of the School Committee that no employee be hired who is related to any member of the School Committee or who is related to any administrator in the school district. This provision will not affect anyone currently employed in the District that may be related to either a School Committee member or an administrator but no promotions or hiring in the future will be exempt from this provision

The Hanover School Committee expects members of its professional staff to be familiar with the code of ethics that applies to their profession and to adhere to it in their relationship with students, parents, co-workers and officials of the school system.

No employee will engage in or have a financial interest in, directly or indirectly, any activity that conflicts or raises a reasonable question of conflict with his duties and responsibilities in the school system. Nor will any staff members engage in any type of private business during school time or on school property.

LEGAL REFS.: M.G.L. 71:52; 268A:1 et seq.

STAFF CONDUCT AND DUTIES

All staff members of the Hanover Schools are expected to perform their duties with integrity and high standards. All staff is expected to treat students and colleagues with respect and dignity and carry out their assigned duties with the physical, emotional, and intellectual well-being of the students in mind.

All staff members have a responsibility to familiarize themselves with and abide by the laws of the State as these affect their work, the policies of the School Committee, and the regulations designed to implement them.

All staff shall refrain from associating with students at any time in a manner which is improper or gives the appearance of impropriety, including any situation which could be considered sexually suggestive or involve controlled substances such as tobacco, alcohol or drugs.

All staff are expected to honor regulations relating to confidentiality of student records and other information.

Essential to the success of ongoing school operations and the instructional program are the following specific responsibilities, which will be required of all personnel:

1. Faithfulness and promptness in attendance at work.
2. Support and enforcement of policies of the Committee and their implementing regulations and school rules in regard to students.
3. Diligence in submitting required reports promptly at the times specified.
4. Care and protection of school property.
5. All staff are expected to ensure that students are adequately supervised at all times, and that this responsibility not be delegated. All staff shall report to the Principal situations that may pose a threat to the health or safety of those in his/her charge.
6. Teachers shall be expected to perform such reasonable in and out of class or supervisory assignments as deemed necessary by the principal or superintendent.
7. Teachers are expected to attend faculty meetings, professional activities, orientations, and in-service programs as deemed appropriate by the principals or Superintendent.

LEGAL REFS.: M.G.L. 71:37H; 264:11; 264:14

STAFF CELLULAR AND PERSONAL COMMUNICATIONS SERVICES TELEPHONE USAGE POLICY

Cellular and personal communications services (PCS) telephones, also commonly referred to as cell phones, should be used only for business purposes and when a safe, convenient and less costly alternative is not available.

For safety concerns, telephone use while operating a vehicle is permitted only in emergency situations.

If a district-owned cell phone is used for non-school business, reimbursement to the district must be made for airtime and/or toll charges.

The district shall provide cell phones for each Principal to be used in emergency situations. Building administrators shall carefully evaluate the need for cell phones for their employees. This evaluation should be considered in the context of what other communication services are available, i.e., office telephones, voicemail, e-mail, pagers, and radios. In general, an employee who is not required to be mobile to deliver urgently needed goods and services does not require a cell phone.

The district budget will reflect the cost of the purchase of the equipment and the cost of the base monthly fee, airtime and toll calls for school business only. The Business Office shall closely scrutinize monthly invoices for service, airtime, and toll charges. Copies of invoices shall be forwarded to each cell phone user. It is expected that such reimbursement for personal calls will be made upon receipt of such invoices.

As with any district-owned equipment, employees must take proper care of cell phones and take all reasonable precautions against damage, loss, or theft. Any damage, loss, or theft shall be reported immediately to the Business Office.

Conversations over cell phones are easily monitored, and may be monitored by outside parties. Confidential or sensitive information should never be discussed over cell phones.

GIFTS TO AND SOLICITATIONS BY STAFF

Gifts

The acceptance of personal gifts by school personnel from school suppliers, from parents and/or students can be subject to misinterpretation and a source of embarrassment to the school system and all persons involved. When families, students, or others wish to express personal appreciation to a teacher or other staff member, the School Committee urges them to find modes of expression that do not involve personal gifts.

Massachusetts Conflict of Interest Requirements:

Individual Gifts

The acceptance of gifts worth \$50 or more by school personnel in a calendar year when the gift is given because of the position they hold, or because of some action the recipient could take or has taken in his or her public role, violates the conflict of interest law. Acceptance of gifts worth less than \$50, while not prohibited by the conflict of interest law, may require a written public disclosure to be made.

In keeping with this policy, no employee of the school district will accept a gift worth \$50 or more that is given because of the employee's public position, or anything that the employee could do or has done in his or her public position. Gifts worth less than \$50 may be accepted, but a written disclosure to the employee's appointing authority must be made if the gift and the circumstances in which it was given could cause a reasonable person to think that the employee could be improperly influenced. The value of personal gifts accepted is aggregated over a calendar year (4 gifts of \$20 value is the same as 1 gift of \$80 if given in the same calendar year).

In general, homemade gifts without retail value are permissible because a reasonable person would not expect an employee would unduly show favor to the giver, so no disclosure is required. Such gifts could include homemade food items (cookies, candy, etc.), handpicked flowers, and handmade gifts worth less than \$10 (ten) dollars.

Class Gifts

There is a specific exception to the prohibition against accepting gifts worth \$50 or more, when the teacher knows only that the gift is from the class, not from specific donors. A single class gift per calendar year valued up to \$150 or several class gifts in a single year with a total value up to \$150 from parents and students in a class may be accepted provided the gift is identified only as being from the class and the names of the givers and the amounts given are not identified to the recipient. The recipient may not accept an individual gift from someone who contributed to the class gift. It is the responsibility of the employee to confirm that the individual offering such gift did not contribute to the class gift.

Gifts for School Use

Gifts given to a teacher solely for classroom use or to purchase classroom supplies are not considered gifts to an individual employee and are not subject to the \$50 limit. However, an employee who accepts such gifts must keep receipts documenting that money or gift cards were used for classroom supplies.

Solicitations

In spirit, the School Committee supports the many worthwhile charitable drives that take place in the community and is gratified when school employees give them their support. However, the solicitation of funds from staff members through the use of school personnel and school time is prohibited by the conflict of interest law. Staff members of course remain free to support charitable causes of their own selection.

Any solicitation to the public by staff using online crowdsourcing/fundraising websites for the purpose of purchasing school resources and/or funding school activities must be approved in advance by the building principal. If the solicitation request is approved, the staff member must keep careful records of all funds raised. These records shall be submitted to the district business office upon request. All donated funds must be submitted to the district and all purchasers must follow district procurement policies. i.e., requisition/purchase order process.

LEGAL REFS: M.G.L. 268A:3; 268A:23; 930 CMR 5.00

CROSS REFS: KHA, Public Solicitations in the Schools
JP, Student Donations and Gifts

DRUG-FREE WORKPLACE POLICY

The School District will provide a drug-free workplace and certifies that it will:

1. Notify all employees in writing that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance, is prohibited in the District's workplace, and specify the actions that will be taken against employees for violation of such prohibitions.
2. Establish a drug-free awareness program to inform employees about the dangers of drug abuse in the workplace; the District's policy of maintaining a drug-free work-place; and available drug counseling, rehabilitation, and employee assistance programs; and the penalty that may be imposed on employees for drug abuse violations occurring in the workplace.
3. Make it a requirement that each employee whose employment is funded by a federal grant be given a copy of the statement as required.
4. Notify the employee in the required statement that as a condition of employment under the grant, the employee will abide by the terms of the statement, and will notify the District of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction.
5. Notify the federal agency within ten days after receiving notice from an employee or otherwise receiving notice of such conviction.
6. Take one of the following actions within 30 days of receiving notice with respect to any employee who is so convicted; take appropriate personnel action against such an employee, up to and including termination; or require such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state or local health law enforcement, or other appropriate agency.
7. Make a good faith effort to continue to maintain a drug-free workplace through implementation of all the provisions of this policy.

LEGAL REFS.: The Drug-Free Workplace Act of 1988

CROSS REFS.: JICH, Drug and Alcohol Use by Students

TOBACCO USE ON SCHOOL PROPERTY BY STAFF MEMBERS

Smoking or the use of tobacco within school buildings, the school facilities or on school property or buses by any individual, including school personnel, is prohibited.

Staff members who violate this policy will be referred to their immediate supervisor.

LEGAL REF.: M.G.L. 71:37H

STAFF PERSONAL SECURITY AND SAFETY

Through its overall safety program and various policies pertaining to school personnel, the Committee will seek to assure the safety of employees during their working hours and assist them in the maintenance of good health.

The Superintendent may require an employee to submit to a physical examination by a physician appointed by the school system whenever that employee's health appears to be a hazard to children or others in the school system or when a doctor's certificate is needed to verify need for sick leave.

LEGAL REFS.: M.G.L. 71:54; 71:55C

CROSS REFS.: EB, Environmental and Safety Program

STAFF PARTICIPATION IN POLITICAL ACTIVITIES

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

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

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

PERSONNEL RECORDS

Information about staff members is required for the daily administration of the school system, for implementing salary and other personnel policies, for budget and financial planning, for responding to appropriate inquiries about employees, and for meeting the School Committee's education reporting requirements. To meet these needs, the Superintendent will implement a comprehensive and efficient system of personnel records maintenance and control under the following guidelines:

1. A personnel folder for each present and former employee will be accurately maintained in the central administrative office. In addition to the application for employment and references, the folders will contain records and information relative to compensation, payroll deductions, evaluations, and any other pertinent information.
2. The Superintendent will be the official custodian for personnel files and will have overall responsibility for maintaining and preserving the confidentiality of the files within the provisions of the law.
3. Personnel records are considered confidential under the law and will not be open to public inspection. Access to personnel files will be limited to persons authorized by the Superintendent to use the files for the reasons cited above.
4. Each employee will have the right, upon written request, to review the contents of his own personnel file.
5. Employees may make written objections to any information contained in the file. Any written objection must be signed by the staff member and will become part of the employee's personnel file. Further, no negative comment will be placed in a staff member's file unless it is signed by the person making the comment and the staff member is informed of the comment and afforded the opportunity to include his written response in the file.

LEGAL REFS.: Family Educational Rights and Privacy Act, Sec. 438, P.L. 90-247
 Title IV, as amended
 88 Stat. 571-574 (20 U.S.C. 1232g) and regulations
 M.G.L. 4:7; 71:42C
 Teachers' Agreement

CONTRACT REF.: All Agreements

CROSS REF.: KDB, Public's Right to Know

STAFF COMPLAINTS AND GRIEVANCES

The Hanover School Committee will encourage the administration to develop effective means of resolving differences that may rise among employees and between employees and administrators; reduce potential areas of grievances; and establish and maintain recognized channels of communication between the staff; administration and School Committee.

It is the Committee's desire that grievance procedures provide for prompt and equitable at the lowest possible administrative level, and that each employee be assured opportunity for an orderly presentation and review of complaints and concerns.

Channels established will provide for the following:

1. That teachers and other school employees may appeal a ruling of a principal or other administrator to the Superintendent.
2. That all school employees may appeal a ruling of the Superintendent to the Committee, except in those areas where the law has specifically assigned authority to the Principal and/or Superintendent and Committee action would be in conflict with that law.
3. That all hearings of complaints before the Superintendent or Committee be conducted in the presence of the administrator who made the ruling that is the subject of the grievance.

The process established for the resolution of grievances in contracts negotiated with recognized employee bargaining units will apply only to "grievance" as defined in the particular contract.

PROFESSIONAL STAFF POSITIONS

All professional staff positions in the school system will be created initially by the School Committee. It is the Committee's intent to activate a sufficient number of positions to accomplish the school system's goals and objectives and to provide for the equitable staffing of each school building. Although such positions may remain temporarily unfilled, only the Committee may abolish a position it has created.

Each time a new position is established by the Committee, the Superintendent will present for the Committee's approval a job description for the position, which specifies the jobholder's qualifications and the job's performance responsibilities. The Superintendent will maintain a comprehensive set of job descriptions for all positions.

NOTE: Job descriptions for professional staff positions are available for review in the office of the Superintendent.

PROFESSIONAL STAFF SALARY SCHEDULES

Principals

Salaries will be reviewed annually prior to July 1. The School Committee, with the advice of the Superintendent, will establish levels of compensation for each position based on the circumstances, dynamics, and requirements of each position. Consideration may be given to individuals for exceptional performance as a basis for establishing merit increases for Principals. It is the responsibility of the Superintendent to present evidence to the School Committee to support recommendations for merit increases.

Administrators

Salaries will be reviewed annually prior to July 1. The Superintendent may, upon the request of the Committee, survey other school systems to determine salaries being paid for comparable positions in each system. The survey will include the effective date of the specified salary.

LEGAL REFS.: M.G.L. 71:40; 71:43

CONTRACT REF.: Teachers' Agreement

EMPLOYMENT OF PRINCIPALS

Principals shall be employed by the Hanover Schools under individual contracts of employment. Said contracts shall be submitted to the School Committee for their approval of all terms concerning compensation/benefits, prior to the presentation of a contract of employment to the Principal. The compensation/benefit levels, above referenced, may be exceeded only with the approval of the School Committee.

Contracts issued to Principals will be up to three years in length, and may be reissued by the Superintendent at levels of compensation/benefits, determined by the School Committee, provided that the Superintendent may employ a Principal under the terms and conditions of the previous contract of employment.

As a condition of employment, each Principal must maintain current certification, adhere to the policies and goals of the School Committee and the directives of the Superintendent, and annually must submit, with the school council, the educational goals and school improvement plan for the school building(s) under his/her direction.

PROFESSIONAL STAFF HIRING

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

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

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

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

1. There will be no discrimination in the hiring process due to age, sex, creed, race, color, national origin, disability, sexual orientation or place of residence.
2. The quality of instruction is enhanced by a staff with a wide variation in background, educational preparation, and previous experience.
3. The administrator responsible for the hiring of a staff member (in the case of District-wide positions, for the position of Principals, it is the Superintendent; for building-based personnel, it is the Principal) is directed to review resumes and credentials and interview and select candidates who are certified and highly qualified.

LEGAL REFS.: M.G.L. 69:6; 71:38; 71:38G; 71:39; 71:45; 71:55B
Massachusetts Board of Education Requirements for Certification of Teachers, Principals, Supervisors, Directors, Superintendents and Assistant Superintendents in the Public Schools of the Commonwealth of Massachusetts, revised 1994
603 CMR 7:00 and 44:00

PART-TIME AND SUBSTITUTE PROFESSIONAL STAFF EMPLOYMENT

Substitute Teachers:

Each building Principal will have the authority to employ substitute teachers as may be necessary to take the place of teachers who are temporarily absent. The Superintendent will maintain or cause to be maintained a list of qualified substitute teachers as well as an organized system for proper notification on the need for substitute staff

The school system will employ as substitute teachers, to the extent possible, persons who meet the requirements for teacher appointments, and will assign teachers substitute teaching positions on the basis of their areas of competence. All substitute teachers will be expected to provide educational services, rather than to assume merely a student-supervisory role. They will be provided as much support as possible by building administrators and teachers.

Long Term Substitute Teachers:

Long-term substitute teachers will be compensated at a rate not to exceed the first step of the degree held in the pay scale. Exceptions may be made by the Superintendent.

The School Committee/Superintendent will set the daily rate of pay for substitute teachers.

PHILOSOPHY OF STAFF DEVELOPMENT

All staff members will be encouraged in and provided with suitable opportunities for the development of increased competencies beyond those they may attain through the performance of their assigned duties and assistance from supervisors.

The Superintendent will have authority to approve or deny released time for conferences and visitations and reimbursements for expenses, provided such activities are within budget allocations for the purpose.

PROFESSIONAL STAFF ASSIGNMENTS AND TRANSFERS

It is our goal to provide high quality, consistent, uninterrupted instruction for students.

The basic consideration in the assignment of professional staff members will be the needs of the students and the instructional program. Therefore, the assignment and transfer of professional staff members will be accomplished by the Superintendent on the basis of the employee's qualifications, the needs of the school systems and the employees' expressed desires.

Within an individual school, the Principal will have the authority to assign classes and courses, provided that this is done with full regard for the teacher's area of certification and the policies delineated above.

EVALUATION OF PROFESSIONAL STAFF

In order to assure a high quality of teacher and administrator performance and to advance the instructional programs of the schools, a continuous program for teacher and administrator evaluation will be established by the School Committee. Regular reports will be made to the Superintendent concerning the outcomes of these evaluations.

The evaluation process will include:

1. The development and periodic review of techniques and procedures for making evaluations.
2. Interpretation of the information gained in the evaluative process in terms of the objectives of the instructional program.
3. The application of the information gained to the planning of staff development and in-service training activities, which are designed to improve instruction and increase teacher competence.

The formal evaluations will be written and will be discussed by the supervisor and the person being evaluated. The discussions may either precede or follow the writing of the evaluation document. Copies of the written document will be signed by both parties and incorporated into the personnel files of the teacher or administrator. In addition, the individual will receive a signed copy. The signature should indicate that the evaluation has been read and discussed.

The written evaluation should be specific in terms of the person's strengths and weaknesses. Those areas where improvement is needed should be clearly set forth and recommendations for improvement should be made. Subsequent evaluations should address themselves to any improvement or to any continuing difficulty that is observed.

Performance Standards for Teachers and Administrators

1. School committees shall establish performance standards for teachers upon the recommendation of the Superintendent and in accordance with the process described in M.G.L. c. 71 s.38, including conducting a public hearing and engaging in collective bargaining and, if necessary, binding interest arbitration. All performance standards established for teachers shall be consistent with and meet the Principles of Effective Teaching adopted by the Board of Education.
2. School committees shall establish performance standards for the evaluation of all administrators upon the recommendation of the Superintendent. Performance standards for those administrators who are subject to collective bargaining shall be developed in accordance with M.G.L. c. 150E. All performance standards established for administrators shall be consistent with and meet the Principles of Effective Administrative Leadership adopted by the Board of Education.
3. School committees are encouraged to establish programs and standards which provide for a rigorous and comprehensive evaluation process for teachers and administrators. The evaluation process may include the extent to which students assigned to teachers and administrators satisfy student academic standards or individual education plans, and the successful implementation of professional development plans, as provided in M.G.L. c. 69 s.1B and c.71, s.38.

LEGAL REFS.: M.G.L. 69:1B; 71:38; 71:38Q; 150E; 152B
603 CMR 35:00

CONTRACT REF.: Teachers' Agreement

SUSPENSION AND DISMISSAL OF PROFESSIONAL STAFF MEMBERS

The Superintendent will strive to assist personnel to perform their duties efficiently. However, the **Superintendent** may dismiss any employee in accordance with state law. Further, the Committee recognizes the constitutional rights of the District's employees and assures them the protection of due process of law. To guarantee such rights, a system of constitutionally and legally sound procedures will be followed in each case of suspension or dismissal of an employee.

When the Superintendent or a Principal determines that sufficient cause exists that a professional employee be suspended or dismissed from service in the school system, he or she will:

1. Be certain that each such case is supported by defensible records.
2. Determine if the individual is to be suspended immediately with the understanding that the suspension will be subject to restoration of salary and position if an appeal is decided in favor of the individual.
3. Follow the procedures for dismissal or suspension that are contained in applicable laws as well as those included in the current agreement with the teachers' bargaining unit.
4. Provide the individual involved with a written statement that will:
 - a. Indicate whether the action the Superintendent is taking is dismissal or suspension.
 - b. State the reason for the suspension or dismissal.
 - c. Guarantee that all procedures will be in accordance with due process of law.
 - d. Inform employees who have a right to request a hearing under appropriate laws that they may be represented at such a hearing by counsel of their choice.

LEGAL REFS.: M.G.L. 71:42; 71:42D

PRIVATE TUTORING AND OTHER EDUCATIONAL SERVICES

The Hanover School Committee recognizes that staff members may from time to time be employed by others to provide private, fee-based educational services to Hanover students outside of the regular school day.

Staff serving students on a private-fee basis are prohibited from:

- (1) soliciting clients on school time or by using school resources, materials, or student databases;
- (2) serving students for whom they have responsibility as part of their employment with the Hanover Schools, both currently and for one calendar year after such responsibility ceases; and
- (3) using any materials, equipment, building space or other resources that are the property of the Hanover Schools.

Massachusetts General Laws, c. 268A may in some cases further restrict public employees in providing private, fee-based services. Therefore, the Committee encourages staff to become familiar with this statute.

The Superintendent or his/her designee may maintain a list of staff and others who are interested in providing private, fee-based educational services. The Superintendent may also develop guidelines relating to staff members who provide such services.

**ADMINISTRATIVE GUIDELINES
FOR STAFF WHO PROVIDE PRIVATE TUTORING
AND OTHER EDUCATIONAL SERVICES**

The Pupil Personnel Services Administrator will maintain a list of staff members and others who are interested in providing private, fee-based educational services to students outside of the regular school day. Any staff member who wishes to be on the list must notify the Pupil Personnel Services Administrator, annually, by September [] of each school year. Staff members are expected to request and obtain a copy of these guidelines at the time of sign up.

In accordance with School Committee policy, staff serving students on a private basis are prohibited from:

- (1) soliciting clients on school time or by using school resources, materials, or student databases;
- (2) serving students for whom they have responsibility whom they responsibility as part of their employment with the Hanover Schools, both currently and for one calendar year after such responsibility ceases; and
- (3) using any materials, equipment, building space or other resources that are the property of the Hanover Schools.

Massachusetts General Laws, c. 268A may in some cases further restrict public employees in providing private, fee-based services. Therefore, the Committee policy encourages staff to become familiar with this statute.

Staff members who serve students on a private basis do not have access to student records unless the parent, guardian or eligible student has provided written consent for such access

Staff members should refrain from recommending private tutoring or other educational services to students or their parents. If a staff member considers such tutoring or other services to be necessary for the student to make progress, they are expected to refer the student to guidance or administrator staff or to make a referral to the Instructional Support Intervention Process (ISIP). If the student has been determined eligible for services under the Individuals with Disabilities in Education Act, the staff member may also refer the matter to the Team chair.

All employees, whether in private tutoring situations or when providing services as part of their public employment, are cautioned to avoid the situation of being alone or in a one-to-one situation in a secluded or not in current use area, with a student.

SUPPORT STAFF POSITIONS

Education is a cooperative enterprise in which all employees of the school system must participate intelligently and effectively for the benefit of the children. This school system will employ support staff members in positions that function to support the education program.

All support staff positions will be established initially by the Committee. In each case, the Superintendent will submit for the Committee's consideration and action a job description or job specifications for the position.

Although positions may remain temporarily unfilled or the number of persons holding the same type of position reduced in event of de-staffing requirements, only the Committee may abolish a position it has created.

SUPPORT STAFF CONTRACTS AND COMPENSATION PLANS

In establishing salaries and salary schedules for support staff personnel, the School Committee will take into account the responsibilities of the position, the qualifications needed, past experience of the individual, and years of service in the school department.

Compensation plans will be reviewed annually for all categories of staff. Such review, where applicable, will be carried out in connection with negotiations with representatives of recognized bargaining units. The master agreements with these units will be considered appendices to this manual and will have the full force of School Committee policy.

The School Committee will set the rates of pay for personnel not covered by collective bargaining agreements.

LEGAL REF.: M.G.L. 71:38

CONTRACT REFS.: All Contracts

EVALUATION OF SUPPORT STAFF

A program of continuous observation and evaluation will be developed to find the right employees to fill vacancies, determine assignments and equitable work loads, and establish wage and salary policies that encourage employees to put forth their best efforts. The evaluation of employee achievements and the provision of a good atmosphere are some of the major duties of the Committee.

The evaluation will cover the major areas of the employee's responsibilities.