

## **400 Professional Employees**

---

### **401 Creating a Position**

- Refer to Policy 301 for %Standard Application for Teaching Positions in Pennsylvania Public Schools, Announcement . Position Opening, Personnel File Worksheet+
- Position Descriptions: - See Personnel Plan
  - Secondary Instructor . Vocational
  - Secondary Instructor . Mathematics/English
  - Substitute Teacher
  - Guidance Counselor
  - Special Populations Coordinator
  - Vocational Learning Facilitator
  - Cooperative Education, Job Placement
  - School-to-Work Coordinator
  - Office Technology Instructor
  - Instructor, Practical Nursing

### **402 Employment of Professional Employees**

### **403 Employment of Substitute Professional Employees**

### **404 Student Teachers**

### **405 Employment Contract**

- Refer to Policy 305 for %Professional Contract+

### **406 Assignment and Transfer**

### **407 Abolishing a Position**

### **408 Suspensions and Furloughs**

### **409 Evaluation of Professional Employees**

- Instructional Observation Form . See Personnel Plan
- 5501 Rating Form, or PDE 428 . See Personnel Plan

### **410 Evaluation of Temporary Professional Employees**

- Refer to Instructional Observation Form and PDE Forms 426 and 427 . See Personnel Plan

### **411 Physical Examination**

### **412 Disqualification by Reason of Health**

### **413 Non-Tenured Staff Members**

### **414 Disciplinary Procedures**

- Refer to Policy 314 for %Guidelines . Disciplinary Procedures+

### **415 Penalties for Tardiness**

### **416 Outside Activities**

### **417 Freedom of Speech Non-School Settings**

### **418 Political Activities**

### **419 Gifts**

### **420 Tobacco Use**

### **421 Personnel Files**

### **422 Dress and Grooming**

### **423 Complaint Policy**

- 424 Salary Determination**
- 425 Substitute Compensation**
- 426 Job Related Expenses**
  - Refer to Policy 325 for %Monthly Expense Voucher+
- 427 Professional Development**
  - Refer to Policy 326 for %Professional Development Plan/New Teacher Induction Plan+
- 428 Working Period**
- 429 Sick Leave**
  - Refer to Policy 327 for Staff Absence Reporting Form
- 430 Family and Medical Leave Act**
  - Refer to Policy 329 for %Family and Medical Leave Act Summary, Family and Medical Leave Act Application, Other Leaves Summary+
- 431 Personal Leave – Paid**
  - Refer to Policy 327 for %Staff Absence Reporting+Form
- 432 Uncompensated Leave**
  - Refer to Policy 327 for %Staff Absence Reporting+Form
- 433 Sabbatical Leave for Restoration of Health and Professional Development/Occupational Exchange Leave**
  - Refer to Policy 332 for %Guidelines for Sabbatical Leave, Guidelines for Compensated Professional Leave, Application for Professional Development/Occupational Exchange Leave, Sabbatical Leave . Restoration of Health
- 434 Severance Pay**
- 435 Responsibility of Staff for Student Welfare**
- 436 Non-Discrimination in Employment/Contract Practices**
  - Refer to Policy 335 for %Non-Discrimination Grievance Report+
  - %Accommodation Request+Form
- 437 Drug and Substance Abuse**
  - Refer to Policy 334 for %Drug and Substance Abuse Summary+
- 438 Prohibiting Harassment and Violence**
  - Refer to Policy 336 for %Report Form for Reports or Complaints of Sexual Harassment and Harassment because of Race, Color, Religion, Age of Forty or More, National Origin, Ethnicity and Disability
- 439 Disability Leave of Absence/Continuation of Insurance Benefits for Disabled Employees**
- 440 Privacy of Individually Identifiable Health Information**
- 441 HIV Infection**
- 442 Employment of Summer School Staff**
- 443 Acceptable Use of Internet and Computers**