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Employment Application . See Personnel Plan

- Refer to Policy 301 for %Announcement . Position Opening and Personnel File Worksheet+
- Position Descriptions . See Personnel Plan for all Position Descriptions
 - Administrative Assistant . Director
 - Payroll Personnel Specialist
 - Warehouse Manager
 - Warehouse Assistant
 - Guidance/Attendance Secretary
 - Administrative Assistant . Adult Education
 - LPN/Workforce Development Secretary
 - CTC Secretary/Receptionist
 - Building Maintenance Technician
 - Custodian
 - Instructional Aide
 - Instructional Aide For Special Populations Students
 - Bilingual Instructional Aide For Special Populations Students
 - Instructional Aide . Assessment
 - School Police Officer
 - Health/Safety Coordinator
 - Graphics Assistant
 - Printer Assistant
 - Technical Assistant
 - Cafeteria Manager
 - Cafeteria Worker
 - Cafeteria Cashier
 - Continuing Education Supervisor . Evening
 - Continuing Education Instructor
 - Financial Aid Officer
 - Recruitment Consultant

502 Employment of Classified Employees

- Classified Personnel Employment Application . See Personnel Plan . See Personnel Plan

503 Employment of Substitute and Short-Term Employees

504 Employment Contract

505 Assignment and Transfer

506 Suspensions and Furloughs

507 Evaluation of Classified Employees

508 Physical Examination

509 Disqualification by Reason of Health

510 Disciplinary Procedures

- 514 **Personnel Files**
- 515 **Dress and Grooming**
- 516 **Complaint Policy**
- 517 **Salary and Working Periods**
 - Classified Staff Working Periods and Salary Ranges . See Personnel Plan
- 518 **Substitute Compensation**
- 519 **Overtime**
- 520 **Job Related Expenses**
 - Refer to Policy 325 for %Monthly Expense Voucher+
- 521 **Individual Growth Guidelines**
 - Refer to Policy 326 for %Professional Development Plan+
- 522 **Sick Leave**
 - Refer to Policy 327 for %Staff Absence Reporting +Form
- 523 **Severance Pay**
- 524 **Vacation and Holidays**
- 525 **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+
- 526 **Uncompensated Leave**
 - Refer to Policy 327 for %Staff Absence Reporting+Form
- 527 **Personal Leave – Paid**
 - Refer to Policy 327 for %Staff Absence Reporting+Form
- 528 **Benefits for Regularly Employed Part Time Personnel**
- 529 **Drug and Substance Abuse**
 - Refer to Policy 334 for %Drug and Substance Abuse Summary+
- 530 **Non Discrimination In Employment/Contract Practices**
 - Refer to Policy 335 for %Non-Discrimination Grievance Report+and %Accommodation Request+Form
- 531 **Prohibiting Harassment and Violence**
 - Refer to Policy 336 for %Report Form for Reports on Complaints of Sexual Harassment and Harassment because of Race, Color, Religion, Age of Forty or More, National Origin, Ethnicity and Disabilities+
- 532 **Political Activities**
- 533 **Freedom of Speech, Non-School Settings**
- 534 **Gifts**
- 535 **Disability Leave of Absence/Continuation of Insurance Benefits for Disabled Employees**
- 536 **Privacy of Individually Identifiable Health Information**
- 537 **HIV Infection**
- 538 **Acceptable Use of Internet and Computers**