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PERSONNEL POLICIES GOALS

NOTE: School committees must realize that even though they are no longer involved in the process of hiring school employees other than the Superintendent and Assistant Superintendent, they are responsible to the students and residents of the Schools they represent to insure that the highest quality individuals available are hired to meet the needs of the Schools. They have the additional responsibility to articulate the expectations of the Schools relative to personnel. This must be done in the form of school policy. School Committees recognize that an efficient staff dedicated to education is necessary to maintain a constantly improving educational program.

The Schools' 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 greater probability of effectively implementing the Schools' 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 REFS.: 603 CMR 26.08 paragraphs 3, 7, 8, 9

FIRST READING: January 26, 2010

SECOND READING: May 22, 2012

ADOPTED: May 22, 2012

SOURCE: Dover Sherborn Regional Committee

EQUAL EMPLOYMENT OPPORTUNITY

The School Committees subscribe to the fullest extent to the principle of the dignity of all people and of their labors and will take action to ensure that any individual within the Schools who is responsible for hiring and/or personnel supervision understands that applicants are employed, assigned, and promoted without regard to their race, creed, color, age, sex, gender identity, national origin, disability, or sexual orientation. Every available opportunity will be taken in order to assure that each applicant for a position is selected on the basis of qualifications, merit and ability.

LEGAL REF.: 603 CMR 26:08

CROSS REF.: AC, Nondiscrimination

FIRST READING: October 21, 2014

SECOND READING: Dover School Committee October 28, 2014,
Dover-Sherborn Regional School Committee November 4, 2014
Sherborn School Committee November 18, 2014

ADOPTED: November 18, 2014

SOURCE: MASC

RECRUITMENT AND SELECTION OF PERSONNEL

The Dover Sherborn Public Schools will make a special effort to hire the best qualified staff representing and reflecting the diversity present in society. The Schools will annually advertise for candidates in appropriate newspapers and journals. The Schools will take other action, deemed appropriate by the Superintendent, to encourage minority candidacy for Schools staff vacancies.

FIRST READING: January 26, 2010
SECOND READING: May 22, 2012
ADOPTED: May 22, 2012
SOURCE: Dover Sherborn Regional Committee

SCHOOL COMMITTEE-STAFF COMMUNICATIONS

The School Committees wish to maintain open channels of communication between themselves and the staff. The basic line of communication is, however, through the Superintendent.

Staff Communications to the School Committee

All communications or reports to the Committees or any of its subcommittees 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 matters, except those matters that are outside the Committees' legal authority; provided that the Superintendent has been notified of the forthcoming appeal and that it is processed in accordance with the Committees' policy on complaints and grievances. Staff members are also reminded that Committee meetings are public meetings. As such, they provide an excellent opportunity to observe first hand Committees' deliberations on problems of staff concern.

School Committees' Communications to 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 Committees' problems, concerns and actions.

Visits to Schools

Individual School 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 carried on only under Committee authorization.

CROSS REF.:	BHC
FIRST READING:	January 26, 2010
SECOND READING:	May 22, 2012
ADOPTED:	May 22, 2012
SOURCE:	MASC

STAFF ETHICS / CONFLICT OF INTEREST

The School Committees expect 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 relationships with students, parents, coworkers, and officials of the Schools.

No employee of a Committee 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 Schools. Nor will any staff member engage in any type of private business during school time or on school property.

Employees will not engage in work of any type where information concerning customer, client, or employer originates from any information available to them through Schools sources.

Moreover, as there should be no conflict of interest in the supervision and evaluation of employees, at no time may any administrator responsible for the supervision and/or evaluation of an employee be an immediate family member to them.

In order to avoid the appearance of any possible conflict, it is the policy of the School Committees that when an immediate family member, as defined in the Conflict of Interest statute, of a School Committee member or Schools administrator is to be hired into or promoted within the Schools, the Superintendent shall file public notice with the School Committee and the Town or Schools Clerk at least two weeks prior to executing the hiring in accordance with the law.

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

FIRST READING: January 26, 2010

SECOND READING: May 22, 2012

ADOPTED: May 22, 2012

SOURCE: MASC

CONFLICT OF INTEREST AND ETHICAL CONDUCT

The Schools have always conducted its activities with customers, suppliers, the general public, government agencies and others under the highest of ethical and legal standards. It is important to the welfare of both the Schools and each of its employees that the reputation for honesty and integrity which has resulted from such conduct be maintained.

Accordingly, all employees of the Schools are expected, at all times, to act within the spirit, as well as the letter of the law. They are also expected to act in the best interests of the Schools avoiding any situation that could involve a conflict between personal interest and those of the Schools. In an effort to illustrate the Schools policy with respect to ethical conduct and conflicts of interest, the attached Statement of Principles has been adopted.

The Statement is not intended to be all inclusive and, in any given situation, an individual may be required to exercise his or her best judgment as to whether he or she is acting in compliance with the Policy. Questions regarding interpretation of the Statement of Principles or the applicability of the Policy to a given situation would be directed to the superintendent.

Every employee shall be required to certify that he or she has read and understands this Policy and the attached Statement of Principles and further, to certify compliance therewith or to specifically and fully disclose any exceptions. The certification statements shall be filed with the central office. All exceptions shall be subject to the approval of the superintendent. If, in the opinion of management exceptions disclosed are deemed to violate the substance or intent of this Policy or the attached Statement of Principles, the individual involved shall be given a reasonable time to eliminate the exception.

All employees of the Schools, as required by Commonwealth law, complete an online ethics and conflict of interest training within 30 days of the date on which they commence employment, and every 2 years thereafter.

STATEMENT OF PRINCIPLES

Conflicts of Interest

It is the Sector's policy that all decisions including decisions to buy and sell goods and services shall be made solely on the basis of the Schools best interest. Accordingly, employees must avoid any association or relationship, which might cause them to favor a third party in its transactions with the Schools. Specific prohibitions include the following:

- **Gifts and Favors**

An employee shall not give or accept any significant gifts or favors of any kind to or from any person or organization which is doing business or seeks to do business with the Schools. Whether a gift or favor is significant shall depend on whether it represents more than token value to the intended recipient or whether it might reasonably be expected to place the intended recipient under some obligation to the donor. Any doubts about the significance of a gift or favor should be resolved by not giving or accepting the same, as the case may be.

Ethical Conduct

It is the Sector's policy to always conduct its activities in full compliance with all applicable laws and government regulations. The use of Schools funds or assets for any unlawful or unethical purpose is strictly prohibited. Specific prohibitions include the following:

- **Political Contributions**
No employee shall use or cause to be used any funds or assets of the Schools for contributions to any political party or 501(c) (3) non profit organization.
- **Unauthorized Use of Assets**
No employee shall make any unauthorized use of the Schools funds, assets, facilities or personnel
- **Improper Accounting practices**
No employee shall establish or maintain any undisclosed or unrecorded fund or asset of the Schools for any purpose whatsoever.

No employee shall make or cause to be made any improper or fraudulent entry in the books or records of the Schools.

No employee shall make or cause to be made any payment on behalf of the Schools with the intention or understanding that any part of such payment is to be used for any purpose other than that disclosed by the documents supporting the payment.

FIRST READING: May 25, 2010

SECOND READING: May 22, 2012

ADOPTED: May 22, 2012

SOURCE:

CONFLICTS OF INTEREST AND ETHICAL CONDUCT

CERTIFICATION

I hereby certify that I have read and understand the Dover Sherborn Public Schools' Policy on Conflicts of Interest and Ethical Conduct and, further certify that, to the best of my knowledge, I am in full compliance with its provisions except as set forth below or on the attached statement, if necessary.

I further agree to notify the Schools of any change in circumstances which would make the foregoing statement untrue, inaccurate or incomplete.

Name – Please Print

Position

Signature

Date

STAFF CONDUCT

All staff members have a responsibility to familiarize themselves with and abide by the laws of the state, the policies of the School Committees, and the procedures designed to implement the policies, as these affect their work.

In the area of personal conduct, the Committees expect that teachers and others will conduct themselves in a manner that not only reflects credit to the Schools but also sets forth a model worthy of emulation by students.

All staff members will be expected to carry out their assigned responsibilities with conscientious concern.

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 Committees and the resulting 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. Concern for and attention to their own and the Schools' legal responsibility for the safety and welfare of students, including the need to ensure that students are under supervision at all times.

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

FIRST READING: January 26, 2010

SECOND READING: May 22, 2012

ADOPTED: May 22, 2012

SOURCE: Dover Sherborn Regional Committee

GIFTS TO AND SOLICITATIONS BY STAFF

Gifts

The acceptance of personal gifts by Schools personnel from existing or potential school suppliers, from a parent/guardian or student of greater than fifty dollars in value is prohibited by law.

Students and their parents/guardians will be discouraged from the routine presentation of gifts to Schools employees. Where a student feels a desire to present a gift to a staff member, the gift will not be elaborate or unduly expensive. The School Committees shall consider, as always welcome and in most circumstances more appropriate, the writing of letters to staff members expressing gratitude or appreciation.

No employee of a School Committee will accept a personal gift from a business concern supplying, or with an interest in supplying, goods, materials, equipment, or services to the school system. This restriction does not relate to the acceptance of gifts for the Schools or to the acceptance of small and clearly identifiable advertising and promotional materials.

Solicitations

In spirit, the School Committees support the many worthwhile charitable drives that take place in the communities and are 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 must be held at a minimum. Therefore, no solicitations of funds for charitable purposes will be made among staff members except with specific School Committee approval. Whenever such solicitations are made, no pressure will be exerted to obtain contributions even though the drive is one that the School Committees have specifically approved.

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

FIRST READING: January 26, 2010

SECOND READING: May 22, 2012

ADOPTED: May 22, 2012

SOURCE: MASC

DRUG-FREE WORKPLACE POLICY

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

Notify all employees in writing that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the Schools' facilities as well as specify the actions that will be taken against employees for violation of such prohibitions;

1. Establish a drug-free awareness program to inform employees about the dangers of drug abuse in the workplace; the Schools' policy of maintaining a drug-free workplace; 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.
2. Make it a requirement that each employee whose employment is funded by a federal grant be given a copy of the statement as required.
3. 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 Schools of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction.
5. Notify the federal agency within ten (10) 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

FIRST READING: January 26, 2010

SECOND READING: May 22, 2012

ADOPTED: May 22, 2012

SOURCE: Dover Sherborn Regional Committee

TOBACCO USE ON SCHOOL PROPERTY BY STAFF MEMBERS

Smoking or the use of tobacco, e-cigarettes/vaporizers 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

FIRST READING: February 2, 2016

SECOND READING: Sherborn School Committee February 9, 2016, Dover Sherborn Regional School Committee, Dover School Committee , April 12, 2016

ADOPTED: April 12, 2016

SOURCE: MASC

STAFF PERSONAL SECURITY AND SAFETY

Through its overall safety program and various policies pertaining to school personnel, the Committees 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 medical examination and testing by a physician appointed by the Schools whenever that employee's health appears to be a hazard to children or others in the Schools or when a doctor's certificate is needed to verify need for sick leave.

LEGAL REFS.: M.G.L. 71:54; 7L55B; 71:55C

CROSS REFS.: EB, Environmental and safety Program
GCBD, Professional Staff Fringe Benefits
GDBD, Support Staff Fringe Benefits

FIRST READING: January 26, 2010

SECOND READING: May 22, 2012

ADOPTED: May 22, 2012

SOURCE: Dover Sherborn Regional Committee

WORKMEN'S COMPENSATION

All employees of the Dover-Sherborn Public Schools who are injured during the performance of their duties may be eligible under Workmen's Compensation. Any injury should be reported to the employee's immediate supervisor as soon as possible.

FIRST READING: January 26, 2010
SECOND READING: May 22, 2012
ADOPTED: May 22, 2012
SOURCE: Dover Sherborn Regional Committee

STAFF PARTICIPATION IN POLITICAL ACTIVITIES

The School Committees recognize that employees of the Schools 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 the Schools' facilities, equipment or supplies; discuss his/her 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
FIRST READING:	January 26, 2010
SECOND READING:	May 22, 2012
ADOPTED:	May 22, 2012
SOURCE:	MASC

PERSONNEL RECORDS

Information about staff members is required for the daily administration of the Schools for implementing salary and other personnel policies, for budget and financial planning, for responding to appropriate inquiries about employees, and for meeting the School Committees' 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/her 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/her written response in the file.
6. Lists of school system employees' names and home addresses will be released only to governmental agencies as required for official reports or by the laws.

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

FIRST READING: January 26, 2010

SECOND READING: May 22, 2012

ADOPTED: May 22, 2012

SOURCE: Dover Sherborn Regional Committee

STAFF COMPLAINTS AND GRIEVANCES

The School Committees will encourage the administration to develop effective means of resolving differences that may arise 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 Committees.

It is the Committees' desire that grievance procedures provide for prompt and equitable adjustment of differences 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 Schools employees may appeal a ruling of a Principal or other administrator to the Superintendent.
2. That all Schools employees may appeal a ruling of the Superintendent to a School Committee, except in those areas where the law has specifically assigned authority to the Principal and/or the Superintendent and Committee action would be in conflict with that law.
3. That all hearings of complaints before the Superintendent or a School 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 "grievances" as defined in the particular contract.

LEGAL REFS.:	M.G.L. 150E:5 and 8
CONTRACT REFS.:	All Contract Agreements
FIRST READING:	January 26, 2010
SECOND READING:	May 22, 2012
ADOPTED:	May 22, 2012
SOURCE:	MASC

RETIREMENT - TAX-SHELTERED ANNUITIES

Teachers may participate in tax-sheltered annuities in accordance with the Internal Revenue Code and General Laws of Massachusetts.

November 1, following the opening of school, shall be the last date in any school year that the School Committees will enter into a written agreement with any employee to purchase an individual or group annuity contract for such employee.

LEGAL REF.: M.G.L. 71:37b - School Committee authorized to purchase annuity contracts for employees

FIRST READING: January 26, 2010

SECOND READING: May 22, 2012

ADOPTED: May 22, 2012

SOURCE: Dover Sherborn Regional Committee

PROFESSIONAL STAFF POSITIONS

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

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

FIRST READING:	January 26, 2010
SECOND READING:	May 22, 2012
ADOPTED:	May 22, 2012
SOURCE:	Dover Sherborn Regional Committee

PROFESSIONAL STAFF SALARY SCHEDULES

Teachers

The School Committees will adopt a salary schedule for regular teaching personnel as part of the contract negotiated with the teachers' bargaining unit. The schedule will be designed to recognize and reward training and experience and encourage additional study for professional advancement.

Principals

Salaries will be reviewed annually prior to July 1. Each 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 a 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; 71:42B

CONTRACT REF.: Teachers' Agreement

FIRST READING: January 26, 2010

SECOND READING: May 22, 2012

ADOPTED: May 22, 2012

SOURCE: MASC

EMPLOYMENT OF PRINCIPALS

Principals shall be employed by the Schools under individual contracts of employment with a School Committee. Said contracts shall be submitted to the School Committee for its approval of all terms concerning compensation/benefits, prior to the presentation of a contract of employment to the Principal. The compensation/benefit levels 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 before April 1 must submit, with the school council, the educational goals and school improvement plan for the school building(s) under his/her direction.

FIRST READING: January 26, 2010

SECOND READING: May 22, 2012

ADOPTED: May 22, 2012

SOURCE: MASC

PROFESSIONAL STAFF SUPPLEMENTARY PAY PLANS

Certain assignments require extra responsibility or extra time over and above that required of other staff members who are on the same position on the basic salary schedule. When such supplemental assignments require extra time and responsibility beyond that regularly expected of teachers, they will be rewarded with extra compensation.

Assignments that are to be accorded extra compensation will be designated by School Committees. Appointments to these positions will be made by the Superintendent for schools-wide positions or by the Principal with the approval of the Superintendent for building-based personnel. The amount of compensation for the position will be established by a Committee at the time the position is created.

A teacher who is offered and undertakes a supplementary pay assignment will receive a supplementary contract specifying the pay, duration and terms of the assignment. Upon termination of the assignment, the supplementary pay will cease.

LEGAL REF.: Collective Bargaining Agreement

FIRST READING: January 26, 2010

SECOND READING: May 22, 2012

ADOPTED: May 22, 2012

SOURCE: MASC

FAMILY AND MEDICAL LEAVE

The Schools shall comply with the mandatory provisions of the Family and Medical Leave Act of 1993. The Superintendent shall issue, and from time to time amend, regulations setting forth the rights and procedures granted by the Act, and shall ensure compliance with those regulations either personally or by delegation, or by some combination of personal oversight and delegation.

LEGAL REFS.: P.L. 103-3, "Family and Medical Leave Act of 1993"

FIRST READING: January 26, 2010

SECOND READING: May 22, 2012

ADOPTED: May 22, 2012

SOURCE: MASC

PROFESSIONAL STAFF RECRUITING/POSTING OF VACANCIES

It is the responsibility of the Superintendent, with the assistance of the administrative staff, to determine the personnel needs of the Schools and it is the responsibility of the Principal, in consultation with the Superintendent, to determine the personnel needs of the individual schools. In addition, school councils may review personnel requirements as a means of evaluating the needs of a school. The creation or elimination of a position must be approved by the School Committee.

The search for good teachers and other professional employees will extend to a wide variety of educational institutions and geographical areas. It will take into consideration the characteristics of the towns and the need for a heterogeneous staff from various cultural backgrounds.

Recruitment procedures will not overlook the talents and potential of individuals already employed by the Schools. Any current employee may apply for any position for which he or she has certification and meets other stated requirements.

Openings in the Schools will be posted in sufficient time, before the position is filled, to permit current employees to submit applications.

LEGAL REFS.: Collective Bargaining Agreements

FIRST READING: January 26, 2010

SECOND READING: May 22, 2012

ADOPTED: May 22, 2012

SOURCE: MASC

PROFESSIONAL STAFF HIRING

Through its employment policies, the Schools 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 students 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 Schools and to locate suitable candidates. No position may be created without School Committee approval. The Schools' 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 students.

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, gender identity, 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 is directed to establish a representative screening committee. The administrator, with input from the screening committee, will recommend who shall be hired. For those positions where the hiring authority rests with a School Committee, a representative screening committee may be requested by a school committee to assist the Superintendent in making his/her recommendation to a School Committee.

LEGAL REFS.: M.G.L. 69:6; 71:38; 71:38G; 71:39; 71:45
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
BESE Regulations 603 CMR 7:00, 26:00 and 44:00

FIRST READING: October 21, 2014

SECOND READING: Dover School Committee October 28, 2014,
Dover-Sherborn Regional School Committee November 4, 2014
Sherborn School Committee November 18, 2014

ADOPTED: November 18, 2014

SOURCE: MASC

The Public Schools of Dover and Sherborn

PART-TIME AND SUBSTITUTE PROFESSIONAL STAFF EMPLOYMENT

Part-Time Teachers

Teachers may be employed on a part-time basis. The salary of part-time teachers will bear the same ratio to the first step of the salary schedule that the teacher would earn if employed full-time as the hours worked bear to the hours the teacher would work if employed full-time (for example, a teacher employed for half the number of hours would receive half the salary of a full-time teacher).

Substitute Teachers

Each building Principal will have the authority to employ as many substitute teachers as may be necessary to take the place of teachers who are temporarily absent. Periodically he/she will submit to the Superintendent a list of qualified substitutes for approval.

The Schools 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. When the supply of potential substitutes in a particular subject area is too limited to meet schools' needs, there will be active recruitment for substitutes in those areas. All substitute teachers will be expected to provide educational services, rather than to assume merely a student-supervisory role. They will be provided with as much support as possible by building administrators and teachers.

The School Committees will set the daily rate of pay for substitute teachers, including extended-term substitutes. The latter will be granted such additional benefits as approved by the School Committees.

FIRST READING: January 26, 2010

SECOND READING: May 22, 2012

ADOPTED: May 22, 2012

SOURCE: MASC

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.

Opportunities for professional growth may be provided through such means as the following:

1. Planned in-service programs and workshops offered within the Schools from time to time; these may include participation by outside consultants.
2. Membership on curriculum development committees drawing personnel from within and without the Schools.
3. Released time for visits to other classrooms and schools and for attendance at conferences, workshops, and other professional meetings.
4. Leaves of absence for graduate study, research, and travel.
5. Partial payment of tuition for approved courses.

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.

FIRST READING: January 26, 2010

SECOND READING: May 22, 2012

ADOPTED: May 22, 2012

SOURCE: MASC

PROFESSIONAL TEACHER STATUS

Teachers and certain other professional employees who have served in the Schools for three consecutive years shall be entitled to professional teacher status. The Superintendent, upon recommendation of the Principal, may award such status to a teacher who has served in the Principal's school for no less than one year or a teacher who has obtained such status in any other public school in the Commonwealth. The Superintendent will base his/her decisions on the results of evaluation procedures conducted according to School Committees' policy.

At the end of each of the first three years of a teacher's employment, it will be the responsibility of the Superintendent to notify each employee promptly in writing of the decision on reappointment. Notification to a teacher not being reappointed must be made by June 15 or at an earlier date if required by a collective bargaining agreement.

A teacher who attains professional teacher status will have continuous employment (as described in M.G.L. 71:41 and 71:42B) in the service of the Schools. A teacher with professional teacher status whose position is abolished by a School Committee may be continued in the employ of the school system in another position for which he or she is legally qualified.

Nothing in these provisions will be considered as restricting the Superintendent from changing teaching assignments or altering or abolishing supervisory assignments except that, by law, no teacher may be assigned to a position for which he or she is not legally qualified.

LEGAL REFS.: M.G.L. 71:38; 71:38G; 71:38H; 71:41; 71:42; 71:43
M.G.L. 71:42B

FIRST READING: January 26, 2010

SECOND READING: May 22, 2012

ADOPTED: May 22, 2012

SOURCE: Dover Sherborn Regional Committee

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 Committees. Regular reports will be made to the Superintendent concerning the outcomes of these evaluations.

The evaluation process may 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 evaluation process may include self-evaluation, supervisor initiated observations, and teacher initiated observations.

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 and his department chairman (if applicable) 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.

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

CONTRACT REF.: Teachers' Agreement

FIRST READING: January 26, 2010

SECOND READING: May 22, 2012

ADOPTED: May 22, 2012

SOURCE: MASC

RESIGNATION OF PROFESSIONAL STAFF MEMBERS

Professional staff members may discontinue their service in the school system during the school year by submitting a written notice of intent to resign to the appropriate hiring authority.

Such written notice of intent to resign will be given to the Superintendent. The staff member will be notified in writing of the Superintendent's action on the resignation.

When a resignation is accepted by the Superintendent the employee may be expected to continue in service at his or her assigned duties for a period of 30 days after submission of the resignation.

FIRST READING: January 26, 2010

SECOND READING: May 22, 2012

ADOPTED: May 22, 2012

SOURCE: MASC

RETIREMENT OF PROFESSIONAL STAFF MEMBERS

Annually, the Superintendent will inform each Committee of the professional staff members who have indicated their intention to retire at the end of the current school year. No further School Committee action is necessary unless approval is needed for the payment of or participation in continued local benefits.

LEGAL REFS.: Age Discrimination in Employment Law, P.L. 95-256

CONTRACT REFS.: Teachers' Contract

FIRST READING: January 26, 2010

SECOND READING: May 22, 2012

ADOPTED: May 22, 2012

SOURCE: MASC

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 Committees recognize the constitutional rights of the Schools' employees and assure 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 a school, 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

FIRST READING: January 26, 2010

SECOND READING: May 22, 2012

ADOPTED: May 22, 2012

SOURCE: Dover Sherborn Regional Committee

TUTORING FOR PAY

Definition: "Tutoring" means giving private instruction or help to an individual or group for which the teacher receives remuneration other than through a School Committee.

Tutoring is not to be recommended for a student unless the appropriate teacher of the student involved is consulted and agrees that it will be of real help. If tutoring seems advisable, the Principal may give the parent(s)/guardian(s) a list of persons who are willing to tutor. This list may include teachers, but not the student's teacher of the subject in which he or she is to be tutored.

FIRST READING:	January 26, 2010
SECOND READING:	May 22, 2012
ADOPTED:	May 22, 2012
SOURCE:	Dover Sherborn Regional Committee

SUPPORT STAFF POSITIONS

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

All support staff positions will be established initially by the Committees. In each case, the Superintendent will submit for a 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 job descriptions and job specifications are available for review in the Superintendent's office.

FIRST READING:	January 26, 2010
SECOND READING:	May 22, 2012
ADOPTED:	May 22, 2012
SOURCE:	Dover Sherborn Regional Committee

SUPPORT STAFF CONTRACTS AND COMPENSATION PLANS

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

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.

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

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

CROSS REFS.: GDB sub codes (all relate to compensation)\
All Contracts

FIRST READING: January 26, 2010

SECOND READING: May 22, 2012

ADOPTED: May 22, 2012

SOURCE: MASC

SUPPORT STAFF VACATIONS AND HOLIDAYS

Holidays

The school calendar, as adopted by the School Committees, establishes holidays and school recess periods for the employees who work on teacher and/or student days.

Employees who work on a 12-month basis will be granted paid holidays on all legal holidays and such other holidays as designated by the School Committees. They will also be expected to report to work during school recess periods unless days during these periods are considered official and designated as paid holidays by the Committees.

To qualify for holiday pay, the employee must be at work on the day before and the day following the holiday, unless his absence is approved on the basis of current leave policies.

Vacations

All 12-month employees will be eligible for paid-vacations in accordance with the following:

1-5 years	two weeks vacation
5-10 years	three weeks vacation
After 10 years	four weeks vacation

Support staff members employed on 10-month basis will be granted two weeks' paid vacation after completing 10 full years of services in the school system.

LEGAL REFS.:	M.G.L. 4:7; 136:12
CONTRACT REFS.	All support staff contracts
FIRST READING:	January 26, 2010
SECOND READING:	May 22, 2012
ADOPTED:	May 22, 2012
SOURCE:	MASC

SUPPORT STAFF RECRUITING/POSTING OF VACANCIES

The School Committees will establish, and budget for, support staff positions in the Schools on the basis of need.

The recruitment and selection of candidates for such positions will be the responsibility of the Principal for building based positions, and the Superintendent for system-wide positions, who will confer with Principals and other supervisory personnel, as appropriate, in making a selection.

All support staff vacancies will be made known to all support staff personnel.

FIRST READING: January 26, 2010

SECOND READING: May 22, 2012

ADOPTED: May 22, 2012

SOURCE: MASC

SUPPORT STAFF HIRING

All candidates will be considered on the basis of their merits, qualifications, and the needs of the Schools. In each instance, the Superintendent and others playing a role in the selection process will seek to employ the best qualified person for the job.

Vacancies in positions will be filled by the Superintendent and/or the Principal in accordance with the law and with the applicable regulations.

LEGAL REFS.: M.G.L. 71:55B; 71:59B

FIRST READING: January 26, 2010

SECOND READING: May 22, 2012

ADOPTED: May 22, 2012

SOURCE: MASC

SUPPORT STAFF ASSIGNMENTS AND TRANSFERS

The Superintendent will make system-wide assignments and transfers of support staff members for the efficient operation of the Schools as necessary.

The preferences of employees will be taken into consideration in making assignments and transfers; however, the best interests of students and the Schools must be given priority.

Within an individual school, the Principal may assign support staff members to tasks appropriate to their positions and qualifications.

CONTRACT REFS.: All Support Staff Agreements

FIRST READING: January 26, 2010

SECOND READING: May 22, 2012

ADOPTED: May 22, 2012

SOURCE: MASC

SUPPORT STAFF TIME SCHEDULES

The workday and the work year for members of the support staff will be as set forth on the salary schedule.

Specific time schedules for support staff members will be set by the appropriate administrators in line with pertinent school opening and closing times, student schedules, and so on. Administrators will inform the Superintendent of the assigned schedules so that there may be continuity as needed throughout the Schools.

FIRST READING: January 26, 2010

SECOND READING: May 22, 2012

ADOPTED: May 22, 2012

SOURCE: MASC

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 Committees.

The evaluation will cover the major areas of the employee's responsibilities and will include the following:

1. Specific work assignment
2. Attitude toward students
3. Attitude toward public education
4. Attitude toward supervisors, teachers, and fellow employees
5. Work habits

Each employee will be informed of the basis upon which he/she is to be evaluated in advance of evaluation.

CONTRACT REFS.: All support staff agreements

FIRST READING: January 26, 2010

SECOND READING: May 22, 2012

ADOPTED: May 22, 2012

SOURCE: MASC

SUPPORT STAFF PROMOTIONS

When support staff vacancies are to be filled, preference will be given to qualified applicants from within the Schools, provided their qualifications (proven and potential ability, training, experience, and personal characteristics) are equal to those of other applicants. However, the best qualified person from among all who apply within and outside the Schools will be selected.

The performance of an employee promoted to a higher position will be reviewed during the probationary period in the new job. The employee will discuss the reviews with his/her supervisor or Principal and will receive a copy of each. At the completion of the appraisal period, the employee will be notified of continued employment in his new position or reinstatement in his former one.

FIRST READING: January 26, 2010

SECOND READING: May 22, 2012

ADOPTED: May 22, 2012

SOURCE: MASC

RETIREMENT OF SUPPORT STAFF MEMBERS

All full-time non-instructional personnel are required to participate in the Commonwealth of Massachusetts Retirement System.

Periodically, the Superintendent will present to the Committees the names of support staff members who have indicated their intentions to retire.

LEGAL REFS.: Age Discrimination in Employment Law, P.L. 95-256
 M.G.L. 71:16F

FIRST READING: January 26, 2010

SECOND READING: May 22, 2012

ADOPTED: May 22, 2012

SOURCE: MASC

SUSPENSION AND DISMISSAL OF SUPPORT STAFF MEMBERS

Support staff employees employed by the Schools may be terminated by the Principal of the building in which they serve with the approval of the Superintendent. However, employees may request the Superintendent to review the circumstances of their termination.

Support staff employees will generally be given notice of their dismissal two weeks prior to the effective date.

The Superintendent, or the Principal, with the approval of the Superintendent, may also suspend employees from their assignments.

FIRST READING: January 26, 2010

SECOND READING: May 22, 2012

ADOPTED: May 22, 2012

SOURCE: Dover Sherborn Regional Committee