

	CODE		
0. Concepts and Roles.....	4000	BP	
A. Firearms Prohibition.....	4010	BP (Obsolete)	
B. Drug-Free Workplace.....	4020	BP	
C. Non-Discrimination in Employment.....	4030	BP	
D. Complaints Concerning Discrimination In Employment	4031		AR
E. Reasonable Accommodation.....	4032		
F. Lactation Accommodation.....	4033		
G. Employee Use of District Technology.....	4040	BP	AR
1. Certificated Personnel.....	4100		
A. Permanent/Probationary.....	4110	(Obsolete)	
1. Recruitment and Selection.....	4111	BP	
a. Affirmative Action (4211.1, 4311.1).....	4111.1	BP (Obsolete)	
b. Legal Status Requirement (4211.2, 4311.2).....	4111.2	BP	AR
2. Appointment and Conditions of Employment.....	4112		
a. Contracts.....	4112.1		
b. Certification.....	4112.2	BP	
(1) District Interns.....	4112.21		
(2) Staff for Limited-English Proficiency Programs.....	4112.22	BP	
(3) Special Education Staff.....	4112.23		
(4) Teacher Qualifications Under the No Child Left Behind Act.....	4112.24		
c. Oaths or Affirmation.....	4112.3		
d. Health Examinations (4212.4, 4312.4).....	4112.4	BP	
(1) New Employees.....	4112.41	BP	
(2) Drug and Alcohol Testing for Bus Drivers.....	4112.42		
e. Security/Credit Check.....	4112.5		
f. Personnel Records.....	4112.6		
(1) Employee References (4212.61, 4312.61).....	4112.61	BP	AR
(2) Maintenance of Criminal Offender Records.....	4112.62		
g. Employment of Relatives (4212.8, 4312.8).....	4112.8	BP	
h. Signed Statements (4212.9, 4312.9).....	4112.9	BP	AR E
3. Assignment.....	4113	BP	AR
a. Temporary Modified/Light-Duty Assignment.....	4113.4		
4. Transfers.....	4114		
5. Evaluation/Supervision.....	4115		
6. Probationary/Permanent Status.....	4116	BP	
7. Separation.....	4117	(Obsolete)	
a. Retirement.....	4117.1	BP (Obsolete)	
(1) Pre-Retirement Part-Time Employment.....	4117.11		
(2) Early Retirement Consultancy Contract.....	4117.12	BP	AR (Obsolete)
(3) Early Retirement Option.....	4117.13		
(4) Postretirement Employment.....	4117.14		
b. Resignation (4317.2).....	4117.2	BP	
c. Personnel Reduction.....	4117.3	BP	
d. Dismissal.....	4117.4	BP	

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	e.	Termination Agreements (4217.5, 4317.5).....	4117.5	BP	
	f.	Decision to Not Rehire.....	4117.6		
	g.	Employment Status Reports.....	4117.7		
8.		Suspension/Disciplinary Action.....	4118	BP	
9.		Rights, Responsibilities.....	4119	(Obsolete)	
	a.	Civil and Legal Rights (4219.1, 4319.1).....	4119.1	BP	
	(1)	Sexual Harassment (4219.11, 4319.11).....	4119.11	BP	AR
	b.	Professional Responsibilities.....	4119.2	(Obsolete)	
	(1)	Code of Ethics (4219.21, 4319.21).....	4119.21	BP	E
	(2)	Conduct and Dress (4219.22, 4319.22).....	4119.22	BP	AR
	(3)	Unauthorized Release of Confidential/ Privileged Information (4219.23, 4319.23).....	4119.23	BP	
	(4)	Political Activities of Employees.....	4119.25	BP	AR
	c.	Infectious Disease.....	4119.4	(Obsolete)	
	(1)	Employees with Infectious Disease (4219.41, 4319.41)	4119.41	BP	
	(2)	Infectious Disease Education.....	4119.42	BP	
	a.	Blood-Borne Pathogens.....	4119.42(a)	BP	
	(3)	Universal Precautions.....	4119.43		
B.		Temporary and Part-Time Personnel.....	4120	BP (Obsolete)	
	1.	Substitute Teachers.....	4121	BP	AR
	2.	Temporary Athletic Team Coaches.....	4127		
C.		Activities.....	4130	(Obsolete)	
	1.	Staff Development.....	4131	BP	
	a.	Exchange Teaching.....	4131.1		
	b.	Professional Growth.....	4131.5	BP (Obsolete)	
	2.	Publication or Creation of Materials, (includes copyrights and patents) (4232, 4332).....	4132	BP	
	3.	Travel; Reimbursement (4233, 4333).....	4133	BP (Obsolete)	
	4.	Soliciting and Selling.....	4135	BP	
	5.	Non-School Employment (4236, 4336).....	4136	BP	
D.		Organizations/Units.....	4140		
	1.	Agreement.....	4141		
	a.	Concerted Actions/Work Stoppage (4241.6).....	4141.6	BP	
	2.	Negotiations/Consultants.....	4143		
	a.	Public Notice – Personnel Negotiations (4243.1).....	4143.1	BP	
	3.	Complaints (4244, 4344).....	4144	BP	AR
E.		Compensation and Related Benefits.....	4150	(Obsolete)	
	1.	Salary Guides.....	4151		
	2.	Salary Checks and Deductions (4252, 4352).....	4152	BP (Obsolete)	
	3.	Health and Welfare Benefits (4254).....	4154		
	a.	Wellness.....	4154(a)	BP	
	4.	Recognition by and Awards from the Governing Board.....	4156.2		
	5.	Reimbursement, Uniforms and Allowances (4256.3, 4356.3).....	4156.3	BP	

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6.	Employee Safety (4257, 4357).....	4157	BP	AR	
a.	Work-Related Injuries.....	4157.1			
b.	Ergonomics.....	4157.2			
7.	Employee Security.....	4158		AR	
8.	Employee Assistance Programs (4259, 4359).....	4159	BP		
F.	Leaves and Vacations.....	4160	(Obsolete)		
1.	Leaves.....	4161			
a.	Personal Illness and Injury Leave.....	4161.1			
(1)	Industrial Accident/Illness.....	4161.11			
b.	Personal Leaves (4261.2, 4361.2).....	4161.2	BP	AR	E
c.	Professional (includes sabbatical).....	4161.3			
d.	Military.....	4161.5			
2.	Vacation/Holidays.....	4161.8			
3.	Catastrophic Leave Program.....	4161.9			
2.	Classified Personnel.....	4200	BP		
A.	Permanent/Probationary.....	4210	(Obsolete)		
1.	Recruitment and Selection.....	4211	BP		
a.	Affirmative Action (see 4111.1).....	4211.1	BP (Obsolete)		
b.	Legal Status Requirement (see 4111.2).....	4211.2	BP	AR	
2.	Appointment and Conditions of Employment.....	4212	BP		
a.	Oaths or Affirmation.....	4212.3			
b.	Health Examinations (see 4112.4).....	4212.4	BP		
(1)	New Employees (see 4112.41).....	4212.41	BP		
(2)	Drug and Alcohol Testing for School Bus Drivers.....	4212.42			
c.	Security/Credit Check.....	4212.5			
(a)	Criminal Offender Record Information.....	4212.5(a)	BP	E	
d.	Personnel Records (see 4112.6).....	4212.6			
(1)	Employment References (see 4112.61).....	4212.61	BP	AR	
(2)	Maintenance of Criminal Offender Records.....	4212.62			
e.	Nepotism: Employment of Relatives (see 4112.8).....	4212.8	BP		
f.	Signed Statements (see 4112.9).....	4212.9	BP	AR	E
3.	Assignment/Classification.....	4213	(Obsolete)		
a.	Temporary Modified/Light-Duty Assignment.....	4213.4			
4.	Evaluation/Supervision.....	4215			
5.	Probationary / Permanent Status.....	4216			
6.	Separation.....	4217	(Obsolete)		
a.	Preretirement Part-Time Employment.....	4217.11			
b.	Resignation.....	4217.2	BP		
c.	Layoff/Rehire.....	4217.3			
d.	Termination Agreements (see 4117.5).....	4217.5	BP		
7.	Dismissal / Suspension / Disciplinary Action.....	4218		AR	

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8.	Rights, Responsibilities and Duties.....	4219		
a.	Civil and Legal Rights (see 4119.1).....	4219.1	BP	
	(1) Sexual Harassment (see 4119.11).....	4219.11	BP	AR
b.	Employment Responsibilities.....	4219.2	BP	
	(1) Code of Ethics...(see 4119.21, 4319.21).....	4219.21	BP	E
	(2) Conduct and Dress (see 4119.22, 4319.22).....	4219.22	BP	AR
	(3) Unauthorized Release of Confidential/ Privileged Information (see 4119.23).....	4219.23	BP	
	(4) Political Activities of Employees (see 4119.25)....	4219.25	BP	AR
c.	Infectious Disease.....	4219.4		
	(1) Employees with Infectious Disease (see 4119.41).	4219.41	BP	
	(2) Infectious Disease Education (see 4119.42).....	4219.42		
	(3) Universal Precautions.....	4219.43		
	(4) Alcohol and Controlled Substance Testing.....	4219.50	BP	AR
B.	Temporary and Part-Time Personnel.....	4220		
1.	Teacher Aides/Paraprofessionals.....	4222	BP	
2.	Temporary Athletic Team Coaches (see 4127).....	4227		
C.	Activities.....	4230		
1.	Staff Development.....	4231		
2.	Publication or Creation of Materials (includes copyrights and patents) (see 4132).....	4232	BP	
3.	Travel Reimbursement (see 4133).....	4233	BP	
4.	Meetings.....	4234	BP	
5.	Soliciting and Selling (see 4135).....	4235	BP	
6.	Non-School Employment.....	4236		
D.	Organizations/Units.....	4240		
1.	Agreement (see 4141).....	4241		
a.	Concerted Activities/Work Stoppage (see 4141.6).....	4241.6	BP	
2.	Negotiations/Consultants.....	4243	BP	
a.	Public Notice-Personnel Negotiations (See 4143.1).....	4243.1	BP	
3.	Grievances/Complaints (see 4144, 4344).....	4244	BP	AR
E.	Compensation and Related Benefits.....	4250		
1.	Salary Guides (see 4151).....	4251		
2.	Salary Checks and Deductions (see 4152).....	4252	BP	
3.	Insurance/Health & Welfare Benefits (see 4154, 4154a).....	4254	BP	
4.	Employment Amenities.....	4256		
a.	Recognition by Awards from the Governing Board (see 4156.2).....	4256.2		
b.	Reimbursement, Uniforms and Allowances (see 4156.3).....	4256.3	BP	
5.	Employee Safety (see 4157).....	4257	BP	AR
a.	Work-Related Injuries.....	4257.1		
b.	Ergonomics.....	4257.2		
6.	Employee Protections (personal security) (see 4158).....	4258		AR
7.	Employee Assistance Programs (see 4159).....	4259	BP	

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F.	Leaves and Vacations.....	4260			
1.	Leaves (see 4161).....	4261			
a.	Personal Illness and Injury Leave.....	4261.1			
	(1) Industrial Accidents/Illness.....	4261.11			
b.	Personal (includes family illness, quarantine, bereavement, legal & civic duties, religious observance, emergency) (see 4161.2).....	4261.2	BP	AR	E
c.	Occupational Purposes.....	4261.3			
d.	Military.....	4261.5			
e.	Family Care and Medical Leave.....	4261.8			
f.	Catastrophic Leave Program.....	4261.9			
3.	Management, Supervisory & Confidential Personnel.....	4300	BP		
A.	Administrative Staff Organization.....	4301			
B.	Permanent/Probationary.....	4310			
1.	Recruitment and Selection.....	4311			
a.	Affirmative Action (see 4111.1).....	4311.1	BP		
b.	Legal Status Requirement (see 4111.2).....	4311.2	BP	AR	
2.	Appointment and Conditions of Employment.....	4312			
a.	Contracts.....	4312.1			
b.	Oaths or Affirmation (see 4112.3).....	4312.3			
c.	Health Examinations (see 4112.4).....	4312.4	BP		
	(1) Employee Drug Testing.....	4312.41			
	(2) Drug and Alcohol Testing for School Bus Drivers.....	4312.42			
d.	Security/Credit Check.....	4312.5			
e.	Personnel Records (see 4112.6).....	4312.6			
	(1) Employment References (see 4112.61).....	4312.61	BP	AR	
	(2) Maintenance of Criminal Offender Records.....	4312.62			
f.	Nepotism: Employment of Relatives (see 4112.8).....	4312.8	BP		
g.	Signed Statements (see 4112.9).....	4312.9	BP	AR	E
3.	Assignment/Classification.....	4313			
a.	Promotion/Demotion/Reclassification.....	4313.2	BP	AR	
b.	Temporary Modified/Light Duty Assignment.....	4313.4			
4.	Transfer/Reassignment.....	4314	BP	AR	
5.	Evaluation/Supervision.....	4315	BP		
a.	Administrator Competence in Evaluation.....	4315.1	BP	AR	
6.	Separation.....	4317			
a.	Retirement.....	4317.1			
	(1) Pre-Retirement Part-Time Employment (see 4117.11).....	4317.11			
	(2) Early Retirement Consultancy Contract (see 4117.12).....	4317.12	BP	AR	
	(3) Early Retirement Option (see 4117.13).....	4317.13	BP		
	(4) Postretirement Employment.....	4317.14			

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	b.	Resignation (see 4117.2).....	4317.2	BP	
	c.	Personnel Reduction.....	4317.3	BP	
	d.	Termination Agreements (see 4117.5).....	4317.5	BP	
	e.	Employment Status Report.....	4317.7		
7.		Rights, Responsibilities and Duties.....	4319		
	a.	Civil and Legal Rights (see 4119.1).....	4319.1	BP	
		(1) Sexual harassment (see 4119.11).....	4319.11	BP	AR
	b.	Professional Responsibilities.....	4319.2		
		(1) Code of Ethics (see 4119.21, 4219.21).....	4319.21	BP	AR
		(2) Conduct and Dress.....	4319.22		
		(3) Unauthorized Release of Confidential/ Privileged Information (see 4119.23).....	4319.23	BP	
		(4) Political Activities of Employees (see 4119.25)...	4319.25		
	c.	Duties of Personnel.....	4319.3	BP	
	d.	Infectious Disease.....	4319.4		
		(1) Employees with Infectious Disease (see 4119.41)	4319.41	BP	
		(2) Infectious Disease Education (see 4119.42).....	4319.42	BP	
		(3) Universal Precautions.....	4319.43		
C.		Temporary and Part-Time Personnel.....	4320		
	1.	Temporary Athletic Team Coaches (see 4127).....	4327		
D.		Activities.....	4330		
	1.	Staff Development.....	4331		
	2.	Publications or Creation Materials (includes copyrights and patents) (see 4132).....	4332	BP	
	3.	Travel Reimbursement (see 4133).....	4333	BP	
	4.	Soliciting and Selling (see 4135).....	4335	BP	
	5.	Non-School Employment (see 4136).....	4336		
E.		Professional Organizations.....	4340		
F.		Grievances/Complaints (see 4144, 4244).....	4344	BP	AR
G.		Compensation and Related Benefits.....	4350		
	1.	Salary Guides.....	4351		
	2.	Salary Checks and Deductions (see 4152).....	4352	BP	
	3.	Insurance/Health & Welfare Benefits (see 4154).....	4354		
	4.	Employment Amenities.....	4356		
		a. Recognition by and Awards from the Governing Board (see 4156.2).....	4356.2		
		b. Reimbursements, Uniforms and Allowances (see 4156.3).....	4356.3	BP	
	5.	Employee Safety (see 4157).....	4357	BP	AR
		a. Work-Related Injuries.....	4357.1		
		b. Ergonomics.....	4357.2		
	6.	Employee Protection (personal security) (see 4158).....	4358		AR
	7.	Employee Assistance Program (see 4159).....	4359	BP	

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H.	Leaves & Vacations (see 4160).....	4360		
1.	Leaves.....	4361	BP	
a.	Personal Illness & Injury Leave (see 4161.1).....	4361.1		
	(1) Industrial Accident/Illness (see 4161.11).....	4361.11		
b.	Personal (includes family illness, quarantine, bereavement, legal & civic duties, religious observance, emergency) (see 4161.2).....	4361.2	BP	AR E
c.	Military.....	4361.5		
d.	Family Care and Medical Leave.....	4361.8		
e.	Catastrophic Leave Program.....	4361.9		