



SAN LUIS VALLEY BOCES

2022-2023 HANDBOOK

2261 Enterprise Drive Alamosa, CO 81101 (719) 589-5851 ~ Fax: (719) 589-5007



Slogan:

“Culture of Excellence”

Vision:

“By maximizing resources through collaboration and being on the leading edge of educational systems we will be recognized, valued and respected as a great BOCES.”

Mission:

Through collaboration with member districts, the SLV BOCES brings a culture of excellence to education. The SLV BOCES empowers schools, families, and communities by providing services, support, and leadership to promote student achievement and success in life for all.

Our core values will be governed by the BOCES overall importance to become a “Culture of Excellence.”

1. We recognize that children are the cornerstone of building the future.
2. Building relationships with integrity.
3. Teamwork and communication promote opportunities to maximize student progress and success.



2022 -2023

San Luis Valley Board of Directors

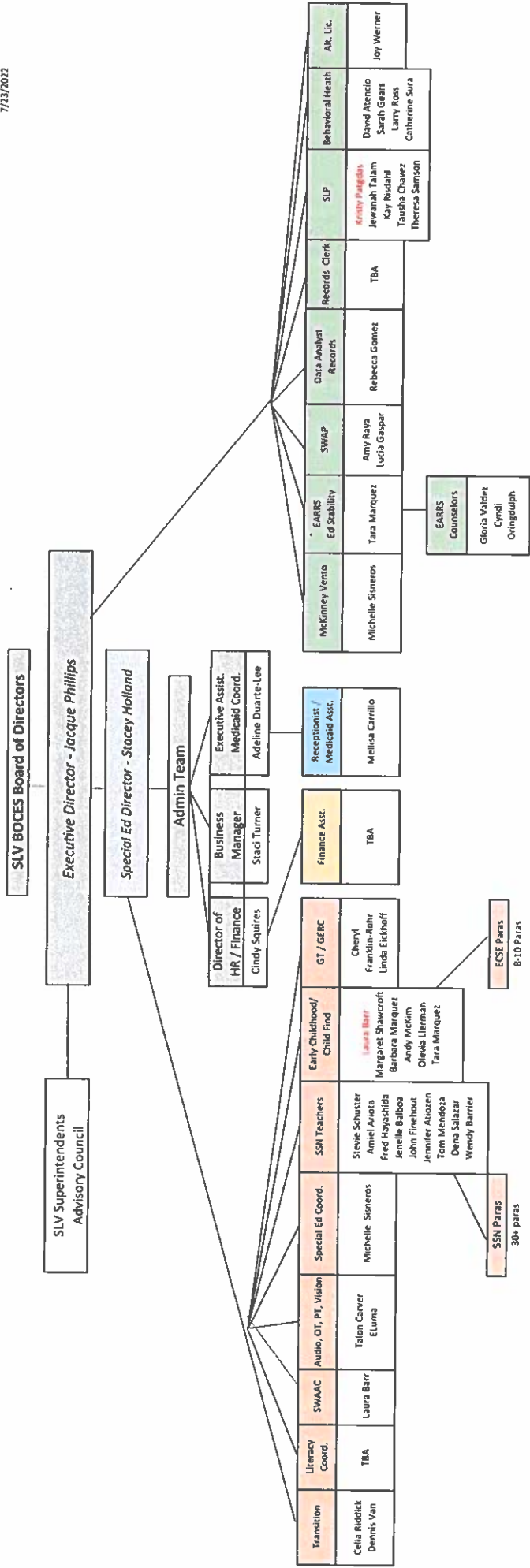
| | |
|------------------|----------------------|
| Alamosa | April Gonzales |
| Centennial | Dwight Mondragon |
| Center | Lyn Bogle |
| Creede | Jennifer Castleberry |
| Moffat | Tina Eastman |
| Monte Vista | Kurt Holland |
| Mountain Valley | Jim Jaminet |
| North Conejos | Chuck Finnegan |
| Sanford | Dylan Mortensen |
| Sangre de Cristo | Stacey Eskew |
| Sargent | Gina Mitchell |
| Sierra Grande | Ramon Garcia |
| South Conejos | Kristie Duran |
| Upper Rio Grande | Cory Off |

Superintendents Advisory Council

| | |
|------------------|-------------------|
| Alamosa | Dr. Diana Jones |
| Centennial | Toby Melster |
| Center | Carrie Zimmerman |
| Creede | Keith Crispell |
| Moffat | Joe Garcia |
| Monte Vista | Scott Wiedeman |
| Mountain Valley | Jeff Bollinger |
| North Conejos | Darren Edgar |
| Sanford | Kevin Edgar |
| Sangre De Cristo | David Crews |
| Sargent | Brian Crowther |
| Sierra Grande | Kevin Jones |
| South Conejos | Dr. Emma Martinez |
| Upper Rio Grande | Aaron Horrocks |

2022-2023
San Luis Valley Organizational Chart

7/23/2022



2022 - 2023 SLV BOCES Staff

| Last | First | Position | Location | Email | Location Number |
|------------------|----------|-------------------------------|------------------------------|---------------------------------|-----------------|
| Archuleta | Cecil | Paraprofessional | Monte Vista High School | carchuleta@slvbooces.org | 719-852-3586 |
| Ariota | Armiel | SSN Teacher | Alamosa High School | aariota@slvbooces.org | 719-587-6000 |
| Atencio | David | Special Education Facilitator | SLV BOCES Office | datencio@slvbooces.org | 719-587-5454 |
| Atizon | Jennifer | SSN Teacher | Monte Vista Bill Metz | jatizon@slvbooces.org | 719-852-4041 |
| Balboa | Jenelle | SSN Teacher | Monte Vista Marsh Elementary | jbalboa@slvbooces.org | 719-852-3231 |
| Barr | Laura | ECSE Teacher | SLV BOCES Office | larr@slvbooces.org | 719-587-5431 |
| Barrier | Wendy | SSN Teacher | Alamosa Elementary K-2 | wbarrier@slvbooces.org | 719-587-6600 |
| Blankensop | Charlene | SSN Paraprofessional | Monte Vista Bill Metz | cblankensop@slvbooces.org | 719-852-4041 |
| Busolo | Melissa | Regional Literacy Coach | SLV BOCES Office | mbusolo@slvbooces.org | 719-589-5851 |
| Carrillo | Melissa | Receptionist/Med Ass't | SLV BOCES Office | mcarrillo@slvbooces.org | 719-589-5851 |
| Carrillo | Wendy | Paraprofessional Floater | SLV BOCES Office | wcarrillo@slvbooces.org | 719-589-5851 |
| Carver | Talon | Occupational Therapist | SLV BOCES Office | tearver@slvbooces.org | 719-589-5851 |
| Chavez | Tausha | Speech Therapist | SLV BOCES Office | tchavez@slvbooces.org | 719-589-5851 |
| Cisneros | Brandi | ECSE Paraprofessional | Little Treasures | bcisneros@slvbooces.org | 719-274-0102 |
| Cisneros | Felicia | ECSE Paraprofessional | Alamosa High School | fcisneros@slvbooces.org | 719-587-6000 |
| Duarte-Lee | Adeline | Medicaid Coord/Adm Ass't | SLV BOCES Office | alee@slvbooces.org | 719-587-5418 |
| DuPont | Alycia | ECSE Paraprofessional | Del Norte Head Start | adupont@slvbooces.org | 719-657-3241 |
| Eickhoff | Linda | GERC Coordinator | SLV BOCES Office | leickhoff@slvbooces.org | 719-589-5851 |
| Finehout | John | SSN Teacher | North Conejos School | jfinehout@slvbooces.org | 719-274-5174 |
| Flores Lozano | Sonya | SSN Paraprofessional | Monte Vista Middle School | sflores@slvbooces.org | 719-852-3215 |
| Franklin-Rohr | Cheryl | GT Coordinator | SLV BOCES Office | cfranklin-rohr@slvbooces.org | 719-589-5851 |
| Garcia | George | SSN Paraprofessional | Alamosa Elementary K-2 | ggarcia@slvbooces.org | 719-587-6600 |
| Gaspar | Lucia | SWAP Specialist | SLV BOCES Office | lgaspar@slvbooces.org | 719-589-5851 |
| Gears | Sarah | School Psychologist | SLV BOCES Office | sgears@slvbooces.org | 719-589-5851 |
| Gomez | Rebecca | Records Analyst | SLV BOCES Office | rgomez@slvbooces.org | 719-587-5402 |
| Green | Eileen | ECSE Paraprofessional | Alamosa Elementary K-2 | egreen@slvbooces.org | 719-587-6600 |
| Green | Linda | ECSE Paraprofessional | Gingerbread House | lgreen@slvbooces.org | 719-937-4654 |
| Gutierrez-Torres | Lori | SSN Paraprofessional | Transition Program | lgutierrez-torres@slvbooces.org | 719-589-5851 |
| Gutierrez | Bernice | SSN Paraprofessional | Monte Vista High School | bgutierrez@slvbooces.org | 719-852-3586 |

| | | | | | |
|------------------|-----------|-------------------------|---------------------------|---------------------------------|--------------|
| Hayashida | Fred | SSN Teacher | Monte Vista High School | fnayashida@slvbooces.org | 719-852-3586 |
| Holland | Stacey | Special Ed Director | SLV BOCES Office | sholland@slvbooces.org | 719-589-5851 |
| Large | Alexandra | ECSE Paraprofessional | Center Head Start | alarge@slvbooces.org | 719-754-3191 |
| Lierman | Oleva | ECSE Teacher | SLV BOCES Office | olierman@slvbooces.org | 719-589-5851 |
| Limtiaco | Marci | SSN Paraprofessional | Ortega Middle School | mlimtiaco@slvbooces.org | 719-587-1650 |
| Lopez | Tonita | SSN Paraprofessional | Alamosa High School | tlopez@slvbooces.org | 719-587-6000 |
| Mares | Crystal | SSN Paraprofessional | North Conejos School | cmares@slvbooces.org | 719-274-5174 |
| Marquez | Barbara | ECSE Teacher | SLV BOCES Office | bmarquez@slvbooces.org | 719-587-5434 |
| Marquez | Tara | Child Find/Grants Coord | SLV BOCES Office | tmarquez@slvbooces.org | 719-587-5451 |
| Martinez | Rosita | SSN Paraprofessional | Alamosa Elementary K-2 | rmartinez@slvbooces.org | 719-587-6600 |
| McKim | Andy | ECSE Teacher | SLV BOCES Office | amckim@slvbooces.org | 719-589-5851 |
| Mendoza | Tom | SSN Teacher | Alamosa Elementary 3-5 | tmendoza@slvbooces.org | 719-587-6650 |
| Montoya | Lisa | SSN Paraprofessional | Alamosa High School | lmontoya@slvbooces.org | 719-587-6000 |
| O'Cana | Angel | SSN Paraprofessional | Monte Vista Middle School | aocana@slvbooces.org | 719-852-3215 |
| Oringdulph | Cyndi | EARSS Counselor | Alamosa Elementary 3-5 | coringdulph@slvbooces.org | 719-587-6650 |
| Ortega | Julie | SSN Paraprofessional | Monte Vista Bill Metz | jortega@slvbooces.org | 719-852-4041 |
| Patigdas | Kristy | Speech Therapist | SLV BOCES Office | kpatigdas@slvbooces.org | 719-589-5851 |
| Phillips | Jacque | Executive Director | SLV BOCES Office | jphillips@slvbooces.org | 719-589-5851 |
| Quintana-Scheibe | Lisa | SSN Paraprofessional | North Conejos School | lquintana-scheibe@slvbooces.org | 719-274-5174 |
| Ramirez | Kathleen | SSN Paraprofessional | Ortega Middle School | kramirez@slvbooces.org | 719-587-1650 |
| Raya | Amy | SWAP Coordinator | SLV BOCES Office | araya@slvbooces.org | 719-587-5410 |
| Riddick | Celia | SSN Teacher | Transition Program | criddick@slvbooces.org | 719-589-5851 |
| Risdahl | Kay | Speech Therapist Asst. | SLV BOCES Office | krisdahl@slvbooces.org | 719-589-5851 |
| Robinson | Janna | SSN Paraprofessional | North Conejos School | jrobinson@slvbooces.org | 719-274-5174 |
| Romero | Emily | COMTSS Reg Coordinator | SLV BOCES Office | eromero@slvbooces.org | 719-589-5851 |
| Ross | Lawrence | School Psychologist | SLV BOCES Office | lross@slvbooces.org | 719-589-5851 |
| Salazar | Anna | SSN Paraprofessional | Monte Vista Middle School | asalazar@slvbooces.org | 719-852-3215 |
| Salazar | Dena | SSN Teacher | Monte Vista Middle School | dsalazar@slvbooces.org | 719-852-3215 |
| Samson | Therese | Speech Therapist | SLV BOCES Office | tsamson@slvbooces.org | 719-589-5851 |
| Schuster | Stevie | SSN Teacher | Ortega Middle School | sschuster@slvbooces.org | 719-587-1650 |
| Shawcroft | Margaret | ECSE Teacher | SLV BOCES Office | mshawcroft@slvbooces.org | 719-587-5406 |

| | | | | | |
|----------|----------|-----------------------------|----------------------------|------------------------|--------------|
| Silva | Jessica | SSN Paraprofessional | Alamosa Elementary K-2 | jsilva@slvboces.org | 719-587-6600 |
| Sisneros | Michelle | Special Ed/Grants Coord | SLV BOCES Office | msisneros@slvboces.org | 719-589-5851 |
| Smelley | Bill | SSN Paraprofessional | Ortega Middle School | wsmelley@slvboces.org | 719-587-1650 |
| Sosusco | Machelle | ECSE Paraprofessional | Monte Vista Head Start | msosusco@slvboces.org | 719-852-3215 |
| Squires | Cindy | HR/Payroll Director | SLV BOCES Office | csquires@slvboces.org | 719-589-5851 |
| Talam | Jewanah | Speech Therapist | SLV BOCES Office | jtalam@slvboces.org | 719-589-5851 |
| Trujillo | Delilah | SSN Paraprofessional | Sangre de Cristo Preschool | dtrujillo@slvboces.org | 719-378-2381 |
| Trujillo | Roxann | ECSE Paraprofessional | Alamosa Elementary 3-5 | rtujillo@slvboces.org | 719-587-6650 |
| Turner | Staci | Business Manager | SLV BOCES Office | sturner@slvboces.org | 719-589-5851 |
| Valdez | Alycia | SSN Paraprofessional | Alamosa Elementary 3-5 | avaldez@slvboces.org | 719-587-6650 |
| Valdez | Gloria | Behavior Counselor | SLV BOCES Office | gvaldez@slvboces.org | 719-589-5851 |
| Van | Dennis | Transition Paraprofessional | Transition Program | dvan@slvboces.org | 719-589-5851 |
| Vargas | Alyssa | ECSE Paraprofessional | Center Head Start | avargas@slvboces.org | 719-754-3191 |
| Werner | Joy | Alt Teach Lic Coach | SLV BOCES Office | jwerner@slvboces.org | 719-589-5851 |
| Wright | Erlene | SSN Paraprofessional | Monte Vista Bill Metz | ewright@slvboces.org | 719-852-4041 |

SAN LUIS VALLEY BOCES TIME SHEET

(to be completed **ONLY** for extra time outside of regular working hours)

NAME: _____

DATE: From _____ to _____

| | Date | Start Time | End Time | Reason | # of Hours |
|-----------|------|------------|----------|--------|------------|
| Monday | | | | | |
| Tuesday | | | | | |
| Wednesday | | | | | |
| Thursday | | | | | |
| Friday | | | | | |
| | | | | | |
| Monday | | | | | |
| Tuesday | | | | | |
| Wednesday | | | | | |
| Thursday | | | | | |
| Friday | | | | | |
| | | | | | |
| Monday | | | | | |
| Tuesday | | | | | |
| Wednesday | | | | | |
| Thursday | | | | | |
| Friday | | | | | |
| | | | | | |
| Monday | | | | | |
| Tuesday | | | | | |
| Wednesday | | | | | |
| Thursday | | | | | |
| Friday | | | | | |
| | | | | | |
| Monday | | | | | |
| Tuesday | | | | | |
| Wednesday | | | | | |
| Thursday | | | | | |
| Friday | | | | | |

TOTAL HOURS _____

Employee Signature

x Hourly Rate \$ _____

Supervisor/Director Signature

TOTAL AMOUNT _____

2022 - 2023 Accounts Payable and Mileage Schedule

NEW in 22/23....Staci Turner will be completing the monthly AP's. She may be reached at sturner@slvboces.org.

Accounts payable checks are processed three times per month

All requests **MUST** have a director's signature

Submissions are due no later than **4:30 p.m.** on the day of deadline, unless otherwise noted below

Submission date falls on a closed Friday/weekend/holiday, due date is the following Monday at 9 a.m.

Mileage is due the 1st of the month

| <u>Monthly:</u> request MUST be submitted to Staci Turner (sturner@slvboces.org) by.... | Checks will be ready.... |
|------------------------------------------------------------------------------------------------|--------------------------|
| 1st of the Month | 5 Work Days Later |
| 10th of the Month | 5 Work Days Later |
| 20th of the Month | 5 Work Days Later |

Please **NOTE** the AP schedule will be as follows for July, November, December, January & March due to the long holiday breaks!!

| <u>July</u> | Checks will be Ready.... |
|--------------------------------------------------------------------------------------------------------------|--------------------------|
| AP will be processed only two times... Submit on the 11th by 9:00 a.m. Submit on the 20th by 4:30 p.m. | 5 Work Days Later |

| <u>November:</u> | Checks will be Ready.... |
|-------------------------------------------------------------------------------------------------------------|--------------------------|
| AP will be processed only two times... Submit on the 1st by 4:30 p.m. Submit on the 14th by 9:00 a.m. | 5 Work Days Later |

| <u>December:</u> | Checks will be Ready.... |
|-------------------------------------------------------------------------------------------------------------|--------------------------|
| AP will be processed only two times... Submit on the 1st by 4:30 p.m. Submit on the 19th by 9:00 a.m. | 5 Work Days Later |

| <u>January:</u> | Checks will be Ready.... |
|--------------------------------------------------------------------------------------------------------------|--------------------------|
| AP will be processed only two times... Submit on the 10th by 4:30 p.m. Submit on the 23rd by 9:00 a.m. | 5 Work Days Later |

| <u>March:</u> | Checks will be Ready.... |
|------------------------------------------------------|--------------------------|
| Submit on the 27th (replacing the 20th) by 9:00 a.m. | 5 Work Days Later |

Application for Sick Leave Bank Benefits

Member's Name _____

Home Address _____ Home Phone _____

Position _____ Building Site _____

Full-Time _____ Part-Time _____ (check one)

Person Requesting Leave _____

Relationship to Member _____
(Only if member is incapacitated)

Date illness/injury began _____ Anticipated Duration _____

Date all leave days will be/were exhausted _____

Briefly describe the nature of illness/injury _____

I hereby certify that I understand, agree to and meet the requirements of the Sick Leave Bank Policy. I also authorize the Team Leads to obtain necessary information concerning this application.

Signature of Member

Date

TO BE COMPLETED BY ATTENDING PHYSICIAN

I certify that _____ is experiencing a catastrophic medical hardship that warrants extended relief from work for _____ days.

Signature of Physician

Date

Catastrophic Definition: An acute, prolonged or life-threatening injury or illness that is serious in nature and necessitates an absence from work for ten (10) consecutive days. Determination of catastrophic is based upon the physician's statement with diagnosis, the patient's age, and any complications. A few examples of conditions that could be considered catastrophic are:

- Cancer with chemotherapy treatment
- Organ transplant
- Major surgery—requires an inpatient Hospital stay
- Multiple Trauma—Severe injury due to a vehicle accident
- Chronic Conditions—Cystic Fibrosis, Cerebral Palsy, Spinal Bifida, Muscular Dystrophy and TB
- High Risk Pregnancy—as per Physician’s statement
- Serious Mental Illness

_____ Approved _____ Not Approved

Date Request was Received: _____

Signature of HR Manager

Date

Adopted: September 19, 2001

Revised: July 1, 2022

San Luis Valley
Board of Cooperative Educational Services
A Regional Education Agency

2261 Enterprise Drive, Alamosa, Colorado, 81101 (719) 589-5851



NAME _____

REQUESTING:

_____ **VACATION LEAVE**

_____ **PROFESSIONAL LEAVE**

_____ **SICK LEAVE**

_____ **BEREAVEMENT**

(Parent, Sibling, Grandparent, Spouse, Child)
(circle as needed, 3 bereavement days)

_____ **PERSONAL LEAVE**

DATE(S) REQUESTING _____

HOURS REQUESTING _____

COMMENTS/REMARKS _____

APPROVED BY:

SUPERVISOR

DATE

EXECUTIVE DIRECTOR

DATE

** Please note that sick leave, personal leave and professional leave will only be followed up with a response if there is an issue. Annual leave must be preapproved by the program director.

GBGG- When an employee is to be absent from the job for any reason, the employee shall notify the immediate supervisor and the BOCES office as soon as the employee is aware of the impending absence. In no case shall this notification be later than noon. Failure to report personal or sick days to the BOCES Office shall be considered an unauthorized leave of absence.

**SAN LUIS VALLEY BOARD OF COOPERATIVE
EDUCATIONAL SERVICES**

This is to certify that _____ of _____
(name) (organization)
participated as a _____ for the San Luis Valley Board of
Cooperative Educational Services within the _____ program.
Dates of Service _____

EXPENSES AND HONORARIA (PLEASE ATTACH ALL RECEIPTS)

Honoraria _____

Miles x @ .55 _____

Misc. (Explain) _____

TOTAL _____

Make Check Payable to:

Name: _____

Address: _____

City _____ State _____ Zip _____

Phone Number: _____

Social Security Number: _____ **(REQUIRED)**

IMPORTANT: *Do you receive a monthly retirement check from PERA? Yes No
* BOCES must pay the employer contribution for PERA retirees

Signature

Date

To be completed by BOCES:

Approved

Account Code

Program

**SAN LUIS VALLEY BOARD OF COOPERATIVE EDUCATIONAL SERVICES
MEALS & MILEAGE REQUEST FORM**

Today's Date _____

Instructions:

1. Request must be filled out by person making request.
2. Request must be filled with the program director **two weeks prior to date requested.**
3. The program director must approve the request.

DATE PROFESSIONAL LEAVE WILL BE NEEDED _____ DEPARTURE TIME _____

NAME OF PERSON REQUESTING LEAVE _____

PURPOSE OF LEAVE _____

DESTINATION _____

WILL NEED A SUBSTITUTE: YES ___ NO ___ SUBSTITUTE PAY TO BE PAID BY _____

SIGNATURE OF PERSON SUBMITTING REQUEST _____

APPROVED _____ DISAPPROVED _____

(Signature) Program Director

Account No. _____

=====

Please use chart on back to determine mileage.

Meals:

Breakfast(s) _____ @ \$12.00 = \$ _____

Lunch(s) _____ @ \$15.00 = \$ _____

Dinner(s) _____ @ \$32.00 = \$ _____

Transportation: Mileage: _____ @ .55 = \$ _____

Other Expenses: _____ \$ _____

Total: \$ _____

For office use only:

Invoice No. _____

| Location | Alamosa to City | BOCES to City | BOCES to School | Location | Alamosa to City | BOCES to City | BOCES to School |
|------------------|-----------------|---------------|--------------------|-------------------|-----------------|---------------|-----------------|
| Albuquerque, NM | 406 | 404 | | La Junta | 292 | 294 | |
| Antonito | 57 | 56 | 57 | Lake City | 236 | 242 | |
| Aspen | 334 | 336 | | Lamar | 404 | 406 | |
| Aurora | 466 | 468 | | Leadville | 270 | 272 | |
| Blanca | 42 | 44 | | Limon | 450 | 452 | |
| Boulder | 524 | 526 | | Longmont | 542 | 544 | |
| Breckenridge | 314 | 316 | | Loveland | 570 | 572 | |
| Canon City | 278 | 280 | | Manassa | 49 | 48 | 48 |
| Capulin | 44 | 45 | | Mesita | 100 | 99 | |
| Center | 59 | 63 | 64 | Moffat | 75 | 77 | 77 |
| Colorado Springs | 330 | 332 | | Monte Vista | 35 | 38 | * |
| Conejos | 57 | 55 | 56 | Montrose | 374 | 378 | |
| Cortez | 386 | 392 | | Mosca | 27 | 29 | 33 |
| Creede | 137 | 141 | 141 | Pagosa Springs | 179 | 183 | |
| Crested Butte | 300 | 304 | | Pueblo | 244 | 246 | |
| Crestone | 99 | 101 | 102 | Romeo | 44 | 43 | |
| Del Norte | 62 | 66 | 67 | Saguache | 105 | 109 | 109 |
| Delta | 416 | 420 | | Salida | 163 | 165 | |
| Denver | 470 | 472 | | San Acacio | 94 | 93 | |
| Durango | 298 | 302 | | San Luis | 82 | 84 | 83 |
| Estes Park | 606 | 610 | | Sanford | 38 | 36 | 36 |
| Farmington, NM | 380 | 384 | | Santa Fe, NM | 280 | 278 | |
| Fort Collins | 596 | 598 | | Sargent | 46 | 50 | 50 |
| Fort Garland | 50 | 53 | 51 (Sierra Grande) | Sierra Grande | | | |
| Fort Morgan | 632 | 634 | | Silverthorne | 338 | 340 | 51 |
| Glenwood Springs | 442 | 446 | | Silverton | 394 | 398 | |
| Golden | 420 | 422 | | South Fork | 94 | 98 | |
| Grand Junction | 496 | 500 | | Steamboat Springs | 516 | 518 | |
| Greeley | 594 | 597 | | Telluride | 504 | 508 | |
| Gunnison | 244 | 248 | | Trinidad | 220 | 222 | |
| Hooper | 40 | 42 | | Vail | 358 | 360 | |
| Keystone | 356 | 358 | | Villa Grove | 110 | 112 | |
| La Jara | 29 | 28 | 28 (E) | Walsenburg | 144 | 147 | |
| | | | 32 (M/H) | | | | |

MV*
35 HDST
40 Marsh
40 HS
34 MS
39 BM



*San Luis Valley Board of
Cooperative Educational Services*

How to File a Complaint

The U.S. Department of Labor's Wage and Hour Division (WHD) is responsible for administering and enforcing some of the nation's most important worker protection laws. WHD is committed to ensuring that workers in this country are paid properly and for all the hours they work, regardless of immigration status.

If you have questions or concerns, you can contact us at 1-866-487-9243 or visit www.dol.gov/agencies/whd. You will be directed to the nearest WHD office for assistance. There are WHD offices throughout the country with trained professionals to help you.

Leave Time

| Personal/Sick Leave for full-time employees | | | | Vacation for year-round employees (12-month staff only) | | |
|---------------------------------------------|----------------------|----------------------|------------------|---------------------------------------------------------|--------|---------|
| | Days worked per week | Hours worked per day | # of Leave Hours | # of full-time years worked | | |
| Alamosa District Staff | 5 | 7.5 | 90 | 1-3 | 4-7 | 8+ |
| 9 Month Lic/Cert Staff | 4 | 8.5 | 76.5 | | | |
| 9 Month Paraprofessionals | 4 | 8 | 72 | | | |
| 12 Month Staff | 4 | 8.5 | 102 | 68 hrs | 85 hrs | 102 hrs |

90 hours = 12 days
 76.5 hours = 9 days
 72 hours = 9 days
 102 hours = 12 days

Personal leave can be used for personal and/or sick. At the end of each year, any remaining personal leave rolls over into sick leave only.

Example: A new employee receives 76.5 hours of personal leave. At the end of their first year, they have used 34 hours. The remaining 42.5 hours rolls over to sick leave only and they receive another 76.5 hours for personal leave.

Up to 340 hours of sick leave can be accrued. After 340 hours, sick leave is paid back to the employee at \$50 per day based on hours worked. This payment is made at the end of June each year.

Vacation Leave is for year-round employees only. No more than 102 hours can be accrued in one year.

Example 1: A new employee receives 68 hours of vacation leave their first year. Year two they will receive another 68 hours. The total for two years would be 136 hours. Since no more than 102 hours can be accrued, the employee must take at least 34 hours of vacation their first year. An employee can never have more than 102 vacation hours.

Example 2: A third year employee receives 68 hours of vacation leave. Year four they will receive 85 hours. The total for two years would be 153 hours. Since no more than 102 hours can be accrued, the employee must take at least 51 hours of vacation their third year. An employee can never have more than 102 vacation hours.

Vacation time exceeding three days must be preapproved by the employee's immediate supervisor, project supervisor and/or the executive director at least four calendar days prior to taking vacation. BOCES will try to accommodate requests for vacation, but it retains discretion to deny such requests.

All part-time employees will receive a proportionate share of leave, as described above, based on percentage of time worked.



**San Luis Valley Board of
Cooperative Educational Services**

2022/2023 Employee Benefits

All employees who work 30 hours or more per week are eligible for a health insurance benefit

SLV BOCES will pay for an employee-only premium for eligible employees

A \$20,000 life/dismemberment insurance policy is included in the health insurance benefit

This policy is available to eligible employees regardless of health insurance enrollment decision

CEBT PPO4

Employee Only \$631
Employee + Spouse \$1324
Employee + Child \$1135
Employee + Family \$1561
Life/Dismemberment \$2.80

CEBT HDHP3

Employee Only \$555
Employee + Spouse \$1165
Employee + Child \$999
Employee + Family \$1387
Life/Dismemberment \$2.80

PERA:

Employee 11%
Employer 21.4%

Delta Dental

Employee Only \$28
Employee + Spouse \$58
Employee + Child \$79
Employee + Family \$107

FAMLI

Benefit is paid beginning January 1, 2023 - Benefits are available beginning January 1, 2024

Employer .9% (BOCES will pay both the employer and employee percentage of .45% each)

This is a state-run Paid Family and Medical Leave Insurance (FAMLI) program that ensures all Colorado workers have access to paid leave

Voluntary Deductions:

PERA 401(k)
Horace Mann- Auto; 403(b); Cancer; Accident;
Heart & Stroke, Disability; Flex plans (pre-tax)
for Dependent Care and Medical

Unemployment

Employer 0.2%

Medicare

Employee/Employer 1.45% each

PRE-PAID LEGAL (Legal Shield)

Family Legal - \$20.95 Individual ID Shield - \$10.95
Family ID Shield - \$20.95
Family Legal + Family ID Shield - \$38.90
Family Legal + Individual ID Shield - \$31.90

Superior Vision

Employee Only \$6.50
Employee + Spouse \$13.01
Employee + Child \$14.74
Employee + Family \$22.77

SAN LUIS VALLEY BOCES

2022/2023 Employee Benefits at a Glance

All SLV BOCES employees are required by state law to be a member of **PERA**. We deduct 11 percent of your gross salary from your check each month and the BOCES matches that with 21.4% of your gross. This is in place of social security tax which is required by non-state government employers.

All employees are required to pay 1.45% of their gross salary into **Medicare**. SLV BOCES matches this amount.

All employees are covered by **Workers' Compensation Insurance**. If you are injured while on the job, WCI will pay for your medical expenses for your injury. **You must report your injury within 24 hours to the SLV BOCES Business Manager**. Our WCI carrier is Pinnacol Assurance.

The **CEBT Health Plan** benefit is provided for employees who work 30 or more hours per week. An employee only premium is provided for all eligible employees. A \$20,000 life/dismemberment insurance policy is also provided at no cost to the employee. Employees have two plans to choose from: PPO4 (Preferred Provider Organization) or HDHP3 (High Deductible Health Plan).

A **Section 125 Flex Plan** is available for employees to have health, dental, vision, and childcare expenses deducted before taxes. Horace Mann provides those services and every employee (working 20+ hours per week) must visit with them at orientation. You are **NOT** required to purchase any of their optional insurance products.

Employees receive **personal leave** each year. This is based on hours/days worked during the school year. Remaining leave shows on your paystub. Please check your leave monthly at aptafund.com and notify HR/Payroll if you notice a discrepancy. Leave time is reflected in HOURS, not days. Staff will receive all personal leave at the beginning of the year. However, if an **employee leaves prior to fulfilling the employment agreement any used personal hours which have not been accrued will be docked from the employees last paycheck**. For more information on leave time please refer to SLV BOCES Policy GBGG. All BOCES policies are available online at www.slvboces.org.

SLV BOCES participates in several **payroll deduction options**. Please see the Benefits and Optional Deduction Plans form for full list of these options.

Payroll Direct Deposit is **STRONGLY** encouraged for ALL employees and also available for mileage reimbursement.

The Executive Director is empowered to close BOCES in the event of **hazardous weather** or other **emergencies** which threaten the safety, health or welfare of staff members. Hazardous weather decisions are made in line with Alamosa School District.

Accessing AptaFund

AptaFund is used to print paycheck stubs, request leave, print additional copies of W-2s, check leave balances and access/print documents.

You will receive an email from **Aptafundnoreply** with the subject **New User Invite Register**. This email will be sent to your BOCES email. The email will look like the following. Click the link within the email.

You are receiving this email because you have been invited by San Luis Valley BOCES to create a user account.

To create your account, please click on the link below (or copy and paste it into an internet browser) and follow the instructions provided.

<https://www.aptafund.com//EmailLinksHandler/ProcessRequestAnonymous?Prefix=&EmailLinkType=4&id=ad2873db-d417-42dc-9eb7-1afefa12ef9c>

This link will expire in 7 days.

Please bookmark this link. <https://www.aptafund.com>

Regards,
AptaFund Administrator

Create a password and select
and answer the security question

CO San Luis Valley
Registration for

*Email:

*New Password:

*Confirm New Password:

Password Requirements:

- must be at least 8 characters in length
- must contain 1 letter (uppercase or lowercase)
- must contain 1 number
- must contain 1 symbol (!@\$.? etc.)

*Security Question: Select a question.

*Answer:

*Confirm Answer:

Next

The email address
and answer will be
filled in on this screen.

Click Save.

CO San Luis Valley
Registration for

*Email:

*Security Question: What is the name of the city where you were born?

*Answer:

Previous Save

Click My AptaFund



My AptaFund ▾ Budget & G/L ▾ Banking & COA ▾ Purchasing & Payables ▾ Receivables ▾ HR, Payroll & ESS ▾ Administration ▾

Home



Welcome to AptaFund 4.1!

Remember to check your fiscal year before entering data.

My Reports

- [Payroll Liabilities Vendor Detail Report](#)
- [PERA Enrollment and Termination Report](#)
- [PERA Contribution Report](#)
- [Payroll Labor Counts Report](#)
- [Paycheck Stub Report](#)
- [Payroll Register Payments Report](#)
- [Payroll Register Pre-Pay Check Listing Report](#)
- [Direct Deposit Activity Report](#)
- [Monthly Totals By Employee For Fiscal Year Report](#)
- [GL Detail](#)
- [Bank Account Reconciliation Report](#)
- [Voucher by Vendor Report](#)
- [Form 941 Quarterly Information Report](#)

Configure

Under My AptaFund you'll find Employee Self-Service. This is where you'll find any information you may need. You can then click on any of the links and print the information.



My AptaFund ▾ Budget & G/L ▾ Banking & COA ▾ Purchasing & Payables ▾ Receivables ▾ HR, Payroll & ESS ▾ Administration ▾

My Reports

- [Monthly Totals By Employee For Fiscal Year Report](#)
- [GL Detail](#)
- [Bank Account Reconciliation Report](#)
- [Paycheck Stub Report](#)
- [Payroll Liabilities Vendor Detail Report](#)
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- [Payroll Labor Counts Report](#)
- [Direct Deposit Activity Report](#)
- [Payroll Register Pre-Pay Check Listing Report](#)
- [Payroll Register Payments Report](#)
- [PERA Enrollment and Termination Report](#)
- [Fund Audit Report](#)
- [Form 941 Quarterly Information Report](#)
- [Voucher by Vendor Report](#)

Employee Self-Service

- [My Information](#)
- [My Paychecks](#)
- [My W-2 Forms](#)
- [My W-2 Consent Elections](#)
- [My Year to Date Totals](#)
- [My Documents](#)
- [My Leave Requests](#)
- [My Leave Balances](#)
- [My Deductions](#)

Purchasing

- [My Budget Accounts](#)
- [My Purchase Requisitions](#)

My Approvals

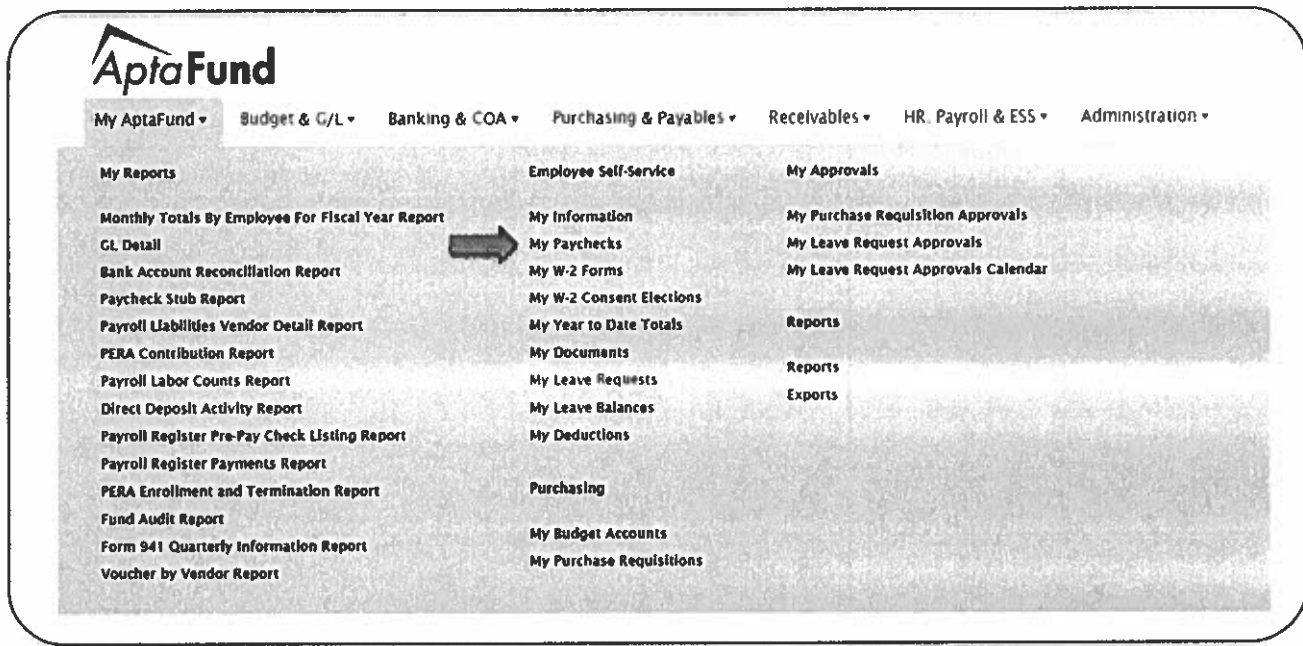
- [My Purchase Requisition Approvals](#)
- [My Leave Request Approvals](#)
- [My Leave Request Approvals Calendar](#)

Reports

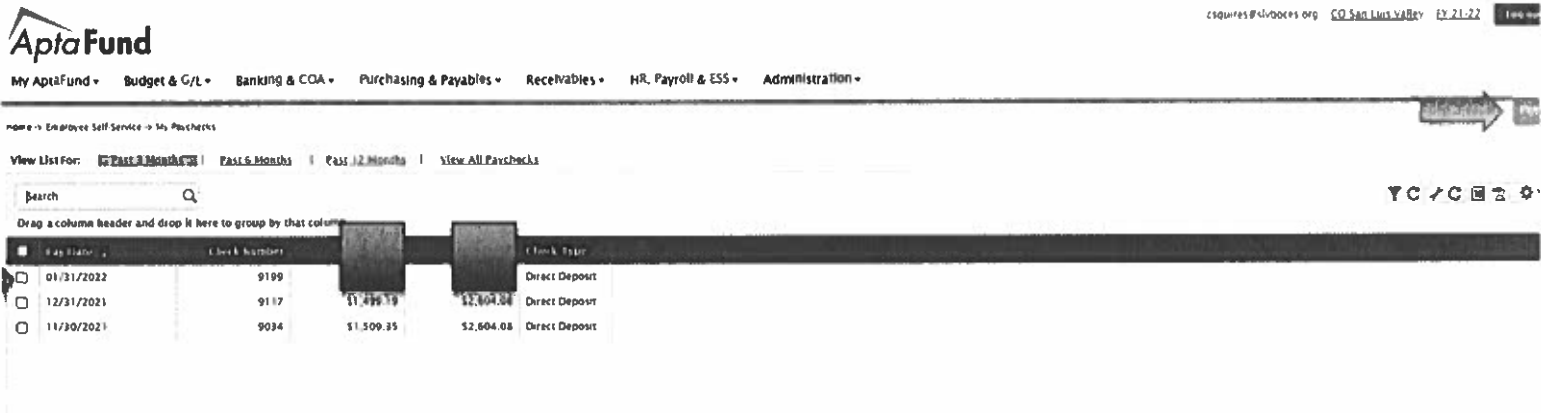
- [Reports](#)
- [Exports](#)



To print a paycheck stub, click on My Paychecks



Click on the box next to the date.....



And then click the blue box labeled Print. Your paycheck will then be displayed and you can print it or download it.

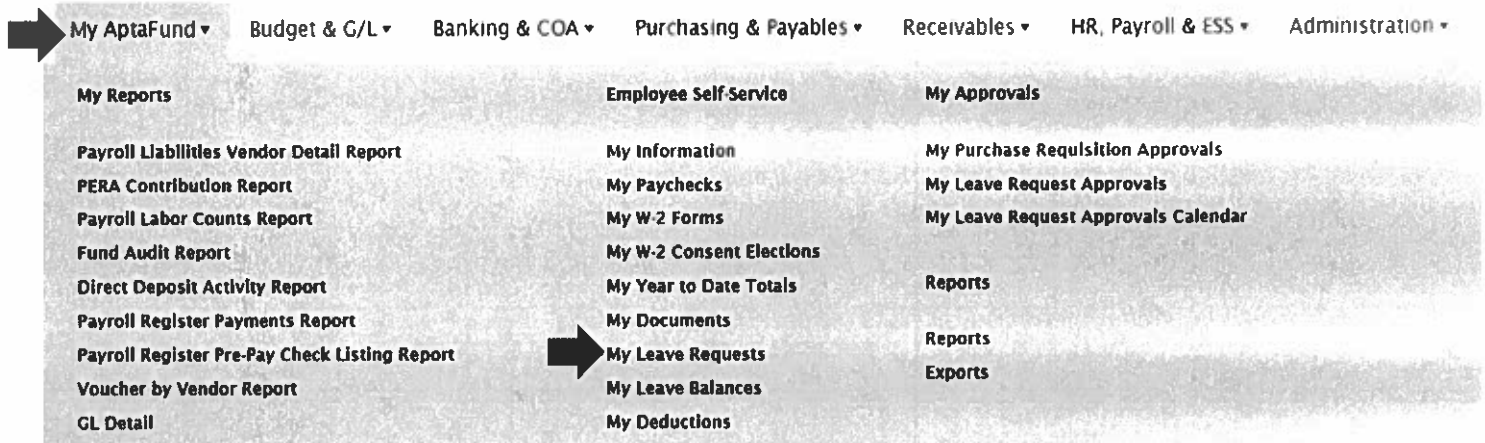
Requesting Leave in AptaFund

Log in to aptafund.com and enter your BOCES email address and your password. If you have never logged into aptafund.com before, let me know and I will email you an invite to your BOCES email address.



The login screen features the AptaFund logo at the top, followed by the word "Login". Below this are two input fields: "Email" and "Password". A link for "Forgot Password?" is positioned to the right of the password field. At the bottom center is a "Sign In" button.

After you log in, you will see the following screen. Click on My AptaFund



The dashboard navigation menu includes the following sections:

- My AptaFund** (indicated by an arrow)
- Budget & G/L
- Banking & COA
- Purchasing & Payables
- Receivables
- HR, Payroll & ESS
- Administration

Under "My AptaFund", there are three columns of options:

- My Reports:** Payroll Liabilities Vendor Detail Report, PERA Contribution Report, Payroll Labor Counts Report, Fund Audit Report, Direct Deposit Activity Report, Payroll Register Payments Report, Payroll Register Pre-Pay Check Listing Report, Voucher by Vendor Report, GL Detail.
- Employee Self-Service:** My Information, My Paychecks, My W-2 Forms, My W-2 Consent Elections, My Year to Date Totals, My Documents, **My Leave Requests** (indicated by an arrow), My Leave Balances, My Deductions.
- My Approvals:** My Purchase Requisition Approvals, My Leave Request Approvals, My Leave Request Approvals Calendar, Reports, Reports, Exports.

Under Employee Self-Service, click on My Leave Requests and you will see the following:



The "My Leave Requests" screen shows the AptaFund logo and navigation menu at the top. The breadcrumb trail reads "Home > ESS > My Leave Requests". A search bar is present. On the right side, there is a toolbar with buttons for "Add", "View", "Withdraw", and "Delete". An arrow points to the "Add" button, and another arrow points to the "Withdraw" button.

To request leave, click on Add and fill in all of the boxes that have an asterisk * (see below- the employee name will, of course, be your name not mine) and then click submit. The comment box is optional, but will help you remember why you requested leave in the future if you choose to complete it. I will then approve your request. You will receive an email after your request has been approved.

If you make a mistake, simply click on withdraw (in the same blue box as add) BEFORE clicking on submit and make any necessary changes.

SAN LUIS VALLEY BOARD OF COOPERATIVE SERVICES
BOARD POLICY BOOK
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| | |
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| AC-E-1 | Nondiscrimination/Equal Opportunity |
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| BEDD | Rules of Order |
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| DG | Banking Services |
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|-------|-----------------------------------------|
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| | |
|------|-----------------------------------|
| JB | Equal Educational Opportunities |
| JBB | Sexual Harassment |
| JF | Admission and Denial of Admission |
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| | |
|-------------|----------------------------------------------------------------------------------|
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| JKAE-2 | Complaint Procedures and Regulations Regarding the use of Restrain and Seclusion |
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| KDB | Publics Rights to Know/Freedom of Information |
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| KHC-R | Distribution/Posting of Noncurricular Materials |
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| | |
|------|----------------------------------------------|
| LC | Relations with Educational Research Agencies |
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Nondiscrimination/Equal Opportunity

The Board is committed to a policy of nondiscrimination in accordance with applicable federal and state laws and constitutional provisions. Accordingly, no otherwise qualified employee, applicant for employment, or member of the public may be excluded from participation in, be denied the benefits of, or be subjected to unlawful discrimination under any BOCES program or activity on the basis of disability, race, creed, color, sex, sexual orientation, gender identity, gender expression, marital status, national origin, religion, ancestry, or need for special education services. Discrimination against employees and applicants for employment based on age, genetic information, and conditions related to pregnancy or childbirth is also prohibited in accordance with state and/or federal law.

For purposes of this policy and other policies including a nondiscrimination statement, these terms have the following meanings:

- "Race" includes hair texture, hair type, or a protective hairstyle that is commonly or historically associated with race.
- "Protective Hairstyle" includes such hairstyles as braids, locs, twists, tight coils or curls, cornrows, bantu knots, afros, and head wraps.
- "Sexual Orientation" means an individual's identity, or another individual's perception thereof, in relation to the gender or genders to which the individual is sexually or emotionally attracted and the behavior or social affiliation that may result from the attraction.
- "Gender Expression" means an individual's way of reflecting and expressing the individual's gender to the outside world, typically demonstrated through appearance, dress, and behavior.
- "Gender Identity" means an individual's innate sense of the individual's own gender, which may or may not correspond with the individual's sex assigned at birth.

This policy and supporting regulation(s) will be used to address all concerns regarding unlawful discrimination and harassment. Alleged conduct regarding sex-based discrimination and sexual harassment will follow the complaint and investigation procedures specific to this conduct.

In keeping with these statements, the following are objectives of this BOCES:

1. To promote the rights and responsibilities of all individuals as set forth in the state and federal constitutions, pertinent legislation, and applicable judicial interpretations.

2. To encourage positive experiences in terms of human values for *[children and]* adults who have differing personal and family characteristics or who come from various socio-economic, racial, and ethnic groups.
3. To initiate a process of reviewing all policies and practices of this BOCES in order to achieve the objectives of this policy to the greatest extent possible.
4. To investigate and resolve promptly any complaints of unlawful discrimination and harassment.
5. To investigate and appropriately discipline staff and students found to be responsible for incidents of harassment or unlawful discrimination in violation of BOCES policy.

Annual notice

The BOCES will issue a written notice prior to the beginning of each school year that advises, employees and the general public that the programs, activities, and employment opportunities offered by the BOCES are offered without regard to disability, race, creed, color, sex, sexual orientation, gender identity, gender expression, marital status, national origin, religion, ancestry, or need for special education services. With respect to employment practices, the BOCES will also issue written notice that it does not discriminate on the basis of age, genetic information, or conditions related to pregnancy or childbirth. The notice will also include the name, address, email address, and telephone number of the person(s) designated to coordinate Title IX and Section 504 and ADA compliance activities.

The notice will be disseminated to persons with limited English language skills in the person's own language. It will also be made available to persons who are visually or hearing impaired.

The notice will appear on a continuing basis in all BOCES media containing general information, including: the BOCES's website, recruitment materials, application forms, vacancy announcements.

Harassment is prohibited

Harassment based on a person's disability, race, creed, color, sex, sexual orientation, gender identity, gender expression, marital status, national origin, religion, ancestry, or need for special education services is a form of discrimination prohibited by state and federal law. Preventing and remedying such harassment is essential to ensure a nondiscriminatory, safe environment in which students can learn, employees can work and members of the public can access and receive the

benefit of BOCES facilities and programs. All such harassment, by BOCES employees, students and third parties is strictly prohibited.

All BOCES employees and students share the responsibility to ensure that harassment does not occur on any BOCES property, at any BOCES sanctioned activity or event, or off BOCES property when such conduct has a nexus to the BOCES.

Reporting unlawful discrimination and harassment

Any employee, applicant for employment, or member of the public who believes they have been a target of unlawful discrimination or harassment as defined in Board policy, or who has witnessed such unlawful discrimination or harassment, must file a complaint with either an immediate supervisor or the BOCES's compliance officer.

If the individual alleged to have engaged in prohibited conduct is the person designated as the compliance officer, an alternate compliance officer will be designated to investigate the matter, in accordance with this policy's accompanying regulation.

BOCES action

All BOCES employees who witness unlawful discrimination or harassment must take prompt and effective action to stop it, as prescribed by the BOCES.

The BOCES will take appropriate action to promptly and impartially investigate allegations of unlawful discrimination and harassment, to end unlawful behavior, to prevent the recurrence of such behavior, and to prevent retaliation against the individual(s) who files the complaint and/or any person who participates in the investigation. When appropriate, the BOCES will take interim measures during the investigation to protect against further unlawful discrimination, harassment, or retaliation.

To the extent possible, all reports of unlawful discrimination or harassment will be kept confidential. Employees who knowingly file false complaints or give false statements in an investigation may be subject to discipline, up to and including termination of employment. No employee or member of the public may be subject to adverse treatment in retaliation for any good faith report of harassment under this policy.

Upon determining that incidents of unlawful discrimination or harassment are occurring in particular BOCES settings or activities, the BOCES will implement measures designed to remedy the problem in those areas or activities.

Any employee who engages in unlawful discrimination or harassment will be disciplined according to applicable Board policies and the BOCES will take reasonable action to restore lost employment opportunities to the target(s).

In cases involving potential criminal conduct, the BOCES will determine whether appropriate law enforcement officials should be notified.

Notice and training

To reduce unlawful discrimination and harassment and ensure a respectful environment, the administration is responsible for providing notice of this policy to all BOCES departments. The policy and complaint process must be referenced employee handbooks and otherwise available to all staff and members of the public through electronic or hard-copy distribution. Training materials regarding sex-based discrimination and sexual harassment are available to the public on the BOCES's website.

BOCES employees will receive periodic training related to recognizing and preventing unlawful discrimination and harassment. BOCES employees must receive additional training related to handling reports of unlawful discrimination and harassment. The training will include, but not be limited to:

- awareness of groups protected under state and federal law and/or targeted groups;
- how to recognize and react to unlawful discrimination and harassment; and
- proven harassment prevention strategies.

(Adoption date: January 19, 2022)

LEGAL REFS.: *[20 U.S.C. 1681 (Title IX, Education Amendments of 1972)]*
20 U.S.C. 1701-1758 (Equal Employment Opportunity Act of 1972)
29 U.S.C. 621 et seq. (Age Discrimination in Employment Act of 1967)
29 U.S.C. 701 et seq. (Section 504 of the Rehabilitation Act of 1973)
42 U.S.C. 12101 et seq. (Title II of the Americans with Disabilities Act)
42 U.S.C. 2000d (Title VI of the Civil Rights Act of 1964, as amended in 1972)
42 U.S.C. 2000e (Title VII of the Civil Rights Act of 1964)
42 U.S.C. 2000ff et seq. (Genetic Information Nondiscrimination Act of 2008)
34 C.F.R. Part 100 through Part 110 (civil rights regulations)

C.R.S. 2-4-401 (3.4) *(definition of gender expression)*
C.R.S. 2-4-401 (3.5) *(definition of gender identity)*
C.R.S. 2-4-401 (13.5) *(definition of sexual orientation)*
C.R.S. 18-9-121 *(bias-motivated crimes)*
C.R.S. 22-32-110(1)(k) *(definition of racial or ethnic background includes hair texture, definition of protective hairstyles)*
C.R.S. 24-34-301 et seq. *(Colorado Civil Rights Division)*
C.R.S. 24-34-301 (3.3) *(definition of gender expression)*
C.R.S. 24-34-301 (3.5) *(definition of gender identity)*
C.R.S. 24-34-301 (7) *(definition of sexual orientation)*
C.R.S. 24-34-402 et seq. *(discriminatory or unfair employment practices)*
C.R.S. 24-34-402.3 *(discrimination based on pregnancy, childbirth or related conditions; notice of right to be free from such discrimination must be posted "in a conspicuous place" accessible to employees)*
C.R.S. 24-34-601 *(unlawful discrimination in places of public accommodation)*
C.R.S. 24-34-602 *(penalty and civil liability for unlawful discrimination)*

CROSS REFS.: GBA, Open Hiring/Equal Employment Opportunity
GBAA, Sexual Harassment
[JB, Equal Educational Opportunities]
[JBB*, Sexual Harassment]

[Revised September 2021]
CASB SAMPLE POLICY – BOCES 2015©

Nondiscrimination/Equal Opportunity
(Sample Notice)

In compliance with Titles VI & VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination in Employment Act of 1967, the Americans with Disabilities Act, the Genetic Information Nondiscrimination Act of 2008, and Colorado law, **San Luis Valley BOCES** does not unlawfully discriminate against otherwise qualified students, employees, applicants for employment, or members of the public on the basis of disability, race, creed, color, sex, sexual orientation, gender identity, gender expression, marital status, national origin, religion, ancestry, or the need for special education services. Discrimination against employees and applicants for employment based on age, genetic information, and conditions related to pregnancy or childbirth is also prohibited in accordance with state and/or federal law.

Complaint procedures have been established for employees and members of the public. The following person(s) have been identified as the compliance officer for the BOCES:

Dr. Jacque Phillips, Executive Director

Name(s) of employee(s) designated as compliance officer

2261 Enterprise Drive, Alamosa, CO 81101

Address

719-589-5851

Telephone number

jphillips@slvboces.org

Email Address

Stacey Holland, SPED Director

Name(s) of employee(s) designated as the Title IX Coordinator

2261 Enterprise Drive, Alamosa, CO 81101

Address

719-589-5851

Telephone number

sholland@slvboces.org

Email Address

Outside agencies

Complaints regarding violations of Title VI, (race, national origin), Title IX (sex/gender), or Section 504/ADA (handicap or disability) may be filed directly with the Office for Civil Rights, U.S. Department of Education, 1244 North Speer Blvd., Suite 310, Denver, CO 80204. Complaints regarding violations of Title VII (employment) and the ADEA (prohibiting age discrimination in employment) may be filed directly with the Federal Office of Equal Employment Opportunity Commission, 303 E. 17th Ave., Suite 510, Denver, CO 80202, or the Colorado Civil Rights Commission, 1560 Broadway, Suite 1050, Denver, CO 80202.

(Issue date: January 19, 2022)

NOTE: Per the attached sample policy, this notice must appear on a continuing basis in all BOCES media containing general information, including: [teachers' guides, school publications,] BOCES's website, recruitment materials, application forms, vacancy announcements, employee handbooks[, student handbooks, school program notices, summer program newsletters and annual letters to parents].

[Revised September 2021]
CASB SAMPLE EXHIBIT – BOCES 2015©

Discipline, Suspension and Dismissal of Professional Staff

All BOCES professional staff members, unless otherwise designated by contract, are considered "at will" employees who serve at the pleasure of the Board and have only those employment rights expressly established by Board policy. Professional staff members will be employed for such time as the BOCES is in need of or desirous of the services of such employees.

The executive director is authorized to suspend with pay or place a professional staff member on unpaid administrative leave as a disciplinary measure and/or pending an internal investigation when a professional staff member is accused of serious misconduct. The executive director will report all such suspensions to the Board at its next meeting and will make a recommendation if further disciplinary action is warranted, including but not limited to termination. The Board will make the final decision regarding the dismissal of any professional staff member.

The BOCES will comply with the reporting requirements concerning allegations of unlawful behavior involving a child and other offenses, in accordance with state law.

(Adoption date: January 19, 2022)

LEGAL REFS.: 20 U.S.C. 7926 (*ESSA prohibition against employment assistance for school employees who have engaged in sexual misconduct with a student or minor*)
C.R.S. 19-3-301 *et seq.* (*Child Protection Act of 1987*)
C.R.S. 22-32-110 (1)(h) (*power to discharge/terminate employment*)
1 CCR 301-37, Rule 2260.5-R-10.05 (*reporting requirements*)

CROSS REF.: GCA, Professional Staff Positions

NOTE: The Every Student Succeeds Act (ESSA) requires BOCES that receive ESEA funds to have policies in place that prohibit the BOCES from assisting an employee in obtaining a new job if the BOCES knows, or has probable cause to believe, that such employee engaged in sexual misconduct regarding a student or minor in violation of the law. The BOCES is not prohibited from following routine procedures regarding the transmission of administrative or personnel files, but is prohibited from doing more than that to help the employee obtain new employment. 20 U.S.C. 7926. This provision is intended to prevent teachers or other school staff who have engaged in sexual misconduct with a student or minor at one school from obtaining employment at another school, without that school's knowledge of the prior misconduct. In sum, the BOCES must ensure that it complies with state law mandatory reporting requirements as well as not offer employment assistance as prohibited by the ESSA when contacted by another school for information regarding an applicant's fitness for employment.

[Reviewed September 2021 Revised February 2020]
CASB SAMPLE POLICY – BOCES 2015©

Discipline, Suspension and Dismissal of Support Staff

Support staff employees, unless otherwise designated by contract, are considered "at will" employees who serve at the pleasure of the Board and have only those employment rights expressly established by Board policy. Support staff members will be employed for such time as the BOCES is in need of or desirous of the services of such employees.

The Board delegates to the executive director the authority to dismiss support staff members. The executive director may delegate this authority to other appropriate personnel such as the director of personnel. All dismissals of support staff members will be reported to the Board at its next regular meeting.

The executive director also may suspend employees from their assignments as a disciplinary measure, with or without pay.

The BOCES must comply with the reporting requirements concerning allegations of unlawful behavior involving a child and other offenses, in accordance with state law.

(Adoption date: January 19, 2022)

LEGAL REFS.: 20 U.S.C. 7926 (*ESSA prohibition against employment assistance for school employees who have engaged in sexual misconduct with a student or minor*)
C.R.S. 19-3-301 *et seq.* (*Child Protection Act of 1987*)
C.R.S. 22-32-110 (1)(h) (*power to discharge/terminate employment*)

CROSS REF.: GDA, Support Staff Positions

NOTE: The Every Student Succeeds Act (ESSA) requires BOCES that receive ESEA funds to have policies in place that prohibit the BOCES from assisting an employee in obtaining a new job if the BOCES knows, or has probable cause to believe, that such employee engaged in sexual misconduct regarding a student or minor in violation of the law. The BOCES is not prohibited from following routine procedures regarding the transmission of administrative or personnel files, but is prohibited from doing more than that to help the employee obtain new employment. 20 U.S.C. 7926. This provision is intended to prevent teachers or other school staff who have engaged in sexual misconduct with a student or minor at one school from obtaining employment at another school, without that school's knowledge of the prior misconduct. In sum, the BOCES must ensure that it complies with state law mandatory reporting requirements as well as not offer employment assistance as prohibited by the ESSA when contacted by another school for information regarding an applicant's fitness for employment.

[Reviewed September 2021 Revised February 2020]
CASB SAMPLE POLICY – BOCES 2015©

Staff Conduct
(And Responsibilities)

Notice upon arrest for specific criminal offenses

An employee's criminal misconduct may constitute a violation of Board policy. Such criminal misconduct may also necessitate disciplinary action against the employee and require the BOCES to notify students' parents/guardians of the employee's criminal charges in accordance with state law.

In an effort to keep the BOCES apprised in a timely manner of potentially concerning behavior by its employees, an employee who is arrested for any of the following criminal offenses shall provide written notice to the executive director or designee. Such notice shall be provided prior to reporting to duty in the BOCES and no later than five days after the employee's arrest.

The required notice applies to the following criminal offenses:

1. felony child abuse, as specified in C.R.S. 18-6-401;
2. a crime of violence, as defined in C.R.S. 18-1.3-406(2), except second degree assault, unless the victim is a child;
3. a felony involving unlawful sexual behavior, as defined in C.R.S. 16-22-102(9);
4. felony domestic violence, as defined in C.R.S. 18-6-800.3;
5. felony indecent exposure, as described in C.R.S. 18-7-302; or
6. a level 1 or level 2 felony drug offense, as described in C.R.S. 18-18-401 et seq.

Disciplinary action and parental notification

Upon receiving notification of an employee's arrest for one or more of the above listed criminal offenses, the BOCES may conduct further investigation as it deems necessary and/or refer the matter to the Colorado Department of Education. Disciplinary action, including dismissal, may be taken against the employee as deemed appropriate by the BOCES, in accordance with applicable law and Board policy.

The BOCES may also notify students' parents/guardians when an employee is charged with any of the above-listed criminal offenses, in accordance with state law and applicable Board policy.

Adopted: August 21, 2019

Staff Safety/Injury Protection

Safety Rules

1. Being impaired by, or under the influence of, alcohol or illegal drugs while at work, is strictly prohibited. If taking prescription drugs, please follow physician's recommendation and notify management if medications make you drowsy, etc.
2. Fighting, horseplay, practical jokes or other disorderly conduct is strictly prohibited.
3. Threatening, intimidating, or using abusive language to other employees is strictly prohibited.
4. Whenever employees are driving, or a passenger in a motor vehicle, during the course and scope of employment, they must wear seat belts.
5. Employees must immediately report all injuries, no matter how minor, to their supervisor.
6. Employees shall report any safety hazards/conditions immediately to management.

Prevent Slips/Falls

1. Wear appropriate footwear on snow and ice. If necessary, bring a change of shoes for inside the building.
2. Report slippery surfaces to management immediately.
3. Do not take short cuts. Only walk on sidewalks that have been cleared of snow and ice.
4. Use handrails on stairways.
5. Use extra caution when carrying objects on ice and snow.

Lifting Procedures

1. PLAN the move before lifting; ensure that you have an unobstructed pathway.
2. TEST the weight of the load before lifting by gently pushing the load along its resting surface.
3. If the load is too heavy or bulky, use lifting and carrying aids such as dollies and pull carts or get assistance from a co-worker.
4. If assistance is required to perform a lift, coordinate and communicate your movements with those of your co-worker.
5. Facing the load, position your feet 6 to 12 inches apart with one foot slightly in front of the other.
6. Bend at the knees, not at the back – keep your back straight.
7. Hold the object as close to your body as possible.
8. Perform lifting movements smoothly and gradually; do not jerk the load.
9. If you must change direction while lifting or carrying the load, pivot your feet and turn your entire body. Do not twist at the waist.
10. Set down objects in the same manner as you picked them up, except in reverse.
11. Do not lift an object from the floor to a level above your waist in one motion. Set the load down on a table or bench and then adjust your grip before lifting it higher.

Safe Driving

1. Manage the space surrounding your vehicle

- A. Do not follow too closely – Remember to adjust your speed and distance between the vehicle in front of you for road conditions.
- B. If someone is following you too closely, stay to the right, slow down, and give the other driver plenty of opportunity to pass.
- C. Do NOT hug the center line – Easy to drift into oncoming traffic.
- D. Do NOT hug the right side of the road – a soft shoulder could cause you to lose control.
- E. Do NOT travel alongside another vehicle except for the amount of time it takes to safely pass the other vehicle.

2. Constantly scan your mirrors.

3. Do NOT use your cell phone while driving.

Paraprofessional Back Safety

To protect your back when lifting, transferring, or assisting students remember the following.

Plan Ahead-

- * Ensure the intended path of travel is clear of any debris, obstacles, wet or slippery surfaces.
- * If the student is irritable, unpredictable, has a history of falling, or weighs more than 1/3 your body weight, ask for assistance or use an appropriate lifting device that you have been trained to use.
- * Ensure wheels are locked on mobile devices such as wheelchairs, tables, and assistive equipment before you begin a transfer.

Communicate-

- * Always communicate your lift/transfer/assistance plans with the student and/or lifting partner so that everyone knows what to expect.

Body Mechanics-

- * Keep your feet about shoulder width apart while lifting or transferring.
- * Bend your knees, not your back.
- * Never twist your back while lifting. Always turn your feet and legs in the direction you are headed.
- * Keep the student's weight as close to you as possible.

Assistive Devices-

- * Use assistive equipment only when you have been trained and feel comfortable doing so.
- * Ensure equipment is in proper working order before attempting the lift or transfer.
- * Gait belts should fit the student properly and not be too snug or loose.

Aggression Control Procedures

1. If you perceive no immediate physical threat:
 - a. Notify other staff members and have a stand-by to render assistance.
 - b. State clearly who you are, what you can do to help and what your time limits are as a staff member.
2. If you perceive the possibility of severe physical injury:
 - a. Assume a non-threatening physical posture and tone of voice.
 - b. State in clear concise terms what you want the individual to do.
 - c. State what you can do to help.
 - d. Speak with authority.
 - e. Make direct commands.
 - f. Set a time limit. At the end of set time, seek assistance from a staff member.
3. If you are assaulted:
 - a. Discontinue care; leave the area.
 - b. Report assault to your supervisor.
 - c. Do not return alone. Bring assistance with you.
4. Breaking up an altercation:
 - a. Do not attempt to break it up alone.
 - b. Call for help from staff members or call security.
 - c. Stay out of the immediate area.
 - d. Wait for help from at least one other person. Do not intervene alone.

Adpoted: January 18, 2017

Federally-Mandated Family and Medical Leave

This policy shall apply to all family and medical leaves of absence covered under the Family and Medical Leave Act of 1993 ("FMLA"). Terms used in this policy and its accompanying regulation, such as "serious health condition," "qualifying exigency," "covered active duty," "covered service member," and "serious injury or illness" shall be as defined by the FMLA and its implementing regulations.

Eligibility

To be eligible for a family and medical leave of absence (FMLA leave) under this policy, an employee shall have been employed for at least 12 months and shall have worked at least 1,250 hours during the 12-month period preceding the commencement of the leave. A full-time classroom teacher shall be deemed to meet the hourly requirement but must also meet the 12-month requirement to be eligible for FMLA leave.

Permitted reasons for FMLA leave

An eligible employee shall be entitled to a combined total of 12 weeks' leave per year for the following reasons:

1. The birth and care of the employee's newborn child;
2. The placement of a child with the employee for adoption or foster care;
3. To care for the employee's spouse, parent or child with a serious health condition;
4. When the employee is unable to perform the essential functions of his or her position because of the employee's own serious health condition; or
5. Any qualifying exigency arising out of the fact that the employee's spouse, son, daughter or parent is on covered active duty in the Armed Forces or has been notified of an impending call or order to covered active duty in the Armed Forces.

Spouses who are both employed by the BOCES shall be entitled to a total of 12 weeks of leave (rather than 12 weeks each) per year for reasons (1), (2), (3) and/or (5) specified in the immediately preceding paragraph.

Entitlement for child care leave shall end after the child reaches age one or 12 months after adoption or foster placement. Leave to care for a child shall include leave for a step-parent or person in loco parentis.

An eligible employee who is a spouse, son, daughter, parent or next of kin of a covered service member with a serious injury or illness incurred or aggravated in the line of duty on active duty shall be entitled to a total of 26 weeks of leave during a single 12-month period to care for the covered service member.

The single 12-month period shall begin on the first day the employee takes leave for this reason and shall end 12 months later. During that 12-month period, the eligible employee is entitled to a combined total of 26 weeks of leave under this policy. Only 12 weeks of the 26-week total may be for a FMLA-qualifying reason other than to care for a covered service member.

Spouses who are both employed by the BOCES shall be entitled to a total of 26 weeks (rather than 26 weeks each) in a single 12-month period if the leave is to care for a covered service member with a serious injury or illness, or a combination of caring for a covered service member and reasons (1), (2), (3) and/or (5) above.

Intermittent or reduced FMLA leave

Leave may be taken on an intermittent or reduced leave schedule. The BOCES may require the employee to transfer temporarily to an alternative position which better accommodates recurring periods of absence or a part-time schedule provided that the position has equivalent pay and benefits. Teachers requesting intermittent or reduced leave involving greater than 20 percent of their working time during such period may, in the alternative, be required to take leave continuously for all or a specified part of the total period involved.

Intermittent leave or leave on a reduced schedule shall not be allowed because of the birth of an employee's child and to care for a newborn child, or because of the placement of a child with an employee for adoption or foster care.

Health insurance and benefits

The BOCES shall maintain coverage under any group health insurance plan for any employee who is granted an approved leave of absence under this policy for the duration of the leave. Such coverage shall be maintained at the same level and under the same conditions as coverage would have been provided if the employee were not on leave. The BOCES reserves the right to seek reimbursement for this benefit in the event that an employee elects not to return to work, as allowed by law.

The use of FMLA leave shall not result in the loss of any employment benefit that accrued prior to the start of the FMLA leave.

Reinstatement after FMLA leave

Reinstatement shall be determined in accordance with applicable law and Board policies. If the employee on leave is a salaried employee and is among the highest paid 10 percent of BOCES employees and keeping the job open for the employee would result in substantial economic injury to the BOCES, the employee may be denied reinstatement provided the BOCES notifies the employee of its intent to deny reinstatement at the time economic hardship occurs and the employee elects not to return to work after receiving the notice.

Compliance with governing law

The BOCES shall fully comply with the FMLA and shall be entitled to take all actions and exercise all options authorized under the FMLA consistent with this policy and its accompanying regulation. In the event that this policy or its accompanying regulation conflict or are otherwise inconsistent with mandatory provisions of the FMLA the mandatory provisions of the FMLA and applicable state law shall control.

Adopted: January 18, 2017

LEGAL REFS.: 29 U.S.C. 2601 et seq. (Family and Medical Leave Act of 1993)
29 C.F.R. Part 825 (regulations)

CROSS REFS.: GBGG, Staff Sick Leave
GBGK, Staff Legal Leave
GBGE, Staff Maternity/Paternity/Parental Leave

Federally-Mandated Family and Medical Leave

Notification and reporting

When the need for a family and medical leave of absence (FMLA leave) is foreseeable, the employee shall provide at least 30 days prior notice to the BOCES unless circumstances dictate otherwise. If the requested FMLA leave is because of a military-related qualifying exigency and the leave is foreseeable, the employee shall provide notice to the BOCES as is reasonable and practicable. With respect to foreseeable medical treatments, the employee shall make a reasonable effort to schedule treatment so as not to disrupt BOCES operations.

If the need for FMLA leave is unforeseeable, the employee shall provide notice to the BOCES as soon as practicable under the circumstances.

If an employee's requested FMLA leave also constitutes paid leave under another Board policy, the FMLA leave and other applicable leave shall run concurrently.

In the absence of an employee's request for FMLA leave, the BOCES may independently determine whether an employee's leave under another Board policy constitutes FMLA leave and, if so, shall notify the employee that the leave will be counted against the FMLA leave to which the employee is entitled.

If the FMLA leave is due to illness, the employee shall report periodically on his or her leave status and intention to return to work.

If the requested FMLA leave is because of a military-related qualifying exigency, the BOCES may require the employee to provide supporting documentation of such exigency.

The BOCES may also require the employee to show certification of the familial relationship if the request for FMLA leave is to care for a family member with a serious health condition, to care for a covered service member with a serious injury or illness, or in connection with a military-related qualifying exigency.

Medical certification

The BOCES shall require medical certification to support a claim for leave for an employee's own serious health condition; to care for the employee's child, spouse, or parent with a serious health condition; or to care for a covered service member's serious injury or illness. The medical certification will be sufficient if it contains the date on which the condition or injury/illness commenced, the probable duration of the condition or injury/illness and any appropriate medical information.

For an employee's own serious health condition, the medical certification also must include a statement that the employee is unable to perform the functions of the position. For leave to care for a child, spouse, or parent with a serious health condition or to care for a covered service member with a serious injury or illness, the medical certification must include an estimate of the amount of time the employee is needed to provide care.

In its discretion and in accordance with the FMLA, the BOCES may require a second or third medical opinion and periodic recertification's as the BOCES deems reasonably necessary.

Medical certification for intermittent leave must indicate the dates on which treatment is expected to be given and the duration of the treatment. For leave to care for a child, spouse, or parent with a serious health condition or to care for a covered service member with a serious injury or illness, the medical certification must include a statement that the employee's intermittent leave is necessary to care for the family member and the expected duration and schedule of treatment.

For the employee's own intermittent leave, the medical certification must contain a statement indicating the medical necessity of the intermittent treatment and its expected duration.

Return to work

An employee who has taken leave due to the employee's own serious health condition shall provide a medical certification from the employee's physician that the employee is able to resume work. In addition, the BOCES reserves the right to consult with a public health official if there is any question about possible transmission of a disease.

The following return to work provisions apply to teachers:

1. If the teacher begins any category of FMLA leave more than five weeks prior to the end of the semester and the leave is for more than three weeks, the BOCES may require the teacher seeking to return within the last three weeks to continue the leave through the end of the semester.
2. If the teacher begins any category of FMLA leave except for the teacher's own serious health condition less than five weeks before the end of the semester and the period of leave is greater than two weeks, the BOCES may require the teacher seeking to return within the last two weeks to continue the leave through the end of the semester.
3. If the teacher begins any category of FMLA leave except for the teacher's own serious health condition three or fewer weeks before the end of the semester and the period of leave is greater than five working days, the BOCES may require the teacher to continue the leave through the end of the semester.

Repayment of benefits

If an employee fails to return to work upon completion of an approved FMLA leave, the BOCES may recover from the employee the cost of any payments made to maintain the employee's group health insurance coverage unless the failure to return to work was due to a continuation, recurrence or onset of a serious health condition as certified by a physician that entitles the employee to leave, or for other reasons beyond the employee's control.

Posting/notice to employees

The BOCES shall post notices explaining the rights and responsibilities under the Family and Medical Leave Act (FMLA) in locations where they can be readily seen by employees and applicants for employment.

Notice of the FMLA's rights and responsibilities shall also be incorporated into employee handbooks or provided directly to employees.

Adopted: January 18, 2017

GBGG - STAFF LEAVE

The board strives to help staff maintain their physical health, care for their families, and tend to other personal obligations or emergencies. As such it offers leave in accordance with Board Policy and as required by law. To the extent this Policy contradicts applicable law, the law will control.

I. FULLTIME STAFF

A. PERSONAL LEAVE

All nine-month and twelve-month fulltime employees will receive paid Personal Leave for essential obligations or for illness. Such leave will be certified at the beginning of each school year based on the months worked each year according to the working terms of the contract or employment agreement or as of the first day of employment.

- *Amount.* The maximum number of personal leave hours per year will be 76.5 hours for 9-month employees, 90 hours for 9-month employees working in Alamosa School District, and 102 hours for 12-month employees. In lieu of accruing personal hours per month, all hours will be given at the beginning of the year, however, if an employee leaves prior to fulfilling the employment agreement any used personal hours which have not been accrued will be docked from the employees last paycheck.
- *Unused Leave.* Unused personal leave may be accumulated from year to year but may only be used for sick leave, as defined by CRS 8-13.3-404(1) and articulated below in Section B.17, and must not exceed 340 hours. Any sick hours accrued over 340 hours will be bought back at the rate of \$50.00 per 8.5 hours or according to the benefits table by June 30th of each fiscal year.

If a fulltime employee moves to a part-time position any accrued personal leave will be reduced proportionally by the reduction in work time (e.g., an employee with 50 hours of personal who moves from 40 hours per week to 20 hours will have their personal leave reduced to 25 hours).

Accrued unused personal leave shall be paid at the employee's hourly rate when an employee resigns or is otherwise separated from employment in the agency. An employee retiring/resigning from the agency after 20 years of continuous fulltime service will receive a stipend of \$50.00 per 8.5 hours or according to the benefits table for accumulated sick hours not to exceed 255 hours.

- a. Employees hired by programs funded by outside sources (i.e. grant funded positions) may not be entitled to this benefit due to funding

- b. shortages. This decision will be made at the discretion of the program director in consultation with the executive director and board
- *Personal Leave is in Addition to Other Forms of Leave.* Personal leave is separate from professional leave, vacation, and holidays. Employees hired by programs funded by outside sources (i.e. grant funded positions) may not be entitled to this sick leave buy back benefit due to funding shortages. (This decision will be made at the discretion of the program director in consultation with the executive director and board.)

B. PAID SICK LEAVE

The Board recognizes that there may be times when an employee is unable to fulfill the duties of their position due to illness. Therefore, paid sick leave is provided for all employees in accordance with this policy, and federal, state, and local law.

- *When Employees May Use Paid Sick Leave.* BOCES will provide paid leave to employees who have accrued paid sick leave for the following conditions:
 1. having a mental or physical illness, injury, or health condition that prevents them from working;
 2. needing to get preventive medical care, or to get a medical diagnosis, care, or treatment, of any mental or physical illness, injury, or health condition;
 3. needing to care for a family member who has a mental or physical illness, injury, or health condition, or who needs the sort of care listed in category (2);
 4. the employee or the employee's family member having been a victim of domestic abuse, sexual assault, or criminal harassment, and needing leave for related medical attention, mental health care or other counseling, victim services (including legal services), or relocation; or
 5. due to a public health emergency, a public official having closed either (A) the employee's place of business, or (B) the school or place of care of the employee's child, requiring the employee needing to be absent from work to care for the child.
 6. sick leave shall not apply during vacation leave, paid holidays or leaves of absence.

For sick leave purposes, the term "family member" means a member of the employee's immediate family (a person who is related by blood, marriage, civil union, or adoption); a child to whom the employee stands in loco parentis or a person who stood in loco parentis to the employee when the employee was a

minor; or a person for whom the employee is responsible for providing or arranging health- or safety-related care. Exceptions may be made by the executive director.

- Accrual of Paid Sick Leave. Each employee earns at least 1 hour of paid sick leave for every 30 hours worked, up to a maximum of 48 hours (6 days) per year. BOCES may provide paid sick leave that accrues at a faster or more generous rate than required and may satisfy the accrual requirements by providing employees with an amount of paid sick leave that meets or exceeds the 48 hours at the beginning of the year.
- Documentation May Be Required. Documentation may be required if the employee takes paid sick leave for four or more consecutive workdays. Any health or safety information relating to an employee or employee's family member will be maintained on a separate form and in a separate file from other personnel information, treated as confidential medical records, and will not be disclosed except to the affected employee or with the express permission of the affected employee.
- Separation and Reinstatement. BOCES will not payout unused paid sick leave upon termination, resignation, retirement, or any other form of separation. However, BOCES will reinstate any unused paid sick leave if an employee is rehired within 6 months of separating from the BOCES.
- Retaliation Prohibited. The Board, the executive director, other administrators and BOCES employees will not take retaliatory action or discriminate against an employee who, in good faith, takes, attempts to take, or supports taking paid sick leave in accordance with this policy; files a complaint or informs any person about an alleged violation of the Healthy Families and Workplaces Act; or participates in an investigation, hearing, or proceeding related to such matter.

B.1. ADDITIONAL LEAVE DURING A PUBLIC HEALTH EMERGENCY

In addition to the paid sick leave described above, on the date a public health emergency is declared BOCES will supplement each employee's accrued paid sick leave as necessary to ensure that employees who work 40 hours or more in a week may take at least 80 hours of paid sick leave and that employees who work fewer than 40 hours in a week may take at least the greater of the number of hours the employee is scheduled to work in a 14-day period or the average time the employee works in a 14-day period. BOCES may count an employee's unused accrued paid sick leave toward the supplemental paid sick leave.

An employee may use the supplemental paid sick leave until 4 weeks after the official termination or suspension of the public health emergency. Leave under this provision may be taken for the following reasons:

- (a) needing to self-isolate due to either being diagnosed with, or having symptoms of, a communicable illness that is the cause of a public health emergency;
 - (b) seeking a diagnosis, treatment, or care (including preventive care) of such an illness;
 - (c) being excluded from work by a government health official, or by an employer, due to the employee having exposure to, or symptoms of, such an illness (whether or not they are actually diagnosed with the illness);
 - (d) being unable to work due to a health condition that may increase susceptibility or risk of such an illness; or
 - (e) caring for a child or other family member who is in category (1), (2), or (3), or whose school, childcare provider, or other care provider is either unavailable, closed, or providing remote instruction due to the public health emergency.
- Documentation is not required to take paid sick leave during a public health emergency

C. PARENT/CHILDCARE LEAVE

Sick leave for maternity purposes shall be allowed any employee during the period of pregnancy and/or during such period of time the employee is temporary disabled because of, or contributed by, or pregnancy and/or complications, and for a reasonable time immediately following termination of the pregnancy as is medically necessary for the safety and health of the mother and/or the child. Also referenced in Policy GBGE.

D. PROFESSIONAL LEAVE

The Board will support a plan for leaves of absence designed to help members in the professional staff improve their individual competencies without loss of pay, and could include professional conferences, workshops, statewide or local. Such leave is granted at the discretion of the executive director and the program director and decided on its own merit.

E. VACATION

All 12-month fulltime employees are entitled to an annual paid vacation. Paid vacation for staff members will be 68 hours for the first through third year of service, 85 hours during the fourth through seventh year of service and 102 hours beginning the eighth year of service. Unused paid vacation may accrue from year to year but must not exceed 102 hours. Accrued unused paid vacation time shall be paid at the employee's hourly rate upon separation regardless of the reason for separation. An employee who has worked six or more months, but less than one year may receive a prorated portion of paid vacation

during the first summer of employment.

Vacation time exceeding three days must be preapproved by the employee's immediate supervisor, project supervisor and/or the executive director at least four calendar days prior to taking vacation. BOCES will try to accommodate requests for vacation, but it retains discretion to deny such requests.

F. HOLIDAYS

Personnel tied directly to school district calendars are entitled to the regularly scheduled holidays of the district in which they are working. Personnel not tied directly to school district calendars are entitled to the holidays established by the San Luis Valley BOCES annual calendar. Staff working fulltime for 12 months will be provided 12 paid Holidays.

An employee assigned to classroom responsibilities may not use vacation or personal days before and after holidays (including spring break) without prior approval by the executive director. Unauthorized absences may result in a withholding of pay for the time missed by the employee. Unauthorized absences of more than two days by an employee may result in termination of employment.

G. NOTICE

When an employee is to be absent from the job for any reason, the employee shall notify the immediate supervisor and the BOCES human resource office as soon as the employee is aware of the impending absence. In no case shall this notification be later than noon. Failure to report personal or sick days to the BOCES human resource office shall be considered an unauthorized leave of absence and the employee may be disciplined in accordance federal, state, and local law.

II. PART-TIME STAFF

All of the afore mentioned shall also apply to part-time staff. All leave time, with the exception of vacation, for employees working less than full-time will be pro-rated based on percentage of time worked. Vacation only applies to 12-month staff and will be pro-rated based on percentage of time worked.

III. LEAVE OF ABSENCE

The Board, upon recommendation of the Executive Director, shall consider granting a leave of absence with the best interest of the SLV BOCES, its staff and the students it serves in mind, with the following conditions:

1. The employee must submit a written request to the Executive Director no later than March 1 of the previous year of the intended absence.

2. After March 1, the Board, at its discretion and upon recommendation of the Executive Director, and upon availability of a replacement, may grant a Leave of Absence to an eligible employee.
3. The leave of absence shall not exceed one working year.
4. The leave of absence shall be for one of the following purposes:
 - a) Secure an advanced degree or training
 - b) Medical leave for the employee or immediate family member
 - c) Educational travel
 - d) Other reasons that shall be considered on a case-by-case basis
5. Leave of absence shall be without pay or fringe benefits, including but not limited to, health insurance. It will be the responsibility of the employee to make payment arrangements with insurance companies if they wish to self-pay premiums while on leave.
6. Upon approval by the Board of a Leave of Absence, the employee shall:
 - a) Retain his/her placement on the salary schedule.
 - b) Have any accrued fringe benefits reinstated.
 - c) Be placed in a position for which he/she is qualified.
7. Teachers on a leave of absence shall notify the SLV BOCES in writing no later than March 1 of their intention to return the following year or submit a written letter of resignation. The deadline may be extended due to health reasons upon receipt of written request to the Executive Director and approval by the Board.

Adopted: July 1, 2017

Revised: May 2021

LEGAL REFS.: C.R.S. 2-4-401 (*definition of immediate family*)
C.R.S. 8-13.3-401 et seq. (*Healthy Families and Workplaces Act*)

CROSS REFS.: GBGF, Federally-Mandated Family and Medical Leave
GBGE, Maternity/Paternity Leave
GBGH, Sick Leave Bank
GBGL, Staff Victim Leave
GBJ, Personnel Records and Files

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Alcohol and Drug-Free Workplace

The Board recognizes the importance of maintaining a workplace that is free from alcohol and drugs to enhance the safety and welfare of employees and students and ensure compliance with applicable law. Accordingly, it shall be a violation of Board policy for any BOCES employee to possess, use or be under the influence of alcohol or illicit drugs on BOCES property, in or on BOCES vehicles, at any BOCES sponsored activity or event, or off BOCES property when the employee is on duty.

For purposes of this policy, "illicit drugs" means narcotics, drugs and controlled substances as defined in law. Although some actions involving marijuana are no longer prohibited by state law, federal law still prohibits the manufacture, sale, distribution, possession and use of marijuana. As a recipient of federal funds, the BOCES has an obligation to maintain a drug-free workplace. Thus, marijuana is an illicit drug for purposes of this policy. "Illicit drugs" also includes any prescription or over-the-counter drug that does not meet the following four criteria: (1) the employee has a current and valid prescription for the drug or the drug is sold over-the-counter; (2) the drug is used or possessed for the purpose for which it was prescribed or sold over-the-counter; (3) the drug is used or possessed at the dosage prescribed or recommended; and (4) the drug is used or possessed consistent with the safe and efficient performance of the employee's job duties.

Observance of this policy is a condition of employment. A violation shall subject the employee to appropriate disciplinary action, which may include suspension, termination and referral for prosecution. In appropriate circumstances and at the BOCES's sole discretion, disciplinary sanctions may include the completion of an approved drug or alcohol abuse assistance or rehabilitation program. Any such program shall be at the employee's expense. However, the BOCES is not required to offer rehabilitation in lieu of termination or other discipline to any employee who has violated this policy.

After investigation, the executive director may reinstate an employee who has been suspended if it appears to be in the best interests of the BOCES. The matter shall be reported to the Board.

Reasonable suspicion tests

Tests may be conducted when a BOCES official has reasonable suspicion that the employee has violated the BOCES's alcohol or drug prohibitions. This reasonable suspicion must be based on specific, contemporaneous, articulable observations concerning the employee's appearance, behavior, speech or body odors.

and related information.

Adopted: January 18, 2017

LEGAL REFS.: 20 U.S.C. 7101 et seq. (Safe and Drug-Free Schools and Communities Act)
21 U.S.C. 812 (definition of controlled substance)
41 U.S.C. 8101 and 8102 (Drug-Free Workplace Act of 1988)
34 C.F.R. Part 84 (regulations implementing the Drug-Free Workplace Act)
Colo. Const. Art. XVIII, Section 16(6) (employers may restrict marijuana use, possession, sale, etc. by employees)
C.R.S. 18-18-407 (2) (crime to sell, distribute or possess any controlled substance on or near school grounds or school vehicles)
C.R.S. 25-1.5-106 (12)(b) (possession or use of medical marijuana in or on school grounds or in a school bus is prohibited)

CROSS REFS.: EEAEAA*, Drug And Alcohol Testing For Bus Drivers
GCQF, Discipline, Suspension and Dismissal of Professional Staff
GDQD, Discipline, Suspension and Dismissal of Support Staff

Tobacco-Free BOCES

To promote the general health, welfare and well-being of staff, smoking, chewing or any other use of any tobacco product by staff, and members of the public is prohibited on all BOCES property.

For purposes of this policy, the following definitions apply:

1. "BOCES property" means all property owned, leased, rented or otherwise used or contracted for by the BOCES including but not limited to the following:

- a. All indoor facilities and interior portions of any BOCES building or other structure. The term does not apply to buildings used primarily as residences, i.e., teacherages.
- b. All BOCES grounds over which the BOCES exercises control including areas surrounding any building, and parking areas.
- c. All vehicles used by the BOCES for transporting staff, visitors or other persons.
- d. At a BOCES sanctioned activity or event.

2. "Tobacco product" means:

- a. Any product that contains nicotine or tobacco or is derived from tobacco and is intended to be ingested or inhaled by or applied to the skin of an individual, including but not limited to cigarettes, cigars, pipe tobacco, snuff and chewing tobacco; and
- b. Any electronic device that can be used to deliver nicotine to the person inhaling from the device, including but not limited to an electronic cigarette, cigar, cigarillo or pipe.
- c. "Tobacco product" does not include any product that has been approved by the appropriate federal agency as a tobacco use cessation product.

3. "Use" means lighting, chewing, smoking, ingesting or application of any tobacco product.

Signs will be posted in prominent places on all BOCES property to notify the public that smoking or other use of tobacco products is prohibited in accordance with BOCES policy. This policy will be published in all employee handbooks, posted on bulletin boards and announced in staff meetings.

Any member of the general public considered by the executive director or designee to be in violation of this policy will be instructed to leave BOCES property. Employees found to be in violation of this policy will be subject to appropriate

Sexual Harassment

The BOCES is committed to a learning and working environment that is free from sexual harassment. Sexual harassment is recognized as a form of sex discrimination and thus a violation of the laws which prohibit sex discrimination.

It shall be a violation of policy for any member of the BOCES staff to harass another staff member or student through conduct or communications of a sexual nature. Any conduct of a sexual nature directed toward students by teachers or others to whom this policy applies, shall be presumed to be unwelcome. Sexual harassment committed by a BOCES employee in the course of employment shall be deemed a breach of duty, and as such, shall subject the offending employee to disciplinary action. This policy similarly applies to non-employee volunteers or any other persons who work subject to the control of the BOCES.

Sexual harassment prohibited

For purposes of this policy, unwelcome sexual advances, requests for sexual favors, or other unwelcome conduct of a sexual nature constitutes sexual harassment if:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of a person's employment or educational development.
2. Submission to or rejection of such conduct by an individual is used as the basis for employment or education decisions affecting such individual.
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance or creating an intimidating, hostile or offensive working or educational environment.

The prohibition against sexual harassment applies whether the harassment is between people of the same or different gender.

Sexual harassment as defined above may include but is not limited to:

1. Sex-oriented verbal "kidding," abuse or harassment.
2. Pressure for sexual activity.
3. Repeated remarks to a person with sexual implications.
4. Unwelcome touching, such as patting, pinching or constant brushing against another's body.
5. Suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades, employment status or similar personal concerns.
6. Sexual violence.

JLF, Reporting Child Abuse/Child Protection

Staff Use of the Internet and Electronic Communications

The Internet and electronic communications (email, chat rooms and other forms of electronic communication) have vast potential to support curriculum and learning. The Board believes they should be used in schools as a learning resource to educate and to inform.

The Board supports the use of the Internet and electronic communications by staff to improve teaching and learning through interpersonal communication, access to information, research, training and collaboration and dissemination of successful educational practices, methods and materials.

The Internet and electronic communications are fluid environments in which users may access materials and information from many sources. Staff members shall take responsibility for their own use of BOCES technology devices to avoid contact with material or information that violates this policy. For purposes of this policy, "BOCES technology devices" means any BOCES-owned computer, hardware, software, or other technology that is used for learning purposes and has access to the Internet.

Blocking or filtering obscene, pornographic and harmful information

To protect students from material and information that is obscene, child pornography or otherwise harmful to minors, as defined by the Board, software that blocks or filters such material and information has been installed on all BOCES computers having Internet or electronic communications access. Blocking or filtering software may be disabled by a supervising teacher or BOCES administrator, as necessary, for purposes of bona fide research or other educational projects being conducted by staff members over the age of 18.

No expectation of privacy

BOCES technology devices are owned by the BOCES and are intended for educational purposes and BOCES business at all times. Staff members shall have no expectation of privacy when using BOCES technology devices. The BOCES reserves the right to monitor, inspect, copy, review and store (at any time and without prior notice) all usage of BOCES technology devices including all Internet and electronic communications access and transmission/receipt of materials and information. All material and information accessed/received through BOCES technology devices shall remain the property of the BOCES.

Public records

Electronic communications sent and received by BOCES employees may be considered a public record subject to public disclosure or inspection under the

- that contains personal information about themselves or others, including information protected by confidentiality laws
- using another individual's Internet or electronic communications account without written permission from that individual
- that impersonates another or transmits through an anonymous remailer
- that accesses fee services without specific permission from the system administrator

Security

Security on BOCES technology devices is a high priority. Staff members who identify a security problem while using the Internet or electronic communications must immediately notify a system administrator. Staff members should not demonstrate the problem to other users. Logging on to the Internet or electronic communications as a system administrator is prohibited.

Staff members shall not:

- use another person's password or any other identifier
- gain or attempt to gain unauthorized access to BOCES technology devices
- read, alter, delete or copy, or attempt to do so, electronic communications of other system users

Any staff member identified as a security risk, or as having a history of problems with technology may be denied access to the Internet and electronic communications and/or BOCES technology devices.

Confidentiality

Staff members shall not access, receive, transmit or retransmit material regarding students, parents/guardians, BOCES employees or BOCES affairs that is protected by confidentiality laws unless such access, receipt or transmittal is in accordance with their assigned job responsibilities, applicable law and Board policy. It is imperative that staff members who share confidential student information via electronic communications understand the correct use of the technology, so that confidential records are not inadvertently sent or forwarded to the wrong party. Staff members who use email to disclose student records or other confidential student information in a manner inconsistent with applicable law and Board policy may be subject to disciplinary action.

If material is not legally protected but is of a confidential or sensitive nature, great

devices is a privilege, not a right. Failure to follow the use procedures contained in this policy shall result in the loss of the privilege to use these tools and restitution for costs associated with damages, and may result in disciplinary action and/or legal action. The BOCES may deny, revoke or suspend access to BOCES technology or close accounts at any time.

Staff members shall be required to sign the BOCES's Acceptable Use Agreement annually before Internet or electronic communications accounts shall be issued or access shall be allowed.

BOCES makes no warranties

The BOCES makes no warranties of any kind, whether expressed or implied, related to the use of BOCES technology devices, including access to the Internet and electronic communications services. Providing access to these services does not imply endorsement by the BOCES of the content, nor does the BOCES make any guarantee as to the accuracy or quality of information received. The BOCES shall not be responsible for any damages, losses or costs a staff member suffers in using the Internet and electronic communications. This includes loss of data and service interruptions. Use of any information obtained via the Internet and electronic communications is at the staff member's own risk.

Adopted: January 18, 2017

LEGAL REFS.: 47 U.S.C. 254(h) (Children's Internet Protection Act of 2000)
47 U.S.C. 231 et seq. (Child Online Protection Act of 2000)
C.R.S. 22-87-101 et seq. (Children's Internet Protection Act)
C.R.S. 24-72-204.5 (monitoring electronic communications)

San Luis Valley BOCES Safety Policy All Employees

It is the policy of SLV BOCES that the safety of its employees and the public is of chief importance. The prevention of accidents and injuries takes precedence over expedience. In the conduct of our business every attempt will be made to prevent accidents from occurring. SLV BOCES requires that its employees, as a condition of employment, comply with all applicable safety regulations as listed in the district policy manual. The designated safety coordinator for SLV BOCES, Cindy Squires, is the primary contact for safety-related matters. All employees will receive an orientation to the safety policy and rules of SLV BOCES upon initial employment, and are encouraged to bring to the attention of their immediate supervisor any unsafe conditions or practices. Supervisors will communicate these concerns to the safety coordinator, who will respond to this concern within 24 hours.

Management will be actively involved with employees in establishing and maintaining an effective safety program. The coordinator and other members of our management will participate in ongoing safety trainings.

Employer Responsibilities:

- Provide a safe workplace
- Provide safety trainings
- Annually review and update workplace safety rules

Employee Responsibilities:

- Report all unsafe conditions
- Immediately report all work-related injuries
- Wear the required personal protective equipment
- Abide by the districts safety rules at all times
- Participate in all Safety Trainings

ADOPTED: JANUARY 18, 2017
GBGB, GBGBA, GBGBA-E

SAN LUIS VALLEY BOARD OF COOPERATIVE EDUCATIONAL SERVICES,
ALAMOSA, CO

ALL EMPLOYEES

General

1. Being impaired by, or under the influence of, alcohol or illegal drugs while at work, is strictly prohibited. If taking prescription drugs, please follow physician recommendation and notify administration if medications make you drowsy, etc.
2. Fighting, horseplay, practical jokes or other disorderly conduct is strictly prohibited.
3. Threatening, intimidating, or using abusive language to other employees is strictly prohibited.
4. Whenever employees are driving, or a passenger in a motor vehicle, during the course and scope of employment, they must wear seat belts.
5. Employees must immediately report all injuries, no matter how minor, to their supervisor.
6. Employees shall report any safety hazards/conditions immediately to management.

Prevent Slips/Falls

1. Wear appropriate footwear on snow and ice. If necessary, bring a change of shoes for inside the building.
2. Report slippery surfaces to management immediately.
3. Clean up spills immediately. If immediate cleanup is not possible, use traffic cones or other warning signs to mark spills or slippery surfaces.
4. Do not take short cuts. Only walk on sidewalks that have been cleared of snow and ice.
5. Use handrails on stairways

Lifting Procedures

1. Plan the move before lifting; ensure that you have an unobstructed pathway.
2. Test the weight of the load before lifting by pushing the load along its resting surface.
3. If the load is too heavy or bulky, use lifting and carrying aids such as hand trucks, dollies, pallet jacks and carts, or get assistance from a co-worker.
4. If assistance is required to perform a lift, coordinate and communicate your movements with those of your co-worker.
5. Position your feet 6 to 12 inches apart with one foot slightly in front of the other.
6. Face the load.
7. Bend at the knees, not at the back.
8. Keep your back straight.
9. Get a firm grip on the object using your hands and fingers. Use the handles when they are present.
10. Hold the object as close to your body as possible.
11. While keeping the weight of the load in your legs, stand to an erect position.
12. Perform lifting movements smoothly and gradually; do not jerk the load.
13. If you must change direction while lifting or carrying the load, pivot your feet and turn your entire body. Do not twist at the waist.
14. Set down objects in the same manner as you picked them up, except in reverse.
15. Do not lift an object from the floor to a level above your waist in one motion. Set the load down on a table or bench and then adjust your grip before lifting it higher.
16. Wear protective gloves when lifting objects that have sharp corners or jagged edges.
17. Avoid trying to catch falling objects. Move out of the way to avoid being struck by the object.

Housekeeping

1. Do not place materials such as boxes or trash in walkways and passageways.
2. Mop up water around drinking fountains and drink dispensing machines immediately. Report larger spills to the custodians immediately.
3. Do not store or leave items on stairways.
4. Do not block or obstruct stairwells, exits or accesses to safety and emergency equipment such as fire extinguishers or fire alarms.
5. Straighten or remove rugs and mats that do not lie flat on the floor.

Blood and Bodily Fluids

1. Only those staff specifically trained in bloodborne pathogens safety should attempt to clean up bodily fluids.
2. Always wear appropriate personal protective equipment. At minimum this always requires non-permeable gloves.
3. Remove any rings or jewelry that could cut through protective gloves.

4. Utilize an appropriate disinfecting solution.
5. When picking up sharp objects such as contaminated broken glass, use tongs or wear leather gloves over your non-permeable gloves
6. Decontaminate all tools (tongs, mops, brooms, etc.) after exposure to bodily fluids.
7. Dispose of contaminated materials (towels, clothes, etc.) in an appropriately marked biohazard container.
8. Remove PPE as trained in a manner that does not contaminate you. Wash hands and any contaminated skin thoroughly with an antibacterial soap.
9. If exposure does occur, immediately notify your supervisor and seek medical attention.

FACULTY AND SUPPORT STAFF

Aggression Control Procedures

1. If you perceive no immediate physical threat:
 - a. Notify other staff members and have a stand-by to render assistance.
 - b. State clearly who you are, what you can do to help and what your time limits are as a staff member.
2. If you perceive the possibility of severe physical injury:
 - a. Assume a non-threatening physical posture and tone of voice.
 - b. State in clear concise terms what you want the individual to do.
 - c. State what you can do to help.
 - d. Speak with authority.
 - e. Make direct commands.
 - f. Set a time limit. At the end of set time, seek assistance from a staff member.
3. If you are assaulted:
 - a. Discontinue care; leave the area.
 - b. Report assault to your supervisor.
 - c. Do not return alone. Bring assistance with you.
4. Breaking up an altercation:
 - a. Do not attempt to break it up alone.
 - b. Call for help from staff members or call security.
 - c. Stay out of the immediate area.
 - d. Wait for help from at least one other person. Do not intervene alone.

General Classroom and Office Safety

1. Do not stand on boxes, chairs, desks or any other furniture to gain access to items out of reach. Use an appropriate stepladder or stool.
2. Do not compact material in the wastebasket with your hands or your feet.
3. Keep aisles and hallways clear of debris and materials storage.
4. Never block building exit routes.

File Cabinets

1. Do not leave file drawers open.
2. Do not stack file cabinets on top of one another.
3. Open one file cabinet drawer at a time.
4. If possible, secure file cabinet to a wall to prevent tipping.
5. Put heavy files in the bottom drawers of file cabinets.

Storage Area

1. Store heavy items on lower shelves; store items that are used often at a height between the knee and waist level.
2. Use a stepladder to reach items that are above chest level.
3. Store cartons and materials labeled "flammable" at least 18 inches from the overhead light bulbs and sprinklers.

Ladders

1. Read and follow the manufacturer's instructions label affixed to the ladder if you are unsure how to use the ladder.
2. Do not use ladders that have loose/damaged rungs, cracked or split side rails, missing rubber foot pads, or are otherwise visibly damaged.
3. Keep ladder rungs clean and free of grease. Remove buildup of material such as dirt or mud.

4. Do not use a metal ladder on roof tops nor within 50 feet of electrical power lines.
5. Do not place ladders in a passageway or doorway without posting warning signs or cones that detour pedestrian traffic away from the ladder. Lock the doorway that you are blocking and post the sign "Detour".
6. Allow only one person on the ladder at a time.
7. Face the ladder when climbing up or down it.
8. Maintain a three-point contact by keeping both hands and one foot or both feet and one hand on the ladder at all times when climbing up or down the ladder.
9. When performing work from a ladder, face the ladder and do not lean backward or sideways from the ladder.
10. Do not stand on the top two rungs of any ladder.
11. Do not stand on a ladder that wobbles, or that leans to the left or right.
12. When using a ladder, extend the top of the ladder at least 3 feet above the edge of the landing.
13. Secure the ladder in place by tying off or having another employee hold it.
14. Do not move a rolling ladder while someone is on it.
15. Do not place ladders on barrels, boxes, loose bricks, pails, concrete blocks or other unstable bases.
16. Do not carry items in your hands while climbing up or down a ladder.
17. Do not try to "walk" a ladder by rocking it. Climb down the ladder, and then move it.
18. Do not use a ladder as a horizontal platform.
19. Position the ladder so that reaching is not necessary.

TRANSPORTATION

Refueling Vehicles

1. Turn the vehicle "off" before fueling it.
2. Do not smoke while fueling a vehicle.
3. Wash your hands, using soap and water, if you spill gasoline on your hands.

Driving Rules

1. Shut your door and fasten your seat belt before moving the vehicle.
2. Obey all traffic patterns and signs at all times.
3. Maintain a three-point contact using both hands and one foot or both feet and one hand when climbing into and out of vehicles.
4. Do not mount or dismount a moving vehicle.
4. Set the parking brake before leaving the vehicle.
5. Do not coast with the clutch disengaged or with the automatic transmission in neutral.
6. Do not tailgate vehicles.