

POLICY COMMITTEE MEETING

February 16, 2022 at 7:00 p.m.

This is a virtual meeting via Zoom.

Agenda

1. Discussion

- a. Policy manual review of part 3 of employee sections; 300s; 400s; 500s
 - i. Policy 327 – Recognition of WASA
 - ii. Policy 328 - Employee Absence without Pay
 - iii. Policy 329 – Per Diem Salary for Professional Staff, 10 Months
 - iv. Policy 332 – Elementary Teacher Prep Time
 - v. Policy 333 – Professional Education Plan
 - vi. Policy 333.1 - Professional Development
 - vii. Policy 334 – Sick Leave
 - viii. Policy 335 - Family Medical Leave of Absence

- b. District-recommended changes
 - i. Policy 006.1 – Attendance via Electronic Communications
 - ii. Policy 824 – Records Management Plan

- c. Policy manual review – recommended for deletion
 - i. Policy 428.1 - Employee Absence without Pay
 - ii. Policy 434.2 – Childcare Leave of Absence
 - iii. Policy 528.1 - Employee Absence without Pay

2. Public comments on agenda items only

Policy Review Summary – for committee meeting

Wednesday, February 16, 2021, at 7:00 p.m. via Zoom.

In year 2 of the board policy manual review, the committee will review all employee-related policies (300, 400, and 500 series) in four parts, this is part 3. We are working toward consolidating the employee-related policies into one series, 300s, as appropriate. The 300s section is renamed from ‘Administrative Employees’ to ‘Employees,’ and eventually, 400s and 500s sections will be incorporated into the 300s section and/or eliminated from the policy manual. Additionally, there are two (2) policies with Board/District recommended revisions.

In total, there are 13 policies for committee review during this February committee meeting.

Policy Manual – Revisions and Review

1. Policy 327 – Recognition of Wissahickon Administrators and Supervisors Association (WASA)

There are minor wording changes throughout this policy to include all administrator groups recognized under WASA.

2. Policy 328 – Employee Absence without Pay

There are minor wording changes to include all employee groups and align with our current employment agreements. Policies 428.1 and 528.1 Employee Absence without Pay will be deleted from the policy manual.

3. Policy 329 – Per Diem Salary for Professional Staff 10 Months

This policy is re-numbered from 428 to 329 to incorporate into the new 300 series, Employees, of the policy manual. There are no other changes in this policy.

4. Policy 332 – Elementary Teacher Prep Time

This policy is re-numbered from 432 to 332 to incorporate into the new 300 series, Employees, of the policy manual. The revisions remove reference to a previous memorandum of agreement from 1986.

5. Policy 333 – Professional Education Plan

There are three new paragraphs added to this board policy to align with the current statutory requirements. First, this policy requires the district’s Professional Education Plan made available for public inspection and comment for at least 28 days prior to board approval and submission to the Secretary of Education. The addition of this provision formalizes the district’s current procedure. Second, professional education in trauma-informed training is a new requirement for school districts. Trauma-informed training is part of the district’s professional development

activities. Lastly, this policy formalizes the induction plan for new professional staff. The district's current induction plan aligns with the requirements of the Department of Education.

6. Policy 333.1 - Professional Development

This policy is re-numbered from 433.1 to 333.1 to incorporate into the new 300 series, Employees, of the policy manual. This policy specifically relates to professional development sought by staff beyond the district's professional development activities such as graduate or special study, conferences and workshops. Specifically for Act 48 credit, whether a professional development activity qualifies for Act 48 is the responsibility of or determined by the provider, rather than the district. However, the district will report Act 48 credits for Wissahickon-specific professional development activities.

7. Policy 334 – Sick Leave

This policy is re-numbered from 434 to 334 to incorporate into the new 300 series, Employees, of the policy manual. This policy is revised to include all employee groups and align with the current legal requirements and our respective employment agreements.

8. Policy 335– Family Medical Leave of Absence

This policy is renumbered from 434.3 to 335 to incorporate into the new 300 series, Employees, of the policy manual. This policy is revised to reflect the current legal requirements and align with our respective employment agreements.

Board/District-Recommended Revisions

9. Policy 006.1 - Attendance via Electronic Communications

The recommended change clarifies how a Board achieves its quorum when directors attend virtually and in-person for public meetings. As such, a school director who attends a meeting through electronic communications is considered present at the meeting for the purposes of reaching a quorum.

10. Policy 824 – Records Management Plan

It is recommended to revise our board policy on records management to better align with the statutory requirements and the district's records management schedule. There are minor word changes throughout this policy. The guidelines for physical records, electronic records, email records, and backup files are removed from the board policy and included in the administrative guidelines.

Recommended for Deletion

11. Policy 428.1 - Employee Absence without Pay

It is recommended to delete this policy at this time. The provisions in this policy are represented in Policy 328 Employee Absence without Pay.

12. Policy 434.2 – Child Care Leave of Absence

It is recommended to delete this policy at this time. This policy is not a legal requirement to have in our policy manual. All provisions for child care leave of absence are represented in the collective bargaining agreement between the Wissahickon Education Alliance and the District.

13. Policy 528.1 - Employee Absence without Pay

It is recommended to delete this policy at this time. The provisions in this policy are represented in Policy 328 Employee Absence without Pay.



**SECTION: ADMINISTRATIVE
EMPLOYEES**

POLICY: 327

**TITLE: RECOGNITION OF
WISSAHICKON ADMINISTRATORS
AND SUPERVISORS ASSOCIATION
(WASA)**

ORIGINAL: December 5, 1983

CURRENT REVISION:

**LAST REVIEWED BY THE
COMMITTEE:**

I. PURPOSE

- A. Acknowledging the changing educational climate and the increasing responsibilities and accountability of school administrators, the Board of School Directors of the Wissahickon School District recognizes that such employees have legitimate concerns and needs in relation to the terms and conditions of their employment.
- B. Accordingly, the Board of Directors ~~of the Wissahickon School~~ recognizes that the “Wissahickon Administrators and Supervisors Association” (WASA) represents ~~a majority of~~ the principals, assistant principals, supervisors and other non-Cabinet level administrators and administrative assistants employed within the school system.

II. DEFINITIONS

None.

III. POLICY

- A. The school district agrees that there is an obligation on the part of the Board upon request to meet at reasonable times and discuss recommendations submitted by WASA. ~~If any decisions or determinations on matters so discussed shall remain with the public employer and be deemed final on any issue or issues raised.~~ The school district agrees that a healthy educational atmosphere requires a satisfactory level of cooperation and good faith between the District and WASA.
- B. It is agreed that at ~~least annually on an approximately annual basis, and~~ at a day/time agreed upon by the Chief School Administrator, the President of the Board of School Directors and the President of WASA, representatives from Cabinet, the Board of School Directors and the WASA group will meet to discuss applicable wages, hours, terms and conditions of employment. It is further agreed that any jointly developed recommendations from this representative group shall be presented to the Board of School Directors for final determination.

IV. DELEGATION OF AUTHORITY

None.

V. REFERENCES

None.



SECTION: **ADMINISTRATIVE
EMPLOYEES**

POLICY: 328

TITLE: **EMPLOYEE ABSENCE
WITHOUT PAY**

ORIGINAL: April 28, 2003

CURRENT REVISION:

LAST REVIEWED BY THE
COMMITTEE:

I. PURPOSE

- A. The Wissahickon School District prohibits absences by employees without pay in non-emergency situations. ~~The District~~ district firmly believes ~~believes~~ that all employees belong on the job in support of the common objective of providing the finest educational opportunities to the students of the Wissahickon public schools. ~~Employee absences, even if without pay, are detrimental to the progress of the District's~~ district's mission of educating its students.
- B. ~~Employees~~ Employees, in accordance with the respective administrative compensation plans, individual employment agreements, and/or collective bargaining agreements, currently have paid leave options, which may include vacation days, sick leave, days for absence due to a death in the immediate family, special needs days and personal days. Various other options for unpaid leave exist under federal and state law. ~~Accordingly, the various forms of employee leave cover the overwhelming majority of~~ most absences from work.

II. DEFINITIONS

None.

III. POLICY

The Board reserves the right to specify further the conditions under which absences without pay may be taken and to require proof regarding any absence without pay.

IV. DELEGATION OF AUTHORITY

The Superintendent or his/her designee shall develop administrative guidelines regulating employee absence without pay and ~~ensuring~~ ensuring the ~~District's~~ district's compliance with applicable law.

V. REFERENCES

None.



SECTION: EMPLOYEES

POLICY: 329

**TITLE: PER DIEM SALARY FOR
PROFESSIONAL STAFF – 10
MONTHS**

ORIGINAL: November 19, 1968

CURRENT REVISION:

**LAST REVIEWED BY THE
COMMITTEE:**

I. PURPOSE

None.

II. DEFINITIONS

None.

III. POLICY

In order to maintain a fair and equitable per diem salary rate for 10-months professional staff members, when it is necessary to make any appropriate salary deduction, or adjustments, the Board adopts the following policy: all per diem rates for regularly 10-months contracted professional employees shall be based annually upon the number of faculty days as determined in the annual school calendar for the year concerned as approved by the School Board.

IV. DELEGATION OF AUTHORITY

None.

V. REFERENCES

None.



SECTION: **PROFESSIONAL
EMPLOYEES**

POLICY: **4332**

TITLE: **ELEMENTARY TEACHER
PREP TIME**

ORIGINAL: October 26, 1987

CURRENT REVISION:

LAST REVIEWED BY THE
COMMITTEE:

I. PURPOSE

The Board of School Directors, ~~in keeping with the Memoranda of Agreement reached with the Wissahickon Education Association in September 1986,~~ supports the need of elementary classroom teachers to have a daily planning period.

II. DEFINITIONS

None.

III. POLICY

The Administration is directed and encouraged to develop schedules that will ensure that each regular classroom elementary teacher has an uninterrupted planning period of a minimum of 45 minutes each student school day, considering the following factors: (1) available resources, (2) impact upon effective elementary educational program, and (3) efficient utilization of staff members.

IV. DELEGATION OF AUTHORITY

None.

V. REFERENCES

24 P.S. 510



SECTION: **PROFESSIONAL
EMPLOYEES**

POLICY: **333**

TITLE: **PROFESSIONAL
EDUCATION PLAN**

ORIGINAL: January 9, 2006
CURRENT REVISION:
LAST REVIEWED BY THE
COMMITTEE:

I. PURPOSE

The purpose of the District's Professional Education Plan is to support the professional development of all staff. Continuing professional education and training are prerequisites for professional development, enhanced ability to complete responsibilities, and maintaining certification.

II. DEFINITIONS

None.

III. POLICY

- A. The Board expects all professional employees to further their professional and personal advancement through graduate courses, in-service training, and professional development activities.
- B. Professional Education Plan
 - a. The Board shall approve a professional education plan, and any amendments thereto, that:
 - i. is designed to meet the educational needs of the District, its students and its employees
 - ii. identifies District professional development priorities
 - iii. encourages professional development activities at the school and individual level
 - iv. specifies a variety of options for professional development including: including training on subjects required by law, regulations and Board policy, through:
 - 1. approved courses
 - 2. in-service programs
 - 3. observation/assessment activities
 - 4. involvement in a development/improvement process
 - 5. individually guided activities
 - 6. identifies approved providers
 - b. The Board shall approve the Plan and any amendments thereto prior to submission for approval by the Department of Education.
 - c. The Board shall ensure an annual review of the District's Professional Education Plan by the Aet 48 Professional Education Plan Committee to determine if the Plan continues to meet the needs of the District, the Strategic Plan, and the employees, students, and community.
 - d. The Aet 48 Professional Education Plan Committee may recommend amendments to the plan subject to approval by the Board and the Department of Education.

- e. The District will assess the success of its Professional Education Plan ~~as set forth in its Professional Education Plan. This includes the use of~~ using five sources of assessment, including:
 - i. participants' reactions;
 - ii. participants' learning;
 - iii. organizational support and change;
 - iv. use of new knowledge and skills; and
 - v. student learning and achievement.

C. Prior to approval by the Board and submission to the Secretary of Education, the Professional Education Plan shall be made available for public inspection and comment in the District's administrative offices for a minimum of twenty-eight (28) days.

D. Trauma-Informed Approach Education

- a. The professional education plan shall include a minimum of one (1) hour of required training in trauma-informed approaches, in accordance with law.
- b. The district shall provide certificated administrative and professional employees with training on trauma-informed approaches, in accordance with law and the professional education plan. Training shall address, but shall not be limited to:
 - i. Recognition of the signs of trauma in students.
 - ii. Best practices for schools and classrooms regarding trauma-informed approaches, including utilizing multi-tiered systems of support.
 - iii. Recognition of the signs of impact of secondary trauma on school employees and appropriate resources for employees experiencing secondary trauma.
 - iv. The district's policies regarding trauma-informed approaches.
 - v. The district's policies regarding connecting students with appropriate services.
 - ~~v.~~vi. Training shall be based on evidence-based or evidence-informed programs that meet the needs of the district's local community and reflect current best practices related to trauma-informed approaches.

~~C.E.~~ Professional Education Plan Committee/Aet 48 Committee

- a. The Board will appoint to the Aet 48 Professional Education Plan Committee six-(6) community members, including parents of children attending a school in the District;_; local business representatives;_; one (1) School Board member;_; and other individuals representative of the community.
- b. Six (6) teacher representatives, divided equally among elementary, middle, and the teachers shall select high school teachers. The educational specialists shall select Two (2) educational specialists. The administrators shall select six (6) representatives of administrators.
- c. The ~~District's Aet 48 Professional Education Plan~~ Committee will meet at least once a year to review the effectiveness of the District's Professional Education Plan in relation to the goals of the District and to make needed additions and revisions. Committee members will review a report with data collected indicating the success of the Plan and the budget required. The committee will meet throughout the three-year period covered by the Plan.
- d. The Aet 48 Professional Education Plan Committee, with the prior approval of the Board, may appoint such subcommittees, as it deems necessary. A sub-committee may be appointed by the Aet 48 Professional Education Plan Committee to organize ongoing professional development activities including the District in-service programs, workshops, and courses to implement the District's Professional Education Plan.

F. Induction Plan

- a. The District shall comply with Department of Education requirements when developing and maintaining an induction plan for first-year teachers, long-term substitutes hired for a position for forty-five (45) days or more, educational specialists and teachers new to the district.
- b. The district shall develop and submit the induction plan to the Department of Education for approval every six (6) years, as required by law and regulations.
- c. Prior to approval by the Board and submission to the Department of Education, the induction plan shall be made available for public inspection and comment in the district's administrative offices and the nearest public library for a minimum of twenty-eight (28) days.
- d. Induction Program for School System Leaders
 - i. School system leaders shall complete an induction program that is consistent with the Pennsylvania School Leadership Standards within five (5) years of serving as a school system leader in Pennsylvania for the first time.
 - ii. School system leaders include principals, vice principals, assistant principals, Assistant Superintendent, Superintendent and individuals who are converting an administrative certificate from a Level I certificate to a Level II certificate.

IV. DELEGATION OF AUTHORITY

- A. The Superintendent may approve, on a case-by-case basis, specific professional education activities not stated within the District's Professional Education Plan. Guidelines in the District's Professional Education Plan will describe the approval process. The Superintendent's approval is not required for credits or hours required for administrator certification related to the area of assignment or certification, or included in the District's Professional Education Plan.
- B. The Wissahickon School District Professional Education Plan has established criteria to maintain quality in continuing professional education options based on the Pennsylvania Department of Education Guidelines, Professional Development Standards developed by the National Staff Development Council, and recommendations of the Act 48-Professional Education Plan Committee. The Director of Curriculum and Instruction, the Superintendent or designee, the Director of Personnel, and the Act 48-Professional Education Plan Committee will monitor these criteria.
- C. All professional employees shall file, annually, a record and description of the attainment of approved credits with the Office of Personnel. In order to continue employment in the District, professional employees are required to meet all obligations necessary to maintain active certification.

V. REFERENCES

24 P.S. ~~5~~-517
24 P.S. ~~12~~-1205.1
24 P.S. ~~12~~-1205.2
22 PA Code 4.13
22 PA Code 49.17
24 P.S. ~~13~~-1311-B
Pol. 100
24 P.S. 1144
24 P.S. 1151

22 PA Code 49.16

24 P.S. 1205.5

24 P.S. 1217

24 P.S. 102

24 P.S. 1205.7

20 U.S.C. 7801

24 P.S. 1205.6

24 P.S. 1311-B

Pol. 806



**SECTION: PROFESSIONAL
EMPLOYEES**

POLICY: 333.1

**TITLE: PROFESSIONAL
DEVELOPMENT**

**ORIGINAL: January 9, 2006
CURRENT REVISION:
LAST REVIEWED BY THE
COMMITTEE:**

I. PURPOSE

- A. A school district's success is predicated upon the performance of its professional and educational support personnel. Recognizing the increasing complexity of job requirements, the Board supports and encourages on-going professional development. The Board believes professional development should:
- a. focus on teachers as central to student learning, yet include all members of the school instructional community;
 - b. focus on individual, collegial, and organizational improvement;
 - c. respect and nurture the intellectual and leadership capacity of teachers, principals, administrators, and educational support personnel in the school community;
 - d. reflect the best available research and practice in teaching, learning, and leadership;
 - e. enable teachers to develop further expertise in subject content, teaching strategies, instructional practices, use of technologies, and other essential elements for teaching to high standards;
 - f. promote continuous inquiry and improvement embedded in the daily life of schools;
 - g. be a professional commitment of each staff member;
 - h. be planned collaboratively by those who will participate in and facilitate that development;
 - i. be funded with necessary time and resources;
 - j. be driven by a coherent long-term plan; and
 - k. be evaluated ultimately ~~on the basis of~~based on its impact on student learning and performance.
- B. In addition to legal and contractual requirements, all professional employees are expected, through graduate study, special study, in-service training, and/or conference/workshop attendance, to enhance professional expertise and competence.

II. DEFINITIONS

None.

III. POLICY

- A. Course work
- a. Teachers and administrators may participate in graduate or special course work in accordance with the appropriate contract or meet and discuss document. In all cases, participation in course work must be pre-approved by the Superintendent or designee.

B. Conferences and Workshops

- a. In the context of the general operating budget, the Board will annually establish funding for staff participation in conferences and workshops. Each administrator and school staff will be designated such an allocation. Budget transfers involving professional development are strongly discouraged and in all cases must have prior Board approval.
- b. Attendance at conferences and workshops held within a 250 mile radius of the Wissahickon School District may be approved by the Superintendent and/or his/her designee in accordance with budgetary provisions. Attendance at conferences and workshops, which are held at locations more than 250 miles from the Wissahickon School District, shall be submitted for the consideration of the Board of School Directors.
- c. Conference and workshop attendance requests will be considered for approval based on a determination of appropriate rigor and on their relationship to certain criteria including, but not limited to, the following criteria:
 - i. ~~Act 48 Professional Development~~ Professional Education Plan
 - ii. Extent of prior participation in conferences and workshops
 - iii. Ability to maintain educational program during participation in the event
 - iv. Other criteria designated by the Superintendent
 - v. After attending a conference or workshop, the attendee may be required to convey this information to colleagues in staff development programs.

C. Act 48

- a. ~~All professional development activities that are approved for funding through the aforementioned guidelines, shall be eligible for Act 48 (24 P.S. §1205.1, etc.) credit. Consideration for Act 48 (24 P.S. §1205.1, etc.) credit is determined by the provider of the aforementioned professional development activities. The provider shall notify the Pennsylvania Department of Education of the successful completion of credits or program hours. in cases in which professional employees participate in activities without district approval and/or funding will be at the discretion of the immediate supervisor and will be reviewed according to the criteria specified under “Conferences and Workshops” above.~~

IV. DELEGATION OF AUTHORITY

None.

V. REFERENCES

24 P.S. 5-517
24 P.S. 12-1205.1
24 P.S. 12-1205.2
22 PA Code 4.13
22 PA Code 49.17
24 P.S. 13-1311-B
Pol. 100



SECTION: EMPLOYEES

POLICY: 334

TITLE: SICK LEAVE

ORIGINAL: April 28, 2003

CURRENT REVISION:

**LAST REVIEWED BY THE
COMMITTEE:**

I. PURPOSE

The sick leave policy for ~~professional administrative, professional, and support~~ employees shall ensure that employees will receive the regular sick leave provided under law, administrative compensation plan, individual contract, collective bargaining agreement, or Board resolution.

II. DEFINITIONS

None.

III. POLICY

A. Employees covered by the effective Collective Bargaining Agreement between the Wissahickon Education Alliance and the District shall receive sick leave in accordance with that agreement.

B. Employees covered by an administrative compensation plan or individual contract shall receive sick leave in accordance with such agreement.

C. The Board shall provide up to ten (10) days annually for sick leave, which shall be cumulative, to employees not covered by a collective bargaining agreement, administrative compensation plan, or individual contract. ~~between the Wissahickon Education Alliance and the District, which shall be cumulative.~~

~~A. Employees covered by the effective Collective Bargaining Agreement between the Wissahickon Education Alliance and the District shall receive sick leave in accordance with that agreement.~~

B-D. The Board reserves the right to require any employee claiming sick leave to furnish sufficient proof, including but not by way of limitation, a physician's certification, certifying that the employee is unable to perform his or her duties.

~~C-E.~~ The Board reserves the right to require any employee who uses sick leave to undergo an independent medical examination.

~~D-F.~~ The Board reserves the right, on proper notice and sufficiently in advance, to amend, revise, or extend any provision or provisions of this policy.

~~E-G.~~ The Board shall consider the application of any eligible employee for an extension of sick leave, pursuant to law where applicable, when the employee's own accumulated sick leave is exhausted.

IV. DELEGATION OF AUTHORITY

~~A. The Superintendent or his/her designee shall report to the Board the names of those employees absent for non-compensable cause or whose claim for sick leave pay cannot be justified.~~

~~B.~~—The Superintendent or his/her designee shall develop administrative guidelines regulating sick leave absences and ~~insuring~~ensuring the District’s compliance with applicable law.

~~C.A.~~

V. **REFERENCES**

24 P.S. 1154

24 P.S. 510



SECTION: EMPLOYEES

POLICY: 335

**TITLE: FAMILY AND MEDICAL
LEAVE ACT**

ORIGINAL: April 13, 1998

CURRENT REVISION: April 10, 2000

**LAST REVIEWED BY THE
COMMITTEE:**

I. PURPOSE

~~In accordance with the Family and Medical Leave Act of 1993 (the "FMLA"),~~ The Wissahickon School District (the "District") affords its eligible employees leave ("FMLA leave") in accordance with the Family and Medical Leave Act of 1993 (the "FMLA"), as set forth in this policy.

II. DEFINITIONS

To the extent that this Policy employs terms ~~which that~~ are defined in the FMLA or in the regulations interpreting it, those definitions are incorporated into this Policy.

III. POLICY

~~A. Employee requests for FMLA leave shall be processed in accordance with law, Board policy and administrative regulations, and any applicable collective bargaining agreement or contract.~~

~~A. Eligible employees Employees' eligibility for FMLA leave shall be based on the criteria established by law. Only eligible employees are entitled to FMLA leave. An eligible employee is an employee who has satisfied each of the following conditions:~~

~~He or she has been employed by the district for at least 12 months, which need not have been consecutive, prior to the commencement of the leave;~~

~~He or she has worked for the District for at least 1,250 hours over the 12-month period immediately prior to the commencement of the leave; and~~

~~He or she works at a location within 75 miles of which the District employs at least 50 employees.~~

~~B. Reasons for leave Eligible employees shall be provided up to twelve (12) workweeks of unpaid leave in a twelve-month period for the following reasons:~~

a. Birth of a child, or placement of a child with the employee for adoption or foster care. Leave for this purpose must end within one year after the birth or placement.

b. To care for an employee's spouse, child (under the age of 18 or incapable of self-care due to a mental or physical disability present at the time leave is taken), or parent with a serious health condition.

~~c.~~ A serious health condition that makes the employee unable to perform the employee's job.

~~e.d.~~ To address specific qualifying exigencies pertaining to a member of the Armed Forces alerted for foreign deployment or during foreign deployment.

~~C. Eligible employees shall be provided up to twenty-six (26) workweeks of unpaid leave in a single twelve-month period to care for an ill or injured covered service member~~

~~D. Length of leave—Eligible employees are entitled to up to 12 weeks of An employee’s entitlement to FMLA leave is determined in a rolling 12-month period measured backward from the date of leave used to determine if an employee has exhausted their FMLA leave in any twelve-month period. any FMLA leave usage, each 12-month period measured backward from the date an employee first uses FMLA leave.~~

~~d.a.~~

~~C.—Benefits during leave~~

~~a.—FMLA leave is unpaid leave. However, whenever group health insurance is provided to an employee before the employee takes FMLA leave, the District will maintain the employee’s health coverage under any group health plan during the leave on the same terms as if the employee continued to work.~~

~~i.—If an employee fails to return to work at the conclusion of his or her FMLA leave, the District will recover from the employee amounts it paid for health insurance for the employee during the leave. However, the District will not recover amounts paid for health insurance for an employee during FMLA leave if the employee fails to return to work because of a serious health condition of the employee, the employee’s spouse, child, or parent, or if the employee fails to return for other reasons beyond his or her control. If an employee fails to return to work because of a serious health condition, the District will require the employee to provide medical certification of the condition within 30 days of the District’s request for such certification.~~

~~ii.—Where FMLA leave is substituted for a paid leave under Section VIII, the employee’s share of group health plan premiums will be paid by the method normally used during paid leave [substitute by payroll deduction, if that is the method normally used].~~

~~iii.—Where FMLA leave is unpaid, the employee’s share of group health plan premiums will be paid to the District. Employees on leave without pay must make employee payments according to the employer’s existing rules for payment (provided those do not require prepayment). In the event that an employee’s payment is not made within 30 days of the date on which it is due, the District’s obligation to maintain health coverage will cease, and the District may discontinue health benefits. However, the District will give the employee at least 15 days written notice to remit payment or coverage will be dropped.~~

~~D.—Reinstatement after leave~~

~~a.—At the conclusion of FMLA leave, employees will be restored to their original position or to an equivalent position with equivalent pay, benefits, and other employment terms as if they had not taken such leave. However, the employee has no greater right to reinstatement or other benefits or conditions of employment than if the employee had been continuously employed during the leave period.~~

~~E.—Limitations on FMLA leave~~

~~a.—Intermittent Leave or Reduced Leave Schedule~~

~~i.—Intermittent leave or reduced leave schedule may be taken for a serious health condition where this is medically necessary.~~

~~ii.—Intermittent leave or reduced leave schedule may not be taken for the birth of a child or for placement of a child for adoption or foster care.~~

~~iii.—When intermittent leave or leave on a reduced leave schedule is requested based on planned medical treatment, the District may require the employee to transfer~~

~~temporarily to an available alternative position for which the employee is qualified, and which better accommodates recurring periods of leave than does the employee's regular position. (Exception: The District may not require instructional employees whose intermittent or reduced leave schedule is 20 percent or less of the working day during the leave period to transfer to an alternative position.) Alternatively, the District may alter an existing job to better accommodate the employee's need for intermittent or reduced leave. The alternative or altered position must have equivalent pay and benefits, but not equivalent duties.~~

- ~~b. When FMLA leave is needed to care for a family member or for the employee's own illness, and is for planned medical treatment, the employee must try to schedule treatment so as not to disrupt the employer's operation unduly.~~

~~F. Application for FMLA leave~~

- ~~a. Employees shall request FMLA leave in writing on a District form to the Director of Human Resources.~~
- ~~b. Employees must give 30 days' notice of their need for FMLA leave where the need for the leave is foreseeable, or such notice as is practicable under the circumstances. Employees must notice the need for intermittent leave only once, but they must advise the District as soon as practicable if dates of scheduled leave change or are extended.~~

~~G.E. Substitution of paid leave for FMLA leave~~

- ~~a. Employees may substitute accrued paid leave for FMLA leave as follows:
 - ~~i. Accrued paid vacation, personal, or medical/sick leave for FMLA leave for the employee's serious health condition;~~
 - ~~ii. Accrued paid vacation, personal, or family leave for FMLA leave for the serious health condition of a spouse, child, or parent; and~~
 - ~~iii. Accrued paid vacation, personal, or family leave for FMLA leave for the birth, adoption, or placement in foster care of a child.~~~~
- ~~b.a. Paid leave taken by an employee will be designated FMLA leave by the District if it is taken for an FMLA-qualifying purpose. When an employee requests an FMLA leave and qualifies for and is entitled to any accrued paid sick, vacation, personal or family leave, the employee may utilize such paid leave concurrent with the FMLA leave.~~
- ~~e.b. The District will designate an employee's use of paid leave as FMLA leave based on information from the employee. In no event will the District designate paid leave as FMLA leave after the leave has ended.~~

~~H. Certification of serious health conditions and certification of fitness for work~~

- ~~a. Employees must provide medical certification supporting the need for leave due to a serious health condition of the employee or an immediate family member on a form to be provided by the District.~~
- ~~b. An employee who takes FMLA leave because of the employee's own serious health condition must provide certification that he or she is able to resume work provided the employee has been absent from work as a result of the serious health condition for 20 days or more. The district may deny reinstatement until the requested certification is provided.~~

~~I. Notice to employees of their rights and obligations under FMLA~~

- ~~a. The District will post a notice, as required by the FMLA, explaining the provisions of the FMLA.~~

~~b. The District will maintain in its employee handbooks and/or policy book a policy intended to comply with the FMLA.~~

~~c. When an employee gives notice of his or her need for FMLA leave, the District will inform the employee (1) of his or her rights and obligations under the FMLA, including any obligation the employee may have to contribute toward benefits, and (2) of what may happen if the employee fails to meet those obligations.~~

~~J. Maintenance of Records~~

~~a. The District will comply with the record-keeping requirements of the FMLA.~~

~~K. District Discretion~~

~~a. Except as set forth in this Policy, the District reserves the right to exercise all discretion afforded it pursuant to the FMLA.~~

~~L.F. Compliance with the FMLA~~

~~a. This policy is intended to comply with the requirements of the FMLA. To the extent that it fails to do so, the provisions of the FMLA shall prevail.~~

IV. DELEGATION OF AUTHORITY

~~A. None. The Superintendent shall develop and disseminate administrative guidelines to implement FMLA leave for eligible employees.~~

~~B. The district shall post, in conspicuous places in the district customarily used for notices to employees and applicants, a notice regarding the provisions of the FMLA and the procedure for filing a complaint.~~

~~C. Employee requests for leave, both FMLA and non-FMLA, shall be submitted in writing on a district form to the Human Resources Director.~~

V. REFERENCES

29 U.S.C. 2601 et seq

29 CFR Part 825

29 U.S.C. 2619

29 U.S.C. 2611

29 U.S.C. 2612

29 CFR 825.200



SECTION: LOCAL BOARD PROCEDURES

POLICY: 006.1

TITLE: ATTENDANCE AT MEETINGS VIA ELECTRONIC COMMUNICATIONS

ORIGINAL: December 13, 2021

CURRENT REVISION:

LAST REVIEWED BY THE

COMMITTEE:

I. PURPOSE

The Board recognizes that factors such as illness, travel, schedule conflicts, weather conditions and other emergencies can make impossible the physical presence of a school director or other necessary participants at a Board meeting and that electronic communications can enable a school director or other necessary participants to participate in a meeting electronically from a remote location.

II. DEFINITIONS

None.

III. POLICY

- A. A school director shall be able to attend a Board meeting, and participate in Board deliberations and voting, through electronic communications, but only under extraordinary circumstances. The Board President may permit other necessary participants to participate in meetings via electronic communications, as the Board President deems appropriate.
- B. The Board authorizes the administration to provide the equipment and facilities required to implement this Board procedure.
- C. A school director who attends a meeting through electronic communications shall be considered present only if the school director can hear everything said at the meeting and all those attending the meeting can hear everything said by that school director and other participants addressing the Board. If the Board President determines either condition is not occurring, the Board President shall terminate the school director's attendance through electronic communications.
- D. A Board member attending a meeting through electronic communications in accordance with this policy is present at the meeting for the purposes of reaching a quorum.~~[24 P.S. 422]A majority of school directors shall be physically present at a Board meeting when a school director attends through electronic communications.~~
- E. To attend a Board meeting through electronic communications, a school director shall comply with the following:

- a. Submit such request to the Board President and Superintendent at least three days prior to the meeting, whenever possible.
 - b. Ensure that the remote location is quiet and free from background noise and interruptions.
 - c. Participate in the entire Board meeting.
- F. Emergency Conditions
- a. In the event that the county, state or federal public health authorities, the Governor, or any similar authority with appropriate jurisdiction declares an emergency condition that prevents or discourages public gatherings due to a public health or safety concern, the Board shall be authorized to conduct meetings primarily or entirely via electronic communications to enable all school directors and other necessary participants to fully participate in the conduct of official Board business through electronic communications.
 - b. Meetings held primarily or entirely via electronic communications shall be conducted in a manner that assures compliance with the public access and public comment requirements of the Sunshine Act. All rules normally applicable to in-person meetings of the Board shall be observed in meetings held primarily or entirely via electronic means to the extent practicable and appropriate to the nature and features of the technology used.
 - c. The requirement for school directors to submit a request to participate in meetings through electronic communications shall be waived during such emergency conditions.
 - d. The Board authorizes the administration to utilize available technical resources to permit the public to attend and submit public comments during open meetings via electronic communications, in accordance with law and Board procedures and policy.

IV. DELEGATION OF AUTHORITY

None.

V. REFERENCES

24 P.S. 407

[24 P.S. 422](#)

Pol. 805

65 Pa. C.S.A. 701 et seq

Pol. 903

Pol. 006



SECTION: OPERATIONS

POLICY: 824

TITLE: RECORDS MANAGEMENT PLAN

ORIGINAL: May 22, 2017

CURRENT REVISION:

LAST REVIEWED BY THE COMMITTEE:

I. PURPOSE

The Board of Directors of the Wissahickon School District recognizes the importance of establishing and maintaining a Records Management Plan that defines District staff responsibilities and complies with federal, state and local laws and regulations and the operational needs of the District.

II. DEFINITIONS

- A. **Electronic Mail (Email) System** - A system that enables users to compose, transmit, receive and manage text and/or graphic electronic messages and images across local area networks and through gateways connecting other networks. This information consists primarily of messages but may include attachments such as calendars, directories, distribution lists, word processing documents, spreadsheets and other electronic documents.
- B. **Litigation Hold** - ~~A communication ordering that all records and data relating to an issue being addressed by current or potential litigation or investigation be preserved~~preserve a communication ordering that all record and data relating to an issue being - addressed by current or potential litigation or investigation for possible production during litigation or investigation.
- C. **Records** - Any recorded information, regardless of physical form or characteristic, that documents a transaction or activity of the District and that is created, received or retained pursuant to law or in connection with a transaction, business communication or activity of the District. The term includes a document, paper, letter, map, book, tape, photograph, film, video or sound recording, electronic records, and a data-processed or image-processed document.
- D. **Electronic record** – Any record that is created, received, maintained or stored on District workstations or central servers, archival or backup drivers or media. Examples include, but are not limited to:
 - a. Electronic mail (e-mail).
 - b. Word processing documents, PDF files, spreadsheets, power points, Photoshop, and other files.
 - c. Databases, videos, podcasts, voicemail.
- E. **Records Management Plan** - The system implemented by the District for the retention, retrieval and disposition of all records generated by District operations.
- F. **Records Retention Schedule** - The District's records retention schedule that has been approved by the Board including a comprehensive listing identifying retention periods for categories of records and proper disposition of records.

III. POLICY

- A. The Board shall retain as a permanent record of the District all Board minutes, annual auditor's reports and annual financial reports. The District shall retain all other financial records, including financial account books, orders, bills, contracts, invoices, receipts and purchase orders, for a period of not less than ~~seven-six~~ (76) years or as required under the District's Records Retention Schedule.
- B. All other District records shall be retained in accordance with state and federal laws, regulations, and the District's Records Management Plan approved by the Board and the Records Retention Schedule.
- C. The District shall make a good faith effort to comply with all proper requests for record production. Selective destruction of records in anticipation of litigation is forbidden.
- D. Records Management Plan
 - a. The District's Records Management Plan and Records Retention Schedule shall be the principal means for the retention, retrieval and disposition of all manual and electronic records generated by District operations, including emails. The Plan shall not rely primarily on backup systems to manage the retention and disposition of records.
 - b. The Records Management Plan shall include:
 - i. A comprehensive listing of all categories of records and data of the District.
 - ii. Criteria to distinguish records of the District from the supplemental personal records of individual employees and students.
 - iii. System(s) of records storage and retrieval to be used, including in what form the records will be stored, maintained, reproduced and disposed.
 - iv. Preservation methods to protect the integrity of records and data.
 - v. Security measures to protect records and data.
 - vi. Data map or flow chart detailing the sources, routes and destinations of electronic records.
 - vii. Procedures for adding, revising or deleting records and data, and any other details necessary to implement properly the Records Management Plan.
 - viii. Updated Records Retention Schedule.
 - ix. Provisions for the storage and retrieval of records in the event of an emergency or disaster.
 - x. Staff positions authorized to access various District records.
 - c. For any record not covered by the Record Retention Schedule, the Records Management Committee shall determine how long the record shall be kept and recommend any necessary revisions to the Records Retention Schedule.
 - d. The District shall maintain and dispose of records in a manner that protects any sensitive, proprietary or confidential information or individual privacy rights and helps conserve natural resources.
 - e. When possible, records and data shall be stored in their original form, including metadata, such as creation date, author, type of file, etc.
- E. Contractors
 - a. Records created or maintained by contractors employed by the Board shall be retained and disposed of in accordance with the Records Management Plan and Records Retention

Schedule. All contractors shall be provided with a copy of this Policy and shall acknowledge in writing that they will comply with the terms of this Policy.

F. Litigation Hold Exception to Records Retention Schedule

- a. The District has a legal duty to preserve all records that may pertain to issues that are the subject of actual or threatened litigation against the District, its Board members, administration and/or employees.
- b. A litigation hold directive will be issued in a reasonable time period after the Board President, Superintendent and/or District Solicitor is made aware of such actual or threatened litigation. The litigation hold directive will be made to the following:
 - i. Records Coordinator;
 - ii. Legal Custodian of District Records such as the creator or originator of the record which may include electronic documents and e-mail messages; and
 - iii. Technology Director who will maintain E-mail and computer accounts of employees including separated employees that have been placed on a litigation hold.

iii-iv. Individual employees who may have possession of or access to records subject to the litigation hold.

G. Compliance

- a. District employees must be made aware that violation of this policy, including the litigation hold, the Record Retention Schedule, or any other rule or procedure promulgated hereunder, may result in a variety of disciplinary actions. Disciplinary actions may include, but ~~is-are~~ not limited to, warnings, loss of privileges, position reassignments, oral and written reprimands, suspensions (with or without pay), dismissals and/or legal proceedings as well as personal liability for civil and/or criminal sanctions by the courts or law enforcement agencies.
- b. Violations of this policy may be reported to appropriate legal authorities, whether local, state or federal law enforcement. The District will cooperate with such investigations as required by law.

H. Review

- a. This policy will be reviewed periodically by the District Records Management Committee in cooperation with other administrators to ensure the policy remains current including, but not limited to, the portions related to storage and maintenance of electronic records in light of the evolving technology structure of the District.

~~I.—Physical Records~~

- ~~a.—Physical records, which include all records not stored electronically, shall be retained and disposed of in accordance with the Records Management Plan.~~
- ~~b.—Physical records shall be indexed in an organized and consistent manner, reflecting the way records will be retained and referenced for later retrieval.~~
- ~~c.—The District shall develop and maintain adequate and up-to-date documentation about each physical record system. Such documentation shall:
 - ~~i.—List the title of the physical record system and responsible employee(s) or office.~~
 - ~~ii.—Define the contents of the system, including formats for record retention.~~
 - ~~iii.—Identify vital records and information.~~
 - ~~iv.—Determine restrictions on access and use.~~~~

~~J. Electronic Records~~

- ~~a. Electronic records shall be retained and disposed of in the same manner as records in other formats and in accordance with the Records Management Plan.~~
- ~~b. Electronic records shall be indexed in an organized and consistent manner, reflecting the way the records will be retained and referenced for later retrieval.~~

~~K. The District shall develop and maintain adequate and up to date documentation about each electronic record system. Such documentation shall:~~

- ~~a. List the title of the physical record system and responsible employee(s) or office.~~
- ~~b. Specify all technical characteristics necessary for reading or processing the records stored on the system.~~
- ~~c. Identify all defined inputs and outputs of the system.~~
- ~~d. Determine the contents of the system, including records formats and database tables.~~
- ~~e. Identify vital records and information.~~
- ~~f. Determine restrictions on access and use.~~
- ~~g. Describe update cycles or conditions.~~

~~L. The District shall develop and maintain an effective and up to date electronic records security program as follows:~~

- ~~a. Ensure that only authorized personnel have access to electronic records.~~
- ~~b. Provide for backup and recovery of electronic records to protect against information loss. The Technology Director shall establish document disaster recovery plans and procedures for electronic records systems. Disaster recovery plans and procedures must be reviewed and updated at least annually.~~
- ~~c. Ensure District personnel are trained to safeguard sensitive or classified electronic information.~~
- ~~d. Minimize the risk of unauthorized alteration or erasure of electronic records.~~

~~M. Email Records~~

- ~~a. The existence of an email message does not specifically mean that the email constitutes a record. Retention and disposition of email messages depend on the function and content of the email individual message.~~
- ~~b. Work related and/or student related emails and/or emails that document a transaction or activity of the school district are District records and must be treated as such.~~
- ~~c. Each email user must take responsibility for sorting out personal messages from work-related messages and retaining District records as directed in accordance with Records Retention Schedule and District policies.~~
- ~~d. Records on an email system, including messages and attachments, shall be retained and disposed of in accordance with the District's Records Management Plan and Records Retention Schedule.~~
- ~~e. It is the responsibility of the Director of Technology to ensure that all email servers and email archiving devices are properly configured and activated to perform archiving of all emails managed by servers belonging to the District.~~
- ~~f. All emails shall be archived for a minimum of three (3) years or as required under the District' records retention schedule.~~
- ~~g. For each E-mail considered a record, the following information shall be retained:~~
 - ~~i. Message content.~~

- ii. ~~Name of sender.~~
- iii. ~~Name of recipient.~~
- iv. ~~Date and time of transmission and/or receipt.~~
- h. ~~Emails may be archived by a stand-alone appliance or other suitable solution that combines archive and data compression technology. A comprehensive email archive solution is required.~~
 - i. ~~Requirements of the data archive shall be:~~
 - 1. ~~Must be able to capture and store all inbound, outbound and internal email.~~
 - 2. ~~User friendly interface available for search, restore and administrative functions.~~
 - 3. ~~Include full text and wildcard search functionality on both e-mail body and attachment text.~~
 - 4. ~~Schedulable full and incremental backup capabilities.~~
 - 5. ~~Ability to easily restore emails when necessary.~~
 - 6. ~~Emails may be viewed but not altered or deleted during the District's defined retention window.~~
 - 7. ~~Data compression for efficient disk utilization.~~
 - 8. ~~Data integrity encryption or assurance that restore data has not been altered in any way.~~

N. ~~Backup Files~~

- a. ~~The Technology Director and/or Technology Department shall perform backups on a regular schedule of the E-mail and electronic files stored on District servers. These backup are needed for system restoration/or as needed for litigation/investigative purposes~~
- b. ~~The litigation hold directive supersedes the requirements of any records retention schedule that may have otherwise required for the transfer, disposal or destruction of the relevant documents, until the Superintendent has cleared the litigation hold in writing after consultation with the District Solicitor.~~
- c. ~~No employee who has been notified of a litigation hold may alter or delete an electronic record that falls within the scope of that litigation hold.~~

IV. DELEGATION OF AUTHORITY

A. Records Coordinator

- a. In order to maintain a Records Management Plan that complies with federal and state laws and regulations and Board policy, the Board designates the Superintendent or his/her designee(s) as the District's Records Coordinator who shall serve as the chairperson of the Records Management Committee.
- b. The Records Coordinator shall be responsible to:
 - i. Ensure that the necessary training is provided to the users based on their positions and levels of responsibility. Such training may include:
 - ii. Requirements of the Records Retention Schedule

- c. Protocols for preserving and categorizing District records.
 - d. Procedures and responsibilities of District staff in the event of a litigation hold.
 - e. Identification of what is and what is not a record.
 - f. Procedures for retention and disposal of records.
 - g. Review the Records Management Plan periodically to ensure the record descriptions and retention periods are updated as necessary and in compliance with federal, state and local laws and regulations.
 - h. Identify when the retention period expires, the specific records to be disposed of and ensure that all identified records are properly disposed of annually.
- B. Records Management Committee
- a. The Board shall establish a committee responsible for the development and recommendation of the District's Records Management Plan. The Records Committee shall ~~give primary consideration to~~ consider the most efficient and economical means of implementing the recommended Plan. Members of the Committee shall include:
 - i. Open Records Officer
 - ii. District Solicitor
 - iii. Director of Technology
 - b. The Records Management Committee shall meet annually, to evaluate the effectiveness and implementation of the Records Management Plan and recommended changes as needed.
- C. Director of Technology
- a. The Director of Technology is responsible for ensuring compliance with this policy as it pertains to the retention of electronic records.
 - b. When an employee leaves the District, the Director of Technology is responsible for ensuring that any of the separating employee's electronic records are properly archived in accordance with this policy.

V. **REFERENCES**

Pennsylvania Public School Code of 1949, as amended – 24 P.S. §§ 4-433, 5-518

Pennsylvania Right-to-Know Law – 65 P.S. § 67.101, et seq.

Family Educational Rights and Privacy Act (FERPA) – 20 U.S.C. § 1232g; 34 CFR Part 99

United States Federal Rules of Civil Procedure – 16, 26, 34, 37, 45

Wissahickon School
District
Ambler, Pennsylvania 19002

**SECTION: PROFESSIONAL
EMPLOYEES**

**TITLE: Employee Absence Without
Pay**

FIRST READING: March 24, 2003

SECOND READING: April 28, 2003

ADOPTED: April 28, 2003

REVISED:

I. Purpose

The Wissahickon School District prohibits absences by employees without pay in non-emergency situations. The District firmly believes that all employees belong on the job in support of the common objective of providing the finest educational opportunities to the pupils of the Wissahickon public schools. Employee absences, even if without pay, are detrimental to the progress of the District's mission of educating its pupils.

Employees currently have paid leave options which include vacation days, sick leave, days for absence due to a death in the immediate family, special needs days and personal days. Various other options for unpaid leave exist under federal and state law. Accordingly, the overwhelming majority of absences from work are covered by the various forms of employee leave.

II. Authority

The Board reserves the right to further specify the conditions under which absences without pay may be taken and to require proof regarding any absence without pay.

III. Delegation of Responsibility

The Superintendent or his/her designee shall develop administrative guidelines regulating Employee Absence Without Pay and insuring the District's compliance with applicable law.

Wissahickon School
District
Ambler, Pennsylvania 19002

**SECTION: PROFESSIONAL
EMPLOYEES**

**TITLE: Child Care Leave of
Absence**

FIRST READING: April 13, 2015
SECOND READING: April 27, 2015
ADOPTED: April 27, 2015
REVISED

I. Purpose

This policy shall establish the District’s parameters for granting employees a child care leave of absence. Employees are eligible for child care leave of absence under the same criteria as in the case of the Family Medical Leave Act, after having been employed by the District for at least 12 months and having worked at least 1250 hours over the 12-month period immediately prior to the commencement of the leave. Eligibility for a subsequent child care leave of absence shall require employment for a period of at least 12 months and having worked at least 1250 hours over a period of 12 consecutive months following an employee’s last child care leave of absence.

II. Definitions

Child care leave of absence shall be defined as a leave of absence granted for the purpose of allowing an employee to remain temporarily at home during a child’s early years. The initial period shall be for the duration of the semester when the leave began, and if requested, for one additional semester. The actual date of return to employment will be set by the Superintendent, or the Superintendent’s designee, in consultation with the employee and must coincide with the beginning date of a semester. In no case, can the leave, in combination with leaves under the Family Medical Leave Act, exceed one (1) full year.

III. Authority:

The Board has the authority to specify reasonable conditions under which a child care leave of absence may be granted and the total number of days which may be used for such leave.

This policy is subject to the unilateral termination by the Board and may be altered or amended after discussion with any applicable collective bargaining representative.

**SECTION: PROFESSIONAL
EMPLOYEES**

**TITLE: Child Care Leave
of Absence**

III. Delegation of Responsibility

The Superintendent or his/her designee shall develop administrative guidelines regulating child care leave of absences and insuring the District's compliance with applicable law.

Wissahickon School
District
Ambler, Pennsylvania 19002

SECTION: CLASSIFIED EMPLOYEES

TITLE: Employee Absence Without Pay

FIRST READING: March 24, 2003

SECOND READING: April 28, 2003

ADOPTED: April 28, 2003

REVISED:

I. Purpose

The Wissahickon School District prohibits absences by employees without pay in non-emergency situations. The District firmly believes that all employees belong on the job in support of the common objective of providing the finest educational opportunities to the pupils of the Wissahickon public schools. Employee absences, even if without pay, are detrimental to the progress of the District's mission of educating its pupils.

Employees currently have paid leave options which include vacation days, sick leave, days for absence due to a death in the immediate family, special needs days and personal days. Various other options for unpaid leave exist under federal and state law. Accordingly, the overwhelming majority of absences from work are covered by the various forms of employee leave.

II. Authority

The Board reserves the right to further specify the conditions under which absences without pay may be taken and to require proof regarding any absence without pay.

III. Delegation of Responsibility

The Superintendent or his/her designee shall develop administrative guidelines regulating Employee Absence Without Pay and insuring the District's compliance with applicable law.