

**ANDOVER PUBLIC SCHOOLS
PERSONNEL -- CERTIFIED & NON-CERTIFIED**

SERIES 4000

	Contract Policy or Supersedes Number Regulation Policy		
0. Concept and Roles in Personnel			
A. Title IX.....	4000.1	P	
1. Certified Personnel			
A. Permanent Personnel			
(1) Recruitment and Selection	4111	P	
(a) Affirmative Action:			
Equal Employment Opportunity	4111.1	P	
(b) Increasing Educator Diversity Plan.....	4111.3	P	
(2) Appointment and Conditions of Employment.....	4112	P	
(a) Certification.....	4112.2	P	
(b) Health Examinations.....	4112.4	P	
(c) Security/Credit Check.....	4112.5	P	
(d) Reference Checks.....	4112.51	P/R	
(e) Criminal History Record Information (CHRI).....	4112.52	P	
(f) Personnel Records.....	4112.6	P	T
(g) Use and Disclosure of Employee Medical Information (HIPAA)	4112.61	P	
(h) Orientation.....	4112.7	P	
(i) Nepotism; Employment of Relatives.....	4112.8	P	
(3) Assignment	4113		T
(a) Load/Scheduling/Hours of Employment	4113.1		T
(b) Work Year	4113.3		T
(4) Transfer/Reassignment	4114	P	T
(5) Evaluation Supervision	4115	P	
(6) Probationary/Tenure Status	4116	P	
(7) Separation/Disciplinary Action			
(a) Retirement/Separation	4117.1	P	
(b) Purchase of Health Insurance	4117.12	P	
(c) Resignation.....	4117.2		T
(d) Personnel Reduction	4117.3		T
(e) Non-renewal/Suspension	4117.4		T
(f) Termination of Employment.....	4117.5		T
(g) Exit Survey/Interviews.....	4117.6	P	
(8) Rights, Responsibilities and Duties			
(a) Civil and Legal Rights			
(i) Nondiscrimination	4118.11	P/R	
(ii) Harassment.....	4118.113	P	
(iii) Pregnant Women in the Workplace.....	4118.114	P	
(iv) Conflict of Interest	4118.13	P	

Note: Legend follows last page of this table of contents.

**ANDOVER PUBLIC SCHOOLS
PERSONNEL -- CERTIFIED & NON-CERTIFIED**

SERIES 4000

		Contract Policy or Supersedes Number Regulation Policy	
	(v) Disabilities.....	4118.14	P
(b)	Professional Responsibilities		
	(i) Academic Freedom	4118.21	P
	(ii) Retaliation and Whistle Blowing.....	4118.211	P
	(iii) Code of Ethics.....	4118.22	P
	(iv) Conduct and Dress	4118.23	P
	(a) Alcohol, Drugs and Tobacco.....	4118.231	P
	(b) Weapons and Dangerous Instruments	4118.233	P
	(c) Prohibition on Recommendations For Psychotropic Drugs	4118.234	P
	(v) Staff/Student Relations	4118.24	P
(c)	Acceptable Computer Network Use.....	4118.5	P/R
(d)	Staff Conduct	4119	P
B.	Temporary and Part-Time Personnel	4120	P T
(1)	Substitute Teachers.....	4121	P T
(2)	Student Teachers/Internships	4122	P/R
(3)	Summer School Teachers.....	4124	T
C.	Activities		
(1)	Staff Development	4131	P T
(2)	Publication or Creation of Materials	4132	P
(3)	Travel; Reimbursement	4133	P
(4)	Tutoring	4134	P
(5)	Organizations/Units.....	4135	T
	(a) Agreement	4135.1	P T
	(i) Recognition	4135.11	T
	(ii) Personnel Covered	4135.12	T
	(iii) Board/School System Rights	4135.13	T
	(iv) Savings Clause	4135.15	T
	(b) Negotiations/Consultation	4135.3	T
	(c) Grievances/Complaints.....	4135.4	T
(6)	Meetings	4136	T
(7)	Non-School Employment.....	4138	P
D.	Compensation and Related Benefits	4140	P T
(1)	Compensation and Related Benefits of Non- Bargaining Unit Employees	4140.2	P
(2)	Salary Guides 4141		T
(3)	Salary Checks and Deductions.....	4142	T
(4)	Extra Pay for Extra Work.....	4143	T
(5)	Insurance/Health & Welfare Benefits	4144	T
(6)	Employee-Related Accommodations.....	4146	T

Note: Legend follows last page of this table of contents.

**ANDOVER PUBLIC SCHOOLS
PERSONNEL -- CERTIFIED & NON-CERTIFIED**

SERIES 4000

		Number	Contract Policy or Supersedes Regulation	Policy
	(a) Employee Amenities.....	4146.3		T
(7)	Employee Safety.....	4147	P	
	(a) Occupational Exposure to Bloodborne Pathogens	4147.1	P	
(8)	Employee Protection	4148	P	
E.	Leaves and Vacations	4150		T
(1)	Short-Term Leaves	4151		T
	(a) Personal Illness and Injury.....	4151.1		T
	(i) Worker's Compensation	4151.11	P	
	(b) Family Illness/Quarantine.....	4151.2		T
	(c) Bereavement.....	4151.3		T
	(d) Professional Purposes	4151.4		T
	(e) Legal and Civic Duties.....	4151.5		T
	(f) Religious Observance	4151.6		T
	(g) Emergency/Personal.....	4151.7		T
	(h) Military.....	4151.9		T
(2)	Long-Term Leaves	4152		T
	(a) Sabbatical	4152.1		T
	(b) Maternity; Adoptive; Child Care/ Paternity	4152.3		T
	(c) Personal/Family and Medical Leave	4152.6	P	
(3)	Jury Duty.....	4158	P	T
2.	Non-Certificated Personnel			
A.	Permanent Personnel *			
(1)	Recruitment and Selection			
	(a) Affirmative Action: Equal Employment Opportunity	4211.1	P*	
	(b) Vacancies	4211.2		N
(2)	Appointment and Conditions of Employment.....			
	(a) Health Examinations.....	4212.4	P/R	
	(i) Drug and Alcohol Testing for School Bus Drivers.....	4212.42	P	
	(b) Security/Credit Check.....	4212.5	P*	
	(c) Reference Checks.....	4212.51	P/R*	
	(d) Criminal History Record Information (CHRI).....	4212.52	P*	
	(e) Personnel Records.....	4212.6	P*	N
	(r) Use and Disclosure of Employee Medical Information.....	4212.61	P*	
	(g) Nepotism; Employment of Relatives.....	4212.8	P*	
(3)	Assignment			

Note: Legend follows last page of this table of contents.

**ANDOVER PUBLIC SCHOOLS
PERSONNEL -- CERTIFIED & NON-CERTIFIED**

SERIES 4000

		Contract Policy or Supersedes Number Regulation Policy	
	(a) Work Year.....	4213.3	N
(4)	Transfer/Reassignment.....	4214	P*
(5)	Evaluation Supervision	4215	P
(6)	Probationary/Continuing Contract Status	4216	N
(7)	Separation/Disciplinary Action	4217	P N
	(a) Retirement.....	4217.1	P
	(b) Resignation.....	4217.2	N
	(c) Purchase of Health Insurance	4217.12	P*
	(d) Layoff/Rehire	4217.3	N
	(e) Dismissal/Suspension	4217.4	P/R
(8)	Rights, Responsibilities and Duties		
	(a) Civil and Legal Rights		
	(i) Nondiscrimination	4218.11	P/R*
	(ii) Harassment.....	4218.113	P*
	(iii) Pregnant Women in the Workplace.....	4218.114	P*
	(iv) Conflict of Interest	4218.13	P*
	(v) Disabilities.....	4218.14	P*
	(b) Professional Responsibilities		
	(i) Retaliation/Whistle Blowing	4218.211	P*
	(ii) Conduct and Dress	4218.23	P*
	(a) Alcohol, Drugs and Tobacco	4218.231	P*
	(iii) Weapons.....	4218.233	P*
	(iv) Staff/Student Relations	4218.24	P*
	(c) Duties		
	(i) Computer Use	4218.5	P/R*
	(d) Staff Conduct	4219	P*
B.	Temporary and Part-Time Personnel		
(1)	Teacher Aides/Paraprofessionals	4222	P
C.	Activities		
(1)	Travel; Reimbursement.....	4233	P* N
(2)	Organizations/Units.....	4234	N
	(a) Agreement.....	4234.1	P* N
	(i) Recognition	4234.11	N
	(ii) Personnel Covered	4234.12	N
	(iii) Board/School System Rights	4234.13	N
	(iv) Savings Clause.....	4234.15	N
	(v) Work Stoppages	4234.16	N
	(b) Negotiations/Consultation	4234.3	N
	(c) Grievances/Complaints.....	4234.4	N
(4)	Meetings	4235	N

Note: Legend follows last page of this table of contents.

**ANDOVER PUBLIC SCHOOLS
PERSONNEL -- CERTIFIED & NON-CERTIFIED**

SERIES 4000

	Number	Contract Policy or Regulation	Supersedes Policy	
	(5) Non-School Employment.....	4238	P*	
D.	Compensation and Related Benefits	4240		N
	(1) Non-Bargaining Units	4240.2	P*	
	(2) Salary Guides.....	4241	P	N
	(3) Salary Checks and Deductions.....	4242		N
	(4) Overtime Pay	4243		N
	(5) Employment-Related Accommodations	4246		N
	(a) Employee Amenities.....	4246.3		N
	(b) Protective Clothing/Devices	4246.4		N
	(6) Employee Safety.....	4247	P*	
	(a) Occupational Exposure to Bloodborne Pathogens	4247.1	P*	
	(7) Employee Protection	4248	P*	
E.	Leaves and Vacations	4250		N
	(1) Short-Term Leaves	4251		N
	(a) Personal Illness and Injury.....	4251.1		N
	(i) Worker's Compensation	4251.11	P*	N
	(b) Family Illness/Quarantine.....	4251.2		N
	(c) Bereavement.....	4251.3		N
	(d) Occupational Purposes.....	4251.4		
	(e) Legal and Civic Duties.....	4251.5		N
	(f) Religious Observance	4251.6	P*	N
	(g) Emergency/Personal.....	4251.7		N
	(2) Long-Term Leaves	4252	P	N
	(a) Personal/Family and Medical Leave	4252.6	P*	
	(3) Vacations/Holidays.....	4253	P	N

**ANDOVER PUBLIC SCHOOLS
PERSONNEL -- CERTIFIED & NON-CERTIFIED**

SERIES 4000

**Contract
Policy or Supersedes
Number Regulation Policy**

LEGEND

P/R Policy/Regulation

*** The policy and/or regulation is the same for Certified and Non-Certified Personnel. Refer to the Certified Personnel section of this manual for the policy or regulation covering this issue.**

T Contract between the Andover Board of Education and the Andover Education Association.

N Collective Bargaining Agreement between the Andover School District Board of Education and CSEA Local 2001 SEIU in behalf of the Andover Non-Certified Personnel.