

Carroll County



Public Schools

Employee Handbook

Carroll County Public Schools

125 North Court Street
Westminster, MD 21157

410-751-3000
www.carrollk12.org

INTRODUCTION

School System Disclaimer

The Carroll County Public Schools System is a changing system. As such, the Superintendent and Board of Education reserve the right to amend, modify, or delete provisions in this Employee Handbook without prior notice. These changes will occur administratively in the normal process of change or through direct Board of Education action.

The Handbook contains brief descriptions of many items and often contains references to negotiated agreements, school system offices, and administrative policies and regulations. The Handbook is not intended to replace these resources, but rather to provide a one-document summary of appropriate items which are useful to all employees, especially those new to the system.

The Handbook is not a contract. In fact, only the Board of Education has the authority to enter into a contract with an employee. In addition, the Handbook does not replace or supersede any negotiated agreement, Board of Education policy, or administrative regulation. The Superintendent and the Board of Education reserve the right to modify or amend any Board of Education policy or administrative regulations at any time.

If there is any inconsistency between the contents of this Handbook and Board of Education policy or administrative regulations, Board of Education policy and administrative regulations will govern.

The Board of Education of Carroll County is an equal opportunity employer and does not discriminate on the basis of race, color, sex, age, national origin, sexual orientation, religion, or disability in matters affecting employment or the provision of services, programs or activities in compliance with the American with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973 and the Individuals with Disabilities Education Act. Persons needing auxiliary aids and services for communication should contact the Public Information Office or write to Carroll County Public Schools at least one (1) week in advance of the date the special accommodation is needed.

TABLE OF CONTENTS

Superintendent's Cabinet	2
Department of Human Resources Staff	3
Directory of Elementary Schools	4
Directory of Middle/High/Specialty Schools	5
Section I-Employee Benefits	6
Direct Deposit	10
Employee Assistance Program (EAP)	17
Employee Leave Benefits	15
Employee Retirement System	8
Employee Sick Leave Bank	18
Family & Medical Leave Act (FMLA)	19
First Financial Federal Credit Union	11
Flexible Spending Accounts (FSA)	10
Liberal Leave	16
Pension Benefits-Employees' System	9
Pension Benefits-Teachers' System	8
Retirement Insurance Benefits	9
Salary and Insurance Benefits	7
Tax Sheltered Annuity Salary Savings	12-13
Tuition Reimbursement	14
Section II-Employment Issues	20
Americans With Disabilities Act (ADA)	30
Blood Borne Pathogens	26-27
Child Abuse, Child Neglect & Dating Student Relationships	21-23
Drug/Alcohol-Free Workplace	25
Employee Right-to-Know Law	28
Integrated Pest Management Program	29
Maryland Relay Service	31
Sexual Harassment Complaints	24
Tobacco-Free Environment	26
Worker's Compensation Procedures	32

SUPERINTENDENT'S CABINET

Stephen H. Guthrie, Superintendent of Schools

Jonathan D. O'Neal, Assistant Superintendent of Administration

Steven M. Johnson, Assistant Superintendent of Instruction

Sherri-Le W. Bream, Director of High Schools

Gregory J. Bricca, Director of Research and Accountability

Dana A. Falls, Director of Student Services & Special Programs

Karen E. Ganjon, Director of Minority Achievement & Intervention Programs

Barry D. Gelsinger, Director of Middle Schools

Russell S. Gray, Director of Special Education

Michael J. Hardesty, Director of Transportation

Christopher J. Hartlove, Director of Administrative Services

Margaret E. Pfaff, Director of Curriculum & Instruction

Raymond Prokop, Director of Facilities

Jimmie L. Saylor, Director of Human Resources

Curtis T. Schnorr, Director of Elementary Schools

DEPARTMENT OF HUMAN RESOURCES

Jimmie L. Saylor	Director of Human Resources	410-751-3078
Sharon L. Adams	Human Resources Associate <i>Certification</i>	410-751-3071
Julie A. Chronister	Director's Secretary	410-751-3072
Susan C. Cornett	Secretary	410-751-3132
J. Wendy Garver	Human Resources Associate <i>Insurance Risk Management</i>	410-751-3035
Richard L. Garver	Human Resources Associate <i>Position Control</i>	410-751-3073
Anna-Maria Halstead	Recruitment Coordinator	410-751-3075
Kelly M. Keith	Human Resources Associate <i>Teacher Quality</i> <i>Course Reimbursement</i> <i>Retirement Coordinator</i>	410-751-3333
Stephanie H. Rauen	Human Resources Specialist-Benefits <i>Eringe Benefits</i> <i>Retirement Coordinator</i> <i>Risk Management</i>	410-751-3074
Susan L. Schwerer	SubFinder Operator	410-751-3176
Brenda G. Six	Switchboard Operator	410-751-3000
Clyde E. Sterner	Human Resources Specialist- Professional Staff <i>Certification</i> <i>Contract Management</i> <i>Teacher Recruitment</i>	410-751-3076
Patricia S. Wall	Secretary	410-751-3070
Robert W. Wedge	Human Resources Specialist- Classified Staff <i>Contract Management</i> <i>Employee Recruitment</i>	410-751-3077

DIRECTORY OF SCHOOLS

Elementary Schools

Carrolltowne
6542 Ridge Road.
Sykesville, MD 21784
410-751-3530

Charles Carroll
3719 Littlestown Pike
Westminster, MD 21158
410-751-3211

Cranberry Station
505 North Center Street
Westminster, MD 21157
410-386-4440

Ebb Valley
3100 Swiper Road
Manchester, MD 21102
410-751-3445

Eldersburg
1021 Johnsville Road
Eldersburg, MD 21784
410-751-3520

Elmer Wolfe
119 North Main Street
Union Bridge MD 21791
410-751-3307

Freedom
5626 Sykesville Road
Sykesville, MD 21784
410-751-3525

Friendship Valley
1100 Gist Road
Westminster, MD 21157
410-751-3650

Hampstead
3737 Shiloh Rd.
Hampstead, MD 21074
410-751-3420

Linton Springs
375 Ronsdale Road
Sykesville, MD 21784
410-751-3280

Manchester
3224 York Street
Manchester, MD 21102
410-751-3410

Mechanicsville
3838 Sykesville Road
Sykesville, MD 21784
410-751-3510

Mount Airy
405 North Main Street
Mt. Airy, MD 21771
410-751-3540

Parr's Ridge
202 Watersville Road
Mount Airy, MD 21771
410-751-3559

Piney Ridge
6315 Freedom Avenue
Sykesville, MD 21784
410-751-3535

Robert Moton
1413 Washington Road
Westminster, MD 21157
410-751-3610

Runnymede
3000 Langdon Drive
Westminster, MD 21158
410-751-3203

Sandymount
2222 Old Westminster Pike
Finksburg, MD 21048
410-751-3215

Spring Garden
700 Boxwood Drive
Hampstead, MD 21074
410-751-3433

Taneytown
100 Kings Drive
Taneytown, MD 21787
410-751-3260

Westminster
811 Uniontown Road
Westminster, MD 21158
410-751-3222

William Winchester
70 Monroe Street
Westminster, MD 21157
410-751-3230

Winfield
4401 Salem Bottom Road
Westminster, MD 21157
410-751-3242

Middle Schools

Mount Airy

102 Watersville Road
Mount Airy, MD 21771
410-751-3554

New Windsor

1000 Green Valley Road
New Windsor, MD 21776
410-751-3355

North Carroll

2401 Hanover Pike
Hampstead, MD 21074
410-751-3440

Northwest

99 Kings Drive
Taneytown, MD 21787
410-751-3270

Oklahoma Road

6300 Oklahoma Road
Sykesville, MD 21784
410-751-3600

Shiloh Middle

3675 Willow Street
Hampstead, MD 21074
410-386-4570

Sykesville

7301 Springfield Avenue
Sykesville, MD 21784
410-751-3545

Westminster East

121 Longwell Avenue
Westminster, MD 21157
410-751-3656

Westminster West

60 Monroe Street
Westminster, MD 21157
410-751-3661

High Schools

Century

355 Ronsdale Road
Eldersburg, MD 21784
410-386-4400

Francis Scott Key

3825 Bark Hill Road
Union Bridge, MD 21791
410-751-3320

Liberty

5855 Bartholow Road
Sykesville, MD 21787
410-751-3560

Manchester Valley High

3300 Maple Grove Road
Manchester, MD 21102
410-386-1673

North Carroll

3801 Hampstead-Mexico Road
Hampstead, MD 21074
410-751-3450

South Carroll

1300 West Old Liberty Road
Sykesville, MD 21784
410-751-3575

Westminster

1225 Washington Road
Westminster, MD 21157
410-751-3630

Winters Mill

560 Gorsuch Road
Westminster, MD 21157
410-386-1500

Specialty Schools

Carroll County Career & Technology Center

1229 Washington Road
Westminster, MD 21157
410-751-3669

Crossroads Middle School

45 Kate Wagner Road
Westminster, MD 21157
410-751-3687

Gateway School

45 Kate Wagner Road
Westminster, MD 21157
410-751-3687

Carroll Springs School

495 South Center Street
Westminster, MD 21157
410-751-3620

Outdoor School

125 North Court Street
Westminster, MD 21157
410-857-7932
410-751-3301

SECTION I: EMPLOYEE BENEFITS

Employees of Carroll County Public Schools are provided with many fringe benefits in addition to their annual salary. These benefits take many forms and range from leave days to tuition reimbursement. This section of the Employee Handbook is designed to simply review briefly the many benefits that are available to you as an employee. Complete information regarding these benefits can be found in your Master Agreement or by contacting the Department of Human Resources.

SALARY & INSURANCE BENEFITS

Salaries

Carroll County offers salary schedules which are competitive with our surrounding counties in the Baltimore Metropolitan area. Employees in the same position with equal training and experience receive the same salary.

- ◆ **Longevity Steps** are included in the Master Agreement for each bargaining unit.
- ◆ **Payment of Salary** is divided into 26 biweekly payments with the exception of bus drivers and bus assistants who are paid in 22 biweekly payments. Some employees may choose a summer payoff option. Details on this option are available from the Payroll Office. Direct deposit and credit union programs exist for the employee's convenience.
- ◆ **Extra-duty pay** schedules exist for those teachers involved in extra-duty activities. All such activities are voluntary.

Insurance Benefits

Carroll County Public Schools offers a **Flexible Benefits Program** to all permanent employees who work more than 20 hours per week. This allows employees to select insurance coverage to meet their individual needs. The benefits include:

Medical	Point-of-Service Plan PPO Plan (high deductible) With Health Savings Account*
Dental	Traditional Plan Preferred Plan Direct Dental Plan
Life	1.5 x salary Option to purchase additional
Flexible Spending Account	Health and Dependent Care

EMPLOYEE RETIREMENT SYSTEM

Those employees hired prior to 1980 were automatically enrolled in the Maryland State Retirement System. This is a contributory system based on annual salary. The Retirement System is a closed system. All employees eligible for retirement benefits and hired after September 1, 1980, are enrolled in the Maryland State Pension System.

PENSION BENEFITS – TEACHERS’ SYSTEM

Employees who are contracted to work more than 500 hours per year are enrolled in and will receive benefits in the Maryland State Pension System. The Maryland State Pension System is a contributory system in which employees contribute a percentage of their annual salary to their account with the State Retirement Agency. The Board of Education also provides annual contributions for eligible employees.

Pension benefits can be vested after 5 years of eligible enrollment in the State System. Employees become eligible for full service retirement at age 62 or with 30 years of eligible service. Early service retirement begins at age 55 and at least 15 years of service.

Employees included in this system are:

- Certificated Employees
- Registered Nurses (RN)
- Instructional Assistants
- Clerical Employees
- Pupil Services Staff
- Administrative & Technical Support Personnel (ATSP)

PENSION BENEFITS – EMPLOYEES' SYSTEM

Employees who are contracted to work more than 500 hours per year are enrolled in and will receive benefits in the Maryland State Pension System. The Maryland State Pension System is a contributory system in which employees contribute a percentage of their annual salary to their account with the State Retirement Agency. The Board of Education also provides annual contributions for eligible employees. Pension benefits can be vested after 5 years of eligible enrollment in the State System. Employees become eligible for full service retirement at age 62 or with 30 years of eligible service. Early service retirement begins at age 55 and at least 15 years of service.

Employees included in this system are:

- Custodial and Maintenance
- Food Service
- Licensed Practical Nurses (LPN)
- ATSP positions as regulated by Title 22 of the Code of Maryland Regulations.

Each year Carroll County Public Schools holds a Pre-Retirement Seminar for employees interested in gathering information about retirement. It is usually held in late January. Announcements for the meeting are sent out in December of each year. All employees are welcome to attend.

Employees wishing further information regarding the Maryland State Pension System should contact the Department of Human Resources and ask for the *Pension System Summary Plan Description* published by the Maryland State Pension System.

RETIREMENT INSURANCE BENEFITS

Carroll County Public Schools provides a subsidy for retirees wishing to continue their health insurance through the Board of Education. This amount of money is based on a sliding scale relating to the number of years of service with Carroll County Public Schools. Employees must work a minimum number of 10 years of service with Carroll County Public Schools to receive any part of the subsidy. Employees wishing further information on retirees' insurance should contact the Department of Human Resources.

FLEXIBLE SPENDING ACCOUNTS (FSA)

Employees can elect to establish a Health Care Flexible Spending Account (FSA) or Dependent Care FSA. For both accounts, pre-tax dollars are deducted from an employee's pay to fund the accounts and reimburse out-of-pocket health care expenses (Health Care FSA) or day care expenses (Dependent Care FSA).

DIRECT DEPOSIT

Carroll County Public Schools provides a direct deposit service that is available to all employees. This service is coordinated by the Carroll County Public Schools bank at no cost to the employee.

If electing to enroll in direct deposit, the employee's bi-weekly pay is automatically deposited to the employee's designated bank. The employee's funds are available at 9:00 am on every pay day.

Direct deposit assures employees that funds are available on pay day even if school is closed for inclement weather.

Please contact the Payroll Office (410-751-3050) with questions regarding direct deposit.

FIRST FINANCIAL FEDERAL CREDIT UNION

Employees and all members of their family are eligible for membership in First Financial Federal Credit Union. A \$5 deposit into a First Financial savings account begins your membership and entitles employees to all the services and benefits the Credit Union has to offer. The main office is located in Lutherville, MD with seven branch offices, including two in Carroll County. Services of the Credit Union include:

Savings & checking accounts

Checking account customers enjoy the benefits of:

- no minimum balance
- no monthly service charge
- no fee per check
- no fee overdraft protection
- free standard checks with direct deposit
- dividends earned on balances over \$500

Automobile, mortgage, and personal loans

Home Equity Lines of Credit

Member of the MOST/CIRRUS ATM networks

Visa credit cards

Point of sale purchasing power

Telephone/internet access to accounts for balance information, fund transfers, etc.

Automatic Payroll Deduction

Direct Deposit

Christmas Club Accounts

CD's, Money Market Accounts, and IRA's

For more information call First Financial (410) 321-6060.

TAX SHELTERED ANNUITY (TSA) PLANS

General Information

Carroll County Public Schools' Salary TSA program is governed under the provisions of the Internal Revenue Code. Any FTE employee, regardless of hours worked, and any non-FTE employee is eligible to participate.

The amount of the TSA is subtracted from gross wages before taxes are computed for Federal and Maryland income tax. Pennsylvania residents will have state income tax withheld. All employees will have FICA and Medicare taxes withheld from TSA contributions.

Effect of New Regulations – January 1, 2009

Effective January 1, 2009 new IRS regulations require Carroll County Public Schools to develop a fully integrated Tax Sheltered Annuity (TSA) plan giving the school system fiduciary responsibility for plan development, investment provider choices, plan administration and regulatory compliance.

Through negotiations, a TSA review committee was established with members from all five (5) bargaining groups and representatives of the Superintendent. The purpose of the committee was to bring Carroll County Public Schools in compliance with the new IRS regulations prior to the effective date. The committee used a financial consultant to assist with the process. Based on the committee's recommendation, the Board of Education approved the following TSA providers:

- Lincoln Financial Group
- MetLife
- Security Benefits.

All TSA 403(b) or 457(b) pre-tax contributions must be invested with one of the approved providers listed above.

In accordance with these regulations, new plan documents were adopted. These documents are kept in the Payroll Department Office and govern how the plan is run. Copies of these plan documents were also distributed to the approved providers.

Compliance with Internal Revenue Code

Carroll County Public Schools has contracted with the Lincoln Financial Group to provide third party administrative duties for our plan. Lincoln Financial Group will:

- Provide common remitter services for all deposits.
- Provide a range of services resulting in the reduction of exposure to an audit by the Internal Revenue Service.

Hold Harmless

Carroll County Public Schools offers employees the opportunity to participate in TSA plan as regulated by Federal and State Law. Carroll County Public Schools neither endorses nor recommends any particular provider. Carroll County Public Schools merely provides administrative services to its employees by providing tax-free payroll deductions to participating companies as directed by the employees. Employees who participate do so at their own risk and bear all risks of any financial losses, legal proceedings, or Federal or State tax penalties.

Processing

Salary Reduction Forms (SRAs) are to be completed by employees and presented to the Plan Administrator for proper approval and compliance check. By signing the Salary Reduction Form, employees agree to this review and also to provide any salary and/or past contribution history needed by the Lincoln Financial Group or CCPS Payroll Department staff to ensure the accuracy of the employee's contribution limit.

New enrollment in the TSA plan or a change in TSA companies will begin 31 days after processing by the Plan Administrator. Deductions for increases and decreases with the current TSA Company begin as per normal payroll procedures. The total annual contribution is based on a calendar year and taken in 26 equal deductions.

Carroll County Public Schools' Salary Reduction Form is the only document authorized to begin deductions. If an employee should have lost wages for a pay period and the gross wages are not sufficient to cover the deduction, the Payroll Department will reduce the deduction amount accordingly.

Specifics regarding the TSA Plan as well as Salary Reduction Agreement forms may be found electronically on the Carroll County Public School Payroll Department website or in print at the Payroll Department Office.

Payroll will monitor non-FTE hourly totals and identify non-FTE employees who reach 1,000 hours. Queries and monitoring of non-FTE employees will be completed on a monthly basis.

The Department of Human Resource will send the names of qualified non-FTE employees to the Plan Administrator and a TSA enrollment packet outlining enrollment procedures will be sent.

If an eligible, non-FTEP employee wishes to contribute to a qualified TSA account, normal compliance procedures will be followed prior to the start of any deductions.

Payroll will set a contribution limit of 25% of salary earned for the taxable year for the qualified non-FTE employee.

If the eligible wishes to contribute in excess of the contribution limit, the 25% contribution limit may be increased to match salary earned. For example, if the employee has earned \$10,000 at the time TSA deductions begin, a contribution limit will be set at \$2,500. If the employee continues to earn salary, the 25% contribution limit may be increased to match earned salary. At no time will the 25% contribution limit exceed earned salary.

Contributions for all contributing non-FTE employees will be terminated at the conclusion of each taxable year. A contribution threshold of 1,000 hours must be reached each year to continue participation in the TSA program.

Tuition Reimbursement

Tuition reimbursement is one of the benefits extended to employees of Carroll County Public Schools. This benefit allows employees to continue in professional and academic growth activities while reducing or eliminating the cost of course work. The stipulations for tuition reimbursement vary between units. Please refer to your Master Agreement for the specific guidelines and eligibility requirements applicable to your circumstances.

The processing of tuition reimbursement requests is given top priority in the Department of Human Resources. Please allow 4 weeks to process your request and for the Finance Department to issue payment.

To ensure that your requests are handled as expeditiously as possible, please follow these steps:

1. Complete the Carroll County Public Schools Course Pre-Approval/Tuition Reimbursement form found on the Human Resources website. Your request will be reviewed and the form will be returned to you. Retain this form until the course has ended and your grade is posted. Please use Pre-Approval for Direct Billing and Cohort courses for all cohort and direct billing classes.
2. Attach to the form the **official transcript** (retain photocopies for your records) and a copy of the billing or a receipt from the college indicating the cost of the course.
3. Courses completed through out-of-state colleges and universities online may require additional documentation.
4. Forward the entire packet of paperwork to the Department of Human Resources. Do not send items separately. Transcripts and forms received separately will be returned to you which will delay the processing of your request. ***Reimbursement Request Forms received without official documents and receipts will be returned.***
5. ***Due Date:***
The fiscal year runs July 1 through June 30. Reimbursement requests for course work taken in the Fall must be received in Human Resources by June 30 of the same *fiscal year*. We allow until October 1 to receive tuition reimbursement requests for course work taken from January 1 through June 30 of the same *calendar year*.

Tuition reimbursement requests received in Human Resources after the appropriate due dates will not be eligible for reimbursement.

If you are also seeking an evaluation for an additional area of certification, classification IV (masters or "equivalency"), classification V (masters degree + 30), or VI (masters degree + 60), please be certain to include a written request along with the reimbursement form and **official transcript**.

Most tuition reimbursement is issued within three (3) weeks of receipt of your request in the Department of Human Resources. Reimbursement payments are paid bi-weekly via the employee's direct deposit or paycheck. Tuition Reimbursement will not be taxed nor will it affect W-2 wages for year end. Contact the Department of Human Resources for follow-up if you have not received your reimbursement four (4) weeks after the date the request was submitted.

EMPLOYEE LEAVE BENEFITS

- ◆ **Sick Leave** is granted at the rate of one (1) day per contract month and may be accumulated to the amount earned. An employee's sick leave may be used for illness in the immediate family in accordance with the negotiated Master Agreement.
- ◆ **Transfer of Sick Leave** for employees entering Carroll County directly from another Maryland system will be accepted without limit.
- ◆ **Personal Business Days** are granted to a maximum of three (3) days per year. Unused days will be transferred to accumulated sick leave at the end of the school year. (Please see your Master Agreement for specific details or limitations.)
- ◆ **Bereavement Leave** is granted without loss of pay according to the negotiated Master Agreement.
- ◆ **Academic Leave** for teachers doing graduate study is available after five (5) years of service in the system.
- ◆ **Vacation Leave** is earned by twelve-month employees. Please refer to the appropriate Master Agreement for detailed information.

LEAVE OF ABSENCE EXCEPTIONS TO THE CONTRACT

The Master Agreement restricts the way in which some leave may be used. For example, the Agreement does not permit employees to use personal business days preceding and/or following a school holiday or the first duty day and the final duty day of school.

Carroll County Public Schools recognizes that there may be emergency situations where an employee must take time off from work which would be contrary to the Master Agreement. These requests must be made in writing.

The letter must describe the reason for the requested leave, the dates the employee wants to take off, any personal time to be applied, and any additional pertinent documentation. The letter should be addressed to the Director of Human Resources but must first be directed to the principal or other cost center administrator to whom the employee may report. If the absence does not present a hardship, the administrator will forward the letter to the Director of Human Resources who will make the final decision.

Approval or disapproval will be based on several factors which may include: the reason for the request, length of leave, specific dates, and the availability of substitutes, if required. Non-compensatory leave may be granted when an employee has exhausted other appropriate leave. The employee will receive a response in writing from the Director of Human Resources

LIBERAL LEAVE PROCEDURES/12-MONTH EMPLOYEES*

1. The Superintendent of Schools or designee will announce the time period for which "Liberal Leave" is in effect.
2. "Liberal Leave" is defined as a liberalization of existing leave policies. Twelve-month employees who are unable to transport themselves to work due to extreme weather conditions or other emergency conditions have permission to use a leave day (vacation day or personal business day) without prior authorization from their immediate supervisor.

However, employees must notify their immediate supervisor of their intention to use a leave day. These procedures include the day prior to or following a holiday.

3. Leave days used for "liberal leave" must be taken in half or full day increments.

* **These procedures do not include emergency staff (all maintenance & custodial personnel).** During extreme weather conditions or other emergency situations, plant maintenance and operations employees are expected to report to work on time for their normal shift or on an altered emergency shift. Altered emergency shifts are determined at the discretion of the building principal or immediate supervisor.

When there is a release from duty for twelve month employees due to emergency conditions, emergency staff will be allowed to take compensatory time at a later date or at a time mutually agreed upon between the employee and his/her supervisor.

EMPLOYEE ASSISTANCE PROGRAM

Carroll County Public Schools has established a service to help our employees and their families resolve problems encountered in everyday life. The Employee Assistance Program (EAP) is provided by an independent agency to assist employees in dealing with a variety of problems that may be upsetting their personal life, their job or their family.

- Who?** All employees and their families can receive assistance through EAP.
- What?** Assistance can be obtained in marital and family problems, drug and alcohol abuse, care and concern of aging parents, stress, financial and legal problems, eating disorders, etc.
- Where?** The EAP is a program of GHE Healthcare. The agency's professionally trained counselors have Master's degrees and are licensed. Each counselor has broad training and experience in working with persons with individual, family, and chemical dependency problems.
- When?** Assistance is available 24 hours per day by calling 1-866-443-3277 24 hours a day, seven days a week. Simply give your zip code, name and telephone number. You will be connected to a GHE counselor's office or the counselor will contact you directly.
- How?** By calling 1-866-443-3277 and asking to speak to the Employee Counseling Program. A social worker will arrange an appointment at one of their counseling offices after normal working hours.

1-866-GHE-EAPS or 1-866-443-3277

ghehealthcare@comcast.net

www.federalsolutions.com

EMPLOYEE SICK LEAVE BANK

STATEMENT OF INTENT

The purpose of the Classified and Professional Sick Leave Banks is to provide paid sick leave to members of the Banks in cases of incapacitating personal illness. Sick Leave Bank grants may only be used after all accumulated leave has been used. The definition of sick leave shall be: leave that is granted to a member whom, through personal illness, injury, or quarantine, is unable to perform the duties of his/her position. This does not cover cosmetic or elective surgery.

The existence of the Sick Leave Banks and participation by a unit member in the appropriate Bank does not negate or eliminate any other sick leave policies of Carroll County Public Schools, nor does it in any way negate the rights of individual unit members who participate in the Bank to other sick leave benefits.

The Sick Leave Bank may only be used for the contributor's own personal illness; it may not be used for illness of other members of the contributor's family, or by the contributor to remain away from his/her position in order to assist a member of his/her family who is ill.

All employees of the Carroll County Public Schools who earn sick leave are eligible to participate in the appropriate Sick Leave Bank. Participation is voluntary, but requires contributions to the Bank. Only contributors will be permitted to use the Bank for payment for qualifying incapacitating personal illness occurring on regularly scheduled duty days.

It is the philosophy of the Sick Leave Bank to encourage employees to return to work as soon as the doctor approves and releases the employee to do so. Individuals who have been on a grant of at least 20 days, and whose doctor indicates they may return to work half time, may continue to receive approved grant days (half-time).

An employee shall be required to seek accommodations in order to return to work on a full or part time basis at the earliest possible date provided the accommodation requested is a reasonable accommodation, as determined by Carroll County Public Schools.

For more information and procedures for applying for Sick Leave Bank grants, please refer to the appropriate Sick Leave Bank Handbook or contact your bargaining unit representative. You may also contact the Benefits Specialist in the Department of Human Resources.

FAMILY & MEDICAL LEAVE ACT

The Family and Medical Leave Act of 1993 (FMLA) legislation was signed into law on February 5, 1993. Generally the law allows eligible employees to take up to 12 weeks of unpaid leave per year for reasons related to family and medical illness. Specifically, eligible employees of the Board may take family and medical leave because of a:

- birth or placement of a child for adoption or foster care;
- need to care for the employee's spouse, son, daughter, or parent who has a serious health condition; or
- serious health condition that prevents the employee from performing the essential functions of the employee's job.

An eligible employee is one who has:

- been employed by the Board of Education for at least 12 months; **and**
- been employed as a .6-time (or more) employee who has worked at least 1,250 hours during the 12-month period immediately preceding the commencement of the leave.

Family and Medical Leave under this law is unpaid.

The total time an employee may use for FML is 12 weeks. This period includes any sick leave, personal business days, vacation days, or any other paid leave employees are granted by the Board of Education for purposes of family or medical leave. Employees who have not accumulated 12 weeks of leave may apply for unpaid Family and Medical Leave for the balance.

Eligible employees must notify the Department of Human Resources, in writing, that they wish to apply for FML. When the leave is foreseeable, employees must give written notification to the Department of Human Resources at least 30 days prior to the commencement of the leave if the leave is based on an expected birth, placement of a child in adoption or foster care, or planned medical treatment for the serious health condition of the employee or family member.

Employees applying for FML will be **required** to provide medical certification to support any requests for use of FML because of a serious health condition. Additionally, the Board may require a second or third medical opinion (at the Board's expense) to support the request. Further, the Board will **require** the employee on FML for personal illness to provide a medical fitness report prior to returning to work. Failure to provide adequate medical certification will result in a denial of reinstatement of employment until such certification is provided by the employee.

Employees on FML will continue to receive the same benefits as they would if they were working. Employees will be billed for the normal contributions they were making to maintain these benefits. Those employees who choose to stay at home with a newborn child at the conclusion of FML will be required to reimburse the Board for all premiums paid by the Board to maintain the employee's fringe benefits during the period of FML.

For more information and procedures for applying for FML, write to the Department of Human Resources.

SECTION II: EMPLOYMENT ISSUES

Federal and state laws, as well as Board of Education policies, compel Carroll County Public Schools to comply with numerous employment mandates. The school system, as an employer, must demonstrate that all employees have received information and/or training dealing with these mandates.

This section of the Handbook presents you with some extremely important information affecting your employment. You, as an employee, are responsible for reviewing these materials and to be aware of your responsibilities in complying with these issues.

CHILD ABUSE, CHILD NEGLECT & DATING STUDENT RELATIONSHIPS

These regulations regarding employees support Carroll County Board of Education Policy entitled, "*Child Abuse - Child Neglect - Staff Dating Students*." Additional administrative regulations related to this policy and students are found in the Pupil Services Handbook.

I. **Child Abuse**

Maryland's Family Law Article, Title 5, Subtitle 7, has as its purpose the protection of children from physical abuse and neglect by early intervention. The law specifies that reporting of known or suspected physical or sexual abuse is the responsibility of any health practitioner, educator, human service worker, or law enforcement agency or officer. The law states persons who have "reason to believe that a child has been subjected to abuse or neglect shall notify the Department of Social Services or the appropriate law enforcement agency." In the making of a report in good faith, the law provides immunity from civil liability or criminal penalty. The report should be made orally to either the local Department of Social Services or to the appropriate law enforcement agency. In addition, a written report must be made within 48 hours on a special form available from the local Department of Social Services. Child abuse or neglect can be life threatening and should be considered as a possibility with students about whom there is concern.

II **Child Neglect**

The provisions of the Family Law Article dealing with child neglect require that every health practitioner, educator, human service worker, and law enforcement agency or officer make an oral or written report of a child believed to be a neglected child to the local Department of Social Services. The written report must be made within 48 hours after the occurrence of the contact with the neglected child. In addition, a person acting in his/her capacity as a member of the staff of a hospital, public health agency, child care institution or school, shall notify the head of his/her institution or his/her designee.

III. **Dating or Sexual Relations Between Staff and Students**

The relationship between staff and students is to be of a professional nature. Because school personnel have the responsibility for the supervision of children, teachers' and other staffs' interactions with students should remain clearly within the appropriate confines of a professional staff/student relationship. Therefore, asking for a date, dating, or exploiting the teacher/student relationship by soliciting or actually engaging in sexual relations are not to occur between Carroll County Public Schools' employees/substitutes and students.

- A. Dating may include, but is not necessarily limited to, a social appointment, engagement, or occasion, pre-planned or not, between persons for social or sexual gratification. Dating also may include occasions where the sole or major purpose is for personal pleasure.

III. Dating or Sexual Relations Between Staff and Students (Continued)

- B. Sexual relations may include, but is not necessarily limited to, sexual contact or conduct, in person or through communication, occurring between or involving 2 or more persons. Examples include:
- inappropriate touching or fondling
 - intimate kissing
 - phone calls, letters, or tapes of a sexual nature
 - allowing, permitting, encouraging, or engaging in obscene or pornographic discussion, display, or photography
 - accepting or giving gifts of a sexual/intimate nature
 - filming or depiction of a child as prohibited by law
 - communications that include sexual innuendos
 - any kind of sexual penetration; sexual molestation; sexual exploitation; sexual intercourse
- C. Employees/substitutes may not ask for a date, go out on a date, nor have sexual relations with any student or potential student. [This statement applies to all students or potential students through high school graduation or age twenty-one. (Twenty-one is the age at which a person may not return to high school as a student.) It also applies to teachers of adult education classes and their students, unless the teacher and student are married to one another.] Should compliance not occur, an employee is subject to disciplinary action. Principals and other administrators shall inform staff that this regulation is in effect.

Should an administrator have reason to believe that dating or sexual relations between students and an employee has occurred, the Director of Pupil Services and the Child Abuse & Sexual Assault Unit of the Maryland State Police (CASA) shall immediately be contacted. The Director of Pupil Services shall notify the Director of Human Resources and the Director in the division where the employee reports.

The Directors will recommend to the Superintendent disciplinary action to be considered. If given permission to do so by the investigating agency the school administrator will promptly inform the student's parent(s) of the situation and the referral to the investigating agency. Recommended disciplinary action could include one or more of the following:

- verbal reprimand
- written reprimand
- suspension with or without pay
- dismissal
- loss of certification

Information given to the public related to disciplinary action against an employee for dating or having sexual relations with a student will comply with §10-616 of the Annotated Code of Maryland which prohibits disclosure of information from an employee's personnel file.

III. Dating or Sexual Relations Between Staff and Students (Continued)

D. When a staff member/substitute is a suspected or actual child abuser, an investigation by the school may not occur until cleared to do so by Protective Services or the Maryland State Police (as established by the Office of the Attorney General, December 17, 1991). The appropriate Directors will determine whether sufficient reason exists to recommend to the Superintendent any disciplinary action prior to, during, or at the conclusion of any investigation by Protective Services/State Police or the school system's own investigation. Items to be considered prior to a recommendation include:

- information known or alleged
- effect of information on the employee's ability to perform job assignments
- conclusions of Protective Services/State Police investigation
- conclusion of school system's investigation

The Department of Human Resources shall provide each new staff member/substitute with information concerning child abuse/neglect, staff's obligation to report suspected abuse/neglect, and how such a report is to be made. The community may be informed by means of the school calendar, PTA meetings, school newsletters, or handouts. In addition, principals should advise staff to consult with an administrator in advance regarding staff/student interactions that could be interpreted as social events. Staff should be aware that, since school personnel have the "responsibility for supervision of a child," all interactions with students should remain clearly within the appropriate confines of a professional teacher/student relationship. Activities, engaged in with students, that could place a staff member in jeopardy of being reported for, and possibly found guilty of, child abuse include:

- striking a child
- making sexual innuendos or sexual advances to students
- engaging in physical contact of a sexual nature with students
- initiating, encouraging, or engaging in obscene or pornographic discussions or displays with students
- engaging in sexual exploitation of the teacher/student relationship
- accepting or giving gifts of a sexual/intimate nature
- dating or requesting dates with students
- accepting student offers of sexual favors

In addition, staff should be aware that Board policy prohibits dating or sexual relations between staff and students.

SEXUAL HARASSMENT COMPLAINTS

The Carroll County Board of Education recognizes that harassment on the basis of sex is a violation of both federal and state employment discrimination laws and board of education policies. Further, the Board believes that sexual harassment is both morally wrong and offensive and will not tolerate such conduct on the part of any employee, supervisor, manager, administrator, or visitor. It is the Board's intent to provide to all employees a work environment free from sexual harassment.

Any employee with a complaint of sexual harassment should follow the complaint procedure. All complaints of sexual harassment will be investigated and promptly resolved.

1. **Definition**

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- submission to such conduct is made a term or condition of an individual's employment;
- submission to or rejection of such conduct is used as the basis for employment decisions affecting such individual; or
- such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

Forms of sexual harassment include the following:

- verbal harassment, such as derogatory comments, jokes, or slurs;
- physical harassment, such as unnecessary or offensive touching, or impeding or blocking movement
- visual harassment, such as derogatory or offensive posters, cards, cartoons, graffiti, drawings, or gestures

2. **Complaint Procedure** - Any employee who has a complaint of sexual harassment at work by anyone, including supervisors, co-workers, or visitors, must bring the problem to the attention of responsible Board of Education employees. Employees may bring their complaint to their supervisor or to the Director of Human Resources. All complaints will be promptly handled and investigated by the Director of Human Resources or the Director's designee. Should the complaint involve supervisory personnel in the Department of Human Resources, the complaint will be investigated by the Assistant Superintendent of Administration.

3. **Confidentiality** - Confidentiality will be maintained to the extent possible.

4. **Disciplinary Action** - Any employee or administrative personnel found to be responsible for sexual harassment will be subject to disciplinary measures and corrective, remedial action will be taken to eliminate the harassment. Failure by staff to address and/or report incidents of sexual harassment will result in consequences as determined by the Director of Human Resources in consultation with other directors as appropriate.

DRUG/ALCOHOL-FREE WORKPLACE

The Board of Education of Carroll County is committed to a drug/alcohol-free workplace.

The unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited on Board of Education property. Any employee in violation of this policy will be recommended for termination consistent with Board of Education procedures for disciplinary action. In every case, the local or state police will be notified.

Confidential treatment is available for employees. For self-referral, please contact the Employee Assistance Program (EAP) at 1-800-443-3277. An employee convicted of violating a criminal drug statute in the workplace must notify the Board of Education, Department of Human Resources within five (5) days of such conviction. The Board of Education shall notify the appropriate Federal and State agencies within ten (10) days after receiving notice of such conviction(s).

REASONABLE SUSPICION DRUG AND ALCOHOL TESTING

Carroll County Public Schools provides a safe and orderly environment for both students and staff by fostering the well being and health of its employees and its students. A safe environment is jeopardized when drugs and/or alcohol are illegally used or distributed in the workplace. In that regard, this administrative regulation for drug/alcohol testing is established to ensure that a safe working and learning environment is maintained.

The regulation balances respect for employees with the needs of the system to maintain a safe, productive, and drug/alcohol free environment. Its intent is to provide appropriate assistance while sending a clear message that illegal drug use and alcohol abuse are incompatible with the mission of the school system and will not be tolerated.

Carroll County Public Schools maintains an Employee Assistance Program (EAP) to provide employees with no cost confidential counseling in a variety of areas. Employees are encouraged to contact the EAP or one of the agencies in the community when seeking help for drug/alcohol or related problems.

TOBACCO-FREE ENVIRONMENT

All work sites within the jurisdiction of the Board of Education of Carroll County are designated as Smoke-Free Workplaces. The sale or use of tobacco **in any form** is prohibited in school system owned or leased buildings at all times. This includes schools, the central office, warehouses, or other buildings belonging or leased to the school system.

In addition, the sale or use of tobacco products **in any form** is prohibited during the official school or work day on school system owned or leased land. For the purposes of this policy, the official school day shall begin one-half (½) hour before classes are scheduled and shall end one-half (½) hour after students are dismissed. *These hours pertain to the entire year, including summer.* The official work day for all other sites will begin one-half (½) hour before and after the regular shift. Each principal or employee responsible for the supervision of the work site will establish and publicize the starting and ending times for the period covered by this policy.

Further, the smoking of tobacco products **in any form** is prohibited in vehicles when used in the course of employment and occupied by more than one person.

HBV; HVC; HIV - YOU AND YOUR JOB

During 1991, the Occupational Safety & Health Administration (OSHA) produced a "standard" on blood borne pathogens that requires universal precautions to become mandatory in settings such as schools and health care facilities.

This information is presented to inform our employees as to the universal precautions necessary to protect them from potentially infectious materials.

We strongly advise that you review this material thoroughly.

HBV; HCV; HIV - Why These Initials Are Important

These initials stand for three diseases, Hepatitis B (HBV), Hepatitis C (HCV) and Human Immunodeficiency Virus (HIV - the cause of AIDS). If contracted, these diseases could have devastating effects on your health and well-being. Listed below are some important facts you should be aware of:

	<u>HBV</u>	<u>HCV</u>	<u>HIV</u>
Found in blood and other body fluids	Yes	Yes	Yes
Spread through casual contact	No	No*	No
Person may be unaware of infection	Yes	Yes	Yes
A vaccine can provide Protection	Yes	No	No
The virus dies very quickly once it leaves the body	No	No	Yes

* *An estimated 10% of those infected with HCV have no identifiable history of exposure to HCV.* While normal working conditions are generally not conducive to the spread of HBV, HCV, or HIV, measures should be taken to protect yourself as much as possible against any communicable disease. The best way to protect yourself is to practice Standard Precautions.

Recommended Protective Procedures

- The best protection against the spread of disease is good hand washing. Wearing gloves is no substitute. Remember to wash your hands with a disinfectant soap and running water after exposure.
- Wear the proper Personal Protective Equipment (PPE) when coming in contact with blood or body fluids possibly containing blood. If gloves or other needed PPE are not available use some barrier to protect yourself from contact (e.g. tissues, paper towels, plastic, articles of clothing, etc.).
- When removing used PPE, care should be taken not to touch the outside (contaminated) of the PPE with bare hands.
- Trashcans should be lined with plastic bags. Trash should not be dumped. The plastic bag should be tied and removed entirely when disposing of waste materials.
- Any non-disposable objects contaminated with blood/body fluids should be cleaned with an **approved disinfectant** [a bleach/water solution (1:10) is excellent disinfectant] only in the health suite by the health nurse.
- If soap and running water are not available, use some form of disinfectant wipe or alcohol wipes until a source of soap and running water is available.

If you feel you have had an exposure to blood or blood products on the job, report this to your immediate supervisor.

Any questions regarding Hepatitis or HIV may be directed to the Supervisor of Health Services for Carroll County Public Schools, Ms. Marge Hoffmaster, or the Carroll County Health Department (410) 876-4900.

EMPLOYEE RIGHT-TO-KNOW LAW

The *Access to Information About Hazardous and Toxic Substance Act*, the **Employee Right-to-Know Law**, gives employees a way to learn about chemical hazards in the workplace and how to work safely with these materials (Article 89, Annotated Code of Maryland, SS 32A - 32N). A copy of this law is available in the Office of the Director of School Support Services. This law requires employers to inventory and list all hazardous and toxic substances used in the workplace and to collect Material Safety Data Sheets for these substances. Employers must also label or otherwise identify hazardous chemicals. Employees must know how to get information about the hazardous substances in their workplaces and be trained in the safe use of these materials.

A copy of the Board of Education written hazard communication program is available in the Director of School Support Services' Office and all public school offices of the Carroll County Board of Education for review by any interested employee.

Employee Rights - You have a right by law to:

- See the Chemical Information list and Material Safety Data Sheets for hazardous substances in your workplace within one (1) day of your request.
- Be provided with one (1) copy of the list of substances you use and safety data sheets, or the means to make a copy at no cost within five (5) days of the request.
- Be trained on the hazards of the chemicals in your workplace, the appropriate equipment and methods to use to protect you from the hazards and emergency procedures.
- Refuse to work with a hazardous chemical if you are denied access to information about that chemical.

Employee Responsibilities - The Right-to-Know program takes teamwork. Do your part to work with your employer and co-workers to keep your workplace safe!

- Know where to get information about hazardous substances in your workplace
- Learn to read and understand labels and Materials Safety Data Sheets
- Identify hazards before you start a job
- Don't be afraid to ask questions
- Keep your work area clean
- Use protective clothing and equipment
- Don't smoke, eat or drink around hazardous substances
- Learn emergency procedures
- Follow your employer's procedures for disposal and clean-up
- Practice safe work habits at all times

INTEGRATED PEST MANAGEMENT PROGRAM

The Integrated Pest Management (IPM) program employed by Carroll County Public Schools uses inspection, monitoring, employee education, and sanitation practices to minimize the use of pesticides in our schools.

Maryland law requires that parents of all elementary students be notified automatically prior to application of any pesticide. Parents of secondary students must request to be placed on a pesticide notification list.

Carroll County Public Schools notifies **all** students and staff 24 hours prior to scheduled applications of pesticides on school property. If an emergency pest control situation arises and a pesticide is used, notification will be made within 24 hours. Space spraying of a pesticide throughout an entire room or area by a fogger or aerosol device requires one week advance notice to all students and staff.

The following is a list of pesticides and bait stations, by common name, that may be used on school grounds:

Copies of material safety data sheets (MSDS) and product labels for each pesticide and bait station used on school property are maintained in the Department of Plant Operations. Persons wishing to review this information should contact Douglas Gross, Supervisor of Plant Operations, at 410-751-3470. For additional information about the Integrated Pest Management Program, please contact Raymond Prokop, Director of Facilities, 410-751-3177.

TRADE NAME

COMMON CHEMICAL NAME

Advance Dual Choice	Sulfuramid
Advance Granular Bait	Abamectin B1
Advance Roach Gel	Dinotefuran
Banvel	Dicamba
Boric	Orthoboric Acid
Drax Ant Gel	Orthoboric Acid
Drione	Piperonybutoxide, Pyrethrins, Silicon Gel
First Strike Soft Bait	Difethialone
Gentrol	Hydroprene
Maxaforse Bait Gels	Hydramethylnon
Maxfurse FC Bait Station	Fiprinol
Mother Earth Dust (green product)	Diatomaceous Earth
Mother Earth Granular (green product)	Boric Acid
Phantom	Chlorfenapyr
Roundup Concentrate	Glyphosate
Spectracide Bug Stop	Permethrin
Spectracide Concentrate	Lambda-Cyhalothrin
Suspend	Deltamethrin
TempoSC	Beta-Cyfluthrin
Termidor SC	Fipronil
Wasp Freeze PT515	D-Trans Allethrin/Phenothrin
Trimec 992 (Broadleaf Herbicide)	2, 4-D, DMA, MCPP and Dicamba
Triplet SF (Selective Herbicide)	2, 4-D Macoprop and Dicamba

AMERICANS WITH DISABILITIES ACT (ADA)

Compliance Statement:

The Board of Education of Carroll County does not discriminate on the basis of disability in employment or provision of services, programs, or activities. Information concerning the Americans with Disabilities Act is available from the Director of School Support Services, (410) 751-3177. Persons needing auxiliary aids and services for communication should contact the Office of Community and Media Relations at 410-751-3020 or publicinfo@carrollk12.org or write to Carroll County Public Schools, 125 North Court Street, Westminster, Maryland 21157. Persons who are deaf, hard of hearing, or have a speech disability, use Relay or 7-1-1. Please contact the school system at least one week in advance of the date the special accommodation is needed.

ADA Grievance Procedures:

A. Background

Pursuant to the Americans with Disabilities Act (ADA), the Board of Education of Carroll County has adapted a grievance procedure providing for prompt and equitable resolution of complaints alleging any action prohibited by the ADA. The ADA states, in part, that "no otherwise qualified disabled individual shall, solely by reason of such disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination" in the programs or activities sponsored by a public entity.

B. Filing Complaints

1. Complaints should be addressed to: Director of Facilities, 125 N. Court Street, Westminster, MD 21157, telephone number (410) 751-3179.
2. A complaint shall be filed in writing (accommodation will be made for individuals with oral or written communication disabilities). The complaint shall contain the name and address of the person filing it, and a brief description of the alleged violation of the ADA.
3. A complaint shall be filed within 30 days after the event giving rise to a complaint of discrimination under the ADA or within 30 days after the complainant reasonably should have learned of the occurrence of such act.

C. Investigation

A prompt investigation shall follow a filing of the complaint. The investigation shall be conducted affording all interested parties and their representatives, if any, an opportunity to submit evidence relevant to the complaint.

D. Resolution of Complaint

1. A written determination shall be issued and a copy will be forwarded to the complainant.
2. The complainant can request reconsideration in instances where he/she is dissatisfied with the determination. The request for reconsideration shall be made to the Superintendent of Schools within 30 days after the determination is issued. The decision may further be appealed to the Carroll County Board of Education in writing within 30 days after the decision of the Superintendent.

MARYLAND RELAY SERVICE

The Maryland Relay Service gives people with hearing or speech disabilities the ability to communicate with people who do not have such disabilities and vice-versa.

If you live or work in Maryland, you are now able to take advantage of the State's new telecommunications relay service. Maryland Relay Service (MRS) service is provided 24 hours every day, with no restriction on the length or number of calls placed. To access MRS, callers may dial this toll-free number: ***1-800-735-2258 --TDD/VOICE***

Please contact the Public Information Office at (410) 751-3020, with questions regarding MRS.

WORKER'S COMPENSATION PROCEDURES

Employees who have had an accident while working "on the job" should report this accident immediately to their principal or immediate supervisor. A delay in reporting may affect the claim.

If it is determined that the injury is compensable, then the Worker's Compensation Insurance carrier will provide medical and hospital treatment and income replacement benefits in accordance with state law, until the employee can return to work or until maximum benefit is reached. Unless the employee is specifically referred to a doctor, he/she may choose to go to his/her own doctor. If the injury is covered under worker's compensation, the insurance carrier will pay all doctor's bills, hospital bills, physical therapy, prescriptions, and necessary expenses related to the accidental injury. **Employees should have pre-authorization from the worker's compensation insurance carrier for any procedure alleged to be related to the claim. A change in treatment plans may also require pre-authorization. Lack of pre-authorization may result in loss of benefits.**

If, after an investigation, a claim is not considered to be compensable, the Department of Human Resources will contact the employee and inform him/her that:

1. Available sick leave or other leave may be used for any lost time, and that;
2. If no sick leave or other leave is available, wages will be docked for the lost time related to the claim, and that;
3. Medical bills must be processed through the employee's regular health insurance coverage, and that;
4. If the claim is later found to be compensable, all leave and lost wages will be restored and Worker's Compensation will pay all medical bills in accordance with their rules and procedures.