
Shared Services Employee Handbook

Policies and Procedures
2020-2021

Revised on 6/26/2020



Sharing Services for Exceptional Students

Policy and Goals Regarding Special Education and Related Services

Policy:

Shared Services and the special education staff provide specialized programs and services with the purpose of maximizing the educational development of the student with disabilities. It is the belief of the special education department that these services cannot and should not be delivered in isolation of the overall general education program and that, whenever possible, general education goals and curricula should be used as a road map for the delivery of special education services. Whenever possible, students with disabilities should be educated in the least restrictive environment with maximized time and interaction with nondisabled students. Every effort should be made to deliver special education services within the home, school, and the regular classroom. However, it is also vital to make available the full continuum of special education services and offer more restrictive services to students who may require them. In this way, each student's program should be individualized and carefully tailored to the needs of the student. Special education plans (Individual Education Plans (IEPs)) should be based on these needs and not primarily on what services are currently available for students.



Goals:

1. To provide services that comply with all federal and state laws, regulations, and policies.
2. To establish flexible services and programs that meet the changing needs of the students and the school(s). The special education department will continually survey and assess the needs of students, parents, and staff in order to determine where and when programs need to be modified or new programs established.
3. To provide services that, whenever possible, are based on information regarding best practices and most up-to-date research related to those services.



Employee Handbook

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4. To provide appropriate and regular professional development opportunities to both certified and noncertified special and general education staff.
 5. To conduct regular and thorough evaluations of the effectiveness of each of the special education programs.
 6. To provide services that are cost effective and, whenever appropriate, involve collaboration with other schools for the best possible continuum of services.
 7. To maximize the involvement of parents/guardians in all aspects of the special education process, including an understanding of disabling conditions and parent rights. The special education department will survey the needs of parents/guardians and provide parent education programs whenever necessary.
 8. To maximize consultation between general and special education staff regarding preventive programs, prereferral strategies and classroom modifications with the purpose of minimizing the time necessary for removal of students with disabilities from the mainstream.
 9. To maintain a unified educational system that maximizes the use of the regular education curriculum and materials whenever possible and relies on the statewide academic goals for measuring the progress of special education students.
 10. To emphasize early intervention services for three-to-seven year old special education students.

Procedures for Program Evaluation:

Although an annual evaluation will be conducted of all special education service, Shared Services will conduct focused and thorough evaluations on a rotating basis of each of the following special education and related services programs:

1. Preschool services (including birth-to-three transition services)
2. School psychology services.
3. School social work services.
4. Learning disabilities/resource room programs.
5. Occupational and physical therapy services.
6. Self-contained/Extended Resources Room programs.
7. Speech/Language services (including identification procedures).
8. Vocational services for special education students (including transitional services from school to work/career).
9. Title 1/academic support programs.

Program evaluations will be conducted every four years and will involve the following activities:

1. Program staff interviews
2. Survey of staff.
3. Survey of parents.
4. Observation of program/services.
5. Review of procedures for identification, programming, and exiting of students from services.

Results of the program review will be made available to the Superintendent's Council, the Committee for Shared Services, building administrators, and appropriate staff.

SAFETY POLICY STATEMENT

Additional Forms

The Following Forms can be found on the Shared Services Website Sharedservicesct.com or contact The Shared Services Office

- ◇ Personal Day Request
 - ◇ Professional Day Request
 - ◇ Mileage Reimbursement
(Must be submitted on a monthly basis)
 - ◇ Timesheets
 - ◇ Out –Of-District Forms
 - ◇ Request to Order/Request for Reimbursement
- If you purchase items on your own, Please use out Tax Exemption Form (available upon request) Shared Services WILL NOT reimburse for sales tax, we are tax exempt.

I need this leave beginning on _____, and I expect the leave
(Date)
to continue until on or about _____.
(Date)

I certify that this leave is necessary for me to:

- _____ Seek medical care or psychological or other counseling for
physical or psychological injury or disability;
- _____ Obtain services from a victim services organization;
- _____ Relocate due to such family violence; or
- _____ Participate in any civil or criminal proceeding related to or resulting from
such family violence.

I have provided the following required documentation to support my request:

- _____ Police or court record related to the family violence
- _____ Signed written statement that I am a victim of family violence provided
by:
 - _____ Employee or agent of a victim services organization
 - _____ Attorney
 - _____ Employee of the Judicial Branch's Office of Victim Services
 - _____ Employee of the Office of the Victim Advocate
 - _____ Licensed medical professional or other licensed professional from whom I
have sought assistance with respect to the family violence

Signature of employee

Date

It is the policy of SHARED SERVICES that every employee is entitled to work under the safest possible conditions in the many occupations we represent. To this end, every reasonable effort will be made to provide and maintain a safe and healthy work place, safe equipment, proper materials and to establish and insist upon safe methods and practices at all times.

Accidents, which injure people, damage machinery or equipment and destroy materials or property cause needless suffering, inconvenience and expense. Rules and regulations for safety for your assigned school are to be considered directive in nature and applicable to Shared Services employees.

It is a basic responsibility of everyone to make safety realization a part of his or her daily, hourly concern. Employees are obligated to observe the rules of conduct and safety, and to properly use the safety equipment provided, and to report any unsafe working conditions in writing to the Director of Shared Services.

People are our most important asset--their safety our greatest responsibility. I appreciate your full cooperation in making this policy effective.

SEXUAL HARASSMENT

SEXUAL HARASSMENT IS ILLEGAL AND IS PROHIBITED BY
THE CONNECTICUT DISCRIMINATORY EMPLOYMENT
PRACTICES ACT

(Section 46a-60(a)(8) of the Connecticut General Statutes)
AND

TITLE VII OF THE CIVIL RIGHTS ACT OF 1964
(42 United States Code Section 2000e, et seq.)

SEXUAL HARASSMENT MEANS "ANY UNWELCOME SEXUAL
ADVANCES OR REQUESTS FOR SEXUAL FAVORS OR ANY
CONDUCT OF A SEXUAL NATURE WHEN:

- (1) SUBMISSION TO SUCH CONDUCT IS MADE EITHER
EXPLICITLY OR IMPLICITLY A TERM OR CONDITION OF AN
INDIVIDUAL'S EMPLOYMENT;
- (2) SUBMISSION TO OR REJECTION OF SUCH CONDUCT
BY AN INDIVIDUAL IS USED AS THE BASIS FOR
EMPLOYMENT DECISIONS AFFECTING SUCH INDIVID-
UAL; OR
- (3) SUCH CONDUCT HAS THE PURPOSE OR EFFECT OF
SUBSTANTIALLY INTERFERING WITH AN INDIVIDUAL'S
WORK PERFORMANCE OR CREATING AN INTIMIDAT-
ING, HOSTILE OR OFFENSIVE WORKING ENVIRON-
MENT"

Examples of SEXUAL HARASSMENT Include:

UNWELCOME SEXUAL ADVANCES
SUGGESTIVE OR LEWD REMARKS
UNWANTED HUGS, TOUCHES OR KISSES
REQUESTS FOR SEXUAL FAVORS
RETALIATION FOR COMPLAINING ABOUT SEXUAL HARASSMENT
DEROGATORY OR PORNOGRAPHIC POSTERS, CARTOONS OR
DRAWINGS, OR E-MAIL MESSAGES

Remedies for SEXUAL HARASSMENT May Include:

CEASE AND DESIST ORDERS
BACK PAY
COMPENSATORY DAMAGES
HIRING, PROMOTION OR REINSTATEMENT

licensed medical professional or other licensed professional from whom the
employee has sought assistance with respect to the family violence.

Confidentiality of Documentation Provided

Any written statement or police or court record provided by the employee to
verify the request for leave shall be maintained as confidential and shall not
be further disclosed except as required by federal or state law or as neces-
sary to protect the employee's safety in the workplace, provided the employee
is given notice prior to the disclosure.

Paid/Unpaid

Family violence leave shall be unpaid unless the employee is entitled to use
paid leave for such purposes pursuant to the terms and conditions of employ-
ment.

Relationship to Other Rights or Benefits

Nothing in this policy shall be construed to diminish any rights provided to any
employee under the terms of the employee's employment effective prior to
October 1, 2010.

Leave under this policy shall not affect any other leave provided under state
or federal law.

Legal Reference: Connecticut General Statutes

46b-38a Family violence prevention and response: Definitions

54-85b Employment protection for witnesses and victims of
crime. Penalty. Action for damages and reinstatement.

Public Cat 10-144: An Act Concerning the Recommendations of the Speaker
of the House of Representatives' Task Force on Domestic Violence (Effective
October 1, 2010)

SHARED SERVICES REQUEST FOR FAMILY VIOLENCE LEAVE

I, _____, request family violence leave for the following
date(s):

FAMILY VIOLENCE LEAVE

Connecticut state law requires Shared Services to permit employees to take paid or unpaid leave for specific activities related to family violence.

Definitions

“Family violence” means an incident resulting in physical harm, bodily injury or assault, or an act of threatened violence that constitutes fear of imminent physical harm, bodily injury or assault between family or household members. Verbal abuse or argument shall not constitute family violence unless there is present danger and the likelihood that physical violence will occur.

“Family or household member” means (A) spouses, former spouses; (B) parents and their children; (C) persons eighteen years of age or older related by blood or marriage; (D) persons sixteen years of age or older other than those persons in subparagraph (C) presently residing together or who have resided together; (E) persons who have a child in common regardless of whether they are or have been married or have lived together at any time; and (F) persons in, or have recently been in, a dating relationship.

Family Violence Leave

Shared Services shall permit any employee who is the victim of family violence to take up to twelve (12) days of leave during any calendar year when such leave is reasonably necessary for the employee to:

- (1) Seek medical care or psychological or other counseling for physical or psychological injury or disability;
- (2) Obtain services from a victim services organization;
- (3) Relocate due to such family violence; or
- (4) Participate in any civil or criminal proceeding related to or resulting from such family violence.

Notice by Employee

If an employee's need to use family violence leave is foreseeable, the employee must provide at least seven (7) days' advance notice prior to the date such leave is to begin. If an employee's need for such leave is not foreseeable, the employee shall give notice of such intention as soon as practicable.

Required Documentation

Employees who take family violence leave shall provide a signed, written statement certifying that the leave is for one of the four purposes stated above.

The employee is also required to provide a police or court record related to the family violence or a signed written statement that the employee is a victim of family violence, provided such a statement is from an employee or agent of a victim services organization, an attorney, an employee of the Judicial branch's Office of Victim Services or the Office of the Victim Advocate, or a

INDIVIDUALS WHO ENGAGE IN ACTS OF SEXUAL HARASSMENT MAY ALSO BE SUBJECT TO CIVIL AND CRIMINAL PENALTIES.

IF YOU FEEL THAT YOU HAVE BEEN DISCRIMINATED AGAINST, CONTACT THE CONNECTICUT COMMISSION ON HUMAN RIGHTS AND OPPORTUNITIES, 21 Grand Street, Hartford, Connecticut 06106 (TELEPHONE NUMBER CT TOLL FREE 1-800-477-5737 OR 860-541-3400; TDD NUMBER 860-541-3459). Connecticut law requires that a formal written complaint be filed with the Commission within 180 days of the date when the alleged harassment occurred.

THE COMMITTEE FOR SHARED SERVICES IS SUBJECT TO THE POLICIES OF THE COOPERATING BOARDS OF EDUCATION. COPIES OF SUCH POLICIES RELATING TO SEXUAL HARASSMENT ARE AVAILABLE UPON REQUEST. CONTACT THE DIRECTOR AT 860-379-8583 IF YOU HAVE QUESTIONS OR CONCERNS OR BELIEVE THAT YOU OR OTHERS ARE BEING SEXUALLY HARASSED.

IF YOU NEED ADDITIONAL INFORMATION, CONTACT THE PERMANENT COMMISSION ON THE STATUS OF WOMEN, 18-20 Trinity Street, Hartford, Connecticut 06106 (TELEPHONE NUMBER 860-240-8300).

Transporting Students in Privately Owned Vehicles

State law hold schools districts responsible for the safety and wellbeing of students whenever they permit anyone to transport students. Transportation to and from school is established through contract agreements with appropriately licensed and certified transportation agencies. The district recognized and encourages the involvement in student's activities, clubs and programs that may require transportation during or outside of the school day.

It is the policy of Shared Services that all employees and staff (including certified, non-certified, administration, volunteers, interns, coaches and chaperons) do not transport students in their privately owned vehicles for any activities. Students are transported to and from these activities by appropriately licensed drivers in vehicles that are owned by Shared Services or other agencies and comply with all federal, state and local regulations. Under these schools sponsored activities, staff who do not hold appropriate licensing and do not drive approved vehicles have significant financial and legal exposure should they be involved in an accident while driving a student(s). Staff shall be informed at least annually of this policy and may be subject to disciplinary action should this policy be violated or disregarded.

Staff who transports students in school owned vehicles should follow all transportation procedures and guidelines as established through the transportation representative at Shared Services.

If the employee would not have been employed at the time he or she returned from work, then the School System need not reinstate the employee (e.g., an employee would have been laid off or the employee's shift was eliminated during the FMLA leave).

Employees who are unable to return to work after exhausting their FMLA leave entitlement, or who would not otherwise have been employed, or have not been granted an extension of their leave of absence will be separated from employment.

IV. Maternity Leave and Transfer

A. The Basic Entitlement: Employees are entitled to a reasonable leave of absence for disability resulting from pregnancy, which may occur both before and after the birth of the child. An employee taking such leave must provide a medical certification from a health care provider in the same manner and under the same timeframes as she would for FMLA leave.

B. Interaction with the FMLA: When an employee's disability also qualifies as a serious health condition under the FMLA, the two types of leave will run at the same time. When this happens, the leave will be counted against the employee's FMLA leave entitlement.

C. Health Benefits: While on maternity leave, an employee will be eligible to receive the same disability benefits as an employee on a medical leave of absence. In the event no paid days are available, leave will be unpaid. When an employee indicates her intent to return to work her original job or an equivalent position will be made available to her.

D. Potential Injury: If a pregnant employee reasonably believes that continued work in her current position might cause injury to herself or the fetus, she should give written notice to the School System. The School System will make a reasonable effort to transfer the pregnant employee to a suitable temporary position. Such an employee will not be eligible for a transfer without providing the School System with written notice. The School System's decision regarding the request for transfer may be appealed to the Connecticut Human Rights Commission.

H. Intermittent Leave and Leave near the end of an Academic

Term: The FMLA has special rules affecting the taking of intermittent leave, leave on reduced leave schedule, or leave near the end of an academic term. These rules apply to instructional employees only. Instructional employees are those employees whose principal function is to teach and instruct students, which includes not only teachers, but coaches, special instructors and some assistants and aides.

Some instructional employees requesting intermittent leave or a reduced scheduled leave may be required to choose between taking leave for the entire period of the intermittent leave or transferring temporarily to an alternative position for which the employee is qualified. This will occur in those situations where the intermittent leave would involve the employee being absent for more than twenty (20%) percent of the working days during the period over which the leave extends.

An instructional employee requesting leave near the end of an academic term may be required to remain on leave through the end of the term. Whether an instructional employee will be required to do so will depend on when the leave is requested and the number of weeks remaining in the term. Instructional employees requesting intermittent leave, reduced schedule leave, or leave near the end of an academic term and having questions regarding these restrictions should contact the **Director**.

In all cases of individuals taking intermittent leave, FMLA leave will be credited against an employee's FMLA entitlement in units no smaller than one hour. That is, an employee taking two and one-half hours leave as intermittent FMLA leave, would be credited three hours of FMLA leave taken. These regulations will have no effect on any collective bargaining agreement provisions that may provide differently for the crediting of other leave.

I. Health Benefits: Group health insurance benefits will continue during an employee's FMLA leave. Employees making co-pay contributions to their health insurance must continue to do so. If paid leave is substituted for FMLA leave, any co-pay contributions will be paid by the method used prior to their leave (e.g., payroll deduction). If FMLA leave is unpaid, insurance payments must be paid in the manner designated by the School System. The employee will be notified in writing of the terms and conditions by which these payments must be made. If an employee chooses not to return to work after taking FMLA leave, the employee may be required to reimburse the School System for premiums paid by the School System to maintain the employee's health coverage.

J. Returning to the Job: An employee returning from FMLA leave will be returned to the employee's same position or to an equivalent position.

STANDARDS OF CONDUCT FOR EMPLOYEES PURSUANT TO THE DRUG-FREE SCHOOLS AND COMMUNITIES ACT

All employees of Shared Services are hereby notified that the unlawful manufacture, distribution, dispensing, possession or use of illicit drugs and alcohol is prohibited on school premises and during any school activities. Compliance with these standards of conduct is mandatory. Employees who violate them will be subject to disciplinary action, consistent with applicable state and federal laws, and referral for criminal prosecution.

Any staff member in violation of these standards of conduct shall immediately be reported to the Director of Shared Services. The Director, upon investigation, will apply the appropriate disciplinary sanction. The disciplinary action may include, but is not limited to, a letter or reprimand in the staff member's personnel folder, suspension with pay, suspension without pay, or termination from employment. Shared Services may further require that an employee in violation of these standards enroll in and successfully complete an appropriate substance abuse rehabilitation program.

Employees may obtain information about drug and alcohol counseling, rehabilitation, and re-entry programs from the office of the Director of Shared Services.

Legal Reference:
Connecticut General Statutes
Drug-Free Workplace Act. 102 Stat. 4305-4308I
54 Fed. Reg. 4946 (1989)

Mandated Reporters

School personnel are in a unique position to observe or detect signs of abuse or neglect. Therefore, it is important, and legally mandated, for school districts to have an established policy to facilitate an immediate and coordinated response to a suspected case of abuse or neglect. This memo outlines the responsibilities of school personnel when reporting suspected child abuse and neglect and highlights the importance of reviewing your school district's policy on reporting suspected child abuse and neglect. Mandated reporters include, but are not limited to, school counselors, psychologists, social workers, nurses, teachers, principals, coaches, school paraprofessionals, and police and security personnel.

Mandated reporters are required to report or cause a report to be made when, in the ordinary course of their employment or profession, they have reasonable cause to suspect or believe that a child under the age of 18 has been abused, neglected, or is placed in imminent risk of serious harm. (Connecticut General Statute's §17a-101a)

Child abuse occurs where a child has had physical injury inflicted upon him or her other than by accidental means, has injuries at variance with history given of them, or is in a condition resulting in maltreatment, such as, but not limited to, malnutrition, sexual molestation or exploitation, deprivation of necessities, emotional maltreatment or cruel punishment. (Connecticut General Statute's §4b-120)

Child neglect occurs where a child has been abandoned, is being denied proper care and attention physically, emotionally, or morally, or is being permitted to live under conditions, circumstances or associations injurious to his well-being. (Connecticut General Statute's §46b-120)

When making a report, a mandated reporter is required to provide the following information, if known:

- The names and addresses of the child and his parents or other person responsible for his care;
- The age and gender of the child
- The nature and extent of the child's injury or injuries, maltreatment or neglect;
- The approximate date and time the injury or injuries, maltreatment or neglect occurred;
- Information concerning any previous injury or injuries to, or maltreatment or neglect of, the child or his siblings;

leave, the School System may require additional reports regarding the employee's status and intent to return to work, which may include recertification(s) from a health care provider.

An employee who took leave because of his or her own serious health condition may be required to provide a fitness-for-duty certification (medical clearance) before returning to work. Typically, this will be required when an employee was absent from work for more than **three (3)** consecutive work days. Under some circumstances the Director may require medical clearance after a shorter absence. This will occur at the Director's discretion and factors will include but not be limited to, the nature of the employee's health condition, the functions of the employee's position, the nature of the employee's initial medical certification(s) and evidence of abuse of leave entitlements.

G. Paid Leave Substituted for (Runs Concurrently with) FMLA

Leave: The federal FMLA regulations refer to "substituting" leave. This means the same thing as having two or more types of leave run concurrently. For vacation, personal, and sick leave, leave will be substituted for FMLA leave as follows:

- *Vacation* and *personal* leave will be substituted for the care for an employee's child after birth or placement for adoption or foster care and/or care of the employee's son, daughter, spouse, or parent with a serious health condition.
- *Vacation*, *personal*, and *sick* leave will be substituted when a serious health condition makes an employee unable to do his or her job.

In all cases where an employee is eligible for both paid leave and FMLA leave, including situations where an employee may receive pension, disability, or workers' compensation benefits, the paid leave will be counted against an employee's total FMLA entitlement. In the event that no paid leave of any sort is available to an employee to substitute for FMLA leave, FMLA leave will be unpaid.

In all cases where an employee is taking unpaid childrearing leave, unpaid special leave, or other unpaid leave granted at the discretion of the School System, and such leave would also qualify as FMLA leave, the leave will be counted against an employee's FMLA entitlement.

The School System will notify you that paid leave is being substituted for, and counted against, FMLA leave. Under most circumstances, this notice will be provided within two (2) business days of the School System learning that the leave is being taken for an FMLA required reason. The School System will normally notify you in writing or confirm oral notification in writing.

employee uses any FMLA leave. For instance, an employee requiring FMLA leave in April will be entitled to up to twelve work weeks of leave less any leave taken since April of the prior year.

C. Serious Health Condition: Under the FMLA, a serious health condition is defined in several ways. These are summarized as follows:

- Any period of incapacity that requires the employee to be absent from work, school, or other regular daily activities for more than **three (3)** calendar days so that the employee or family member may receive continuing treatment from a health care provider. This can be a treatment of two or more times or a program of continuing treatment for a chronic or long term health condition that is incurable or so serious that it would result in incapacity if not treated.
- An illness involving any period of incapacity or treatment-related injury, impairment, or physical or mental condition requiring in-patient care in a hospital, hospice, or resident medical care facility
- Treatment for prenatal care.

If you need to know whether you have a health condition that would qualify you for FMLA leave, please contact the Director or Patty Cromack, who can provide you with forms to take to your health care provider for this purpose.

D. Advance notice: A request for FMLA leave must be made at least **thirty (30) days** before the date upon which the leave will begin. If the need for FMLA leave is not foreseeable, the request must be made as early as possible, and normally no more than one to two working days after learning when leave must be taken. Exceptions will be made only in extraordinary circumstances.

E. Medical Certification: An employee taking an FMLA leave, maternity leave, or sick leave of more than **three (3)** consecutive School System work days must submit a written request and medical certification, unless otherwise provided by collective bargaining agreement. The request must contain the reason for the leave, the length of the leave, and must contain or have attached a medical certification from a health care provider explaining the anticipated length of the absence and a brief description of the circumstances surrounding the request. The School System may require an employee to obtain a second or third opinion at the School System's expense. This will be considered on a case-by-case basis.

F. Other Medical Certification: While an employee is out on

- The circumstances in which the injury or injuries, maltreatment or neglect came to be known to the reporter;
- The name of the person or persons suspected to be responsible for causing such injury or injuries, maltreatment or neglect;
- Whatever action, if any, was taken to treat, provide shelter or otherwise assist the child (PA11-93-§15).

How to Report

Mandated reporters must report orally to the Department of Children and Families' (DCF) Hotline or a law enforcement agency within 12 hours of suspecting that a child has been abused or neglected and must submit a written report (DCF-136 form) to DCF within 48 hours of making the oral report. When the Mandated reporter is a member of the staff of a public or private institution or facility that provides

care for children or a member of a public or private school, they must also provide written notification to the head of the facility or institution where the alleged victim is enrolled or registered. DCF is required to tape record all reports to the Hotline. Special reporting requirements may apply for staff members of a public or private institution or facility that cares for such a child, or a public or private school. (see pages 4-5). Police must report to DCF immediately upon receipt of any oral report of abuse or neglect. Upon receipt of any oral report alleging sexual abuse or serious physical abuse or serious neglect, DCF must report to the appropriate state or local law enforcement agency within 12 hours.

Anonymity

Mandated reporters are required to give their name when they make a report to DCF, however, reporters may request anonymity to protect their privacy. This means that DCF would not disclose their name or identity unless mandated to do so by law (Connecticut General Statutes, Sections 17a-28 and 17a-101). Unless a reporter gives written consent, his or her name will not be disclosed except to:

- a DCF employee
- a law enforcement officer
- an appropriate state's attorney
- an appropriate assistant attorney general
- a judge and all necessary parties in a court proceeding

· a state child care licensing agency, executive director of any institution, school or facility or superintendent of schools

If DCF suspects or knows that the reporter knowingly makes a false report, his or her identity shall be disclosed to the appropriate law enforcement agency and the person may be subject to the penalty described in the next section.

Informing the Family

Mandated reporters are under no legal obligation to inform parents that they have made a report to DCF about their child. However, depending on the circumstances, it may be beneficial to do so.

Investigation of Abuse or Neglect

DCF is responsible for immediately evaluating and classifying all reports of suspected abuse/neglect/imminent risk. If the report contains information to warrant an investigation, DCF must make its best effort to begin an investigation within two hours if there is an imminent risk of physical harm to a child or another emergency; and within three days for all other reports. In all cases, DCF must complete the investigation in 30 calendar days.

When conducting a child abuse or neglect investigation, DCF or a law enforcement agency must coordinate activities to minimize the number of interviews with any child.

Mandated Reporters (cont.)

DCF must obtain consent from the parent, guardian, or person responsible for the child's care for any interview, unless DCF has reason to believe such person or member of the child's household is the alleged perpetrator. When such consent is not required, the interview must be conducted in the presence of a

FAMILY, MEDICAL, AND MATERNITY LEAVE REGULATIONS

I. Purpose

To define the procedures of Shared Services for granting and processing family, medical, and maternity leave, as required by the Family and Medical Leave Act of 1993 (FMLA) and the Fair Employment Practices Act (FEPA), both as amended.

II. Where to go for more Information

Employees who have any questions regarding any part of these regulations, when and how they may take leave, or any other question regarding family, medical, or maternity leave should contact the Director of Shared Services, or the Shared Services business office.

III. Family and Medical Leave

A. The Basic Entitlement: The Family and Medical Leave Act of 1993 ("FMLA") allows an eligible employee to take up to twelve (12) work weeks of unpaid leave for:

- Care of the employee's child after birth or placement for adoption for foster care;
- Care of the employee's son, daughter, spouse, or parent with a serious health condition; or
- The employee's own illness when a serious health condition makes the employee unable to do his or her job.

B. Eligibility: In order for an employee to be eligible for such leave, the employee must have been employed by Shared Services ("the School System") for twelve months and worked at least 1,250 hours in the twelve months just before the beginning of the leave. **Paraprofessionals are also eligible to benefits equal to those under the federal FMLA if such paraprofessional was employed for at least one year and for at least 950 hours over the previous twelve month period preceding the commencement of the leave.** A paraprofessional is defined as a school employee who performs duties that are instructional in nature or delivers either direct or indirect services to students and/or parents and serves in a position for which a teacher has ultimate responsibility for the design and implementation of educational programs. Unless otherwise provided, the twelve months during which an employee may take twelve work weeks of FMLA leave will be determined on a rolling basis, measured backwards from the date upon which an

NOTICE

PUBLIC ACT 11-52 - AN ACT MANDATING EMPLOYERS PROVIDE PAID SICK LEAVE TO EMPLOYEES.

Each employer with 50 or more employees shall provide paid sick leave annually to each of its service workers in the state. The paid sick leave shall accrue beginning January 1, 2012 for current employees, or for a service worker hired after January 1, 2012, beginning on the service worker's date of employment.

Accrual

The accrual is at a rate of one hour of paid sick leave for each 40 hours worked by a service worker up to a maximum of 40 hours per calendar year.

- No service worker shall be entitled to use more than the maximum number of accrued hours.

Carry Over

Each service worker shall be entitled to carry over up to 40 unused accrued hours of paid sick leave from the current calendar year to the following calendar year.

Use of Paid Sick Leave

A service worker shall be entitled to the use of accrued paid sick leave upon the completion of the service worker's 680th hour of employment

- from January 1, 2012, for current service workers, or
- if hired after January 1, 2012, upon the completion of the service worker's 680th hour of employment from the date of hire, unless the employer agrees to an earlier date.

A service worker shall not be entitled to the use of accrued paid sick leave if such service worker did not work an average of 10 or more hours a week for the employer in the most recent complete calendar quarter.

Pay

Each employer shall pay each service worker for paid sick leave at a pay rate equal to the greater of either

- the normal hourly wage for that service worker, or
- the minimum fair wage rate under section 31-58 of the general statutes in effect for the pay period during which the employee used paid sick leave.

Reasons for Use of Leave

A service worker may use paid sick leave for his or her own:

- illness, injury or health condition;
- the medical diagnosis, care or treatment of his or her mental illness or physical illness, injury or health condition; or
- preventative medical care.

A service worker may use paid sick leave for a child's or spouse's:

- illness, injury or health condition; the medical diagnosis,
- care or treatment of a mental or physical illness, injury or health condition; or
- preventative medical care

A service worker may use paid sick leave if the service worker is a victim of family violence or sexual assault:

- for medical care or psychological or other counseling for physical or psychological injury or disability;

- to obtain services from a victim services organization;
- to relocate due to such family violence or sexual assault;
- to participate in any civil or criminal proceedings related to or resulting from such family violence or sexual assault.

Notice

If leave is foreseeable, the employer may require advance notice.

If leave is unforeseeable, the employer may require notice as soon as practicable.

Reasonable Documentation

Documentation for paid sick leave of 3 or more consecutive work days may be required

- documentation signed by a health care provider who is treating the service worker or the service worker's child or spouse indicating the need for the number of days of such leave shall be considered reasonable documentation.
- a court record or documentation signed by a service worker or volunteer working for a victim services organization, an attorney, a police officer or other counselor involved with the service worker shall be considered reasonable documentation for a victim of family violence or sexual assault.

Prohibition of Retaliation or Discrimination

No employer shall take retaliatory personnel action or discriminate against an employee because the employee:

- requests or uses paid sick leave either in accordance with the act; or
- in accordance with the employer's own paid sick leave policy, as the case may be; or
- files a complaint with the Labor Commissioner alleging the employer's violation of the act

Collective Bargaining

Nothing in the act shall diminish any rights provided to any employee or service worker under a collective bargaining agreement, or preempt or override the terms of any collective bargaining agreement effective prior to January 1, 2012.

Complaint Process

Any employee aggrieved by a violation of the provisions of the act may file a complaint with the Labor Commissioner. Upon receipt of any such complaint, said Commissioner may hold a hearing. After a hearing, the Commissioner may assess a civil penalty or award other relief.

This is not the complete Paid Sick Leave law. Please contact your Human Resources office for additional information.

Effective 1/1/12

“disinterested adult”(typically, a person who is impartial and has no self-interest in the case). If a disinterest adult is not available after reasonable search and immediate access is necessary to protect the child from imminent risk or serious harm, DCF or a law enforcement agency will still interview the child.

If, after the investigation has been completed, serious physical abuse or sexual abuse is substantiated, DCF must notify the local police, and either the Chief State's Attorney/designee or a state's attorney in the judicial district in which the child resides or in which the abuse occurred. A copy of the investigation report must also be sent.

Where to Call

The Department of Children and Families has a single point of contact statewide for the reporting of suspected child abuse and neglect. This Hotline operates 24 hours a day and seven days per week.

The Hotline Number is: 1-800-842-2288

The TDD Number is: 1-800-624-5518

Suspected Abuse by a School Employee

If a mandated reporter has reasonable cause to suspect the abuse or neglect has been caused by a member of the staff of a school district (or a public or private institution or facility that provides education or care for students) notification shall be made to the person in charge of the school or facility in addition to their DCF reporting responsibility. The person in charge of the facility shall then immediately notify the student's parent or other person responsible for the student's care that a report has been made.

Workers' Compensation

CIRMAcare

...a comprehensive approach to Workers' Compensation

Attention Employee

Information regarding CIRMAcare Early Intervention Program for Workers' Compensation

CIRMAcare is committed to ensuring that employees who are injured on the job receive high-quality and appropriate medical care, to enable them to recover quickly, return to work, and resume their normal lives. The CIRMAcare Early Intervention Program has been created to accomplish these goals.

The Early Intervention Program consists of a 24-hour, toll-free injury reporting hotline, ongoing communications with CIRMAcare specialists in medical and disability management of workers' compensation injuries, and a provider-referral hotline.

If you are injured on the job, follow these easy steps:

- **Notify Shared Services immediately of your injury. Shared Services will call in the Injury Reporting Hotline, 1-800-CIRMA (1-800-652-4762) to report your injury immediately after it occurs.** If your supervisor is unable or unavailable to call the hotline, please initiate the call yourself.
- **When requested, provide information to CIRMAcare regarding your injury, symptoms, treatment, and return-to-work prognosis.** CIRMAcare specialists will periodically contact you to conduct brief telephonic interviews to collect this information.
- **Maintain contact with our supervisor concerning your recovery and ability to return to work.** Submit documentation to validate absence from work and/or changes in work capacity.

Annual 403(b) Plan Eligibility Notice (Continued)

How much can I contribute?

In general, you may contribute up to \$19,500 in 2020. This amount may be adjusted annually. Also, if you are at least 50 years old and/or you have completed at least 15 years of service, you may also be able to make additional catch-up contributions. Each catch-up has its own limits.

This Notice is not intended as tax or legal advice. Neither your employer nor the investment providers offering retirement savings products under the plan can provide you with tax or legal advice. Employees are encouraged to contact their financial representative or tax professional with any questions

This sample universal availability notice is provided as a service to Voya Financial® 403(b) plan sponsors to assist you in meeting the requirement under the final 403(b) regulations of notifying your employees on an annual basis of their eligibility to participate in the plan.

Products and services offered by the Voya® family of companies. CN1222-39211-0119D

3014834.B.P-11

Annual 403(b) Plan Eligibility Notice

Shared Services offers our eligible employees the opportunity to save for retirement by participating in the **Shared Services 403(b) Plan**. You can participate in this plan by making pre-tax contributions. You are eligible to participate in this plan, whether or not you are actively contributing to it.

Not yet contributing to the 403(b) plan?

To start your contributions to the 403(b) plan, complete and return a salary reduction agreement to **Lelise Parilla**. Please note that in addition to completing and returning a salary reduction agreement, you must also establish an account with the appropriate investment provider(s) that you have selected on the salary reduction agreement and you may also need to provide any additional information that may be required to enroll you in the 403(b) plan.

The approved providers for the SHARED SERVICES 403(b) Plan are listed below:

- **AXA Equitable - contact: Kurt Lenz, ph#: 203-937-2428**
- **VOYA (ING) - contact: Maureen Weir, ph#: 860-580-1623**
- **MetLife**
- **AIG Retirement (VALIC) –contact: George Bivolarski, ph#: 203-919-7561**
- **Ameriprise**

Already contributing the 403(b) plan? Great news! You have an opportunity to increase your contributions to the 403(b) Plan.

If you are already currently contributing to the 403(b) plan, you may be able to increase your pre-tax contributions. To change your contributions, complete and return a salary reduction agreement to **Lelise Parilla** as well as notifying your investment provider.

Of course, you can keep your contributions at their current level. In the alternative, if your current financial situation means that you need to lower your saving for retirement, you can change your contribution rate by completing and returning a salary reduction agreement as described above.

EXPOSURE CONTROL

The Exposure Control Plan has been designed to safeguard employees against exposure to potentially infectious materials. This plan will be updated annually and will be available to all staff members, the public, and representatives of State and/or Federal agencies. The OSHA defined potentially infectious materials found in schools include blood and other body fluids only when they are visibly contaminated with blood. Universal precautions, described below, are to be used when handling blood and/or blood contaminated objects.

Exposure determination for school employees is as follows:

Category 1: Potential Exposure--staff working in classes of preschool students, moderately or severely handicapped students. Employees in this category are apt to be exposed to blood or blood contaminated objects in the performance of their duties. This includes first aid, diapering, behavior management, and daily hygiene assistance.

Category 2: Occasional Exposure--special education teachers, paraprofessionals. Some employees in this category may be involved in situations involving blood. This may include administering first aid, and occasional hygiene assistance.

Category 3: Rare Exposure--clerical staff, central office personnel. Rarely do these employees come into contact with blood, but may in first aid or emergency situations.

UNIVERSAL PRECAUTIONS

Universal precautions require the routine and consistent use of appropriate barrier protection to prevent the transmission of micro-organisms resulting from contact with blood. Gloves are provided to employees at no charge. Gloves must be worn whenever there is the possibility of contact with blood, such as cleaning up blood spills or providing first aid care. Hands must be washed thoroughly with soap and warm water after removing the gloves.

All blood spills must be cleaned up with a 1:10 solution of household bleach in water that is less than 24 hours old. Persons cleaning up blood spills must wear gloves.

Whenever an employee makes bare-skin contact with blood or body fluids, regardless of whether or not the employee has observed the Universal Precautions, it will be considered that the employee has been exposed to potentially infectious materials. A "REPORT OF EXPOSURE TO BLOOD OR BODY FLUIDS" form will be completed immediately. Copies should be given to the building administrator and faxed to the Director of Shared Services for review and recommendation.

HEPATITIS B IMMUNIZATIONS

A series of three injections over a five month period to provide immunization against Hepatitis B is available at no cost to employees. New employees will receive the required training and be offered the vaccine within ten days of employment, and will be required to sign a statement either requesting or declining the injections. Employees who refuse the vaccine may choose to receive it at a later time.

EXPOSURE CONTROL TRAINING

All employees will receive at the beginning of each school year a memo outlining the exposure control procedures. All Category 1 employees must attend an Exposure Control Training program at the beginning of each school year and/or within ten days of employment. The training program will cover the following topics:

1. Explanation of the OSHA standards and how these standards are met by the Exposure Control Plan.
2. Epidemiology and symptomatology of bloodborne diseases.
3. Recognition of tasks that may involve exposure to blood and control methods to reduce potential exposure.
4. Proper use of gloves and handwashing.
5. When and how to report exposure incidents.
6. Hepatitis B vaccination program.

Training records will include the dates and contents of the sessions, along with the names and job titles of those attending, and the qualifications of the person conducting the session. Training records shall be maintained for 3 years.

POST-EXPOSURE EVALUATION AND FOLLOW-UP

Any employee who has been exposed to blood must immediately report the incident to the Director of Shared Services and the building administrator. A

ADP iPay Statements

Dear Shared Services Employee:

Through ADP, our payroll provider, we are able to offer you access to your earning statements and W-2 forms 24 hours per day, 7 days a week. In addition, you can make changes to your W-4. Simply type in your changes, print the form, sign it and forward the completed form to Shared Services for processing.

How to register on ADP iPayStatements:

1. Go to <https://ipay.adp.com>
2. Click on "Register Now"
3. Enter the Self Service Registration Pass Code which is: SharSer-ipay
4. Select iPayStatements as the self-service product.

You will then be prompted to complete a registration process during which you must answer a few security questions and select a password. Your password must contain between 8 to 20 characters and at least one alpha and one numeric character. You will be assigned a system generated User ID. The security questions will be used to verify your identity if you ever forget your user ID or password.

Information required for registration:

- First Name
- MI
- Last Name
- Social Security #
- Birth Month and Day

Upon completing the registration process, you may access your pay statements at:

<https://ipay.adp.com>

Shared Services Payroll Information

Pay Options: There are 22 paydays from September through June. For staff on Autopay (same gross pay each pay day), you may elect to receive the same gross pay for 22 pays, or elect to receive 1/26th pay for 21 pays, and a balloon check of the 5/26th pay on the last pay day. This must be elected by August 1, or before your first payday should you begin after school starts. Under either option, you receive 22 paychecks.

Federal and State Withholding: For all staff, deductions are based on the W-4 and CTW-4 you submitted. Deductions are made each payroll. Your election may be changed at any time by completing a new W-4 or CTW-4.

FICA(Social Security): Non-certified staff, or certified staff less the .5 FTE pay .062 of wages. The employer pays .062.

Medicare: This is .0145 of all wages. Deducted each payroll. The employer matches this amount.

Insurance Coverage's: Coverage varies by school and by date of eligibility. The following schedule is for 22-pay staff. If you purchase dependent or family coverage your deduction schedule may be every pay day. Deductions are made the second pay of the month for staff receiving 26 pays.

<u>Premium For:</u>	<u>Deducted</u>	<u>Premium For</u>	<u>Deducted</u>
September 1	1 st pay in Sept.	March 1	2 nd pay in Feb
October 1	2 nd pay in Sept.	April 1	2 nd pay in March
November 1	2 nd pay in Oct.	May 1	2 nd pay in April
December 1	2 nd pay in Nov	June 1	2 nd pay in May
January 1	2 nd pay in Dec.	July 1	1 st pay in June
February 1	2 nd pay in Jan.	August 1	2 nd pay in June

Teacher' Retirement: For certified staff only, an amount equal to 8 ¼% of your annual rate is deducted the first paycheck each month. Annual rate is determined by multiplying your FTE time the full time annual rate, divided by 10, multiply by 8 ¼%, and this is the monthly deductions. FTE of .5 and over in all CT public schools is needed to qualify.

Shared Services Teachers' Association: For certified staff only, dues are deducted the 2nd payroll of the month from October through May.

Tax Sheltered Annuities: All Staff are eligible for TSA's. Deductions are made each payroll (22 pays) for school staff. For 12-month employees, deductions are made every pay. The amount may be changed at any time by notifying your TSA Company and Shared Services.

recommendation will be made as to the necessity or advisability of follow-up medical attention. Follow- up medical attention that is indicated will be provided at no cost to the employee.

Each report of an employee being exposed to blood or blood contaminated materials will be reviewed by the building administrator, Director of Shared Services, and school nurse to assess the level of risk and to determine how re-occurrence may be prevented.

An employee who, in the line of duty, has had significant exposure to the blood or body fluid of another person (blood to blood, blood to broken skin, or blood to mucous membrane contact) and wants to know that person's HIV status or Hepatitis B status must file a request with the building administrator and Director of Shared Services within 48 hours of exposure. The employee should consult with the building administrator, Director of Shared Services, or the Connecticut Department of Health Services for other criteria necessary for testing or disclosure of HIV status of others.

UNIVERSAL PRECAUTIONS PROTOCOL

(to be distributed annually to all staff)

GOAL

The goal of the Universal Precautions Protocol is to minimize the risk of employee exposure to infected blood and/or body fluids, and prevent the transmission of pathogenic agents.

RATIONALE

Given the increasing prevalence of AIDS, hepatitis, and other diseases in the population, school personnel must assume that they may well come in contact with people carrying undiagnosed infections. Some diseases transmitted by blood or body fluids are fatal or untreatable.

Exposure Control (cont.)

Of the diseases transmitted by blood and/or body fluids, AIDS and hepatitis B are of greatest concern. In the workplace, AIDS and hepatitis B may be transmitted through sexual contact, and percutaneous or mucous membrane expo-

sure to infected blood. There is no evidence that AIDS or hepatitis B are transmitted by causal contact.

GUIDELINES

1. The blood and body fluids of all people will be considered potentially infected with Human Immunodeficiency Virus (HIV), the Hepatitis B Virus (HBV), and/or other infectious agents, whether or not a diagnosis of an infection has been made.
2. All persons within the school must use Universal Precautions consistently in the care and handling of contaminated or potentially contaminated materials.
3. School personnel, including pregnant workers, are not at increased risk of acquiring infections in the work place if they use Universal Precautions at all times when dealing with blood and/or body fluids, secretions and excretions.

UNIVERSAL PRECAUTIONS PROCEDURES

1. Protective barriers to prevent skin or mucous membrane exposure to blood and body fluids must routinely be used.
2. Gloves must be worn on both hands when touching blood and body fluids, mucous membranes, or non-intact skin of all persons; and for handling items or surfaces soiled with blood or body fluids.
3. Gloves must be changed immediately if they are torn or punctured.
4. Gloves must be changed after every contact with each person's blood or body fluids, or after contact with items or surfaces soiled with blood or body fluids.
5. Hands must be washed immediately with soap and water after gloves have been removed.
6. Hands and other body parts must be washed immediately and thoroughly with soap if contaminated with blood and/or other body fluids.
7. All personnel must take precautions to prevent injuries caused by sharp objects.

Report of Exposure to Blood or Body Fluids

Employee _____ **Date of Incident** _____

Job Classification _____ **Report Date** _____

Hepatitis B Vaccination Status _____

Describe incident and how employee was exposed to blood or body fluids:

Were universal precautions observed: If not, please explain:

Employee Signature _____ **Date** _____

Administrators' Signature _____ **Date** _____

Medical Evaluation and Follow-up

When a worker experiences an exposure incident, the employers must make immediate confidential medical evaluation and follow-up available to the worker. This evaluation and follow-up must be: made available at no cost to the worker and at a reasonable time and place; performed by or under the supervision of a licensed physician or other licensed healthcare professional; and provided according to the recommendations of the U.S. Public Health Services (USPHS) current at the time the procedures take place. In addition, laboratory tests must be conducted by an accredited laboratory and also must be at no cost to the worker. A worker who participates in post-exposure evaluation and follow-up may consent to have his or her blood drawn for determination of a baseline infection status, but has the option to withhold consent for HIV testing at that time. In this instance, the employer must ensure that the worker's blood sample is preserved for at least 90 days in case the worker changes his or her mind about HIV testing.

Post-exposure prophylaxis for HIV, HBV, and HCV, when medically indicated, must be offered to the exposed worker according to the current recommendations of the U.S. Public Health Service. The post-exposure follow-up must include counseling the worker about the possible implications of the exposure and his or her infection status, including the results and interpretation of all tests and how to protect personal contacts. The follow-up must also include evaluation of reported illnesses that may be related to exposure.

Confidentiality

Medical records must remain confidential. They are not available to the employer. The employee must give specific written consent for anyone to see the records. Records must be maintained for the duration of employment plus 30 years in accordance with OSHA's standard on access to employee exposure and medical records.

Reporting Exposure Incidents

OSHA's Bloodborne Pathogens standard (29 CFR 1910.1030) requires employers to make immediate confidential medical evaluations and follow up available for workers who have an exposure incident such as a needle stick. An exposure incident is a specific eye, mouth, other mucous membrane, non-intact skin, or parenteral contact with blood or other potentially infectious materials (OPIM), as defined in the standard that results from the performance of a worker's duties.

Why Report?

Exposure incidents should be reported immediately to the employer since they can lead to infection with hepatitis B virus (HBV), hepatitis C virus (HCV), human immunodeficiency virus (HIV), or other Bloodborne pathogens. When a worker reports an exposure incident right away, the report permits the employer to arrange for immediate medical evaluation of the worker. Early reporting is crucial for beginning immediate intervention to address possible infection of the worker and can also help the worker avoid spreading Bloodborne infections to others. Furthermore, the employer is required to perform a timely evaluation of the circumstances surrounding the exposure incident to find ways of preventing such a situation from occurring again.

Reporting is also important because part of the follow-up includes identifying the source individual, unless the employer can establish that identification is infeasible or prohibited by state or local law and determining the source's HBV and HIV infectivity status. If the status of the source individual is not already known, the employer is required to test the source's blood as soon as feasible, provided the source individual consents. If the individual does not consent, the employer must establish that legally required consent cannot be obtained. If state or local law allows testing without the source individual's consent, the employer must test the individual's blood, if it is available. The results of these tests must be made available to the exposed worker and the worker must be informed of the laws and regulations about disclosing the source's identity and infection status.

Written Opinion

In addition to counseling the employee, the health care provider will provide a written report to the employer. This report simply identifies whether hepatitis B vaccination was recommended for the exposed employee and whether or not the employee received vaccination. The health care provider also must note that the employee has been informed of the results of the evaluation and told of any medical conditions resulting from exposure to blood which require further evaluation or treatment. Any added finding must be kept confidential.

Reporting Exposure Incidents (cont.)