

**IASB POLICY REFERENCE MANUAL  
TABLE OF CONTENTS  
SECTION 5 - PERSONNEL**

General Personnel

- 5:10 Equal Employment Opportunity and Minority Recruitment
  - 5:10-AP Administrative Procedure - Workplace Accommodations for Nursing Mothers
- 5:20 Workplace Harassment Prohibited
  - 5:20-AP Administrative Resource - Sample Questions for Conducting the Internal Sexual Harassment in the Workplace Investigation
- 5:30 Hiring Process and Criteria
  - 5:30-AP1 Administrative Procedure - Interview Questions
  - 5:30-AP2 Administrative Procedure - Investigations
- 5:35 Compliance with the Fair Labor Standards Act
  - 5:35-AP1 Administrative Procedure - Fair Labor Standards Act Exemptions
  - 5:35-AP2 Administrative Procedure - Employee Records Required by the Fair Labor Standards Act
  - 5:35-AP3 Administrative Procedure - Compensable Work Time for Non-Exempt Employees Under the FLSA
  - 5:35-AP4 Administrative Procedure - Fair Labor Standards Act 12-Step Compliance Checklist
  - 5:35-E Exhibit - Volunteer Agreement Executed by a Non-Exempt Employee
- 5:40 Communicable and Chronic Infectious Disease
  - 5:40-AP Administrative Procedure - Communicable and Chronic Infectious Disease
- 5:50 Drug- and Alcohol-Free Workplace
- 5:60 Expenses
  - 5:60-AP Administrative Procedure - Expenses
  - 5:60-E Exhibit - Employee Travel Expense Voucher
- 5:70 Religious Holidays

- 5:80 Court Duty
- 5:90 Abused and Neglected Child Reporting
- 5:100 Staff Development Program
  - 5:100-AP Administrative Procedure - Staff Development Program
- 5:110 Recognition for Service
- 5:120 Ethics and Conduct
  - 5:120-AP1 Administrative Procedure - Statement of Economic Interests for Employees
  - 5:120-AP2 Administrative Procedure - Employee Conduct Standards
- 5:130 Responsibilities Concerning Internal Information
  - 5:130-AP Administrative Procedure - Email Retention
- 5:140 Solicitations By or From Staff
- 5:150 Personnel Records
  - 5:150-AP Administrative Procedure - Personnel Records
- 5:160 **OPEN**
- 5:170 Copyright
  - 5:170-AP1 Administrative Procedure - Copyright Compliance
  - 5:170-AP2 Administrative Procedure - Seeking Permission to Copy or Use Copyrighted Works
  - 5:170-AP3 Administrative Procedure - Instructional Materials and Computer Programs Developed Within the Scope of Employment
  - 5:170-E Exhibit - Request to Reprint or Adapt Material
- 5:180 Temporary Illness or Temporary Incapacity
- 5:185 Family and Medical Leave
  - 5:185-AP Administrative Procedure - Resource Guide for Family and Medical Leave

Professional Personnel

- 5:190 Teacher Qualifications
  - 5:190-AP Administrative Procedure - Plan to Ensure That All Teachers Who Teach Core Academic Subjects Are *Highly Qualified*

- 5:190-E1 Exhibit - Notice to Parents of Their Right to Request Their Child's Classroom Teachers' Qualifications
- 5:190-E2 Exhibit - Notice to Parents When Their Child Is Assigned To or Has Been Taught for at Least Four Straight Weeks By a Teacher Who is Not *Highly Qualified*
- 5:190-E3 Exhibit - Letter to Teacher Who is Not *Highly Qualified*
- 5:200 Terms and Conditions of Employment and Dismissal
- 5:210 Resignations
- 5:220 Substitute Teachers
  - 5:220-AP Administrative Procedure - Substitute Teachers
  - 5:220-E Exhibit - Unsatisfactory Performance Report for Substitute Teachers
- 5:230 Maintaining Student Discipline
- 5:240 Suspension
  - 5:240-AP Administrative Procedure - Suspensions
- 5:250 Leaves of Absence
  - 5:250-AP Administrative Procedure - School Visitation Leave
- 5:260 Student Teachers

Educational Support Personnel

- 5:270 Employment At-Will, Compensation, and Assignment
  - 5:270-E Exhibit - Notice of Employment
- 5:280 Duties and Qualifications
- 5:285 Drug and Alcohol Testing for School Bus and Commercial Vehicle Drivers
  - 5:285-AP Administrative Procedure - Drug and Alcohol Testing for School Bus and Commercial Vehicle Drivers
- 5:290 Employment Termination and Suspensions
- 5:300 Schedules and Employment Year
- 5:310 Compensatory Time-Off
  - 5:310-E Exhibit - Agreement to Receive Compensatory Time-Off

5:320 Evaluation  
5:330 Sick Days, Vacation, Holidays, and Leaves