

Weston Public Schools

Employee Handbook



**August 2010
(rev. August 2012)**

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In compliance with Federal and State equal opportunity laws, Weston Public Schools is committed to diversity in its workplace regardless of race, gender, gender identity, color, religion, sexual orientation, ethnicity/national origin, age or disability



WELCOME FROM THE SUPERINTENDENT

Dear Colleague,

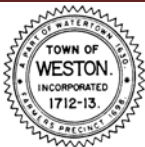
Since the fall of 1985, I have been a proud member of the Weston Public Schools' faculty and staff! I have found it to be a wonderful environment in which to grow as a professional, interact with talented and caring colleagues, and find meaningful purpose in my work. No matter what the focus of our particular jobs, we are all here for one purpose: student learning. Weston Public Schools has a long and proud tradition of being an excellent school system, due to the support of the townspeople and a dedicated faculty and staff.

In order to continue this legacy of excellence, it is important that our district be a safe and supportive work place. This handbook is designed to be a resource and guide book. I advise you to take the time to read it carefully, especially the very important information about health care and general employment practices. There is also guidance as to what an employee should do when problems or concerns emerge within the work place. Core values, such as respect, integrity and responsibility, that we espouse for our students should permeate interaction amongst adults as well.

While we all struggle to balance our personal and professional lives, I have found the words of Henry David Thoreau to be helpful, "Be true to your work, your word and your friends."

Best wishes,

Cheryl R. Maloney
Superintendent of Schools



ABOUT THIS HANDBOOK

This Employee Handbook has been written to provide information and guidance to all employees of Weston Public Schools, though it does not represent an exhaustive list of each of Weston Public Schools' employment practices. This handbook, and its provisions, do not constitute a contract of any kind and make no guarantees or promises of employment, compensation, or benefits. It is not possible to anticipate every situation that may arise in the workplace, or to provide answers to every possible question. Policies and procedures listed in this handbook may change from time to time. Weston Public Schools, at its sole discretion and from time to time, reserves the right to modify, supplement, rescind or revise any provisions of the handbook. Employees will be advised of any changes in published procedures and policies.

Please note that employees covered under collective bargaining agreements should consult those agreements for information regarding certain working conditions that may override the provisions within this handbook. This handbook provides no additional rights or benefits to employees whose terms and conditions of employment are subject to a union collective bargaining agreement. Absent a written agreement to the contrary, your employment is as an employee at will and as such can be terminated either by Weston Public Schools or you at any time, with or without notice and with or without cause.

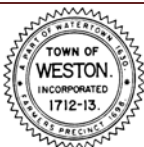
The highlights of benefits contained in this handbook are not intended to take the place of more detailed benefit plan documents. Descriptions in the plan documents will override the information in this handbook in the event that information presented in the handbook is inconsistent with information in the plan documents.

If an employee has questions concerning this handbook or the policies of Weston Public Schools, please contact the Office of Human Resources. Weston Public Schools will gladly assist any employee who is unable to understand its policies. If an employee does not request assistance, it will be assumed that he or she fully understands the policies in this handbook.

EQUAL OPPORTUNITY EMPLOYMENT

Weston Public Schools is an equal opportunity employer. It is the policy of Weston Public Schools to prohibit discrimination in hiring, promotion, discharge, compensation, benefits, job training or any other terms and conditions of employment on the basis of race, color, religion, gender, gender identity, national origin or ancestry, veteran status and national guard or reserve unit obligations, handicap, disability, age, sexual orientation, genetics, or any other basis protected by applicable, federal, state or local laws. All employees, volunteers, and students shall not demonstrate any discrimination in any activity associated with Weston Public Schools.

In addition, in accordance with applicable federal, state and local law protecting qualified individuals with known disabilities, Weston Public Schools will attempt to reasonably accommodate those individuals unless doing so would create an undue hardship on Weston Public Schools. Any qualified applicant or employee with a disability who requires an accommodation in order to perform the essential functions of their job should contact their supervisor to request an accommodation.



WESTON PUBLIC SCHOOLS OVERVIEW

SCHOOL COMMITTEE AND ADMINISTRATION

School Committee

The School Committee is the elected body that has a wide range of responsibilities including establishing goals and policies for Weston Public Schools, appointing the Superintendent and approving the budget. There are five members of the school committee with a Chair and Vice-Chair. In addition, there is a METCO Representative and a Student Representative. The School Committee holds regular meetings approximately twice a month on Monday evenings throughout the school year. Meetings are generally held at Case House, 89 Wellesley Street.

Central Office Administration

The Central Office Administration consists of a Superintendent, Assistant Superintendent, Director of Finance and Operations, Director of Technology (Town and Schools) and School Libraries, Director of Student Services, Human Resources Director, Transportation Coordinator, Food Services Director, and a Town-wide Facilities Director. The administrative offices are housed in Case House, 89 Wellesley Street.

Leadership Team

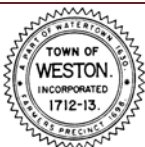
All schools have a Building Principal with the Middle School and High School having Assistant Principals. Our Leadership team is comprised of the Central Office Administration team, Assistant Director of Student Services, K-12 Directors for Art, Music, Foreign Languages, and Health and Physical Education, Department Heads for English, Mathematics, Science, Social Studies, and Guidance, Early Childhood Coordinator, METCO Director, Athletic Director, Middle School House Directors and Supervisors, and Elementary Curriculum Specialists and Grade Leaders.

Our Schools

The goal of Weston Public Schools is to support cohesive PreK-12 programming by providing supervision and management support so that all students can achieve to their potential. It is the district's core belief that our mission is to develop students who are knowledgeable and skilled, socially competent, civic minded, creative, and healthy and to model a commitment to being lifelong learners.

There are five schools in the district. Country School, PreK-3; Woodland School, PreK-3; Field School, grades 4-5; the Middle School, grades 6-8; and the High School, grades 9-12.

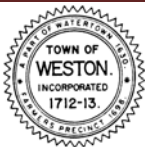
Weston Windows Preschool, with classrooms at Country and Woodland Schools, has four developmentally-appropriate preschool classrooms that support both children with special needs and children who are typically developing. Tuition is charged to typically developing children on a space-available basis.



Support Staff in our Schools

Each school building is staffed with a variety of support staff that provide a range of administrative, office, and instructional support.

The Special Education Department employs tutors who serve in a variety of capacities from PreK-12. Tutors in the Weston Public Schools have a wide-range of experiences. Most are certified in special and/or general education while others are interns, matriculated in a college or university program leading to special education teacher certification.



AFFILIATED ORGANIZATIONS AND PROGRAMS

PTO

The Weston Parent Teacher Organization (PTO) is a large membership group that provides substantial volunteer assistance in the schools. The mission of the Weston PTO is to promote educational excellence and opportunity for our children through parent involvement and a sense of community among students, parents and teachers. For example, the PTO produces the student directory and calendar (a valuable resource for school-related information), coordinates volunteers, sponsors educational speakers and programs, facilitates science forums, art programs, staff receptions and Back-to-School Nights, and publishes Westword (the weekly on-line school focused newsletter). This community strives to create a safe and nurturing environment that allows all students to reach their full potential.

WEEFC

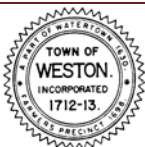
The Weston Education Enrichment Fund Committee (WEEFC) is a permanent subcommittee of the School Committee. Unlike many other towns with similar educational foundations, WEEFC's status as a sub-committee of the School Committee ensures that the programs funded are compatible with the district's curriculum, educational standards and long-range plan. WEEFC raises funds each school year and disburses them that same year in the form of grants. Teachers, administrators and parents apply for these grants by submitting proposals which are reviewed by the Assistant Superintendent and the WEEFC Board. Mini-grants (up to \$1,000) are for equipment and supplies for classroom projects, guest artists or speakers, and educational field trips. Project grants (over \$1,000) are for larger expenditures that advance system-wide goals. Approved GRANTS require the final ratification of the School Committee. This efficient in-out process puts donated funds to work as quickly as possible in the schools. Because both WEEFC and the School Committee meet bi-monthly, grants are not delayed waiting for approvals. Weston Public Schools is indeed fortunate to have the generous support of its community. WEEFC's growth in both funding and participation over the years has resulted in significant enrichment throughout the district in every facet of education and at every level of teaching and learning.

Weston Boosters

The Weston Boosters encourages and supports community participation in athletics and other co-curricular clubs and programs through financial support not provided by the normal budgetary process. The Weston Boosters also recognizes Weston High School student athletes, and awards college scholarships to outstanding senior athletes.

METCO

Since 1966, the Metropolitan Council for Educational Opportunities (METCO) has brought students of color from Boston to 32 suburban high schools. The purpose is to reduce the racial isolation of suburban communities as well as to provide urban students of color access to quality education. Weston has participated since 1967 and currently enrolls approximately 167 students district-wide.



COMMUNICATION RESOURCES WITHIN WESTON PUBLIC SCHOOLS

Website

The Weston Public Schools' website is constantly updated with news and announcements about what is happening throughout the system. Checking the website should be a part of an employee's daily routine, <http://www.westonschools.org>.

E-Mail

At the time of hire, new employees will be given a Network Account Application that must be filled out and returned to the Human Resources Director. Employees will be required to choose a password with a minimum of eight characters that is alphanumeric and case sensitive. No new e-mail account will be created until the application has been filled out and signed by the employee. Employees are expected to abide by the Appropriate Use Policy, which is set forth in this employee handbook. (See General Employment Practices section below)

Please note that the e-mail system is provided for business purposes related to the Weston Public Schools only. All e-mail messages as well as the general computer system are the property of Weston Public Schools. Weston Public Schools reserves the right to review any e-mail messages and employees should have no expectation of privacy with regard to any e-mail messages that are sent and/or received. Employees may not send, forward, download, save or print-out any e-mails, including any attachments, that are unprofessional, offensive or otherwise inappropriate. Employees should also be aware that any e-mail generated may be considered a public record and subject to the Massachusetts Public Records Law, M.G.L. Chapter 66, as well as disclosure under federal law.

Laptops

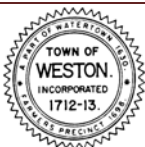
All employees who receive laptops are reminded that these machines are school property. All efforts should be made to safeguard equipment. Please be aware that any software on the laptop that is not approved by Weston Public Schools or properly licensed is subject to removal. (See Employee Appropriate Use Policy below)

Listerv

We recommend that an employee subscribe to his/her school's listserv (for school news via e-mail). Each school, the PTO, and each grade 6 -12 all have a listserv that an employee may subscribe to by going to the Weston Public Schools website, and clicking on Signup for Listserv at the bottom of the page.

School Directory

Each October, the school directory is published and given to all staff members. This confidential directory gives a listing of faculty and staff by school as well as providing names, addresses, phone numbers and e-mail addresses for all Weston Public Schools employees. This confidential information should **not** be given to anyone who is not an employee of the Weston Public Schools.



GENERAL PERSONNEL INFORMATION

Staff Hiring

It is the responsibility of the Superintendent and the Administration to determine the personnel needs and to recruit suitable candidates for employment.

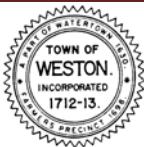
To be eligible for a teaching position, an applicant shall meet the certification requirements imposed by law, and shall furnish satisfactory evidence of citizenship and/or legal right to work and previous relevant work experience, as required. All other positions follow posted requirements. All new hires shall be CORI compliant.

New Employees

All new employees must go to the Office of Human Resources, 89 Wellesley Street (Case House), to fill out new employee paperwork. At that time, employees will receive information regarding benefits available to them through the Town of Weston as well as a school directory, employee handbook, and copy of their union contract if applicable. Some materials are time sensitive so it is wise to go immediately after being hired.

New Employee Forms

- Weston Public Schools Employee Application
- I-9
- CORI
- W-4
- M-4
- Social Security Statement
- E-Mail Application - must be signed off by Human Resources Director before an e-mail account is given
- State Ethics online training - must complete the online training **within 30 days** of the date on which employment commences, and **every 2 years** thereafter
- Direct Deposit
- Payroll Authorization Form (20 or 24 pays) - for the Weston Education Association (WEA) and the Weston Aides and Paraprofessionals Association (WAPA)
- Middlesex County or Teachers Retirement Enrollment Form
- Health Insurance - must enroll **within 10** calendar days of hire date
- Optional life insurance - must enroll within 30 calendar days of hire date
- Optional disability insurance - enrollment open all year
- Optional dental insurance (AFLAC) - enrollment open all year
- Flexible spending account (FSA) - must enroll within 30 calendar days of hire date
- Optional 403(b) or 457 - enrollment open all year
- New Faculty only - official undergraduate and graduate transcript(s) showing additional credits that may affect initial placement on salary scale.



New Teacher Orientation and Mentorship

Each new teacher is expected to participate in “The New Teacher Orientation Program.” New teachers will be assigned a mentor for the first year of employment. All new teachers attend a course offered through the Weston Professional Development Academy (WPDAC), website address: <http://www.obrientechnology.org/wpdac/> that is designed to help new teachers with the transition to teaching in the Weston Public Schools.

The four primary goals of the course are:

- 1) To meet the practical needs of new teachers;
- 2) To provide new teachers with an understanding of the Weston culture and community;
- 3) To develop a professional learning community; and
- 4) To become familiar with curriculum, learning standards and benchmarks.

On-site supervisors provide on-going support at the building level.

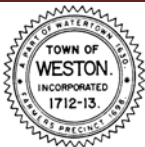
Teacher Licensure

All teachers are required to hold a license issued by the Massachusetts Department of Elementary and Secondary Education (DESE) in order to be eligible to teach in Massachusetts Public Schools. The Educator Licensing and Recruitment (ELAR) system allows current and prospective Massachusetts educators to complete most licensure related transactions on the internet at <http://www.doe.mass.edu>. Within ELAR, individuals may apply for new licenses, renew Professional licenses, check licensure status, edit personal information, and more.

Types of Licenses:

- | | |
|-----------------------|--|
| <u>Preliminary</u> - | valid for 5 years of employment; for people who have <u>not</u> completed an Approved Educator Preparation Program. Requires a Bachelor's Degree; passing score(s) on Massachusetts Tests for Educator Licensure (MTEL); and additional coursework for some licenses. |
| <u>Temporary</u> - | valid for 1 calendar year; for experienced teachers from another state. Requires 3 years teaching under a valid out-of-state license; and possession of a valid educator license/certificate from another state/jurisdiction that is comparable to at least an Initial license in Massachusetts. |
| <u>Initial</u> - | valid for 5 years of employment (may be extended one time for 5 additional years of employment). Requires a Bachelor's Degree; passing score(s) on MTEL; and completion of an Educator Preparation Program. |
| <u>Professional</u> - | valid for 5 calendar years. Requires 3 years of employment under an Initial license; completion of a Teacher Induction Program; and 50 hours of mentoring beyond the induction program. |

A teacher who allows his/her license to lapse may be dismissed at the end of the school year.



Student Teachers

All student teacher assignments must be approved by the Building Principal. It is the responsibility of the cooperating teacher to monitor the work of the student teacher. No student teacher may independently lead a classroom without prior approval of the principal. Student teachers must be CORI certified before they can start their student teaching.

Criminal Offender Record Information (CORI) Policy

The Weston Public Schools' employment verification process includes Criminal Offender Record Information (CORI) checks as part of a general background check for employment, volunteer or contract work for anyone who may come in contact with students. In addition, the Weston Public Schools are required to conduct CORI checks of employees, volunteers, contractors, and contracted transportation providers at least once every three years and Weston Public Schools reserves the right to periodically update CORI records for individual employees.

All offers of employment are contingent upon satisfactory results of these CORI checks as well as any other background checks that may be required. If the Weston Public Schools Administration is inclined to make an adverse employment decision based on the results of the CORI check, the applicant/employee will be notified. The applicant or employee shall be provided with a copy of the criminal record and the organization's CORI policy, advised of the part(s) of the record that make the individual unsuitable for the position or license, and given an opportunity to dispute the accuracy and relevance of the CORI record. Employees who are involved in criminal proceedings that may affect employment should immediately notify the Human Resources Office.

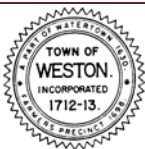
Personnel Files

A personnel folder for each present and former employee is maintained in the Office of Human Resources. The Superintendent/designee is the official custodian for personnel files and has overall responsibility for maintaining and preserving the confidentiality of the files within the provisions of the law. Each employee has the right, upon written request, to review the contents of his/her own personnel file. Records cannot be removed from the Office of Human Resources; however, employees who wish to obtain copies of documents contained in their personnel file must first submit a written request with the Human Resources Director.

If an employee disagrees with any information contained in his/her personnel record, Weston Public Schools and the employee may mutually agree to remove or correct it. If Weston Public Schools and the employee do not reach an agreement, the employee may submit a written statement explaining his/her disagreement. This written statement will be retained as part of the employee's personnel record.

Change of Name or Address

Employees have an obligation to report any change of name, address, telephone number or emergency contact to the Office of Human Resources.



COMPENSATION PRACTICES

Payroll Calendar

Administrators, teachers, administrative assistants, and aides are paid on a semi-monthly basis (the second and fourth Thursday of each month). Custodians, cafeteria workers, bus drivers, and tutors are paid on a weekly basis. The department administrator will inform each employee of his/her pay schedule.

Payroll checks are sent to the employees' corresponding buildings when school is in session. All checks whether direct deposit or live will be mailed when school buildings are closed for vacations, holidays, and/or inclement weather.

Direct Deposit

Employees are encouraged to elect Direct Deposit for their payroll checks. Direct Deposit allows the Town to credit an employee's net pay to his/her bank account. Direct Deposit saves time, eliminates lost, stolen or forged checks, and ensures timely deposits.

The initiation of Direct Deposit takes at least two payroll cycles after receipt of an employee's authorization form. Once initiated, an employee will receive a Direct Deposit Statement verifying the amount of the deposit on each payday. To change banks or accounts, an employee will need to fill out a new authorization form. Contact the Payroll Department at 781-529-8085 for forms or further information.

Payroll Deductions

All payroll deductions are itemized on employees' paycheck stubs or Advice of Deposit forms. Mandatory payroll deductions are made, depending upon the number of exemptions claimed, for federal and state income taxes, and for retirement contributions. Employees may also authorize payroll deductions for health and life insurance and other voluntary elected deductions.

Employees who qualify for membership in either the Middlesex County Retirement System (MCR) or the Massachusetts Teachers' Retirement System (MTRS) are required to contribute a percentage of salary to the appropriate plan which will be deducted each pay period.

Employees who are employed in a union position may also have union dues (or an agency fee) deducted from their pay. Failure to agree to pay these fees can lead to loss of employment. Union dues authorization cards are obtained from union representatives.

More information can be obtained by contacting the Union President or Treasurer of each respective union, or the Office of Human Resources of Weston Public Schools, 781-529-8086.

Garnishments, Liens, Trustee Processes

Subject to the provisions of applicable federal and state law, Weston Public Schools may be obliged to retain, and pay over to a third party, a portion of the employee's earnings.



OVERVIEW OF EMPLOYMENT BENEFITS

TOWN OF WESTON EMPLOYEE BENEFITS

Town Retirement Plans

Employees who work at least 50% of full-time on a regular, permanent basis shall contribute to one of the two State retirement plans: the Middlesex County Retirement (MCR) or the Massachusetts Teachers' Retirement System (MTRS). When an employee retires, or if an employee becomes disabled, he/she may receive a pension based on his/her earnings from this job. This pension shall reduce or may eliminate an employee's entitlement to Social Security benefits when he/she retires. Contributions shall be made as follows:

<u>Retirement System</u>	<u>Date of Hire</u>	<u>% of Contribution</u>
MTRS	7/1/01 to present & RetirementPlus	11% of regular pay
MTRS	7/1/96 to 6/30/01	9% of regular pay + 2% of salary in excess of \$30,000
MCR	7/1/96 to present	9% of regular pay + 2% of salary in excess of \$30,000
MTRS & MCR	1/1/84 to 6/30/96	8% of regular pay + 2 % of salary in excess of \$30,000
MTRS & MCR	1/1/75 to 12/31/83	7% of regular pay + 2% of salary in excess of \$30,000 (after 1/2/79)
MTRS & MCR	before 1/1/75	5% of regular pay

An employee is eligible to retire if he/she meets any of the following requirements:

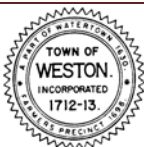
- An employee may retire at any age if he/she has 20 years of creditable service.
- If employment began before January 1, 1978, he/she may retire at age 55 with any number of years of service.
- If employment began on or after January 1, 1978, he/she must have 10 years of creditable service and be at least age 55.

If an employee leaves the employment of the Town before meeting the criteria listed above, he/she may withdraw his/her contributions with interest if his/her employment exceeds 5 years of service. Accumulated interest is not returned if employment with the Town is less than 5 years.

More information can be obtained by contacting the Office of Human Resources for the Weston Public Schools at 781-529-8086 or the Middlesex Country Retirement System at 800-258-3805 or 978-439-3000, or by viewing Massachusetts Teachers' Retirement System website at www.state.ma.us/mtrb.

Eligibility to Join Massachusetts Teachers' Retirement System (MTRS)

If a teacher works part-time or at least 50% of full-time and has never been a member of the Massachusetts Teachers' Retirement before, the teacher will need to enroll in the Middlesex Country Retirement for the first six months and then transfer to Massachusetts Teachers' Retirement following six months of work.



OBRA - Deferred Compensation Plan

Employees not eligible to participate in the Middlesex County Retirement System shall contribute, on a pre-tax basis, 7.5% of their pay to the Massachusetts' deferred compensation plan administered by the Great-West Retirement Services of Great-West Life and Annuity Insurance Company. **This contribution is in lieu of the social security tax of the Federal Insurance Contributions Act (FICA).** This is to implement the rules set forth by the Omnibus Budget Reconciliation Act of 1990 (OBRA), pursuant to Internal Revenue Code, Section 3121(b) (7), and in accordance with M.G.L, Chapter 494. An employee's contribution will be invested in The Income Fund.

Deferred Compensation Plan (457)

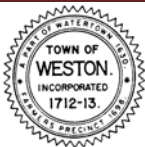
Employees contributing to the Middlesex County Retirement System or the Massachusetts Teachers' Retirement System may also choose to defer income on a pre-tax basis through the deferred compensation plan (457) to provide additional retirement income. No Federal or State income taxes are paid on the deferred income and its earnings until withdrawn upon retirement, death, disability, termination, or approved financial hardship. Call Great-West Smart Plan Service Center at 877-457-1900 or visit their website at <http://www.mass.gov/smartplan/>.

Tax-Sheltered Annuity 403(b)

Employees may also choose to defer income on a pre-tax basis through a 403(b) to provide additional retirement income. No Federal or State income taxes are paid on the deferred income and its earnings until withdrawn upon retirement, death, disability, termination, or approved financial hardship. Effective January 1, 2009, MidAmerica Administrative and Retirement Solutions will serve as our plan's Third Party Administrator (TPA). Please contact MidAmerica regarding any questions about a 403(b) Plan. Contributions can only be made to vendors approved by Weston Public Schools and MidAmerica. All plan-related transactions (other than investment decisions) must now be validated through MidAmerica. These include all distributions, hardships, loans, and procession of salary reduction agreements before they may be set up with payroll and contributions sent to the selected vendor. Employees can call MidAmerica toll free at 863-688-4466 or visit their website at <http://www.midamerica.biz>.

Health Insurance

Employees working at least 20 hours per week may be eligible to participate in the Town's group health insurance program. Health insurance is deducted from employee's checks on a pre-tax basis. **An employee must enroll within 10 days from the first day of work.** Once, enrolled there is a sixty (60) day waiting period before health insurance begins. During this hiatus period you may be eligible to have some medical expenses covered that were incurred as a result of lack of health insurance coverage. Please contact the Human Resources office for a "Medical Expense During Hiatus Period Reimbursement Form." For example, an employee who enrolls as of September 1, his/her health insurance coverage will become effective as of November 1. If an employee does not enroll within the initial 10 day period, he/she will not be eligible to enroll until the following Open Enrollment Period in April/May, to be effective July 1. An employee must furnish a copy of his/her marriage certificate and children's birth certificates, if applicable, to accompany the health insurance enrollment.



The Town's health insurance is offered through Commonwealth of Massachusetts Group Insurance Commission (GIC). Information about the different plans available to school employees will be available through the Office of Human Resources at Case House. Employees can call GIC at 617-727-2310 or visit their website at <http://www.mass.gov/gic>.

What to do when an employee becomes eligible for Medicare:

Employees who become eligible for Medicare and continue to work must contact the Town Hall's Office of Human Resources at (781) 893-7320, ext. 307 to change to Tax Equity and Fiscal Responsibility Act (TEFRA) coverage. Employees also need to contact the Social Security Administration to determine if they are eligible for Medicare Parts A and B. If eligible, employees must determine whether or not to defer Part B until retirement. A surcharge of 10% per year is assessed for each year Part B is deferred after retirement. Medicare Parts A and B become the primary insurance only upon retirement. Retired employees who become eligible for Medicare Parts A and B may participate in one of the Town's supplemental plans. More information may be obtained by contacting the Office of Human Resources at Town Hall.

Continuation of Health Insurance

Under the Consolidated Omnibus Budget Reconciliation Act (COBRA) employees, as well as spouses and dependents, may be entitled to the opportunity to continue health coverage through the Town, with the employee bearing a portion of the cost, for a period up to 18 months (36 under certain circumstances). Health coverage may continue under COBRA as a result of the following: termination of employment, change in hours which results in ineligibility for health insurance, divorce or legal separation, and/or when a dependent child becomes ineligible.

Newly hired employees will receive an initial notice of their rights to continue health insurance coverage under COBRA. Employees should retain this notice. For more information, contact the Town Office of Human Resources at 781-893-7320.

Group Life Insurance

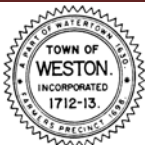
Employees may enroll in a term group life insurance plan for basic life and accidental death and dismemberment coverage in the amount of \$2,000. The total premium is currently \$1.40 per month, of which the Town contributes approximately half.

In addition, optional group insurance is available; the entire cost of which is paid by the employee. The rates for this insurance are as follows per \$1,000 of coverage per month:

Under 45 years of age	\$0.35
45 to 55 years of age	\$0.75
Over 55 years of age	\$1.45
Retirement to age 75	\$3.75

Employees may purchase optional group insurance in an amount not to exceed \$2,000 less than their annual compensation rounded up to the nearest thousandth.

Upon election by the employee, life insurance premiums may be exempt from federal and state taxes. Call Boston Mutual Life Insurance Company in Canton at 800-669-2668 for more information.



Disability Insurance and Universal Life Insurance

Through Mutual of Omaha, the Town offers long-term disability insurance and universal life insurance at group rates; the entire cost of which is paid by the employee. Upon election by the employee, disability insurance premiums may be exempt from Federal and State taxes. Call Mutual of Omaha Insurance Company at 800-229-2295 or 508-460-2091, ext. 225.

Unemployment Insurance Benefit

An employee may be eligible for unemployment insurance benefits if he/she is laid off from his/her position. Call the Office of Human Resources of Weston Public Schools at 781-529-8086 or the Massachusetts Unemployment Office toll free at 888-626-5553 for more information.

Flexible Spending Account (FSA)

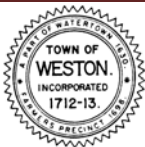
Weston Public Schools employees may be eligible to participate in a Flexible Spending Account through which they may set aside pre-tax dollars for out-of-pocket medical/dental-related and dependent care expenses. Under such plans, the employee estimates the amount of expenses for the plan period (year) and has a fixed amount deducted from his/her pay each pay period. The limit on medical/dental expenses in a one-year period is \$5,000; the limit on dependent care expenses is \$5,000. Caution should be used when estimating the amount to be set aside because federal law requires that any funds deducted but not spent by the end of the plan year will be forfeited.

Eligible employees may also receive a debit card which they can use to pay for prescriptions, doctors, visits, etc. The Town covers the \$60 annual fee for all eligible employees who participate in the cafeteria plan.

Further information can be obtained by contacting Cafeteria Plan Advisors (CPA) at 781-848-9848 or visit their website at www.CPA125.com.

Dental Insurance

The Town has made available AFLAC Dental Insurance for employees; the entire cost of which is paid by the employee. Call Jill Scirpo at 617-795-2050, ext. 17 or e-mail jill_scirpo@us.aflac.com for enrollment information.



PROFESSIONAL DEVELOPMENT OPPORTUNITIES

Overview

Professional development in Weston Public Schools is available in a variety of venues and formats. The primary purpose is to provide continuous opportunities for increasing professional competencies and knowledge. It is intended to facilitate productive collegial exchange and communication within teams and across grade levels and schools. Weston Public Schools also strives to maintain an educational environment that is stimulating and responsive to educational advancements in the larger community. The overall district plan seeks to coordinate individual initiatives with long-term district goals.

Weston Professional Development Academy (WPDAC)

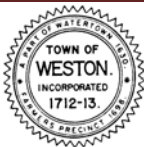
The Weston Professional Development Academy Courses (WPDAC) were formed to offer district and professional development activities for all employees outside of the work day or with permission from your immediate supervisor. Besides enrolling in these courses, employees of Weston Public Schools are encouraged to teach courses on a variety of topics ranging from pedagogy to personal enrichment. Presenters are paid a stipend corresponding to the number of hours each course runs. Teacher facilitators and participants earn PDPs for course work. Weston Public Schools encourages all employees to enroll in the courses offered in this catalogue, or to propose courses. For more information: <http://www.obrientechnology.org/wpdac>

Conferences and Seminars

With prior approval, Weston Public Schools staff can apply to attend conferences and seminars that support the development of skills and knowledge within their area of professional work. The guidelines on the application form need to be followed properly, and approval by the principal is required. Teachers are responsible for enrolling in the conference, seminar, or workshop and completing the necessary paperwork.

In-House Professional Development

A range of in-house professional development opportunities are also available at both the building and system wide levels. Faculty meetings, school-based meetings, release time, professional development days, and various team meeting structures are all forums where the support of collegial learning communities are fostered and opportunities for skill building and expanding ones knowledge base are fostered. The system also releases teachers to onsite workshop days for curriculum training and other professional development needs based on system wide goals. Weston has developed a "Professional Learning Community" (PLC) framework of sustained focus on important initiatives. Using a data driven model, teams collaborate in PLC's to spend thirty (30) hours of work on an approved topic that impacts student learning at the classroom level.



Graduate Course Work and Equivalency Credit Tuition Reimbursement

Weston Public Schools encourages all employees to pursue higher educational programs leading to advanced degrees or certificates. To this end, tuition reimbursement benefits have been negotiated for certain employee groups and information is outlined in the respective union contract and employee agreement.

Salary credit and tuition reimbursement are payable only for pre-approved graduate courses.

Summer Workshop

Each spring the Administrative Council sets priorities linked to the long-range plan. Based on guidelines, faculty and administrators develop proposals that are reviewed by the Administrative Council. Principals and other Administrators decide on the final list of workshops to be offered. Approved workshops are opened to on-line sign ups with the goal of notifying teachers in the spring of their placement in specific workshops. A wait-list is maintained in the Office of the Assistant Superintendent for slots that may become available.

Tuition-Free College/University Vouchers

Occasionally, vouchers are available for teachers to take graduate courses at area colleges and universities free of charge. If interested, submit the course pre-approval application to the Assistant Superintendent at Case House. The vouchers will be made available on a first come, first serve basis based on the stipulations specified in the Teachers' Contract (Article XI).

Northeastern University Vouchers

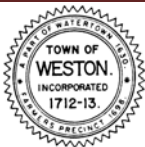
Northeastern University makes available each year twelve tuition vouchers to be issued upon authorization by the Board of Selectmen. Each voucher will cover the cost of a course for which 4 credits or less is granted. The Board of Selectmen has adopted a policy for issuing these vouchers which gives first preference to employees of the Town of Weston and, if not used by employees, to allow immediate family members (defined as children, spouse, or parents) of Town employees or Town residents.

Notifications of available vouchers are sent to all staff via e-mail. A copy of the e-mail is posted at Case House on the Human Resource Information Board.

Applications for vouchers should be filed in the Office of the Selectman, Town Hall, P.O. Box 389, Weston, MA 02493, and may be submitted at any time up to the following deadlines:

- Fall Quarter - August
- Winter Quarter - November
- Spring Quarter - February
- Summer Quarter - May

The applicant should apply in writing setting forth the course or courses for which a voucher or vouchers are requested, the course number, the number of credits applicable to each course, the location where the course will be given, and the relationship of the course to the work of the applicant if an employee of the Town of Weston. Applicants should also include their residence, home phone number, cell phone number, and personal and work e-mail addresses.



Vouchers may not apply to more than one course; thus, a voucher used for a non-credit or a one- or two-credit course has no remaining value for application to any other course during the quarter. Tuition vouchers approved by the Board of Selectmen are non-transferable.

In the event that applications are received for more vouchers than available, the Board of Selectmen will make the decision as to whom the vouchers will be granted. The Board may request additional information to assist it in making an equitable decision. In general, the vouchers will be used to the extent possible to assist persons whose education may in turn be deemed most beneficial to the Town.

Should an employee have questions regarding the Northeastern voucher program with the Town of Weston, please contact the Board of Selectmen's office at 781-893-7320 ext. 308 or by e-mail at selectmen@westonmass.org.

Professional Development Forms for Faculty and Staff

Professional Development forms can be found in the main offices at each school or accessed on the web at: <http://westonschools.org/index.cfm?pid=12087>

In District Travel Form

Use this form for workshops, seminars, etc. held within the Weston Public Schools. Please copy on white paper.

Out of District Travel Form

Use this form for traveling outside of the district for workshops, conferences and seminars. Please copy on green paper.

Preliminary Course Approval Form

Complete this form and submit to the Office of Assistant Superintendent with the principal's approval and supporting documentation at least two weeks prior to the start of the course. Please copy on yellow paper.

Report of Graduate Courses Completed Form

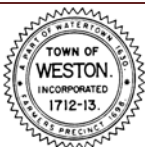
After the course, complete this form and send it to the Office of Assistant Superintendent with the required grade completion form. Please copy on blue paper.

Request for Salary Adjustment - Faculty

The deadlines for faculty to notify the Superintendent or her designee of the intent to seek salary adjustment are May 1 and October 1. All such notifications must be in writing and the faculty shall then have until September 25 and February 25, respectively, to present evidence for such adjustments.

Salary Adjustment Form - Faculty

Complete this form when changing from one degree level to another. Please copy on white paper. Salary credit and tuition reimbursement are payable only for pre-approved graduate courses (final official transcripts must be included for all courses completed). Salary adjustment forms must be received by the Office of Human Resources by



September 25 for September 1 salary adjustments and by February 25 for mid-year salary adjustments.

Tracking Professional Development Points (PDPs)

Any Weston Public Schools staff member who participates in a professional development activity will receive a PDP certificate through the organization that presents the workshop or conference. Staff members are responsible for keeping track of PDPs and certificates.

Individual Professional Development Plans (IPDP)

The DESE requires all educators who hold a license at the professional level to prepare an IPDP for each five-year renewal cycle. The proposed activities in your plan must be consistent with and aligned to school and district goals and designed to improve student learning. It is the teacher's responsibility to maintain his/her IPDP in his/her files. The IPDP regulations require educators to review their individual plans with supervisors at least every two years to review goals and amend the plan if needed. Please note, if you are audited by the DESE during a five-year renewal cycle you will be asked to present your IPDP along with copies of your PDP certificates.

Recreation Department Badges

Employees regularly working more than 20 hours per week may be eligible to purchase badges to participate in Recreation Department programs for 25% off the regular price. This includes the use of the Memorial Pool in the summer. For more information, call the Recreation Department at 781-529-0203.



ANTI-DISCRIMINATION POLICY AND ANTI-HARASSMENT POLICY

Overview: Maintaining a Respectful Climate

All Weston Public Schools employees deserve the opportunity to work and learn in an environment of mutual trust and respect. This requires that all members of our community regard each other with courtesy, consideration and appreciation, and act accordingly.

The goals of Weston Public Schools include providing equal employment, educational and participatory opportunities for all members of the school community; preventing discrimination or harassment of any individual attending, working at, or associated with the school system; and providing a mechanism by which individuals can bring any concerns about discrimination or harassment to the Administration's attention.

The employees of Weston Public Schools are its most valuable assets. All employees are entitled to be treated with respect and to work in an environment that is not offensive, abusive, intimidating or hostile. Weston Public Schools is committed to maintaining an environment in which staff, students and visitors are not subjected to differential treatment because of legally protected characteristics. In keeping with this commitment, Weston Public Schools prohibits all forms of unlawful harassment, including but not limited to sexual harassment and bullying.

All Harassing and Discriminatory Conduct is Prohibited

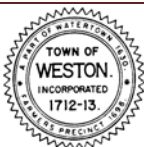
Harassment for any discriminatory reason, such as sex, race, national origin, disability, religion, sexual orientation or same-sex harassment, violates various state and federal laws. **Harassment of any sort - verbal, physical or visual - will not be tolerated.** Disrespectful Conduct/Harassment is any form of behavior that interferes with another person's sense of safety, dignity, comfort, or productivity in the school environment.

This policy applies to all terms and conditions of employment, including, but not limited to, hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation and training. Any employee, who engages in any act of illegal discrimination, including harassment, will be subject to immediate disciplinary action up to and including immediate termination of employment.

Definition of Sexual Harassment

Sexual harassment is a form of sex discrimination that is illegal under Title VII of the Federal Civil Rights Act of 1964 and other applicable federal, state and local laws. These laws make it illegal for any employee, male or female to sexually harass another employee when:

- (a) submission to or rejection of sexual advances or requests for sexual favors, and/or all other verbal or physical conduct of a sexual nature is made either explicitly or implicitly, a term or condition of an employee's employment or as a basis for any employment decision affecting an employee; or
- (b) such sexual advances, requests or conduct have the purpose or effect of unreasonably interfering with an employee's work performance by creating an intimidating, hostile, humiliating or offensive work environment.



Furthermore, offensive comments, jokes, innuendoes, and other sexually-oriented statements are also prohibited. The dissemination of sexually explicit voicemail, e-mail, graphics, downloaded material or websites in the workplace are prohibited. Some, but not all, examples of sexual harassment would be described as follows: jokes, sexual innuendos, probing personal questions, staring or leering at person, ridicule or hostility, showing lewd objects or pictures, unwanted touching, physical contact, assault, indecent exposure, and persistent invitations or requests for dates or sex.

Reporting and Investigation Procedures Regarding Claims of Illegal Discrimination, Including Harassment

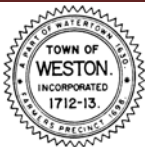
Weston Public Schools realizes that situations involving allegations of harassment based on a protected class are sensitive. Accordingly, Weston Public Schools has established the following procedures for reporting and investigating such claims of harassment. It is unlawful to retaliate against an employee for filing a complaint of unlawful harassment or for cooperating in an investigation of a complaint for unlawful harassment; thus, Weston Public Schools prohibits any form of retaliation against any employee for filing a complaint under this policy or for assisting or partaking in a complaint investigation. Any employee who feels that he or she has been harassed based on membership in a protected class should, and indeed is encouraged to, utilize the following reporting procedure:

An employee who believes that he or she has been subjected to unlawful harassment should, and is encouraged to, report the matter to his or her immediate supervisor, Assistant Principal or Principal. Weston Public Schools realizes, however, that circumstances may exist when it would be inappropriate or uncomfortable to report such conduct to such persons. Then an employee may, and indeed should directly report to the Office of Human Resources, either in person, by mail (89 Wellesley Street, Weston, MA 02493) or via telephone (781-529-8086). Upon receipt of an employee report regarding unlawful harassment, Weston Public Schools will promptly and fairly investigate the matter and will report its findings to the employee upon the conclusion of its investigation.

Employees should also utilize this reporting procedure to promptly report instances of unlawfully harassing behavior of any other person with whom an employee must interact as part of his or her employment with Weston Public Schools. Upon receipt of such reports, Weston Public Schools will promptly and fairly investigate the matter. Weston Public Schools will report its findings to the employee upon the conclusion of the investigation. Any individual who is dissatisfied with the results or progress of an investigation may discuss his/her dissatisfaction directly with the Assistant Principal, the Principal, or the Superintendent.

If Weston Public Schools determines that an employee has engaged in inappropriate conduct prohibited by this policy, appropriate disciplinary action will be taken against the offending employee, up to and including discharge.

Questions regarding the above policy or reporting and investigation procedures should be promptly brought to the attention of the Office of Human Resources.



The appropriate state and federal employment discrimination enforcement agencies and directions as to how to contact such agencies are as follows:

STATE: Massachusetts Commission Against Discrimination
 One Ashburton Place, Room 601, Boston, MA 02108
 Telephone 617 994-6000 / 617 994-6196 TTY

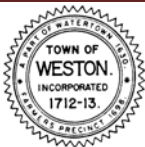
or

 Massachusetts Commission Against Discrimination
 436 Dwight Street, Room 220, Springfield, MA 01103
 Telephone 413 739-2145

FEDERAL: Equal Employment Opportunity Commission
 JFK Federal Building, Room 475, Boston, MA 02203
 Telephone 617 565-3200

DISABILITY ACCOMMODATION

Consistent with applicable federal and state laws, Weston Public Schools will provide reasonable accommodations to ensure equality of opportunities for individuals with disabilities who are otherwise qualified to perform the job. Reasonable accommodation varies from case to case and is evaluated on an individual basis. Questions regarding or requests for reasonable accommodations should be submitted to the Office of Human Resources. Such disclosure is confidential.



TIME OFF PRACTICES

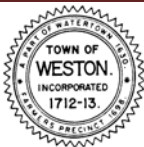
FAMILY AND MEDICAL LEAVE

All employees who have been employed for at least one year, have completed at least 1,250 hours of service during the 12-month period immediately preceding the commencement of leave, and work at a worksite where at least 50 employees are employed by Weston Public Schools in a 75-mile radius, are eligible for leave under the Family and Medical Leave Act (FMLA). An eligible employee may request an FMLA leave of up to 12 weeks on a fiscal year basis (July 1 - June 30) for any of the following reasons:

1. The birth or adoption of a child or the placement of a foster child with the employee, or to care for the employee's child during the first 12 months after birth or placement.
2. To care for the “serious health condition” of an employee's spouse, domestic partner (does not apply to MA residents), child, or parent. For purposes of this policy, a “serious health condition” is an illness, injury, impairment or physical or mental condition that involves either an overnight stay in a medical care facility or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee’s job or prevents the qualified family member from participating in school or other daily activities. Subject to certain conditions, the “continuing treatment” requirement may be met by a period of incapacity of more than three (3) consecutive calendar days combined with at least two (2) visits to a health care provider; or one (1) visit and a regimen of continuing treatment; or incapacity due to pregnancy; or incapacity due to a chronic condition. Other conditions may meet the definition of “continuing treatment.”
3. The “serious health condition” of an employee that causes the employee to be unable to perform the functions of his or her position, including incapacity due to pregnancy, prenatal medical care, or child birth.
4. Any “qualifying exigency” arising out of the fact that the spouse, son, daughter, or parent of the employee is on covered duty in the Armed Forces or National Guard or Reserves in support of a contingency operation. A “qualifying exigency” includes: (1) short notice deployment (limited to seven calendar days from date notified of deployment); (2) military events and related activities; (3) childcare and school activities; (4) financial and legal arrangements; (5) counseling; (6) rest and recuperation (limited to five days of FMLA leave); (7) post-deployment activities; and (8) additional activities, only as mutually agreed to by employee and Weston Public Schools.

Special leave entitlement relating to an employee’s family member in the Armed Forces:

A spouse, son, daughter, parent, or “next of kin” may request up to 26 workweeks of leave in a single 12-month period to care for a covered service member. A covered service member is: (a) a current member of the Armed Forces (including a member of the National Guard or Reserves) who has a serious injury or illness incurred in the line of duty on active duty that may render the service member medically unfit to perform his or her duties for which the service member is undergoing medical treatment, recuperation, or therapy; in outpatient status; or on the temporary disability retired list; or (b) a veteran who: (i) has a serious injury or illness incurred in the line of duty on active duty (or existed before the beginning of the member’s active duty and was aggravated by



service in the line of duty on active duty) for which the veteran is undergoing medical treatment, recuperation, or therapy and (ii) was a member of the Armed Forces (including a member of the National Guard or Reserves) at any time during the period of 5 years preceding the date on which the veteran undergoes that medical treatment, recuperation, or therapy.

Use of Leave

The leave may be taken in one block of twelve (12) weeks, or if required, employees may take FMLA leave on an intermittent or reduced leave schedules (select days or hours, for example) when medically necessary to care for a seriously ill family member or a covered service member, because of the employee's own serious health condition, or due to a qualifying exigency. Employees needing intermittent leave for planned medical treatment must make reasonable efforts to schedule the leave so as to not to unduly disrupt the Weston Public Schools' operations.

Employee Responsibilities

Employees must provide 30 days advance notice of the need to take FMLA leave when the need is foreseeable. Such notice must be submitted in writing to the Office of Human Resources. When 30 days notice is not possible, the employee must give notice of the need for such unforeseeable leave as soon as practicable under the facts and circumstances of the situation and generally must comply with Weston Public Schools' normal call-in procedures for an absence or tardiness.

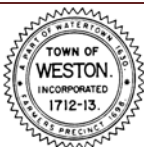
Employees must provide sufficient information for Weston Public Schools to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. Employees also must inform Weston Public Schools if the requested leave is for a reason for which FMLA leave was previously taken or certified. Employees also may be required to provide a certification and periodic recertification supporting the need for leave.

Weston Public Schools Responsibilities

Employees requesting leave will be advised whether they are eligible under FMLA. If they are, Weston Public Schools will provide notice of any additional information the employee needs to provide, as well as the employee's rights and responsibilities under the FMLA. If the employee is not eligible for the leave, Weston Public Schools will inform the employee and provide a reason for his/her ineligibility.

The employee will also be informed if leave will be designated as FMLA-protected and the amount of leave that will be counted against the employee's leave entitlement, if possible. If it is determined that the leave is not FMLA-protected, Weston Public Schools will notify the employee of this fact, as well.

An employee's failure to comply with Weston Public Schools' FMLA leave procedures can be grounds for delaying or denying an employee's request for FMLA-qualifying leave.



Use of Sick/Personal/Vacation Time

In order to use paid benefit time during an approved FMLA leave, employees must comply with Weston Public Schools' normal paid leave policies. Earned and accrued sick, personal and vacation time must be used during an approved FMLA leave prior to taking any unpaid leave.

Benefits and Protections

During an approved FMLA leave, the employee's position will be held open to the extent required by the FMLA, and Weston Public Schools will maintain the employee's health coverage under any group health plan (if there is such coverage) on the same terms as if the employee had continued to work. Upon returning from FMLA leave, employees will be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms.

Use of FMLA leave will not result in the loss of any available employment benefit that accrued prior to the start of the leave.

Unlawful Acts and Enforcement

FMLA makes it unlawful for any employer to: interfere with, restrain, or deny the exercise of any right provided under the FMLA; or discharge or discriminate against any person for opposing any practice made unlawful by the FMLA or for involvement in any proceeding under or relating to the FMLA.

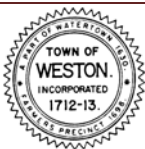
An employee may file a complaint with the US Department of Labor or may bring a private lawsuit against an employer. (DOL contact information is: 1-866-487-9243; TTY 1-877-889-5627; www.wagehour.dol.gov.) FMLA does not affect any federal or state law prohibiting discrimination, or supersede any State or local law or collective bargaining agreement which provides greater family or medical leave rights.

OTHER WESTON PUBLIC SCHOOLS EMPLOYEE LEAVE PRACTICES

Small Necessities Leave Act

Weston Public Schools employees who have been employed by Weston Public Schools for at least 12 months (July 1 - June 30) and for at least 1,250 hours in the previous 12 months may take up to a total of 24 hours of unpaid leave during any 12-month period. This leave may be taken intermittently or on a reduced leave schedule. If the leave is foreseeable, the Weston Public Schools employee must put the request in writing to his/her supervisor at least seven (7) days prior. If the leave is not foreseeable, written notice as soon as practical is required. The request for leave is in addition to the leave provided under the Federal Family and Medical leave Act, to engage in such activities as:

1. participating in school activities directly related to the educational advancement of the employee's children, such as parent-teacher conferences; or
2. accompanying children to routine medical or dental appointments; or
3. accompanying elderly relatives to routine medical or dental appointments or appointments for other professional services related to the elder's care.



Parental Leave

Requests for parental leave must be submitted in writing to the Office of Human Resources, indicating the date the employee wishes to begin leave and expected date of return. Regular full-time employees are eligible for an unpaid parental leave upon completion of 90 days of employment.

Eligible employees are entitled to a leave of up to eight (8) weeks for the birth of his or her child, adopting a child under age 18 or adopting a person under age 23 who is mentally or physically disabled. This leave may run concurrently with any other leave where permitted by state and federal law. The Massachusetts Maternity Leave Act requires that employees be provided the option to use paid or take unpaid leave.

Eligible employees are required to provide two weeks' notice of their expected departure date and intention to return to their job. Employees may be required to provide proof of birth or adoption.

Employees will be expected to return to work on the date indicated on their leave of absence request. If employees wish to seek an extension in their leave of absence, they must send a written request to Office of Human Resources two weeks before the expiration of their leave.

While out on parental leave, employees may be required to pay their portion of health insurance co-payment. After 90 days, employees may be required to pay full health insurance premium.

If an employee should fail to return to work on scheduled date of return from parental leave, or work for another employer during leave, it will be deemed as a voluntary resignation from Weston Public Schools. However, Weston Public Schools will hold the same or equivalent position for an employee to return to, provided the employee returns to work at the conclusion of the eight-week parental leave.

Military Leave

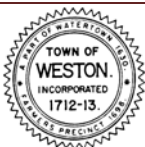
Weston Public Schools provides military leaves of absence to all regular and part-time employees in compliance with the Uniformed Services Employment and Re-employment Rights Act ("USERRA") and all other applicable federal and state laws.

Jury Duty

If an employee is called for jury duty, Weston Public Schools will grant him/her a leave of absence in accordance with applicable law. The employee must inform the Office of Human Resources within three (3) days of his/her receipt of notice to appear for jury duty, so that proper coverage can be arranged.

Upon completion of jury duty, a verification of attendance form from the court must be provided to the Office of Human Resources. If the employee is excused from jury duty for the day, or is excused early, he or she should report to work when practical to do so.

If an employee is called to serve on a jury at a time that would unreasonably interfere with normal school operations, Weston Public Schools may suggest to the employee to request that his or her jury service be rescheduled for a later date. Weston Public Schools is required by law to pay



regular wages to the employee for the first three (3) days of state jury service. If required to serve more than three (3) business days, the employee shall not be paid for such additional time.

For further information, refer to employee's negotiated contract or contact the Office of Human Resources.

Miscellaneous Leave Practices

For information concerning Weston Public Schools' practices regarding vacation leave, sick leave, personal days, administrative leave, bereavement leave, holidays and any other applicable leave practices, refer to the provisions of the employees' relevant collective bargaining agreement or contact the Office of Human Resources.

Leave Request Procedures

Any leave request should be submitted and forwarded to the Superintendent of Schools for approval. This formal letter should include: type of leave request, pertinent dates, and intent to apply for eligible sick days or not. If applying for eligible sick days a letter from a doctor stating the reason for absence, and the dates of absence must accompany the employee's leave request.

Refer to employee's negotiated contract or contact the Office of Human Resources for further information.



GENERAL EMPLOYMENT PRACTICES

School Calendar

On an annual basis the Weston School Committee approves the annual school calendar which is available on the website (<http://westonschools.org/index.cfm>). The school calendar details school year days including early release days, professional development days, and other important days during the school year.

School Cancellation and Delays

The Superintendent will exercise one of the following options when weather conditions dictate a change in the normal opening of the school day:

- Cancellation of school
- Delayed opening of schools: 1-hour or 2-hour option;
 - If a 1-hour delay is announced, preschool will be held
 - If a 2-hour delay is called, AM preschool will be cancelled

Bus pick-up times will be delayed accordingly. *Example: If school is delayed by 1 hour, buses will pick up the students 1 hour later than the usual pick-up time.* Announcements of no school or delayed opening will be communicated by the following methods:

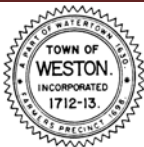
- Radio stations: WBZ 1030; WRKO 680
- Television stations: Channels 4, 5, 7 & Fox 25
- Posting on the Weston Public Schools' web page

Staff members are notified via school snow (telephone) chains.

Snow Days

Employees (administrators, administrative assistants, custodians, and non-unit staff) that work eleven months or more are expected to report to work when school is called off due to weather conditions, except when the Governor has declared a State of Emergency (state wide or regional, not if he closes states offices) in which case those individuals will be paid for the day. If travel or related problems prevent attendance, staff is expected to notify their supervisors at the earliest time possible. In general, 11-month employees should arrive as close to the start of work as possible, but the Superintendent may announce a delay of one hour or more for all workers. It should be noted that employees who do not arrive within that time frame will be paid for only the hours worked, and may use vacation time to replace the time lost, or may take a vacation day if they do not report to work.

Employees who work a school year contract (teachers, aides, tutors, lunch monitors, cafeteria, drivers, and school year administrative assistants) work when school is in session. Therefore, these staff would make up the day at the end of the year and are paid for their contracted number of days.



Weston Public Schools Employee Standard of Conduct

All Weston Public Schools employees are expected to demonstrate a professional, cooperative, knowledgeable and courteous demeanor in all interactions with students, parents, colleagues and members of the community. Work attire should reflect the professional responsibilities of an employee’s position, exhibiting concern for safety, hygiene, neatness, cleanliness and projecting positive role models for students enrolled within the Weston Public Schools. The use of profane language is prohibited and may be cause for disciplinary action.

At a minimum, it is expected that all Weston Public Schools employees will follow general and specific work and employment guidelines, carry out instructions and directions appropriately issued by supervisors or administrators and perform job responsibilities in a satisfactory manner. Weston Public Schools employees are expected to be regular in attendance, arriving on time and adhering to designated starting and ending times for work, breaks, lunch, prep periods, etc. Excessive personal calls, or use of supplies, services or equipment for personal reasons are not allowed. Inappropriate use of equipment, supplies or services including electronic access may result in discipline up to and including termination of employment.

Procedure for Reporting of Child Abuse & Neglect

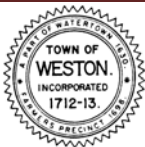
Under Massachusetts Law, a mandated reporter who has reasonable cause to believe that a child under the age of eighteen years is suffering physical or emotional injury resulting from abuse, including sexual abuse, or from neglect, shall immediately report such condition to the Department of Children and Families (“DCF”). Mandated reporters include public and private school teachers, educational administrators, guidance or adjustment counselors, psychologists, attendance officers, social workers, day care providers, health care professionals, court and public safety officials.

In the Weston Public Schools, mandated reporters may either report directly to DCF or they may notify the superintendent or the school principal who will then be responsible for making the oral and written report to DCF. The mandated reporter must make the report orally to DCF immediately, and then make a written report to DCF within 48 hours. Reports can be telephoned to the local DCF area office. Please note that any mandated reporter who fails to file the required oral and written reports can be punished by a fine of up to \$1,000.00. Under the law, mandated reporters are protected from liability in any civil or criminal action, and from any discriminatory or retaliatory actions.

Weston Public Schools also strongly encourages all other school employees who are not “mandated reporters” to inform a Principal if they suspect a child has been abused or neglected. In addition, there is a statewide DCF Child Abuse/Neglect Reporting Line, 1-800-KIDS-508. After 5:00 p.m. and on weekends, calls should go to the Child-At-Risk Hotline at 1-800-792-5200.

Tobacco Use On School Property

Whereas tobacco use is a substantial problem in our society and has the potential to increase the risk of environmental pollution, to impair the health and well-being of users and non-users, and to diminish productivity, it is the policy of the Weston School Committee to maintain a tobacco-free environment.



Furthermore, the use of tobacco on school grounds is prohibited under Chapter 71, Section 36 of the Acts of 1993.

Accordingly, the use of any tobacco product by anyone is prohibited anywhere within any Weston Public Schools' building, on school grounds, and in vehicles which are subject to the custody and control of Weston Public Schools.

Employees are required to abide by this policy as a condition of employment. Violations of this policy may result in disciplinary action, up to and including termination of employment.

Drug-Free and Weapon-Free Workplace

Weston Public Schools will maintain a drug-free, alcohol-free and weapon-free workplace. The unlawful manufacture, distribution, dispensation, possession or use of controlled substances, including marijuana or alcohol, or the unauthorized possession of dangerous weapons, firearms or explosives is prohibited while on duty or on Weston Public Schools property. Any violations of this policy will be grounds for disciplinary action up to and including immediate termination of employment.

Any Weston Public School employee convicted or found guilty of a criminal offense involving a controlled substance is subject to disciplinary action, up to and including termination of employment, regardless of whether the offense was on school property or during working hours.

In addition, under Massachusetts Law, any person or persons manufacturing or distributing drugs while in or on, or within 1,000 feet of, any public, private or vocational school, whether or not such schools are in session, are subject to a minimum mandatory prison term of two years.

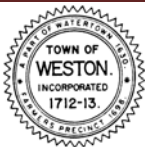
Weston Public Schools Safety and Health

The safety and health of Weston Public Schools employees and students is of paramount importance. Accordingly, it is the policy of Weston Public Schools that employees and students are provided with safe surroundings. It is the obligation of each employee to observe established safety rules. For individual safety, and the safety of fellow workers, unsafe working conditions should be promptly reported to the employee's respective supervisor.

Ethics Training

On July 1, 2009, Governor Patrick signed into law Chapter 28 of the Acts of 2009, An Act to Improve the Laws Relating to Campaign Finance, Ethics and Lobbying (the "Bill"). The Bill contains mandatory ethics training requirements for all public employees. On or before December 28, 2009, and on an annual basis thereafter, all current state, county and municipal employees, including special employees, must be provided with a summary of the conflict of interest law, as posted on the State Ethics Commission's website.

Every Weston Public Schools employee must sign a written acknowledgment that he or she has received the summary. On or before **April 2, 2010**, and every 2 years thereafter, all current state, county and municipal employees must complete an ethics training program on the Commission's website. Weston Public Schools employees hired after **April 2, 2010**, must complete the online training within 30 days of the date on which they commence employment, and every 2 years thereafter. Weston Public Schools employees will be required



to provide a certificate of completion of the training to the appropriate employer and the certificate shall be retained by the employer for 6 years.

Employee Participation in Political Activity

The Federal Hatch Act, and State Ethics Commission, as well as the Massachusetts Office of Campaign and Political Finance (OCPF) restrict political activities of public employees. During work hours, Weston Public Schools employees may not work or be assigned to work for or on behalf of a political candidate or activity, or participate in other political activity such as lobbying, collecting funds, making speeches, assisting at meetings, doorbell ringing or distributing political pamphlets. Under no circumstances may any Weston Public School employee participate or allow his or her name to be used in any form of fundraising for a political candidate or activity, other than in making a personal donation. All Weston Public Schools employees shall comply with the Hatch Act, OCPF and State Ethics Commission requirements, where applicable. Furthermore, no Weston Public Schools employee shall use Weston Public Schools resources such as property or equipment for political activities at any time.

Staff Gifts

It is essential that Weston Public Schools employees avoid taking official actions which are influenced by potential gain or benefit, or may be perceived as such. Therefore, accepting gifts or gratuities from individuals or organizations who do business with Weston Public Schools or the Town of Weston is strictly prohibited. Further, it is illegal under Massachusetts law for Weston Public Schools employees to accept work-related gifts in excess of \$50.00 in value. Questions concerning this policy should be directed to the Office of Human Resources.

Confidentiality

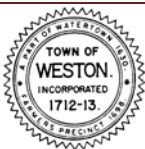
Weston Public Schools employees may have access to confidential, protected or privileged information. All employees are required to protect others' rights to privacy by not releasing such information to unauthorized individuals. Failure to do so may result in disciplinary action up to and including termination of employment. Weston Public Schools employees should consult their supervisors with any questions regarding confidentiality. This provision is not intended, and should not be construed, to limit or prevent Weston Public Schools employees from exercising rights under the National Labor Relations Act or M.G.L. c. 150E.

Mileage for Use of Personal Vehicle

Mileage incurred on behalf of the Weston Public Schools (not commuting mileage) is reimbursed on a monthly basis. Employees should complete a voucher form indicating dates of travel and mileage. The Bookkeeping Office can provide assistance with questions. Please call 781-529-8084.

Employment-Related Issues and Concerns

Weston Public Schools is committed to sound employee relations and encourages resolution of job-related problems through open communication and informal resolution whenever possible. If an employee has any employment-related issues or concerns, he or she should raise such with his or her direct supervisor, Assistant Principal or Principal who will determine what steps may be necessary and appropriate to address the employee's concerns.



School-Issued Cell Phones

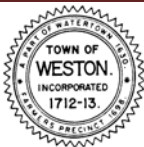
School issued cell phones are to be used for business purposes only. No accessing or downloading of fee-based materials, etc. is allowed.

Employee Appropriate Use Policy of Information Technology Resources - Regulations

Appropriate Uses: The Weston Public Schools (“WPS”) information technology (“IT”) resources shall be used in a manner consistent with the educational mission as well as providing citizens with better and more efficient services. The user shall show respect of the shared resources, software, intellectual property rights, ownership of information and system security. Professional behavior and means of communication are expected. Use contrary to this policy is unacceptable and prohibited.

Prohibited Uses: Each WPS employee is responsible for his/her actions involving information technology and his/her computer files, passwords and accounts. Examples of prohibited use of school IT resources include, but are not limited to, the following:

1. Any use that violates any federal, state or local law or regulation, including copyright laws, or violates a School Committee policy;
2. Any use to harass, discriminate, threaten, defame, demean or intimidate;
3. Any use that involves material or language that is profane, obscene, fraudulent, offensive, vulgar, sexually explicit or sexually suggestive;
4. Any use for private business/financial gain, advertising, or solicitation purposes;
5. Fundraising for any non-school sponsored purpose, whether non-profit or for-profit;
6. Downloading, using or copying software in violation of a license agreement or copyright;
7. Infringing on intellectual property rights;
8. Connecting any device, such as a personal computer, not owned and managed by the WPS to the network (other than the "Open" wireless network);
9. Obtaining confidential information about student and/or their families for non-school related activities or sharing confidential information about students or employees for non-school related activities;
10. Wasteful use of the schools’ IT resources by, among other things, sending mass mailings or chain letters, excessive printing, spending excessive amounts of time on the Internet, or otherwise creating unnecessary network traffic. For the purposes of this section "excessive amounts of time" is time that interferes with the employee’s official duties and responsibilities;
11. Revealing one's password to anyone else, using another's password, or pretending to be someone else when sending information over the school network;
12. Forgery or attempted forgery;
13. Gaining or attempting to gain unauthorized access to any computer or network;
14. Any misuse or disruption of school IT resources, including intentional physical misuse or damage, or any breach or attempt to breach the security features of school IT resources;
15. Any communication that represents personal views as those of the schools or that could be misinterpreted as such;
16. Any communication that violates generally accepted rules of electronic mail or computer etiquette and/or professional conduct;
17. Posting pictures, audio, or video of school personnel, students, or school related activities to the Internet without the permission of administration, faculty, and the parents of all student's involved; and



18. Failure to report a breach of school IT security to the Director of Information Technology and School Libraries.

WPS employees who need further clarification or have a question should seek guidance from their building Principal and/or the Director of Information Technology and School Libraries.

Anti-Bullying and Intervention: All use of WPS school IT resources must be in full compliance with the Weston Public Schools' Anti-Bullying and Intervention Policy which amongst other things, prohibits bullying through the use of WPS's IT resources, or through any non-WPS IT resource where such bullying creates a hostile environment at school for the victim, infringes on the rights of the victim at his/her school or materially and substantially disrupts the education process or the orderly operation of a WPS school.

Privacy: The use of school IT resources varies greatly from personal home use. All actions including, but not limited to, information stored, accessed, viewed or written are logged and accessible by the Administration. The WPS has the right to monitor, quarantine, backup, move, archive and/or delete, and access all electronic files, local or remote, on systems managed by the district. Employees should have no expectation or guarantee of privacy when using the school's IT resources whether their use takes place during or outside working hours.

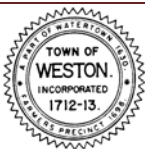
Data Confidentiality: Some WPS employees, as part of their jobs, have access to confidential information such as personal data about identifiable individuals. WPS employees are expected to use appropriate judgment and caution in communications concerning students and staff to ensure personally identifiable information remains confidential. WPS employees are strictly prohibited from acquiring access to and/or disseminating such confidential information unless access to and/or dissemination is authorized and required by their jobs.

Resources, such as websites, blogs, wikis, assessments, etc., used or created as part of an employee's responsibilities with the WPS must be known by and accessible by the appropriate administrator (Department Head, Director, Principal, or other District Administrator) and pre-approved by the Director of IT for continuity, safety, and liability. Resources provided by the WPS are always preferred to external options unless none are available.

Email and the Public Records Law: Email messages concerning official school business may be considered public record information that is subject to disclosure under the Massachusetts public records law. [G.L. c. 66 section 10; G.L. c. 4, s. 7 (26)]

No documents should be disclosed pursuant to any requests by non-school personnel without prior approval from the Superintendent.

Etiquette: Use of all communications (electronic or written) reflect upon the Town of Weston and Weston Public Schools. WPS employees should communicate in a professional manner with proper spelling and grammar. Modeling for students is expected of all staff in and outside of the classroom. Be mindful of your use of social media (Facebook, My Space, etc.) as parents, students, and community members, rightfully or not, may conduct their own search of you. Such searches may result in discovery of personal postings and/or and your comments made about work, fellow faculty/staff, and/or students. Therefore, WPS employees are held to a higher standard of conduct that reflects on your reputation and that of WPS.



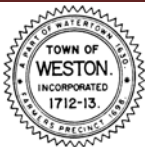
Supervisors may, in their discretion, require that work-related e-mail messages be approved as to form and content prior to dissemination.

Responsibility for Laptops Issued to Faculty and Staff: An employee who has been issued a laptop is responsible for the laptop at all times in school and outside of school. There should be no expectation that stolen or damaged laptops will be replaced with similar equipment. Negligent or excessive damage to WPS equipment may result in repair/replacement charges. Only software with appropriate licenses owned by WPS may be installed on the laptop.

Responsibility for Unauthorized Charges, Costs or Illegal Uses: WPS assumes no responsibility for any unauthorized charges made by WPS employees, including but not limited to credit card purchases, subscriptions, long distance telephone charges, equipment and line costs, or for any illegal use of its computers, such as copyright violations.

Disclaimer on Liability: WPS assumes no responsibility for any loss or corruption of data resulting from the use of the schools IT resources.

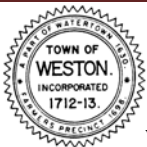
Violation of the Policy: Violation of any portion of this policy may result in disciplinary action up to and including termination of employment.



Paystub Examples and Deduction Codes

Teacher Paystub

Support Staff Paystub



Deduction Codes

On the previous page are examples of a teacher and support staff paystub. When reviewing your paystub, please be sure that your Employee No. is in the top right hand corner and your name is spelled correctly.

Please check for the following under the Deductions column in the middle of your check. All employees must have FIT, SIT, RETT (Teachers' retirement), RETC (support staff retirement), OBRA (for staff working less than 20 hrs a week):

Medicare – (Anyone hired after April 1, 1986)

FIT – Federal Income Tax

SIT – State Income Tax

RETT (Teachers' Retirement and the % you are at – 5, 7, 8, 9, or 11), for example “RETT9%”

RETT (Teachers' Retirement additional 2% for those individuals who earn over \$30,000 and their retirement percentage is either 5, 7, 8, or 9), for example “RETT”

RETC (Middlesex Retirement and the % you are at – 5, 7, 8, or 9), for example “RETC9%”

RETC (Middlesex Retirement additional 2% for those individuals who earn over \$30,000), for example “RETC”

Health Deduction Codes:

FD IND 38 (Fallon Direct Individual – Weekly)

FD FAM 38 (Fallon Direct Family – Weekly)

FDIND SEM (Fallon Direct Individual – Semimonthly)

FD FAM SEM (Fallon Direct Family – Semimonthly)

FS IND 38 (Fallon Select Individual – Weekly)

FS FAM 38 (Fallon Select Family – Weekly)

FS IND SEM (Fallon Select Individual – Semimonthly)

FS FAM SEM (Fallon Select Family – Semimonthly)

FALLON MU (Fallon Makeup Deduction)

HPIND IND (HPHC Independence Individual – Weekly)

HPIND FAM (HPHC Independence Family – Weekly)

HPHCINDIND (HPHC Independence Individual – Semimonthly)

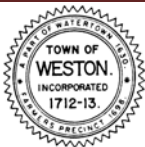
HPHCINDFAM (HPHC Independence Family – Semimonthly)

HPPC IND38 (HPHC Primary Choice Individual – Weekly)

HPPC FAM38 (HPHC Primary Choice Family – Weekly)

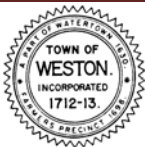
HPHCPCINDS (HPHC Primary Choice Individual – Semimonthly)

HPHCPCFAMS (HPHC Primary Choice Family – Semimonthly)



Health Deduction Codes (cont.):

HPHC MU – HPHC Makeup Deduction
HNE IND SE (Health New England Individual – Semimonthly)
HNE FAMSE (Health New England Family – Semimonthly)
NHP IND 38 (Neighborhood Health Plan Individual – Weekly)
NHP FAM 38 (Neighborhood Health Plan Family – Weekly)
NHP CAREIN (Neighborhood Health Plan Individual – Semimonthly)
NHP CAREFA (Neighborhood Health Plan Family – Semimonthly)
NHP MU (Neighborhood Health Plan Makeup Deduction)
TUFTNAVIND (Tufts Navigator Individual – Weekly)
TUFTNAVIFAM (Tufts Navigator Family – Weekly)
TUFTSNAVIN (Tufts Navigator Individual – Semimonthly)
TUFTSNAVIFA (Tufts Navigator Family – Semimonthly)
TUFTSPIND3 (Tufts Spirit Individual – Weekly)
TUFTSPFAM3 (Tufts Spirit Family – Weekly)
TUFTSSPTIN (Tufts Spirit Individual – Semimonthly)
TUFTSSPTFA (Tufts Spirit Family – Semimonthly)
TUFTS MU (Tufts Makeup Deduction)
UCBCICINDS (Unicare Basic w/CIC Individual – Semimonthly)
UCBCICFAMS (Unicare Basic w/CIC Family – Semimonthly)
UCBNOCINDS (Unicare Basic w/o CIC Individual – Semimonthly)
UCBNOCFAMS (Unicare Basic w/o CIC Family – Semimonthly)
UCC IND 38 (Unicare Community Choice Individual – Weekly)
UCCCINDSE (Unicare Community Choice Individual – Semimonthly)
UCCC FAMSE (Unicare Community Choice Family – Semimonthly)
UCPLUS IND (Unicare Plus Individual – Semimonthly)
UCPLUS FAM (Unicare Plus Family – Semimonthly)
UNICARE MU (Unicare Makeup Deduction)



Life Insurance Codes:

LIFEBASIC3 – Life Basic 38 Weeks
LIFEBSCWKM – Life Basic Weekly Makeup
LIFE BASIC – Life Basic Semimonthly
LIFEBASESM – Life Basic Semimonthly Makeup
LIFEX BASI – Lifex Basic
LIFEXOPT M – Life Exempt Optional Makeup
LIFEOPSCHW – Life Optional School Weekly
LIFEOPTSSM – Life Optional School Semimonthly

Other Possible Codes:

AFLAC DENT – AFLAC Dental Deduction
CPA MED FS – CPA Medical Flex Spending Account
CPA DEP FS – CPA Dependent Care Flex Spending
CUF – Framingham Credit Union
DSBLTY – Disability - Omaha
DUES – (AFSCMB&G, AFSCMECAF, WAPA,WEA, or WESA)
FSA DEP CR – FSA Dependent Care Crosby
FSA MED CR – FSA Medical Crosby
UNW – United Way of Mass Bay

403b Codes:

There are many 403b codes. Most of them begin with an “A-“. For example: A-METLIFE = Metlife, A-T ROWE PRI = T. Rowe Price, A-AXA EQUITA = AXA Equitable. If you are unsure of your deduction abbreviation, please call us.

REMEMBER: Continue to verify your deductions each and every time you receive a check. If you see a code and are not sure what it is, or think that a deduction is missing from your check, please call the Payroll Office at 781-529-8085.

