

# Employment Policies



**Gardner Public Schools**

Updated: August 2023

# The Gardner Public School District is Committed to Equal Opportunity Employment

The Gardner Public School District and the School Committee subscribe to the fullest extent to the principle of the dignity of all people and of their labors and will take action to ensure that any individual within the district who is responsible for hiring and/or personnel supervision understands that applicants are employed, assigned, and promoted without regard to their race, color, sex, gender identity, religion, national origin, sexual orientation, disability, age, homelessness or limited English proficiency. Every available opportunity will be taken in order to assure that each applicant for a position is selected on the basis of qualification, merit and ability.

# District Goals for Personnel

- Develop and implement those strategies and procedures for personnel recruitment, screening, and selection that will result in the employment and retention of individuals with the highest capabilities, strongest commitment to quality education, and greatest probability of effectively implementing the system's learning program.
- Develop a general staff assignment strategy that will contribute to the learning program; and to use it as the primary basis for determining staff assignments.
- Provide positive programs of staff development that contribute both to improvement of the learning program and to each staff member's career development aspirations.
- Provide for a genuine team approach to education.
- Develop and use personnel evaluation processes that contribute to the improvement of both staff capabilities and the learning program.

# Non-Discrimination Policy

The Gardner Public Schools does not tolerate discrimination against students, parents, employees or the general public on the basis of race, color, national origin, sex, sexual orientation, gender identity, disability, homelessness, religion, age or immigration status. The Gardner Public Schools is also committed to maintaining a school environment free of harassment based on race (which includes traits historically associated with race, including, but not limited to, hair texture, hair type, hair length, and protective hairstyles), color, religion, national origin, gender, sexual orientation, gender identity, pregnancy or pregnancy status, age or disability. In addition, the District provides equal access to all designated youth groups. Consistent with the requirements of the McKinney-Vento Act, the District also does not discriminate against students on the basis of homelessness.

- Building-level harassment officer: Principal
- District-level harassment officer: Cathy Goguen, Chief Academic Officer

# Sexual Harassment Policy

It is the policy of Gardner Public Schools to promote and maintain a working environment and educational atmosphere for students which is free from sexual harassment. It is illegal and against the policies of Gardner Public Schools for any student, male or female, to sexually harass another student.

It is important to note that sexual harassment can take a variety of forms: male/female; female/male; female/female; male/male; student/student; teacher/student; student/teacher.

# Drug-Free Workplace Policy

Gardner Public Schools' employees have a right to expect a drug-free environment. During the hiring process for all City of Gardner employees, a drug test is administered to ensure that this policy is upheld. Testing of present employees shall only be permitted where there is reason to suspect drug abuse.

## Code of Ethics

The behavior of an educational professional must conform to an ethical code. The code must be idealistic and at the same time practical so that it can apply reasonably to all staff of Gardner Public Schools. We acknowledge that the schools belong to the public they serve for the purpose of providing educational opportunities to all. Through our vision and mission, and through our code of ethics, we aim to provide the best educational opportunity we can to ALL students.

# Acceptable Use of Technology

Gardner Public Schools is committed to providing students, teachers, and staff with the technology and information literacy skills needed for learning and teaching in the 21st century. We are committed to providing a safe and productive educational environment. We maintain systems preventing inappropriate intrusions from the outside world through our Internet connections and a website Internet filter in compliance with Children's Internet Protection Act (CIPA). Teachers are responsible for monitoring student technology activities.

## Website, Social Media Platforms & Learning Management Software

Gardner Public Schools maintains district and school websites, and social media platforms, providing our community with access to up-to-date and relevant information regarding Gardner Public Schools. The primary purpose of the district and school websites is to provide public information. We also maintain online Learning Management Systems (LMS) for all grade levels, which provide each teacher a secure web presence at the classroom level. We expect employees to practice confidentiality and discretion, as always, when discussing student information.

# Family Medical Leave Act (FMLA)

FMLA requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to "eligible" employees for certain family and medical reasons. Employees are eligible if they have worked for their employer for at least one year, and for 1,250 hours over the previous 12 months, and if there are at least 50 employees within 75 miles. The FMLA permits employees to take leave on an intermittent basis or to work a reduced schedule under certain circumstances.

# Please review the following **required** documentation before continuing to the next slide:

- [AC - Nondiscrimination and Harassment](#)
- [AC-R-1 - Title IX Sexual Harassment Grievance Procedures](#)
- [AC-R-2 Title IX Non-Sexual Harassment Grievance Procedures](#)
- [GA - Personnel Policies Goals](#)
- [GBA - Equal Employment Opportunity](#)
- [GBE - Civil Rights](#)
- [GBEA - Staff Ethics/Conflict of Interest](#)
- [GBEB - Staff Conduct](#)
- [GBEC - Drug-Free Workplace](#)
- [GDA - Military Leave Provision](#)
- [GDB - Exit Interviews](#)
- [IJNDB - Acceptable Use of Technology](#)
- [IJNDC - Internet Publication](#)
- [Family Medical Leave Act \(FMLA\) Policy](#)
- [Family Medical Leave Act \(FMLA\) Form](#)
- [Staff Handbook](#)

*If employees have any questions regarding this training module or required documentation, please contact your direct supervisor or your school's principal.*



In order to complete this training, please proceed to the form linked below to confirm receipt of all documentation:

- [Certification of Completion of the Employment Policies Mandatory Training](#)