



New Haven Public Schools

Principal, Supervisor & Department Head Manual





Table of Contents

New Haven Public School's Strategic Plan..... 3

Office of Human Resources Mission Statement 4

Section 1: Policies, Procedures & Forms 5

Recruitment 5

Recruitment and Selection (Certified) 5

Recruitment and Selection (Non-Certified) 7

Hiring Process (Full-Time)..... 8

Request to Post form 10

Pre-Employment Procedures for New Hires 16

Additional Onboarding Requirements 16

Hiring Process (Part-Time)..... 19

Letters of Recommendation and References 20

Release of Information 20

Criminal History Records Check Procedures 21

Department of Children & Families Screening 21

Educational Employer Verification (Public Act 16-67)..... 22

Exiting Employee 23

Exit Checklist..... 23

Section 2: Courses of Action 25

Operational Logistics 25

Request to Transfer..... 25

Request to Transfer form 26

MUNIS Employee Self Service 27

Management..... 29

Employee Attendance 29

Employee Discipline 30

Employee Allegations/Complaints/Misconduct 32

Guidelines for Administrative Review 33

Reasonable Suspicion 37



Department of Children & Families Investigations 40

Section 3: Leaves of Absence 43

Family & Medical Leave Act 43

Other Leaves of Absence 45

FMLA Resources 49

Return to Work 51

Section 4: Frequently Asked Questions 52

Appendix A. Part Time Payroll Procedures 54

Appendix B. Employee Consent Form 55



New Haven Public School’s Strategic Plan

Core Values

We believe...

1 Equitable opportunities create the foundation necessary for every child to succeed

3 High expectations and standards are necessary to prepare students for college and career

2 A culture of continuous improvement will ensure that all staff are learners and reflective practitioners

4 Collaboration and partnerships with families and the New Haven community will enhance learning and achievement



Mission

To provide all students in New Haven Public Schools with personalized, authentic, and engaging learning experiences through creativity, exploration, innovation, critical thinking, problem-solving, and high quality instruction. To foster a culture of continuous improvement through collaborative partnerships with staff, families, and the New Haven community. To support students’ growth and development by utilizing the Whole Child Framework.

Vision

Our vision is to be a premier urban school district that ensures access to equitable opportunities and successful outcomes for all students as they prepare for college, career, and life.

Priority Areas for 2020-2024

- 1 Academic Learning**
- 3 Youth & Family Engagement**
- 5 Operational Efficiencies**

- 2 Culture & Climate**
- 4 Talented Educators**



Office of Human Resources Mission Statement

The Mission of the
Office of Human Resources
is to attract, develop, recognize,
and retain talented educators of all
kinds, including high-quality
teachers, school leaders, district
leaders, and support staff, by
cultivating a culture and systems
of professional excellence that
supports growth and
collaboration.



Section 1: Policies, Procedures & Forms

Recruitment

Recruitment and Selection (Certified)

4209

Personnel -- Certified

Recruitment and Selection

The New Haven Board of Education endorses the concept of diverse staffing of all schools with respect to minority/non-minority group representation, gender, experience, special skills, and talents, and believes that it is in the best interest of the school system to adhere to this concept when staffing all schools. Therefore, it is the policy of the Board of Education, regarding the staffing of all school, to adhere to the following:

1. The composition of each school's staff should be balanced in regard to curricular skills and talents.
2. The Board of Education directs the administration to make a serious effort to see that the recruitment procedures of the district produce a total staff representative of the City's culturally and ethnically diverse applicant pool. Assignment procedures shall bring to each school staff members representative of the work force's diverse population.

The school system shall engage in professional and sound personnel practices in the appointment of all district employees. The administration shall be responsible for establishing recruitment, selection and appointment procedures.

Hiring decisions shall be made by the Board of Education based upon nominations made by the Superintendent.

Legal References: *Conn. Gen. State. §§ 10-151; 10-153; 46a-51 et seq.*
 Charter of the City of New Haven, Art. XXIX, § 150

Policy amended: January 11, 1999

NEW HAVEN PUBLIC SCHOOLS
New Haven, Connecticut



4209 (b)

Personnel -- Certified

Recruitment and Selection (continued)

In the employment of teachers and other certified personnel, consideration is given to professional training, work history, teaching experience, and personal characteristics desirable in good teachers.

Each candidate will:

1. Submit a completed and signed application form.
2. Submit evidence of meeting any certification requirement of the State to the personnel office.
3. Submit official college and graduate school transcripts to the personnel office.
4. Submit a complete history of teaching and other work experience to the personnel office, including an unqualified authorization allowing the personnel office to obtain copies of all documents contained in the teacher's personnel file maintained by his or her former employers, including record of his or her performance and evaluation.
5. Submit to the personnel office an affidavit stating whether he or she has ever been convicted of a crime and whether criminal charges are pending against him or her; submit to state and national criminal history records checks, including a Federal Bureau of Investigation fingerprint check. This requirement applies to all employees, including teachers employed for noncredit adult classes or adult education activities.
6. Appear, unless excused by the personnel office by reason of unusual hardship, for a personal interview.
7. Submit three letters of recommendation.
8. Submit student teaching evaluations.

Legal References: Conn. Gen. State. §§ 10-145; 10-151, 10-153; 10-221d
Charter of the City of New Haven, Art. XXIX, § 150

Policy amended: January 11, 1999

NEW HAVEN PUBLIC SCHOOLS
New Haven, Connecticut



Recruitment and Selection (Non-Certified)

4209.1

Personnel – Non-Certified

Recruitment and Selection

In the employment non-certified personnel, consideration is given to training, work history, experience, and personal characteristics desirable in good employees.

Candidates for Civil Service positions shall comply with all requirements of the Civil Service Board. Candidates for other positions will:

1. Submit a completed and signed application form.
2. Submit evidence of meeting any certification or licensing requirements for the position
3. Submit official college and graduate school transcripts to the personnel office.
4. Submit a complete history of work experience to the personnel office.
5. Submit to the personnel office an affidavit stating whether he or she has ever been convicted of a crime and whether criminal charges are pending against him or her; submit to state and national criminal history records checks, including a Federal Bureau of Investigation fingerprint check. This requirement applies to all employees, including teachers employed for noncredit adult classes or adult education activities.
6. Appear, unless excused by the personnel office by reason of unusual hardship, for a personal interview.
7. Submit three letters of recommendation.

Legal References: Conn. Gen. State. §§ 10-145; 10-151, 10-153; 10-221d
Charter of the City of New Haven, Art. XXIX, § 150

Policy amended: January 11, 1999

NEW HAVEN PUBLIC SCHOOLS
New Haven, Connecticut



Hiring Process (Full-Time)

New Haven Public Schools believes that hiring qualified individuals to fill positions contributes to the overall success of our students.

In hiring the most qualified candidates for positions, the process referenced below should be followed.

Step 1: Pre-Selection Process

- Administrator/Hiring Manager requests to fill a new or vacant position via e-mail to the Office of Human Resources and will send the Office of Human Resources a "Request to Post" form.
 - Office of Human Resources will verify vacancy or new position and add it to the vacancy tracker (if not already on tracker.)
 - Office of Human Resources engages in the job posting process utilizing various on-line job posting platforms.
 - Office of Human Resources will post the vacancy for a minimum of 10 business days or until filled.
 - Office of Human Resources typically posts available positions on several sites, including but not limited to Applitrack, CT Reap and via e-mail blasts.
 - Office of Human Resources will update the requestor with posting details so that they can view applications as they come in.

Request to Post

A Request to Post form must be completed to fill New Haven Public Schools positions. The form must be completed in its entirety and emailed to the Office of Human Resources at RequestToPost@new-haven.k12.ct.us.

The Request to Post form must indicate the following:

To be completed by Department Head

- Department/School
- Position Title
- Date Vacated
- Previous Incumbent
- Certification/Degree/Special Skills needed for position
- Date and Sign



To be completed by Human Resources

- Funding Source
- Name of Grant

- Posting Number
- Posting Sites
- Date and Sign

To be completed by Finance Office

- Funding Availability
- Date and Sign

****ALL NEW positions require approval from the Superintendent of Schools****

If you are requesting to post a new position, the Superintendent of Schools must complete the final section of the Request to Post form. Additionally, the new Job Description (approved by Labor) must be submitted with the RTP.

To be completed by Superintendent of Schools

- New Position Approval
- Date and Sign



Request to Post form



NEW HAVEN PUBLIC SCHOOLS
Request to Post Form

2022

Please Save As and title the form as follows prior to submission:
RTP School Name, Position Name, Date (RTP Cross, English Teacher, 10.17.22)

For all new positions: The Finance and Superintendent sections must be completed prior to submission.

To be completed by the Requestor:

Department/ School _____

Position Title _____ Grade Level _____ Content Specific (i.e. chemistry) _____

Previous incumbent _____ Date vacated _____

What certifications and/or special experience does the candidate need to perform the duties of this position? Please list certification number is applicable. A list can be viewed [here](#).

By signing this request, I certify that this position is critical to the mission of the New Haven Public schools and that there are no other options to accomplish the responsibilities of this position.

Date _____ Principal/Supervisor _____

<u>To be completed by Human Resources</u>		
Tested _____	Non Tested _____	If tested, must submit employee requisition to City _____
Funding Source: _____	General Funds _____	Special Funds _____ Inter-District Funds _____
Funds Account # _____		
Name of Grant: _____		
Lay off lists or other contractual obligations _____		
Date: _____	Human Resources Director: _____	
<u>Finance Office Approval:</u>		Funding Available Yes <input type="checkbox"/> No <input type="checkbox"/>
Date: _____	Fiscal Supervisor: _____	
<u>Superintendent's Approval:</u>		
For New Positions Only: Approved: YES <input type="checkbox"/> NO <input type="checkbox"/> Date: _____		
*new positions are defined as never being approved or not being filled within the previous fiscal year.		
Superintendent's Signature: _____		

REVISED: 10-28-2022



Step 2: Confirming or Declining the Vacancy

- The Office of Human Resources reviews and verifies the vacancy.
- The Finance Office approves the funding source attached to the vacancy.
- Funding Source is updated in the vacancy tracker

Step 3: Decision is Rendered & Communicated

Office of Human Resources communicates the decision:

- **If the vacancy is declined:** There will be an explanation given. If there is the opportunity to resubmit the Request to Post form, the Office of Human Resources will communicate what needs to be adjusted to the Hiring Administrator/Manager.
- **If the vacancy is confirmed:** The position will be posted for a minimum of 10 business days or until filled.

Step 4: Selection Process

At this step, the process responsibilities are identified to specify which hiring components the Office of Human Resources and/or Hiring Administrators/Manager perform.

- In order to be considered for a position with New Haven Public Schools, applicants must apply for a vacant position on Applitrack.
- Hiring Administrators/Manager screen applicants for the minimum qualifications of the position and job-related criteria outlined in the job description. ¹ Hiring Administrators/Manager selects candidates to interview.
- Hiring Administrators/Manager identifies interview questions to be used.
 - An [interview question bank](#) is provided by the Office of Human Resources as a part of the [Hiring Administrators/Managers Hiring Toolkit](#).
- Hiring Administrators/Manager selects interview panel members (minimum of 3 “stakeholders”) to participate on the interview panel. The Hiring

¹ The Office of Human Resources will support with Administrative and Central Office position applicant screening upon request. Requests should be made to the Coordinator of Recruitment and Retention by the Hiring Administrator/Manager.



Administrators/Manager will collaborate with the Coordinator of Recruitment and Retention to identify a member of the Office of Human Resources to participate in all Administrative and Central Office position interviews.

- An [interview panel guide](#) is provided by the Office of Human Resources as a part of the [Hiring Administrators/Managers Hiring Toolkit](#).
- Hiring Administrators/Manager selects the interview location, date, time.
- Hiring Administrator/Manager invites candidates to interview.
- When a final candidate is identified, the Hiring Administrator/Manager conducts a reference check.
- Hiring Administrators/Manager recommends the candidate for hire by submitting a completed Recommendation for Hire form to the Office of Human Resources at humanresources@nhboe.net.

The Recommendation for Hire form must indicate the following:

- Position Title
- Incumbent
- Funding Information (must match Request to Post Form)
- Name and Address of the Candidate
- Name of Reference and Summary Comments
- Date and Sign
- For full time staff only, 2nd and 3rd Recommendations, if applicable.
- For full time staff only, the list of those who were interviewed for the positions.
- Hiring Administrators/Managers are welcome, and encouraged, to connect with the selected candidate at this time to inform them that they will be presented to the Office of Human Resources as the candidate for the position. Hiring Administrators/Managers should state “this is not a formal offer for employment. The Office of Human Resources will review all documents to ensure completeness and adherence to legal requirements and will then contact you to extend an official verbal offer for employment.” Candidates can expect to hear from Human Resources within 48 hours of receipt of the Recommendation for Hire form, assuming it and all candidate application materials are complete and accurate.
- The Office of Human Resources will confirm receipt of the Recommendation for Hire form within 48 business hours and enter the recommendation into the office’s hiring tracker.



Recommendation for Hire form



NEW HAVEN PUBLIC SCHOOLS

2020

Recommendation for Hire – Full Time Staff Only

***NEW positions (please attach the Superintendent's approval)**

Position: _____ Job ID: _____

Replacement for: _____

Reason for Exiting: / Resigned ___ / Retired ___ / Transfer ___ / LOA ___ / Other ___/

Funding Information:

Funding Source: / General Funds ___ / Special Funds ___ / Inter-District Funds ___ /	
Funds Account # _____	
Name of Grant: _____	
Date _____	Fiscal Supervisor _____

Recommendation for Hire

External Candidate ___ / Existing Employee ___ (Promotional Only otherwise use Transfer form)	
Candidate's Name: _____	Phone: _____
Address: _____	Email: _____

Reference Check – External Candidate Only (to be completed by Supervisor/Principal)

Name of Person Contacted: _____ Position: _____

Comments: *(should include knowledge of content and classroom management)*:

How would you rate the candidate's attendance and punctuality? Good ___ / Fair ___ / Poor ___ /

If poor, please explain: _____

Why did the person leave this position? _____

Would you rehire this person? _____ If no, why not? _____

Signature of Administrator or Designee: _____ Date: _____

Supervisor Signature *(if required)* _____ Date: _____



Recommendation for Hire form



2020

Recommendation for Hire – Full Time Staff Only

IN CASE CANDIDATE SHOULD DECLINE THE OFFER, PLEASE PROVIDE BELOW THE NAMES OF YOUR 2ND AND 3RD CHOICE FOR THE POSITION:

2 nd Recommendation:	Phone:
3 rd Recommendation:	Phone:

List the names of those who were interviewed for the position.



	Name		Name
01)		12)	
02)		13)	
03)		14)	
04)		15)	
05)		16)	
06)		17)	
07)		18)	
08)		19)	
09)		20)	
10)		21)	
11)		22)	



Step 5: Post Selection Process

- Hiring Administrator/Manager submits all interview documents used in the selection process.
- *<action in Frontline will be added at a later date>*
- The Office of Human Resources will review all documents to ensure completeness and accuracy to legal requirements before an official employment offer is extended.
- The Office of Human Resources will contact the selected candidate to extend the official offer of employment (verbally).
 - Offer Accepted - start date is determined; all pre-employment requirements met (all pre-employment requirements are referenced in the pre-employment section of this manual); Hiring Administrator/Manager notified.
 - Offer Declined - Reason noted in hiring tracker; Hiring Administrator/Manager notified; move to the next recommended candidate, if applicable.
- Once the selected candidate accepts the offer for employment, the Office of Human Resources will place the appointment on the personnel report (blue sheet) to be approved by the Board of Education at the next scheduled meeting.
- Once the selected candidate accepts the offer for employment, the Office of Human Resources notifies all of the other applicants that the position has been filled.
- Once the selected candidate is presented and accepted at the Board of Education meeting, the Office of Human Resources will remove the vacancy from the vacancy tracker and close the posting on Applitrack. If there were any applicants between when the candidate accepted the offer and other applicants were notified that the position has been filled, the Office of Human Resources will inform the additional applicants that the position has been filled.

*** The Office of Human Resources acts as a consultant in the interview process and is responsible for ensuring that legal interview practices are followed in ALL District interview processes. ***



Pre-Employment Procedures for New Hires

To effectively support the onboarding process, the Office of Human Resources will work closely with Administrators/Hiring Managers and all new hires to officially onboard the Applicant with New Haven Public Schools.

Please note, all new hires, both full time and part time **must** be cleared by The Office of Human Resources before working in any capacity. This is essential to maintaining the safety of our schools and departments.

All new hires, both full time and part time, must have an employment application on file.

For a new hire, whether full time or part time, to receive a new hire packet, which includes all of the required onboarding documents, a finalized Recommendation for Hire form must be on file.

Additional Onboarding Requirements

Covid-19 Vaccination Requirements

The Office of Human Resources requires new hires to submit proof that the new hire is fully vaccinated (2 doses for Pfizer and Moderna, and 1 dose for Johnson & Johnson).

If the new hire is fully vaccinated against COVID-19, they must bring their COVID-19 vaccination card. HR will make a copy of the vaccination card and attach it to their application.

If the new hire is not vaccinated against COVID-19, they must provide the following documents:

The new hire will be provided with a copy of the **COVID-19 Vaccination Regulations, in compliance with Executive Order No. 13D and 13G.**

The new hire will be provided with a Medical/Religious Exemption form, for completion and submission to the Office of Human Resources.

All Medical Exemption forms must be completed by the new hire's physician.



Head Start & Pre-K Program Requirements

If the new hire is going to work for the Head Start Pre-K Program, their physician must complete the Statement of Health Status of Head Start Personnel form.

Fingerprinting Process & Requirements

New hires will be provided with the steps he/she must complete to receive a Pre-Enrollment form from Connecticut's Department of Emergency Services and Transportation.

Pre-Enrollment Instructions:

*Link (<https://ct.flexcheck.us.idemia.io/CCHRSPreEnroll/>) required to access the **Connecticut Criminal History Request System**.

*The **Service Code** that has been provided to NHPS by Connecticut's Department of Emergency Services and Transportation.

*Applicants will be instructed to click on the tab that says **"Yes"**; to ensure that they will be working at NHPS.

*Applicants will be notified that they have to pay an online fee of **\$13.25**.

* Once the Applicant has completed their pre-enrollment steps, the Applicant will be provided with the pre-enrollment form, which contains their tracking number and a barcode.

*Applicants will be instructed to print 2 copies of the Pre-Enrollment Form; 1 copy for the police station and 1 copy for the Office of Human Resources.

Once the Applicant has completed the pre-enrollment process and printed 2 copies of the form, they can go to their local police station to have their fingerprints taken.

The Applicant will be informed that local police stations have their own fingerprint processing fee, which is separate from the \$13.25 fee that they paid online. Also, some police stations will provide the Applicant with a physical fingerprint card, while other police stations will do digital fingerprints.

If the Applicant is provided with a physical fingerprint card, they must submit it to the Office of Human Resources.



I-9 and Other Identification Requirements

When the new hire returns their application, they must provide the Office of Human Resources with one of the following;

Original documents only; no copies will be accepted.

- *Valid Passport
or
- *Valid Driver's License or State ID & SS Card
or
- * Valid Driver's License or Birth Certificate

The Office of Human Resources will provide the new hire with the Department of Homeland Security's List of Acceptable Documents.

Direct Deposit Requirements

The Applicant will be provided with the City of New Haven's Direct Deposit form for completion. The Applicant must provide either a voided check/direct deposit form from their banks (checking accounts only) or a bank statement for savings accounts only.

Direct deposits of an employee's paycheck, can take up to 3 pay cycles to go into effect.



Hiring Process (Part-Time)

It is essential to obtain approval from the Office of Human Resources **BEFORE** a new hire is allowed to work. This is a serious safeguard, as there are legal requirements that must be met by both the part time employee and the district. Contact the Office of Human Resources to ensure the part time staff member is cleared/approved to work.

When hiring part time staff to support the operational and educational needs of your building/department, the following steps are necessary to appropriately onboard an employee.

- In order to get approved, the Office of Human Resources needs a finalized Recommendation for Hire form. The Recommendation for Hire form must have all the required signatures and be complete in its entirety.
- Once the Hiring Administrator/Manager has a copy of the finalized Recommendation for Hire form, the Hiring Administrator/Manager must contact the Applicant to instruct him/her to pick up their new hire packet from the Office of Human Resources.
- The Applicant will be given instructions on how to complete the required new hire documents and what must be returned to the Office of Human Resources BEFORE they can begin working. The Applicant is given the opportunity to ask any questions.
- Once the Office of Human Resources has all the necessary paperwork from the Applicant, our office will email the Hiring Administrator/Manager to inform them that the Applicant is approved to start working.
- The Hiring Administrator/Manager is then expected to contact the Applicant to notify them of their start date.
- Copies of the Applicant's application and other new hire documents will be scanned and emailed to the Finance Department. The original documents will be on file with the Office of Human Resources.



Applicant Screenings

In order to recruit and retain highly qualified staff, Applicants/New Hires are subject to several screening steps during the onboarding process. These steps help ensure the Applicant is eligible, qualified and an overall good fit for the district.

Considering the sensitivity of the information collected during these screenings, these screenings are highly confidential. As a result, it is not uncommon for the Hiring Administrator/Manager to be unaware of any findings at this level. The Office of Human Resources will communicate any information a Hiring Administrator/Manager needs to know, during the onboarding process.

Continue to review this section for additional information on each screening step embedded into the onboarding process.

Letters of Recommendation and References

In accordance with the Recruitment and Selection Policy, all staff, certified and non-certified are expected to submit three letters of recommendation. These letters are reviewed during the onboarding process and later maintained in the Applicant's personnel file, once the Applicant becomes an employee of the district.

During the interview process, all Hiring Administrators/Managers are expected to conduct reference checks for the Applicant he/she wishes to recommend for hire. This step is mandatory and essential to ensuring the quality of the anticipated new hire. If you have questions about reference checks, you can always contact the Office of Human Resources for assistance.

Release of Information

During the onboarding process, Applicants are asked to submit a completed Release of Information form. This form authorizes New Haven Public Schools to conduct a background check of the Applicant's criminal history and other checks necessary to verify information provided in the Applicant's application and onboarding materials. Applicants are expected to review the form, complete the required information and sign off on the form.

Copies of this completed form are maintained in the Applicant's personnel file, once the Applicant becomes an employee of the district.



Criminal History Records Check Procedures

As part of the pre-employment process, a query for criminal history is submitted to and conducted by the Connecticut State Police Bureau of Identification as well as a search of the files of the Interstate Identification Index for records that appear on the national registry. As a governmental entity authorized to submit fingerprints and receive FBI identification records, the district must notify the individuals fingerprinted that the fingerprints will be used to check for criminal history records of the FBI.

An authorized member of the Human Resources team will check the Connecticut Criminal History Request System for affirmed records. If an Applicant's identifying markers result in a criminal history record(s), an authorized Human Resources management team member will review the record. A history of criminal conviction(s) will not necessarily bar consideration of employment or termination of employment. Individuals can submit written testimony about the events and circumstances relevant to the conviction. Factors such as time, seriousness and nature of the offense, nature of the job, as well as rehabilitation will be considered.

Applicants are notified that any false or misleading information submitted in the application, accompanying documents, or during the interview(s) may result in discharge. Dismissed employees receive written notice of employment termination.

Department of Children & Families Screening

Applicants are required to submit to a screening by the Department of Children & Families (DCF). This step authorizes DCF to review its records to determine if the Applicant is on the central registry of persons responsible for child abuse or neglect. Once DCF has reviewed its records, its office responds to the Office of Human Resources.

Appearing on the central registry will not automatically result in termination or a failure to complete the pre-employment process. Similar to other processes, Applicants are allowed to submit written testimony of the events and circumstances relevant to the DCF matter. The Office of Human Resources will review the relevant information with the Superintendent of Schools, and a decision regarding continued employment will be rendered.



Educational Employer Verification (Public Act 16-67)

The State of Connecticut requires school districts to obtain information from an Applicant's previous employers regarding a child's abuse, neglect, or sexual misconduct. This step aims to prevent school employees who have engaged in inappropriate sexual misconduct with students from being passed from one district to another.



Exiting Employee

Exit Checklist

Employee offboarding is an essential process for both the employee and the district. It can help the employee transition into their next role and ensure all district information is transferred correctly. It also serves as an important time for the district to gather feedback and input from the employee. For the community, offboarding can help protect sensitive data and reduce the risk of legal issues.

Here's a tip! It is a best practice to use an offboarding or exit checklist to keep your offboarding process on track. It ensures that the department head/building leader has thought of everything you need to do when an employee leaves the district.

The employee exit starts when the employee hands in their resignation letter and ends when they walk out of the door on the last day. During this time, the Principal/Supervisor/Department Head will lead the employee through a process that exits the employee from the district and gathers their institutional knowledge for whoever will be filling their shoes.

The offboarding will conclude with the following:

1. An exit checklist: which should be completed by the Department/School and submitted to the Office of Human Resources.
2. An exit survey: which will be emailed to the employee upon receipt of their resignation / intent to retire in the Office of Human Resources
3. An optional exit interview: which will be provided to the exiting employee by the Office of Human Resources.



NEW HAVEN PUBLIC SCHOOLS SEPARATION EXIT CHECKLIST

Office of Human Resources
PHONE: (475) 220-1540
FAX: (203) 946-8805

Name: _____

Employee Number: _____

TO BE COMPLETED BY THE DEPARTMENT HEAD/SUPERVISOR			
Paperwork Completed: (please indicate if the following paperwork is completed)	Yes	No	N/A
Official written notice of departure submitted:			
Office of Human Resources/Payroll Department notified:			
Return of New Haven Public Schools' Property: (please indicate if the employee has returned the following items)			
Building key			
Garage key			
Room Key(s)			
Key card(s)			
District ID Badge			
Cell phone			
Two-way radio			
Computer laptop (serial# _____)			
Camera			
Books/Manuals			
Tablet; iPad; Chromebook or other devices			
Files (electronic and paper)			
Non-Property Permissions (please indicate if the employee had any of the following permissions)			
Pin # for long distance phone calls			
Reason for separation and remarks:			
Department/School: _____	Exiting Date: _____		
Human Resources: _____	Date: _____		

Upon completion return to the Office of Human Resources



Section 2: Courses of Action

Operational Logistics

Request to Transfer (*Internal Employees Only*)

A Request to Transfer form must be completed for all internal transfers, including transfers within the same building or department. The Request to Transfer form must be completed in its entirety and emailed to the Office of Human Resources at humanresources@nhboe.net.

Request to Transfer form must include the following:

- Department/School
- Name of Hiring Manager
- Name of Employee
- Title of New Position
- Previous Incumbent

Upon receipt of the completed form, the Office of Human Resources will process the form accordingly and a record of the transfer will be kept on file.

It is important to note, that all transfers of full-time staff, require board action.

If you are considering transferring a teacher, please review the Local 933 collective bargaining agreement. **Article VII; Transfers; Section 1. Voluntary transfers** of the agreement have specific language regarding the procedures for transferring a teacher. To ensure compliance, please become familiar with the applicable procedures and feel free to contact the Office of Human Resources should you have any additional questions.



Request to Transfer form



NEW HAVEN PUBLIC SCHOOLS

Request to Transfer

TO BE COMPLETED BY HIRING DIRECTOR/SUPERVISOR:

2020

Requesting

Department/School: _____

Supervisor/Principal: _____

Contact number: _____

For Posting Number (if applicable): _____

Selected Applicant

Name: _____

New Position: _____

Grade Level: _____ Content Specific: _____

Funding Code: _____

Replacing: _____ Effective Date: _____

****Please attach a complete listing of all interviewed candidates to this form****

TO BE COMPLETED BY HUMAN RESOURCES

Selected Candidate's Information:

Former Location: _____ Former Title /Position: _____

Former Funding: _____

Does selected applicant have necessary credentials, experience and certifications for this position?

Yes (please describe) _____

If no, please explain _____

Human Resources Director: _____ Date: _____



MUNIS Employee Self Service

[MUNIS Employee Self Service Handbook](#) < click this link

Address changes can be made immediately by employees, by using the Employee Self Service. Employees may utilize the Employee Self Service menu of MUNIS to access payroll and tax information. All employees can access the Employee Self Service website from any internet connected computer by simply opening the internet browser and navigating to <https://newhavencf.munisselfservice.com> .

Employees' login name will be their first initial followed by their last name and then the last 4 digits of their Social Security number.

Example: John Smith with a SS# of 012-34-5678 would have a user name of [jsmith5678](#).

Employee's temporary password will be the last four digits of their Social Security Number (for example, in this case, for John Smith, it would be 5678). Each user will be prompted to change their password upon their initial login to the employee self-service website using the following rules.

Password Rules

Passwords must be at least six characters long

Passwords must contain at least one uppercase and at least one lowercase letter.

Passwords must contain at least one number.

Passwords expire every six months - at which time employees will be forced to change their passwords again.

Employees should remember to set up a "Password Hint" each time they change their password.

Once the employee gain access to the website, the employee will be able to view their personal information currently on file. If their personal information is incorrect, the employee will be able to make all necessary changes on the website.

Employees can view payroll information, including their tax status, view copies of previous paychecks, year-to-date earnings and deductions, and W-2 and W-4 information. Additional options will be added in the future.



Employees should make a note of their user I.D. and password so the employee can re-visit the site regularly. The system will lock an employee's account after ten unsuccessful attempts to log into the system with incorrect user/ password combinations.

If an employee's account is locked out or the employee has password problems, please contact the MUNIS ESS Help Desk by email at **ESSpassword@newhavencf.gov** and please provide your name, a phone number that you can be reached at, and a brief description of the problem. Your account will be unlocked, and/or you will be contacted within seven business days.



Management

Employee Attendance

An employee is expected to maintain regular and punctual attendance for work. Regular attendance is an essential function of all New Haven Public Schools employees. It is necessary for employees to be present daily and maintain regular attendance at work, for the District to support the educational needs of students.

Employees are entitled to time away from work due to illness, leisure, and personal matters. To access time off from work, employees are expected to utilize their accrued time off and adhere to established rules and expectations to give appropriate notice to request time off. As a leader, you are encouraged to ensure your staff is educated on call-out procedures and requesting time off.

Notwithstanding the foregoing, there are times when employees are excessively absent from work, which can have an adverse impact on the workforce. Luckily, there are several resources available to you to help manage attendance issues with staff.

Attendance Resources

Collective Bargaining Agreements- many of our union contracts contain language about attendance. As a best practice, you should review the appropriate contract for the employee you are concerned with. There may be language to assist you in managing this issue.

Policies- both the City of New Haven and the Board of Education have attendance policies that employees are expected to comply with. Please review Board Policy 4403 and the City of New Haven's Time & Attendance Policy. Both these policies can be conveniently accessed online.

External Resources- there are times when you may need to contact emergency response personnel for assistance if you believe that an absent employee might be unwell. If this is the case, a few options you can consider are, contacting the employee's union president, calling the emergency contact the employee has on file, and in severe cases, contacting 211 or the Local Police Department to request a wellness check for the employee.



Employee Discipline

Authority to Discipline

As a Supervisor and/or administrator, it is your professional responsibility to manage your staff including but not limited to, issuing discipline. Supervisors have the authority to issue discipline without involvement from The Office of Human Resources in the form of letters of consult (write-ups), verbal warnings, and written warnings.

All discipline greater than warnings consisting of suspension, demotion, and termination MUST be processed and administered by the District's Office of Human Resources and Labor Relations.

Supervisors are responsible for notifying staff of job-related behaviors that do not meet expected and communicated performance standards, including excessive absences, tardiness, and unprofessional conduct. An employee who exhibits: 1) sick leave abuse; 2) a pattern of absences (Ex: Mondays/Fridays); or 3) excessive absenteeism; 4) not following the proper call-out procedures; and 5) poor job performance should be considered for discipline if there is the cause. Progressive discipline ensures employee compliance with supervisory expectations, job standards, policies, procedures, and work rules.

Progressive Discipline

Discipline usually is progressive: in nature -- verbal warning, written warning, suspension, termination and shall be applied in a fair manner reasonably related to (a) the seriousness of the proven offense and (b) the employee's discipline history and his service with the department. However, progressive discipline is not a hard and fast rule. Where circumstances warrant, discipline need not necessarily follow the order cited above.

Consult the Union contract applicable to the employee's position before administering discipline, as contract standards may differ among the various unions. <http://cityofnewhaven.com/HumanResources/unioncontracts.asp>

Counseling meetings are not considered disciplinary meetings but rather an opportunity for employees to correct their behavior or overcome performance problems and satisfy job expectations before it reaches the level of discipline.

All discipline meetings, counseling meetings, and job expectation meetings should be documented in a follow-up memo to the employee and kept on file



in the Supervisor's office. Clear and consistent documentation is vital in defending and justifying future progressive action, including termination or litigation. Document. Document. Document.

In circumstances where the Supervisor believes disciplinary action may be warranted, the following steps should be applied:

Step 1: Schedule a meeting with the employee to address the concern immediately after the infraction.

Step 2: Provide the employee written notification of the scheduled meeting and the reason for the meeting. Unionized employees are entitled to have union representation in the meeting.

Step 3: In the meeting, the Supervisor presents the issue(s) and provides the employee with an opportunity to respond. Take copious notes, as they can significantly help in the future. After the meeting, the Supervisor considers the information available and determines what, if any, discipline is fair and appropriate.

Step 4: Follow up the meeting with a written decision that includes relevant dates, attendants, issues discussed, and expectations. If discipline is not issued, the memo is addressed to the employee, and a copy is kept on file in the Supervisor's office. If discipline is issued, the decision memo should specifically note the level of discipline administered. (*Ex: This letter serves as a verbal warning for excessive tardiness*). The memo is sent to the employee with a copy to the Office of Human Resources, the attending union representative, and Director if appropriate. The Supervisor maintains a copy in their files.



Employee Allegations/Complaints/Misconduct

If an allegation or complaint against an employee under your leadership is brought to your attention, verbally or in writing, it is your professional responsibility to appropriately address the matter. Typically, this type of employment matter requires further review to determine if there is merit to the report.

At the onset, assess if any immediate safety concerns need to be addressed.

Some questions to consider:

Is the allegation related to abuse or neglect of a child?

Refer to the DCF checklist.

Is the allegation criminal in nature?

When appropriate, contact your Director/Immediate Supervisor to discuss the need to contact the police department.

Should the employee be placed on administrative leave?

****Only the Superintendent of Schools can place an employee on administrative leave. If you believe an employee should be placed on leave, please get in touch with your Director/Immediate Supervisor to discuss this further. Your Director will work with the Office of Human Resources to obtain approval for administrative leave from the Superintendent of Schools. ****

Certain collective bargaining agreements have language regarding complaints. For example, the current contract for Local 933 contains language related to the notice that is required if a teacher or any employee covered by the Local 933 union contract, is named in a complaint. Therefore, you should review the applicable collective bargaining agreement for the employee named in the allegation/complaint, promptly to determine the appropriate course of action.

After you have addressed the immediate safety concern(s), you are ready to plan your course of action or administrative review.



Guidelines for Administrative Review

The following steps are provided to guide Supervisors during an administrative review/investigation of an allegation/complaint against an employee under your leadership or any applicable employment matter. Once you have reviewed these steps, please consider an employee's Weingarten Rights right to union representation). If you have questions or are unclear, please contact the Office of Human Resources and Labor Relations.

Step 1: Confidentiality

Treating the allegation or complaint and the review process with the highest degree of confidentiality is essential. You should notify the complainant and the parties involved in the matter that information obtained during the review will be kept confidential and that you expect them to maintain the confidentiality of the matter as well.

Information should only be shared on a need-to-know basis.

Lastly, it is important not to promise **absolute** confidentiality to any party involved, as there are occasions when it is necessary to break confidentiality.

Step 2: Consider Protections/Safeguards

You may need to take measures to separate the complainant from the accused. Actions such as a change in schedule or a temporary reassignment might be beneficial during the review process. Please note, you should not burden the complainant as this can appear retaliatory.

Step 3: Determine Who Should Take the Lead

As the leader of your building or department, you are encouraged to lead an administrative review that impacts your staff, building or department. However, there are some cases where it might be best that the Office of Human Resources and Labor Relations lead the administrative review or that the task be delegated to another individual or entity. For example, if you as the leader is named as a potential



wrongdoer in the matter, it is best that you allow someone else to conduct the review.

If you have concerns about who should take the lead, please consult with your administrative team, your Director, and/or Office of Human Resources and Labor Relations.

Step 4: Plan the Course of Action

This step is crucial as it will set the tone for how effective the review process will run. At this step, you should clearly identify the issue(s) the require further review, identify individuals who might have direct knowledge or may have witnessed a relevant event, and brainstorm where you might be able to uncover evidence to support or refute the issue/allegation.

Step 5: Identify Interview Questions

Interview questions should be:

- developed ahead of time
- open ended
- framed to draw out facts
- relevant to the issue/allegation you are investigating.

If you need support with this step, the Office of Human Resources and Labor Relations is happy to assist by providing feedback and guidance.

Step 6: Hold Interviews

This step might appear daunting, but it should not. Interviews can range from a very informal conversation with students or visitors within your building to formal fact-finding interviews done in the presence of a union official in accordance with a unionized employee's Weingarten Rights. No matter what level of formality, the goal is always the same, you are looking to collect information to support or refute the allegation, complaint or employment matter that was reported to you.

As a best practice, you should inform the interviewee of the purpose of your conversation with them and stress the importance of confidentiality. It is important to remain impartial and refrain from offering opinions while



you are collecting information during interviews. You should maintain notes of your questions and the interviewees responses to your questions.

A good tip to consider at this step is to draft your notes as if you were submitting them to a separate entity to review. This is a helpful tip because most complaints have the potential to end in a lawsuit. Therefore, if you take clear and detailed notes in the preliminary stages, it will be easier to review and understand what took place in the future.

Step 7: Evaluate Evidence & Render a Decision

At this step, you can evaluate all the information collected during the administrative review and render a decision. Review the interview notes and other evidence collected during the investigation (i.e. video surveillance, email communication, and other physical evidence). Also, consider applicable policies and past practice. If you need support or just want to brainstorm possibilities, you may want to consult your direct Supervisor, the Office of Human Resources and Labor Relations and/or other counsel. Collaboration and brainstorming are critical pieces of the decision-making process. We highly encourage it!

Step 8: Case Closure

The complainant and the accused will be notified at the end of the review of the outcome or findings. If you decided to consult with the Office of Human Resources and Labor Relations, we will collaboratively decide if closing the matter requires a meeting with the parties or if written closure of the matter is sufficient.

You should refrain from sharing if disciplinary action was or will be taken against any employee as a result of the review, as personnel matters should be kept confidential.

Lastly, it is important that you retain a complete and accurate record of information gathered during the review, the outcome, and any steps taken to resolve the matter at hand. Please preserve all evidence, as there is always a possibility that you or the District might need to refer to this information later.



NEW HAVEN PUBLIC SCHOOLS

Should you need assistance or wish to brainstorm any step of the process, you are encouraged to reach out to your Director/Immediate Supervisor and the Office of Human Resources.



Reasonable Suspicion

Our district is committed to maintaining a safe and drugfree work environment. In order to do so, it is necessary to have clear expectations surrounding the use or misuse of drugs or alcohol for employees. Therefore, the Board has adopted a Substance Abuse Policy.

When concerns arise during the work day regarding the use or misuse of drugs or alcohol, by an employee, the reasonable suspicion information included below, has been compiled to guide you with this issue.

If you believe an employee is under the influence, please get in touch with the employee's immediate Supervisor.

If you are the Supervisor, you must solicit another administrator or your Director/Immediate Supervisor to observe the employee. If both you and another party believe the employee may be under the influence, based on the employee's conduct, proceed with the following steps:

- Contact your Supervisor, the Security Division, and the Office of Human Resources to report you have a reasonable suspicion.
- Review the district's Substance Abuse Policy which can be found under Board Policies on our district website.
- Bring the employee into your office and notify him/her that you have a reasonable suspicion that he/she maybe under the influence and you are requiring the employee to submit to a drug and alcohol screening at Occupational Health.

*It is wise to have a third-party witness present during this conversation. However, if you cannot secure a confidential witness, please proceed with these steps, as this should be addressed promptly.

- Provide the employee with the Consent Form and keep them in your office until Security arrives (the form is available on our district website and is included in the appendix of this manual). You should sign off on the Consent Form as the witness.

By district policy, any employee who refuses a request to submit to drug and alcohol screening or who refuses to execute and fully complete a Consent Form may be subject to discipline; this is referenced in the New Haven Board of Education's Substance Abuse Policy and Post Employment Testing Procedures: Article 7.



-Per policy, the Supervisor who initially found the suspicion **MUST** appear in person at Occupational Health to consult with the physician before the employee is screened/tested. Regarding transportation to Occupational Health, you can arrange the following:

- for the employee to ride with you in your vehicle

- for the employee to ride with the Security Supervisor in a City vehicle, with you

- for the employee to ride with the Security Supervisor in a City vehicle alone, you will follow them in your car.

-Upon arrival at Occupational Health, you are to inform the staff you are there from the Board of Education/City of New Haven for a reasonable suspicion screening for a City employee. Please provide the team with the Consent Form you obtained from the employee agreeing to the screening.

-The Occupation Health staff will likely ask for some general information, which can include but is not limited to detailed information which led to your suspicion, the general condition of the employee, and any other relative information.

-You may or may not receive the results of the screening.

-After the screening, the employee should NOT return to work. You can transport the employee back to the work location for pick up or have the employee arrange for someone to come and pick him/her up from Occupational Health to bring them home.

- *Please note, if you have reason to believe the employee is under the influence, you should NOT allow the employee, under any circumstances, to transport themselves. Ensuring the employee's safety is an absolute priority.

-The employee should be directed to go home and await further direction from you, their immediate Supervisor, or the Office of Human Resources.

-Please get in touch with HR to advise of any new details. The employee may be placed on administrative leave pending a full inquiry into the matter.

-Ask any individuals who may have witnessed anything relevant to the incident involving the employee under suspicion to prepare a statement. The immediate Supervisor or the Administrator handling the matter should prepare a written



statement as well to document the occurrence. Please submit all statements, including yours, to the Office of Human Resources as soon as possible.

*Please note, at any point in this process, the employee can contact their union representative/President for support.

Should you need assistance or wish to discuss any step of the process, you are encouraged to reach out to your Director/Immediate Supervisor or the Office of Human Resources.



Department of Children & Families Investigations

In a school district of our size, calls to the Department of Children & Families and investigations regarding abuse or neglect are to be expected.

When a staff member is named in an allegation of possible abuse or neglect of a student, whether intentional or unintentional, a report to the Department of Children & Families might be necessary.

As a Supervisor, if you are presented with a potential DCF issue that you need support with, you are encouraged to do the following:

1. Consider your Mandated Reporter Training and resource materials;
2. Review the DCF checklist provided below for a step-by-step guide to handling concerns of abuse or neglect of a child involving a New Haven Public Schools employee(s);
3. Contact your Director/Immediate Supervisor for assistance;
4. Contact the Office of Human Resources for guidance.



DCF Checklist

CHILD ABUSE/NEGLECT PROTOCOL			
		CHECK IF COMPLETED	DATE COMPLETED
	NOTE: This checklist should be used as a guide. The order may need to be modified depending on the situation.		
1	<p>Suspect child abuse and/or neglect? Make DCF referral call CARELINE (800) 842-2288 WITHIN 12 HOURS <i>Feel free to discuss your concern with your administrator immediately. However, remember that it is your obligation as a mandated reporter to make the referral within the timeframe noted in the statute.</i></p> <p>NOTE: If the concern is sexual in nature, DO NOT INTERVIEW THE STUDENT. Immediately notify DCF, your Supervisor and your local Police Department.</p>		
2	Assess physical harm to student.		
3	Contact your supervisor to discuss an appropriate course of action for notifying the parents/guardians when appropriate.		
4	Create a student safety plan (separating a child from an adult)		
5	Determine if police involvement is necessary. If yes, call your local Police Department.		
6	Administrator/Principal must notify and brief Supervisor/Director of Instruction/Asst Superintendent.		
7	<p>Complete the DCF-136 form and Fax it to the responsible DCF Office. File within 48 hours of the initial report.</p> <p>NOTE: If the MANDATED REPORTER IS A SCHOOL EMPLOYEE, then a copy of the report must Be sent to the school principal (who, in turn, will send a copy to HR & the Superintendent).</p>		
8	<p>Is the alleged perpetrator a school employee? Has the parent/guardian been notified immediately?</p>	☐	
9	<p>For instances involving staff, CONTACT HR</p> <p>NAME: Taryn Bonner, Labor Relations Manager CONTACT INFORMATION: (email) taryn.bonner@new-haven.k12.ct.us (phone) 475-220-1549 (office) or 203-376-0317 (cell)</p>		



10	<p>Paid Administrative Leave - TBD by the Superintendent of Schools</p> <p>The Superintendent of Schools will determine the decision of whether to place an employee on paid administrative leave. If the allegation relates to physical or sexual abuse or any other behavior that is seriously disruptive to the educational/work environment or otherwise compromises student or staff safety, the employee may be placed on paid administrative leave pending the investigation into their behavior. Before sending the employee home, procure a complete statement related to the incident, collect keys and electronic devices, and advise the individual that they are not to come on school grounds or district property unless instructed by the Office of Human Resources (HR).</p> <p>All such incidents must be immediately reported to your Director of Instruction and Human Resources for further instruction. A follow-up letter will be sent from HR to the employee stating that he or she must be available during work hours if called upon by the District. All materials related to the matter must be forwarded to HR for further inquiry into the matter and a collaborative investigation by the parties.</p> <p>NOTE: Principals must contact their Director/Supervisor to discuss a plan to cover the position during the leave of absence.</p>		
11	After filing form 136, check to see if DCF accepted the case by calling Careline.		
12	Determine if an incident requires Further Investigations		
	Did the incident include a report of Suicide Ideation ?		
	Did the incident involve the Harassment of an employee or student?		
	Are there Title IX implications (i.e., sexual harassment)?		
	Were there any Restraints or Seclusions during the incident?		
	Did the incident involve any issues of student Bullying ?		
	Did the incident involve criminal elements ?		



Section 3: Leaves of Absence

Family & Medical Leave Act

The Family and Medical Leave Act (FMLA) is a federal law that provides eligible employees of covered employers with unpaid, job-protected leave for specified family and medical reasons. Eligible employees may take up to twelve work weeks of leave in 12 months for one or more of the following reasons:

- The birth of a child or placement of a child with the employee for adoption or foster care and to bond with the newborn or newly-placed child.
- To care for a spouse, son, daughter, or parent with a serious health condition, including incapacity due to pregnancy, and for prenatal medical care.
- For a serious health condition that makes the employee unable to perform the essential functions of his or her job, including incapacity due to pregnancy and for prenatal medical care; or
- For any qualifying exigency arising from the fact that a spouse, son, daughter, or parent is a military member on covered active duty or call to covered active duty status.

As stated above, FMLA can be taken for up to twelve work weeks. That time can be exhausted on a continuous leave or as an intermittent or reduced schedule leave.

A **continuous leave** allows an employee to exhaust the days granted consecutively. The employee does not work during their leave, nor do they handle any work-related obligations. Because the days are continuous and not sporadic, no further medical documentation or tracking is needed.

An **intermittent or a reduced schedule leave** is taken, as it states in the name, intermittently (here and there). With this reduced schedule, employees can work and take time off within the workweek to provide care to themselves or a family member. Intermittent time **must be tracked, documented, and approved by an employee's supervisor**. These protocols are in place to ensure your Supervisor, Administrative Assistant, Payroll, and the Office of Human Resources are aware of the time granted.

Military leave under FMLA provides an employee with up to twenty-six workweeks of leave. The FMLA requires employers to maintain employees'



health benefits during leave and restore employees to their same or equivalent jobs after the leave. The law sets requirements for notice by both the employee and the employer and provides employers with the right to require certification of the need for FMLA in certain circumstances.

While FMLA is an unpaid leave act, employees who wish to be paid during their leave can be covered. This is contingent on the employee's PTO (Paid Time Off) accruals. If employees want to exhaust their time while on leave, that option is available. Our office always suggests they contact the City of New Haven Payroll Department to confirm if an employee has enough time accrued to cover their leave. Employees can also assess their MUNIS Self-Service profile to review their available PTO accruals.



Other Leaves of Absence

Listed below are other types of leaves that are not governed by federal regulations or requirements set by FMLA.

Non-FMLA medical leave of absence is an alternate option given to employees with serious medical conditions. A medical leave of absence is an alternative for employees who are found ineligible for FMLA.

Two important forms are needed to begin this process: The Application to Initiate a Leave of Absence and an official medical note or notice from the employee's primary care physician. The medical note must state and have the following requirements:

- Must be typed on the Physician's and or Hospital's official letterhead.
- A diagnosis and/or prognosis must be stated within the note or notice.
- If the employee is receiving treatment, the Physician would need to provide the dates treatment will be received.
- The Physician must state if the employee is being referred to a Specialist, if applicable.
- A timeframe for recovery must be stated, with understanding from the department that the dates may be flexible.

The request will be reviewed, once the necessary forms have been completed in their entirety and submitted to the Office of Human Resources. Partial applications and/or incomplete application will not be accepted.

Whether the employee's request has been approved or denied, they will receive a notice of their status.



Family & Medical Leave (FMLA) REVIEW PROCESS

I. Review of Application Forms

All FMLA submissions can be provided through postal mail, email, fax, and or in-person drop off. The forms must be completed in its entirety and correctly. There are implications if a request is incomplete. Some of the following reasons can leave room for an employee's denial. Such as, if the physician does not state a diagnosis and/or prognosis on the medical forms, the absent signature of a supervisor, missing general information, etc.

II. Notice of Receipt

Upon receipt of a completed application, a confirmation of receipt will be provided to the employee requesting FMLA.

III. Review & Eligibility Check

Once the request forms are filled out correctly, a vigorous review is done. Checking all information given, especially medical. This deep dive also begins the checklist of the federal requirements to be considered to see if the employee is eligible for FMLA.

Federal Requirements are as follows:

- Employed by the district for at least twelve months.
 1. Confirm employee hire date in MUNIS
- 1,250 hours worked within twelve months of their request date.

For example, if an employee would like to start their FMLA on January 14, 2022, our office will go back twelve months, to January 14, 2021, to calculate the hours the employee worked within that timeframe.

2. Pull Time Entry data from MUNIS
3. Export into an excel sheet and remove all unnecessary data
4. Add up all vacation, personal leave, sick leave, holidays and any other form of paid time off (PTO)
5. Once the number of PTO is given it is calculated using the following equation:



ex. Teacher's FMLA request

$$\begin{array}{rcl}
 186 & \text{Work days} & \\
 - & 38.50 & \text{PTO} \\
 \hline
 147.5 & \text{Days worked} & \\
 \times & & \\
 147.5 & \text{Days worked} & \\
 \hline
 995.625 & \text{Hours worked within the year} &
 \end{array}$$

*254.375 hours short of eligibility

Additional Requirement: All medical forms filled out by the employee's Physician must state a diagnosis and/or prognosis, in order to be fully considered.

Why? ... Because unfortunately, some medical requests fail to uphold the medical requirements within the federal guideline.

IV. Approval or Denial

An approval is given if the employee has met **ALL** federal requirements to be eligible under FMLA coverage. Please refer to the steps provided above to see how this outcome is achieved.

Employees can be denied or deemed ineligible for FMLA leave for a number of reasons, including not limited to failing to meet the hours worked requirement or submitting a request for leave before the twelve month mark.

Possible Solutions: Once an employee has reached their twelve month of employment mark they can reapply for FMLA coverage. If the employee met all other requirements prior to that denial, they can be granted an immediate approval.

In regards to the hours of service, federal guidelines state that overtime hours worked can be accepted. This has to be provided by the employee with approval from their immediate supervisor, and the finance or payroll department, for confirmation of compensated overtime worked.

V. FMLA Status Notice Letter

Once their eligibility status has been confirmed, our office sends out written notice, informing both the employee and their immediate supervisor of the employee's FMLA status. No medical information is expressed in the notice, to ensure the confidentiality of the employee's medical information.



NEW HAVEN PUBLIC SCHOOLS

Supervisors will receive the notice by electronic mail, and the employee will receive the notice via both electronic and postal mail.



FMLA Resources

The Department of Labor's Employer's Guide to the Family and Medical Leave Act:

<https://www.dol.gov/sites/dolgov/files/WHD/legacy/files/employerguide.pdf>

City of New Haven FMLA and Leave of Absence information (*applicable for all Civil Service employees*):

<https://www.newhavencct.gov/government/departments-divisions/human-resources/for-city-employees/employee-resources>

New Haven Public Schools FMLA and Leave of Absence information (*applicable for all non-Civil Service employees*):

<https://www.nhps.net/Page/1049>



Sample Notice FMLA to Employee

FMLA Notice

Our office is in receipt of your interest in taking an FMLA or a Medical Leave of Absence. Please see the attached documents to begin this process. Read through the forms thoroughly and once completed in its entirety, please send/submit all forms to our office via email, fax, or in-person.

- Please be advised there are two medical forms attached to this email. One for an Employee's medical needs, and the other to care for a family member, both aren't needed unless applicable. Please have the Primary Care Physician and or Specialist fill out the form needed, once complete send back to our office via email, fax, or in-person.
- Be sure to inform the PCP or Specialist a diagnosis and or prognosis must be stated within the "Part A, Question 4" sector of the Employee or Family medical form. Please be advised we only need a medical capture, not background.
- The attached LOA Application, must be reviewed, completed, and sent back to me via email, fax, or in-person. Also, please have your supervisor complete their section before submission.
- All forms must be submitted all together.

If you have any questions or concerns please let me know.

Best,

Amber Boykin
HR Generalist
Office of Human Resources



Return to Work

Following an approved leave of absence, employees are required to submit a completed **Return to Work Authorization form** to the Office of Human Resources. This form provides the district notice that the employee intends to return to work and provides medical verification that the employee is cleared to return (applicable for leaves related to the employee's health).

As an Administrator/Supervisor, when you have an employee returning from an approved leave of absence, which was initiated based on the employee's **own** personal health condition, please verify upon their return, that the employee has submitted the Return to Work Authorization form to the Office of Human Resources.

As an Administrator/Supervisor, you should not accept any Return to Work Authorization forms. If an employee provides you with the form, kindly redirect the employee to submit it to the Office of Human Resources.

Failure to Return to Work

Unfortunately, there are times when employees who have been approved for a leave of absence, fail to return to work as planned. If you have an employee who has not returned from leave, ***you must take immediate action.***

Within one work week, you are expected to contact the Office of Human Resources to report the employee has not returned to work following the end of their approved leave. ***The Office of Human Resources will*** respond by taking some or all of the following actions:

1. Contact the employee to inquire about their whereabouts.
2. Determine if the employee needs to extend their leave.
3. Send the employee a letter directing them to return to work.
4. Schedule a meeting to discuss their failure to return to work.
5. Issue discipline for possible job abandonment.

Please remember, if an employee's leave is considered FMLA, as the Administrator and/or direct Supervisor, you should NOT have any contact with the employee. You must refrain from asking the employee for information about their leave or their potential return to work immediately following an approved FMLA leave.



Section 4: Frequently Asked Questions

An employee has been out of work for weeks, can I fill their position?

Unfortunately, you cannot automatically fill an employee's position due to their extended absence. We will need to work together to understand why the employee's out, the length of time the employee has been out, and other pertinent details. Contact our office to discuss this further, as there MAY BE an opportunity to fill the position, to support the needs of your building/department.

I interviewed a great candidate today; can the person begin tomorrow?

No! Unfortunately, the person cannot start working or volunteering in the building or department without being vetted by the Office of Human Resources. Please refer to the hiring processes in this manual to ensure you have taken the required steps.

My administrative assistant is out; I do not have coverage in the main office. Can I have a substitute?

Administrative Assistant is a union position within Local 884. Therefore, the district cannot have non-Local 884 employees performing the duties of an administrative assistant. Currently, we do not offer substitute coverage for Local 884 positions. Please contact your Supervisor to explore other short-term staffing solutions.

Did I submit a Request to Post form today? How long until the request is posted?

The time between submitting a Request to Post form and the actual posting going live depends. Please allow our office a couple of business days to receive, review and complete your request.

What should I do about an employee who has not returned to work after an approved leave of absence has expired?

*Refer to the **Return to Work** section of this manual for guidance.*

I've scheduled a meeting with an employee, but the employee failed to attend the meeting or give notice. What can I do?

Contact the employee again by scheduling and sending a second meeting notice. Copy the employee's union representative on the second meeting notice when applicable. If this fails, contact the Office of Human Resources/Labor Relations.



An employee leaves work early every Monday and Friday. The employee stated they are attending medical appointments for a worker's compensation injury. I did not know the employee was on worker's compensation and I need coverage. What can I do?

Unfortunately, if the employee is in fact treating an injury under worker's compensation, it is a best practice to have the employee treat their injury on company time. If you are concerned with the validity of the injury, you can ask the employee for written documentation of their medical visits or contact our office to confirm if we have a record of a worker's compensation claim for the employee. We can strategize the best method to support you and the needs of your school/department.

Low level discipline has been issued and documented but the behavior continues. What should I do?

Refer the matter to the Office of Human Resources/Labor Relations. We can collaborate on a plan to address the ongoing issue.



Appendix A. Part Time Payroll Procedures

Click the photo below to access the document

Special Funds Part-Time Payroll and Procedure
Supervisors, Principals and Clerks Hand Book





Appendix B. Employee Consent Form

NEW HAVEN BOARD OF EDUCATION

EMPLOYEE CONSENT TO ALCOHOL AND DRUG SCREENING

Pursuant to the New Haven Board of Education's Substance Abuse Policy, I have been instructed by the Board to submit to a test which includes the collection of blood, urine and/or breath samples and other necessary medical procedures to determine the presence or use of alcohol, drugs or controlled substances.

In accordance with the Board's Substance Abuse Policy, I hereby voluntarily consent to provide the Board with blood, urine and/or breath samples for testing purposes at a medical and/or testing facility designated by the Board. I consent to having the specimen taken at _____ and tested at _____. Further, I certify that the specimen collected from me will be mine and will not be adulterated and altered in any manner.

The tests may be used to detect the presence of: .

- | | |
|---------------------|--|
| Alcohol | Methadone |
| Amphetamines | Methaqualone |
| Barbiturates | Opiate derivatives (e.g. heroin, morphine) |
| Benzodiazepines | Phencyclidine (PCP) |
| Cocaine Metabolites | Marijuana (cannabinoid metabolites) |
| Hallucinogens | Propoxyphene |

Substances included in Schedules I through III of Section 202 of the Federal Controlled Substances Act, 21 U.S.C. 812.



I have taken the following drugs, alcohol or substance(s) within the last thirty (30) days:

	<u>Name</u>	<u>Amount</u>
sleeping pills	_____	_____
diet pills	_____	_____
pain relief pills	_____	_____
cold tablets	_____	_____
any other over-the-counter medications	_____	
any other prescribed medications or substances	_____	
alcohol	_____	

All screening tests for drugs are subject to careful testing procedures with mandatory confirmation of any preliminary positive tests. I understand that if my test indicates a confirmed positive for illegal drugs I will be subject to discipline up to and including discharge. I will be given reasonable opportunity to explain confirmed positive tests for substances other than illegal drugs. I understand that an employee providing an unacceptable explanation is subject to discipline up to and including discharge.

I understand the results of these tests and other relevant medical information may be used for employment decisions and I hereby authorize _____ to release test results to the Board's outside medical advisor (_____) for appropriate review and for _____ to release test results to the Board.

I understand that I may request a copy of any tests taken as part of the physical examination upon receipt of the results by the Board's outside medical advisor from the laboratory and that such copy will be provided to me at no cost to me.



I understand that if I refuse to or fail to consent or take any test, I will be subject to discipline up to and including discharge.

AGREED TO:

WITNESS:

Signature Date

Signature Date

REFUSED:

WITNESS:

Signature Date

Signature Date

REASON(S) FOR REFUSAL: