

PERSONNEL MANAGEMENT SYSTEM

The Basic Education Program (BEP) requires that local educational agencies set policies for the recruitment, hiring, and retention of school staff. These policies must identify student learning as the basis for personnel decision-making. The Chariho Regional School District is dedicated to the concept that there is no more important influence on student learning than the presence of a highly effective educator.

Selection of Certified and Support Staff

When no internal candidates exist for vacancies created by the termination of employment or the establishment of a new position, the position shall be publicly advertised for a period not shorter than five (5) days. The position shall be advertised within five (5) days of the availability of a position or within five (5) days of the passage of the annual budget, as appropriate; nothing herein prohibits the recruitment of qualified candidates. Candidate applications shall be centrally screened for completeness and certification or licensure readiness in accord with the criteria noted in the advertisement and RI Dept. of Education requirements and shall be forwarded to the appropriate administrator.

For certified and educational support staff positions assigned to a single school building, other than those positions discussed elsewhere in this policy, the candidates' applications shall be forwarded to that school building's principal. Once in receipt of all candidates' applications the Principal, in consultation with the School Improvement Team, shall establish an interview team which shall include members of the school community related to the vacancy. The interview team will identify certified and educational support staff candidates who will be offered an interview opportunity. After the interviews are complete and after consultation with the interview team the Principal will recommend a highly qualified candidate for the vacant position to the Superintendent, who shall conduct a second interview and provide the School Committee with the names and related position of those appointed candidates. Educational support staff may be interviewed and recommended to the Superintendent by his or her designee, with the Superintendent making an appointment of a qualified candidate.

Candidate applications for positions assigned to multiple buildings and positions reporting to the Assistant Superintendent, Director of Special Education, Director of Buildings and Grounds, Athletic Director, Director of Educational Technology and Information, or positions for non-athletic extracurricular vacancies (e.g. clubs, curriculum, tutoring) shall be forwarded to the administration responsible for such department or, if no such department exists, the Superintendent of Schools or his or her designee. Upon receipt the appropriate administrator will conduct a search and provide a recommendation to the Superintendent, who will then act accordingly.

Selection of Administrative Staff

The Superintendent shall assemble a search committee, which shall include members of the school community related to the vacancy; it shall also include an invitation to participate to one less member than 50% of the number of members on the School Committee. The search committee shall receive training. Recommendations shall be made in accord with R.I.G.L.:

Education Accountability Act. The search committee will recommend a highly qualified candidate for the vacant position to the Superintendent who shall conduct a second interview and provide the School Committee with the names and related position of those appointed candidates. School Improvement Team members shall be invited to serve on the search committee for building-based administrative positions.

Interview Process

All deliberations of the interview team or search committee, in employment matters, shall remain confidential. The interview team or search committee must consider, but is not limited to, a review of college transcripts, previous evaluations, relevant experience, and reference and background checks, along with other components of this policy. All candidates for teaching positions must conduct a live lesson or, as an alternative, present a teaching video for review by the interview team. Residents of Charlestown, Richmond, and Hopkinton will be provided with an interview opportunity for vacant positions unless they have been previously interviewed within one year by the lead administrator or unless they are disqualified related to another matter noted in this policy.

The District will accept employment applications from relatives of employees, but will not hire said relative if (1) one relative would supervise or could potentially discipline another, (2) one relative would audit the work of another, (3) the relative and the employee or the relative and the District would be in conflict, or (4) if the hiring of the relative would result in a conflict of interest with existing vendors of the District.

If necessary, or otherwise required by this policy, the Superintendent and/or Assistant Superintendent will conduct a second interview. The Superintendent will confirm the recommendation of the interview team or search committee with an appointment of all individuals recommended for certified vacancies. The appointment of individuals recommended shall be conditioned upon criminal background investigations and other requirements including, but not limited to, the completion of IRS forms, RI Department of Health requirements, certification or licensure, transcripts, and statements of service.

Employee Background Screening

In accord with R.I.G.L. 16-2-18.1, prior to the first day of actual work, all prospective employees must agree to a national and state criminal background check with the cost paid by the prospective employee. All offers of employment are conditional upon receipt of a screen with no disqualifying information. Any prospective employee who submits false information shall be terminated.

Current employees, who are convicted of disqualifying offenses as defined in R.I.G.L. 23-17-37, shall be subject to termination. Any employee who is charged with felonious criminal conduct shall notify the Superintendent of said charges within forty-eight (48) hours of the filing of said charge. Failure to report will result in disciplinary action, up to and including termination of employment.

Reassignment, Lay Off, and Recall of Certified and Support Staff

The reassignment, lay off and recall of certified and support staff becomes necessary for a variety of reasons including, but not limited to, the needs of students, changes in enrollment,

and budgetary constraints. When reassigning, laying off, and recalling certified and support staff, consideration shall be given to certification or licensure, performance and experience. Only certified staff of secondary core academic subjects (English language arts, mathematics, science, social studies) and kindergarten through grade four classroom teachers shall be assigned to buildings; all others shall be considered District employees. The Superintendent (or designee) has administrative responsibility for the reassignment of staff. No employee of the District is permitted to work in a position where his/her supervisor or supervisor's supervisor is a relative (father, mother, brother, sister, husband, wife, son, daughter, grandfather, grandmother, grandson, granddaughter); this does not apply to personnel decisions made before July 1, 1997.

Termination of Employment

The District shall be adequately noticed (two weeks for support staff and four weeks for certified staff) when employees voluntarily terminate employment; all District-supplied equipment shall be returned to the employee's supervisor. A Principal may recommend to the Superintendent the termination of any teachers, athletic coaches, instructional or administrative aides, and other personnel assigned to his or her particular school building in accordance with applicable state law, school policy, and any applicable collective bargaining agreements. The Superintendent may seek termination of a certified employee to the extent permitted by Title 16 and any other agreement to which the employee is subject. Said certified or support staff may file an appeal of the Superintendent's decision in accord with the Appeals Policy; nothing herein interferes with the rights of employees to exercise rights under the appropriate collective bargaining agreement.

Exit Interviews

Any employee of the Chariho Regional School District who leaves a position for reasons other than termination or resignation in lieu of termination will be invited to complete an exit survey. Upon return of the completed survey, an invitation will be extended by the Superintendent for the former employee to participate in an exit interview with a subcommittee of the Chariho Regional School District Committee.

Retention of Highly Effective Personnel

The Chariho Regional School District Committee, as a result of its desire to maintain a staff of highly effective certified and support staff, shall recognize high-level performance in a variety of ways. The Committee shall strive to maintain a regionally competitive compensation system. A data-driven and differentiated program supporting the professional learning of personnel shall be provided. All staff shall be evaluated on a regular basis so as to provide relevant and meaningful performance feedback.

Special Education Staffing

The Chariho Regional School District is committed to providing a high quality education for all students. The District recognizes that students with disabilities must be provided with specialized support to achieve at high levels.

A key element in the provision of FAPE (Free Appropriate Public Education) for students with disabilities is the availability of highly qualified teachers, related service personnel, and support

staff to implement each student's IEP (Individual Education Plan). It is also important that said staff engages in a professional development program focused on state and federal regulations and research-based best practice designed to assist disabled students in meeting the goals of their Plans.

The Chariho Regional School District special education staffing plan will be guided by the following:

1. Appropriate personnel must be available to deliver services required by Individual Education Plans.
2. A Free Appropriate Public Education must be delivered in the least restrictive environment.
3. All students must be provided access to the regular curriculum, as appropriate.
4. The goals of the IEP must drive the need for specialized instruction.
5. A full continuum of special education and related services must be available to students, as necessary.
6. Special education staffing decisions will be determined based upon the services identified via the IEP process.
7. Special education staffing must be flexible so as to address the changing needs and numbers of students who require specially designed instruction, related services and individualized interventions.
8. Requests for increases in staffing must be approved by the School Committee.
9. Special education staffing must be in compliance with applicable state and federal law, regulations, and related policies.

The Chariho Regional School District will strive to improve the quality of education for all students and is dedicated to assess and evaluate the delivery of services to students with disabilities.

Non-Fraternization

Sexual relationships, contact, and communications between employees and students are prohibited. Prohibited behaviors include, but are not limited to, flirting and bantering with sexual overtones, dating, courting, engaging in personal relationships that are sexually motivated or unwanted, sexual contact or sexual intercourse. This prohibition applies on and off school property and to students of the same or opposite sex regardless of whether the student or staff member initiates or welcomes the overture. Violations will result in disciplinary action, which may include termination of employment. Sexual misconduct training, with documented participation, is required on a yearly basis.

Hiring for Extra-Curricular and Athletic Activities

When positions become available due to resignations, terminations of service, or a new position established by the School Committee, the vacancy shall be publicly advertised for a period not shorter than five (5) school days. At the discretion of the Superintendent, positions available due to completion of term of employment may be advertised or offered to current, successful personnel in said positions. Members of NEA Chariho Educational Support Professionals are not eligible for these positions, unless specifically and annually approved by the Superintendent of Schools. Following screening and interviews by appropriate personnel and a subsequent recommendation to the Human Resources Administrator, the Superintendent

of Schools will confirm the recommendation and provide the Chariho Regional School District Committee with the names and related position of those appointed candidates. Staff shall be evaluated on a regular basis.

Substitute Staff Procedures

Substitute personnel are required to attend orientation or training session(s). All personnel and substitutes, with the exception of those assigned to second shift, are required to use the District’s designated substitute management system. Substitutes may be removed by the Human Resources Administrator for reasons that include, but are not limited to, failure to follow policy and procedures, attendance, and performance.

Substitute teachers, no longer certified by the Rhode Island Department of Education, will be authorized to teach in the District upon receipt of (1) original transcripts from an accredited postsecondary institution indicating date of Bachelor’s Degree, (2) completed application and required related employment documents, and (3) federal background investigation. Authorization to substitute is contingent upon a review of said documents.

Substitute teachers are responsible for planning, instruction, assessment, grading, and other typical teaching responsibilities. The daily rate for substitutes for certified employees shall be \$150.00. Commencing on the 135th day of substitute service in Chariho in the same school year, substitute teachers will be compensated in accord with the following schedule; payment will not be retroactive.

*Years of Substitute Service	Daily Rate
1	\$170.00
2	\$175.00
3	\$180.00
4	\$185.00
5	\$190.00
6	\$195.00
7	\$200.00
8	\$205.00
9	\$210.00
10	\$215.00

*Year must equal at least 135 days of service. Statements of service for prior years of service must be provided, in writing, to the Human Resources Administrator by October 1 of each year.

The Superintendent is authorized to adjust the above daily rates for certified substitute teachers when a position is difficult to fill by increasing those rates by up to 50%. Substitutes for school nurse teachers will be compensated at \$36.00 per hour.

The hourly rate for substitutes for personnel represented by NEA Chariho Educational Support Professionals shall be 85% of Step One, as defined in Appendix A of the collective bargaining agreement. When said rate falls below the minimum range, the Step One rate shall be utilized

No substitute may work more than twenty-eight (28) hours per week, except as approved by the Superintendent of Schools for long-term substitute assignments. This guideline shall not apply to retired teachers, except that they shall be limited to a total of ninety (90) days per school year. Substitutes for certified employees who are also part-time employees (stipend, salary or hourly) and/or coaches of the Chariho Regional School District may substitute for the District for no more than eight (8) hours per week.

The following Memorandum of Agreement precludes a long-term substitute, who is in a position created by a leave, from becoming a member of the bargaining unit, thereby eliminating the issues of recall rights, benefits and unemployment compensation. "Effective this date (2/27/96), the fact that a substitute teacher has worked a total of one hundred thirty-five (135) or more days in any school year does not, in itself, require the employment of the substitute teacher by the Chariho Regional School District, or shall such substitute teacher be deemed to be a member of the bargaining unit or entitled to any of the benefits of the agreement between the Chariho Regional School District Committee and NEA Chariho, solely by reason of having worked one hundred thirty-five (135) or more days in any school year." These substitutes will receive proper notification of completion of assignment. Substitutes will not be entitled to unemployment benefits during the summer recess because they have a reasonable reassurance of re-employment when school resumes.

Substitutes who are eligible for health care benefits through the Employer Shared Responsibility section of the Patient Protection and Affordable Care Act are required to have their copayment for healthcare benefits deducted from their bi-weekly paychecks. The co-pay on an individual plan is limited to 9.5% of the substitutes W-2 wages during the stability period. Should the employee choose to cover their dependents (other than spouse) under a family plan, the entire difference between a family plan premium and an individual plan premium will also be deducted from the bi-weekly paychecks. At the end of the calendar year, the District will calculate any balance due for a co-pay on an individual plan and/or any balance due for the difference between an individual and family plan. Substitutes are required to notify the Human Resources Administrator of any error in related calculations within five (5) school days of the error.

Substitutes will be evaluated on a regular basis.

Adopted and effective 8-20-13, Revised and effective 9-10-13, 11-18-14, 3-24-15, Revised and effective 7-14-15, Revised 4-12-16-Effective 7-1-16, Revised and effective 3-16-17; Revised and effective 1-22-19; Revised and effective 2-11-20; Revised 2-9-21; Effective 7-1-21; Revised and effective 1-10-23; Revised and effective 4-25-23