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# Plainfield Public Schools Employee Handbook 2023-2024

(Revised 8/14/2023)

# PLAINFIELD PUBLIC SCHOOLS NOTICE

This Handbook is prepared for informational purposes only. It does not constitute a contract between the Plainfield Public Schools and its employees and should not be construed as such.

All Plainfield BOE Policy can be found on our website. Within this document, many policy statements in this have been paraphrased for brevity. Should any question arise regarding a policy issue, please refer to the full text of the referenced policy in the Plainfield Board of Education Policies, and/or consult review your collective bargaining agreement.

The policies and practices referenced in this Handbook may be changed or amended at any time as necessary.

A copy of the Plainfield Public Schools' Policies are available on the website [www.plainfieldschools.org](http://www.plainfieldschools.org).



Central Village Grammar School 1907: Courtesy of Plainfield Historical Society

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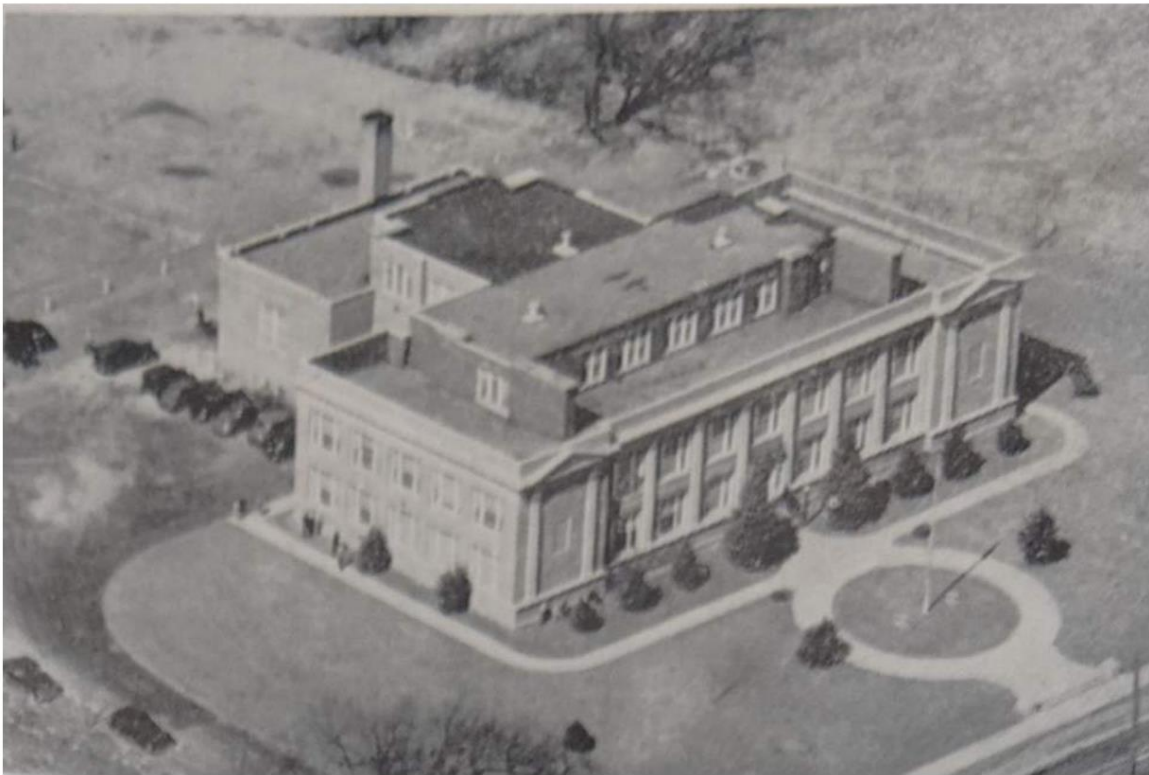
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*Plainfield High School and Annex: Courtesy of Plainfield Historical Society  
Plainfield High School opened in 1924 with 40 students graduating in 1925.*



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# SECTION I

## *Plainfield Public Schools*

## **EDUCATION DIRECTORY**

Plainfield Board of Education  
651 Norwich Road  
Plainfield CT 06374  
[www.plainfieldschools.org](http://www.plainfieldschools.org)

### Committee Members

Chairman: Christi Haskell	<a href="mailto:haskelle@plainfieldschools.org">haskelle@plainfieldschools.org</a>
Vice Chairman: Michael Broughton	<a href="mailto:broughtonm@plainfieldschools.org">broughtonm@plainfieldschools.org</a>
Secretary: Audrey Lemieux	<a href="mailto:lemieuxa@plainfieldschools.org">lemieuxa@plainfieldschools.org</a>
Roxanne Boisse	<a href="mailto:boisser@plainfieldschools.org">boisser@plainfieldschools.org</a>
Rose Eames	<a href="mailto:eamesr@plainfieldschools.org">eamesr@plainfieldschools.org</a>
Heather Smith	<a href="mailto:smithh@plainfieldschools.org">smithh@plainfieldschools.org</a>
Arrianna Landry	<a href="mailto:landrya@plainfieldschools.org">landrya@plainfieldschools.org</a>
Kathleen Barry	<a href="mailto:barryk@plainfieldschools.org">barryk@plainfieldschools.org</a>
Peggy Bourey	<a href="mailto:bourey@plainfieldschools.org">bourey@plainfieldschools.org</a>

Directions (from North): CT-395 South to exit 28; right onto Lathrop Rd; right onto Norwich Rd/CT-12

Directions (from South): CT-395 North to exit 28; left onto Lathrop Rd; right onto Norwich Rd/CT-12

## **CENTRAL OFFICE DIRECTORY**

Superintendent: Paul Brenton	<a href="mailto:brentonp@plainfieldschools.org">brentonp@plainfieldschools.org</a>
Secretary: Tammy St. Amour	<a href="mailto:tammy@plainfieldschools.org">tammy@plainfieldschools.org</a>
Phone: 860.564.6403	
Fax: 860.564.6412	
Asst. Superintendent of Talent & Instruction:	
Scott Sugarman	<a href="mailto:sugarmans@plainfieldschools.org">sugarmans@plainfieldschools.org</a>
Secretary: Laurie Compagnone	<a href="mailto:compagnonel@plainfieldschools.org">compagnonel@plainfieldschools.org</a>
Phone: 860.564.6457	
Fax: 860.564.0606	
Pupil Personnel Director: Jessica Fitch	<a href="mailto:fitchj@plainfieldschools.org">fitchj@plainfieldschools.org</a>
Secretary: Becky Griffin	<a href="mailto:griffinb@plainfieldschools.org">griffinb@plainfieldschools.org</a>
Phone: 860.564.6401	
Fax: 860.564.6477	
Special Ed. Supervisor: Courtney Langlois	<a href="mailto:langloisc@plainfieldschools.org">langloisc@plainfieldschools.org</a>
Secretary: Judy Beausoleil	<a href="mailto:beausoleilj@plainfieldschools.org">beausoleilj@plainfieldschools.org</a>
Phone: 860.564.6415	
Fax: 860.564.6477	
Data Coord.: MaryJo Beaudoin	<a href="mailto:Beaudoinm@plainfieldschools.org">Beaudoinm@plainfieldschools.org</a>
Phone: 860.564.6408	
Fax: 860.564.6420	
Finance Director: John Richards	<a href="mailto:richardsj@plainfieldschools.org">richardsj@plainfieldschools.org</a>
Bus. Office Sec.: Jana Livernoche	<a href="mailto:livernochej@plainfieldschools.org">livernochej@plainfieldschools.org</a>
Phone: 860.564.6459	
Fax: 860.564.5694	
Payroll Secretary: Becki Miller	<a href="mailto:millerb@plainfieldschools.org">millerb@plainfieldschools.org</a>
Phone: 860.564.6413	
Acct Payable Secretary: Lisa Wright	<a href="mailto:wrightl@plainfieldschools.org">wrightl@plainfieldschools.org</a>
Phone: 860.564.6444	

# **SCHOOL PROGRAM DIRECTORY**

## **Early Childhood Center**

651 Norwich Road  
Plainfield CT 06374  
Phone: 860.564.6403  
Fax: 860.564.6409

Administrator: Courtney Langlois [langloisc@plainfieldschools.org](mailto:langloisc@plainfieldschools.org)  
Secretary: Nona Windrow [windrown@plainfieldschools.org](mailto:windrown@plainfieldschools.org)  
Directions (from North): CT-395 South to exit 28; right onto Lathrop Rd; right onto Norwich Rd/CT-12  
Directions (from South): CT-395 North to exit 28; left onto Lathrop Rd; right onto Norwich Rd/CT-12

## **Plainfield Family Resource Center**

651 Norwich Road  
Plainfield CT 06374  
Phone: 860.564.6411  
Fax: 860.564.6409

Family Resource  
Administrator: Courtney Langlois [langloisc@plainfieldschools.org](mailto:langloisc@plainfieldschools.org)  
Secretary: Nona Windrow [windrown@plainfieldschools.org](mailto:windrown@plainfieldschools.org)  
Directions (from North): CT-395 South to exit 28; right onto Lathrop Rd; right onto Norwich Rd/CT-12  
Directions (from South): CT-395 North to exit 28; left onto Lathrop Rd; right onto Norwich Rd/CT-12

## **Shepard Hill Elementary School**

234 Shepard Hill Road  
Plainfield CT 06374  
Phone: 860.564.6432  
Fax: 860.564.6060  
Grades PK - 3

Principal: Kristen Trahan [trahank@plainfieldschools.org](mailto:trahank@plainfieldschools.org)  
Secretary: Ellyn Davidson [davidsons@plainfieldschools.org](mailto:davidsons@plainfieldschools.org)  
Directions (from North or South): CT-395 to exit 32; right onto E. Main St/CT-14; right onto Main St/CT-12/CT-14; slight left onto E. Shepard Hill Rd; slight right onto Shepard Hill Rd

## **Moosup Elementary School**

35 Church Street  
Moosup CT 06354  
Phone: 860.564.6430  
Fax: 860.564.6175  
Grades K- 3

Principal: William Nagel [nagelw@plainfieldschools.org](mailto:nagelw@plainfieldschools.org)  
Secretary: Priscilla Sweet [sweetp@plainfieldschools.org](mailto:sweetp@plainfieldschools.org)  
Directions (from North or South): CT-395 to exit 32; left onto E. Main St/CT-14; left onto S. Main St/CT-14; left onto Church St

**Plainfield Memorial School**

95 Canterbury Road  
Plainfield CT 06374  
Phone: 860.564.6440  
Fax: 860.564.6090

Grades 4 - 5

Principal: Natasha Hutchinson [hutchinsonn@plainfieldschools.org](mailto:hutchinsonn@plainfieldschools.org)  
Secretary: Lynn Gagliardo [gagliardol@plainfieldschools.org](mailto:gagliardol@plainfieldschools.org)

Directions (from North): CT-395 South to exit 28; right onto Lathrop Rd; right onto  
Norwich Rd/CT-12; left onto Railroad Ave; right onto Canterbury Rd

Directions (from South): CT-395 North to exit 28; left onto Lathrop Rd; right onto  
Norwich Rd/CT-12; left onto Railroad Ave; right onto Canterbury Rd

**Plainfield Central School**

75 Canterbury Road  
Plainfield CT 06374  
Phone: 860.564.6437  
Fax: 860.564.1145

Grades 6 - 8

Principal: David St. Jean [st.jeand@plainfieldschools.org](mailto:st.jeand@plainfieldschools.org)  
Assistant Principal: Colin Delaney [delaneyc@plainfieldschools.org](mailto:delaneyc@plainfieldschools.org)  
Secretary: Nicole Conroy [conroyn@plainfieldschools.org](mailto:conroyn@plainfieldschools.org)

Directions (from North): CT-395 South to exit 28; right onto Lathrop Rd; right onto  
Norwich Rd/CT-12; left onto Railroad Ave; right onto Canterbury Rd

Directions (from South): CT-395 North to exit 28; left onto Lathrop Rd; right onto  
Norwich Rd/CT-12; left onto Railroad Ave; right onto Canterbury Rd

**Plainfield High School**

105 Putnam Road  
Plainfield CT 06374  
Phone: 860.564.6422  
Fax: 860.564.2116

Grades 9 - 12

Principal: Matthew Peel [Peelm@plainfieldschools.org](mailto:Peelm@plainfieldschools.org)  
Secretary: Deb LaBonte [labonted@plainfieldschools.org](mailto:labonted@plainfieldschools.org)  
Assistant Principal: Stacey Kelleher [kellehers@plainfieldschools.org](mailto:kellehers@plainfieldschools.org)  
Network Manager: Andy Parden [pardena@plainfieldschools.org](mailto:pardena@plainfieldschools.org)

Phone: 860.230.2007

Fax: 860.230.2006

Directions (from North or South): CT-395 to exit 89; right onto E. Main St/CT-14; right onto Main St/CT-12/CT-14;  
Main St becomes Putnam Rd

**Transportation Department-DATTCO, INC.**

2 Unity Road  
Moosup CT 06354  
Phone: 860.564.7017  
Fax: 860.564.7030

Transportation Supervisor: Jane Pepler [janep@dattco.com](mailto:janep@dattco.com) 1-860-883-6019

Dispatcher: Ruby Lombardy [ruby.lombardy@dattco.com](mailto:ruby.lombardy@dattco.com) 1-860-716-2077

Directions (from North or South): CT-395 to exit 32; right onto E. Main St/CT-14; left onto Norwich Rd/CT-12; left  
onto Plainfield Rd; left onto Unity Rd



### **Sterling Community School**

(Plainfield is the designated high school for Sterling students – CO/OP agreement)

251 Sterling Road

Sterling CT 06377

Phone: 860.564.2728

Fax: 860.564.1989

Principal: Heather Nickerson

Superintendent: Ted Friend

Directions (from North or South): CT-395 to exit 32; left onto E. Main St./CT-14; left onto S. Main St/CT-14; continue to follow CT-14

## **TOWN DIRECTORY**

The town of Plainfield is composed of four villages: Plainfield, Moosup, Central Village and Wauregan. They are 4 separate voting districts.

### **Plainfield Town Hall**

8 Community Avenue

Plainfield CT 06374

Phone: 860.230.3000

Fax: 860.230.3033

[www.plainfieldct.org](http://www.plainfieldct.org)

First Selectman: Kevin Cunningham

[kcunninghamselectman@plainfieldct.org](mailto:kcunninghamselectman@plainfieldct.org)

Directions (from North): CT-395 South to exit 28; right onto Lathrop Rd; right onto Norwich Rd/CT-12; left onto Railroad Ave; left onto Community Ave

Directions (from South): CT-395 North to exit 28; left onto Lathrop Rd; right onto Norwich Rd/CT-12; left onto Railroad Ave; left onto Community Ave

### **Plainfield Police Department**

210 Norwich Road

Plainfield CT 06374

Phone: 860.564.0804

Emergency 911

Chief: Mario Arriaga

Directions (from North or South): CT-395 to exit 32; right onto E. Main St/CT-14; left onto Norwich Rd/CT-12

## **TOWN DIRECTORY**

### **Plainfield Recreation Department**

(and Senior Center)

482 Norwich Road

Plainfield CT 06374

Phone: 860.564.1819

Fax: 860.564.1427

Director: Mark Simmons

[msimmons@plainfieldct.org](mailto:msimmons@plainfieldct.org)

Directions (from North or South): CT-395 to exit 32; right onto E. Main St/CT-14; left onto Norwich Rd/CT-12; left onto Plainfield Rd

### **Aldrich Library**

299 Main Street

Moosup CT 06354

Phone: 860.564.8760

Fax: 860.564.8491

Directions (from North or South): CT-395 to exit 32; left onto E. Main St/CT-14; left onto S. Main St/CT-14

## **MEDICAL**

### **Day Kimball Hospital**

320 Pomfret Street (Route 44)

Putnam CT 06260

Phone: 860.928.6541

Directions (from North): CT-395 South to exit 47; right onto route 44

Directions (from South): CT-395 North to exit 47; left onto route 44

### **Day Kimball Health Center**

31 Dow Road & 12 Lathrop Rd

Plainfield CT 06374

Phone: 860.564.6210 Lab Services

Phone: 860.564.6230 Diagnostic Imaging

Directions (from North): CT-395 South to exit 28; right onto Lathrop Rd; right onto  
Norwich Rd/CT-12; right onto Dow Road

Directions (from South): CT-395 North to exit 28; left onto Lathrop Rd; right onto  
Norwich Rd/CT-12; right onto Dow Road

### **Plainfield Walk-In Medical Center**

(Affiliated with Backus Hospital)

Route 12

Plainfield CT 06374

Phone: 860.564.4054

Directions (from North): CT-395 South to exit 29; right onto Academy Hill Rd/CT-14A;  
left onto Norwich Rd/CT-12

Directions (from South): CT-395 North to exit 29; left onto Academy Hill Rd/CT-14A;  
left onto Norwich Rd/CT-12

### **William W. Backus Hospital**

326 Washington Street

Norwich CT 06360

Phone: 860.889.8331

Directions (from North): CT-395 South to exit 13 to Washington St/CT-2/CT-32

Directions (from South): CT-395 North to exit 13A to Washington St/CT-2/CT-32

### **Plainfield Backus Emergency Care Center**

582 Norwich Rd

Plainfield, CT 06374

Phone: 860.230.2830

Directions (from North): CT-395 South to exit 29; right onto Academy Hill Rd/CT-14A;  
left onto Norwich Rd/CT-12

Directions (from South): CT-395 North to exit 29; left onto Academy Hill Rd/CT-14A;  
left onto Norwich Rd/CT-12

### **Concentra Medical Center**

(Workers' Compensation Injuries)

315 West Main St

Norwich CT 06360

Phone: 860.859.5100

Directions (from North): CT-395 South to exit 11; left onto Rt.82 (West Main St)

Directions (from South): CT-395 North to exit 11; right onto Rt.82 (West Main St.)

# PLAINFIELD PUBLIC SCHOOLS

## Strategic Action Statements

### Vision and Focus

If we utilize a *purpose* driven plan of continual improvement to communicate the district vision then stakeholders will understand their role in supporting all learners.

### School Climate and Safety

If we build a foundational SEL support and plan, strengthen adult SEL competencies and capacity, promote SEL for students and reflect on data for continuous improvement then we can establish conditions where all learners can be supported and successful in a safe school environment.

### Curriculum and Assessment

If we understand curriculum and assessment, collect appropriate data on student performance and gather powerful instructional data, then we can utilize this data to monitor our student achievement goals, and adjust curriculum, professional development and resources as needed.

### Academics and Student Learning

If we design meaningful opportunities for students to design and shape their own learning experiences, then students will become increasingly self-directed, independent, and resourceful.

### Talent Acquisition

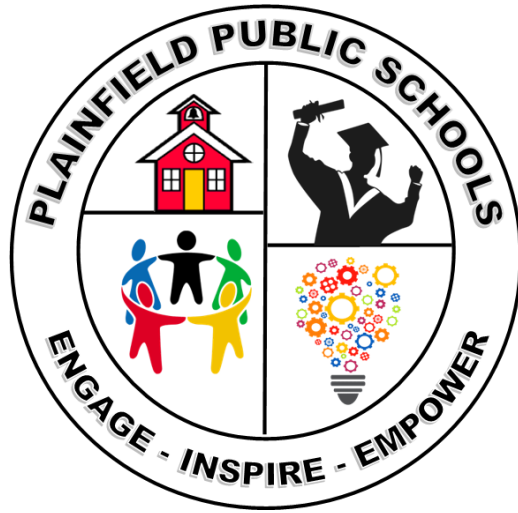
If we ensure that the structures and systems are in place to recruit individuals with the knowledge, skill and talent to support student learning in the classroom then we will positively impact administrator, teacher and staff collective capacity to increase student achievement.

### Operations

If we manage our resources and processes around a shared district vision supported by all stakeholders (Board of Education members, district leadership, educators, staff, and members of the community), then we will be able to support our strategic goals and ensure a positive culture and a Future Ready learning experience for all students.

### Capacity Building

If we ensure that the structures and systems are in place to develop individual and collective leadership knowledge, skill and will to advance instruction, then we will positively impact administrator and teacher practice to increase student achievement.



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## SECTION II

### *Employment Conditions*

## **EQUAL EMPLOYMENT OPPORTUNITY**

All personnel policies and practices of the Plainfield Public Schools will be in accordance with equal employment opportunity practices as determined by state and federal legislation. A job description and required qualifications will be made available for each position to be filled. Equal employment opportunity will be available to all protected groups; no individual will be discriminated against because of race, color, religious creed, age, marital status, national origin, ancestry, sex, sexual orientation, gender identity or expression, intellectual disability, mental disability or physical disability, genetic information.

### Recruitment and Selection

The Superintendent of schools shall be responsible for the selection and assignment of all personnel in the Plainfield Public Schools except as noted below. They shall be determined on the basis of potential contribution to the educational program and/or the best interests of the school system. It is the policy of the Board of Education to employ and retain the best qualified administrators, teachers, and other personnel. This shall be accomplished through careful consideration of credentials, references, interviews, and evaluation of previous performance.

Personnel shall be considered on the basis of his/her effectiveness without discrimination as defined by law. (cf. 2111-Equal Employment Opportunity, 4111.1/4211.1-Affirmative Action in Recruitment and Selection)  
The Superintendent or designee is authorized to employ all personnel. Appointments to positions at the rank of teacher and above shall be approved by the board of education upon the recommendation of the Superintendent, and shall be handled in accordance with applicable provision of C.G.S. 10-151. (See PPS Policy 4112)

### Affirmative Action

The board of education will provide equal employment opportunities for all persons without regard to race, color, religious creed, national origin, ancestry, age, sex, sexual orientation, gender identity or expression, genetic information, disability, marital status, present or past history of mental disorder, intellectual disability, learning disability or physical disability, or abilities unrelated to the performance of the duties of the position. The board of education directs the administration to set as a goal the recruitment, selection and employment of qualified people among all racial and ethnic groups. No advertisement of employment opportunities may by intent or design restrict employment based upon discrimination as defined by law. (See PPS Policy 4111.1)

### Employment Records

Official personnel files are maintained at the Plainfield Public Schools central administration office, office of the Superintendent.

Employees are expected to inform the Payroll/ Superintendent's Office of any change in status that could affect employment or benefits, such as marital status, educational attainment, certifications, or similar changes. Changes (even unlisted telephone numbers) must be reported through the IVision Employee Portal. Emergency cards must also be updated should there be a divorce, marriage, death, change in emergency contact's phone number or address, or other major change in family status

### Leave Requests

Each Board employee must contact his/her supervisor if he/she is going to be absent from work through [Frontline](#). Further, each employee must obtain authorization for leave on a Confidential [Leave Request Form](#) if an employee is requesting unpaid leave.

### Equipment and Supplies

The Plainfield Public Schools provides all tools, equipment, and supplies, including safety equipment that is reasonable and necessary for the performance of duties.



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## **SECTION III**

### *Employee Rights and District Expectations*

## **Requirements for new Employees**

### **All employees must submit to all of the following:**

Fingerprints- prints are completed in the Business Office  
Drug Testing – paid for by the BOE

### **Forms to be completed:**

State tax forms  
Federal tax forms  
I-9 forms  
Benefit forms – if applicable  
Social Security Alternative forms – if applicable  
Fingerprints  
Direct Deposit – mandatory with Teacher's and Para-Educator's contracts  
Drug testing authorization  
Employee Guide

## **Information on Workers Compensation**

If you have a work-related injury or illness you need to report it immediately to your supervisor. Your supervisor will immediately complete an accident report and notify the business office.

If you seek further attention you will be referred to:

**Concentra Medical Center,**  
315 West Main St.,  
Norwich CT 06360  
Phone 860.859.5100.

Concentra is the initial treater designated by the Plainfield Board of Education. If it is not feasible to go to Concentra due to the time of day or severity of the incident, you should go to either the Plainfield Walk In Medical Center or the nearest emergency room for treatment.

If your treating physician prescribes medication for your work-related injury or illness, you may obtain a prescription drug card from the business office. If you need to see a specialist, Concentra will refer you to a specialist within our Preferred Provider Network.

## **Labor Associations in Plainfield Schools**

Union (Association) members pay dues to their organization via payroll deduction. Shortly after being hired, if you are a member of one of the unions (associations) listed below, you will receive an enrollment card from one of the officials. If a union - after returning your completed card to the appropriate union official, they will forward information to payroll to begin payroll deductions. Shortly thereafter you will receive your union card to carry in the mail at your home.

Secretaries  
Paraprofessionals  
Custodians  
Teachers  
Nurses - Association  
Administrators - Association

## **Hourly Employees**

Hourly employees use several different methods of recording time. The supervisor will advise you of the appropriate method. There are handwritten time cards, punch time cards and computer operated time cards (credit card type). If you are filling out handwritten time cards, you can request time card instructions from the payroll secretary or from your school secretary.

## **Job Descriptions**

Every position has a job description. If you do not have a copy of your job description you may obtain from your administrative office or from the Superintendent's office.

## **School Cancellations, delays and dismissals**

In the event we need to cancel, delay or release early school – you will be notified through the automated School Messenger. Any changes in contact numbers must be reported to the payroll department.

Staff punctuality in arrival is important to the operation and safety of the school. On days when school is delayed for students due to weather and/or road conditions, a delay in the arrival of staff will be accommodated as per contract or memoranda to identified sub-groups of employees. All staff are encouraged to adjust their travel schedules on such days to ensure their safety.

Office employees and 12-month employees are expected to work on canceled, delayed or early release school days unless informed otherwise.

School changes will be broadcast on the following radio stations: WINY, WCTY, WICH, WILL, and WDRC. They will also be broadcast on the following television stations: WTNH, WVIT, WTIC, and WFSB.

On delayed opening days there is no A.M. Pre-Kindergarten session and on early release days there is no P.M. Pre-Kindergarten session.

## **Notification of Arrest**

Since we are in the business of educating children we must be role models in our communities. If you are ever in a situation where you have been charged with a misdemeanor or a felony, you must notify your supervisor immediately. The supervisor will discuss the issue with the superintendent and determine the course of action, if any.

## **Substance Abuse Notification**

It is the goal of the Plainfield Public Schools to provide a learning environment for students and a working environment for employees that is free from the negative effects of drug abuse.

In order to comply with the Drug Free Schools and Communities Act and the Drug Free Workplace Act, the Plainfield Board of Education notifies all employees of the Plainfield Public Schools that the unlawful manufacture, distribution, dispensing, possession, or use of illicit drugs and alcohol is prohibited on school premises and during any school sponsored activities. Further, being under the influence of alcohol or drugs on district grounds or during district sponsored events is strictly prohibited.

Employees experiencing problems related to drug use, including the misuse of alcohol, should ask for confidential rehabilitation assistance before the problem leads to either misconduct or a lack of productivity. Each employee of the Plainfield Public Schools should be aware of the fact that a small number of staff members



seek and obtain rehabilitation through this process with the help of the Board provided health insurance policies. No disciplinary sanctions are taken against employees who seek assistance before the problem negatively affects their productivity.

Employees of a school system are held to higher standard of conduct due to their contact with students. Therefore, drug-related activities, including the misuse of alcohol, during the hours away from school may be considered serious misconduct and may lead to termination.

Employees who violate these standards of conduct listed in paragraph one will be subject to disciplinary action, consistent with applicable State and Federal laws, Board policy and contractual obligations. Disciplinary action may include termination.

*Each new employee to Plainfield Public Schools will be subjected to a drug screening test prior to employment. This is a requirement of any new employee and if a positive result is return will impact your employment unless proper medical documentation is provided.*

Each employee of the Plainfield Public Schools is reminded that confidential assistance can be obtained by contacting **Employee Assistance Program Service**. (See PPS Policy 4025)

## Plainfield Schools Employee Assistance Program:



**Help for minimizing your problems and maximizing your opportunities**

We all face problems from time to time. Usually, we can handle them ourselves but sometimes it makes more sense to reach out for help.

That's why your employer provides you and your family with a confidential Employee Assistance Program or EAP, a benefit offering resources and solutions for the problems you encounter. Just as health insurance addresses your physical health, your EAP benefits help with your emotional and mental well-being. And your EAP benefits also include much more than just help for problems – we have a host of benefits and opportunities to help you grow professionally, save money, improve your health, and enhance your personal life! Best of all, because your employer has covered the cost of services, there is no cost to you.

**GETTING THE HELP YOU NEED**  
Call anytime for confidential assistance. To reach a counselor for any of your EAP needs, call toll free:

**800-252-4555 OR VISIT [www.theEAP.com](http://www.theEAP.com)**

**COUNSELING BENEFITS**  
Help with personal issues from relationships to stress and substance abuse.

**WORK/LIFE BENEFITS**  
Assistance for other personal, financial and legal issues.

**SELF-HELP RESOURCE BENEFITS**  
Access a vast collection of self-help tools and articles.

**PEAK PERFORMANCE COACHING**  
One-to-one telephonic personal & professional coaching.

**LIFESTYLE SAVINGS BENEFITS**  
Get negotiated discounts and deals for wellness, shopping, travel & more.

**PERSONAL DEVELOPMENT & TRAINING BENEFITS**  
An extensive library of eLearning opportunities to grow in your work, life, and career.

**WELLNESS BENEFITS**  
Coaching, information, and resources to improve your overall wellness.

**GETTING HELP IS SIMPLE**  
Just call **800.252.4555** 24/7 to reach a professional counselor.

**TotalCare EAP**  
A division of ESI

**Introducing your Employee Assistance Program**  
Get help for problems, grow personally, develop professionally, save money & enhance your life!

Scan to Explore YOUR EAP Benefits!

**TotalCare EAP**  
A division of ESI  
eESI Employee Assistance Group



### HOW DOES THE EAP WORK?

Getting the help you need is simple. Call the EAP 24 hours a day, 7 days a week to reach a professional counselor via our toll-free number or log on to our website to access other benefits.

**800-252-4555**  
**www.theEAP.com**

### MORE BENEFITS FOR YOU

Your EAP provides access to more problem-solving solutions and life enhancement benefits than any other EAP. And nearly 99% of those who use the EAP are satisfied with the experience.



### COUNSELING BENEFITS

Many complex issues are best resolved with counseling assistance from a behavioral health professional. You will want to consider calling for help if you encounter problems such as:

- Relationship and family issues
- Depression, stress, or anxiety
- Grief or loss of a loved one
- Eating disorders or substance abuse
- Workplace difficulties

When you call, you connect immediately with a counselor. Each of our experienced counselors has a Masters or Ph.D. level of training. Should you need to be referred to a local counselor for personal visits, we have an extensive network of providers available to ensure that you will have a counselor near your home or workplace.



### WORK/LIFE BENEFITS

Help for personal, family, financial, and legal issues is available for your everyday work/life problems, including:

- Debt counseling and restructuring
- Legal problems not related to employment or medical concerns
- Childcare and elder care assistance
- Financial information
- Caregiver help and resources
- Real estate and tenant/landlord concerns
- Interpersonal skills with family and co-workers
- Pet Help Center

### SELF-HELP RESOURCES

Access thousands of tools and informative articles covering virtually every problem you might face. You can call or log on to the website to access these benefits. Resources include:

- Behavioral Health - information on everything from alcohol abuse to personal stress
- Financial – articles and tools to help answer your questions and learn money management
- Legal Information - topics ranging from adoption to wills
- Tools for Tough Times - resources to help you do more with less in difficult financial times

### PEAK PERFORMANCE COACHING

Personal and professional coaching is available from senior-level ESI coaches. Get one-to-one telephonic coaching and support, as well as online self-help resources and trainings.

Coaching is available for:

- Certified Financial Coaching
- Balancing Life at Work and Home
- Resilience
- Effective Communication
- Home Purchasing
- Student Debt
- Relaxation Coaching for Beginners
- Workplace Conflict
- Retirement (Practical & Emotional Aspects)
- Succeeding as a Supervisor

### LIFESTYLE SAVINGS BENEFITS

Your Lifestyle Savings Benefits include thousands of specially negotiated ways to shop, travel, entertain, and improve your health and your quality of life. Explore deals, discounts, and perks from your favorite national brands.

### PERSONAL DEVELOPMENT AND TRAINING BENEFITS

Our online training includes an extensive library of eLearning courses, trainings, and videos to help you boost your personal and professional growth. Balance your work, life, and career objectives with the help of tutorials, exercises, and worksheets.

### WELLNESS BENEFITS

The EAP wellness benefit allows you to access information and resources to improve you and your family's overall wellness including stress reduction, fitness, diet and smoking cessation.

- Online Wellness Center
- One-to-One Wellness Coaching from certified coaches for nutrition, weight loss, fitness, reducing stress and quitting tobacco.



For more information visit [www.theEAP.com](http://www.theEAP.com)

## Sexual Harrassment Policy

Policy 4118.112 – It is recognized by the Plainfield Board of Education that sexual harassment is forbidden by federal and state law and will not be tolerated by the Plainfield Public Schools. Employees and students are expected to adhere to a standard of conduct that is respectful and courteous to fellow employees and students and to the public.

Should sexual harassment be alleged, Board policy dictates that it shall be thoroughly investigated, that there shall be no retaliation against the victim of the harassment, and that the problem/concern shall be appropriately addressed.

The Assistant Superintendent is responsible to oversee sexual harassment issues as directed by the superintendent.

## Gifts

No employee of the Plainfield Public Schools shall accept any costly or ethically inappropriate gift from any person or business as a consequence of his/her employment by the Plainfield Public Schools. (See PPS Policy 4050)

### **Solicitation and Selling**

No Plainfield Public Schools funds, including school activity funds, shall be used to support charity contributions or personal gifts or any non-school activities. (See PPS Policy 1324, 1112 and 1325)

### **Collections, Contests, and Drives**

Approval by the Superintendent shall be required for participation by schools in collections, contests, and drives. Every effort shall be made to keep collections, contests, and drives at a minimum to avoid interference with the regular school program. (See PPS Policy 1324)

### **Activities**

The Plainfield Public Schools sponsored participation of students and employees in community- sponsored activities is encouraged, as long as such activities are non-partisan and non-sectarian, have a specific educational purpose, and do not adversely affect the conduct of the educational program.

### **Other Employment**

Personnel of the schools may receive compensation for activities outside of the compensated work time as long as these activities do not interfere with the proper discharge of their assigned duties, do not constitute a conflict of interest, or do not cause poor public relations within the community. It is expected that any outside activity should be carried on in a business-like and ethical manner.

All employees shall notify the Superintendent of outside activities that may interfere with the performance of normal duties. If an outside activity occurs during the school day/year, any compensation given to employee shall be remitted to the Superintendent.

## **CIVIL AND LEGAL RIGHTS**

### **Non-Discrimination**

The conditions or privileges of employment in the school district, including the wages, hours, terms and benefits, shall be applied without regard to race, color, religious creed, national origin, ancestry, age, sex, sexual orientation, gender identity or expression, genetic information, disability, marital status, present or past history of mental disorder, intellectual disability, learning disability or physical disability, or abilities unrelated to the performance of the duties of the position. The board of education seeks to extend the advantages of public education with full equality of educational opportunity to all students and personnel. The board, any employee or any other person may not aid or compel the performance of an unfair labor practice as defined by law.

The board will not make employment decisions related to hiring, assignment, compensation, promotion, demotion, disciplinary action and terminations on the basis of race, color, religion, age, sex, marital status, sexual orientation, gender identity or expression, national origin, ancestry, disability or genetic information, except in the case of a bona fide occupational qualification.

For the purposes of this policy, “genetic information” means the information about genes, gene products, or inherited characteristics that may derive from an individual or family member. (See PPS Policy 4118.112 and 113; PPS #5145)

## **District Section 504 and Title IX Coordinators**

### **Section 504 Coordinators**

651 Norwich Road, Plainfield CT 06374

- **Jessica Fitch**, 504 Compliance -Director of Pupil Services, at (860) 564-6401 and
- **Courtney Langlois**, Supervisor of Pupil Services, at (860) 564-6415

### **District Title IX Coordinators**

651 Norwich Road, Plainfield CT 06374

- **Jessica Fitch**, Director of Pupil Services, (860) 564-6401 and
- **Scott Sugarman**, Assistant Superintendent of Talent and Instruction, (860) 564-6400



*When Moosup Elementary School opened, it was celebrated as Connecticut's first "all electric school."*



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## **SECTION IV**

### *Compensation and Benefits*

# PLAINFIELD PUBLIC SCHOOLS

## PAYROLL DATES 2023-2024

1. Friday	July	14	
2. Friday	July	28	
3. Friday	August	11	
4. Friday	August	25	
5. Friday	September	8	<b>**FIRST TEACHER PAY &amp; 26 WK PARA PAY**</b>
6. Friday	September	22	
7. Friday	October	6	
8. Friday	October	20	
9. Friday	November	3	
10. Friday	November	17	
11. Friday	December	1	
12. Friday	December	15	
13. Friday	December	29	<b>NO DEDUCTIONS</b>
14. Friday	January	12	
15. Friday	January	26	
16. Friday	February	9	
17. Friday	February	23	
18. Friday	March	8	
19. Friday	March	22	
20. Friday	April	5	
21. Friday	April	19	
22. Friday	May	3	
23. Friday	May	17	
24. Friday	May	31	<b>**ALL TEACHER DEDUCTIONS WITHHELD**</b>
25. Friday	June	14***	
26. Friday	June	28	<b>** NO TRB OR TEACHER INS. WITHHELD**</b>

Employees may arrange to pick up their checks in the business office when the pay schedule has been altered.

The last teacher pay for the 2022-2023 year will be August 25, 2023. The teacher's first payroll date for the 2023-2024 school year will be paid on September 8, 2023.

The **26 equal pay** schedule is printed above. Teachers and others who work a 10-month year and choose a 26 equal pay option will receive 26 pays beginning on **September 8, 2023** and ends on **August 23, 2024**. (**Additional pays: June 28, July 12, July 26, August 9, & August 23, 2024**)

**\*\*\* The 21 equal pay option ends with payment on June 14, 2024. The balloon check option (5 times the usual gross amount) final payment will be on June 14, 2024\*\*\***

**Teacher Deductions:** Divided over 20 pays, teacher's deductions for health insurance and TRB will begin on September 8, 2023 and will end on June 14, 2024. There will be no deductions withheld on the December 29, 2023 pay. Deductions will be withheld on May 31, 2024.

Twelve-month employees will have deductions over 24 pays beginning on July 14, 2023 and ending June 28, 2024. No deductions will be taken on December 29, 2023, and May 31, 2024.

## **UNDERSTANDING YOUR PAYCHECK**

Vision	Exempt from FIT/SIT/MED/FICA
Dental	Exempt from FIT/SIT/MED/FICA
Medical	Exempt from FIT/SIT/MED/FICA
Life and Disability	Exempt from FIT/SIT/MED/FICA
Mandatory Teachers' Retirement	Exempt from FIT/SIT
TSA (403b)	Exempt from FIT/SIT
MidAmerica (Social Security Alternative)	Exempt from FIT/SIT
Teachers' Retirement Voluntary	No exemptions
Union Dues	No exemptions
Garnishments	No exemptions
Direct Deposits	No exemptions
FICA (social security withholding)	No exemptions
Medicare (Medicare withholding)	No exemptions
SIT (state income tax)	No exemptions
FIT (federal income tax)	No exemptions

## **COMPENSATION**

Salaries and wages paid by the Plainfield Public Schools are regionally competitive areas for teachers, administrators, and other staff members. Salary schedules for all employees are carefully reviewed to ensure that the system can attract and maintain the kind of talent required to achieve its educational objectives, within the constraints of the budget and other funding sources.

### Wage and Salary Schedules

Schedules of base wages, salaries, and step increments are published as a part of each collective bargaining agreement. Unless provided for otherwise in the collective bargaining agreement, in years when increment is granted, only employees with a satisfactory or better evaluations are eligible. Questions about compensation may be addressed to each employee's supervisor or the Payroll Office.

### Compensatory Time

There is no compensatory time for PPS employees; however, the supervisor can modify an employee's schedule during the same pay period to avoid exceeding scheduled hours, subject to any collective bargaining agreement provisions.

### Workers' Compensation

All employees of the Plainfield Public Schools are protected under the State Workers' Compensation Act of Connecticut in cases of injury or death incurred in the course of and arising out of their employment. If an employee sustains an injury in the course of pursuing his/her job duties, he/she should immediately notify his/her supervisor.

# LEAVE PROVISIONS

The Administration recognizes that certain absences are necessary because of illness or personal emergencies. Further, it recognizes that some absences in the pursuit of personal development and growth can be beneficial to the system. Employees are eligible for leaves only as specified by their collective bargaining agreements. The following are examples of circumstances where the Administration may provide leaves of absence for eligible employees:

## Sickness

Regular employees may generally accrue sick leave credit up to a maximum as per the collective bargaining agreement. For specific information regarding the sick leave accrual rate for an employee's job classification, he/she should consult the most recent union agreement or contact the Office of Talent and Instruction. Substitute employees do not receive sick leave, unless otherwise specified by the collective bargaining agreement.

Upon approval, employees may use accumulated sick leave for absence with pay due to personal illness, injury, exposure to contagious disease which could be communicated to others, or pregnancy-related disability.

Employees absent from work because of illness may be asked to submit a written statement to justify the use of sick leave, as specified by the collective bargaining agreement.

NOTE: The employee's physician must identify the nature of the illness/injury and give two dates:

- (1) the employee's first date of absence, and
- (2) the anticipated date of return to work or next doctor's visit.

The projected date of return can be shortened or extended. If shortened, the employee's physician must submit, in writing, a new date of release. If extended, a subsequent justification and a subsequent medical verification statement must be submitted.

## Family and Medical Leave Act (FMLA)

The Family and Medical Leave Act provides that employees that meet the eligibility requirements may take up to twelve weeks of unpaid leave within a twelve-month period. This leave can be for personal or family medical reasons and for birth or adoption reasons. For further information regarding the application requirements of the leave, please contact the Office of Talent and Instruction. (See PPS Policy 4252.6 and district website [HERE](#))



*The Plainfield Early Childhood Center opened as a Grammar School in 1911 and was remodeled in 1927 and 2000*





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# SECTION V

## *Appendices*

# PLAINFIELD PUBLIC SCHOOLS 2023-2024

## School Year Calendar



August 23						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

September 23						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

October 23						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

November 23						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

December 23						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

January 24						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

February 24						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

March 24						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April 24						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May 24						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June 24						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

July 24						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August 24						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September 24						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

	Early Release
	School Closed
	First Day of School
	Last Day of School
	Parent Conferences (No School)
	Professional Development (No School)
Sept 4	Labor Day
Oct 9	Columbus Day/Indigenous Peoples
Nov 10	Veterans
Nov 23	Thanksgiving
Dec 24	Christmas Eve
Dec 25	Christmas Day
Jan 1	New Year's Day
Jan 15	MLK Day
Feb 19	President's Day
Mar 29	Good Friday
May 27	Memorial Day

Aug 23-24	Professional Development
Aug 28	First Day of School/Half Day
Sept 20	ERD
Oct 20	Professional Development (No School)
Oct 25	ERD
Nov 1	Parent Conference (No School)
Nov 22-24	Thanksgiving Break
Dec 6	ERD
Dec 25-29	Winter Break
Jan 26	Prof Development (No School)
Feb 7	ERD
Mar 6	ERD
Mar 20	Parent Conference (No School)
Apr 15-19	Spring Break
May 29	ERD
Jun 11	Last Day of School (Planned)/Half Day

# ANNUAL NOTICE OF ELECTRONIC MONITORING IN SCHOOLS

Please note that to preserve student and staff safety, all Plainfield Public School Buildings and Busses have security cameras which record video. Some cameras, particularly on busses, also record sound. In accordance with §337-48d of the Connecticut General Statutes, this will serve as notice that the Plainfield Board of Education may engage in the following types of electronic monitoring of employees' activities or communications:

Telephone  
Camera (including hidden cameras)  
Computer

If you have any questions regarding this notice, contact the business office for additional information.

Sec. 337-48d. Employers engaged in electronic monitoring required to give prior notice to employees. Exceptions. (a) As used in this section:

- (1) "Employer" means any person, firm or corporation, including the state and any political subdivision of the state which has employees;
  - (2) "Employee" means any person who performs services for an employer in a business for the employer, if the employer has the right to control and direct the person as to (A) the result to be accomplished by the services, and (B) the details and means by which such result is accomplished; and
  - (3) "Electronic monitoring" means the collection of information on an employer's premises concerning employees' activities or communications by any means other than direct observation, including the use of a computer, telephone, wire, radio, camera, electromagnetic, photo electronic or photo-optical systems, but not including the collection of information (A) for security purposes in common areas of the employer's premises which are held out for use by public, or (B) which is prohibited under state or federal law.
- (b) (1) Except as provided in subdivision (2) of this subsection, each employer who engages in any type of electronic monitoring shall give prior written notice to all employees who may be affected, informing them of the types of monitoring which may occur. Each employer shall post, in a conspicuous place which is readily available for viewing by its employees, a notice concerning the types of electronic monitoring which the employer may engage in. Such posting shall constitute such prior written notice.
- (2) When (A) an employer has reasonable grounds to believe that employees are engaged in conduct which (i) violates the law, (ii) violates the legal rights of the employer or the employer's employees, or (iii) creates a hostile workplace environment, and (B) electronic monitoring may produce evidence of this misconduct, the employer may conduct monitoring without giving prior written notice.
- I The Labor Commissioner may levy a civil penalty against any person that the commissioner finds to be in violation of subsection (b) of this section, after a hearing conducted in accordance with sections 4-3776e to 4-3784, inclusive. The maximum civil penalty shall be five hundred dollars for the first offense, one thousand dollars for the second offense and three thousand dollars for the third and each subsequent offense.
- (d) The provisions of this section shall not apply to a criminal investigation. Any information obtained in the course of a criminal investigation through the use of electronic monitoring may be used in a disciplinary proceeding against any employee.

# **BOARD OF EDUCATION POLICIES**

The Board of Education has created policies governing the operation of the school district. Below is the number reference for all of the policies, should you have any questions. The full policy manual may be viewed in any administrative office within the district and on the [district website](#).

## **SECTION 0000: MISSIONS-GOALS-OBJECTIVES**

0000	The People and Their School District
0200	Board of Education Goals
0210	Educational Goal Statement
0521	Equal Educational Opportunities

## **SECTION 1000: COMMUNITY RELATIONS**

1001	School/Family/Community Partnership
1112	Recruiting/advertising by Non-School Organizations
1120.1	Student Involvement in Board of Education Decision Making
1130	Staff Involvement in Board of Education Decision Making
1324	Student Fundraising Activities
1325	Advertising and Promotion
1331	Smoke Free Environment
1331.1	Staff Violation of the Smoking and Use of Tobacco Policy

## **SECTION 2000: ADMINISTRATION**

2000	School Superintendent
2000.1	Board/Superintendent Relationship
2005	School Building Administration
2012	Handbooks and Directives
2020	Temporary Administrative Arrangement

## **SECTION 3000: BUSINESS AND NON-INSTRUCTIONAL OPERATIONS**

3010	Fiscal Management Goals
3110	Annual Budget
3120	Budget Transfers
3230	Gate Receipts and Admissions
3240	Expense Reimbursements
3290	Income from School Shop Sales and Services
3310	School Attorney
3313	Purchasing
3313.1	Local Purchasing
3320	Purchasing Procedures
3323	Bidding Procedures
3323.1	Purchasing Authority
3324	Building/Facility Contractors
3440	Inventories
3450	Petty Cash Accounts
3450.1	Cash in School Buildings
3451	Business/Non-Instruction Operations (Transportation)
3516	Safety & Health Policy
3516.2	Accident Reports
3541.2	Employee-Safety Belt Requirements

## **SECTION 3000: BUSINESS AND NON-INSTRUCTIONAL OPERATIONS**

3542	Food Service Management
3542.43	Food Service/Charging Policy

## **SECTION 4000: PERSONNEL**

- 4000 Personnel Policies Goals
- 4000.1 Personnel-Certified & Non-Certified Title IX
- 4025 Employment Physical
- 4045 Tax Sheltered Annuities
- 4050 Purchase of Goods and Services
- 4060 Professional Staff Development
- 4062 Cooperative/Mentor Teachers
- 4068 Professional Journal Subscriptions
- 4072.1 Evaluation and Termination of Extra-Curricular Advisors
- 4080 Lost Time for Hourly Employees
- 4082 Leave With-out Pay for Hourly Employees
- 4111 Hiring Policy\***
- 4111.1 Equal Employment Opportunities
- 4111.3 Minority Teacher Recruitment Plan
- 4112.5 Criminal History Records Search
- 4112.6 Personnel Records- Certified/Non-Certified
- 4112.61 Use and Disclosure of Employee Medical Information (HIPAA)
- 4112.8 Staff Conflict of Interest
- 4112.9 Staff Gifts and Solicitations Regulations
- 4115.3 Evaluation and Termination of Coaches
- 4118.112 Sex Discrimination and Sexual Harassment in the Workplace\***
- 4118.113 Non-Discrimination (Personnel)\***
- 4118.234 Prohibition on Recommendations for Psychotropic Drugs
- 4118.5 Computer Usage\***
- 4118.51 Social Media Policy\***
- 4121 Substitute Teachers
- 4131 Professional Staff Development
- 4133 Mileage Reimbursement
- 4134 Tutoring for Pay
- 4212.42 Drug Testing Policy Statement as Pertaining to School Bus Drivers
- 4214 Professional Staff Assignments and Transfers
- 4214.4 Electronic Mail and Internet Use by Personnel
- 4252.6 Family and Medical Leave

## **SECTION 5000: STUDENTS**

- 5020 Weapons and Dangerous Instruments Policy
- 5031 Student Drug and Alcohol Use
- 5038 Health and Wellness
- 5042.1 Educating Students with Infectious-Communicable Diseases
- 5045 Core Team
- 5050 Reporting Child Abuse and Neglect
- 5055 Community Service Learning
- 5057 Confidentiality of Records and Protection of Children's Rights
- 5111 Non-Resident Enrollment and Attendance
- 5111.1 Eligibility for Participation in Extra-Curricular Activities
- 5112 Permanent Residency of Students

## **SECTION 5000: STUDENTS**

- 5113 Student Attendance and Truancy
- 5113.11 Administrative Regulations Regarding Attendance and Truancy
- 5113.1 Late Arrival/Early Release
- 5114 Student Discipline
- 5125 Confidentiality & Access to Student Records
- 5131 Student Conduct

- 5131.1 Smoke Free Environment
- 5131.11 Student Violation of the Smoking and Use of Tobacco Policy
- 5131.2 Use of Personal Communication Devices
- 5131.3 Bullying Intervention and Prevention
- 5132 Student Dress Code
- 5140 Police Investigations in School
- 5140.1 Students Involved with Police Courts
- 5141 Administration of Medication
- 5141.1 Self-Administration of Medication
- 5141.2 Students with Special Health Care Needs
- 5141.3 Self-Administration of Blood Glucose Level
- 5141.4 Health Assessment and Immunizations
- 5141.6 Suicide Prevention Policy
- 5141.221 Pediculosis
- 5142 Educating Students with Chronic Infectious Diseases
- 5144.1 Restraint, Seclusion, and the Use of Reasonable Physical Force
- 5144.11 Restrain and Seclusion Regulations
- 5145 Non-Discrimination (Students)
- 5145.1 Administrative Regulations Regarding Discrimination Complaints (Students)
- 5145.12 Search & Seizure (Students)
- 5145.31 Title IX of the Education Amendments of 1972- Prohibition of Sex Discrimination of Sexual Harassment
- 5145.311 Administrative Regulations Sex Discrimination and Sexual Harassment (Students)

**SECTION 6000: INSTRUCTION**

- 6008 Equity Plan
- 6010 Educational Goal Statement
- 6025 Cable TV Studio and Broadcasting
- 6027 Acceptable Use of Computerized Communication Products and Services
- 6030 Field Trips and Other Excursions
- 6032 School Volunteers
- 6037 Homework Policy
- 6040 Acceleration/Promotion and Retention of Students
- 6045 Graduation Requirements
- 6115 School Ceremonies/Observances
- 6146.1 Weighted Grading
- 6161 Instructional Materials
- 6161.2 Textbook Selection & Adoption
- 6161.3 New Courses/Programs
- 6161.4 Library Materials Selection & Adoption
- 6161.5 Special Interest Educational Materials

**SECTION 6000: INSTRUCTION**

- 6164.2 Aids Education
- 6170 Community Resource Person
- 6172.4 Title I/Parent Involvement
- 6172.41 Requirement of the Title I Statute P.L. 100.297, Comparability Services

**SECTION 7000: SUPPORT SERVICES**

- 7001 Support Services Goals
- 7003 Safety & Health Committee
- 7005 Asbestos Awareness and Hazardous Communication
- 7015 Crisis Plan
- 7020 Emergency Closings
- 7025 Building and Grounds Management

7032	Authorized Use of School Owned Equipment
7037	Special Use of School Buses
7039	Bus Camera Policy
7045	Food Service Management
7050	Mail and Delivery Services
7055	Health Insurance/Special Education
7230.2	Indoor Air Quality

**SECTION 8000: SCHOOL COMMUNITY RELATIONS**

8003	Community Use of School Facilities
8005	Student Fund Raising Activities
8010	Advertising and Promotion
8020	School Visitors
8025	Title I Parent Complaint Procedure
8027	Use of Chapter I Funds

**SECTION 9000: BYLAWS OF THE BOARD**

9001	Instruction of Students at Home
9001.1	Instruction of Students at Home Regulations
9010	Board Member Authority and Power
9012	Bylaws of the Board
9030	Board/Staff Communications
9030.1	Communications to the Board
9030.2	Board of Education Use of E-Mail
9040	School Board Operational Goals
9130	Board of Education Committees
9210.1	Student Representation on the Board of Education
9212	Board Organization Meeting
9230	Orientation of New Board Members
9240	Board Member Development Opportunities
9240.1	School Board Memberships
9250	Board Member Compensation and Expenses
9271	School Board Member Ethics
9311	Board Policy Development and Dissemination
9311.1	Policy Dissemination

**SECTION 9000: BYLAWS OF THE BOARD**

9315	Administration in Policy Absence
9323	Agenda Preparation and Dissemination
9323.1	Public Participation at Board Meetings
9324	Rules of Order
9326	Minutes

## **POLICIES**

It is important to note that the following is not a complete list of policies associated with employment in Plainfield Public Schools. These are policies that were referenced in the staff handbook. For a complete list of district policies, please visit our website policy section [HERE](#)

Please note the following Policies highlighted in our handbook:

### **SOCIAL MEDIA POLICY (PPS Policy 4118.51)**

#### **Social Networking**

The Board of Education (Board) has a strong commitment to quality education and the well-being of all students, as well as the preservation of the school district's reputation. The Board believes staff members must establish and maintain public trust and confidence and be committed to protecting all students attending the school district. In support of the Board's strong commitment to the public's trust and confidence, the Board holds all staff members to the highest level of professional responsibility.

Inappropriate conduct outside a staff member's professional responsibilities may determine them as unfit to discharge the duties and functions of their position. Staff members should be advised communications, publications, photographs, and other information appearing on social networking sites deemed inappropriate by the Board could be cause for discipline up to and including termination of employment consistent with state and federal law.

Staff members are advised to be concerned and aware such conduct deemed inappropriate may include, but is not limited to, communications and/or publications using e-mails, text-messaging, social networking sites, or any other form of electronic communication that is directed and/or available to students or for public display or publication. While the Board respects the right of staff members to use social networking sites, staff members should recognize they are held to a higher standard than the general public with regard to standards of conduct and ethics. It is important that a staff member's use of these sites does not damage the reputation of the school district, employees, students, or their families. Staff members who utilize, post or publish images, photographs, or comments on social networking sites, blogs, or other forms or electronic communication outside their professional responsibilities shall ensure their use, postings, or publications are done with an appropriate level of professionalism and are appropriate conduct for a school staff member. Staff members should exercise care in setting appropriate boundaries between their personal and public online behavior, understanding that what is private in the digital world often has the possibility of becoming public even without their knowledge or consent.

The school district strongly encourages all staff members to carefully review the privacy settings on social networking sites they use and exercise care and good judgement when posting content and information on such sites. Staff members should adhere to the following guidelines, which are consistent with the District's workplace standards on harassment, student relationships, conduct, professional communication, and confidentiality.



## **COMPUTER USE POLICY (PPS Policy 4118.5)**

### **Acceptable Computer Network Use**

The Board of Education provides computers, networks and Internet access to support the educational mission of the schools and to enhance the curriculum and learning opportunities for students and school staff.

Employees are to utilize the district's computers, networks, email system and Internet services for school-related purposes and performance of job duties. Limited incidental personal use of district computers, networks, email systems and Internet services is permitted as long as such use does not interfere with the employee's job duties and performance, with system operations or other system users. "Limited incidental personal use" is defined as use by an individual employee for an appropriate, lawful, brief and occasional personal purposes. Employees are reminded that such personal use must comply with this policy and all other applicable policies, procedures and rules.

Employees shall be notified that computer files and electronic communications, including email and voice mail, are not private. Technological resources shall not be used to transmit confidential information about students, employees, or District operations without authority. The systems' security aspects, message delete function and personal passwords can be bypassed for monitoring purposes. Therefore, employees must be aware that they should not have any expectation of personal privacy in the use of these computer systems. This provision applies to any and all uses of the district's computer systems, including any incidental personal use permitted in accordance with this policy and applicable regulations.

## **HARASSMENT POLICY (PPS Policy 4118.112 and 113)**

The Board of Education will not make employment decisions (including decisions related to hiring, assignment, compensation, promotion, demotion, disciplinary action and termination) on the basis of race, color, religion, age, sex, marital status, sexual orientation, national origin, ancestry, disability, pregnancy, genetic information, or gender identity or expression, except in the case of a bona fide occupational qualification. It is the policy of the Board of Education that any form of discrimination or harassment on the basis of race, religion, color, national origin, sex, sexual orientation, marital status, age, disability, pregnancy, genetic information, gender identity or expression, or any other basis prohibited by state or federal law is prohibited, whether by students, Board employees or third parties subject to the control of the Board. The Board's prohibition of discrimination or harassment in its educational programs or activities expressly extends to academic, nonacademic and extracurricular activities, including athletics. It is also the policy of the Board of Education to provide for the prompt and equitable resolution of complaints alleging any discrimination on the basis of protected characteristics such as race, color, religion, age, sex, sexual orientation, marital status, national origin, disability (including pregnancy), or gender identity or expression.

## **MANDATED REPORTER POLICY (PPS Policy 4118.51)**

One of the most important duties of staff who work with children is the protection of those children. In accordance with CT General Statute 17a-101a) Mandated reporters are required to report or cause a report to be made when, in the ordinary course of their employment or profession, they have reasonable cause to suspect or believe that a child under the age of 18 has been abused, neglected or is placed in imminent risk of serious harm. (Connecticut General Statutes §17a-101a)

The following persons shall be mandated reporters, in accordance with CT Statutes chapter 319a - Child Welfare, Sec. 17a- 101:

Note: "School employee" means:

(A) A teacher, substitute teacher, school administrator, school superintendent, guidance counselor, psychologist, social worker, nurse, physician, school paraprofessional or coach employed by a local or regional board of education or a private elementary, middle or high school or working in a public or private elementary, middle or high school;

- (B) any other person who, in the performance of his or her duties, has regular contact with students (i.e. public and private school bus drivers) and who provides services to or on behalf of students enrolled in
- (i) a public elementary, middle or high school, pursuant to a contract with the local or regional board of education, or
  - (ii) a private elementary, middle or high school, pursuant to a contract with the supervisory agent of such private school.)

Board Policy on Mandated Reporter  
Procedures for Reporting of Child Sexual Abuse and Sexual Assault

A. Students, or any individuals, may make written or verbal reports of suspected child sexual abuse and/or sexual assault to any school employee. For purposes of this policy, a “child” shall be considered any student enrolled in the Board’s schools, except for those enrolled only in an adult education program who are over the age of eighteen (18). The Safe School Climate Specialist or designee for the school in which the student is enrolled shall be notified of the report and shall cause such reports to be reviewed and actions taken consistent with this policy.

B. School employees who receive a report of child sexual assault and/or abuse and

C. Have reasonable cause to suspect or believe that a child has been sexually abused and/or assaulted shall report such suspicion to the appropriate authority in accordance with Board Policy [#], pertaining to REPORTS OF SUSPECTED ABUSE OR NEGLECT OF CHILDREN OR REPORTS OF SEXUAL ASSAULT OF STUDENTS BY SCHOOL EMPLOYEES.

II. Procedures for Review of Reports of Child Sexual Abuse and/or Assault

A. The Safe School Climate Specialist or designee for the school in which the student is enrolled shall be responsible for reviewing any reports of suspected child sexual abuse and/or sexual assault. In the event that the suspected child sexual abuse and/or sexual assault has not yet been reported to the appropriate authority in accordance with Board Policy [#], pertaining to REPORTS OF SUSPECTED ABUSE OR NEGLECT OF CHILDREN BY ANYONE OR SEXUAL ASSAULT OF STUDENTS BY SCHOOLEMPLOYEES, the Safe School Climate Specialist or designee shall promptly cause such a report to be made.

B. If/when such report alleges that a school employee, as defined by Conn. Gen. Stat § 53a-65, is the perpetrator of child sexual abuse and/or sexual assault, the Safe School Climate Specialist or designee shall immediately notify the Superintendent of Schools or designee, who shall immediately notify the child's parent or guardian that a report has been made to the appropriate authorities in accordance with .Board Policy [#], pertaining to REPORTS OF SUSPECTED ABUSE OR NEGLECT OF CHILDREN OR REPORTS OF SEXUAL ASSAULT OF STUDENTS BY SCHOOLEMPLOYEES.

The notification requirement shall not apply if a parent or guardian is the individual suspected of perpetrating the child sexual abuse and/or sexual assault. If either a Department of Children and Families (“DCF”) investigation or a police investigation is pending pertaining to the report of suspected child sexual abuse and/or sexual assault, the Safe School Climate Specialist or designee shall obtain the permission of DCF and/or the police department conducting the investigation prior to informing the parents/guardians of the report.

C. The Safe School Climate Specialist or designee shall offer to meet with the student and the parents or guardians of the student about whom a report of suspected child sexual abuse and/or sexual assault has been made, in order to discuss the District’s support procedures, including but not limited to: 1) actions that child victims of sexual abuse and/or sexual assault and their families may take to obtain assistance, 2) intervention and counseling options for child victims of sexual abuse and/or assault, and 3) access to educational resources to enable child victims of sexual abuse and/or sexual assault to succeed in school. If either a Department of Children and Families (“DCF”) investigation or a police investigation is pending pertaining to the report of suspected child sexual abuse and/or sexual assault, the Safe School Climate Specialist or designee shall obtain the permission of DCF and/or the police department conducting the investigation prior to informing the parents/guardians of the report.

D. In the event that the report of suspected child sexual abuse and/or sexual assault alleges that another student enrolled in the District is the perpetrator of the sexual abuse and/or sexual assault, the Safe School Climate Specialist or designee shall also take appropriate action to investigate or cause such a report to be investigated, and appropriate remedial actions taken, in accordance with Board Policy [#], pertaining to REPORTS OF SUSPECTED ABUSE OR NEGLECT OF CHILDREN OR REPORTS OF SEXUAL ASSAULT OF STUDENTS BY SCHOOL EMPLOYEES, Board Policy

[#5135.31], pertaining to Bullying Prevention and Intervention, and Board Policy [#5131.3], Title IX/Sex Discrimination and Sexual Harassment. In the event either a DCF investigation or a police investigation is pending pertaining to the report of suspected child sexual abuse and/or sexual assault, the Safe School Climate Specialist shall coordinate investigatory activities with DCF and/or the police in order to minimize the number of interviews of any child or student victim of sexual assault and share information with other persons authorized to conduct an investigation of child abuse or neglect, as appropriate and permitted by law.

- E. The Safe School Climate Specialist or designee shall develop a student support plan for anyone who has been a victim of child sexual abuse and/or sexual assault. The report of suspected sexual abuse and/or assault need not be verified prior to the implementation of a support plan. The elements of the support plan shall be determined in the discretion of the Safe School Climate Specialist or designee, and shall be designed to support the student victim's ability to access the school environment.

### **HIRING POLICY (PPS Policy 4111 and 4112.5)**

The Board desires the Superintendent to develop and maintain a recruitment program designed to attract and hold the best possible personnel who are "effective teachers" as defined by federal law in the District's schools. All District teachers must meet applicable state certification and licensure requirements, including any requirements for certification obtained through alternate routes to certification.

The school district recognizes the heterogeneity of the people who live in the school district and believes that this characteristic should have an important bearing on all aspects of the school district's activities.

The Board of Education believes it is especially important that this heterogeneity of population be recognized in the recruitment and assignment of personnel.

To this end, the Board of Education shall develop and implement a written plan for minority staff recruitment. The administration is directed to make a serious effort to see that the recruitment procedures of the district produce a total staff representative of the total population of the district and that the assignment procedures of the district bring to each school staff members representative of the population represented by the student membership in each local school.

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

The Superintendent shall insure that the District is in compliance with the provisions of Title I and the Every Student Succeeds Act. Manuals and handbooks shall comply with federal law as to the qualifications for instructional personnel. Parents/guardians of students in Title I schools shall be informed annually, at the beginning of each school year, of their right to request information about whether their child's teacher has met state qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction; is teaching under emergency or other provisional status through which state qualifications or licensing criteria have been waived; and is teaching in the field of discipline of the certification of the teacher. The qualifications of services provided by paraprofessionals shall also be provided. Timely notices shall also be provided to parents/guardians that the student has been assigned, or has been taught in a Title I school for 4 or more consecutive weeks by a teacher who does not meet applicable state certification or licensure requirements at the grade level and subject area in which the teacher has been assigned.

### **Security/Background/Fingerprinting**

In order to create a safe and orderly environment for students, all offers of employment will be conditional upon the successful outcome of a criminal record check. In addition, any person applying for employment with the Board shall submit to a record check of the Department of Children and Families (DCF) Child Abuse and Neglect Registry before the person may be hired.

Note: Applicants for all positions, certified or non-certified must submit to a check of Department of Children

and Families Child Abuse and Neglect Registry.

Applicants, as required, shall make disclosures containing (1) current and past employers' contact information; (2) authorization allowing contact with such employers; and (3) statements about any past misconduct, discipline, or licensure penalties as a result of sexual misconduct or abuse allegations.

The District, prior to hiring such applicants, will (1) ensure that they complete the above stated three requirements; (2) review applicants' employment history after making a documented, good faith effort to contact previous employers for information; and (3) request any available information about applicants from SDE.

The background/reference checks shall be done in compliance with the statutory guidelines contained in Board policy #4112.51/4212.51, as amended.

District employees shall within 30 days after they are hired submit to state and national criminal checks. District students employed by the school system are exempted from this requirement.

### **Personnel - Certified and Non-Certified (4118.232/4218.232)**

#### **Alcohol, Drugs and Tobacco, Drug and Alcohol-Free Workplace**

The Board of Education (Board) is concerned with maintaining a safe and healthy working and learning environment for all staff and students. The Board recognizes the importance of maintaining an environment for its staff and students that is drug and alcohol free. Reasonable steps will be taken to create a safe workplace free from the effects of alcohol, second-hand smoke and drug abuse.

Employees must abide by the terms of this policy as a condition of employment. This policy is adopted in accordance with state law and the Drug Free Workplace Act.

#### **I. Prohibited Behavior**

To help maintain a drug-free school, community, and workplace, the following conduct is strictly prohibited of all District employees and volunteers. An employee who violates this policy may be required to successfully complete an appropriate rehabilitation program, may not be renewed or his/her employment may be suspended or terminated, at the discretion of the Board.

- A. Reporting to work or the workplace under the influence of alcohol, illegal and/or controlled substances including marijuana (cannabis) and anabolic steroids;
- B. Manufacturing, selling, delivering, soliciting, consuming, using, possessing, or transmitting alcohol in any amount or in any manner on District property or a District workplace at any time while students are under the supervision of the District, or when involved as an employee in a District activity on or off school district property;
- C. Unlawfully manufacturing, distributing, dispensing, possessing, or using a controlled substance in a District workplace;
- D. Using the workplace, District property or the staff member's position within the District to make or traffic alcohol, illegal and/or controlled substances, including marijuana (cannabis) and anabolic steroids;
- E. Using, possessing or transmitting drugs and/or controlled substances, including marijuana (cannabis) and anabolic steroids in a manner that is illegal or which impairs job performance or poses a hazard to the safety and welfare of the employee, the public, the students, or other employees; and
- F. Smoking or other use of tobacco products on school property during regular school hours, on

transportation provided by the Board of Education, or during the course of any trip sponsored by the Board or under the supervision of the Board or its authorized agent.

### **CBD Products**

Employees are prohibited from possessing or using any product with cannabidiol (CBD), whether derived from hemp or cannabis, regardless of the amount of THC in the product or to the extent to which it is legal or illegal under state law.

### **II. Use of Prescription Drugs**

A. Employees are permitted to use prescription drugs on school property, or during the conduct of Board business, that have been prescribed by a licensed medical practitioner. Such drugs shall be used only as prescribed. In addition, employees shall not possess prescription drugs for the purpose of sale or distribution.

B. However, the Board, in compliance with C.G.S. 21a-408a through 408q, prohibits the palliative use of marijuana on school property, at a school-sponsored event, or during the conduct of Board business. Employees are prohibited from being under the influence of intoxicating substances, including marijuana used for palliative purposes, during the work day.

### **III. Smoking**

A. The Board prohibits smoking, including smoking using an electronic nicotine delivery system (e.g., e-cigarettes), and the use of tobacco products on school property or at any school-sponsored activity. This ban applies to any area of the workplace and outside within 25 feet of a doorway, operable window or air intake vent.

B. The workplace smoking ban also applies to cannabis, hemp, and e-cigarette use, involving cannabis.

C. The District will not make accommodations for an employee or be required to allow an employee to perform his/her duties while under the influence of cannabis or allow the employee to possess, use or otherwise consume cannabis while performing his/her employment duties.

### **IV. Notification Requirements**

A. Any staff member who is taking prescribed or over-the-counter medications will be responsible for consulting the prescribing physician and/or pharmacist to ascertain whether the medication may interfere with the safe performance of his/her job. If the use of a medication could compromise the safety of the staff member, other staff members, students or the public, it is the staff member's responsibility to use appropriate personnel procedures (e.g., use leave, request change of duty, or notify his/her supervisor of potential side effects) to avoid unsafe workplace practices. If a staff member notifies his/her supervisor that the use of medication could compromise the safe performance of his/her job, the supervisor, in conjunction with his/her superior, will determine whether the staff member can remain at work and whether any work restrictions will be necessary.

B. As a condition of employment, each employee will notify his or her supervisor of a conviction under any criminal drug statute. Such notification will be provided no later than five (5) days after such conviction. The District will inform the federal granting agency within ten (10) days of such conviction, regardless of the source of the information.

C. District employees are directed to report any suspected violation of this policy to an administrator or directly to the Superintendent of Schools or his/her designee. The Superintendent or designee will investigate the allegation and meet with the alleged violator.

D. All employees will be notified of this policy on a yearly basis and instructed to recognize that compliance is mandated.

E. This policy shall be made known to prospective employees prior to employment.

## VI. Employee Assistance

In order to make employees aware of dangers of drug and alcohol abuse, and to provide an employee with the opportunity for rehabilitation in overcoming addiction to, dependence upon or other problem with alcohol or drugs, the District will:

- A. provide each employee with a copy of this District Drug- and Alcohol-Free Workplace policy;
- B. post notice of the Drug- and Alcohol-Free Workplace policy in a place where other information for employees is posted;
- C. make available materials from local, state, and national anti-drug and alcohol-abuse organizations;
- D. enlist the aid of community and state agencies with drug and alcohol informational and rehabilitation programs to provide information to District employees;
- E. provide information about benefits available under the Board's group medical plan for treatment;
- F. establish a drug-free awareness program to inform employees about:
  - the dangers of drug abuse in the workplace,
  - available drug and alcohol counseling, rehabilitation, re-entry, and any employee assistance programs, and
  - the penalties that the District may impose upon employees for violations of this policy.

Legal Reference: Connecticut General Statutes

P.A. 21-1 (June Spec. Session) An Act Concerning Responsible and Equitable Regulation of Adult-Use Cannabis

Controlled Substances Act, 21 U.S.C. §812; 21 C.F.R. 1308.11-1308.15

Drug-Free Schools and Community Act, P.L. 99 570, as amended by P.L. 101 226 (199)

Safe and Drug-Free School and Communities Act of 1994, 20 U.S.C. §7101-71187 (as amended by Title IV - 21st Century Schools)

Drug-Free Workplace Act, 30 ILCS 580/1 et. seq.

Drug-Free Workplace Requirements for Federal Grant and Recipients 41 U.S.C. 8103



*Shepard Hill Elementary School installed Solar in 2019*



## SALARIES PAYMENT SCHEDULE - NURSES

Nurses may select from three salary payment options:

1. Twenty-one (21) equal periodic paychecks
2. Twenty-two (22) periodic payments with the twenty second (22<sup>nd</sup>) payment being issued on the last payroll date in June.
3. Twenty-six (26) equal periodic paychecks.

Please identify your preferred payroll option for the next school year below:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Number of Pays (21, 22, or 26)



## SALARIES PAYMENT SCHEDULE - TEACHERS

Teachers may select from three salary payment options:

1. Twenty-six (26) equal periodic paychecks
2. Twenty-one (21) equal periodic paychecks
3. Twenty-two (22) periodic payments with the twenty second (22<sup>nd</sup>) payment being issued on the last payroll date in June. (Balloon Check)

Please identify your preferred payroll option for the next school year below:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Number of Pays (26, 21 or 22)





# FULL-TIME PARAPROFESSIONALS SALARIES PAYMENT SCHEDULE

Full-time Paraprofessionals may select from two salary payment options:

1. Twenty-six (26) equal periodic paychecks (September-August)\*
  - Distributing yearly earnings over 26 pay periods rather than 22 pay periods results in a bi-weekly reduction of approximately 15%. (Ex. If your bi-weekly earnings were \$1,000 for 22 pays the same earning would provide approximately \$850 per pay.
  - Health Insurance will remain on a twenty (20) pay period cycle.
  - Equalizing to 26 pay periods rather than paying the hourly earnings requires a projection of earnings for the standard work year (182 days + holidays and professional days). Any approved unpaid time or additional earnings from summer work would be deducted from or paid in addition to the bi-weekly payment cycle in which the adjustment is credited.
  - Once designated as the choice, the payment cycle (26) cannot be altered during the year.
2. Standard school year bi-weekly (September–June)
  - Employees are paid bi-weekly for hours worked pursuant to contract and approved unpaid time is deducted during the bi-weekly cycle in which the adjustment is credited.

Please identify your preferred payroll option for the next school year below:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Salary Option ( 1 or 2)

**\*Note:** If you are electing the equalized 26 bi-weekly payment plan, all of the holidays including the ‘floating holiday’ are included in the equalized pay. All holiday pay must be requested in advance. If not requested, any unused holiday pay is forfeited at the end of the year.

**For those full-time employees selecting Option #1: Choose a holiday date or sign below.**

\_\_\_\_\_ “I am requesting that my **floating holiday** be credited on the day after Thanksgiving for the 2023/2024 school year.”

\_\_\_\_\_ “I am requesting that my **floating holiday** be credited on for the 2023/2024 school year.”

\_\_\_\_\_  
Signature

# PLAINFIELD BOARD OF EDUCATION DIRECT DEPOSIT ENROLLMENT FORM

To enroll for Direct Deposit, simply fill out this form and give it to your payroll secretary. **Attach a voided check for each checking account – not a deposit slip.** If depositing to a savings account, ask your bank to give you the Routing/Transit Number for your account. It isn't always the same as the number on a savings deposit slip. This will help insure that you are paid correctly.

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***Important! Please read and sign before completing and submitting.***

I hereby authorize the Plainfield Board of Education to deposit any amounts owed me by initiating credit entries to my accounts at the financial institutions (bank) indicated on this form. Further, I authorize the bank to accept and to credit any credit entries indicated by the Plainfield Board of Education to my accounts. In the event that the Plainfield Board of Education deposits funds erroneously into my account, I authorize the Plainfield Board of Education to debit my account for an amount not to exceed the original amount of the erroneous credit.

I understand that my deposit may not be credited to my account until 5:00 P.M. on the pay date indicated on the check voucher. I also understand that it is my responsibility to ensure that my wages are being deposited correctly into my account each pay day. I agree to hold Plainfield Board of Education harmless from loss and to indemnify it, limited to the amount of the deposit.

This authorization is to remain in full force and effect until the Plainfield Board of Education and the bank have received written notice from me of its termination in such time and in such manner as to afford the Plainfield Board of Education and the bank reasonable opportunity to act on it.

Employee Name: \_\_\_\_\_ Social Security # : \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

***Account Information***

You may choose up to three accounts. (Your last item must be for the remaining amount owed to you).

1. Bank Name/City/State: \_\_\_\_\_

Routing/Transit #: \_\_\_\_\_ Account Number: \_\_\_\_\_

Checking or Savings \_\_\_\_\_ I wish to deposit: \$ \_\_\_\_\_ . \_\_\_\_\_ or Entire Net Amount \_\_\_\_\_

2. Bank Name/City/State: \_\_\_\_\_

Routing/Transit #: \_\_\_\_\_ Account Number: \_\_\_\_\_

Checking or Savings \_\_\_\_\_ I wish to deposit: \$ \_\_\_\_\_ . \_\_\_\_\_ or Entire Net Amount \_\_\_\_\_

3. Bank Name/City/State: \_\_\_\_\_

Routing/Transit #: \_\_\_\_\_ Account Number: \_\_\_\_\_

Checking or Savings \_\_\_\_\_ I wish to deposit: \$ \_\_\_\_\_ . \_\_\_\_\_ or Entire Net Amount \_\_\_\_\_

# Plainfield Public Schools

## Enrollment Form for Health Care FSA and Dependent Care FSA

Group # 16274

### Employee Information

Name (print): \_\_\_\_\_ Social Security #: \_\_\_\_\_

Address: \_\_\_\_\_  
(Street)

\_\_\_\_\_  
(City, State, Zip)

Date of Hire: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Home Phone #: \_\_\_\_\_

Email Address: \_\_\_\_\_

### Flexible Spending Account Elections

Please indicate the amount of your salary you wish to contribute to the Health Care Flexible Spending Account and/or the Dependent Care Flexible Spending Account.

### Health Care FSA **ACCOUNT HOLDER CANNOT PARTICIPATE IF ENROLLED IN A HDHP/HSA**

Number of pay periods	x	Contribution per pay period	=	Total annual contribution
20		\$ _____		\$ _____ (min \$500, Max \$3050)

### Dependent Care FSA **ALL CAN PARTICIPATE**

Number of pay periods	x	Contribution per pay period	=	Total annual contribution
20		\$ _____		\$ _____ (min \$500, Max \$5000)

**Total FSA contributions per pay period**      **Total Contributions to FSAs**

\$ \_\_\_\_\_      \$ \_\_\_\_\_

### Authorization

Please read the statement below, then sign and date this form. The forms must be returned to the Business Office.

I authorize the redirection of my salary (on a per paycheck basis) for contributions to my Health Care Flexible Spending Account and Dependent Care Flexible Spending Account. I understand that such redirections will be made on a pre-tax basis.

I understand the amounts redirected from my pay and not used for health and/or dependent care expenses incurred during the Plan Year will be FORFEITED in accordance with Internal Revenue Service regulations. I also understand that this authorization is irrevocable until the next Plan year unless I have a change in family status (i.e., marriage, divorce, birth or adoption of a child, termination of spouse's employment or health insurance, etc.).

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

# **Town of Plainfield and Plainfield Board of Education**

## **Medical Care Plan**

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To All Employees:

The Plainfield Board of Education has elected to become a participating employer in an Employers Medical Care Plan filed with the Connecticut Workers' Compensation Commission. The Employer Medical Care Plan allows the Plainfield Board of Education to direct employees to a list of medical providers for treatment of work-related injuries and illnesses. Employees are obliged to obtain treatment from providers in the approved plan; failure to do so may suspend an employees' right to receive workers' compensation benefits, subject to the order of a Worker's Compensation Commissioner. The Plainfield Board of Education Employer Medical Care Plan is part of The MCMC CareSys Medical Care Plan, of CIRMA, the employer's risk management firm.

As an employee of the Plainfield Board of Education, you must report a work-related injury or illness to your supervisor, who will complete a First Report of Injury Form before the end of the shift. If you require medical intervention or evaluation for your injury, you will be directed to Concentra to receive treatment. If you require further medical treatment, contact the Business Office. If you have a medical emergency, go to the nearest emergency department.

You may obtain follow-up medical care from providers listed on The MCMC CareSys Medical Care Plan directory, which is available through the Business Office. Should your injury require specialty treatment not available in The MCMC CareSys Medical Care Plan, a consultant from an approved list established by the Workers' Compensation Commission may be chosen for your treatment.

If you are out of work as a result of your work-related injury, you will be contacted regularly by the Business Office and/or The MCMC CareSys Medical Care Plan Claims Coordinator to determine that your medical needs are met. Each of you is an important member of the Plainfield Board of Education. The purpose of this program is to ensure you receive appropriate medical treatment in a timely manner to facilitate recovery.

The Plainfield Board of Education Medical Care Plan includes a utilization review company which is available to you should there be any questions or disputes about the level and/or quality of care.

MCMC CareSys llc is the utilization review company chosen to review the medical care and services provided to you for work-related injuries and illnesses. Their telephone number is 1-800-992-5531 ext. 7257. **PLEASE IDENTIFY YOUR EMPLOYER AS A CIRMA ACCOUNT.** A detailed description of Caresys's services is available to you from Webster Risk Services

The Management staff at the Plainfield Board of Education, CIRMA, and MCMC CareSys llc are available to assist you from the time of your injury through recovery and return to work.

# Workers Compensation Common Questions

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You Ask About Workers' Compensation Protection.

1. What is Workers' Compensation?

The purpose of Workers' Compensation is to provide injured workers and those who depend upon them with a means of support when they are unable to work because of a work-related disability. Its purpose also is to bring about a prompt recovery. Workers' compensation is basically a no-fault system with benefits paid, no matter who is responsible.

2. What is a "Work-Related Injury or Illness?"

The term "Work-Related Injury or Illness" is used to describe any injury or disease which results from work or working conditions and which occurs during the employee's service to the employer.

3. Who handles a Workers' Compensation claim?

CIRMA is the claims administrator for the Plainfield Board of Education. They administer all compensation benefits an injured worker is entitled to receive. If you have any questions about workers' compensation, contact your program coordinator or CIRMA.

4. How do you get benefits?

Report the injury to your supervisor immediately! Just specify what, where, when and how it happened, enough information so that he/she can complete the First Report of Injury form.

Prompt reporting is the key. Benefits are automatic for work-related injuries or illnesses. But, nothing can happen until your employer knows about the injury, no matter how slight. Even a cut finger can be disabling if an infection develops.

5. What if you need prescription drugs?

All prescriptions needed because of a workers' compensation illness or injury are reimbursed by workers' compensation insurance.

6. What is the compensation for total disability?

Compensation for Total Disability is money that you receive if the Medical Provider certifies that your illness or injury causes you to lose more than three (3) days of work. You can expect that the amount will be 75% of your net earnings, subject to a minimum and maximum determined by law.

The Plainfield Board of Education and CIRMA work closely with the Medical Provider. When the Medical Provider releases you to return to full duty, the temporary disability wage support stops.

7. What if the doctor releases you to modified work?

Bring your physician's written instructions to the Business Office immediately. The Plainfield Board of Education will try to provide you with a temporary modified duty position to meet your doctor's specified restrictions. If the pay rate for your modified duty position is less than the pay rate for your regular position, your weekly compensation will be 75%, or the difference in the after tax earnings between the two positions.

8. What is permanent disability?

Permanent disability is a term, which describes the lasting effect of an on-the-job injury or illness. If you have a permanent physical limitation from your injury or illness, CIRMA provides you with additional payment. As you would expect, the amount of payment depends upon the effect of the injury. The State of Connecticut Workers' Compensation law establishes a schedule for payment of permanent disability injuries or illnesses based on your percentage of disability, as determined by your physician and your salary at the time of the injury.

9. Where do you obtain medical treatment?

Prompt medical care is a key element to a fast recovery from an injury or illness. Emergency medical care and medical follow-up treatment can often mean the difference between complete recovery from an injury or lasting physical disability. If you become injured at work, GET EMERGENCY MEDICAL CARE IMMEDIATELY FROM THE NEAREST EMERGENCY DEPARTMENT OR MEDICAL CARE PLAN MEDICAL CENTER.

If you are injured during regular working hours, you should report your injury to your supervisor and proceed to a plan primary care center. If you become injured when the centers are closed, you should go to the nearest emergency department.

10. What if you need continuing medical treatment?

In the event an employee's injury requires additional medical care beyond the initial visit to the emergency department, a choice of a primary care physician will continue to provide necessary treatment and referrals to specialists when needed.

Should your injury require specialty treatment not available in The MCMC CareSys Medical Care Plan, a consultant from an approved list established by the Workers' Compensation Commission may be chosen for your treatment

Employees are required to obtain treatment from providers in the approved plan. Failure to do so may suspend an employee's right to receive workers' compensation benefits, subject to the order of a Workers' Compensation Commissioner.

11. What if you have further questions?

If you have further questions regarding your workers' compensation benefits, contact your program coordinator or CIRMA at 1-800-652-4762.

12. What if you question your medical treatment?

MCMC CareSys can review the medical care and services being provided to you. They can be contacted at 1-800-992-5531 ext 7257.

## 403(b) Retirement Plan

The Plainfield Board of Education is pleased to offer its employees an opportunity to participate in its 403(b) plans. Plan participation is on a voluntary basis.

A 403(b) plan is designed to help you save for your retirement. The amounts you contribute to the 403(b) plan are not subject to current Federal (and in most cases, State) income taxation. Taxes on the amounts you contribute are deferred until these amounts are distributed. Investment earnings also accumulate with Federal and State income taxes deferred until they are distributed. All distributions of income are subject to ordinary income tax and withdrawals of amounts attributable to salary deferrals before age 59 ½ are generally prohibited unless you have terminated employment and where allowed may, together with other withdrawals, be subject to an additional 10 percent penalty tax.

### ELIGIBILITY

In general, all employees must be provided the opportunity to defer a portion of their compensation pursuant to a salary reduction agreement. This commonly referred to as the “universal availability” requirement. The universal availability rule means that if an employer permits one employee to defer salary into a 403(b) plan, the employer must extend this offer to all employees.

### CONTRIBUTION LIMITS

Federal tax law sets an annual limit on the maximum you may contribute to your 403(b) retirement savings plan. You may start with as little as \$25 per pay period. You may change the amount of your contribution within tax law and program limitations.

Tax Year	2023
Basic Salary Deferral Limit for Employees Under Age 50	\$22,500
Max. Limit If You Qualify For the Full Annual 403(b) Lifetime Catch-Up Amt	\$25,500
Max. Limit For the Age 50+ Catch-Up BUT NOT the 403(b) Lifetime Catch-Up	\$30,000
Max. Limit If Both the Age 50+ Catch-Up & 403(b) Lifetime Catch-Up	\$33,000

Additional catch-up contributions under the 403(b) plan may be available for employees who have completed at least 15 years of service with certain eligible employers (ex. Schools). The lifetime limit per employee is \$15,000 and the amount that can be claimed in any year may not exceed \$3,000 and further depends on the years of service and amount of contributions in prior years. See your 403(b) provider for details.

Participants age 50+ can contribute up to an additional \$6,500 in 403(b) contributions.

### DISTRIBUTIONS

A 403(b) plan is designed as a source of retirement income so there are restrictions on withdrawing funds and any earnings before you reach age 59 ½.

A distribution may be taken from the program before age 59 ½ for the following reasons:

- Severance from employment, Financial hardship, Disability, Death, The amount distributed as a “qualified reservist” distribution

### LOANS

You may be able to take out a loan from your 403(b) plan. Loans are not subject to any tax or penalty. In many cases you may borrow up to one-half of your nonforfeitable account balance, as long as your new loan doesn't exceed \$50,000 (reduced by your highest outstanding loan balance within 12 months of taking the new loan).

Loans must of course, be repaid within the limitations specified by federal tax law. Principal and interest payments must be made on a substantially level basis at least quarterly, and the term of the loan generally cannot exceed 5 years. Any loan not repaid within the specified timeframe will be considered default.

Defaulted loans are treated as a distribution from the 403(b), and may be subject to ordinary income taxes and a 10% Federal penalty tax if prior to age 59 ½.

#### INSERVICE CONTRACT EXCHANGES

Employees may exchange all or a portion of their 403(b) contract value by transferring it to another 403(b) contract approved under the 403(b) plan. Exchanges may be subject to the issuing company's withdrawal or contingent deferred sales charge.

#### **403(b) APPROVED PROVIDERS**

AXA Equitable	AXA Equitable Life Ins. P.O. Box 313463 Newark, NJ 07188-0463	Michael S. Graziano, MBA, CRPC Ph: 401.578.3730 Fax: 203.288.7632 <a href="mailto:Michael.Graziano@axa-advisors.com">Michael.Graziano@axa-advisors.com</a>
Ameriprise	Ameriprise Financial 70205 Ameriprise Financial Center Minneapolis, MN 55474-0702	
American Funds*	Capital Bank & Trust Attn: American Funds P.O. Box 2560 Norfolk, VA 23501-2560	Ph: 800.421.0180 Ext. 36424
PenServ	PenServ	Ph: 800.473.7888 Penserv.com
Horace Mann	Horace Mann Life Ins. Co P.O. Box 19219 Springfield, IL 62794-9219	Jeffery Larrow Ph: 860.792.0454
VOYA	VOYA Retirement Insurance Reed Financial Planning & Services 427 Naubuc Ave Building 427, Suite 101 Glastonbury, CT 06033 info@reedfinancial.net	Scott Reed & Tyler Boling Ph: 860-430-1009
Brighthouse	Brighthouse P.O. Box 7104 Troy, MI 48007-7104	Ph: 833.208.3018 Fax: 877.319.2495
MetLife	MetLife & Annuity Co of CT P.O. Box 91811 Chicago, IL 60693-1811	Ph: 800.928.7734 Fax: 866.674.9469
American Funds	Capital Bank & Trust Attn. American Funds P.O. Box 2560 Norfolk, VA 23501-2560	David Gladue 860-376-5219 david.gladue@wrpr.com

(\* Loans and financial hardship distributions not allowed)



TO: Plainfield Public Schools Employees  
FROM: John Richards, Finance Director  
RE: Important New Restrictions regarding Exchange or Transfer of TSA/403(b) Contracts

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On July 26, 2007, the IRS issued new final 403(b) regulations that govern all aspects of tax-sheltered annuity plans, also known as 403(b) or TSA plans. These new regulations overhaul, in large part, existing IRS rules, many of which have applied to TSA/403(b) contracts for more than forty years.

Although many of the new IRS requirements set forth in the regulations will not apply until January 1, 2009, one important rule change regarding Contract Exchanges will take effect much sooner on September 24, 2007. This Notice explains how this new rule may affect you. It also explains the elimination of plan to plan transfers of the Board's 403(b) Plan with other 403(b) Plans.

### **What is a Contract Exchange?**

A Contract Exchange occurs when a participant replaces an existing 403(b) contract he or she has at one vendor with a new 403(b) contract with a different vendor. As part of the Contract Exchange, the account value in the first contract is transferred into the second contract. In the past, Contract Exchanges would often occur if a participant wanted to establish an investment contract with a company for his or her 403(b)/TSA account that was not one of the approved vendors through the School District (currently the Plainfield Public Schools 403(b) vendor list contains 12 approved companies).

If done correctly (as first outlined by the IRS in guidance known as Revenue Ruling 90-24), a Contract Exchange did not produce a taxable distribution for the participant.

**Example:** A participant has a \$50,000 account value in a TSA with Metlife, and the Participant wants to establish a new TSA contract with a different vendor--for example, Ameriprise Financial --and have the \$50,000 transferred into the new Ameriprise Financial contract. If the Contract Exchange occurred in the correct manner and the new contract was set up with the same 403(b) restrictions in place for the first contract, then the Contract Exchange would not produce any taxable income to the participant at the time of the transfer, whether or not Ameriprise Financial was on Plainfield's list of approved vendors.

### **How are Contract Exchanges being changed by the new rules?**

The new IRS regulations will continue to allow these Contract Exchanges on a non-taxable basis if they occur on or before September 24, 2007. However, after September 24, 2007, no Contract Exchanges will be permitted into companies that are not shown on the Plainfield Public Schools' 403(b) Plan's approved investment line-up. This means that if you complete a non-approved Contract Exchange for your TSA/403(b) plan after September 24, 2007, then the exchange will be treated as a taxable distribution to you of your TSA benefits—for example, the \$50,000 in the above example would be taxable income to you when the transfer to Ameriprise Financial occurred.

### **Are there any exceptions to these new Contract Exchange rules?**

- Yes, the IRS continues to permit a transfer from a 403(b)/TSA contract to a defined benefit governmental pension plan in order to purchase permissive service credit in that pension plan. This type of transfer, common in Connecticut for teachers who have out-of-state service that can be purchased under TRB, is not treated as a taxable Contract Exchange under the new rules. The permissive service credit transfer, because

it is not treated as a distribution under 403(b), may be made as an in-service transfer during your employment with the Plainfield Public Schools.

- The new rules also continue to allow plan-to-plan transfers or rollovers that occur following an employee's retirement, termination of employment or other distributable event, such as disability or the attainment of age 59½. So, to the extent the terms of your 403(b) contract so allow, upon your retirement or separation from service from the Plainfield Public Schools, you would be eligible to complete a non-taxable rollover distribution into an IRA or 403(b) retirement account at your new employer, so long as the distribution is an eligible rollover distribution.

### **Why is the IRS changing these Contract Exchange rules now?**

For many years, the IRS has been concerned that the TSA and 403(b) vendors have not been properly enforcing key features of 403(b) programs, such as the hardship withdrawal rules and the restrictions on plan loans from 403(b)/TSA contracts. Part of the IRS's solution to this problem is to require that all 403(b) contracts be issued pursuant to a written 403(b) plan document maintained by the employer. Under that plan document, all responsibilities regarding the administration of the plan must be properly allocated to a responsible party, whether that be the employer, the vendor, or a third party administrator. The plan document will also provide for the allowable investments, and identify which companies are allowed to issue investments pursuant to the plan. Only listed companies in the plan document are approved for investing the employees' 403(b) contributions. Under the plan document, the Employer and the listed vendors must agree to share information regarding the employees' contributions and other information about his or her TSA contracts.

The IRS believes its new regulations will strengthen enforcement and administration of the TSA/403(b) contracts in accordance with the requirements of the Internal Revenue Code set forth in Section 403(b).

### **What will happen to Contract Exchanges that occurred before September 24, 2007?**

Under the new 403(b) regulations, these pre-September 24<sup>th</sup> Contract Exchanges are grandfathered and are not affected by the new regulations. Accordingly, they will continue to remain non-taxable transfers, and only when distributions are taken from those contracts will the employee have taxable income.

### **Will plan-to-plan transfers be allowed between the Board's 403(b) Plan and other 403(b) Plans maintained by other entities?**

No, starting September 25, 2007, plan-to-plan transfers into or from the Board's 403(b) Plan that involve another entity's 403(b) Plan are no longer permitted. However, an employee who retires or otherwise terminates employment with the Board may continue to elect a rollover of his or her eligible rollover distribution of the 403(b) account or TSA balance in the Board's 403(b) Plan into another eligible retirement plan, including an IRA Account or another employer's 403(b) Plan.

**Hazard Communications**  
**ASBESTOS AWARENESS AND HAZARDOUS COMMUNICATION (Policy 7005)**

It is the intention of the Plainfield Public Schools to comply fully and in a prudent manner with all occupational safety and health regulations/standards of the Occupational Safety and Health Administration (OSHA) and the Asbestos Hazard Emergency Response Act (AHERA). To this end the Plainfield Board of Education requires the following:

**ASBESTOS AWARENESS**

1. All custodial or maintenance employees of the Plainfield Public Schools will be trained in Asbestos Hazard Awareness as mandated by AHERA. Training will take place within 60 days of employment and certificates will be issued to document individual training completion.
2. All custodial or maintenance employees who work in school buildings that contain asbestos and have the potential to disturb asbestos containing building materials will be trained by an AHERA certified agency within 60 days of employment in Asbestos Disturbance Training. These employees will be certified by AHERA and will be required to maintain this certification on an annual basis.

**HAZARDOUS COMMUNICATION STANDARDS**

1. All certified and non-certified employees of the Plainfield Public Schools who in the course of their responsibilities commonly come in contact with hazardous substances will be trained in Chemical and Safety Hazards as mandated by OSHA. Training will take place within 60 days of employment and certificates will be issued to document individual training completion. Any interested staff member may participate in this training. Supervisors will schedule the training.
2. Whenever a new hazardous chemical or substance is introduced into the workplace, information will be made available and training will take place to provide for employee protection and safety.

**HAZARD COMMUNICATION PROGRAM**

1. It is the intention of the Plainfield Public Schools to comply fully and in a prudent manner with all occupational safety and health standards/regulations. Consequently, this program to comply with the Department of Labor, Occupational Safety and Health Administration's Hazard Communication Standard 29 CFR 1910.1200 is implemented and shall be enforced.
2. This program has been established to provide guidelines for all employees, and for the Plainfield Public Schools to meet the requirements of the Hazard Communication Standard. The program applies to any hazardous chemical(s) which is known to be present on the premises to which employees may be exposed under normal conditions of use or in a foreseeable emergency. This written Hazard Communication Program will be available to all employees in the Plainfield Public Schools Business Office, 651 Norwich Road, Plainfield, CT 06374 for review at all times.
3. Hazardous Chemicals Listings  
The Plainfield Public Schools has established and will maintain a list of all the hazardous chemicals used on the premises. The Business Manager will be responsible for the maintenance of this list.
4. Labeling of Hazardous Chemicals  
Each container containing a hazardous chemical will be labeled with the identity and the appropriate hazard warning of the contents. In addition, those containers containing hazardous chemical(s) when received from a supplier or shipped to a third party will also have the name and address of the manufacturer or the responsible party.  
It is the responsibility of the Plainfield Public Schools to assure that the identity and the hazard warning are placed on all containers that have been transferred from the original drum or container. Also, it is the responsibility of the Business Manager or designee to assure that the identity, the hazard warnings and the name and address of the supplier are on the received/shipped container(s).
5. Material Safety Data Sheets (MSDS)  
The MSDS file will contain an MSDS for every hazardous chemical used on the premises. These sheets will be available to employees at all times. The MSDS file for our facilities are located in the Central Office as well as:

Business Manager Office - Early Childhood Center  
Principal's Office - Plainfield High School  
Principal's Office - Plainfield Central School  
Principal's Office - Plainfield Memorial School  
Principal's Office - Moosup Elementary School  
Principal's Office - Shepard Hill Elementary School

When ordering a new hazardous chemical, it is the responsibility of the Business Manager or designee to assure an MSDS file is kept updated. Employees wishing to gain access to the MSDS file or a copy of MSDS for specific chemical(s) should contact the Business Manager or designee.

6. Information & Training

It is the policy of the Plainfield Public Schools to provide an information and training program to all employees with the implementation of this program, at the time of a new employee's initial assignment, and whenever a new hazard is introduced into the workplace.

This information and training program will include:

- a. Requirements of 29 CFR 1910.1200.
- b. Any operations in employees' work areas where hazardous chemicals are present.
- c. Location and availability of a written hazard communication program, the list of hazardous chemicals and material data sheets.
- d. Means of detecting the presence or release of hazardous chemicals in the work area.
- e. Physical and health hazards of the chemicals in the area.
- f. Measures employees can take to protect themselves from these hazards.
- g. Explanation of the labeling system and the material safety data sheet.
- h. Emergency procedures.
- i. Details of the written hazard communication program developed by the employer.

It will be the responsibility of the Business Manager to implement and maintain the information and training program.

7. Contractor Work

When it is necessary for an outside contractor to perform work at the Plainfield Public Schools, it shall be the responsibility of the Business Manager or designee to inform the contractor of the identity of any hazardous chemicals to which the contractor may be exposed. The procedure for informing the contractor will include the following:

- a. Making the hazardous chemicals inventory of any designated work area where contract work is being performed available to the contractor and advise the contractor of the labeling system.
- b. Making the MSDS's of the identified hazardous chemicals in a designated work area available to the contractor.
- c. Making the contractor aware of the appropriate protective measures taken by the Plainfield Public Schools' employees in a designated work area.

It is also the responsibility of the Business Manager or designee to determine if the contractor will be using any hazardous chemicals and, if so, to take appropriate actions to assure the protection of the Plainfield Public Schools' employees

8. Hazard of Non-Routine Tasks

Prior to starting work on hazardous non-routine tasks, every affected employee will be given information by the Business Manager or designee about the hazardous chemicals to which they may be exposed. Such information will include, but not limited to specific hazards associated with the chemicals, protective measures (i.e. PPE, work practices, engineering controls, etc.) and emergency procedures.

END OF POLICY

## HAZARDS – WHAT GOES ON THE LABELS

Every container of hazardous chemicals is labeled by the manufacturer. The actual format will differ from company to company, but the labels must contain similar types of information. The label may use words and/or symbols to tell you: The name of the chemical; the name, address and emergency phone number of the company that made or imported the chemical; the physical hazards (will it explode or catch fire; is it reactive; is it radioactive); any important storing or handling instructions; the health hazards (is it toxic; could it cause cancer; is it an irritant); the basic protective clothing, equipment, and procedures that are recommended when working with this chemical. Before you move, handle, or open a chemical – READ THE LABEL – and follow the instructions.

## HAZARDS – THE MATERIAL SAFETY DATA SHEET (MSDS)

This tool gives details on chemical and physical dangers, safety procedures, and emergency response techniques. The MSDS sheet details everything that is known about the chemical.

**Identity** – Who makes it, their address, emergency phone number and the date prepared.

**Hazardous Ingredients** – The hazardous components, chemical ID and common names are listed as well as a worker's exposure limits. If the chemical is a trade secret you may not find the identity but you will still find the hazards and safety measures required.

**Physical and Chemical Characteristics** – For example: boiling point, vapor pressure, vapor density, melting point, evaporation rate, water solubility, and appearance and odor under normal conditions.

**Physical Hazards** – For example: fire and explosion and fire fighting equipment and procedures needed.

**Reactivity** – Is the substance stable and what to keep the chemical away from so it doesn't react.

**Health Hazards** – How can the chemical enter the body – inhaling, through the skin, swallowing. This section will also detail whether the chemical is a carcinogen. What are signs and symptoms of exposure – for example: eye irritation, nausea, dizziness, skin rashes, headache, or existing medical conditions that may be aggravated by exposure. Emergency and first aid procedures if accidents happen.

**Precautions for Safe Handling and Use** – What to do if the substance spills or leaks; how to dispose of the chemical; Equipment and procedures for cleaning up spills and leaks

**Additional/Plus** – How to handle the chemical properly; how to store it; and any other precautions.

**Control Measures** – What types of controls to handle this chemical, such as: respirator, gloves, eye protection, protective clothing, ventilation.

## HAZARDS – STEP BY STEP

Read labels and MSDS sheets and identify hazards before you start a job

Know where to find information about your chemicals

Follow warnings and instructions

Use proper protective clothing and equipment

Learn emergency procedures and basic first aid measures

Practice sensible, safe work habits

Ask your supervisor when in doubt – know how and where to get help



**Online Modules:**

Plainfield Schools uses Vector Solutions for our mandatory district-wide training, such as; bloodborne pathogen, DCF Mandatory Reporter, Sexual Harassment, Bullying, Workplace Harassment, Cultural Bias. Vector provides a rigorous online platform for our staff to be trained in accordance with district and state requirements. Staff have the requirement to complete the training in the provided timeframe and is required to complete training on an annual basis. Safety of our students and staff is the utmost importance to Plainfield Public Schools, this is why this training is essential and mandatory aspect of employment.

The training requirements for each module vary and are dependent on Connecticut statutes and district policy.

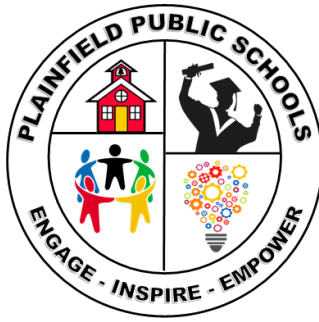
**Required Online Modules Include:**

- 1) Child Abuse and Neglect-Mandatory Reporting
- 2) Bullying: Recognition and Response
- 3) Cultural Competence and Racial Bias
- 4) Sexual Harassment: Staff to Staff
- 5) Sexual Harassment: Student issues and response
- 6) Bloodborne Pathogen: Exposure and Prevention

**Our training portal** is available for all to access and log in. Questions on Vector solutions can be sent to Mr. Scott Sugarman

**Initial Login:**

HOW TO LOG IN?		
Username	LAST NAME and FIRST INITIAL	SmithJ
Password	First five letters of your email	
Website	<a href="https://plainfieldschools-ct.safeschools.com/login">https://plainfieldschools-ct.safeschools.com/login</a>	



I have received the Medical Care Plan information, 403(B) Program Availability information, 403(B) Transfer information, 403(B) Provider Listing and Hazard Communication information.

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Printed Name	Date
Signature	Location
Position/Title	

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## Validation of Receipt and Review of Employee Guide

The employee acknowledges by signature the receipt and review of the employee guide and notice of policies related to employment.

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Signature	Date
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**Responsibility Disclosure:** It is the responsibility of every employee to be honest and accurate in the reporting of information related to investigations. Failure to do so is subject to penalties.

This information must be provided to each and every employee on an annual basis in order to comply with all federal and state guidelines.

Rev. 5/19/2023