

2020-2021

# **An Employee's Right to Know**

Handbook

# **An Employee's Right to Know**

Clark County School District (CCSD) is required to provide this information annually to every employee of CCSD. This information may be the result of federal law, state law, CCSD policies and regulations, and/or CCSD procedures. While it may appear that some of the contents are not applicable, all employees must read it carefully. Questions should be discussed with the administrative supervisor or contact made with the specific individual who may be noted along with each topic. This is only a brief informational summary of most of the topics included.

This material is intended for informational purposes only and may be amended at the District's discretion. It is not intended to change or create any contractual rights in favor of any employee or the District. The District's regulations, policies, procedures, worksite rules, and benefits are continually evolving; therefore, this document does not contain all of the information employees will need or be required to know during the course of employment.

It is every employee's obligation and "Right to Know" this information.

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# CLARK COUNTY SCHOOL DISTRICT BOARD OF TRUSTEES VISION

All students progress in school and graduate prepared to succeed and contribute in a diverse global society.

## EQUAL EMPLOYMENT OPPORTUNITY - AFFIRMATIVE ACTION

CCSD is an equal opportunity employer and will not knowingly discriminate in any area of employment, including discriminatory recruiting and hiring practices against any United States citizen or legal alien on the basis of race, color, creed, religion, sex, sexual orientation, gender identity or expression, age, marital status, national or ethnic origin, or disability. This is a prohibition of discrimination in employment and shall extend to working conditions, training, promotion and other terms and conditions of employment.

## AMERICANS WITH DISABILITIES ACT (ADA)

Under the provisions of the Americans with Disabilities Act of 1990, as amended, and the ADA Amendments Act of 2008, qualified applicants and employees with disabilities will not be knowingly discriminated against in hiring, promotion, discharge, pay, job training, benefits, and other terms and conditions of employment. Support and consideration will be given to any employee who, in spite of medical conditions or disability, is able to perform all of the essential functions of the assigned position with or without reasonable accommodations so long as he/she is not a health or safety threat to students, the employee, or fellow employees. Employees who have qualifying medical conditions/disabilities covered under the Americans with Disabilities Act (ADA) and are in need of accommodations to enable them to perform the essential functions of their job should contact the School District's Diversity and Affirmative Action/ADA and Title IX Programs Office at (702) 799-5087. Employees may need to provide updated medical documentation to the office in order to establish that they have a covered disability/medical condition under the ADA.

## E-VERIFY REQUIREMENT

The District provides the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each new employee's Form I-9 to confirm work authorization. If the Government cannot confirm that you are authorized to work, the District is required to provide you written instructions and an opportunity to contact SSA and/or DHS before taking adverse action against you, including terminating your employment. The District will not use E-Verify to pre-screen job applicants or to re-verify current employees and may not limit or influence the choice of documents presented for use on the Form I-9. If you believe that the District has violated its responsibilities under this program or has discriminated against you during the verification process based upon your national origin or citizenship status, please call the Office of Special Counsel at 1-800-255-7688 (TDD: 1-800-237-2515).

## NON-DISCRIMINATION AND ACCESSIBILITY NOTICE

CCSD does not discriminate against any person on the basis of race, creed/religion, color, national or ethnic origin, sex, gender identity or expression, sexual orientation, disability, marital status, or age, in admission or access to, treatment or employment, or participation in its programs and activities, and provides equal access to the Boy Scouts of America and other designated youth groups, pursuant to federal and state laws including, but not limited to, Title VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972 and 34 C.F.R. § 106.8(b)(1), Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act of 1990, the Individuals with Disabilities Education Improvement Act (IDEA), and the Boy Scouts of America Equal Access Act.

Inquiries about the application of Title IX to CCSD may be referred to the Title IX Coordinator who is located at 5100 W. Sahara Ave., Las Vegas, NV 89146, 702-799-5087, email address [TitleIXCoordinators@nv.ccsd.net](mailto:TitleIXCoordinators@nv.ccsd.net) or to the Assistant Secretary, United States Department of Education – Office for Civil Rights, 915 2nd Ave. Room 3310, Seattle, Washington 98174-1099, email address [OCR.Seattle@ed.gov](mailto:OCR.Seattle@ed.gov).

Concerns of Employees and Other Employment-Related Matters (including applicants for employment, race-based complaints, and sexual harassment complaints)

CCSD is an equal opportunity employer. Inquiries regarding employment-related issues and Title IX may be referred to CCSD's Executive Manager, Diversity and Affirmative Action, ADA/Title IX Coordinator for employees, who is located at 5100 W. Sahara Ave., Las Vegas, NV 89146, 702-799-5087, email address [colecg@nv.ccsd.net](mailto:colecg@nv.ccsd.net) or [TitleIXCoordinators@nv.ccsd.net](mailto:TitleIXCoordinators@nv.ccsd.net) (Title IX sexual harassment).

Employees who feel discriminated against should contact their immediate supervisor and/or the Executive Manager, Diversity and Affirmative Action, ADA/Title IX Coordinator, as the first step in initiating the District's established complaint procedure.

## Concerns of Students, Parents and Other Program Participants

### 1) Disability Discrimination (Title II and Section 504)

CCSD is committed to nondiscrimination in its programs, activities and services, and to providing facility accessibility. Parents, students, staff, or other members of the public, who are seeking information or have questions about the existence and location of accessible services, activities, and facilities in the District, should contact the building principal with their inquiry. The building principal may, if necessary, refer the person to one or more of the following individuals, who will respond to the inquiry within a reasonable period of time:

**Facility Accessibility:** Facilities Division, Building Department Director, located at 1180 Military Tribute Place, Henderson, NV 89074, 702-799-7605, email address [resopdg@nv.ccsd.net](mailto:resopdg@nv.ccsd.net).

**Employee or Public Access/Services Issues:** Executive Manager, Diversity and Affirmative Action, ADA/Title IX Coordinator, located at 5100 W. Sahara Ave., Las Vegas, NV 89146, 702-799-5087, email address [colecg@nv.ccsd.net](mailto:colecg@nv.ccsd.net).

**Transportation:** Department of Transportation Director, located at 975 W. Welpman Way, Henderson, NV 89044, 702-799-6890, email address [oconnjt@nv.ccsd.net](mailto:oconnjt@nv.ccsd.net).

**Student Programs/Services Access:** Executive Director, Office of Compliance and Monitoring, Student Services Division (Section 504 and IDEA Disability Related), located at 4170 McLeod Drive, Las Vegas, NV 89121, 702-799-1020, email address [0135-ocm@nv.ccsd.net](mailto:0135-ocm@nv.ccsd.net).

Students, parents, and other program participants who feel discriminated against relating to school transportation may initiate a complaint by contacting the principal of the school in question. The building principal will work with the designated employee and respond to the inquiry within a reasonable period of time. The designated school employee who is responsible to work with the school principal in resolving the complaints regarding:

- a. disability discrimination concerns, that arise at the school and on the school bus, is the Executive Director, Office of Compliance and Monitoring, Student Services Division, who is located at 4170 McLeod Drive, Las Vegas, NV 89121, 702-799-1020, email address [0135-ocm@nv.ccsd.net](mailto:0135-ocm@nv.ccsd.net); and
- b. school bus transportation concerns in general, is the Director of Transportation, located at 975 W. Welpman Way, Henderson, NV 89044, 702-799-6890, email address [oconnjt@nv.ccsd.net](mailto:oconnjt@nv.ccsd.net).

If parents or members of the public have additional concerns or complaints regarding their accessibility inquiry, they also may initiate a formal review by completing a Public Concern Form and trigger the public concern process as outlined in CCSD Regulation 1213.1, as described below.

### 2) Race/Color/National Origin Discrimination (Title VI)

Title VI concerns can be addressed by contacting the Executive Manager, Diversity and Affirmative Action, ADA/Title IX Coordinator, who is located at 5100 W. Sahara Ave., Las Vegas, NV 89146, 702-799-5087, email address [colecg@nv.ccsd.net](mailto:colecg@nv.ccsd.net).

Concerns may also be addressed by completing the complaint/grievance process outlined in CCSD Regulation

1213.1 (public concern). This process allows anyone who has a concern to initiate a formal review by completing a Public Concern Form and trigger the public concern process as outlined in CCSD Regulation 1213.1. The procedures also allow for an appeal of the determination.

### 3) Sex Discrimination (Title IX)

CCSD does not discriminate on the basis of sex in its education programs or activities, and is required by Title IX not to discriminate in such a manner. Inquiries or concerns regarding Title IX should be referred to the Title IX Coordinator, who is located at 5100 W. Sahara Ave., Las Vegas, NV 89146, 702-799-5087, email address [TitleIXCoordinators@nv.ccsd.net](mailto:TitleIXCoordinators@nv.ccsd.net). Students, parents, and other program participants who believe they have been subjected to sex discrimination, including sexual or gender-based harassment, may contact the Title IX Coordinator to make a report or file a complaint, who will work with the principal of the school in question or other District staff, as appropriate, to comply with the Title IX requirements and follow CCSD's sexual harassment grievance procedures, or they may contact the United States Department of Education, Office for Civil Rights (OCR). For more information on Title IX, visit [ccsd.net](http://ccsd.net), keyword search "Title IX."

OCR may be contacted by sending a complaint or inquiry to the United States Department of Education – Office for Civil Rights, 915 2nd Ave. Room 3310, Seattle, Washington 98174-1099, email address [OCR.Seattle@ed.gov](mailto:OCR.Seattle@ed.gov).

Student Athletics/Activities Access, including Title IX Athletic concerns, can be addressed by contacting the Title IX Athletics Compliance Administrator, located at 3950 Pecos-McLeod, Las Vegas, NV 89121, 702-799-0756, email address [anthexj@nv.ccsd.net](mailto:anthexj@nv.ccsd.net).

## SAFE AND RESPECTFUL LEARNING ENVIRONMENT

Under CCSD Policy 5137, parents should be aware that CCSD is committed to providing a safe, secure, and respectful learning environment for all students and employees at all district facilities, school buildings, on school buses, on school grounds, and at school sponsored activities. CCSD strives to address bullying and cyberbullying so that there is no disruption to the learning environment and learning process. See [ccsd.net](http://ccsd.net) (keyword search "Policy 5137").

In the 2017 session, the Nevada Legislature amended the bullying and cyberbullying laws. The Nevada Administrative Code has also been revised to include new bullying and cyberbullying regulations. CCSD will comply with the new requirements, and has updated CCSD Policy 5137.

The Nevada Legislature has defined bullying and cyberbullying. Bullying and/or cyberbullying behavior are prohibited. CCSD will comply with the reporting, notice, and investigation requirements set forth in the laws and regulations.

**The following reporting mechanisms are applicable to bullying and cyberbullying.** These reporting mechanisms remain the same even under the new laws and regulations.

#### 1. Students

It is the policy of CCSD to encourage students who are subjected to, witness, or overhear incidents of bullying and cyberbullying to report such incidents. Students should report any incident(s) of bullying and cyberbullying to a teacher, counselor, or a school administrator. Students are also encouraged to report knowledge of bullying and cyberbullying via SafeVoice, an anonymous reporting system that can be accessed twenty-four (24) hours a day, seven (7) days a week, and 365 days a year. SafeVoice reports can be made through the hotline by calling (833) 216-SAFE (7233), electronically at [www.safevoicenv.org](http://www.safevoicenv.org) or through a free mobile app available in the app store for either Android or iPhone

#### 2. Employees

Any CCSD teacher, administrator, principal, coach, or other staff member who witnesses, overhears, or receives information about an incident of bullying and/or cyberbullying at any CCSD facility, on school grounds, in school buildings, on school buses, or at school-sponsored activities, shall report it to a school administrator or his or her designee as soon as practicable, but not later than a time during the same day on which the teacher, administrator, principal, coach, or other staff member witnesses or receives information about the incident.

The reporting, notice, and investigation requirements are set forth in NRS 388.1351.

## HARASSMENT

### Sexual Discrimination/Sexual Harassment (Title IX)

Title IX of the Education Amendments of 1972 (Title IX) prohibits recipients of federal financial assistance, including CCSD, from discriminating on the basis of sex. CCSD does not discriminate on the basis of sex in its education programs or activities, and is required by Title IX not to discriminate in such a manner.

Discrimination on the basis of sex includes sexual harassment, which is defined under Title IX as conduct that satisfies one or more of the following:

1. An employee of CCSD conditioning the provision of an aid, benefit, or service of CCSD on an individual's participation in unwelcome sexual conduct (i.e., *quid pro quo* sexual harassment). This applies to all employees.
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to an education program or activity. This applies to all students and employees.
3. Sexual assault, dating violence, domestic violence, or stalking, as those terms are defined under certain federal laws. For a full definition of those terms, visit [ccsd.net](http://ccsd.net), keyword search "Title IX." This applies to all students and employees.

The regulations implementing Title IX, which were recently amended, govern how CCSD must respond to reports or complaints of sexual harassment. If you experience sexual harassment, you may file a formal complaint or make a report of sexual harassment to CCSD's Title IX Coordinator. If you see, hear, or otherwise learn of sexual harassment (whether or not you are person alleged to be the victim), you may make a report to CCSD's Title IX Coordinator. If you are not sure whether the conduct fits the definitions set forth above, the conduct should still be reported.

A complainant (alleged victim) may file a formal complaint or make a report of sexual harassment, and any other person may make a report of sexual harassment under Title IX, in any of the following manners:

1. Emailing the complaint or report to [TitleIXCoordinators@nv.ccsd.net](mailto:TitleIXCoordinators@nv.ccsd.net).
2. Contacting the Office of Diversity and Affirmative Action/ADA and Title IX Programs via phone at (702) 799-5087 to obtain guidance on how and where to submit a complaint or report.
3. Faxing the complaint or report to the attention of the Title IX Coordinator at 702-799-5257.
4. Mailing the complaint or report to the attention of the Title IX Coordinator at the following address: Office of Diversity and Affirmative Action/ADA and Title IX Programs (Attention Title IX Coordinator) 5100 W. Sahara Ave., Las Vegas, NV 89146.
5. In person at the Office of Diversity and Affirmative Action/ADA and Title IX Programs at the address set forth above.

Upon receipt of a formal complaint or a report of sexual harassment, the Title IX Coordinator will coordinate CCSD's efforts to comply with its obligations under the law. CCSD will respond promptly and in a manner that is not deliberately indifferent, meaning not clearly unreasonable in light of the known circumstances. Neither CCSD nor any of its agents will retaliate against the complainant or anyone who participates in the Title IX process, as retaliation is prohibited by CCSD policy as well as state and federal law.

Under Title IX, any employee or official of CCSD with authority to institute corrective measures who has actual knowledge (sees, hears, or otherwise learns) of sexual harassment that occurred within an education program or activity **must** promptly report the incident to the CCSD Title IX Coordinator (contact information above).

Those wishing to locate the following documents may do so by visiting [ccsd.net](http://ccsd.net), keyword search "Title IX."

- The Non-Discrimination and Accessibility Notice
- Materials used to train CCSD's Title IX personnel
- Grievance procedures to be utilized
- Standard of proof to be used in investigation
- A full copy of the amended Title IX regulations

Complaints or inquiries regarding the application of Title IX to CCSD may also be sent directly to the United States



Department of Education – Office for Civil Rights, 915 2nd Ave. Room 3310, Seattle, Washington 98174-1099. The email address is **OCR.Seattle@ed.gov**

## **HARASSMENT and SEXUAL HARASSMENT (NOT BASED ON TITLE IX) – EMPLOYEES**

Title VII of the Civil Rights Act of 1964, the Civil Rights Act of 1991, as amended, CCSD Policy 4110, CCSD Regulation 4110, and CCSD's Affirmative Action Plan of February 13, 1996, prohibit all forms of discrimination, including discrimination based on sex. These protections are separate from the Title IX sexual harassment provisions set forth above. In the Title VII employment context, sexual harassment, a type of sex discrimination that does not satisfy one of the definitions of sexual harassment under Title IX, is generally defined as verbal or physical harassment of a sexual nature, including sexual advances, sexually explicit or derogatory statements, or sexually discriminating remarks made by someone in the workplace which are severe or pervasive, unwelcome and offensive, objectionable, or intimidating to the recipient, serving to create an intimidating, offensive and hostile working environment.

Title VII and other laws also prohibit harassment due to other protected classes, including gender, race, color, age, religion, national origin, disability, sexual orientation and gender identity or expression.

### **WHAT TO DO IF YOU ARE BEING HARASSED, OR IF YOU SEE OTHERS BEING HARASSED**

**Take Action.** Even though it may be difficult or embarrassing, the harasser should be told, preferably in front of witnesses, that what he/she is doing or saying is not welcomed. The harasser should be told to stop. When the behavior or comments offend, the harasser should be told. If the harassment does not stop, times, places, witnesses, and what happened, should be noted and immediately reported.

**Report The Harassment.** Report it to the supervisor immediately. If the harasser is the supervisor, it should be reported to his or her superior or to CCSD's Diversity and Affirmative Action Office. If the harassment is not reported, harassment is likely to continue.

**Do Not Keep It to Yourself.** Being quiet about sexual harassment facilitates its continuation. Speaking up can also protect others from being harassed as the harassed employee may not be the only victim of the harasser.

### **DISCRIMINATION AND HARASSMENT REPORTING PROCEDURES (NOT BASED ON TITLE IX)**

Any employee who believes they have been unlawfully discriminated against or is the victim of unlawful harassment, including sexual harassment that is not based on Title IX, may file a complaint using the procedures in CCSD Regulation 4110, and may file a complaint, preferably in writing, with his/her immediate supervisor, the next administrator in line, or with the Diversity, Affirmative Action and ADA Programs/Title IX Office. The complaint should be made promptly and within a reasonable period of time following the alleged harassment. The complaint should include a detailed description of the events in question, the date(s) of the occurrence, the name(s) of the individual(s) involved, including witnesses, and an account of the specific acts which were perpetrated against the complainant. All employees shall cooperate with the investigation by CCSD of an alleged act of discrimination including alleged harassment. Confidentiality will be maintained to the greatest extent possible. CCSD prohibits retaliation against any person who has filed a complaint, testified, assisted, or participated in an investigation, proceeding, or hearing conducted by authorized CCSD representatives. This reporting procedure should also be used by employees to report unlawful harassment other than sexual harassment, for example, harassment based upon gender, sexual orientation, race, color, disability, religion, age, gender identity or expression, or other protected class groups.

For more detailed information, please refer to CCSD Regulation 4110, contact CCSD's Executive Manager, Diversity and Affirmative Action, ADA/Title IX Coordinator by email at **colecg@nv.ccsd.net**, by phone at 702-799-5087, or by mail at 5100 W. Sahara Ave., Las Vegas, NV 89146, or speak directly to your supervising administrator. If an employee believes they have been retaliated against for reporting unlawful discrimination to include unlawful forms of harassment and/or if they believe they have been retaliated against for participating in the investigation, this procedure may also be used.

## **HARASSMENT**

Unlawful discriminatory harassment of an employee or student will not be tolerated. All persons have the right to work with dignity, seek employment, attend school, and work in a secure environment, and are not required to endure insulting, harassing, or exploitative treatment. In addition to the previous and following discussion of harassment, CCSD Regulation 5141.2 regarding harassment and CCSD Policy 5137 regarding safe and respectful learning environment are applicable throughout CCSD, although directed towards behaviors of prohibited student harassment, bullying, cyber-bullying and/or intimidation.

### **HARASSMENT - Regulation 5141.2**

## 1. Discrimination

Discrimination is defined as a failure to treat all persons equally where no reasonable distinction can be found between those favored and those not favored. It is the unfair treatment or denial of privileges to persons because of their actual or perceived race, color, national origin, sex (including non-conformity to gender stereotypes), sexual orientation, gender identity or expression, age, disability, and/or religious preference.

## 2. Harassment

Outside of the Title IX context, harassment is defined as any verbal, visual, or physical conduct that is sufficiently severe, persistent or pervasive that adversely affects, or has the purpose or logical consequence of interfering with the student's educational program or creates an intimidating, hostile, or offensive school atmosphere because of that person's actual or perceived race, color, national origin, sex (including non-conformity to gender stereotypes), sexual orientation, gender identity or expression, age, disability, and/or religious preference. Harassment, whether it is by students, staff, or third parties in the school community, is strictly prohibited, and will subject the perpetrator to disciplinary action.

- a. Examples of harassment include, but are not limited to behaviors that ridicule, degrade, or harass a person because of the person's actual or perceived race, color, national origin, age, sex, sexual orientation, gender identity or expression, disability, and/or religious preference such as:
  - i. Unwelcomed comments, slurs, epithets, threats;
  - ii. Cartoons, graffiti, posters, visuals, etc., with offensive connotations though nothing shall prohibit use of such materials for genuine academic, educational, or instructional purposes;
  - iii. Sabotage, criticism, unreasonable monitoring of student's work, etc.;
  - iv. Unwelcome touching, hitting, intentionally blocking the path of body, hand or facial gestures; and/or
  - v. Conduct of sexual nature by a staff member directed at a student.
- b. The expression of ideas or attitudes that some may find offensive is not by itself harassment, and may be constitutionally protected. Harassing behavior, however, is not protected simply because it occurs in the form of verbal or written expression. Additionally, certain conduct may create a hostile school environment even though a person targeted for that conduct does not complain. Conversely, conduct which a reasonable person would not find offensive may not be harassment.

## INFORMATION TECHNOLOGY USE & EMPLOYEE RESPONSIBILITY

District technology resources are essential, and steps must be taken to ensure appropriate use and to prevent misuse or abuse. For business purposes, the District has provided various technology resources (i.e. computers, network, WIFI, internet, Google's G Suite for Education, software, online programs, etc.) for employee use. It is the responsibility of each CCSD employee to be aware of and comply with CCSD policies, regulations, and procedures including, but not limited to CCSD Regulations 3911, 3912, 3990, 3991, 4100, and the Acceptable Use Policy when using District resources. The use of these resources is a privilege, not a right. Any employee who violates these policies, regulations, or guidelines is subject to disciplinary action up to and including dismissal and prosecution under applicable state and federal laws.

The use of the District's various technology resources (i.e. computers, network, WIFI, internet, Google's G Suite for Education, software, online programs, etc.) shall be consistent with the purpose, mission, and goals of CCSD. CCSD employees are reminded that:

1. Information communicated and accessed via the District's technology resources, is the property of the District, and is to be used only for professional and educational purposes.
2. The District may, at its discretion, review, audit, and/or download information contained on resources; and when these resources are used, employees must understand and recognize there is no right or expectation to privacy. Assignment of a password does not mean there is any right of privacy in communication via District owned resources.
3. Activities that may be construed as harassment or as offensive to others based on sex, race, disability, age, religion, national origin, sexual orientation, gender identity or expression, or as abusive, offensive, and/or sexually explicit communications are not acceptable and have no place in the District. Therefore, information/activities that contain such offensive language or topics are not to be transmitted via the District's resources (reference CCSD Policy 4110 and CCSD Regulation 3991, 4110, 5141.2, and 5146). Should employees receive such materials from another person(s), the employee must immediately advise the sender that such information is not welcomed or permitted on District resources and not to send it again. If the offensive activities continue after an individual is informed that it is offensive and unwelcomed, this may

constitute intent to harass, and the victim should then report this potential violation to an administrative supervisor.

It is the responsibility of all CCSD employees to ensure that student, employee, and other confidential information remains secure. Students, parents, visitors, or others are not permitted to use District or personal computer equipment to access any District data systems deemed confidential by law, District policy or regulation, or District procedures without specific authorization of the appropriate department or site administrator. When authorized, access is strictly limited to that area covered by the administrative authorization.

To safeguard the security of sensitive information, the following procedures are in place:

1. All users of any District data system (HCM, ERP, Infinite Campus, ParentLink, Food Service, etc.) must have (1) authorization of the appropriate administrator, (2) an approved access request and (3) the training required for the specific program. The respective site administrator is responsible for reporting changes in employee status that may affect computer access and authorization.
2. All District employees who utilize technology resources shall be required to change their CCSD Standard ID (Active Directory) password every 90 days. ERP users will also be required to change their password every 90 days.
3. All District employees who utilize computers shall be required to keep District approved security (e.g., anti-virus, anti-spyware) software enabled on their computer and to accept current anti-virus definitions (signatures) and operating system updates when provided.
4. Passwords must not be shared with anyone, nor should anyone be allowed to use technology resources when logged on using another's ID and password. For assistance with a password, visit [myaccount.ccsd.net](http://myaccount.ccsd.net), or contact the Help Desk at 0099-3300 (702-799-3300).
5. Personal (NRS 603A.040) and sensitive information may not be copied to an external storage device, such as a thumb drive, handheld smartphone, or personal cloud storage unless specifically authorized and must be encrypted (NRS 603A.040) or secured to prevent unauthorized access.
6. If an employee has access to personal and sensitive information and is away from the work area for a period of time (lunch, breaks, preparation periods, etc.), the employee must secure access to the computer by a method such as a screen saver password.
7. Computer-generated output that contains sensitive information must be shredded before the material is recycled or disposed.
8. Software having the purpose of damaging the District's network resources or other systems is prohibited.

All District technology resources, such as computers, tablets, networks, e-mail systems, and databases are CCSD property and subject to search, review, and audit at all times. No employee should have any expectation of privacy as to any District technology resource. Questions about technology resources should be referred to the supervising administrator and/or to the Help Desk, 0099-3300, (702) 799-3300.

## **EMPLOYEE SELF SERVICE (ESS)**

The Human Capital Management (HCM) system provides an Employee Self Service (ESS) portal for all CCSD employees. ESS provides features such as:

- Electronic submittal of time and absence
- Ability to view paychecks online as well as modify direct deposit information
- Ability to view and edit benefit details
- View and apply for jobs online
- And much more

Employees may visit the HCM Website at [hcm.ccsd.net](http://hcm.ccsd.net). It will require the employee to log in with their Active Directory ID and password. As a reminder, CCSD Acceptable Use Policy states that, "Attempting to gain unauthorized access to the District's network resources or go beyond authorized access is prohibited. This includes attempting to log in through another person's account or accessing another person's files." Employees are advised to protect their personal payroll information by keeping their Active Directory login information private.

## **CONFLICT OF INTEREST**

All employees and officers of CCSD shall be governed by the laws of the state of Nevada in regard to conflicts of interest in their employment. No employee shall, under penalty of law receive unlawful compensation, commission, or personal profit in the course of performing District duties nor shall the office or position of any employee be used for unlawful purposes or for personal gain (CCSD Policy 4270).

# DISCLOSURE OF IMPROPER DISTRICT ACTION

Employees are encouraged to disclose improper District action to their immediate administrator or division head and the federal or state government, if applicable. It is the intent of CCSD to protect the right of an employee who makes such a disclosure to be free from retaliation or discrimination (CCSD Policy 4390).

## FEDERAL FALSE CLAIM ACT, NEVADA FALSE CLAIM ACT

### Disclosure of Improper District Action CCSD Policy 4390, Federal False Claim Act, Nevada False Claim Act

Under CCSD Policy 4390, an employee, contractor or agent of the District shall not submit a false claim, as defined in and pursuant to the Federal False Claim Act, 31 U.S.C. § 3729, et seq., NRS Chapter 357 and NRS Chapter 422, for payment on behalf of CCSD. Such conduct is improper and may result in employee discipline, administrative remedies for false claims and statements, and possible civil and criminal penalties under federal and state law.

#### What is a False Claim?

Under the Federal False Claim Act, the following actions establish liability for false claims: Any person who knowingly:

1. Presents a false or fraudulent claim for payment or approval;
2. Makes or uses a false record or statement to get a false or fraudulent claim paid or approved by the Government;
3. Conspires to defraud the Government by getting a false or fraudulent claim allowed or paid;
4. Provides less property or equipment than claimed;
5. Makes or uses a false record to conceal or decrease an obligation to pay or provide money or property.

A false or fraudulent claim includes or is supported by any written statement that:

1. Omits material evidence or facts which would establish the falsity of a claim;
2. Is for the provision of property or services which the person has not provided as claimed;
3. Includes charges in excess of usual charges or the patient's needs;
4. Are for services that are not medically necessary;
5. Presents facts that are false or fraudulent.

Under the Nevada False Claim Act, in addition to the actions described above, any person who knowingly receives an inadvertent submission of a false claim, and after discovering the falsity, fails to report or disclose the falsity to the State will establish liability for a false claim.

#### Important Definitions Related to False Claims

Knowing and Knowingly - a person, with respect to information

1. Has actual knowledge of the information;
2. Acts in deliberate ignorance of the truth or falsity of the information; or
3. Acts in reckless disregard of the truth or falsity of the information.

Claim:

1. Includes any request or demand, whether under a contract or not, for money or property if, under federal law, the United States Government provides or reimburses any portion of the money or property, which is requested or demanded, or under state law, the State or a political subdivision (which includes the CCSD) has the title to the money or property, which is requested or demanded.

False Claims Law Investigation:

1. Any inquiry conducted for the purpose of determining whether any person is or has been engaged in any violation of a false claim law.

#### Civil Actions

A civil action may be brought against a person by:

1. The U.S. Attorney General, who is responsible for conducting investigations for violations of the Federal False Claims Act;
2. The State Attorney General, who is responsible for conducting investigations for violations of the State False Claims Act;
3. A private person who has knowledge of a violation of either False Claims Act. They must submit a written complaint and all material evidence and information they have regarding the false or fraudulent claim or statement.

When a private person brings a civil action, only the government can intervene or bring a related action based on the same violation.

A private person may not bring a civil action for a violation that is already the subject of a civil suit or administrative penalty by the government.

The government has primary responsibility for prosecuting an action, brought by a person, but the person can continue as a party to the action, and shall receive at least 15% but not more than 25% of the proceeds of any settlement.

#### Time limitations

- a. A civil action cannot be filed on a violation if more than six (6) years have elapsed since the act was committed and **(b)** the time frame can be extended to ten (10) years if facts material to the case were made known within the previous three (3) years.

#### Remedies for False Claims and Statements

##### 1. Civil penalties:

###### a. When the provider *knowingly* pursues payment based on a false claim or statement:

- a. Not less than \$5,000 for each act, and not more than \$10,000 total in civil penalties;
- b. Three (3) times the amount of damages sustained by the state or government; and
- c. Costs associated with bringing the civil action.

###### b. When a provider *unknowingly* accepts payment in excess of the amount entitled to:

- i. of the excess amount.

\* The same violation may be subject to multiple penalties if action is brought under federal law as well as state law.

##### 2. Criminal penalties:

Under State law involving a false claim or combination of claims, and:

###### a. The value is less than \$250:

- i. Imprisonment in the county jail for a maximum of six (6) months to one (1) year; or
- ii. A maximum fine of \$1,000 to \$2,000; or
- iii. Both.

###### b. The value is \$250 or more:

- i. Imprisonment in the state prison for a minimum of one (1) year, or maximum of four (4) years; and
- ii. A maximum fine of \$5,000.

##### 3. Administrative penalties:

###### a. Under Federal law involving a false claim or fraudulent activities:

- i. Imprisonment for a maximum five (5) years; or
- ii. A maximum fine of \$25,000; or
- iii. Both.

Providers in violation of any regulations regarding false claims or fraudulent acts will be subject to *exclusion, suspension, or termination* of provider status for participation in Medicaid.

Clark County School District (CCSD) employees are encouraged to disclose improper District action to their immediate administrator or division head and the federal or state government, if applicable.

Employees should be aware that it is the intent of CCSD to protect the right of an employee who makes such a disclosure to be free from retaliation or discrimination, under federal and state laws, as set forth in the Federal False Claim Act, 31 U.S.C. § 3729, et. seq., Nevada False Claim Act, NRS 357, et seq., which is referenced in CCSD Policy 4390.

### **Whistleblowers Protections**

CCSD employees have protection under State and Federal law:

1. An employer cannot prohibit an employee from disclosing information to the state or government, on a false claim or statement.
2. An employer is prohibited from discharging, demoting, suspending, harassing, threatening, or otherwise discriminating against an employee for reporting on a false claim or statement or for providing testimony or evidence in a civil action pertaining to a false claim or statement.

Liability for violations may vary, depending on whether the state or federal law is applied. An employer, who discharges, demotes, suspends, harasses, threatens, or discriminates against an employee for disclosing information, depending upon the circumstances, may be liable to the employee for:

3. All relief necessary to make the employee whole, including without limitation:
  - a. Reinstatement with the same seniority as if the action had not occurred; or
  - b. Damages in lieu of reinstatement, if appropriate;
  - c. Twice the amount of lost compensation, plus interest;
  - d. Any special damage sustained as a result of the action; and
  - e. Punitive damages, if appropriate.

Policy 4390 provides that CCSD will continue to implement and improve its internal procedures to prevent and detect fraud, waste, and abuse within the organization through notice, audits, and other appropriate means. CCSD employees should be aware that measures continue to be put in place to inform its employees, contractors or agents of the District that fraudulent conduct will not be tolerated and will be thoroughly investigated, under applicable federal and state laws.

## **COBRA**

### **THE CONSOLIDATED OMNIBUS BUDGET RECONCILIATION ACT**

The Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA) permits employees or covered dependents to buy continued insurance coverage when existing coverage ceases. Continued coverage is only available in certain circumstances and for a limited time. The employee or dependent must pay the full cost of the coverage.

Generally, to qualify for COBRA, the employee cannot be covered by any other group health plan. COBRA applies to the medical, dental, and vision plans. The employee, spouse, and child can elect COBRA coverage for **up to 18 months** if one of the following changes occurs:

1. Employment ends (except for gross misconduct).
2. Working hours are reduced to fewer than 80 hours a month.
3. The employee resigns or takes an approved leave of absence.

However, if employment ends or hours are reduced, and if the employee, spouse, or child is disabled at the time; the disabled person could be able to continue coverage for up to 29 months. To be eligible for 29 months of continued coverage as a disabled person, the employee has to be approved for Social Security disability benefits.

For more information regarding COBRA, the employee should contact an insurance administrator at one of the following:

1. Licensed Employees, **Teacher's Health Trust** (702) 794-0272
2. Support Professional, Police Administrators, and School Police Employees, **CCSD Benefits Department** (702) 799-5418
3. Administrative/Professional Technical Employees, **CCASAPE Health Trust** (702) 796-9602

# STUDENT SERVICES DIVISION

It is important that all CCSD employees be aware of NRS 388.497, 388.499 and CCSD Regulation 5141.3. This law and regulation prohibits CCSD employees from using aversive interventions, physical, and mechanical restraints on students with disabilities. Aversive intervention means any actions used to punish a pupil with a disability or to eliminate, reduce, or discourage maladaptive behavior.

The use of aversive interventions as enumerated in NRS 388.473 (1-10) on a student with a disability, is prohibited, and constitutes a violation of NRS 388.497. Aversive interventions mean any of the following actions if the action is used to punish a student with a disability or to eliminate, reduce or discourage maladaptive behavior of a student with a disability:

1. The use of noxious odors and tastes;
2. The use of water and other mists or sprays;
3. The use of blasts of air;
4. The use of corporal punishment;
5. The use of verbal and mental abuse;
6. The use of electric shock;
7. The administration of chemical restraint to a person;
8. The placement of a person alone in a room where release from the room is prohibited by a mechanism, including, without limitation, a lock, device or object positioned to hold the door closed or otherwise prevent the person from leaving the room;
9. Requiring a person to perform exercise under forced conditions if the:
  - a. Person is required to perform the exercise because he exhibited a behavior that is related to his disability;
  - b. Exercise is harmful to the health of the person because of his disability; or
  - c. Nature of the person's disability prevents him from engaging in the exercise; or
10. The deprivation of necessities needed to sustain the health of a person, regardless of the length of the deprivation, including, without limitation, the denial or unreasonable delay in the provision of:
  - a. Food or liquid at a time when it is customarily served; or
  - b. Medication.

## **Physical and/or Mechanical Restraints**

The use of physical and/or mechanical restraints on a student with a disability is generally prohibited. NRS 388.499 However, there are specific circumstances in which such restraint is "permissible", depending on the type of restraint used and the conditions surrounding its use. NRS 388.501 identifies those conditions in which restraints are permitted:

1. Permissible use of restraints, as defined in sections NRS 388.501(2) and NRS 388.503(2) (a-d) do not constitute a violation of NRS 388.499. Additionally, emergency use of physical and/or mechanical restraint(s) is allowed, as long as all required criteria are met under NRS 388.501 (1) (a-c) and NRS 388.503 (1) (a-i).
  - a. Required criteria for permissible use of a physical restraint:
    - i. The restraint was used to assist a student to complete task or response, and either the student did not resist the application of physical restraint, or the student's resistance was minimal in intensity and duration; or
    - ii. The restraint was used to escort or carry a student to safety due to danger in present location; or
    - iii. The restraint was used to conduct necessary medical examinations or treatments on a student.
  - b. Required criteria for permissible use of a mechanical restraint:
    - i. The restraint was used to treat the medical needs of a student; or
    - ii. The restraint was used to protect a student who is known to be at risk of injury to self is due to lack of coordination or frequent loss of consciousness; or
    - iii. The restraint was used to provide proper body alignment to a student; or
    - iv. The restraint was used to position a student who has physical disabilities in a manner prescribed in the student's Individualized Education Program (IEP).

- c. Required criteria for use of a physical restraint in an emergency situation:
    - i. The restraint must have been used because an emergency existed that necessitated use of physical restraint due to immediate threat of physical injury to self, others and/or to protect against immediate threat of severe property damage; and
    - ii. The restraint must have been used only for the period that was necessary to contain the behavior of the student so that the student was no longer an immediate threat of causing physical injury to self, others and/or causing severe property damage; and
    - iii. The restraint must have been used in a way such that the use of force in the application of physical restraint did not exceed the force that was reasonable and necessary under the circumstances precipitating the use of physical restraint.
  - d. Required criteria for use of a mechanical restraint in an emergency situation:
    - i. The restraint must have been used only due to immediate threat of physical injury to self; and
    - ii. A medical order authorizing the use of mechanical restraint was obtained from the student's treating physician and written into the student's IEP; and
    - iii. The physician who signed the order or the attending physician examined the student as soon as practicable; and
    - iv. The mechanical restraint was applied by a member of the staff of the school who is trained and qualified to apply mechanical restraint; and
    - v. The student was given the opportunity to move and exercise restrained body parts at least 10 minutes for every 60 minutes of restraint unless otherwise prescribed by the physician who signed the order; and
    - vi. A member of the staff of the school lessened or discontinued the restraint every 15 minutes to determine if the student would stop or control inappropriate behavior without the use of restraint; and
    - vii. The record of the student contains a notation that includes the time of day that the restraint was lessened or discontinued, the response of the student, and the response of the member of the staff of the school who applied the mechanical restraint; and
    - viii. A member of the staff of the school continuously monitored the student during the time that mechanical restraint was used on the student; and
    - ix. The mechanical restraint was used only for the period that was necessary to contain the behavior of the student so that the student was no longer an immediate threat of causing physical injury to self.
1. Non-permissible use of restraints or any other use of physical and/or mechanical restraint which does not meet the criteria of the four categories, (a-d) described above, would constitute a violation of NRS 388.499.

### **District Requirements for Notice**

Within one working day of the use of a physical or mechanical restraint in an emergency situation, the use must be reported to the student's cumulative record and confidential file. A report must also be sent to the student's Individualized Educational Program (IEP) Team, the student's parent or guardian, and the Board of School Trustees/designee of the school district.

If the Board of School Trustees or designee determines that the emergency use was a "denial of rights," this determination must also be reported to the student's confidential file and cumulative record and the Nevada Department of Education pursuant to NRS 388.513.

Within 24 hours of the occurrence of a violation, or as soon thereafter as the violation is discovered, the use of an aversive intervention or a non-permissible physical and/or mechanical restraint must be reported to the Board of School Trustees/designee of the school district. The non-emergency use of a permissible restraint pursuant to NRS 388.501 (2) (a-c) and 388.503 (2) (a-d) need not be reported.

## **SMOKING POLICY**

CCSD Policy 4380 establishes the extent of the "smoke free" workplace. It is the policy of the District that smoking, carrying lit tobacco products or use of smokeless tobacco products including "vapor" or "e-cigarettes" is prohibited at any time on school District property and at any school activity sponsored by the District. For purposes of this policy, school District property includes any building used for instruction, administration, support services, maintenance, or storage; the grounds and surrounding buildings; and all District-owned vehicles. This policy applies to all students, teachers, staff, and visitors. Employees are encouraged to review carefully Policy 4380 as non-compliance may result in employee disciplinary action being taken.



## **DRUG - FREE WORKPLACE AND SCHOOLS**

The Board of School Trustees recognizes the need to maintain a drug-free workplace as provided for in the Drug-Free Workplace and the Drug-Free Schools and Communities Acts.

### **DRUGS AND ALCOHOL PROHIBITED**

The unlawful manufacture, distribution, dispensing, possession, or use of drugs and/or alcohol, other than as specifically allowed by CCSD regulations, at any District property, workplace, or as a part of any of a school's activities is prohibited. For the purposes of this policy, drugs are defined as any controlled substance, drug which is not legally obtainable or any controlled substance, or drug which is legally obtainable, such as a prescription drug, but which is not legally obtained or is not being used for prescribed purposes.

### **NOTICE OF CONVICTIONS**

Any employee who is convicted of violating any federal or state criminal drug statute in the workplace must notify the superintendent in writing within five (5) days of such conviction. For the purposes of this notice requirement, a conviction includes a finding of guilt, a no contest plea, or an imposition of sentence by any judicial body for any violation of a criminal statute involving the unlawful manufacture, distribution, dispensing, possession, or use of drugs in the workplace.

### **PENALTIES FOR VIOLATION**

Compliance with this Drug and Alcohol policy is mandatory and is a condition of continued employment. Consequently, a violation of any aspect of this policy will render employees subject to disciplinary action as further described and provided for in District Policies and Regulations, the Negotiated Agreements with the appropriate employee's bargaining unit and the Nevada Revised Statutes, up to and including termination. If there is evidence that an illegal act has been committed, the evidence shall be referred to the appropriate law enforcement agency for prosecution.

### **DRUG - FREE AWARENESS PROGRAM**

The CCSD believes strongly that employees should be aware of the dangers of drug abuse. Drugs can cause a severe general deterioration of health including such problems as lung cancer, liver disease, respiratory failure, and heart attacks. In addition, drugs can cause motor vehicle accidents and workplace injuries. Drugs also have a number of more insidious effects: they can rob the user of his or her ability to deal constructively with anxiety and stress; they can undermine the user's ability to plan for and reach long-term goals; and, they can destroy professional and family relationships. Finally, lives can be ruined when illegal drug users are arrested, jailed, or injured by drug-related violence. The District has available at each secondary school library, and at the Safe and Drug Free Schools office, 4204 Channel 10 Drive (Building A), materials about drug abuse.

**NOTICE:** All employees enrolled in a group health insurance plan have Employee Assistance Programs available for any counseling needs. To inquire, please call your medical provider.

## **DRESS AND GROOMING**

Employee dress and appearance play a vital part in the projection of a professional image. This professional image contributes to the establishment of a positive learning environment; enhances administrator, teacher, and support staff effectiveness in working with students; allows the employee to model for student's appropriate dress and appearance in the workplace; and enhances the professional image of school personnel within the community at large. All employees are expected to exemplify grooming standards in a manner that projects an appropriate image for employees, the school, the worksite, and the District.

CCSD Regulation 4280 provides details about employee dress and grooming standards.

## **WORKERS' COMPENSATION**

CCSD pays and administers workers' compensation claims through a self-funded program. A third-party administrator (TPA), along with other contract suppliers, oversees the day-to-day management of all the claims. Workers' compensation generally applies to injuries or diseases arising out of and in the course of employment. It is a no-fault insurance program in the State of Nevada and is the exclusive method for providing benefits to employees who are injured on the job or have an occupational disease. Benefits may include medical treatment, disability compensation, vocational rehabilitation, dependent's payments in the event of death, and other claims related

benefits or expenses. Employees who are eligible at the same time for disability compensation and for any accrued sick leave benefit may either

1. continue to receive their normal District salary in lieu of the disability compensation by using part of their accrued sick leave as income continuation supplement, or
2. elect to receive only disability compensation which is 66 2/3% of average monthly wages at time of injury, subject to state maximum limit.

Employees can select their leave choices when entering approved worker's compensation leave days in the HCM timekeeping system. Questions on how to enter leave or modify leave options can be submitted to the Worker's compensation office at 702-799-0060 or [workcomp@nv.ccsd.net](mailto:workcomp@nv.ccsd.net)

If possible, the District may provide short-term transitional return to work assignments allowing for continuation of work while an employee is recovering from an occupational injury or disease. These arrangements are not to be construed as a permanent change of duties, responsibilities, or classification. All short-term assignments will be issued in writing. Refusal to return to work in a transitional assignment could affect future worker's compensation benefits. Additional information can be found at <http://ccsd.net/departments/workers-compensation/transitional-return-to-work-program>.

If an injury or occupational disease occurs, the employee must provide written notice to his or her supervisor by completing a Form C-1, "Notice of Injury or Occupational Disease," as soon as practicable, but **within 7 days after the accident or occupational disease**. If medical treatment is sought, the employee must complete a Form C-4, "Employee's Claim for Compensation," **within 90 days after the accident or occupational disease**. <http://ccsd.net/departments/workers-compensation/transitional-return-to-work-program>. Failure to timely complete and submit these forms may result in the denial of benefits. Except for life-threatening conditions, employees can obtain medical care only from providers who are listed on the District approved provider network for workers' compensation. Further assistance may be obtained from the Workers' Compensation Nurse Liaison at **(702) 799-NURS (6877)**.

Questions regarding this program can be directed to the Workers' Compensation Office, (702) 799-0060. Informational posters are available at the worksite and from the Workers' Compensation Office. Employees can also obtain assistance with workers' compensation issues from the Governor's Office of Consumer Health Assistance at (888) 333-1597; [cha@govecha.nv.gov](mailto:cha@govecha.nv.gov), <http://dhhs.nv.gov/Programs/CHA>.

## MILITARY LEAVE

In accordance with state and federal law, the District will grant military leave to an employee who has an obligation to perform military services. An employee who requires military leave will not be disadvantaged in their CCSD career due to their military service, will not be discriminated against based on their military service, and will be entitled to reemployment upon return from military service as set forth in CCSD Regulation 4352.

An employee who is on military leave for a period of not more than fifteen (15) work days in any one (1) calendar year is entitled to their regular compensation during their absence, and no such absence may be a part of the employee's annual vacation. If the employee is required to be absent in excess of fifteen (15) days of military leave, the employee, at his/her request, must be permitted to use accrued vacation, if applicable, instead of unpaid leave (Code 10). However, employees cannot be forced to use vacation time for military service.

Employees who require military leave must provide timely notice, including the expected duration of the leave, unless circumstances make it impracticable. The Department of Defense "strongly recommends" that all military personnel provide thirty (30) days advanced notice to their civilian employers. While on a military leave, employees are strongly encouraged to check CCSD web site at <https://teachvegas.ccsd.net/> jobs for transfer or promotional opportunities.

## JURY DUTY

CCSD Regulation 4220 establishes guidelines for employees who are required to report for/or serve as a member of a jury. An employee must:

1. Apply for appropriate leave in advance;
2. Remit monies received, less transportation mileage reimbursement, to the Accounting Department if you were paid your regular wages during jury service.

Report back to the worksite unless there is less than one hour left in the work day or as provided in applicable

negotiated agreement subject to limitation in NRS6.190; and, as appropriate, make necessary arrangements for a substitute during the absence.

## **OTHER HEALTH RELATED AREAS**

### **LEAVE PROVISIONS**

Regulations 4127, 4351 through 4359 and the respective articles of the appropriate negotiated agreement(s) provide detailed information regarding leave types which may be available for qualified employees. Both the requesting employee and CCSD must meet specific requirements before a leave of absence can be granted. Leaves of absence are for one year unless otherwise provided in the specific relevant regulations. The Human Resources Division must authorize all requests for leaves. Employees initiate a request for a leave of absence with their supervising administrator; however, the Human Resources Division must provide authorization before the leave may begin.

In compliance with federal law, the District provides Family and Medical Leave Act (FMLA) for eligible employees. Eligible employees may take up to 12 workweeks of leave for certain family and medical reasons and up to 26 workweeks of leave for military caregiver leave in a 12-month period. Military caregiver leave cannot be taken more than five years after the veteran's discharge. To be eligible, employees must have been employed by the District for at least one year and must have worked a total of at least 1250 hours during the twelve months preceding the commencement of FMLA. Use of accrued paid leave or non-paid leave may affect your qualifying for FMLA. Employees who take non-paid FMLA may not earn service credit for retirement nor accumulate other benefits. The District requires concurrent use of available and applicable paid leave while on FMLA leave. The District will consider FMLA leave when determining eligibility for attendance bonuses. FMLA will not protect personal leave days. When an unscheduled FMLA absence is unavoidable, employees must provide notice to the employee's administrative supervisor as soon as practicable. If possible, employees must comply with outlined call-in procedures prior to the employee's report time. Employees must indicate if the absence is FMLA related or provide sufficient information to allow the District to determine whether the FMLA may apply. This information may include whether the employee is unable to perform his/her job functions, whether the employee is hospitalized or under the continuing care of a health care provider and the anticipated duration of the absence. Confirmation of the reason for leave may be required, as appropriate. Any employee who violates this policy may be subject to discipline. In addition, failure to provide notice as required by FMLA may result in denial of FMLA leave.

To obtain specific details regarding FMLA and all other leaves, please contact the Human Resources Division at (702) 799-5325 and select the appropriate option.

### **ACCRUED PAID LEAVE AND NON-PAID LEAVE**

The District provides paid leave (sick leave, personal leave, flexible/universal leave, etc.) for eligible employees. However, there are specific conditions, which govern the use of paid leave that must be met before such leave is taken. An explanation of available leaves and conditions for use is available in the employee's negotiated agreement or may be obtained by contacting a supervising administrator.

Use of paid leave for non-approved reasons or misuse/improper use of paid leave may subject the employee to disciplinary action and loss of pay. An employee may not take any type of leave without the approval of a supervising administrator. Absence without leave is cause for discipline, up to and including dismissal.

Use of leave without pay (whether approved or non-approved), a non-paid leave of absence, or any non-paid days which do not allow you to fulfill your contract or reduce the number of days you work within a year may affect your earned/accrued sick leave and retirement pay, and each day taken as non-paid will delay your retirement eligibility. CCSD Regulation 4355 provides "An employee who exhausts all earned leave and who, therefore, accesses short-term leave without pay without prior administrative approval may be subject to disciplinary action as employees cannot be absent without leave." Employees should use non-paid leave carefully and fully consider its impact upon future retirement options.

## **SAFETY AND HAZARD COMMUNICATIONS PROGRAM**

CCSD has established a workplace setting that promotes the health and safety of students, their families, educators and staff, and the public while on Clark County School District property. Our various safety programs are designed to be compliant with Federal, State, and local occupational health and safety laws and designed to allow you to do your job in a safe and healthy manner. You have the responsibility to participate in these safety programs by identifying potential job safety issues or hazards before starting a job, respecting all established safety precautions, asking questions when in doubt, and evaluating in advance what could go wrong, and how and where to get help. It is also your responsibility to report any on the job injury. If your supervisor requires personal protective equipment as part of

your work requirements, or if your job duties result in exposure to bloodborne pathogens, you are responsible to wear and/or use the personal protective equipment supplied, and to utilize universal precautions to prevent exposure to bloodborne pathogens. If you do not know how to safely use tools, equipment or machinery, be sure to request training from your supervisor. If you see something that is unsafe, report it to your supervisor. That is part of your job. It is a requirement that all employees are informed concerning the location and contents of health and safety related program information and documents at your work place. Every employee is to know where the following are located:

**WORKPLACE SAFETY MANUAL (Workplace Safety Program):** CCSD has developed a Workplace Safety Program. The program includes safety policies, training certification, hazard identification and evaluation, and injury reporting procedures, hazard posting, training, and other safety requirements. The written program can be found on the Risk Management Department website. Copies can be printed and kept in the main office.  
<http://ccsd.net/departments/risk-and-insurances-services/safety-manuals>.

**HAZARDOUS SUBSTANCE COMMUNICATION PROGRAM (HAZCOM)** – The HAZCOM Program has been developed by the Safety office in Risk Management in coordination with the Environmental Services Department to ensure CCSD compliance with Occupational Safety and Health Administration (OSHA) Toxic and Hazardous Substances Hazard Communication standards. The purpose of this program is to provide information to CCSD employees about chemical hazards found in schools, labels, and other forms of written warnings, safety data sheets and other information and training. More information about the program can be found at  
<https://www.ccsd.net/departments/environmental-services/safety-data-sheet-information>.

Implementation of this program is site specific, and encompasses chemicals approved for use by all CCSD employees whether they are located in schools, offices, transportation yards, warehouses, maintenance facilities and others.

School/Site Administrators are responsible to provide and document training to school/site employees on the HAZCOM Standard at the time of hire, annually thereafter, and upon introduction of new chemical products.

**Employees are responsible to:**

1. Follow this written HAZCOM program as well as CCSD policies and regulations relating to hazardous substances and chemicals.
2. Notify their supervisor of any unlabeled, improperly labeled, or of any unsafe chemical situations.
3. Shall not deface or alter chemical labels, nor dispose of any safety data sheets.
4. Ensure their administrator has all safety data sheets.

Questions regarding the HAZCOM Program should be directed to Environmental Services at (702) 799-0990 or [Environmental@nv.ccsd.net](mailto:Environmental@nv.ccsd.net).

**ASBESTOS MANAGEMENT PLAN** – CCSD has an ongoing program to manage asbestos containing materials in schools and all buildings it owns and/or leases. As required by the Asbestos Hazard Emergency Response Act of 1986 (AHERA), this is the annual notification of the availability of these individual Asbestos Management Plans.

This is a general notification and is not meant to give specific information about an individual location. An Asbestos Management Plan has been developed for all school buildings whether or not they contain asbestos-containing materials. The site-specific plan is available for review in the main office of each location, during regular business hours. Copies of all plans are also kept in the office of the Environmental Services Department. For more information, call (702) 799-0987 or visit the website. <http://ccsd.net/departments/environmental-services>. You can also access an Asbestos Awareness Presentation online and review instructions on how to access Asbestos Awareness training in ELMS.

**K-12 SCIENCE SAFETY MANUAL** – This manual provides safe practices specific to science classrooms and laboratories. The manual includes general science, biological, earth and space, chemistry and physics laboratory safety, prohibited practices, emergency information, restricted and prohibited chemical lists, animals in classrooms, and other safety resources. Secondary science teachers are required to sign the safety manual acknowledgement form found in the appendix of the manual. <http://ccsd.net/departments/risk-and-insurance-services/k-12-science-safety-manual>

**RESPIRATORY PROTECTION PROGRAM** – This program is established to coordinate the use of respiratory protective equipment, when deemed necessary, to prevent worker exposure to airborne contaminants. Employees will use respirators when engineering and administrative controls are unable to reduce the air contaminants to below acceptable levels. **This program is not applicable to students.** Contact the Environmental Services Department for assistance with implementing a proper respiratory protection plan at 702-799-0987 or [environmental@nv.ccsd.net](mailto:environmental@nv.ccsd.net).

## **FIRE DRILLS/SHELTER-IN-PLACE DRILLS**

Fire drills, shelter-in-place drills, or earthquake drills are conducted at all Clark County School District schools every month. These drills are conducted to ensure that all staff and students are familiar with evacuation and shelter-in-place plans. NRS 392.450 mandates that one "shelter-in-place-drill" be conducted every quarter. During an emergency such as an area-wide release of toxic gas, a shelter-in-place drill is an effective alternative method to protect students and staff when a timely evacuation is not available. If there are questions regarding any drill, employees should contact the principal, administrative supervisor, or the Office of Emergency Management at (702) 799-4357.

## **HEALTH AND MEDICAL INSURANCE**

Questions regarding employee health insurance may be obtained by contacting an insurance administrator at one of the following:

1. Licensed Employees (702) 794-0272 - Teacher's Health Trust
2. Support Professional/Police/Police Administrators (702) 799-5418 - CCSD Benefits Department
3. Administrative/Professional Technical Employees (702) 796-9602 - CCASAPE Health Trust

## **CCSD ENERGY CONSERVATION GOALS**

The District-wide Energy Conservation Program was initiated in July 1997. The effort has produced an estimated cost avoidance savings of over \$75 million. The District's goal is to continually improve energy efficiency of all District buildings while maintaining a comfortable learning environment. The CCSD Facilities Division supports site-based conservation efforts and further supports students and staff who eliminate energy waste. The CCSD Facilities Division asks that you develop energy efficient routines and constantly look for ways to reduce energy usage. On weekends and holidays, where schedules permit, buildings will be maintained at a level of minimum energy use. Cooling and heating will be placed at temperatures that are comfortable and maintain energy efficiency based upon the Department of Energy guidelines for government buildings. We continue to encourage everyone to conserve energy, water, and our natural resources. This commitment will be beneficial to the great state of Nevada. The fulfillment of this expectation is the joint responsibility of the Trustees, administrators, teachers, students, police, and support professional personnel of the District. Cooperation is necessary at all levels for the continued success of this program.

## **BLOODBORNE PATHOGENS**

The Occupational Safety and Health Administration (OSHA) have mandated that the District maintain an "Exposure Control Plan" to eliminate or minimize employee exposure to bloodborne pathogens. According to OSHA, bloodborne pathogens are organisms present in human blood and other body fluids visibly contaminated with blood that can cause disease in humans. OSHA has determined that employees are at risk when they are exposed to blood and other body fluids that may cause infections. Infectious materials may contain certain pathogens or germs. These pathogens include hepatitis B virus (HBV), hepatitis C virus (HCV), and human immunodeficiency virus (HIV). Infection with HBV or HCV may result in liver disease and HIV infection may result in AIDS.

OSHA has also concluded that employers can reduce or remove these hazards from the workplace. This can be done by using a combination of engineering and work practice controls; by providing and requiring the use of personal protective clothing and equipment; and by providing training, medical surveillance, hepatitis B vaccination, and warning signs and labels. All CCSD employees must complete the bloodborne pathogens training program annually. Supervisors and site administrators are responsible for ensuring their staff completes the program.

Contact your administrator for the location of the Exposure Control Plan at your worksite. Additionally, the plan can be reviewed and downloaded from CCSD Graphics website (Publication #593). Link to on line Exposure Control Plan at: <http://graphics.ccsd.net/NewFiles/GAC.2006.Site/PDFs/SpecialForms%26Pubs/593-exposure.control.plan.pdf>. Additional information regarding Category I employees designated in the Exposure Control Plan can be found at: <http://ccsd.net/departments/risk-and-insurance-services/bloodborne-pathogens-category-i-employees>.

## **FIRST AID AND EMERGENCY GUIDELINES FOR SCHOOL PERSONNEL**

CCSD's Health Services Department publishes First Aid and Emergency Care Guidelines for School Personnel (PUB-648). Every worksite should have a copy of this manual, and all staff designated by the site administrator in conjunction with the school nurse to render first aid should be familiar with its contents. District personnel are to follow the guidelines when rendering first aid to ill or injured students. Compliance will ensure a safe standardized

approach to first aid treatment for illness or injuries. First aid kits are available at your worksite and should be used for routine first aid.

## **CCSD BUILDING ACCESS AND SCHOOL KEYS**

In order to reduce the number of calls to CCSD police regarding activated alarms, and to protect the safety of our employees, the following steps remain in force: Employees are not to be in the building after 11 p.m. or before 6 a.m. except when otherwise authorized. Staff should never place school keys on a tag, ring, etc. that has the school's name on it. It is very costly to re-key buildings and a misplaced key on a ring with the school's name on it enhances the possibility of burglary, robbery, and vandalism. Keys are to be secured at all times and personally assigned to individual users for individual accountability. Unassigned keys should be locked in a key lockbox to assure accountability and security. CCSD keys are not to be reproduced except by the CCSD key shop.

## **TAPE RECORDING POLICY**

### **RECORDING OF CONVERSATIONS WITH SUPERVISORS**

CCSD understands that in the course of work, and in the evaluation of performance, there will be frequent opportunities for private and confidential discussions with supervisors and other CCSD representatives. Privacy and confidentiality of such communications is respected. Without prior written authorization of the District's Chief Human Resources Officer, no employee may openly or secretly tape or otherwise surreptitiously record, or videotape these conversations. "Taping" and "Recording" include the taping or recording of any conversation or communication, regardless of whether the conversation or communication is taking place in person, over the telephone, or via any other communications device or equipment, and regardless of the method used to tape or record (tape recorder, video recorder, mechanical recording, or wiretapping equipment), and regardless of where the conversation or communication takes place (i.e., whether on or off CCSD premises).

Violations of this policy may lead to disciplinary action against the offending employee. For filming or recording on school district property in general, see CCSD's Regulation 3613.2.

## **COPYRIGHTS - COMPUTER PROGRAMS**

Duplication of copyrighted computer software, except for authorized backup purposes, is a violation of the Federal Copyright Law. Unless specifically permitted by the license agreement that is received when the software is purchased, software may not be used concurrently on more than one computer or duplicated for use on more than one computer. Software licensed for use on networks and multiple-use site licenses are exceptions.

Employees are urged to read the license agreement(s) that accompany software to ensure copyright compliance. Site administrators and department heads will continue to monitor internal procedures to enforce the copyright law. Complete verification of original documentation (manuals) and software media that are placed and contained on District hard disk files should be conducted regularly. CCSD may take disciplinary action with an employee if software copyright violations are discovered.

## **COMMERCIAL DRIVER'S LICENSE**

A valid Commercial Driver's License (CDL) with required endorsements that allows the employee to legally operate a commercial motor vehicle in the State of Nevada and a valid Department of Transportation (DOT) Physical Examination Certification are mandatory as indicated in the applicable job description(s). Employees assigned to operate a School Bus, must obtain the proper CDL passenger and school bus endorsements, and self-certify as "interstate, non-excepted". All requirements for employees who must possess a valid CDL to operate a CCSD vehicle are included in the Transportation Department's Employee Procedures Handbook. Other requirements for employees in these positions can be found on CCSD's Web site at:

<https://www.ccsd.net/employees/prospective/descriptions/support-staff/>

Additional information concerning Nevada CDL can be obtained from the Nevada Department of Motor Vehicles or at [www.dmvnv.com/cdl.htm](http://www.dmvnv.com/cdl.htm)

## **DRIVER'S LICENSE**

CCSD employees who operate a CCSD motor vehicle, or who operate privately owned vehicles while on CCSD business, must comply with all statutes/laws that govern driving privileges. Employees must have a valid driver's license in their possession at all times while operating a vehicle or while operating a POV while on CCSD business. CCSD requires that an employee notify his/her immediate supervisor in the event that the employee's driving privileges are suspended, revoked, or disqualified. Failure to comply with state laws may result in a substantial fine,



significant criminal and/or civil liability for both the employee and the employer. Regulations that govern a Commercial Driver's License also require that the holder of a CDL notify the Department of Motor Vehicles of any traffic violation. (Please refer to Federal Regulation 383.31 for more detailed information.) An employee whose primary job function is to operate a CCSD motor vehicle and whose license, for whatever reason, is suspended, revoked, or disqualified may not continue to be employed in that position. Questions regarding your responsibilities as a driver for CCSD should be directed to your administrative supervisor.

## **DISTRICT VEHICLE ACCIDENT**

After contacting the appropriate law enforcement agency, the driver of a District vehicle **MUST** report all accidents involving District owned vehicles immediately to CCSD Police at (702) 799-5411 and Risk Management's accident hotline, regardless of the accident location, party at fault, or the extent of damages at (702) 799-6148 during business hours (7:00 a.m. to 4:00 p.m.) or to (702) 376-1299 after business hours and on weekends and holidays. This is necessary to ensure that the damages to District property and any resulting liability claims can be handled expeditiously and efficiently.

The driver of the District owned vehicle must complete a CCF-102 within 24 hours of the accident and submit it to his/her supervisor for signature. The CCF-102 should be forwarded to Risk Management within 48 hours of the accident. CCSD drivers determined to be at-fault for an accident may be required to attend a mandatory driver-training course offered by the School District. Each District vehicle should have an insurance card in the glove box that includes Risk Management's address and phone number. Replacement cards can be obtained by contacting (702) 799-0048. Any other questions or concerns regarding vehicle accident procedures should also be directed to the Property and Liability claims section at (702) 799-0048.

## **DISTRICT VEHICLE AND EMPLOYEE USE AND RESPONSIBILITY**

When an employee uses a District vehicle, the employee has no right or expectation to privacy as to its use. Assignment of a District vehicle is at the discretion of the supervising administrator and is not a right or condition of employment. The District may, at its discretion, review or audit the use of District vehicles, and/or Global Positioning System (GPS) to track District vehicles. District employees must comply with all traffic and safety laws and regulations while using District vehicles. The employee must immediately report any accidents, citations or damage to a District vehicle to their direct supervisor. Fleet management provided checklists, located in the glove box of every vehicle, are to be filled out by operators at least once per week.

## **PHOTO IDENTIFICATION BADGE**

**Per District Regulations 4100 and 4312**, all regular status employees, substitute employees, temporary employees, contracted employees, and volunteers are required to prominently display a photo identification badge during work hours. Upon expiration or change in position, current District personnel may obtain a new identification badge **Monday through Friday, 7:30 a.m. to 4:30 p.m.** at the Edward A. Greer Education Center, 2832 East Flamingo Road. All new hires, substitute, temporary, contracted, volunteers and Crisis Response

Team/Threat Assessment personnel must obtain a photo identification badge at the Edward A. Greer Education Center.

**Food Service Personnel** may renew at the Food Service Department located at 6350 E. Tropical Parkway or at the Edward A. Greer Education Center.

**Transportation Employees** must renew at the Wallace Bus Yard located at 975 W. Welpman Way. Badges may be obtained Monday through Friday, from **7:00 a.m. to 10:00 a.m. and 1:00 p.m. to 3:00 p.m.** This schedule may vary, so please call (702) 799-6890 ext. 5046.

**Please note:** Employees must provide picture identification at the time of service. Professional attire adhering to **District Regulation 4280** is required for the photo. Hats and sunglasses are not permitted. Only one badge will be issued per employee. Old badges must be forfeit. Nicknames, titles, and suffixes will not be displayed (Ex: Dr., Mr., Sr., etc.). Job titles will match the Human Resources System. Regular status employees are required to renew photo identification badges every three years. Substitute/temporary/volunteer employees must renew annually.

To report identification badge concerns, please call (702) 799-2846.

## **CHILD ABUSE AND NEGLECT**

As required by Nevada law and CCSD Regulation 5152, all Clark County School District employees and volunteers who know, or have reasonable cause to believe, that a **child may have been abused or neglected** are required to:

1. Contact the **Child Abuse and Neglect Hotline (702-399-0081)** as soon as possible, but not later than 24 hours after they know or have reasonable cause to believe that a child may have been abused or neglected, to report the suspected case of child abuse or neglect;
2. Contact the school administrator or designee (after calling the Child Abuse and Neglect Hotline);
3. Contact the school counselor and school nurse if on site;
4. Contact CCSD Police Services for further direction (702-799-5411) where an **employee** suspects: (a) physical abuse to the child has occurred; (b) sexual abuse has occurred; (c) the child is a victim of sex trafficking; or (d) the child may be endangered if the child returns home; and
5. Contact **both** the Child Abuse and Neglect Hotline **and** a law enforcement agency (CCSD School Police or local law enforcement) as soon as possible, but not later than 24 hours after, they know or have reasonable cause to believe that a child has been subjected to **abuse or neglect, sexual conduct, or luring by another employee or volunteer for a public school or private school** as set forth in more detail in CCSD Regulation 4100.

In addition, all employees or volunteers who know, or have reasonable cause to believe, that a child may have been subjected to **corporal punishment** in violation of NRS 392.4633 or 394.366 **by another employee of, or volunteer for, a public school or private school** are required to make a report as set forth in CCSD Regulation 5152.

Reporting is an individual duty for all employees and volunteers who have independent observations and/or first-hand knowledge of the suspected abuse or neglect.

Nevada statutes **define child abuse and neglect** as physical or mental injury of a non-accidental nature, sexual abuse, sexual exploitation, or negligent treatment or maltreatment of a child by a person responsible for the welfare of the child under circumstances that indicate that the child's health or welfare is harmed or threatened with harm. Child abuse also includes, but is not limited to, sex trafficking and/or encouraging a child to solicit for, or engage in, prostitution. Abuse or neglect of a child also includes abuse or neglect caused by a person who is an employee of or volunteers for a public school and who is not responsible for the welfare of the child. Child means any person under the age of 18 years or, if in school, until graduation from school. Immunity from civil or criminal liability is provided under the law to those making such reports.

## **DIRECT PAYROLL DEPOSIT**

The District offers employees the option of direct payroll deposit. Employees may establish direct deposit, stop direct deposit, or make modifications by accessing [hcm.ccsd.net](http://hcm.ccsd.net) in the new Employee Self-Service System. All employees are encouraged to take advantage of direct deposit.

CCSD Employee Self Service System (ESS) provides online access to view paycheck, make W4 form changes, access direct deposit advice, and W2 information. Employees may access the secure ESS web site at [hcm.ccsd.net](http://hcm.ccsd.net) using their Active Directory ID and password. Employees are advised to protect their personal payroll information by keeping their Active Directory login information private. Contact User Support Help Desk at (702) 799-3300 for assistance with ESS and Active Directory password questions.

## **EMPLOYMENT**

The Board of School Trustees believes integrity, respect, responsibility, and justice are fundamental to civilized human conduct. District staff, as role models for students, should exhibit these qualities.

In addition to other job expectancies, it is essential to every job that each employee come to work regularly and on time; follow directions; take criticism constructively; get along with co-workers and supervisors; treat co-workers, supervisors, students and the public with respect; refrain from abusive, insubordinate or violent behavior; and deliver the best "customer" service possible.

## **JOB DESCRIPTIONS**

Information regarding job descriptions can be located at [www.ccsd.net/employees/prospective/descriptions/and\\_salary](http://www.ccsd.net/employees/prospective/descriptions/and_salary) information at [www.ccsd.net/employees/current/employment/salary](http://www.ccsd.net/employees/current/employment/salary) on the CCSD Web site.

## **EMPLOYMENT AND PAYROLL VERIFICATION**

District employees may obtain employment and payroll verification through the automated Work Number\* system.



This service offers secure, confidential telephone and internet access 24 hours a day, seven days a week. For security reasons, if you have not used this service in the previous twelve (12) months, you must call 1-800-996-7566 to unlock your account. To access employment verification information, follow the steps below:

1. Obtain a Salary Key by accessing one of these options:
  - a. [www.theworknumber.com](http://www.theworknumber.com)
  - b. 1-800-367-2884
2. Select to Obtain a Salary Key and write it down.
3. Enter the following information:
  - a. Clark County School District Employer Code: 11519
  - b. Your Social Security Number \_ \_ \_ \_ \_
  - c. Your Pin: (enter birth month & last 4 of SSN and last 2 digits of birth year)
4. The Work Number Options for Verifiers:
  - a. [www.theworknumber.com](http://www.theworknumber.com)
  - b. 1-800-367-5690
  - c. Customer Service 800-996-7566 (Voice), 800-424-0253 (TTY - Deaf)

## **VOLUNTARY PAYROLL DEDUCTIONS**

The following list of elective deductions is provided for your personal information only. These voluntary deductions are offered through payroll deduction, but the District does not endorse any of these products. This listing is not inclusive and is subject to change.

### **TYPE OF DEDUCTION**

\*Licensed Health/Dental/Vision/Life Teacher's Health Trust  
(702) 794-0272

\*Support Professional/School Police/Police Administrators Health/Dental/Vision/Life/LTD  
CCSD Benefits Office  
(702)799-5418

\*CCASAPE Health/Dental/Vision/Life/LTD  
School Administrators' and Professional-technical Employees' Welfare Trust  
(702) 796-9602

\*\*Dependent Care Reimbursement - All employee groups American Fidelity  
(702) 433-5333

\*\*Medical Expense Reimbursement - All employee groups American Fidelity  
(702) 433-5333

\*\*403b and 457 Tax Shelters  
Benefits Office  
(702) 799-5418

Pennies for: Leadership, Grants, & Training; Contributions for Pennies for Growth Public Education Foundation  
(702) 799-1042

Life, Cancer, Disability Ins. AFLAC  
(702) 312-3522

Life, Cancer, Disability, & After Tax Annuity American Fidelity  
(702) 433-5333

Life, Cancer, Long Term Care, Disability Colonial Life Insurance  
(800) 325-4368

Administrator/Professional/Technical Long Term Care UNUM Life Insurance

(800) 227-4165

Car & Homeowners Insurance California Casualty  
(800) 841-4736

Liberty Mutual  
(702) 736-8611

Horace Mann  
(702) 895-9230

Employee Associations CCEA  
(702) 733-3063

ESEA  
(702) 794-2537

POA  
(702) 897-9366

CCASAPE  
(702) 796-9602

NASA  
(702) 233-6623

NSEA  
(702) 733-7330

Scholarship Fund ESEA  
(702) 794-2537

Retirement PERS  
(702) 486-3900

Contributions Vegas PBS  
(702) 799-1010

Contributions United Way of Southern Nevada  
(702) 892-2300

If you take advantage of tax-deferred options (Section 125), you cannot make any changes during the calendar year except for the following reasons:

1. Divorce
2. Birth/Adoption
3. Death
4. Loss of a Dependent

For additional information, please contact CCSD Benefits Office at (702) 799-5418.

\* May be available as a Pre-tax deduction

\*\* Pre-tax deduction

## **PERSONAL DATA (ALL EMPLOYEES)**

Employees must make certain that all personal data (i.e., address, phone number, etc.) is current at the worksite and in Employee Self Service (Person Details).

## **INSTRUCTIONAL MATERIALS AND SERVICES**

Employees who are responsible for classroom instructional materials and services are reminded that CCSD Regulation 6150 provides specific guidelines for the appropriateness of certain materials for classroom use. Licensed and support professional employees should refer to this regulation or seek assistance from a supervising administrator if there is a question or concern. This regulation specifically addresses the selection of supplemental textbooks and procedures for using films, videotapes, copyrighted information, and public broadcast programs.

## **ADULT EDUCATION**

The Clark County Department of Adult Education offers free high school classes to all support professional employees who have not obtained a high school diploma. Through Adult Education, a person may seek an "Adult Standard Diploma." This means a diploma can be earned by meeting requirements established by the District (Board Policy 6200, Regulation 6200) and which conform to guidelines established by the Nevada Department of Education as published in the Nevada Administrative Code (NAC Chapter 389.688). Special programs include English Language Learner (ELL), a computer assisted reading/math lab, and a Career Center to assist with post-secondary and career goals. Classes are flexible to meet individual needs and are offered at geographically convenient locations and times. Most Adult Education classes are open-entry and open-exit that afford individuals the opportunity to begin and complete an educational program at any time and study at their own rate of learning. Additionally, individuals may pursue the Nevada State Certificate of High School Equivalency by taking and passing one of the approved High School Equivalency Assessments. A person who seeks an adult standard diploma may waive units of credit for English, mathematics, science, and social studies electives by taking the High School Equivalency assessments and passing that examination at a sufficiently high level. For additional information, please contact Adult Education at (702) 799-8650.

## **BANKING OF DISTRICT MONEY**

At times, employees may be called upon to collect and or disburse money for the District. In all cases, proper banking procedures must be followed. Specific requirements are contained in District School Banking Manual or may be obtained from the School Banking Help Desk at (702) 799-5827.

### **COLLECTIONS**

All money shall be counted and receipted when received. If an employee, who is not functioning as the school banker, receives funds, the employee should issue a generic receipt (from the generic receipt book checked out from the school banker) or complete a log with employee's name, organization/club, date, student name, the amount of money collected, name of person providing the money and both parties signature. Samples of the receipt documentation can be obtained from the School Banking Help Desk.

Collected money shall be safeguarded by locking it in a secured area, and must be deposited in the school bank by the end of each day. When depositing money in the school bank, the banker must count the money in the presence of the employee (the depositor) and provide a receipt.

If events are to be held after school banking hours, arrangements should be made with the commercial bank for a night deposit or with an administrator who will place funds in the school safe overnight. Money must not be left unsecured in the school. Money should never be taken to an employee's home or vehicle.

**Deposits to the commercial bank are to be made with each scheduled armored car pick-up.**

### **DISBURSEMENTS**

Payments for wages to District employees for special work done on school premises or on approved school activities outside of regular working hours must be made through the payroll system. A check is written from the school's checking account to the District for the amount (including FICA and other mandatory taxes and benefits) and sent to the Districts' Accounting Department. Current salary amounts may be obtained by calling Employee Contracts and Compensation at (702) 799-2812, option 2.

Personal loans are never permitted from funds collected, a change fund, or any school account. Request for Check forms must have the signatures of the principal or assistant principal, the advisor over the fund from which money is to be spent, and in some cases, a student representative for the fund from which the money is spent. Each request for check disbursement must have attached supporting documentation such as an itemized receipt or invoice. Disbursements should never be made from un-deposited money. Expenditures should be made from the school's checking account.

## **OMNIBUS TRANSPORTATION EMPLOYEE TESTING ACT OF 1991**

### **Controlled Substances and Alcohol Testing**

The Omnibus Transportation Employee Testing Act of 1991, NRS 284.4065, and CCSD Regulation 4231 require drug and alcohol testing of safety-sensitive employees and employees who carry a firearm. Employees in those positions are required to drug and/or alcohol test for the purpose of pre-employment, post-accident, reasonable

suspicion, random, follow-up testing and return to employment.

### **Employees in Safety Sensitive Positions or Who Carry a Firearm MUST NOT:**

1. Report for or remain on duty while having a Blood Alcohol Concentration (BAC) of 0.02% or higher;
2. Report for or remain on duty while under the influence of a controlled substance;
3. Possess, use, or be under the influence of alcohol while on duty; (Alcohol use means the consumption of any beverage, mixture or preparation, including any medication containing alcohol);
4. Perform any safety-sensitive function within 4 hours after using alcohol;
5. Use alcohol for 8 hours following an accident, or until after such employee has undergone an alcohol test;
6. Refuse to submit to a required test. A refusal shall constitute a positive test.

### **Testing Requirements for Employees in Safety Sensitive Positions or Who Carry a Firearm Include:**

1. Pre-employment-conducted before an applicant actually performs a safety-sensitive function or transfers to a covered position.
2. Post-accident-conducted after an accident where the employee's conduct may have contributed to a death, immediate medical treatment away from the scene, a disabled vehicle, and/or a citation is issued to that employee.
3. Reasonable suspicion conducted when a trained supervisor observes behavior or appearance characteristic of alcohol/drug misuse.
4. Random conducted on an unannounced basis just before, during, or just after the performance of a safety-sensitive job.
5. Return to Employment/Follow-up conducted prior to a former employee's return to employment after engaging in conduct prohibited (alcohol misuse or drug use) by federal regulation, district regulation, or district-procedures if he/she is re-employed.

Employees who engage in prohibited alcohol or drug misconduct will immediately be removed from their safety sensitive position.

All testing aspects are confidential. Additional information can be obtained from the Federal Motor Carrier Safety Administration, Department of Transportation and/or at [www.fmcsa.dot.gov](http://www.fmcsa.dot.gov).

## **DISCIPLINE: ALL EMPLOYEES**

CCSD Policy 4340 addresses employee discipline, workplace violence, and weapons in the workplace. This policy states, in part:

1. Violence or behavior, which threatens violence toward fellow employees or others, will not be tolerated and will subject the employee to dismissal.
2. The possession of a weapon at the workplace, except as required by an employee's job description, will not be tolerated and will subject the employee to dismissal. "Weapon" as provided for in this policy is defined in CCSD Regulation 5141.1 (V).

## **PERSONAL PROPERTY - THEFT/VANDALISM**

### **EMPLOYEE PERSONAL PROPERTY - THEFT/VANDALISM**

Employees are discouraged from maintaining personal property on District premises. The District is not responsible for stolen or damaged personal property of employees except as set forth in the appropriate negotiated agreements, for example, CCEA Agreement, Article 11-3 or the ESEA Agreement, Article 22-8. An employee's personal property for which a loss is claimed must be used for essential tasks to support the employee's direct scope of work and must be listed on a CCF-122 Declaration Form prior to the loss. Personal effects worn or carried (eyeglasses, hearing aids, jewelry, cellular phones, clothing, etc.) are to be exclusively covered by the employee's personal insurance as non-business items and are not to be included on the Declaration. Any loss or damage caused by a criminal act is not the responsibility of the District, and the victim will have to pursue the matter with the proper law enforcement agency. Guidelines and forms are available in the Employee Property Loss section of the Risk Management website. <http://www.ccsd.net/departments/property-crime-and-liability/employee-property-loss>

### **STUDENT/VISITOR PERSONAL PROPERTY - THEFT/VANDALISM**

Loss or damage to property belonging to a student should be brought to the attention of Risk Management at (702) 799-0048. At no time should personnel outside of the Risk Management Department make comments regarding

coverage for student property. Guidelines and forms are available in the Student/Visitor Property Loss section of the Risk Management website. <http://www.ccsd.net/departments/property-crime-and-liability/student-visitor-property-loss>

## **CCSD PROPERTY - THEFT/VANDALISM**

Theft or vandalism of District supplies and equipment are covered in CCSD Property Loss Claim Process that is available on the Risk Management website. CCSD sites must work through Risk Management regarding property replacement, criminal charges, estimates of damage, and orders of restitution when suspects are apprehended after a loss. <http://ccsd.net/departments/property-crime-and-liability/ccsd-property-loss>

## **EMPLOYEE ASSISTANCE AND FAMILY SUPPORT**

A listing of drug and alcohol counseling programs, rehabilitation programs, re-entry programs, and other employee and family support agencies may be obtained by contacting a medical provider. Each inquiry is confidential. The listing, which may be provided, should not be considered as an endorsement by CCSD of any particular agency, treatment, or program. A telephone directory may also provide additional assistance to an employee or family member seeking appropriate services.

## **EMPLOYEE DISCLOSURE OF CRIMINAL ARRESTS, CHARGES, AND CONVICTIONS**

Regulation 4207 requires employees to disclose certain criminal arrests, charges, and convictions within forty-eight (48) hours to the Employee Management Relations Department. The regulation sets forth the type of arrests, charges, and convictions that must be reported.

Generally, employees must report arrests for offenses related to drugs, violence or sexual conduct, and arrests involving a victim eighteen (18) years of age or younger or where the same event leads to the arrest of a person eighteen (18) years of age or younger. Employees failing to report arrests, charges and convictions as required by the regulation will be subject to disciplinary action up to and including termination.

## **STATE OF NEVADA NURSING MOTHER'S ACCOMMODATION ACT**

### **Requirements of Assembly Bill 113:**

1. Except as otherwise provided in subsections 3, 5 and 6 (See below), each employer shall provide an employee who is the mother of a child under 1 year of age with:
  - a. Reasonable break time, with or without compensation, for the employee to express breast milk as needed; and
  - b. A place, other than a bathroom, that is reasonably free from dirt or pollution, which is protected from the view of others and free from intrusion by others where the employee may express breast milk.
2. If break time is required to be compensated pursuant to a collective bargaining agreement entered into by an employer and an employee organization, any break time taken pursuant to subsection 1 by an employee which is covered by the collective bargaining agreement must be compensated.
4. An employer shall not retaliate, or direct or encourage another person to retaliate, against any employee because that employee has:
  - a. Taken break time or used the space provided pursuant to subsection 1 or 3 to express breast milk; or
  - b. Taken any action to require the employer to comply with the requirements of this section, including, without limitation, filing a complaint, testifying, assisting or participating in any manner in an investigation, proceeding or hearing to enforce the provisions of this section.

### **Exceptions (set forth in subsections 3, 5, and 6 of Assembly Bill 113):**

3. If an employer determines that complying with the provisions of subsection 1 will cause an undue hardship considering the size, financial resources, nature and structure of the business of the employer, the employer may meet with the employee to agree upon a reasonable alternative. If the parties are not able to reach an agreement, the employer may require the employee to accept a reasonable alternative selected by the employer.
5. An employer who employs fewer than 50 employees is not subject to the requirements of this section if

these requirements would impose an undue hardship on the employer, considering the size, financial resources, nature and structure of the business of the employer.

6. An employer who is a contractor licensed pursuant to chapter 624 of NRS is not subject to the requirements of this section with regard to an employee who is performing work at a construction jobsite that is located at least 3 miles from the regular place of business of the employer.

Pursuant to NRS 608.195 (except as otherwise provided in NRS 608.0165) any person who violates provisions of NRS 608.005 to 608.195 inclusive is guilty of a misdemeanor. In addition, to any other remedy or penalty, the Labor Commissioner may impose against the person an administrative penalty of not more than \$5,000 for each violation. Copies of this notice may be obtained from the Office of the Labor Commissioner at: <http://labor.nv.gov> or by calling (702) 486-2650.

## **NEVADA PREGNANT WORKERS' FAIRNESS ACT**

Pursuant to NRS 613.335 and sections 2 to 8, inclusive, of the Nevada Pregnant Workers' Fairness Act (effective October 1, 2017) employees have the right to be free from discriminatory or unlawful employment practices based on pregnancy, childbirth, or a related medical condition.

Under the Act, it is unlawful for employers to:

1. Deny a reasonable accommodation to female employees and applicants, upon request, for a condition related to pregnancy, childbirth, or a related medical condition, unless an accommodation would impose an undue hardship on the business of the employer.
2. Take adverse employment actions against a female employee because the employee requests or uses a reasonable accommodation.
3. Deny an employment opportunity to a qualified female employee or applicant based on a need for a reasonable accommodation.
4. Require a female employee or applicant to accept an accommodation that the employee or applicant did not request or chooses not to accept or to take leave from employment if an accommodation is available.

Under the Act, an employer may:

Require a female employee to submit written medical certification from the employee's physician substantiating the need for an accommodation because of pregnancy, childbirth, or related medical conditions, and the specific accommodation recommended by the physician.

For further information regarding the Act, you may contact the Nevada Equal Rights Commission ([www.nvdetr.org](http://www.nvdetr.org)).

1820 East Sahara Avenue  
Suite 314  
Las Vegas, NV 89104  
Phone (702) 486-7161

## **RELATIONSHIPS, INTERACTIONS, AND COMMUNICATIONS BETWEEN DISTRICT EMPLOYEES OR REPRESENTATIVES/VOLUNTEERS AND STUDENTS**

### **POLICY AND REGULATION 4100**

The Clark County School District is committed to ensuring that all relationships, interactions, and communications between CCSD employees or representatives/volunteers and students, regardless of age, are appropriate. In furtherance of this goal, the Board of Trustees recently enacted Policy and Regulation 4100, which establishes procedures for all employees and representatives (including rules related to electronic communication such as email and texting with students), defines appropriate and inappropriate conduct, mandates the reporting of inappropriate conduct, encourages cooperation with law enforcement, and ensures compliance with applicable laws. Policy and

Regulation 4100 also includes requirements regarding background checks and fingerprinting that align with the newly enacted Nevada Revised Statutes.

Additional guidance may be found on the CCSD “Protect Our Kids” website. The website includes links with helpful information, documents, and training videos related to Policy and Regulation 4100.  
<https://www.ccsd.net/community/protect-our-kids/>

## UNEMPLOYMENT

Unemployment is a temporary benefit paid to those who are out of work through no fault of their own and meet the eligibility requirements set by law. Each person's eligibility and monetary determination will vary depending on their hire date, hours worked, previously earned wages in their base period, and employment history. The Nevada Department of Employment, Training and Rehabilitation (“DETR”) makes all decisions on unemployment eligibility, not CCSD.

In Nevada, unemployment benefits are paid for by employers. No working individual contributes to their own unemployment benefits. If a person is deemed eligible for unemployment benefits and CCSD wages are used when calculating the monetary benefit, CCSD is financially responsible for the benefits paid.

All unemployment claims filed with DETR that include CCSD as a current or former employer are sent to CCSD's Unemployment Services Department for a response. CCSD responds directly to DETR with the requested information. Once a determination has been made, CCSD receives a copy of the decision.

When filing for benefits, as outlined in DETR's handbook, you must accurately report:

1. **all of your employers, not just the one for which you're filing for benefits;**
2. the reason you are unemployed from **all of your employers;**
3. **any and all wages you earn from all of your employers** on a weekly basis; and
4. your return to work date.

CCSD thoroughly reviews all claims and reports discrepancies to DETR for further investigation. Fraudulent statements made by CCSD employees in order to obtain unemployment benefits will also be investigated administratively by CCSD.

To file a claim for unemployment with DETR, you can do so online at <http://ui.nv.gov> or by calling (702) 486-0350.

When filing an unemployment claim, please use the default mailing address provided by DETR. All claimants should use: **Clark County School District, Unemployment Services, Office of the General Counsel, 5100 W. Sahara, Las Vegas, NV 89146.**

Do not change the mailing address of CCSD to HR or to your work location. It will delay the process.

## REASONABLE ASSURANCE

Any person who works for the Clark County School District as a permanent, part time, substitute or temporary employee is not considered unemployed when CCSD is closed for a holiday or break and the person is expected to return to work in the same or similar capacity at the conclusion of the holiday or break. This is commonly referred to as having reasonable assurance of re-employment.

Reasonable assurance can be given to employees by a written, oral, or implied agreement or based upon a history of work that is anticipated to be the same or similar. All CCSD employees have reasonable assurance to return to work each year unless specifically stated otherwise in writing. This is your written reasonable assurance.

**NRS 612.432 Vacation or recess for holiday.**

1. Benefits based on service in an instructional, research or principal administrative capacity in any educational institution or based on other service in any educational institution must be denied to any person for any week of unemployment which begins during an established and customary vacation or recess for a holiday if the person performs service in the period immediately preceding the vacation or recess and there is reasonable assurance that the person will be provided employment immediately succeeding the vacation or recess.

**NRS 612.434 Period between academic years or terms; paid sabbatical leave**

1. Benefits based on service in an instructional, research or principal administrative capacity for any educational institution must be denied to any person for any week of unemployment which begins during the period between two successive academic years, or during a similar period between two regular terms, whether or not successive, or during a period of paid sabbatical leave provided for in the person's contract, if that person performs the service in the first of the academic years or terms and there is a contract or reasonable assurance that the person will be provided employment in any such capacity for an educational institution in the next academic year or term.

2. Except as provided in subsection 3, benefits based on service in any other capacity for any educational institution must be denied to any person for any week of unemployment which begins during the period between two successive academic years or terms if the person performed the service in the first of the academic years or terms and there is reasonable assurance that the person will be provided employment to perform that service in the next academic year or term.

## **CONCLUSION**

This concludes, "An Employee's Right to Know." As previously stated, this document could not and does not contain the complete text of all materials which relate to employee rights or responsibilities; however, this outline offers a positive beginning. We ask that each employee refer to the contents as appropriate. "An Employee's Right to Know" is just the beginning; these rights and responsibilities enable all District employees to work together to accomplish the mission of the District. All employees play a vital role in these efforts.