

1 **Browning Public Schools**

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3 **Policy #1909**

4 Policy Name: *Human Resources and Personnel*

5 Regulation: -----
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7 The School District has adopted the protocols outlined in this policy to govern during the term of the
8 declared public health emergency to ensure clear expectations for District staff while completing their duties
9 in a safe and healthy workplace. The supervising teacher, principal, superintendent or designated personnel
10 are authorized to implement this policy.
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12 **Work Schedule and Assignment for Certified Staff**

13 The working conditions for the certified staff shall be governed by a Collective Bargaining Agreement and
14 any applicable Memorandum of Understanding between the Unit and the School District or the individual
15 employment contracts between the employee and the School District. Certified staff shall comply with the
16 emergency policies adopted by the Board of Trustees and related directives from the administration unless
17 there is a provision of a Collective Bargaining Agreement or an applicable Memorandum of Understanding
18 that specifically governs instead of the policy.
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20 **Work Schedule and Assignment of Duties for Classified Staff**

21 The working conditions for classified staff are governed by a Collective Bargaining Agreement or any
22 applicable Memorandum of Understanding between the Unit and the School District. Classified staff shall
23 comply with the emergency policies adopted by the Board of Trustees and related directives from the
24 administration unless there is a provision of a Collective Bargaining Agreement or an applicable
25 Memorandum of Understanding that that specifically governs instead of policy.
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27 **Personal Conduct**

28 This policy in no way limits or adjusts the School District’s expectations for staff conduct. All applicable
29 district policies and handbook provision governing staff conduct remain in full effect.
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31 **Student Services**

32 Students shall have access to regular instructional services whether their instruction is provided in an onsite,
33 offsite, or online setting. Staff shall promptly report any suspected violation of School District Policy or
34 concern about student health, well-being, or safety to their supervisor for review and referral. Students
35 receiving instruction in an offsite or online setting are governed by all applicable laws, including the staff
36 obligation to report suspected child abuse or neglect.
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38 **Compensation and Benefits**

39 Staff shall continue to earn regular compensation and benefits during the period of declared public health
40 emergency. Payroll dates and schedules are not affected by an applicable public health emergency.
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42 **Evaluation of Staff**

43 The Board of Trustees authorizes the administration to adjust or waive the schedule for evaluation of staff
44 to accommodate the changes to the school calendar in response to a public health emergency unless there
45 is a Collective Bargaining Agreement or Memorandum of Understanding specifying the evaluation process
46 of a member of a bargaining unit.
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1 **Cross Reference:** Policy 1905 - Student, Staff and Community Health and Safety
2 Policy 1906 – Student Instruction
3 Policies: Classified Assignment; Assignments and Transfers Work Day; Abused and
4 Neglected Child Reporting; Disciplinary Action; Personal Conduct; Sexual
5 Harassment; Bullying and Intimidation; Staff Health; Prevention of Disease
6 Transmission; Evaluation of Certified and Classified Staff
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8 **Policy History:**

9 **Adopted on:** 9/8/20
10 Reviewed on:
11 Revised on:
12 Terminated on:
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