

Adopted: 7/18/2002

Reviewed: 6/15/2023

**440 CIVIC INVOLVEMENT BY EMPLOYEES**

**I. PURPOSE**

The purpose of this policy is to provide guidelines and directions to employees that are considering or have a commitment to a position of public civic responsibility. Examples of civic responsibility may include (but are not limited to) the following: Public office (ie: County Commissioner, City Council member), and Emergency Services (ie: EMT, Firemen, Ambulance)

**II. GENERAL STATEMENT OF POLICY**

Involvement in civic positions by school district employees is both proper and encouraged by the school district. However, excessive absence or interruption to the educational process caused by employee commitments to civic responsibilities is undesirable in terms of student achievement. Therefore, the following procedures have been developed to assure District residents that strong educational commitment is the first priority of school district staff.

**III. PROCEDURES**

- A. Employees considering becoming involved in civic responsibilities which may require time away from work should apprise the District of their intent and the estimated time away from job responsibilities required.
- B. Pre-approved leave authorization is required for time away from work. Emergency leave authorization may be granted by the Superintendent when pre-approved leave authorization is not reasonable.
- C. Civic responsibilities that require 5% or more of the contracted days away from District responsibilities will require specific School Board approval for the employee's involvement.
- D. Costs incurred by the District for securing a substitute in temporarily replacing the employee shall be reimbursed by the employee before the next monthly payroll cutoff date. Failure by the employee to reimburse the District will result in immediate District denial of further absenteeism for civic responsibility and could result in legal action affecting employment.
- E. Employee leave records will not be credited for absenteeism due to civic responsibilities unless: 1) the leave was not approved and/or 2) the leave was not reimbursed.
- F. The Superintendent may provide emergency leave authorization.