

APS Policy Update List

4002	Drug Free Workplace	11/14/22	No significant change - Satisfies federal law requirements - will be in staff handbook for notice
4003	Drug Policy Regarding Drivers	11/14/22	No sinificant changes - standard #s per DOT regulations
4004	Employment of Relatives, Domestic Partners and Significant Others	11/14/22	Discourage direct supervision of relatives - not required by law - transfers w/in district allowed when necessary
4005	Communication between the Board and District Employees	11/14/22	Employees may communicate w/ board for public concern, but must use chain of command for employment issues
4006	Insurance	11/14/22	Board purchases Workers' Comp insurance and may add others as negotiated or appropriate
4007	Personnel Records	11/14/22	Files remain confidential - hiring documents not included - employees can file written response to contents
4008	Outside Employment	11/14/22	Employees can't use position to sell goods/services as side business - work created for school purposes remains the property of the district
4011	Employee Leave Under the Family and Medical Leave Act (FMLA)	11/14/22	Satisfies federal law - clarifies criteria / KSB recommends using DoL forms (not own)
4011.1	Nebraska Family Military Leave Act	11/14/22	Separate policy as NE law has some key differences - qualifiers for both would count as concurrent
4012	Staff Internet and Computer Use	11/14/22	Addresses employee use of devices and network - Off-duty use covered
4013	Grievance Procedure	11/14/22	Protocol clarified (# days / responsibilities / etc.)
4016	Jury Duty/Service as Witness in Court	11/14/22	Follows state law - pay continues but compensation back to district
4017	Relations with Employee Collective Bargaining Associations	11/14/22	Clarifies OK for assoc. to use school facilities but could be charged fees if expenses incurred
4018	Corporal Punishment	11/14/22	Follows state law - corporal punishment defined in policy as stated by NE Supreme Court
4019	Workplace Injury Prevention and Safety Committee	11/14/22	Statutory requirement to establish this committee - # mtgs specified (workplace injury focused, but can be dual Dist Safety Team that deals with SRP as well)
4022	Certification and Endorsements	11/14/22	Follows state laws - allows Board to require employee to maintain endorsements AND/OR add endorsements
4020	Ownership of Copyrighted Works	11/14/22	Work created on duty for district remains district property even if shared / products can be "shared" with written agreement
4023	Professional Ethics	11/14/22	Reaffirms Rule 27 from NDE
4024	Teachers' Rights, Responsibilities and Duties	11/14/22	Standard explanation that teachers are expected to provide more than "merely classroom instruction" (records/planning/mtgs/etc.)
4027	Part-Time Certified Employees	11/14/22	Part time certified MAY BE EXPECTED to do some things outside normal work hours (in-service/training/etc.) without additional pay
4028	Substitute Teachers	11/14/22	Substitute means "temporary" (long term vs contracted now watched carefully)
4029	Salary Schedule for Certificated Employees	11/14/22	Details requirements to move on schedule and deadlines for notification to district