

# Shared Services Employee Handbook

Policies and Procedures  
2024 - 2025

Revised on 6/5/24



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Sharing Services for Exceptional Students

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## **Policy and Goals Regarding Special Education and Related Services**

### **Policy:**

Shared Services and the special education staff provide specialized programs and services with the purpose of maximizing the educational development of the student with disabilities. It is the belief of the special education department that these services cannot and should not be delivered in isolation of the overall general education program and that, whenever possible, general education goals and curricula should be used as a road map for the delivery of special education services. Whenever possible, students with disabilities should be educated in the least restrictive environment with maximized time and interaction with nondisabled students. Every effort should be made to deliver special education services within the home, school, and the regular classroom. However, it is also vital to make available the full continuum of special education services and offer more restrictive services to students who may require them. In this way, each student's program should be individualized and carefully tailored to the needs of the student. Special education plans (Individual Education Plans (IEPs)) should be based on these needs and not primarily on what services are currently available for students.

### **Goals:**

1. To provide services that comply with all federal and state laws, regulations, and policies.
2. To establish flexible services and programs that meet the changing needs of the students and the school(s). The special education department will continually survey and assess the needs of students, parents, and staff in order to determine where and when programs need to be modified or new programs established.
3. To provide services that, whenever possible, are based on information regarding best practices and most up-to-date research related to those services.
4. To provide appropriate and regular professional development opportunities to both certified and noncertified special and general education staff.
5. To conduct regular and thorough evaluations of the effectiveness of each of the special education programs.
6. To provide services that are cost effective and, whenever appropriate, involve collaboration with other schools for the best possible continuum of services.
7. To maximize the involvement of parents/guardians in all aspects of the special education process, including an understanding of disabling conditions and parent rights. The special education department will survey the needs of parents/guardians and provide parent education programs whenever necessary.

8. To maximize consultation between general and special education staff regarding preventive programs, prereferral strategies and classroom modifications with the purpose of minimizing the time necessary for removal of students with disabilities from the mainstream.
9. To maintain a unified educational system that maximizes the use of the regular education curriculum and materials whenever possible and relies on the statewide academic goals for measuring the progress of special education students.
10. To emphasize early intervention services for three-to-seven year old special education students.

## **Procedures for Program Evaluation:**

Although an annual evaluation will be conducted of all special education service, Shared Services will conduct focused and thorough evaluations on a rotating basis of each of the following special education and related services programs:

1. Preschool services (including birth-to-three transition services)
2. School psychology services.
3. School social work services.
4. Learning disabilities/resource room programs.
5. Occupational and physical therapy services.
6. Self-contained/Extended Resources Room programs.
7. Speech/Language services (including identification procedures).
8. Vocational services for special education students (including transitional services from school to work/career).
9. Title 1/academic support programs.

Program evaluations will be conducted every four years and will involve the following activities:

1. Program staff interviews
2. Survey of staff.
3. Survey of parents.
4. Observation of program/services.
5. Review of procedures for identification, programming, and exiting of students from services.

Results of the program review will be made available to the Superintendent's Council, the Committee for Shared Services, building administrators, and appropriate staff.

## **SAFETY POLICY STATEMENT**

It is the policy of SHARED SERVICES that every employee is entitled to work under the safest possible conditions in the many occupations we represent. To this end, every reasonable effort will be made to provide and maintain a safe and healthy work place, safe equipment, proper materials and to establish and insist upon safe methods and practices at all times.

Accidents, which injure people, damage machinery or equipment and destroy materials or property cause needless suffering, inconvenience and expense. Rules and regulations for safety for your assigned school are to be considered directive in nature and applicable to Shared Services employees.

It is a basic responsibility of everyone to make safety realization a part of his or her daily, hourly concern. Employees are obligated to observe the rules of conduct and safety, and to properly use the safety equipment provided, and to report any unsafe working conditions in writing to the Director of Shared Services.

People are our most important asset--their safety our greatest responsibility. I appreciate your full cooperation in making this policy effective.

## **SEXUAL HARASSMENT**

SEXUAL DISCRIMINATION IS ILLEGAL AND IS PROHIBITED BY  
THE CONNECTICUT DISCRIMINATORY EMPLOYMENT  
PRACTICES ACT

*(Section 46a-60(a)(8) of the Connecticut General Statutes)*

AND

TITLE VII OF THE CIVIL RIGHTS ACT OF 1964  
*(42 United States Code Section 2000e, et seq.)*

SEXUAL HARASSMENT MEANS "ANY UNWELCOME SEXUAL ADVANCES OR REQUESTS FOR SEXUAL FAVORS OR ANY CONDUCT OF A SEXUAL NATURE WHEN:

- 1) SUBMISSION TO SUCH CONDUCT IS MADE EITHER EXPLICITLY OR IMPLICITLY A TERM OR CONDITION OF AN INDIVIDUAL'S EMPLOYMENT;
- 2) SUBMISSION TO OR REJECTION OF SUCH CONDUCT BY AN INDIVIDUAL IS USED AS THE BASIS FOR EMPLOYMENT DECISIONS AFFECTING SUCH INDIVIDUAL; OR
- 3) SUCH CONDUCT HAS THE PURPOSE OR EFFECT OF SUBSTANTIALLY INTERFERING WITH AN INDIVIDUAL'S WORK PERFORMANCE OR CREATING AN INTIMIDATING, HOSTILE OR OFFENSIVE WORKING ENVIRONMENT."

### **Examples of SEXUAL HARASSMENT Include:**

UNWELCOME SEXUAL ADVANCES  
SUGGESTIVE OR LEWD REMARKS  
UNWANTED HUGS, TOUCHES OR KISSES  
REQUESTS FOR SEXUAL FAVORS  
RETALIATION FOR COMPLAINING ABOUT SEXUAL HARASSMENT  
DEROGATORY OR PORNOGRAPHIC POSTERS, CARTOONS OR DRAWINGS, OR E-MAIL  
MESSAGES

### **Remedies for SEXUAL HARASSMENT May Include:**

CEASE AND DESIST ORDERS  
BACK PAY  
COMPENSATORY DAMAGES  
HIRING, PROMOTION OR REINSTATEMENT

INDIVIDUALS WHO ENGAGE IN ACTS OF SEXUAL HARASSMENT MAY ALSO BE SUBJECT TO CIVIL AND CRIMINAL PENALTIES.

IF YOU FEEL THAT YOU HAVE BEEN DISCRIMINATED AGAINST, CONTACT THE CONNECTICUT COMMISSION ON HUMAN RIGHTS AND OPPORTUNITIES, 21 Grand Street, Hartford, Connecticut 06106 (TELEPHONE NUMBER CT TOLL FREE 1-800-477-5737 OR 860-541-3400; TDD NUMBER 860-541-3459). Connecticut law requires that a formal written complaint be filed with the Commission within 180 days of the date when the alleged harassment occurred.

THE COMMITTEE FOR SHARED SERVICES IS SUBJECT TO THE POLICIES OF THE COOPERATING BOARDS OF EDUCATION. COPIES OF SUCH POLICIES RELATING TO SEXUAL HARASSMENT ARE AVAILABLE UPON REQUEST. CONTACT THE DIRECTOR AT 860-379-8583 IF YOU HAVE QUESTIONS OR CONCERNS OR BELIEVE THAT YOU OR OTHERS ARE BEING SEXUALLY HARASSED.

IF YOU NEED ADDITIONAL INFORMATION, CONTACT THE PERMANENT COMMISSION ON THE STATUS OF WOMEN, 18-20 Trinity Street, Hartford, Connecticut 06106 (TELEPHONE NUMBER 860-240-8300).



## **Transporting Students in Privately Owned Vehicles**

State law hold schools districts responsible for the safety and wellbeing of students whenever they permit anyone to transport students. Transportation to and from school is established through contract agreements with appropriately licensed and certified transportation agencies. The district recognized and encourages the involvement in student's activities, clubs and programs that may require transportation during or outside of the school day.

It is the policy of Shared Services that all employees and staff (including certified, non-certified, administration, volunteers, interns, coaches and chaperons) do not transport students in their privately owned vehicles for any activities. Students are transported to and from these activities by appropriately licensed drivers in vehicles that are owned by Shared Services or other agencies and comply with all federal, state and local regulations. Under these schools sponsored activities, staff who do not hold appropriate licensing and do not drive approved vehicles have significant financial and legal exposure should they be involved in an accident while driving a student(s). Staff shall be informed at least annually of this policy and may be subject to disciplinary action should this policy be violated or disregarded.

Staff who transports students in school owned vehicles should follow all transportation procedures and guidelines as established through the transportation representative at Shared Services.

**STANDARDS OF CONDUCT FOR EMPLOYEES  
PURSUANT TO THE DRUG-FREE  
SCHOOLS AND COMMUNITIES ACT**

All employees of Shared Services are hereby notified that the unlawful manufacture, distribution, dispensing, possession or use of illicit drugs and alcohol is prohibited on school premises and during any school activities. Compliance with these standards of conduct is mandatory. Employees who violate them will be subject to disciplinary action, consistent with applicable state and federal laws, and referral for criminal prosecution.

Any staff member in violation of these standards of conduct shall immediately be reported to the Director of Shared Services. The Director, upon investigation, will apply the appropriate disciplinary sanction. The disciplinary action may include, but is not limited to, a letter or reprimand in the staff member's personnel folder, suspension with pay, suspension without pay, or termination from employment. Shared Services may further require that an employee in violation of these standards enroll in and successfully complete an appropriate substance abuse rehabilitation program.

Employees may obtain information about drug and alcohol counseling, rehabilitation, and re-entry programs from the office of the Director of Shared Services.

Legal Reference:

Connecticut General Studies

Drug-Free Workplace Act. 102 Stat. 4305-4308I

54 Fed. Reg. 4946 (1989)

## Mandated Reporters

School personnel are in a unique position to observe or detect signs of abuse or neglect. Therefore, it is important, and legally mandated, for school districts to have an established policy to facilitate an immediate and coordinated response to a suspected case of abuse or neglect. This memo outlines the responsibilities of school personnel when reporting suspected child abuse and neglect and highlights the importance of reviewing your school district's policy on reporting suspected child abuse and neglect. Mandated reporters include, but are not limited to, school counselors, psychologists, social workers, nurses, teachers, principals, coaches, school paraprofessionals, and police and security personnel.

Mandated reporters are required to report or cause a report to be made when, in the ordinary course of their employment or profession, they have reasonable cause to suspect or believe that a child under the age of 18 has been abused, neglected, or is placed in imminent risk of serious harm. (Connecticut General Statute's §17a-101a)

Child abuse occurs where a child has had physical injury inflicted upon him or her other than by accidental means, has injuries at variance with history given of them, or is in a condition resulting in maltreatment, such as, but not limited to, malnutrition, sexual molestation or exploitation, deprivation of necessities, emotional maltreatment or cruel punishment. (Connecticut General Statute's §4b-120)

Child neglect occurs where a child has been abandoned, is being denied proper care and attention physically, emotionally, or morally, or is being permitted to live under conditions, circumstances or associations injurious to his well-being. (Connecticut General Statute's §46b-120)

When making a report, a mandated reporter is required to provide the following information, if known:

- The names and addresses of the child and his parents or other person responsible for his care;
- The age and gender of the child
- The nature and extent of the child's injury or injuries, maltreatment or neglect;
- The approximate date and time the injury or injuries, maltreatment or neglect occurred;
- Information concerning any previous injury or injuries to, or maltreatment or neglect of, the child or his siblings;
- The circumstances in which the injury or injuries, maltreatment or neglect came to be known to the reporter;
- The name of the person or persons suspected to be responsible for causing such injury or injuries, maltreatment or neglect;
- Whatever action, if any, was taken to treat, provide shelter or otherwise assist the child (PA11-93-§15).

### **How to Report**

Mandated reporters must report orally to the Department of Children and Families' (DCF) Hotline or a law enforcement agency within 12 hours of suspecting that a child has been abused or neglected and must submit a written report (DCF-136 form) to DCF within 48 hours of making the oral report. When the Mandated reporter is a member of the staff of a public or private institution or facility that provides care for children or a member of a public or private school, they must also provide written notification to the head of the facility or institution where the alleged victim is enrolled or registered. DCF is required to tape record all reports to the Hotline. Special reporting requirements may apply for staff members of a public or private institution or facility that cares for such a child, or a public or private school. (see pages 4-5). Police must report to DCF immediately upon receipt of any oral report of abuse or neglect. Upon receipt of any oral report alleging sexual abuse or serious physical abuse or serious neglect, DCF must report to the appropriate state or local law enforcement agency within 12 hours.

### **Anonymity**

Mandated reporters are required to give their name when they make a report to DCF, however, reporters may request anonymity to protect their privacy. This means that DCF would not disclose their name or identity unless mandated to do so by law (Connecticut General Statutes, Sections 17a-28 and 17a-101). Unless a reporter gives written consent, his or her name will not be disclosed except to:

- a DCF employee
- a law enforcement officer
- an appropriate state's attorney
- an appropriate assistant attorney general
- a judge and all necessary parties in a court proceeding
- a state child care licensing agency, executive director of any institution, school or facility or superintendent of schools

If DCF suspects or knows that the reporter knowingly makes a false report, his or her identity shall be disclosed to the appropriate law enforcement agency and the person may be subject to the penalty described in the next section.

### **Informing the Family**

Mandated reporters are under no legal obligation to inform parents that they have made a report to DCF about their child. However, depending on the circumstances, it may be beneficial to do so.

### **Investigation of Abuse or Neglect**

DCF is responsible for immediately evaluating and classifying all reports of suspected abuse/neglect/imminent risk. If the report contains information to warrant an investigation, DCF must make its best effort to begin an investigation within two hours if there is an imminent risk of physical harm to a child or another emergency; and within three days for all other reports. In all cases, DCF must complete the investigation in 30 calendar days.

When conducting a child abuse or neglect investigation, DCF or a law enforcement agency must coordinate activities to minimize the number of interviews with any child.

### **Mandated Reporters (cont.)**

DCF must obtain consent from the parent, guardian, or person responsible for the child's care for any interview, unless DCF has reason to believe such person or member of the child's household is the alleged perpetrator. When such consent is not required, the interview must be conducted in the presence of a "disinterested adult" (typically, a person who is impartial and has no self-interest in the case). If a disinterested adult is not available after reasonable search and immediate access is necessary to protect the child from imminent risk or serious harm, DCF or a law enforcement agency will still interview the child.

If, after the investigation has been completed, serious physical abuse or sexual abuse is substantiated, DCF must notify the local police, and either the Chief State's Attorney/designee or a state's attorney in the judicial district in which the child resides or in which the abuse occurred. A copy of the investigation report must also be sent.

### **Where to Call**

The Department of Children and Families has a single point of contact statewide for the reporting of suspected child abuse and neglect. This Hotline operates 24 hours a day and seven days per week.

**The Hotline Number is: 1-800-842-2288**

**The TDD Number is: 1-800-624-5518**

### **Suspected Abuse by a School Employee**

If a mandated reporter has reasonable cause to suspect the abuse or neglect has been caused by a member of the staff of a school district (or a public or private institution or facility that provides education or care for students) notification shall be made to the person in charge of the school or facility in addition to their DCF reporting responsibility. The person in charge of the facility shall then immediately notify the student's parent or other person responsible for the student's care that a report has been made.

## Workers' Compensation

### *CIRMAcare*

...a comprehensive approach to Workers' Compensation

#### **Attention Employee**

Information regarding CIRMAcare Early Intervention Program for  
Workers' Compensation

CIRMAcare is committed to ensuring that employees who are injured on the job receive high-quality and appropriate medical care, to enable them to recover quickly, return to work, and resume their normal lives. The CIRMAcare Early Intervention Program has been created to accomplish these goals.

The Early Intervention Program consists of a 24-hour, toll-free injury reporting hotline, ongoing communications with CIRMAcare specialists in medical and disability management of workers' compensation injuries, and a provider-referral hotline.

#### **If you are injured on the job, follow these easy steps:**

- **Notify Shared Services immediately of your injury. Shared Services will call in the Injury Reporting Hotline, 1-800-CIRMA(1-800-652-4762) to report your injury immediately after it occurs.** If your supervisor is unable or unavailable to call the hotline, please initiate the call yourself.
- **When requested, provide information to CIRMAcare regarding your injury, symptoms, treatment, and return-to-work prognosis.** CIRMAcare specialists will periodically contact you to conduct brief telephonic interviews to collect this information.
- **Maintain contact with our supervisor concerning your recovery and ability to return to work.** Submit documentation to validate absence from work and/or changes in work capacity.

## EXPOSURE CONTROL

The Exposure Control Plan has been designed to safeguard employees against exposure to potentially infectious materials. This plan will be updated annually and will be available to all staff members, the public, and representatives of State and/or Federal agencies. The OSHA defined potentially infectious materials found in schools include blood and other body fluids only when they are visibly contaminated with blood. Universal precautions, described below, are to be used when handling blood and/or blood contaminated objects.

Exposure determination for school employees is as follows:

**Category 1: Potential Exposure**--staff working in classes of preschool students, moderately or severely handicapped students. Employees in this category are apt to be exposed to blood or blood contaminated objects in the performance of their duties. This includes first aid, diapering, behavior management, and daily hygiene assistance.

**Category 2: Occasional Exposure**--special education teachers, paraprofessionals. Some employees in this category may be involved in situations involving blood. This may include administering first aid, and occasional hygiene assistance.

**Category 3: Rare Exposure**--clerical staff, central office personnel. Rarely do these employees come into contact with blood, but may in first aid or emergency situations.

### **UNIVERSAL PRECAUTIONS**

Universal precautions require the routine and consistent use of appropriate barrier protection to prevent the transmission of micro-organisms resulting from contact with blood. Gloves are provided to employees at no charge. Gloves must be worn whenever there is the possibility of contact with blood, such as cleaning up blood spills or providing first aid care. Hands must be washed thoroughly with soap and warm water after removing the gloves.

All blood spills must be cleaned up with a 1:10 solution of household bleach in water that is less than 24 hours old. Persons cleaning up blood spills must wear gloves.

Whenever an employee makes bare-skin contact with blood or body fluids, regardless of whether or not the employee has observed the Universal Precautions, it will be considered that the employee has been exposed to potentially infectious materials. A "REPORT OF EXPOSURE TO BLOOD OR BODY FLUIDS" form will be completed immediately. Copies should be given to the building administrator and faxed to the Director of Shared Services for review and recommendation.

### **HEPATITIS B IMMUNIZATIONS**

A series of three injections over a five month period to provide immunization against Hepatitis B is available at no cost to employees. New employees will receive the required training and be offered the vaccine within ten days of employment, and will be required to sign a statement either



requesting or declining the injections. Employees who refuse the vaccine may choose to receive it at a later time.

### **EXPOSURE CONTROL TRAINING**

All employees will receive at the beginning of each school year a memo outlining the exposure control procedures. All Category 1 employees must attend an Exposure Control Training program at the beginning of each school year and/or within ten days of employment. The training program will cover the following topics:

1. Explanation of the OSHA standards and how these standards are met by the Exposure Control Plan.
2. Epidemiology and symptomatology of blood borne diseases.
3. Recognition of tasks that may involve exposure to blood and control methods to reduce potential exposure.
4. Proper use of gloves and handwashing.
5. When and how to report exposure incidents.
6. Hepatitis B vaccination program.

Training records will include the dates and contents of the sessions, along with the names and job titles of those attending, and the qualifications of the person conducting the session. Training records shall be maintained for 3 years.

## **POST-EXPOSURE EVALUATION AND FOLLOW-UP**

Any employee who has been exposed to blood must immediately report the incident to the Director of Shared Services and the building administrator. A recommendation will be made as to the necessity or advisability of follow-up medical attention. Follow-up medical attention that is indicated will be provided at no cost to the employee.

Each report of an employee being exposed to blood or blood contaminated materials will be reviewed by the building administrator, Director of Shared Services, and school nurse to assess the level of risk and to determine how re-occurrence may be prevented.

An employee who, in the line of duty, has had significant exposure to the blood or body fluid of another person, (blood to blood, blood to broken skin, or blood to mucous membrane contact) and wants to know that person's HIV status or Hepatitis B status must file a request with the building administrator and Director of Shared Services within 48 hours of exposure. The employee should consult with the building administrator, Director of Shared Services, or the Connecticut Department of Health Services for other criteria necessary for testing or disclosure of HIV status of others.

## **UNIVERSAL PRECAUTIONS PROTOCOL**

**(to be distributed annually to all staff)**

### **GOAL**

The goal of the Universal Precautions Protocol is to minimize the risk of employee exposure to infected blood and/or body fluids, and prevent the transmission of pathogenic agents.

### **RATIONALE**

Given the increasing prevalence of AIDS, hepatitis, and other diseases in the population, school personnel must assume that they may well come in contact with people carrying undiagnosed infections. Some diseases transmitted by blood or body fluids are fatal or untreatable.

## **Exposure Control (cont.)**

Of the diseases transmitted by blood and/or body fluids, AIDS and hepatitis B are of greatest concern. In the workplace, AIDS and hepatitis B may be transmitted through sexual contact, and percutaneous or mucous membrane exposure to infected blood. There is no evidence that AIDS or hepatitis B are transmitted by causal contact.

### **GUIDELINES**

1. The blood and body fluids of all people will be considered potentially infected with Human Immunodeficiency Virus (HIV), the Hepatitis B Virus (HBV), and/or other infectious agents, whether or not a diagnosis of an infection has been made.
2. All persons within the school must use Universal Precautions consistently in the care and handling of contaminated or potentially contaminated materials.
3. School personnel, including pregnant workers, are not at increased risk of acquiring infections in the work place if they use Universal Precautions at all times when dealing with blood and/or body fluids, secretions and excretions.

### **UNIVERSAL PRECAUTIONS PROCEDURES**

1. Protective barriers to prevent skin or mucous membrane exposure to blood and body fluids must routinely be used.
2. Gloves must be worn on both hands when touching blood and body fluids, mucous membranes, or non-intact skin of all persons; and for handling items or surfaces soiled with blood or body fluids.
3. Gloves must be changed immediately if they are torn or punctured.
4. Gloves must be changed after every contact with each person's blood or body fluids, or after contact with items or surfaces soiled with blood or body fluids.
5. Hands must be washed immediately with soap and water after gloves have been removed.
6. Hands and other body parts must be washed immediately and thoroughly with soap if contaminated with blood and/or other body fluids.
7. All personnel must take precautions to prevent injuries caused by sharp objects.

## Reporting Exposure Incidents

OSHA's Bloodborne Pathogens standard (29 CFR 1910.1030) requires employers to make immediate confidential medical evaluations and follow up available for workers who have an exposure incident such as a needle stick. An exposure incident is a specific eye, mouth, other mucous membrane, non-intact skin, or parenteral contact with blood or other potentially infectious materials (OPIM), as defined in the standard that results from the performance of a worker's duties.

### **Why Report?**

Exposure incidents should be reported immediately to the employer since they can lead to infection with hepatitis B virus (HBV), hepatitis C virus (HCV), human immunodeficiency virus (HIV), or other Bloodborne pathogens. When a worker reports an exposure incident right away, the report permits the employer to arrange for immediate medical evaluation of the worker. Early reporting is crucial for beginning immediate intervention to address possible infection of the worker and can also help the worker avoid spreading Bloodborne infections to others. Furthermore, the employer is required to perform a timely evaluation of the circumstances surrounding the exposure incident to find ways of preventing such a situation from occurring again.

Reporting is also important because part of the follow-up includes identifying the source individual, unless the employer can establish that identification is infeasible or prohibited by state or local law and determining the source's HBV and HIV infectivity status. If the status of the source individual is not already known, the employer is required to test the source's blood as soon as feasible, provided the source individual consents. If the individual does not consent, the employer must establish that legally required consent cannot be obtained. If state or local law allows testing without the source individual's consent, the employer must test the individual's blood, if it is available. The results of these tests must be made available to the exposed worker and the worker must be informed of the laws and regulations about disclosing the source's identity and infection status.

### **Written Opinion**

In addition to counseling the employee, the health care provider will provide a written report to the employer. This report simply identifies whether hepatitis B vaccination was recommended for the exposed employee and whether or not the employee received vaccination. The health care provider also must note that the employee has been informed of the results of the evaluation and told of any medical conditions resulting from exposure to blood which require further evaluation or treatment. Any added finding must be kept confidential.

### **Medical Evaluation and Follow-up**

When a worker experiences an exposure incident, the employers must make immediate confidential medical evaluation and follow-up available to the worker. This evaluation and follow-up must be: made available at no cost to the worker and at a reasonable time and place; performed by or under the supervision of a licensed physician or other licensed healthcare professional; and provided according to the recommendations of the U.S. Public Health Services (USPHS) current at the time the procedures take place. In addition, laboratory tests must be conducted by an accredited laboratory and also must be at no cost to the worker. A worker who participates in post-exposure evaluation and follow-up may consent to have his or her blood drawn for determination of a baseline infection status, but has the option to withhold consent for HIV testing at that time. In this instance, the employer must ensure that the

worker's blood sample is preserved for at least 90 days in case the worker changes his or her mind about HIV testing.

Post-exposure prophylaxis for HIV, HBV, and HCV, when medically indicated, must be offered to the exposed worker according to the current recommendations of the U.S. Public Health Service. The post-exposure follow-up must include counseling the worker about the possible implications of the exposure and his or her infection status, including the results and interpretation of all tests and how to protect personal contacts. The follow-up must also include evaluation of reported illnesses that may be related to exposure.

**Confidentiality**

Medical records must remain confidential. They are not available to the employer. The employee must give specific written consent for anyone to see the records. Records must be maintained for the duration of employment plus 30 years in accordance with OSHA's standard on access to employee exposure and medical records.

## Report of Exposure to Blood or Body Fluids

**Employee:** \_\_\_\_\_ **Date of Incident:** \_\_\_\_\_

**Job Classification:** \_\_\_\_\_ **Report Date:** \_\_\_\_\_

**Hepatitis B Vaccination Status** \_\_\_\_\_

**Describe incident and how employee was exposed to blood or body fluids:**

**Were universal precautions observed: If not, please explain:**

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

**Administrators' Signature** \_\_\_\_\_ **Date:** \_\_\_\_\_

## Shared Services Payroll Information

**Pay Options:** There are 22 paydays from September through June. For staff on Auto pay (same gross pay each pay day), you may elect to receive the same gross pay for 22 pays, or elect to receive 1/26<sup>th</sup> pay for 21 pays, and a balloon check of the 5/26<sup>th</sup> pay on the last pay day. This must be elected by August 1, or before your first payday should you begin after school starts. Under either option, you receive 22 paychecks.

**Federal and State Withholding:** For all staff, deductions are based on the W-4 and CTW-4 you submitted. Deductions are made each payroll. Your election may be changed at any time by completing a new W-4 or CTW-4.

**FICA(Social Security):** Non-certified staff, or certified staff less the .5 FTE pay .062 of wages. The employer pays .062.

**Medicare:** This is .0145 of all wages. Deducted each payroll. The employer matches this amount.

**Insurance Coverage's:** Coverage varies by school and by date of eligibility. The following schedule is for 22-pay staff. If you purchase dependent or family coverage your deduction schedule may be every pay day. Deductions are made the second pay of the month for staff receiving 26 pays.

<u>Premium For:</u>	<u>Deducted</u>	<u>Premium For</u>	<u>Deducted</u>
September 1	1 <sup>st</sup> pay in Sept	March 1	2 <sup>nd</sup> pay in Feb
October 1	2 <sup>nd</sup> pay in Sept.	April 1	2 <sup>nd</sup> pay in March
November 1	2 <sup>nd</sup> pay in Oct.	May 1	2 <sup>nd</sup> pay in April
December 1	2 <sup>nd</sup> pay in Nov	June 1	2 <sup>nd</sup> pay in May
January 1	2 <sup>nd</sup> pay in Dec.	July 1	1 <sup>st</sup> pay in June
February 1	2 <sup>nd</sup> pay in Jan.	August 1	2 <sup>nd</sup> pay in June

**Teacher' Retirement:** For certified staff only, an amount equal to 8 ¼% of your annual rate is deducted the first paycheck each month. Annual rate is determined by multiplying your FTE time the full time annual rate, divided by 10, multiply by 8 ¼%, and this is the monthly deductions. FTE of .5 and over in all CT public schools is needed to qualify.

**Shared Services Teachers' Association:** For certified staff only, dues are deducted the 2<sup>nd</sup> payroll of the month from October through May.

**Tax Sheltered Annuities:** All Staff are eligible for TSA's. Deductions are made each payroll (22 pays) for school staff. For 12-month employees, deductions are made every pay. The amount may be changed at any time by notifying your TSA Company and Shared Services.

## ADP IPay Statements

Dear Shared Services Employee:

Through ADP, our payroll provider, we are able to offer you access to your earning statements and W-2 forms 24 hours per day, 7 days a week. In addition, you can make changes to your W-4. Simply type in your changes, print the form, sign it and forward the completed form to Shared Services for processing.

How to register on ADP:

1. Go to [Workforcenow.adp.com](http://Workforcenow.adp.com)
2. Click on Create Account
3. Click Find Me
4. Click - Your Information
5. Enter your Information, Then Click Search
6. Click Verify me using my Mobile number. Enter your cell phone number. It will send you a code that you will need to enter to get verified.
7. Enter your email to set up account (The email can be your personal or work)
8. Enter a Username and Password
9. Go to the email you provided and activate your email address. Then you can sign in.

Upon completing the registration process, you may access your pay statements at:

[Workforcenow.adp.com](http://Workforcenow.adp.com)



## Annual 403(b) Plan Eligibility Notice

**Shared Services** offers our eligible employees the opportunity to save for retirement by participating in the **Shared Services 403(b) Plan**. You can participate in this plan by making pre-tax contributions. You are eligible to participate in this plan, whether or not you are actively contributing to it.

### **Not yet contributing to the 403(b) plan?**

To start your contributions to the 403(b) plan, complete and return a salary reduction agreement to **Lelise Parilla**. Please note that in addition to completing and returning a salary reduction agreement, you must also establish an account with the appropriate investment provider(s) that you have selected on the salary reduction agreement and you may also need to provide any additional information that may be required to enroll you in the 403(b) plan.

The approved providers for the SHARED SERVICES 403(b) Plan are listed below:

- **Equitable - contact: Kurt Lenz, ph#: 203-937-2428**
- **VOYA (ING) - contact: Maureen Weir, ph#: 203-942-5387**
- **MetLife**
- **AIG Retirement / Corebridge Financial (VALIC) –contact: George Bivolarski, ph#: 203-919-7561**
- **Ameriprise**

### **Already contributing the 403(b) plan? Great news! You have an opportunity to increase your contributions to the 403(b) Plan.**

If you are already currently contributing to the 403(b) plan, you may be able to increase your pre-tax contributions. To change your contributions, complete and return a salary reduction agreement to **Lelise Parilla** as well as notifying your investment provider.

Of course, you can keep your contributions at their current level. In the alternative, if your current financial situation means that you need to lower your saving for retirement, you can change your contribution rate by completing and returning a salary reduction agreement as described above.

## Annual 403(b) Plan Eligibility Notice (Continued)

### How much can I contribute?

In general, you may contribute up to \$23,000 in 2024. This amount may be adjusted annually. Also, if you are at least 50 years old and/or you have completed at least 15 years of service, you may also be able to make additional catch-up contributions. Each catch-up has its own limits.

This Notice is not intended as tax or legal advice. Neither your employer nor the investment providers offering retirement savings products under the plan can provide you with tax or legal advice. Employees are encouraged to contact their financial representative or tax professional with any questions

*This sample universal availability notice is provided as a service to Voya Financial® 403(b) plan sponsors to assist you in meeting the requirement under the final 403(b) regulations of notifying your employees on an annual basis of their eligibility to participate in the plan.*

*Products and services offered by the Voya ® family of companies. CN1222-39211-0119D*

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## Family and Medical Leave Act

Family and Medical leave is regulated by the federal Family and Medical Leave Act of 1993, as amended (FMLA). The following administrative regulations and the corresponding Board policy will be interpreted to comply with that law, as well as the Connecticut Fair Employment Practices Act (CFEPA) with respect to pregnancy-related disability leave and transfer. Employees should contact Patricia Cromack at [pcromack@sharedservicesct.com](mailto:pcromack@sharedservicesct.com) or Quentin Rueckert, Executive Director at [grueckert@sharedservicesct.com](mailto:grueckert@sharedservicesct.com) or by phone at 860-379-8583 if they have any questions regarding how these regulations apply to their situation, when and how they may take leave, or any other question regarding FMLA leave.

**The Basic Entitlement.** An eligible employee is entitled to unpaid leave:

- Upon the birth of the employee's son or daughter, or to care for an employee's newborn child;
- For placement with the employee of a son or daughter for adoption or foster care;
- To care for the employee's spouse, son, daughter, or parent who has a serious health condition;
- Because of a serious health condition that makes the employee unable to perform his or her job;
- In connection with a "qualifying exigency" (such as making legal, financial and child care arrangements and taking care of other family obligations) involving the employee's spouse, son, daughter or parent's foreign deployment or call (or impending call) to active military duty; or
- To care for a covered service member's serious injury or illness that was incurred in the line of duty on active duty (or existed before the beginning of the member's active duty and was aggravated by service in the line of duty on active duty) where the employee is the covered service member's spouse, son, daughter, parent or nearest blood relative.

**Eligibility Requirements.** In order for an employee to be eligible for FMLA Leave, he or she must have been employed by the school District for no less than twelve months and worked at least 1,250 hours in the twelve months just before the beginning of the leave.<sup>1,2</sup>

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<sup>1</sup> A member of the National Guard or Reserve who is absent from employment for an extended period of time due to military service and is then reemployed by the District is entitled to FMLA leave if he or she would have been eligible for leave had he or she remained continuously employed.

<sup>2</sup> If accurate record of hours worked are not available, you must be able to clearly demonstrate that the employee (i.e., a teacher who often works outside the classroom or at his/her home) did not work 1,250 hours during the previous 12 months in order to deny eligibility.

Paraprofessionals are eligible for FMLA leave if he or she has been employed by the school district for no less than twelve months and worked at least 950 hours after the May 12, 2014. In order to be eligible for leave under the 950-hour rule, the hours must actually be worked. The use of accrued leave benefits (sick leave, vacation leave, etc.) does not count as time worked.

**Leave Time.** Except in the case of leave to care for a covered service member, an eligible employee will be entitled to up to twelve (12) workweeks of unpaid leave during a 12-month period. The “12-month period” during which an employee may take FMLA Leave will be determined on a rolling basis, measured backwards from the date upon which an employee first uses any leave. For instance, an employee requiring FMLA Leave in April will be entitled to up to twelve workweeks of leave less any leave taken since April of the prior year.

**Leave Time to Care for Covered Service member:** An eligible employee who takes family leave to care for a covered service member (either a currently serving service member or qualifying veteran) shall be entitled to a combined total of twenty-six (26) workweeks of unpaid leave during a single 12-month period. The “single 12-month period” begins on the first day the employee takes such leave and ends 12 months after that date.

**Husband and Wife both Eligible Employees:**

If a husband and wife eligible for leave are both employed by the district, their combined leave for the birth of a child, to care for a child after birth or placement for adoption or foster care, and/or to care for a parent who has a serious health condition, cannot exceed twelve (12) weeks of leave.

If a husband and wife eligible for leave are employed by the district, their combined leave cannot exceed twenty-six (26) weeks of leave during a single 12-month period when leave is taken for the following reasons:

- To care for a covered service member, or;
- When a combination of leave is taken to care for a covered service member as well as for the birth of a child, to care for a child after birth or placement for adoption or foster care, and/or to care for a parent who has a serious health condition.

**Serious Health Condition.** A serious health condition is an illness, injury, impairment or physical or mental condition involving continuing treatment by a healthcare provider or any period of incapacity or treatment related to in-patient care (i.e., overnight stay) in a hospital, hospice or residential medical care facility. Continuing treatment entails:

- Treatment two or more times, within 30 days of the first day of incapacity, unless extenuating circumstances exist, by a health care provider; or
- Treatment by a health care provider on at least one occasion, which results in a regimen of continuing treatment under the supervision of the health care provider.

A serious health condition also exists during any:

- Period of incapacity due to pregnancy or prenatal care;
- Period of incapacity or treatment for such incapacity due to a chronic serious health condition, such as asthma or diabetes, which requires periodic visits to a health care provider and may involve occasional episodes of incapacity;
- Period of incapacity that is permanent or long-term due to a condition for which treatment may not be effective, such as terminal cancer or Alzheimer's disease; or
- Period of absence to receive multiple treatments for restorative surgery or a condition that would likely result in a period of incapacity of more than three consecutive, full calendar days in the absence

An employee who needs to know whether he or she has a health condition that would qualify him or her for FMLA Leave should contact the Human Resource Specialist.

### **Military Leave.**

Qualifying Exigency: Eligible employees with a spouse, son, daughter, or parent on active duty or call to active duty status in the National Guard or Reserves in support of a contingency operation, or eligible employees with a spouse, son, daughter or parent in the regular Armed Forces who is deployed to a foreign country, may use their 12-week leave entitlement to address certain "qualifying exigencies".

A "qualifying exigency" may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings. In order to secure leave for a qualifying exigency, employees must submit a completed DOL Form WH-384 along with a copy of the covered military member's active duty or foreign deployment orders or other documentation that certifies that the covered military member has been deployed or is on active duty (or has

been notified of an impending call to active duty). DOL Form WH-384 must be completed and returned within 15 calendar days of the date the District distributes the Form to the employee.

#### Care of a covered service member

FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered service member (either a currently serving service member or qualifying veteran) during a single 12-month period.

“Covered Service member,” means-

- (1) A member of the Armed Forces<sup>3</sup> who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list for a serious injury or illness; or
- (2) A veteran who is undergoing medical treatment, recuperation, or therapy, for a serious injury or illness and who was a member of the Armed Forces at any time during the period of 5 years preceding the date on which the veteran undergoes that medical treatment, recuperation, or therapy.

“Serious Injury or Illness” means-

- (1) In the case of a member of the Armed Forces, an injury or illness that was incurred by the member in line of duty on active duty (or existed before the beginning of the member’s active duty and was aggravated by service in line of duty on active duty) and that may render the member medically unfit to perform the duties of the member’s office, grade, rank, or rating; and
- (2) In the case of a veteran who was a member of the Armed Forces at any time during the period of 5 years preceding the date on which the veteran undergoes medical treatment, recuperation or therapy, a qualifying injury or illness as defined by the Secretary of Labor incurred by the member in line of duty on active duty (or existed before the beginning of the member’s active duty and was aggravated by service in line of duty on active duty) that manifested itself before or after the member became a veteran.

In order to secure this extended leave, employees must submit a completed DOL Form WH-385. This Form must be completed and returned within 15 calendar days of the date the District distributes the Form to the employee.

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<sup>3</sup> Including a member of the National Guard or Reserves

**Notice of Eligibility.** When an employee requests FMLA leave, or when the school District learns that an employee's absence may be for an FMLA-qualifying reason, the District will notify the employee of FMLA eligibility within five business days, absent extenuating circumstances. Notification of eligibility does not mean that the District has determined that the leave qualifies as FMLA leave. Eligibility notification will include a notice of the employee's FMLA rights and responsibilities and inform the employee of any certification the District may require to support the leave request.

Notification will be achieved through the District's distribution of "Notice of Eligibility and Rights & Responsibilities," Department of Labor (DOL) Form WH-381, to the employee directly, or at his or her recorded home address.

**Designation Notice.** When the District has sufficient information to determine whether leave is being taken for a FMLA-qualifying reason, the District will notify the employee whether the leave will be designated as FMLA Leave. The employee will be informed of the District's determination through the distribution of the "Designation Notice," DOL Form WH-382, within five business days of the receipt of such information, absent extenuating circumstances. Sufficient information includes medical certification (such as DOL Form WH-380 for employee's serious health condition, DOL Form WH-380-F for family member's serious health condition, or DOL Form WH-385 for serious injury or illness of covered service member) or a certification for qualifying exigency (DOL Form WH-384).

If the District has sufficient information to designate the leave as FMLA Leave immediately after receiving notice of the employee's need for leave, the District may provide the employee with the Notice of Eligibility and Designation Notice at the same time.

If the District will require an employee to present a fitness-for-duty certification in order to return to work, the District will provide notice of such requirement with the Designation Notice. If such fitness-for-duty certification needs to address the employee's ability to perform the essential functions of his/her position, then the District will notify the employee in the Designation Notice and attach a list of the essential functions of the position.

**Intermittent Leave/Reduced Hours.** Leave taken intermittently or on a reduced work schedule is permitted under this policy for medical necessity (due to the serious health condition of the employee or covered family member or serious injury or illness of a covered service member) and due to a qualifying exigency. Intermittent leave is not available when leave is taken after the birth of a healthy child or placement of a healthy child for adoption or foster care.

Employees on intermittent leave must be allowed to take leave in as small a block of time as is provided for under the District's timekeeping practices. Any employee group that takes leave in increments greater than one hour will be permitted to use intermittent FMLA leave in one hour increments. For example, an employee who is normally eligible to take sick time in increments of half-days will be permitted to use intermittent FMLA leave in one hour blocks. By contrast an employee who is normally eligible to take sick time in fifteen minute increments will be allowed to take intermittent FMLA leave in fifteen minute increments as well.

Unless a collective bargaining agreement or state or federal law require otherwise, the District may require an employee to transfer to a temporary alternative job for which the employee is qualified and which better accommodates the intermittent or reduced hours leave. The temporary position will have rank, pay and benefits equivalent to the employee's regular job.

Instructional Employees: Special rules affecting intermittent leave, leave on reduced leave schedule, or leave near the end of an academic term apply to instructional employees. Instructional employees are those employees whose principal function is to teach and instruct students in a class, small group, or individual setting. The term includes not only teachers, but also athletic coaches, driving instructors, special education assistants and some teacher assistants and aides who are principally engaged in instruction.

Some instructional employees requesting intermittent leave or a reduced schedule leave may be required to choose between taking leave for the entire period of the intermittent leave and transferring temporarily to an alternative position for which the employee is qualified. This will occur in those situations where the leave is foreseeable based on planned medical treatment and the intermittent leave would involve the employee being absent for more than twenty percent (20%) of the working days during the period over which the leave extends. Instructional employees taking intermittent leave which constitutes less than twenty percent (20%) of the working days are not subject to transfer to an alternative position.

An instructional employee requesting leave near the end of an academic term may be required to remain on leave through the end of the term. Whether an instructional employee will be required to do so will depend on when the leave is requested and the number of weeks remaining in the term. Instructional employees requesting intermittent leave, reduced schedule leave, or leave near the end of an academic term and having questions regarding these restrictions should contact the Superintendent's Office.

Leave taken for a period that ends with the school year and begins the next semester is leave taken consecutively rather than intermittently. The period during the summer vacation when the employee would not have been required to report for duty is not counted against the employee's



FMLA leave entitlement. An instructional employee who is on FMLA leave at the end of the school year must be provided with any benefits over the summer vacation that employees would normally receive if they had been working at the end of the school year.

**Paid Leave Substituted for (Runs Concurrently with) FMLA Leave.** The federal FMLA regulations refer to “substituting” leave. This means the same thing as having two or more types of leave run concurrently. Earned-paid leave will be charged against the employee’s FMLA Leave entitlement as set forth below:

- *Vacation and personal* leave will run concurrently when an employee cares for his or her child after the birth or placement for adoption or foster care; when an employee cares for his or her son, daughter or parent who has a serious health condition; when a qualifying exigency occurs arising out of the employee’s spouse, child or parent’s tour of active duty in support of a contingency operation; and/or when an employee cares for care for his or her spouse, child, parent or next of kin who is on, called or ordered to active duty in the Armed Forces but is medically unfit to perform the duties of the member’s office, grade, rank or rating.
- *Vacation, personal and sick* leave will run concurrently when a serious health condition makes an employee unable to do his or her job except when an employee is receiving workers’ compensation or disability insurance benefits for a serious health condition. If it is the District’s policy, practice, or obligation pursuant to a collective bargaining agreement to supplement worker’s compensation or disability plan benefits with available paid leave (such as the case where a plan only provides replacement income for two-thirds of an employee’s salary), then such paid leave will run concurrently. If it is the District’s policy, practice or obligation pursuant to a collective bargaining agreement to allow the use of sick leave to care for a child or parent with a serious health condition, then such leave will run concurrently.
- *Workers’ Compensation and State Disability Benefits* will run concurrently when a serious health condition makes an employee unable to perform his or her job.

In the event that no paid leave is available to an employee while he/she is on FMLA Leave, FMLA Leave will be unpaid. The District’s policies, practices and collective bargaining agreements control whether an employee has accrued paid leave.

The employee will be notified that paid leave will run concurrently with, and counted against, FMLA leave in the Notice of Eligibility and Designation Notice.

**Advance Notice.** Except in the case of a qualifying exigency, a request for a FMLA Leave must be made at least thirty days before the date on which the leave will begin unless the need is not

foreseeable. When planning or scheduling foreseeable medical treatment, the employee must consult with the District and make a reasonable effort to schedule the leave so as to meet the approval of his or her health care provider without unduly disrupting school operations. If the need for FMLA Leave is not foreseeable, the request must be made as early as practicable under the particular facts and circumstances. Failure to provide timely notice may delay the taking of foreseeable leave. The District may decide to waive such notice requirement and designate the leave as FMLA Leave if it would otherwise qualify.

A request for FMLA Leave due to a qualifying exigency arising out of a spouse, child or parent's military deployment, order to covered active duty, or impending call to active duty that is foreseeable must be made as far in advance as is reasonable and practicable. The District requires copies of the military service member's active duty and foreign deployment orders for qualifying exigency leaves. DOL Form WH-384 may be used for this purpose.

**Medical Certification.** When an employee requests a leave based on a family member's or an employee's own serious health condition or to care for a covered service member, he or she will be required to support the request with written certification from the treating health care provider. The medical certification must explain the reason for the leave, the approximate date the condition commenced, the probable duration of the condition and the general nature of the treatment regimen. The employee should provide the health care provider with either a DOL Form WH-380-E, for an employee's own condition, or a DOL Form WH-380-F, for an immediate family member's condition, for this purpose.

When the leave is planned, the employee should provide the medical certification with the request, and if not with the request, before the leave begins. When the leave is not foreseeable, the employee must provide medical certification within 15 calendar days after the certification is requested, or as soon thereafter as reasonably possible. Delay in providing the certification could impact the start or continuation of leave, and failure to provide certification could result in the leave being treated as an unexcused absence. The District may require an employee to obtain a second or third opinion at the District's expense, depending on the particular circumstances of the individual case.

The employee has an obligation to provide the District with a complete and sufficient medical certification. If the certification is incomplete or insufficient the District will inform the employee of the deficiency and describe what information is needed to make the certification complete. The employee will be granted seven calendar days to cure a deficiency.

The District may contact the health care provider for the purposes of clarifying or authenticating a certification. This action will only be taken after the initial seven day cure period and will only

be taken if the employee has provided the district with a Health Insurance Portability and Accountability Act (“HIPAA”) release (FMLA Policy Addendum A). If a certification deficiency is not cured within the seven day time period, and the District is unable to correct the deficiency through direct, HIPAA-authorized, health care provider contact, the District may deny FMLA and any related absence may be counted as unexcused. The employee bears the ultimate responsibility for providing the District with timely and complete certification. Under no circumstances may the employee’s direct supervisor contact the health care provider for purposes of clarification.

**Other Medical Certification.** While an employee is out on leave, the District may require additional reports regarding the employee’s status and intent to return to work, which may include re-certification(s) from a health care provider.

**Health Insurance.** The District will continue health benefits during an employee’s FMLA Leave as if the employee was continuously employed during the leave period. Employees making co-pay contributions to their health benefits must continue to do so, or coverage may be lost. If paid leave is substituted for FMLA Leave, any co-pay contributions will be paid by the method used prior to the leave (e.g., payroll deduction). If the FMLA Leave is unpaid, insurance payments must be paid in the manner the District designates. The District will notify the employee in writing of the terms and conditions by which these payments must be made. If an employee is able to return to work after the expiration of the leave but chooses not to, the employee will be required to reimburse the District for premiums the District paid to maintain his or her health coverage.

**Other Benefits.** During FMLA leave, the employee shall not accrue any additional benefits unless otherwise provided for by contract or school policy. Employment benefits accrued by the employee up to the day on which the FMLA leave of absence begins will be available upon return from leave.

With respect to pension and retirement plans, FMLA leave will be treated as continued service for purposes of vesting and eligibility to participate.

**Return to Work.** The District may require an employee on FMLA Leave to report periodically on the employee’s status and intent to return to work. An employee who took leave because of his or her own serious health condition may be required to provide a fitness-for-duty certification (medical clearance) before returning to work. This will occur at the District’s discretion, and factors considered will include, but not be limited to, the nature of the employee’s health condition, the functions of the employee’s position, the nature of the employee’s initial medical certification(s) and evidence of abuse of leave entitlements.

An employee returning from FMLA Leave will be returned to the same position the employee held when the leave commenced or to an equivalent position with the same benefits, pay and similar terms and conditions of employment. Upon return from FMLA Leave, an employee will not be required to re-qualify for any benefits enjoyed before the leave. All benefits provided by the District prior to the leave shall resume in the same manner at the same levels subject only to changes that affect the entire workforce.

If the employee would not have been employed at the time he or she returned to work, then the District may deny reinstatement. For example, the District has no obligation to reinstate an employee who would have been laid-off during his or her FMLA leave period. An employee who is unable to return to work after exhausting his or her FMLA Leave entitlement or who would not otherwise have been employed will be separated from employment, unless the District has granted an extension to the leave.

**Key Employees.** Some higher-paid employees are considered “key employees”. Such employees will be advised at the beginning of their FMLA leave that they are a key employee and, on that basis, may be denied restoration to their position if restoration would cause substantial and grievous economic injury to the District.

**Pregnancy-related Leave and Transfer.** Under state law, an employee is entitled to a reasonable leave of absence for disability resulting from pregnancy. An employee taking such leave must provide a medical certification from a health care provider in the same manner he or she would for FMLA leave.

When an employee’s disability also qualifies as a serious health condition under this policy, the two types of leave will run at the same time. When this happens, the leave will be counted against the employee’s FMLA leave entitlement. While on pregnancy-related disability leave, an employee will be eligible to receive the same disability benefits as an employee on a medical leave of absence. In the event no paid days are available, the leave will be unpaid. Return to work FMLA entitlements apply.

If a pregnant employee reasonably believes that continued work in her current position could cause injury to herself or the fetus, she should give written notice to the Superintendent’s Office. Upon receipt of such notice, the District will make a reasonable effort to transfer the pregnant employee to a suitable temporary position. The District’s decision regarding the request for transfer may be appealed to the Connecticut Commission on Human Rights and Opportunities.

**Employee Abuse of Policy.**

Any employee who is found to have abused his or her leave entitlements under this policy may be subject to discipline, up to and including immediate discharge.

## Forms

This administrative regulation references the following forms developed by the U.S. Department of Labor:

- “Employee Rights and Responsibilities Under the Family and Medical Leave Act,” WHD Publication 1420
- “Notice of Eligibility and Rights & Responsibilities” DOL Form WH-381
- “Designation Notice” DOL Form WH-382
- “Certification of Health Care Provider for Employee’s Serious Health Condition” DOL Form WH-380-E
- “Certification of Health Care Provider for Family Member’s Serious Health Condition” DOL Form WH-380-F
- “Certification of Qualifying Exigency For Military Family Leave” DOL Form WH-384
- “Certification for Serious Injury or Illness of a Current Servicemember for Military Family Leave” DOL Form WH-385
- “Certification for Serious Injury or Illness of Veteran for Military Caregiver Leave,” DOL Form WH385-V

The District reserves the right to substitute any of the forms listed above with replacements distributed by the Department of Labor or any other sufficient form created by the District.

## MATERNITY LEAVE REGULATIONS

### I. Purpose

To further explain the procedures of Shared Services for granting and processing maternity leave (whether for medical reasons related to the birth of the child or for first year care/child rearing), consistent with the Family and Medical Leave Act of 1993 (FMLA) and the Fair Employment Practices Act (FEPA), both as amended, along with Shares Services' FMLA policy and regulation.

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### II. Where to go for more Information

Employees who have any questions regarding any part of these regulations, when and how they may take leave, or any other question regarding family, medical, or maternity leave should contact the Executive Director of Shared Services, or Human Resources.

### III. Maternity Leave and Transfer

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**A. The Basic Entitlement For Leave due to Pregnancy/Childbirth:** Employees are entitled to a reasonable leave of absence for disability resulting from pregnancy, which may occur both before and after the birth of the child. Employees taking such leave must provide a medical certification from a health care provider in the same manner and under the same timeframes as they would for FMLA leave.

**B. Interaction with the FMLA:** When an employee's disability also qualifies as a serious health condition under the FMLA, the two types of leave will run at the same time. When this happens, the leave will be counted against the employee's FMLA leave entitlement as a serious health condition. While such FMLA leave is generally unpaid leave (albeit with the right to certain medical insurance benefits), the employee may simultaneously use accumulated/available paid leave during this period of time, including accumulated/available sick leave. For example, such paid leave would be available for use for a) leave that is required for conditions related to a potential injury to the employee described in Subsection D, below, prior to the birth of the child, to the extent that the employee cannot be accommodated with a transfer to a suitable and available temporary position, subject to such certification required under this policy, b) complications or illnesses related to pregnancy, and c) recovery from child birth (for example, doctor prescribed bed rest during the recovery period following child birth).

**C. Health Benefits:** While on maternity leave, an employee will be eligible to receive the same disability benefits as an employee on a medical leave of absence. In the event no paid days are available, leave will be unpaid. When employees indicate their intent to return to work their original job or an equivalent position will be made available to them.

1. Notwithstanding the unique circumstances of any child birth, the U.S. Department of Labor has noted that the average medical recovery for a typical child birth is four to eight weeks, with a longer period where surgery is necessary or other complications develop. See DOL Letter Ruling (FMLA-85), November 18, 1996.

**D. Potential Injury:** If any pregnant employee reasonably believes that continued work in their current position might cause injury to herself or the fetus, they should give written notice to Shared Services. Shared Services will make a reasonable effort to transfer the pregnant employee to a suitable temporary position. Such an employee will not be eligible for a transfer without providing Shared Services with written notice, and Shared Services seek appropriate medical certification consistent with its policies (including its FMLA policy) and the law.

**E. Childrearing leave.** In addition to child birth related serious health conditions, an employee (whether the mother or father) is eligible to take FMLA with respect to the first-year care of the employee's child after birth or placement for adoption for foster care. Unlike the portion of the leave of absence for the pregnant employee that is medically related as described in Subsection B, above, the employee is **not** entitled to use accumulated/available sick leave for the portion of the FMLA that is strictly related to childrearing. However, an employee could use any paid available personal leave (or vacation leave) simultaneously with such child rearing related FMLA leave.

## FAMILY VIOLENCE LEAVE

Connecticut state law requires Shared Services to permit employees to take paid or unpaid leave for specific activities related to family violence.

### Definitions

“Family violence” means an incident resulting in physical harm, bodily injury or assault, or an act of threatened violence that constitutes fear of imminent physical harm, bodily injury or assault between family or household members. Verbal abuse or argument shall not constitute family violence unless there is present danger and the likelihood that physical violence will occur.

“Family or household member” means (A) spouses, former spouses; (B) parents and their children; (C) persons eighteen years of age or older related by blood or marriage; (D) persons sixteen years of age or older other than those persons in subparagraph (C) presently residing together or who have resided together; (E) persons who have a child in common regardless of whether they are or have been married or have lived together at any time; and (F) persons in, or have recently been in, a dating relationship.

### Family Violence Leave

Shared Services shall permit any employee who is the victim of family violence to take up to twelve (12) days of leave during any calendar year when such leave is reasonably necessary for the employee to:

- (1) Seek medical care or psychological or other counseling for physical or psychological injury or disability;
- (2) Obtain services from a victim services organization;
- (3) Relocate due to such family violence; or
- (4) Participate in any civil or criminal proceeding related to or resulting from such family violence.

### Notice by Employee

If an employee’s need to use family violence leave is foreseeable, the employee must provide at least seven (7) days’ advance notice prior to the date such leave is to begin. If an employee’s need for such leave is not foreseeable, the employee shall give notice of such intention as soon as practicable.

### Required Documentation

Employees who take family violence leave shall provide a signed, written statement certifying that the leave is for one of the four purposes stated above.

The employee is also required to provide a police or court record related to the family violence or a signed written statement that the employee is a victim of family violence, provided such a statement is from an employee or agent of a victim services organization, an attorney, an employee of the Judicial branch’s Office of Victim Services or the Office of the Victim Advocate, or a licensed medical professional or other licensed professional from whom the employee has sought assistance with respect to the family violence.

### Confidentiality of Documentation Provided

Any written statement or police or court record provided by the employee to verify the request for leave shall be maintained as confidential and shall not be further disclosed except as required by federal or state law or as necessary to protect the employee’s safety in the workplace, provided the employee is given notice prior to the disclosure.



**Paid/Unpaid**

Family violence leave shall be unpaid unless the employee is entitled to use paid leave for such purposes pursuant to the terms and conditions of employment.

**Relationship to Other Rights or Benefits**

Nothing in this policy shall be construed to diminish any rights provided to any employee under the terms of the employee's employment effective prior to October 1, 2010.

Leave under this policy shall not affect any other leave provided under state or federal law.

Legal Reference: Connecticut General Statutes

46b-38a Family violence prevention and response: Definitions

54-85b Employment protection for witnesses and victims of  
crime. Penalty. Action for damages and reinstatement.

Public Cat 10-144: An Act Concerning the Recommendations of the Speaker of the House of Representatives' Task Force on Domestic Violence (Effective October 1, 2010)

**SHARED SERVICES  
REQUEST FOR FAMILY VIOLENCE LEAVE**

I, \_\_\_\_\_, request family violence leave for the following date(s):

I need this leave beginning on \_\_\_\_\_, and I expect the leave  
(Date)

to continue until on or about \_\_\_\_\_.  
(Date)

**I certify that this leave is necessary for me to:**

\_\_\_\_ Seek medical care or psychological or other counseling for  
physical or psychological injury or disability;

\_\_\_\_ Obtain services from a victim services organization;

\_\_\_\_ Relocate due to such family violence; or

\_\_\_\_ Participate in any civil or criminal proceeding related to or resulting from  
such family violence.

**I have provided the following required documentation to support my request:**

\_\_\_\_ Police or court record related to the family violence

\_\_\_\_ Signed written statement that I am a victim of family violence provided by:

\_\_\_\_ Employee or agent of a victim services organization

\_\_\_\_ Attorney

\_\_\_\_ Employee of the Judicial Branch's Office of Victim Services

\_\_\_\_ Employee of the Office of the Victim Advocate

\_\_\_\_ Licensed medical professional or other licensed professional from whom I have sought assistance  
with respect to the family violence

\_\_\_\_\_  
Signature of employee

\_\_\_\_\_  
Date

## Additional Forms

The Following Forms can be found on the Shared Services Website [Sharedservicesct.com](http://Sharedservicesct.com) or contact The Shared Services Office

◇ Personal Day Request

◇ Professional Day Request

◇ Mileage Reimbursement

**(Must be submitted on a monthly basis)**

◇ Timesheets

◇ Sub Sheets

◇ Out –Of-District Forms

◇ Request to Order/Request for Reimbursement

If you purchase items on your own, Please use out Tax Exemption Form (available upon request) Shared Services WILL NOT reimburse for sales tax, we are tax exempt.



Sharing Services for Exceptional Students

## Employee Handbook

94 Battistoni Drive, Winsted CT  
Phone 860-379-8583  
Fax: 860-379-3498  
Web: [www.Sharedservicesct.com](http://www.Sharedservicesct.com)