

EMPLOYEE HANDBOOK - INTRODUCTION

We have developed our Employee Handbook as a working guide and reference to ensure our Employees are fully informed of all Student, Personnel Policies, Rules and Regulations and Benefits provided by the Darien Public Schools to help maintain an efficient, safe and healthy work environment.

This handbook is not all inclusive and will be updated annually to refresh information and to include new items as deemed appropriate. It is not the intent of this document to provide in-depth details into every Board of Education policy. For full and detailed policies you are referred to the Darien Public School website, www.darienps.org The Darien Board of Education and the School Administration reserves the right to revise its policies and this handbook as needed and the handbook is subject to change without notice.

It is to the benefit of each Employee of the Darien Board of Education to be familiar with this handbook and to comply with the rules and requirements contained herein.

The Darien Board of Education is authorized under Connecticut General Statutes (10-220 & 221) and “shall give all the children of the School District as nearly equal advantages as may be practical”. This may seem out of place in an Employee handbook, but regardless if you are a teacher, administrator, secretary, custodian, maintenance worker, paraprofessional, nurse or cafeteria worker, this is the essence of why our jobs exist.

Equal Opportunity Employer

The Darien Board of Education is an Equal Opportunity Employer and there shall be no discrimination against anyone on the grounds of race, creed, national origin, sex or age in the hiring, upgrading, demotions, recruitment, termination and selections for training. The Board of Education is committed to a diverse workforce.

The Board of Education has also made it a matter of policy that it will not transact business with firms which are not in compliance with all Federal and State Statutes and Executive Orders pertaining to non-discrimination.

If an Employee feels they have been discriminated against, they should contact their Supervisor, School Principal or Assistant Superintendent immediately.

Recruitment & Hiring

Job openings are first posted internally. For openings which are not filled internally, advertisements may be placed in major newspapers in the Fairfield County Area. Positions are also posted on the district’s website www.darienps.org. Applications can be made electronically at that website under the heading of Personnel. Certified Positions are also posted on the Connecticut REAP website. The level of applicant reviews ranges from Supervisor and Assistant Superintendent to committee review. The ultimate hiring authority is the Superintendent of Schools or his/her designee.

All applicants are required to complete the Darien Public School Application which is available on the district website. Falsifying information on the application will be grounds for removing the applicant from consideration. If after an Employee has been hired it is determined that false information was provided on the Employee's application, it will be cause for immediate dismissal.

Prospective Employees will be required to submit to fingerprinting and drug screening. Should a criminal conviction surface during the background check that has not been fully disclosed on the application, this could constitute grounds for immediate dismissal.

It is widely accepted that employment of relatives in the same area of an organization can cause serious conflicts and problems concerning favoritism and Employee morale. Nepotism Policies are designed to prevent occurrences whereby relatives who are Employees of the School District hire or are in a direct supervisory position with respect to each other. In order to guard against these practices, the School District prohibits full time, part-time, student or temporary Employees, who are relatives, from being hired or being placed within the same line of supervision of a relative where one relative is responsible for supervising the job performance or work activity of another relative.

For the purposes of this section, a relative is defined to include: spouses, civil union partners, parents, children, brothers, sisters, brother and sister in-laws, father and mother-in-laws, stepparents, stepbrothers, stepsisters, stepchildren, nieces and nephews or significant others.

Orientation -New Employee Information/Processing Meeting

All new Employees are required to attend a mandatory New Employee Information/Processing Meeting with our Payroll and Personnel Departments prior to their start date. You will receive all necessary information and available dates for your processing meeting from our Assistant Payroll Director and a complete Employment Packet from our Coordinator of Personnel.

OSHA Bloodborne Pathogens Training

All Employees are required to have OSHA Bloodborne Pathogens Training on an annual basis. The training is generally provided as part of the professional development days at the opening of school.

Hepatitis B

The level of potential risk of occupational exposure to blood borne pathogens varies for different classifications of staff from low to high based on their student population. The staff positions that are moderate to high risk are listed below.

Moderate Risk Staff:

Occupational Therapist, Physical Therapist, Speech Therapist:

High Risk Staff:

Coaches
Custodial Staff
Nurses
PE Teachers
Special Education Staff

Social Workers

Technology Education Teachers

Campus Monitors

Those staff members who wish to receive Hepatitis B inoculations should contact Ellen Ryan, Director of Health Services, at Darien High School at 203-655-3981 Ext. 2034, who will arrange for the individual to receive the inoculations. There is no cost to the Employee; the School District will provide the Hepatitis B inoculations.

The complete Darien Exposure Control Plan can be found on the District's website www.darienps.org under personnel.

Asbestos Management Plan

Under Federal Law, the District is required to periodically inspect its buildings for the presence and condition of asbestos. As a result, a Management Plan is kept for each building. If you would like to review the plan for your building, please contact the Director of Facilities, Construction & Operations at 203-656-7418.

Sexual Harassment Prevention Training

State law requires each new Administrator to receive training to recognize and identify sexual harassment in the work place. If an Employee feels that sexual harassment is occurring, they should bring it to the attention of their immediate Supervisor, School Principal or Assistant Superintendent.

Smoking in the Workplace

In accordance with the Connecticut State Law, smoking is prohibited throughout the School District including the grounds of all schools and offices, rest rooms, private offices, lounges, town vehicles and similar areas.

School Calendar

The school calendar is adopted by the Darien Board of Education approximately 15 to 18 months in advance of the school year to enable all staff members to plan school and personal events. Since the student's school year is 180 days and a standard work year is 261 days, it is expected that personal events will be scheduled in such a way as to have no or minimum impact on instruction. The adopted school calendars can be found on the website www.darienps.org under General Information.

The school calendar varies from its original adoption by the Board of Education because of snow days and other emergency events. ***Ten-month staff should not make plans for the end of the school year until the Darien Board of Education establishes the last day of school; this determination occurs at the first Board meeting in April.*** This Board meeting usually occurs on the second Tuesday of April. To check the date on any given school year please refer to the Board of Education's website for their meeting calendar. The establishment of the last day of school each year is dictated by State Laws and regulations.

Table of Organization

A diagram of the table of organization can be found on the District's website (www.darienps.org) under General Information.

Payroll Information

Payroll Schedule

All Employees are generally paid on Fridays on a bi-weekly basis. The exceptions occur when the pay date falls on a holiday. The schedule of pay dates for the forthcoming school year are distributed the previous June before school gets out. Otherwise, the pay date schedule can be found on the District's website www.darienps.org under Payroll.

Immigration- The Darien Board of Education does not unlawfully discriminate on the basis of citizenship or national origin. In compliance with the *Immigration Reform and control Act of 1986*, each new Employee, as a condition of employment, must complete the *Employment Verification Form I-9* and present documentation establishing identity and employment eligibility. Former Employees who are re-hired must also complete the form if they have not completed an I-9 with the Darien Board of Education.

Social Security Numbers – New Employees are required to provide the original of their social security card which will be copied and returned to the Employee. Social Security numbers are kept confidential and are not distributed except for legally required information.

W-4 Withholding Forms. - The new Employee will be required to fill out an Internal Revenue Service W-4 Form for State and Federal withholding tax. W-4 Forms are available on the District's website under Payroll. If you are submitting a new W-4 Form, make sure your name is printed and signed with your legal signature before sending the form to the Payroll Department at Central Office.

Direct Deposit - For convenience and efficiency for both the Employee and the School District, Employees have the option of electing direct deposit of their pay into a bank or other institutional account such as a credit union account. You can obtain a Direct Deposit form on our website under Payroll. All completed forms, along with a voided check, must be sent to our Payroll Department at Central Office.

All new direct deposit requests take at least one payroll period for processing. Pay checks and Payroll Advices will be delivered to the appropriate buildings on payday. In case of school closure, paychecks will be available on the next school day. School closure does not impact direct deposits.

Payroll Information Changes –From time-to-time it may become necessary to change personal information on file in the payroll office. (i.e. new address, addition or deletion in dependent coverage to medical benefits) Please obtain the appropriate form from our website under Payroll, fill it out and forward to our Payroll Department at Central Office. Any and all changes must be made in writing; telephone messages will not be an accepted form of notification of any change that would affect an Employee's payroll information. .

Pay Deductions – State and Federal Law requires that the District make deductions from **every** Employee's pay. Applicable Federal, State and sometime local taxes, Social Security and Medicare contributions and sometime wage garnishments are withheld. If you have any question regarding these deductions, please contact the Payroll Department at Central Office.

Retirement Savings Plan 403(b) Tax Sheltered Annuity - All full and part time Employees are eligible to participate in an Internal Revenue Service 403(b) Tax Sheltered Annuity Plan through voluntary payroll pre-taxed deductions. The current list of approved vendors are listed on our third party administrator's website, www.omni403b.com . Click on clients and follow the directions for State and Town. A copy of the official plan can be found on the District's website.

Time Sheets – All hourly Employees are required to submit time sheets according to the published pay date schedule. Time sheets are due in the Central Office by 3:00 p.m. on the Monday of pay week. **Note: you may have an earlier deadline for submitting your time sheet to your supervisor.** All time sheets **require the Employee's signature and that of their Supervisor.**

BENEFITS INFORMATION

Benefit coverage varies from union to union, so it is wise to check your contract to determine co-pays and premium shares.

Employee Medical Benefits – Effective July 1, 2010 medical benefits will be provided through CIGNA. Two plans are available to Employees.

- a. The Open Access Plan (OAP) which is similar to the Anthem PPO and has office co-pays. Coverage detail for both plans are available at www.CIGNA.com or 800-564-7642.
- b. The High Deductible Health Plan or H S A. The coverage for this plan is the same as the OAP, but has a \$1,500 deductible for single coverage and \$3,000 deductible for two people and family. Half of the deductible is paid in monthly installments by the Darien Board of Education. Coverage details for both plans are available at www.CIGNA.com or 800-564-7642.

Employee Prescription Benefits

- a. Medco provides for prescription drug coverage if you have the OAP plan
- b. CIGNA provides for prescription drug coverage if you have the H S A Plan.

Employee Dental Benefits – Delta Dental provides dental coverage. Coverage details are available at www.darienps.org

Employee Vision Benefits – Benefits are provided by United Health Care and the plan is called SPECTERA. Coverage details are available at www.darienps.org.

Employee Life Insurance Benefit - Effective July 1, 2010 CIGNA will be the provider of Life Insurance. Coverage details can be found in your Union Contract. Change of beneficiary forms can be found on the website under Benefits.

Flexible Spending Accounts IRS Section 125- Employers can offer Employees a variety of non-taxable benefits. Qualified benefits include healthcare, vision care, dental care, or dependent care. Benefits chosen, are excluded from an Employee's gross income. In other words, these benefits, when deducted, are done so with pre-tax dollars. If the Employee is covered under an H S A medical benefit plan, Section 125 fund expenditures are restricted to vision, dental, or dependent care. The Board of Education's Section 125 plan is managed by Advanced Benefits Strategies.

WORK-RELATED INJURIES - WORKERS COMPENSATION

Reporting Procedures:

The following procedures are to be followed when an Employee of the Darien Public Schools experiences a work-related injury:

1. If an emergency, seek medical treatment immediately.
2. Report the injury to a school nurse as soon as possible. The nurse will complete an *Employee's First Report of Occupational Injury or Illness* form and forward it to our Workers' Compensation carrier and the Central Office. If the injury occurs at a time when a school nurse is not on duty, report the injury to your Supervisor as soon as possible and he/she will complete the form. If the injury is not reported in a timely fashion, your claim could be denied by our Workers' Compensation carrier.

3. If the injury causes you to miss work, a doctor's note stating such must be submitted to the office of Angela Tozzoli, Assistant Director of Finance, Central Office. She can be reached at extension 7404 if you have any questions or e-mail at -atozzoli@darienps.org
4. If you do miss work, you cannot return to work without a doctor's note or a return to work form stating that you can, in fact, return to work. Any work restrictions must be noted.
5. If out of work for an extended period of time (more than 3 days) it is the Employee's responsibility to keep their supervisor fully informed of their work status and their anticipated date to return to work.
6. It is the Employee's responsibility to enter their absence(s) on the AESOP system.

Claims Information:

The Workers' Compensation Claims Administrator for all work-related injuries is:

MIRMA
c/o Trident Insurance of New England
Workers Compensation
280 Summer Street 4th Floor
Boston, MA 02210
Phone: 1-866-650-4016 Ext. 275
Fax : 1-617-830-0009

All claim inquiries should be directed to:
Lynda DeMarino, Claims Supervisor
1-266-650-4016 Ext. 275

Prescription drugs associated with work-related injuries are covered by: FirstScript-1-800-791-2080

It is the Employee's responsibility to follow up on all claims directly with MIRMA and to keep their Supervisor informed of their work status.

Family Medical Leave (FMLA)

This federal law provides certain Employees with up to 12 weeks of unpaid, job-protected leave per year. It also requires that their group health benefits be maintained during the leave so long as the Employee maintains their premium share.

FMLA is designed to help Employees balance their work and family responsibilities by allowing them to take reasonable unpaid leave for certain family and medical reasons.

Employees are eligible for up to 12 weeks of unpaid leave each year for any of the following reasons:

- for the birth and care of the newborn child of an Employee;
- for placement with the Employee of a child for adoption or foster care;
- to care for an immediate family member (spouse, child, or parent) with a serious health condition; or

- to take medical leave when the Employee is unable to work because of a serious health condition.

Employees are eligible for leave if they have worked for their Employer at least 12 months, at least 1,250 hours over the past 12 months. Requests for leaves of absence must be made in writing to the Personnel Coordinator with a copy to the employee's immediate supervisor. If you would like more information on FMLA you should contact the Personnel Coordinator at 203-656-7415.

Health Insurance Portability & Accountability Act (HIPAA)

The HIPAA Privacy Rule provides federal protections for personal health information held by covered entities and gives patients an array of rights with respect to that information. At the same time, the Privacy Rule is balanced so that it permits the disclosure of personal health information needed for patient care and other important purposes.

The Security Rule specifies a series of administrative, physical, and technical safeguards for covered entities to use to assure the confidentiality, integrity, and availability of electronic protected health information.

As an Employer, Darien Public Schools cannot share any Employee health information without the Employee's written permission.

As an Employee you cannot share any information about student health or disability issues.

Family Educational Rights and Privacy Act Regulations (FERPA)

FERPA is a federal law and associated regulations that provide that educational agencies and institutions that receive federal funds must provide students with access to their education records, an opportunity to seek to have the records amended, and some control over the disclosure of information from the records. With several exceptions, schools must have a **student's consent** prior to the disclosure of education records. Examples of situations protected by FERPA include **school Employees divulging information to anyone other than the student about the student's grades or behavior, and school work posted on a bulletin board with a grade.**

The law allows students who apply to an educational institution such as [graduate school](#) permission to view recommendations submitted by others as part of the application. However, on standard application forms, students are given the option to waive this right.

New Employees are required to sign a confidentiality statement confirming their understanding of FERPA. A copy of the Confidentiality statement is available at www.darienps.org.

CONTRACTUAL INFORMATION

Each Union or Association's Contract in its entirety is available on the District's website under Personnel. Each Employee is encouraged to read their Union Contract. Should you have specific questions regarding your Contract, below are the names and e-mail addresses of the Presidents of each Union/Association -

Administrators Co-Presidents.

Debi Boccanfuso, Principal Middlesex Middle School dboccanfuso@darienps.org
Rita Ferri, Hindley School Principal rferri@darienps.org
Carleen Wood, Secondary Special Ed Supervisor cwood@darienps.org

Teachers Association President

Daniel Kensek, Math Teacher, Middlesex Middle School, dkensek@darienps.org

Paraprofessionals Co-Presidents

Janet Fraska, Special Education Aide, Hindley School, jfrasca@darienps.org
Susan Lattin, Instructional Aide, Royle School, slattin@darienps.org

Secretary Co-Presidents

Barbara Andrianus, Secretary to the Director of Facilities, bandrianus@darienps.org
Cindy Fraioli, Secretary to the Director of Athletics, cfraioli@darienps.org

School Nursing Services

Joann Eckstein, Nurse, Tokeneke School, jeckstein@darienps.org

Maintenance Union

Joe Morais, Electrician, Central Office jmorais@darienps.org

Custodial Union

Robert Munro, Head Custodian, Holmes School, rmunro@darienps.org

Fiscal Policies

Budget Development

The budget process for the next school year begins in early October with budget requests being submitted to the Central Administration by each Responsibility Center (RC) and ends in May with the approval of the Representative Town Meeting or RTM. The budget calendar is posted on the website and all Darien Board of Education budget meetings are open to the public.

Purchase Authorization

Employees must have approval from the school principal or department head and follow the purchase order process for goods or services purchased by the School District.

Purchase orders are required in advance of goods or services being provided.

The Auditors require that a purchase order be issued **PRIOR** to the ordering of goods and services. This is standard public accounting procedures outlined in Generally Accepted Accounting Procedures. When these procedures are not followed, auditors issue citations in their annual management letter.

The purchase order process is very important as it “reserves” funds when the order is made. If a purchase order is not used, no funds are reserved and it is impossible for the Business Office or the administrator or department head to project the financial position of their school or program. Be sure you and your staff use purchase orders when acquiring goods or services for your school or program.

There are also many requests for reimbursement. When it comes to goods and services the request 1) must be **pre** approved by the RC Administrator or Department Head. 2) Have funds in the account to pay for it. 3) The original receipts must be sent to the Business Office or reimbursement will not be made. 4) The reimbursement request must be signed by the Administrator.

Student Activities Accounting Guidelines

Public School Districts in the State of Connecticut have authority and responsibilities in maintaining Student Activity Funds under Section 10-237 of the Connecticut General Statutes and policies and regulations of the Darien Public Schools and the Darien Board of Education.

The basic purpose of education is to prepare each generation of children for life’s experiences. In order for this preparation to occur properly, the programs available to young people must be as broad as life itself. An important segment of these programs are athletics and extra-curricular student activities. These programs represent experiences, which should be available to all Darien students. The various athletic activities and extra-curricular programs, which have been established by the Darien Board of Education, should ensure that young people have an

opportunity to participate in these experiences. Since many of these activities include raising funds, a set of guidelines have been developed for staff and administrators to conform to the legal authority and responsibility. A copy of the complete Student Activities Guidelines is available on the District's website under General Information.

Staff Expectations

Ethics

Educational Staff behavior must conform to an ethical code. The code must be idealistic and at the same time practical so that it can apply reasonably to all situations. Staff acknowledges that the schools belong to the public they serve for the purpose of providing education opportunities to all. The educational staff member assumes the responsibility for providing a role model for the school and community. This responsibility requires all staff members to maintain standards of exemplary behavior. It must be recognized that the staff member's actions will be viewed and appraised by the community, associates and students. To these ends, the staff member subscribes to the following statement of standards:

- Makes the well being of students the fundamental value in all decision making and actions.
- Fulfills all duties and responsibilities with honesty and integrity.
- Supports the principle of due process and protects the civil and human rights of all individuals.
- Obeys local, state and national laws along with the Board of Education Policies and Regulations.
- Avoids using position for personal gain through political, social, religious, economic or other influence.
- Maintains the standards to seek and improve the educational setting through research and continuing education.

Employee Conduct

One of the best methods of instruction is that of setting a good example and being a positive role model. The Board of Education expects that the Employees of the district will strive to set the kind of example for students that will serve them well in their own conduct and behavior which will contribute toward an appropriate school atmosphere. To that end, in dress, conduct, language and interpersonal relationships, all Employees should recognize that they are being continuously observed by students while on duty or attending school functions and that their actions and demeanor will be reflected in the conduct of the students.

Dress Guidelines - Although a formal dress code for Darien Public Schools Employees has not been established, it is suggested all Employees adhere to "business casual" as a minimum standard. Business casual is defined as dressing professionally, looking relaxed yet neat and pulled together. The following are examples of appropriate and inappropriate workplace apparel for staff members –

- For Women

A reasonable length skirt (not mini-skirt) or full/cropped-length trousers of a non-jeans material combined with a top (such as a dress shirt, polo, or sweater) is considered acceptable. An informal dress with appropriate skirt length is also acceptable.

- For Men

A combination of collared shirt (such as a dress shirt or polo shirt) cotton trousers (such as khakis) with a belt, and shoes (such as loafers) with socks in generally acceptable.

- Unacceptable for either gender

Gym clothes, rumpled or ripped clothing, miniskirts, underwear as outerwear, inappropriately revealing attire such as a bare midriff and rubber flip-flops.

- General Exceptions

Certain employees such as custodial/maintenance and cafeteria workers are required to wear uniforms. Physical Education staff, as a result of the curriculum, wear more relaxed clothing. If there are other staff who feel their work requires different clothing than listed above, should talk it over with their supervisors.

E-Mail

As a new Employee you have signed an Electronic Environment User Agreement. You should be very sensitive to the fact that **every** e-mail in and out of the School District is subject to the State of Connecticut Freedom of Information Law and there should be no expectation of privacy. E-mails are backed up on the server and will be accessible even though you deleted them. When writing an e-mail it is recommended you do so with the expectation that it could be printed on the front page of the local newspaper.

Litigation Hold

From time-to-time the Darien Board of Education (the “Board”) receives information that legal action may occur on a specific individual or topic. When this happens, the Superintendent issues a potential information/litigation hold and outlines the reason and what must be saved.

The Board is legally required to preserve all paper and electronically stored information (“Material”) relevant to this matter and to cease destruction, whether manual or automated, of any such Material. ***Failure to comply with this Preservation Notice may expose the Board to adverse consequences in the litigation, including monetary sanctions and charges of obstruction of justice, and will expose you to disciplinary action up to and including termination.***

Please note that this Notice to Preserve Documents and Electronically Stored Information is in addition to your obligation to preserve educational records in accordance with Connecticut's Records Retention Schedules.

Child Abuse

State law makes **every** school Employee a mandatory reporter of child abuse. If you suspect a child is being abused, immediately (a report is required within 12 hours) bring this information to the school administrator and they will assist you in the process of reporting the incident to the Department of Children and Families. Your involvement in the reporting process is immune from any liability, civil or criminal, under law. For the full Board of Education Policy go to the district website www.darienps.org under Policies.

Safe School Climate Plan

The Darien Board of Education is committed to creating and maintaining a safe educational environment free from bullying, harassment and discrimination. In order to foster an atmosphere conducive to learning, the Board has developed the Safe School Climate Plan, consistent with state law and Board Policy. This Plan represents a comprehensive approach to addressing bullying and cyberbullying and sets forth the Board's expectations for preventing, intervening, and responding to incidents of bullying. For the full Board of Education Policy, go to the district website www.darienps.org under Policies.

In Evaluation of Performance

Your attendance and punctuality is a very important factor in the care of our students. Because of this, your attendance and punctuality record will be reviewed and evaluated regularly and will be considered an important factor in your yearly performance evaluation.

AESOP by Frontline is the web based automated system Darien Public Schools uses for absence management and substitute placement. During your orientation you will be provided with access information and basic training on how to use AESOP. If for some reason you do not have access, contact the Personnel Coordinator at 203-656-7415.

Requests for Jury Duty – Jury Duty is the civic responsibility of every citizen. Requests for time off to serve as a juror is prepared on a personal day request form, although the time is not counted against your personal leave. Please include a **copy** of the “Summons for Service” form you received from the court. Please note the following:

- If your duty is cancelled, you **must**
- contact AESOP immediately and cancel your absence. If a substitute had already been assigned, the system will automatically notify that substitute that your absence has been cancelled and his/her services will not be needed that day.

- Should you be required for duty, you **must** provide the Business Office with proof from the Court that you have served along with the check issued to you by the Court. The check should be endorsed over to the Darien Public Schools.
- If you fail to provide proof and your Contract allows a “day without reason” and you have not yet used it, you will be allowed to use our “day without reason – otherwise, you will be docked for the day.

Personal Days

Personal Days were negotiated into the contract to give employees time off for **Compelling Reasons**. Our jobs exist for specific services to children. Given that ten month employees only work 183-187 work days, while there are 261 work days for others, time from off from school days should be for important/compelling reasons. Please ask yourself if the time you are requesting cannot be done on a non school day or outside school hours.

No Reason Personal Days.

No reason personal days were negotiated to give employees time off for compelling personal reasons that were of a personal and private nature that the employee did not feel comfortable discussing with their supervisor. That day has become a “vacation” or “free” days for some staff. Not only does this impact students, but it impacts other staff members when there are 20 requests for a Friday and there are not enough substitutes available to cover positions. Please use this day as they were designed and negotiated.

Personnel Files

All documents that the Darien Public Schools use to make employment decisions about you become a record of your employment with the School District. The Personnel Department maintains your personnel file which is devoted exclusively to you. It includes, among other things, information pertaining to your employment, benefits, performance reviews, education and professional qualifications and emergency contact information.

If you wish to review your personnel file, a written request must be submitted to our Personnel Coordinator to schedule a date/time and to ensure the Personnel Coordinator will be present to assist you with any questions or to make copies of information you might request. Since Personnel Files are the sole property of the Darien Public Schools, someone must be present while you are reviewing your file and it cannot be removed from the Personnel Office.

To ensure that personnel files are up-to-date at all times, it is your responsibility to notify **both** the Personnel Office and the office of the Assistant Director of Finance in writing of any change in information that affects your employment status, such as, among other things: your marital status, newborn or adopted children, change of address, change in telephone number, change in emergency contact person, change in tax exemptions and any change in insurance and/or retirement beneficiaries.

Copyright –Licensing & Trademark Infringement

Many people in the field of Education believe the “Fair Use” concept applies universally in their work and allows them to copy articles and books in total. **THIS IS NOT TRUE!** Fair use does not mean unlimited freedom to copy, upload, download and distribute at will. Please understand it is most likely less expensive to purchase a book than it is to copy it and the author is due compensation for their work. Do not post copyrighted materials that have to a web site, unless it is your own work

With respect to software, understand your licensing agreement. If you are purchasing software for the school district, licensing agreements must be reviewed and signed by the Central Office .

Be cautious about downloading or copying music or other materials.