

Handbook

for

Certified Employees

A large, stylized logo in the background consisting of the letters 'W' and 'R' in a light red color with a grey outline. The 'W' is positioned above the 'R'.

WR
RICHMOND
Richmond Community Schools

2012-2013 School Year

Certified Staff Handbook

The purpose of this handbook is to provide general rules for the RCS certified professional staff. The rules stated herein are by no means exhaustive; and, they are not meant to replace board policies, their accompanying guidelines, or the Master Teacher Contract. **It is the responsibility of each certified staff member to be familiar with the information in this handbook, board policies and the accompanying administrative guidelines.**

ABSENCES

It is your responsibility to notify Kelly Educational Services and your immediate supervisor whenever you are submitting an absence. The school answering machine is not an acceptable sole form of notification. Absences immediately before and after a scheduled school vacation are discouraged. If the absence is due to the illness of the teacher or an immediate family member, the employee must provide a written doctor's excuse.

Also see section on Family Medical Leave regarding extended absences.

Deductible Absence

The Board of School Trustees for Richmond Community Schools discourages the approval of unpaid days for reasons, other than illness, except in rare and unusual circumstances. The Superintendent has prepared administrative guidelines regarding exceptions to this policy and the process for application. Approval of unpaid deductible leave shall be delegated to the Superintendent and/or designee.

Deductible absences in essence break the contract of employees; and therefore, must be approved by the building administrator.

ANTI-HARASSMENT - Policy 3362

It is the policy of the School Board to maintain an education and work environment which is free from all forms of unlawful harassment, including sexual harassment. This commitment applies to all School Corporation operations, programs, and activities. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of unlawful harassment. This policy applies to unlawful conduct occurring on school property, or at another location if such conduct occurs during an activity sponsored by the Board.

The Board will vigorously enforce its prohibition against harassment based on sex, race, color, national origin, religion, disability, or any other unlawful basis, and encourages those within the

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CAMPS AND CLINICS

From time to time Bargaining Unit members may wish to organize off-season instructional camps and clinics. In some cases, the Bargaining Unit member may wish to use school facilities and/or equipment and seek support from school administration. After discussion with REA, the Board of School Trustees reserves the right to develop rules and guidelines to govern such camps and clinics including student fees, facility and equipment rental fees, salaries, and starting and ending of programs.

COMMITTEES

The strength and success of RCS will be based upon communication and sharing of thoughts and ideas. Committees or teams will serve as a sounding board during which thoughts and ideas can be expressed. Organized committees or teams may include but are not limited to the following:

Literacy, Reading, Crisis Team, RTI, School Improvement Team,

Participation on committees beyond the regular teachers' hours shall be voluntary except for those committees in which teacher participation is required by state law or by regulation of the Department of Education.

CRISIS TEAM

Each building will be required to have a Crisis Team trained in CPI.

DEPARTMENT MEETINGS AND/OR GRADE LEVEL MEETINGS

It is expected that all grade level teams will meet at least weekly with monthly meetings scheduled with the principal or instructional coach.

DRESS CODE FOR PROFESSIONALS

In the interest of maintaining a professional image for all staff, promoting a culture of success, and engendering respect and discipline from students, the following guidelines will be in place and shall not infringe on any individual's religious beliefs or protected free speech.

The dress and grooming of RCS employees shall be clean, neat, in a manner appropriate for their assignments, and in accordance with any additional standards established by their supervisors and approved by the Superintendent. Employees shall act as role models, exemplifying the highest standards of professional appearance, to teach community values and proper grooming and hygiene.

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Professional Attire

A. Male professionals shall wear a collared shirt, dress or khaki slacks, or other appropriate professional clothing, ties optional.

B. Female professionals shall wear professional dresses and skirts that are no shorter than two inches above the bend of the knee in length, dressy slacks, capris, or other appropriate professional clothing.

C. Other support personnel shall wear attire in accordance with the workplace.

D. The following clothing is not considered "professional attire" pursuant to these guidelines: jeans, shorts, revealing/provocative shirts and tops, t-shirts, short skirts, spandex or similar tight outfits. Flip-flops, houseshoes, and other similar foot apparel are not considered professional attire.

E. Attire that is provocative or revealing, sloppy, too tight, or likely to be distracting is not considered professional or appropriate.

Grooming

Employees shall not wear any jewelry or similar artifacts that are either obscene, distracting, or may cause disruptions to the educational environment. Hats are not to be worn inside.

Waivers

A. Administrators shall have the discretion to determine the appropriateness of attire and grooming, and may make special exceptions for teachers in certain grades/subjects (i.e., career education courses, physical education) or for physical or medical necessities.

B. Waivers of the dress code for employees may be issued by the building principals and/or the Superintendent when school is not in session for the students, weather conditions warrant, or special events are conducted. Please refer to RCS Policy 3216.

EMPLOYEE ASSISTANCE PROGRAM (EAP) Policy - 3170.01

The School Board believes that early recognition and treatment of alcohol or drug abuse is important for successful rehabilitation, return to productive work, and reduced personal, family, and social disruption.

The Corporation encourages the earliest possible diagnosis and treatment for alcoholism and drug abuse and supports sound treatment efforts. Whenever feasible, and subject to the

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limitations described here, the Corporation will assist staff members in overcoming their alcohol or drug abuse problems. However, the decision to seek diagnosis and accept treatment for alcohol or drug abuse is primarily the individual staff member's responsibility.

Self-Referral

Staff members with personal alcohol or drug abuse problems should request assistance from the Director of Human Resources. Assistance will be provided on a confidential basis, and each staff member will be referred to the appropriate treatment and counseling services. Staff members who, in dealing with alcohol or drug abuse problems, voluntarily request assistance through the EAP may do so without jeopardizing their continued employment with the Corporation.

Corporation Referral

A positive test for the use of illegal drugs may result in immediate termination.

Special Considerations

All Corporation-requested staff member treatment and counseling will require, at a minimum, that the staff member immediately cease any alcohol and drug use/abuse and that the staff member be subject to periodic unannounced testing.

EMERGENCY SCHOOL CLOSINGS

When conditions warrant the delay, dismissal or cancellation of school, employees will follow the Emergency School Closing Procedures.

It is the responsibility of each employee to know the schedule to be followed during the emergency school closings. Current procedures are listed below.

Emergency School Closing Procedures

Option 1 – All Schools Closed

The following employees must report to work unless otherwise requested by immediate Administrator/Supervisor/Director.

All Administrators/Supervisors/Directors

ESE I, II and IIIA

Maintenance

Twelve-Month Secretaries

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Classified Support Service

- If the day is made up outside of the individual's work schedule, they will be paid at their hourly rate.
- Report to your building and work your normal schedule. Your supervisor may revise your schedule.
- You may be asked to report early or stay longer than the normal eight-hour day. Overtime pay will be in effect for non-exempt employees who work more than their normal eight-hour day.
- Circumstances may dictate that employees be directed not to report (Office of Human Resources will issue instructions).
- If an employee does not report to work, they must take a deductible day, vacation day, personal day or other approved day.

Option 2 – Two-Hour Delay

Employees shall report to work according to the following schedule:

All Administrators/Supervisors/Directors (regular time)

ESE I, II, and IIIA, Maintenance/Mechanics, All Secretaries and Classified Support Staff (regular time)

Paraprofessionals (two hours late)

Teachers, Counselors, Nurses, etc. (two hours late)

Central Kitchen and all employees on claim (one hour late)

ESE III (two hours late)

Substitute Teachers (two hours late)

Physical Therapist, Occupational Therapist, Physical Therapy Assistant (two hours late)

School Resource Officers, Behavior Specialists (two hours late)

- If delay is made-up outside of the individual's work schedule, they will be paid at their hourly rate.

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- Circumstances may dictate that employees be directed not to report to work (Office of Human Resources will issue instructions).
- If an employee does not report to work, they must take a deductible day, vacation day, personal day or other approved day.

Option 3 – Two- Hour Delay Followed by School Closing

Employees shall report to work according to the following schedule:

All Administrators/Supervisors/Directors (regular time)

ESE I, II, and IIIA, Maintenance (regular time)

Secretaries and Classified Support Staff (regular time)

All Central Kitchen Employees (Administrator on duty will issue instructions)

Teachers, Paraprofessionals, Counselors, Employees on Claim,

ESE III, Nurses, Sub Teachers, Physical Therapists, Occupational Therapist, and Physical Therapy Assistants, Resource Officers, Behavior Specialists – DO NOT REPORT

- If delay is made-up outside of the individual's work schedule, they will be paid at their hourly rate.
- Report to your building and work your normal schedule. Your supervisor may revise your schedule.
- You may be asked to report early or stay longer than the normal eight-hour day. Overtime pay will be in effect for non-exempt employees who work more than their normal eight-hour day.
- Circumstances may dictate that employees be directed not to report to work (Office of Human Resources will issue instructions).
- If an employee does not report to work, they must take a deductible day, vacation day, personal day or other approved day.

Option 4 – Early Dismissal

All Administrators/Supervisors/Directors (regular time)

Central Kitchen Workers (regular time)

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ESE I, II, III, Maintenance (regular time)

All Secretaries (regular time)

Classified Support Staff (regular time)

The following employees may leave when dismissed:

Paraprofessionals

Teachers

Resource Officers

Counselors

Central Kitchen on Claim

Behavior Specialists

Nurses

Employees on Claim

Physical Therapists

Substitute Teachers

Physical Therapy Assistants Occupational Therapists

- If early dismissal is made-up outside of the individual's work schedule, they will be paid at their hourly rate.
- Circumstances may dictate that employees be directed not to report to work (Office of Human Resources will issue instructions).
- If an employee does not report to work, they must take a deductible day, vacation day, personal day or other approved day.

EMERGENCY PROCEDURES

In the case of an emergency by fire, tornado, earthquake, etc., students, employees and visitors will follow the approved procedures established for the specific emergency. It is the responsibility of each building principal to post procedures in a prominent location and to conduct appropriate emergency drill procedures.

ENERGY CONSERVATION

Our mission must be to provide the best possible education for our students. With rising energy costs, we must all do our share to conserve energy. There are a few simple things we can do to conserve energy:

- Keep all doors and windows closed for proper climate control
- Turn off all computers, computer monitors, printers, smart boards and other electronic devices nightly
- When exiting classrooms and offices, turn off lights

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- Personal electric appliances are not permitted without the principal's authorization

EXTRA DUTY POSITIONS

As vacancies in extra duty positions occur, consideration shall first be given to qualified bargaining unit members who make application for the position.

A vacancy occurs when the individual holding the position during the immediate past academic year resigns or is dismissed from the specific position prior to the commencement of service.

Assignments listed in the Master Contract as "Other Extra Duty" are positions associated with regular teacher assignments and do not require posting.

FACULTY MEETINGS

Faculty meetings are held in each building. To the degree possible, building principals will give advance notice of the meetings.

FAMILY MEDICAL LEAVE ACT

Employee Rights and Responsibilities under the Family Medical Leave Act (FMLA). Please refer to the guidelines below.

Basic Leave Entitlement

FMLA requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to eligible employees for the following reasons:

- For incapacity due to pregnancy, prenatal medical care or child birth;
- To care for the employee's child after birth, or placement for adoption or foster care;
- To care for the employee's spouse, son or daughter, or parent, who has a serious health condition; or
- For a serious health condition that makes the employee unable to perform the employee's job.

Military Family Leave Entitlements

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 may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events,

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arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

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 during a single 12-month period. A covered service member is a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty on active duty that may render the service member medically unfit to perform his or her duties for which the service member is undergoing medical treatment, recuperation, or therapy; or is in outpatient status; or is on the temporary disability retired list.

Benefits and Protections

During FMLA leave, the employer must maintain the employee's health coverage under any "group health plan" on the same terms as if the employee had continued to work. Upon return from FMLA leave, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms.

Use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave.

Eligibility Requirements

Employees are eligible if they have worked for a covered employer for at least one year, for 1,250 hours over the previous 12 months, and if at least 50 employees are employed by the employer within 75 miles.

Definition of Serious Health Condition

A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job, or prevents the qualified family member from participating in school or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than 3 consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

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Use of Leave

An employee does not need to use this leave entitlement in one block. Leave can be taken intermittently or on a reduced leave schedule when medically necessary. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the employer's operations. Leave due to qualifying exigencies may also be taken on an intermittent basis.

Substitution of Paid Leave for Unpaid Leave

Employees may choose or employers may require use of accrued paid leave while taking FMLA leave. In order to use paid leave for FMLA leave, employees must comply with the employer's normal paid leave policies.

Employee Responsibilities

Employees must provide 30 days advance notice of the need to take FMLA leave when the need is foreseeable. When 30 days' notice is not possible, the employee must provide notice as soon as practicable and generally must comply with an employer's normal call-in procedures.

Employees must provide sufficient information for the employer to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions; the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. Employees also must inform the employer if the requested leave is for a reason for which FMLA leave was previously taken or certified. Employees also may be required to provide a certification and periodic recertification supporting the need for leave.

Employer Responsibilities

Covered employers must inform employees requesting leave whether they are eligible under FMLA. If they are, the notice must specify any additional information required as well as the employees' rights and responsibilities. If they are not eligible, the employer must provide a reason for the ineligibility.

Covered employers must inform employees if leave will be designated as FMLA-protected and the amount of leave counted against the employee's leave entitlement. If the employer determines that the leave is not FMLA-protected, the employer must notify the employee.

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Unlawful Acts by Employers

FMLA makes it unlawful for any employer to:

- Interfere with, restrain, or deny the exercise of any right provided under FMLA;
- Discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

Enforcement

An employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against an employer.

FMLA does not affect any Federal or State law prohibiting discrimination, or supersede any State or local law or collective bargaining agreement which provides greater family or medical leave rights.

FMLA section 109 (29 U.S.C. § 2619) requires FMLA covered employers to post the text of this notice.

JOB DESCRIPTIONS

Job descriptions are found on the RCS website at Staff Links. It is the responsibility of each teacher to be familiar with his/her own job description.

LESSON PLANS

Lesson planning is foundational to quality instruction. Lesson plans are to be made available to the building principal on request. Instructions for substitutes will be provided by the teacher. Teachers who will be out for a long term absence should plan for two weeks. The substitute teacher should provide the regular teacher with a written summary of the day's work.

It is recognized that there are extenuating circumstances that may arise from time to time concerning the responsibilities in this section. The building principal should give appropriate consideration to such circumstances.

Emergency lesson plans will be completed and filed in the Principal's Office in the case of an unexpected absence. Once the plans are filed, they can be updated as necessary.

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MESSENGER MAIL

The teacher's association will be allowed use of the School Messenger Mail Service and RCS email under the rules and regulations governing all school mail and Acceptable Use Policy for email established by the School Corporation for use of this service.

NAME AND ADDRESS CHANGES

Employment records must be kept up to date. Employees must notify the office of Human Resources if there are any changes to their name, home address, contact telephone number, marital status, emergency contact, or beneficiary. The form to process a change is available in the Office of Human Resources.

PARENT-TEACHER CONFERENCES

To the degree possible conferences will be scheduled so that teachers make contact with parents regarding student progress. There is an expectation that teachers contact parents or guardians in the event there are problems and/or concerns and when student behaviors or progress warrants celebration.

PERFORMANCE EVALUATION

Evaluations of the professional staff members shall comply with provisions of Indiana Statute. In all cases, evaluation procedures are established and ensure that the same process is used for similar positions and the confidentiality of the staff member is protected.

PERSONNEL FILE ACCESS

Upon request, teachers may have access to all information in their personnel file, except letters of recommendation. He/She may also have copies at his/her own expense of all information in his/her personnel file. The teacher shall have the right to answer any material filed and his answer shall be affixed to such material.

A teacher shall have access to all records that are to be used by RCS, its officers and representatives, to promote, discipline consisting of a written reprimand or discipline of greater severity, demote, dismiss or transfer that particular teacher.

POSITION POSTINGS – CERTIFIED EMPLOYEES

A posting is an announcement of certified openings/vacancies. As open positions occur, they may be posted for a period of time on the RCS website – www.rcs.k12.in.us, in each school building (during the regular teachers' 186 day contract) and in the Human Resources Office at the Administration Building (year round).

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PREPTIME

Preparation time, if available and/or provided, is intended to be time that the teacher prepares instructional materials and other resources for teaching. Leaving the building is not permitted without prior approval of the principal.

PROFESSIONAL ETHICS – Policy 3210

An effective educational program requires the services of men and women of integrity, high ideals, and human understanding. To maintain and promote these essentials, the School Board expects all professional staff members to maintain high standards in their working relationships.

Professional staff members in the performance of their professional duties will:

- recognize basic dignities of all individuals with whom they interact in the performance of duties;
- represent accurately their qualifications;
- exercise due care to protect the mental and physical safety of students, colleagues, and subordinates;
- seek and apply the knowledge and skills appropriate to assigned responsibilities;
- keep in confidence such information as they may secure, unless disclosure is required by law, authorized by the Superintendent, or is necessary to protect the health and welfare of the student or others;
- ensure that their actions or those of another on their behalf are not made with specific intent of advancing private economic interests;
- avoid accepting anything of value offered by another for the purpose of influencing judgment;
- refrain from using their position or public property, or permitting another person to use an employee's position or public property for partisan political or sectarian religious purposes. This will in no way limit constitutionally or legally protected rights as a citizen.

PUBLIC LAW 221

Teachers are required to participate in annual revisions and the development of the school improvement process under Public Law 221.

STAFF LIABILITY FOR STUDENT WELFARE Policy - 3213

Professional staff members are responsible for the safety of students on the grounds and within Corporation facilities. In addition to requirements specified in Policy 3213, the

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following guidelines are provided to minimize the occurrence of situations in which staff members may incur liability for actions related to students:

Each professional staff member:

- should not leave students unattended;
- should not leave an unqualified person in charge of students;
- should accompany students wherever they are assigned and remain with them until supervision is assumed by another responsible person;
- should ensure students do not use noncorporation-owned and/or maintained equipment or other equipment which may be potentially dangerous or use facilities or equipment except for the intended purpose;
- should organize classroom materials and equipment so as to minimize danger of injury to students and to self.

STUDENTS' RIGHT TO PRIVACY - U.S. Department of Education FERPA

The use of data is vital to ensuring the best education for our children. However, the benefits of using student data must always be balanced with the need to protect students' privacy rights. Students and their parents should expect that their personal information is safe, properly collected and maintained and that it is used only for appropriate purposes and not improperly re-disclosed. It is imperative to protect students' privacy to avoid discrimination, identity theft or other malicious and damaging criminal acts. All education data holders must act responsibly and be held accountable for safeguarding students' personally identifiable information – from practitioners of early learning to those developing systems across the education continuum (P-20) and from schools to their contractors. The need for articulated privacy protections and data security continues to grow as Statewide Longitudinal Data Systems (SLDS) are built and more education records are digitized and shared electronically. As States develop and refine their information management systems, it is critical that they ensure that student information continues to be protected and that students' personally identifiable information is disclosed only for authorized purposes and under the circumstances permitted by law. All P-20 stakeholders should be involved in the development of these statewide systems and protection policies.

SUSPECTED CHILD ABUSE - Policy 3362

State law requires any school teacher or school employee who knows or suspects that a child under the age of eighteen (18) is a victim of child abuse or neglect to immediately report that knowledge or suspicion to the school principal or Superintendent, who must notify the local child protection service. If, during the course of a harassment investigation,

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the Complaint Coordinator or a designee has reason to believe or suspect that the alleged conduct reasonably indicates abuse or neglect of the Complainant, a report of such knowledge must be made in accordance with State law and Board Policy.

If the Complaint Coordinator or a designee has reason to believe that the Complainant has been the victim of criminal conduct as defined under Indiana law, such knowledge should be reported to local law enforcement.

Any reports made to the local child protection service or to local law enforcement shall not terminate the Complaint Coordinator's or a designee's obligation and responsibility to continue to investigate a complaint of harassment. While the Complaint Coordinator or a designee may work cooperatively with outside agencies to conduct concurrent investigations, in no event shall the harassment investigation be inhibited by the involvement of outside agencies without good cause after consultation with the Superintendent.

SUMMER SCHOOL ASSIGNMENT

- Positions in summer school will be filled first by teachers employed in the school district during the regular school year. RCS administrative staff will make selections for summer school and adult credit courses. Consideration will be given to the following:
 - Area of Certification
 - School Year assignment – subject and grade level
 - Course development
 - Previous success – as determined by academic year teacher evaluation

SUPPLEMENTAL CONTRACTS

The Superintendent will set pay rates for all supplemental contracts in accordance with IC 20-28-6-7.

STUDENT INFORMATION

Unless otherwise directed, attendance, academic and behavioral progress must be taken and recorded in PowerSchool each day as required by the school you are assigned. Please follow the coding procedures as outlined.

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TEACHER PLACEMENT

Definitions

- **Vacancy** - A vacancy is a position that remains unassigned after the building assignments have been determined and written requests for transfer have been processed.
- **Openings** - An opening is an unassigned teaching position after building assignments have been made.
- **Displaced Teachers** - A displaced teacher is a bargaining unit member required to transfer from a building as a result of reduced staffing levels.
- **Transfer** - A transfer is the movement of a certified bargaining unit member from one building to another.
- **Reassignment** - A reassignment is the placement of elementary teachers from one grade level to another within the same building or the placement of middle and high school teachers from one discipline to another in three or more classes.

RICHMOND COMMUNITY SCHOOLS NON-DISCRIMINATION POLICY

It is a policy of Richmond Community Schools not to discriminate on the basis of race, color, religion, sex, national origin, age or disability in its educational programs or employment policies as required by the Indiana Civil Rights Act (IC.22-9-1), IC 20-8-1-2, Title VI and VII of the Civil Rights Act of 1964, the Equal Pay Act of 1973, Title IX (1972) Educational Amendments), Section 504 of the Rehabilitation Act of 1973. Inquiries regarding Richmond Community Schools compliance with Title IX, Section 504 or the Americans with Disabilities Act should be directed to the Director of Student Services (student/parent) or Director of Human Resources employee/applicant) 300 Hub Etchison Parkway, Richmond, Indiana, 47374, or to the Office for Civil Rights, US Department of Education, Washington, D.C.

Richmond Community Schools is an Equal Opportunity Employer. We do not discriminate on the basis of race, religion, color, sex, age, national origin, or disability.

In conjunction with the Social Security Administration and the Department of Homeland Security, the Richmond Community Schools Corporation participates in the E-Verify system in order to verify the work authorization of new employees.

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CERTIFICATE OF RECEIPT

This is to certify that I have been provided with a copy of the Richmond Community Schools Certified Staff Handbook. I understand as an employee of Richmond Community Schools it is my responsibility to become familiar with all rules and regulations set forth in the RCS Certified Staff Handbook.

Employee Signature: _____

Date: _____

Authorized Employer Representative: _____