



What Do I Need to Know?

As a condition of employment, employees are required to familiarize themselves with the Employee Handbook as well as relevant Board Policies and Regulations governing the different aspects of their work.

In general, all employees are expected to be familiar with Board Policies and Regulations that include, but are not limited to, Personnel Issues (Section G) found on aacps.org under the Board of Education tab.

The Employee Handbook is updated periodically, as needed, and is available on the internet. **As Policies change and Regulations are updated, employees are expected to make themselves aware of changes that impact their employment.**

Finally, employees covered by collective bargaining agreements can find those resources on the AACPS internet and intranet under Employee Relations.



Human Resources

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ANNE ARUNDEL
COUNTY PUBLIC SCHOOLS

Anne Arundel County Public Schools
Division of Human Resources

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What Every Employee Must Know

*A Guide to
Employee Resources regarding
Employment Expectations*

Anne Arundel County Public Schools
Division of Human Resources

ALL employees have the responsibility to understand the expectations of their employment with AACPS and to be aware of all resources available to them.

All staff should avail themselves of technological resources available at their work location, at home, or at the public library. Any employee having trouble accessing this information should contact his or her Principal or Supervisor for additional assistance or call Human Resources.

Where Do I Find...?

Employee Handbook *(internet)*
www.aacps.org > Human Resources/Employment > Employment Policy

Board Policies and Regulations *(internet)*
www.aacps.org > Board of Education > Board Policies/ Administrative Regulations
(including, but not limited to)

- Absence without
- Authorized Leave **GADD/GADD-RA**
- Anti-Harassment – Employees **GAGG/GAGG-RA**
- Child Abuse/Neglect-Reporting **JEF/JEF-RA**
- Computer Ethics and Security **DI/DI-RA**
- Dating Between Employees and Students **GBV/GBV-RA**
- Drug-, Alcohol- and Tobacco-Free Work Environments **GAC/GAC-RA**
- Employee Complaints and Grievances **GAHH/GAHH-RA**
- Nepotism **GAF/GAF-RA**
- Self Reporting Charge/Arrest/ Conviction **GANN/GANN-RA**

Collective Bargaining Agreements *(intranet)*
<https://intranet.aacps.org/Dept/EmployeeRelations/default.aspx>
click on Departments > Employee Relations

Other Frequently Requested Employee Forms
(Internet & intranet)
 FMLA, return to work release, leave of absence, retirement, resignation, certification, tuition reimbursement, benefits, tax withholding, direct deposit

Board Policies & Administrative Regulations

www.aacps.org > Board of Education > Board Policies/ Administrative Regulations *(internet)*

The list below reflects the change from a numeric classification system to a letter classification system in the Table of Contents for Board Policies & Administrative Regulations.

Section A: Foundations & Basic Commitments
(formerly Section 100 – Basic Commitments)

Section B: School Board Governance & Operations
(formerly Section 200 – Board of Education)

Section C: General School Administration
(formerly Section 300 – Administration)

Section D: Fiscal Management
(formerly Section 400 – Business)

Section E: Support Services
(formerly Section 700 – School/Support Services)

Section F: Facilities Planning & Development

Section G: Personnel
(formerly Section 800 – Personnel)

Section H: Negotiations

Section I: Instruction
(formerly Section 600 – Instruction)

Section J: Students
(formerly Section 900 – Students)

Section K: School-Community Relations
(formerly Section 500 – Community Relations)

Section L: Education Agency Relations

Self-Reporting Charges, Arrests, and Convictions

NEW

An employee, whether full- or part-time, probationary or non-probationary, or employed in a temporary or seasonal capacity, shall report the following charges, arrests, or convictions to the Office of Investigations **within 24 hours** (daytime phone: **410-222-5286**, after hours: **410-222-5998**; or email: **employeeeselfreporting@aacps.org**), absent extraordinary and compelling circumstances as determined in the sole, exclusive, and reasonable discretion of the Office of Investigations:

Charges, arrests, and convictions (or the equivalent in any jurisdiction) to be reported:

- (1) Crimes against person(s) which put person(s) at risk
- (2) Crimes of a sexual nature
- (3) Crimes involving weapons
- (4) Crimes involving drugs
- (5) Crimes against property
- (6) Crimes involving religious and ethnic matters (hate crimes)
- (7) Crimes involving money/fiscal matters
- (8) Crimes involving animal cruelty

Criminal Traffic Violations to be reported:

- (1) Driving under the influence of alcohol (DUI)*
- (2) Driving while impaired by alcohol (DWI)*
- (3) Driving while impaired by alcohol and drugs*
- (4) Driving while impaired by controlled substances*
- (5) Driving with a suspended/revoked license
- (6) Driving uninsured
- (7) Driving while not licensed
- (8) Leaving the scene of an accident (hit and run)
- (9) Reckless driving
- (10) Negligent driving
- (11) Fraudulent use of a license
- (12) Failure to remain at scene of accident involving bodily injury
- (13) Failure of driver to stop after unattended vehicle damage
- (14) Manslaughter by automobile
- (15) Fleeing from or attempting to elude police officers

More detailed information can be obtained by reviewing Board Regulations GANN-RA and GAC-RA.