

Anne Arundel County Public Schools  
Division of Human Resources

# Employee Handbook





Dear Anne Arundel County Public School Employee:

The Employee Handbook provides pertinent information Anne Arundel County Public School employees need to know, including references and resources to assist in your employment with the school system.

This handbook provides valuable information that will assist you while you are employed by AACPS. Please utilize this handbook as a helpful resource when questions or concerns arise regarding the school system and its operations.

Anne Arundel County Public Schools has a talented and committed workforce that strives to contribute to the nurturing and educating of all of our students.

Thank you for your commitment and tireless efforts on behalf of the students we serve.

Sincerely,

A handwritten signature in black ink that reads "Jessica S. Cuches".

Jessica S. Cuches, Esq.  
Executive Director of Human Resources

*In the event that any information contained in this Handbook conflicts with law, Board of Education policy or Negotiated Agreements, it is superseded by those documents.*



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## Disclaimer

Anne Arundel County Public Schools is a large and changing system. As such, the Superintendent and Board of Education of Anne Arundel County (Board) reserve the right to amend, modify, or delete provisions in this Employee Handbook without prior notice. These changes will occur via the normal administrative process or through direct Board action.

This handbook is designed as a general guide for school system employees, whether full- or part-time, probationary or non-probationary, or employed in a temporary or seasonal capacity (i.e. substitute teacher, substitute custodian, coach), to provide basic information about matters of interest and concern to employees and the school system leadership. The handbook contains brief descriptions of many items and often contains references to negotiated agreements, Board Policies and Administrative Regulations, and school system offices. The handbook is not intended to replace these resources, but rather to provide a one-document summary and reference point of items which are useful to all employees and especially to those new to the system.

The handbook is not a contract. In fact, only the Board has the authority to enter into a contract with an employee. In addition, the handbook does not replace or supersede any negotiated agreement, Board Policy or Administrative Regulation. The Board and the Superintendent reserve the right to modify or amend any Board Policy or Administrative Regulation at any time.

If there is any inconsistency between the contents of this handbook and Board Policies or Administrative Regulations, Board Policies and Administrative Regulations will govern.

## Overview

Welcome to Anne Arundel County Public Schools (AACPS), the fourth largest school system in Maryland in terms of student enrollment and one of the top 50 school systems in the country. Located on the magnificent Chesapeake Bay, Anne Arundel County is near the cities of Baltimore and Washington D.C. It encompasses urban, suburban, and rural areas.

Anne Arundel County Public Schools offers a comprehensive system-wide curriculum from kindergarten through grade 12. Curriculum documents that define the instructional program at each grade level are available for review at each school.

A prekindergarten program for four-year-olds is offered in selected schools.

At the elementary level, students receive a balanced program that includes integrated language arts, reading, mathematics, science, social studies, art, music, media, instructional technology, health, and physical education. Strings instruction begins in the third grade, and instrumental music instruction begins in the fourth grade.

The basic academic subjects of English/language arts, reading, mathematics, science, and social studies are provided in middle school and high school. Secondary students also receive instruction in foreign language, instructional technology, art, music, physical education and dance, health, library media, career and technology education, industrial arts, and family and consumer sciences.

At the high school level, students may specialize in career and technology programs offered at the county's two centers of applied technology.

Students have enrichment opportunities through academic offerings as well as through the school system's outdoor education program. Outdoor education, which serves students in kindergarten through grade 12, charges fees based on students' length of stay at the outdoor centers.

A continuum of special education service is provided in all schools to ensure educational access and success for students with disabilities. Special education services and support from school counselors, pupil personnel workers, and psychologists are provided in all schools.

English for Speakers of Other Languages (ESOL) services are provided in all schools, based upon need. Additional educational opportunities are provided through summer school and evening high school for elementary and secondary students. A summer school fee schedule is published each spring.

The county's diverse student population of approximately 82,000 is educated by a staff of approximately 6,500 teachers, the majority of whom have continued their professional development to attain masters' equivalency or higher.

## The Board of Education of Anne Arundel County

Until December 2020, the Board is comprised of four elected members, four appointed members, and one student member. Beginning in December 2020, the board will have seven elected members (one representing each of the seven Councilmanic districts) and one student member. The student member remains the only one on a local Board in the nation with full voting rights.

The day-to-day administration of the school system is the responsibility of the Superintendent of Schools, who is appointed by the Board. There is no limit to the number of terms a superintendent may serve.

## An Overview of Standards of Ethical Conduct for Employees

All employees of AACPS are expected to make every effort to create an atmosphere that nurtures the educational process and provides a safe environment for employees and students. All employees shall demonstrate responsible and ethical conduct toward students, fellow employees, parents, and the community.

These standards are intended to define ethical conduct for all employees of AACPS and to provide guidelines for professional conduct expected by the Board and the community it serves.

Employees should understand that not all inappropriate, improper, or unethical conduct may be included in this publication. As such, employees are expected to use their best judgment in all practices of their employment relationship with AACPS.

### I. Employee Ethical Conduct

Employees shall maintain the highest ethical standards by respecting and obeying the applicable laws, demonstrating personal integrity, diplomacy, and displaying absolute honesty toward fellow employees, students, parents, and the community.

1. All employees shall not misrepresent themselves or their position.
2. All employees will exercise fiscal responsibility with public funds entrusted to their care.
3. No employee shall use his/her institutional or professional position for personal or partisan gain in communications, interactions, or exchanges with fellow employees, subordinates, or any member of the public.
4. All employees shall adhere to all Board Policies and Regulations, school system procedures, and legal standards.

5. All employees have the right and responsibility to recognize illegal or improper situations and seek their resolution. Where necessary, in accordance with the appropriate negotiated agreement and Board Policy, employees have the responsibility to report such behavior to their supervisor.
6. No employee shall discriminate on the basis of race, color, religion, national origin, sex, age, marital status, sexual orientation, genetic information, gender identity, or disability.

### II. Ethical Conduct toward Colleagues

1. All employees will treat colleagues in a dignified and just manner and ensure equitable treatment for all employees.
2. No employee shall disclose confidential information concerning colleagues unless disclosure is for professional purposes or required by law.
3. While performing professional duties, no employee shall make a false statement concerning a colleague or the colleague's actions.

### III. Ethical Conduct toward Students

1. All employees shall make every reasonable effort to deal considerately with each student and shall seek to resolve all matters in a fair and just manner.
2. No employee shall disclose confidential information concerning students unless disclosure is for professional purposes consented to by the student's parents or the student, if the student is at least 18, or such disclosure is required by law.

## An Overview of Standards of Ethical Conduct cont.

3. All employees shall exhibit professional and appropriate relationships with students.
4. All employees shall communicate and interact appropriately with students refraining from the use of profanity or lewd words and from touching students inappropriately.
5. All employees must not fraternize or socialize with students on a one-to-one basis after school hours and off school grounds, including phone calls, written communications (letters, notes, emails, text messages), social or visual media of an intimate or sexual nature, or beyond AACPS designated duties, except as provided by Board Policy or Administrative Regulation.
6. No employee of AACPS shall exclude a student from participating in any program, deny benefits or grant an advantage to any student on the basis of color, religion, national origin, sex, age, sexual orientation, genetic information, gender identity, or familial status.
7. All employees must comply with Board Policies and Administration Regulations concerning employee and student interaction and confidential student records.

### IV. Ethical Conduct toward Parents and Community

1. All employees shall make every effort to understand community standards, recognize cultural influences and how they affect the educational process, and respond appropriately to them.
2. No employee shall interfere with or attempt to influence a student or parent in the exercise of their political and citizenship rights and responsibilities.
3. In the normal course of their activities, all employees shall present a positive image of the school system to the community.

### V. Standards Test

Whenever employees are confronted with a matter of right and wrong that requires a decision concerning personal behavior, the following questions should be used to guide their actions:

- Are my actions illegal?
- Do my actions and/or language violate Board Policy or procedures?
- Do my actions violate the community standards for proper behavior?
- Do my actions interfere with the proper image of a professional employee of the school system and/or reflect upon my fitness to perform my assigned duties?

If the answer to any one of these questions is “YES” **do not engage in the behavior!**

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Under no circumstances shall an AACPS employee be involved in any of the following activities or behavior:

- Immorality;
- Misconduct in office, which includes knowing failure to report suspected child abuse in violation of 5-704 of the Family Law Article;
- Insubordination; or
- Willful neglect of duty.

## Non-Discrimination and Anti-Harassment

BOE POLICY: **GAGG** – *Non-Discrimination and Anti-Harassment - Personnel*

BOE POLICY: **JCCA** – *Bullying/Cyberbullying/Harassment and Intimidation/Hazing/Bias Behavior*

The Board is committed to providing all employees with a safe and supportive work environment that is free from discrimination and harassment. The Board opposes and prohibits discrimination and harassment on the basis of race, color, religion, national origin, sex, age, marital status, sexual orientation, genetic information, gender identity, or disability. This policy applies to all supervisory and non-supervisory personnel.

**Harassment** is defined as verbal or physical conduct that has the purpose or effect of unreasonably interfering with employment based on an individual's membership in the foregoing protected classes. Harassment can include any unwelcome verbal, written, electronic communication (i.e., e-mail, social media, and blogs that are related to the work environment), or physical conduct regardless of the methodology of transmission, which offends, denigrates, or belittles any individual. Such conduct includes, but is not limited to, the following:

Unwelcome verbal, written, or physical conduct directed at the characteristics of a person's:

- **Race or color**, such as nicknames emphasizing stereotypes, racial slurs, and negative references to racial customs.
- **Sex**, such as unwelcome sexual advances, requests for sexual favors, sexual gossip or personal comments of a sexual nature, sexual jokes, demanding sexual favors, forcing sexual activity by threat of punishment or offer of reward, obscene graffiti, displaying pornographic materials, and offensive touching, grabbing, kissing, hugging or restraining someone's movement in a sexual way.

- **National origin**, such as derogatory comments regarding surnames, language, or ethnic slurs.
- **Religion**, such as derogatory comments regarding religious tradition or religious clothing.
- **Disability**, such as the manner of speaking or movement.
- **Sexual orientation**, such as name calling and imitating mannerisms.

Employees alleging discrimination or harassment by an employee should notify a supervisor promptly. Supervisors must notify the Division of Human Resources of all reports of discrimination and harassment and proceed at that office's direction. If an employee's immediate supervisor is the alleged perpetrator, the employee shall report the allegations to the supervisor's supervisor or directly to the Division of Human Resources at 410-222-5286.

All complaints of discrimination and harassment shall be investigated in accordance with procedures specified in the administrative regulations created to implement this policy. The school system shall discipline or take other appropriate action with regard to members of the school community who engage in discrimination and harassment, in accordance with these policies and their respective administrative regulations. AACPS strictly prohibits retaliation against any employee for filing of a complaint.

## Child Abuse-Neglect Reporting

BOE POLICY: **JEF** –*Child Abuse-Neglect Reporting*

All AACPS employees must immediately file a report with the Department of Social Services (DSS) when they have reason to believe that a child has been neglected, or physically, or sexually abused, or that the child has been the subject of a mental injury.

Oral reports must be made immediately to the DSS upon receiving information of alleged abuse or neglect. Written reports must be completed within 48 hours of receiving the information.

The failure of a school system employee to report suspected abuse or neglect, in accordance with the law and Board Policy JEF–Child Abuse-Neglect Reporting, will result in disciplinary action, which may include written reprimand, suspension, dismissal, and loss of certification.

### Defining Child Abuse and Neglect:

#### *Child Physical Abuse:*

The physical injury of a child by a parent, caretaker, or household or family member, under circumstances that indicate that the child's health or welfare is harmed or at substantial risk of being harmed.

#### *Child Sexual Abuse:*

Any act that involves sexual molestation or exploitation of a child by a parent, caretaker, or household or family member. **Includes human trafficking**, electronic exploitation, and **grooming for sexual activity**.

#### *Child Neglect:*

A failure to provide proper care and attention to a child, including **leaving a child unattended**, by a parent, caretaker, or household or family member.

#### *Mental Injury:*

The observable, identifiable and substantial impairment of a child's mental or psychological ability to function, such that the child is harmed or placed at substantial risk of being harmed. This impairment is alleged to have been caused by a parent, caretaker, or household or family member.

### Procedures for Reporting Suspected Child Abuse or Neglect:

- Step 1: Reporters should obtain required information and complete the electronic "Report of Suspected Child Abuse/Neglect" form on the intranet, located in the [Student Support Services](#) section.
- Step 2: Contact the DSS at **410-421-4800** to file the oral report. This number shall be used at all times, including evenings, weekends, and holidays.
- Step 3: If the suspected abuser is an AACPS employee or volunteer, following the initial call to DSS, the reporter, principal, or designee must immediately contact the Office of Investigations at 410-222-5286.

## Dating between Employees & Students

BOE POLICY: **GBV** – *Dating between Employees and Students*

Employees and adult volunteers shall exercise reasonable care in protecting students from harm. Employees and adult volunteers shall exhibit professional and appropriate relationships with students.

### Definitions:

Dating between employees or adult volunteers, regardless of where the dating occurs, and students includes, but is not limited to, a social appointment, engagement, or occasion, pre-planned or not, between an employee or adult volunteer and a student where the purpose is to initiate or continue an intimate personal relationship for personal pleasure or sexual gratification.

Sexual relationships include, but are not limited to, sexual contact or conduct, in person or through communication, occurring between or involving two or more persons.

Examples include:

- Inappropriate touching or fondling
- Intimate kissing
- Phone calls, written communications (letters, notes, emails, text messages), social or visual media of an intimate or sexual nature
- Allowing, permitting, encouraging or engaging in obscene or pornographic discussion, oral or written, display, or photography
- Accepting or giving gifts of a sexual/intimate nature
- Filming or depiction of a child as prohibited by law

- Communications that include intentional sexual innuendoes
  - Any kind of sexual penetration, sexual molestation, sexual exploitation
  - Sexual intercourse
1. Employees and adult volunteers shall not date or have sexual relations with any student.
  2. Under unusual circumstances, exceptions to this policy may be granted with regard to adult students attending Evening High School and the Maryland External Diploma program. Written applications for exceptions may be submitted by the employee or adult volunteer to the Office of the Superintendent. No exception will be granted where the employee or adult volunteer has direct responsibility or supervision for the student.
  3. Principals/supervisors shall review this policy with employees and adult volunteers at the beginning of each school year. Information concerning this policy shall also appear in the Student Handbook each school year.
  4. A violation of this policy will result in disciplinary action, which may include written reprimand, suspension, or dismissal.

## Drug, Alcohol and Tobacco-Free Work Environments

BOE POLICY: **GAC** – *Drug, Alcohol, and Tobacco-Free Work Environments*

All worksites within the jurisdiction of the Board are designated as drug, alcohol and tobacco-free workplaces. Compliance with the standards of conduct in the policy are mandatory. Violations of the policy will result in notification to appropriate law enforcement agencies and in the imposition of disciplinary sanctions, which may include suspension or termination of employment.

All employees are required to report any arrest or conviction for the illegal use of drugs or alcohol-related incidents to their supervisor, within five (5) days.

All worksites within the jurisdiction of the Board are designated as smoke-free workplaces.

The sale or use of tobacco in any form, including electronic cigarettes or vapor pens, is prohibited at all times in all system-owned or leased buildings and vehicles, and on all system-owned or leased grounds. Violations of this policy will result in disciplinary sanctions.

The complete policy statement and its companion administrative regulation can be found in the Board's Policies and Regulations Manual under GAC – Drug, Alcohol and Tobacco-Free Work Environments.

### Drug Testing

Employees will report to work in a condition fit to perform their assigned duties. Reporting to work, or to any Anne Arundel County Public School facility or sponsored event, under the influence of, or showing signs of the use of drugs or alcohol is a violation of Board Policy and will subject the employee to disciplinary action which may include suspension or termination of employment.

Supervisors may recommend to the Superintendent or designee that an employee submit to drug or alcohol testing when the department head or supervisor is convinced that there is reasonable suspicion that the employee has used, or is using, alcohol or illegal drugs on Board property, or is impaired in any way on Board property.

## Employer Responsibilities

1. The employer must consider the discipline process as a corrective tool to modify unacceptable behavior.
2. The employer must ensure that employees are treated fairly and consistently.
3. The employer must ensure that employees have been made aware of or should have been aware of a directive, policy, regulation, and operating procedures.
4. The employer has an obligation to investigate violations of rules, regulations, and policies.
5. The employer shall use progressive discipline, as appropriate. In cases of egregious conduct, suspension or termination may be warranted without the use of progressive discipline.

## Employee Rights/Obligations

1. Employees have a right to consistent and predictable employer responses to the violation of rules.
2. Employees have a right to fair discipline based on facts.
3. Employees have a right to reasonably question the facts and present a case.
4. Employees have a right to appeal the disciplinary decision.
5. Employees have an obligation to cooperate with an internal investigation.
6. Employees have a right to obtain their own representation.

## Investigations

BOE POLICY: **BAG** – *Investigations and Due Process*

Neither the Board as a whole nor any individual member will investigate or act on formal communications or complaints from staff, parents, or other citizens until a referral has been made to the Superintendent.

Only when an unsatisfactory resolution has been made by the Superintendent, will formal communications and complaints be considered by the Board. In that case, the aggrieved party may request a hearing. The Board may consider the appeal itself or refer it to a hearing examiner.

No Board employee will be given a hearing by the Board while a grievance on the subject is being processed in accordance with the formal grievance procedure or while any other administrative appeal by the employee on the subject is proceeding at a level which may lead to Board action.

## Responsible Use of Computers and Electronic Communication Tools and Systems

AACPS acknowledges that the principles of freedom of speech and privacy of information have important implications relating to computers and electronic communication services. Accordingly, AACPS has adopted Security Policies, Administrative Regulations, and Acceptable Use Policies (AUP) to reflect these values within the context of its legal and ethical obligations.

To ensure that these policies and procedures are followed, AACPS reserves the right to monitor the use of computer and electronic communication resources. All electronic communications transmitted to or from AACPS, including related equipment, software, and systems, are considered the property of AACPS. Users are not entitled to any expectation of privacy.

### Purpose

This document communicates the rules that define the acceptable use of computer equipment and electronic resources for AACPS. These rules are in place to protect the school system, its employees, students, and individuals who have a legitimate need to use computer resources within AACPS. Inappropriate use potentially exposes AACPS to risks such as malicious attacks, compromised network resources, and costly legal challenges.

Effective security is a team effort involving the participation and support of every AACPS employee and student who interacts with computer resources as part of their normal daily routine. It is the responsibility of every technology user to understand these rules and to conduct their activities accordingly.

### Scope

These rules apply to employees, contractors, consultants, temporary employees, volunteers, students, and any other persons who are granted access to AACPS electronic resources. All computer resources that are located within AACPS property, regardless of whether they are owned or leased by the school system, another organization or another individual, are included. Laptops, desktops, and any other mobile or computing devices are included regardless of physical location.

### Board Policy and Administrative Regulations Overview

Board Policies may be found on <http://aacpsschools.org/boardpolicies/>

#### ***Board Policy: DI – Technology Use and Security***

This Board Policy defines AACPS criteria under which computer technology and associated resources may be used and what recourse may be taken should the criteria not be followed.

It also establishes that the responsibility for both ethical behavior and the protection of computer resources rests with the individuals using them.

#### ***Administrative Regulation: DI-RA – Technology Use and Security***

The administrative regulation provides the detailed procedures that are necessary for implementing Board Policy DI- Technology Use and Security. The scope of computer ethics and security is defined in detail. Other areas addressed in detail are personnel (employees, volunteers, contractors, and students), operational procedures, communications, and user awareness.

## Responsible Use of Computers and Electronic Communication Tools and System

### **Administrative Regulation: IH-RA – Materials of Instruction**

The administrative regulation provides the detailed procedures for the review, evaluation, and selection of Materials of Instruction including the use of electronic resources. This regulation is to be used in conjunction with the [Review and Evaluation of Materials of Instruction Manual](#) when selecting content that is appropriate, engaging, multicultural, and challenging to students.

### **Administrative Regulation: JCC-RAA – Technology Use and Security**

Policy JCC- Student Conduct, is accompanied by this administrative regulation. It defines appropriate student behavior in the use of computers and computer networks. A student's parent or legal guardian is required to sign the Acknowledgement of Review of the Student Handbook before a student may have access to computer networks and the Internet.

Also, a provision is included for the denial of access to telecommunications resources for those students who fail to comply with the requirements of this regulation. See [Student Code of Conduct](#)

Finally, employees should make themselves aware of the provisions set forth in Board Policy and Administrative Regulation JCCA and JCCA-RA, Bullying/Cyberbullying/ Harassment and Intimidation/Hazing/Bias Behavior.

### **Privacy Limitations and Record Disclosure**

Users of AACPS technology should be aware that the data created on AACPS systems remains the property of AACPS. Because of the need to protect the AACPS network infrastructure, management cannot guarantee the confidentiality of information stored on any computer system or network device. As such, employees and students are discouraged from using AACPS technology for personal purposes.

The release of sensitive confidential information can be devastating not only to the individual, but also to the school system as a whole and is not tolerated. Employees shall make every effort to ensure that sensitive confidential information is kept sensitive and confidential. Every precaution shall be made to maintain the integrity of sensitive confidential information if it resides on any computing device that is capable of being transported beyond AACPS property. Furthermore, efforts should be made to avoid the transporting of sensitive confidential information, if at all possible. Sensitive confidential information is defined as, but not limited to: any information, likeness, picture, name, address, grade, status, etc. of any AACPS student.

Electronic information, including email, whether or not created or stored on AACPS equipment, may constitute a school record subject to disclosure under law or as a result of litigation under certain circumstances. When a request for disclosure is presented, AACPS will closely evaluate all such requests against the precise provision of laws concerning disclosure and privacy, or other applicable laws; therefore, users should be aware that AACPS does not guarantee the protection of personal electronic mail or other information residing on AACPS facilities.

### **Electronic Communication Tools & Systems**

Electronic communication tools and systems may include, but are not limited to:

1. All electronic communication resources and information storage devices provided by AACPS
2. All users using those resources
3. All AACPS records transmitted in the form of electronic communications including electronic mail and mail services such as Exchange/Outlook Public Folders, bulletin boards, mail list systems, instant messaging, newsgroups, and electronic publishing services such as the WEB.

## Responsible Use of Computers and Electronic Communication Tools and System

### Acceptable Use of Computers, Electronic Communication and WEB Resources

You may send and receive electronic mail, create mailing lists, create databases, and develop a website to enhance instruction, perform research, and pursue other learning opportunities. Websites must be developed in accordance with the “[AACPS Guidelines for Developing WEB Pages](#)” as published on the AACPS website.

Use of computers, electronic communications, and WEB resources is permitted for infrequent personal use; however, it is not encouraged.

### Unacceptable Uses of Computers, Electronic Communications and Internet

*(include but are not limited to the following:)*

- a. Breaking the law such as copyright infringement, disrupting internal or external networks and systems, cyber-stalking, perpetuation of hate-crime related harassment, or other actions that could result in criminal or civil litigation;
- b. Using electronic communications to violate Board Policies or Administrative Regulations such as sexual or other forms of harassment;
- c. Disrupting any network or systems operation, for instance by transmitting computer viruses, sending spam or chain mail, downloading malware, or accessing others’ transmission or files;
- d. Bypassing, disabling, or removing any security applied by AACPS Technology network administrators;
- e. Falsely assuming any form of identity such as email address, network user id, identification card, or other device intended to authenticate identity;
- f. Releasing personal information of others to inside or outside parties without the consent of the information holder. An information holder is defined as a user who is in possession of a particular electronic communication record regardless of whether this user is the originator or the recipient of the content of the record;
- g. Tampering with any private communication such as email, websites, and wireless LAN;
- h. Using your account on behalf of an outside organization not affiliated with or recognized by AACPS;
- i. Conducting a business with electronic communication service provided by AACPS;
- j. Making it appear AACPS endorses an outside organization when it does not;
- k. Giving the appearance that you represent AACPS if you are not authorized to do so;
- l. Inspecting other users’ electronic communication without consent;
- m. Seeking out, using, or falsifying personal information about others;
- n. Revealing, releasing, giving, or selling such personal information to third parties;
- o. Creating or forwarding “chain letters,” or other “pyramid” schemes of any type;
- p. Loading unauthorized software, such as games or unlicensed programs;
- q. Connecting a computer or other electronic device to the network without authorization;
- r. Adding or removing computer components for any reason;

## Responsible Use of Computers and Electronic Communication Tools and System

- s. Using any electronic communications device in any manner that can be deemed harmful to juveniles which is defined as: the quality of any description or representation, in whatever form, of nudity, sexual conduct, sexual excitement, or abuse, when it:
    - 1. Predominantly appeals to the prurient, shameful, or morbid interest of juveniles
    - 2. Is patently offensive to prevailing standards in the adult community as a whole with respect to what is suitable material for juveniles
    - 3. Is, when taken as a whole, lacking in serious literary, artistic, political, or scientific value for juveniles
  - t. If any AACPS employee, student, or network user becomes aware of any inappropriate use of network resources, the person is expected to bring it to the attention of a responsible teacher, principal, or program manager, who will determine if any applicable policy or regulation has been violated and take the appropriate action;
  - u. Using any electronic computing device/system to endorse or oppose a candidate for public office;
  - v. Student and teacher use of Social Networking sites without permission or consent as required by Board Policy GAOO and Regulation GAOO-RA – Employee Use of Social Media;
  - w. Non-instructional live streaming (radio, music sites, videos, video clips, TV) is not permitted in the school or office due to bandwidth constraints and copyright issues.
- a. Personal information on published web pages is not private;
  - b. Any personal information about students or adults (such as private pictures and identification information) should not be posted on web pages without expressed permission;
  - c. AACPS system security personnel may view the transaction information created during a user's access to the WEB;
  - d. Certain websites may try to place small files or "cookies" in your local system that are used by others to track the accessed WEB pages.

### Email Considerations

AACPS cannot protect users from receiving unwanted electronic mail or communications that they may find offensive. All users are strongly encouraged to exercise the same personal and professional courtesies, considerations, and precautions in electronic mail as they would in other forms of communication. In any instance in which confidential information is involved, AACPS personnel should not transmit such information through electronic means. **Privacy of information is not guaranteed.**

### Staff should consider the following when utilizing email:

- a. Employees are expected to conduct themselves in a professional manner at all times.
- b. Email intended for specific individuals can often be forwarded and widely re-distributed by the recipients.
- c. A reply intended to address the originator of the message on a message bulletin board, discussion forum, or the like may potentially be viewed by all subscribed members.
- d. Forwarded email may be intercepted and modified.
- e. Senders of email may be able to disguise their identities.

### WEB Page Considerations

WEB based communications and the use of social media, including Twitter, Instagram, Facebook, etc., requires an understanding of the global environment. In an effort to mitigate legal and/or ethical difficulties, each user must be aware of the following:

## Responsible Use of Computers and Electronic Communication Tools and System

- f. Unless “authenticated” mail systems are in use, no email received is guaranteed to originate from the purported sender.
- g. An email, which is deleted from a computer or an email account, may still be retained on backup facilities, and thus be subject to disclosure required by law.
- h. As with print documents, receivers of email messages should check with the purported sender to validate authorship or authenticity.
- i. Student use of email is allowed for instructional purposes only when using teacher-moderated email services in accordance with Policy JCCC- Student Use of Social Media and Regulation JCCC-RA and Policy GAOO – Employee Use of Social Media and Regulation GAOO-RA.

*Email encryption technology enables the encoding of electronic mail messages sent and are guaranteed to be readable by only individuals who possess the right key to decode the encrypted messages. Implications dealing with the growing use of these technologies are not currently supported in the infrastructure and/or sufficiently understood to warrant the formulation of an AACPS guideline at this time. However, users should be aware that these technologies will become generally available and probably will be increasingly used and deployed in the future.*

### Maintaining Security Awareness

Key best practices for preventing a security breach are:

- a. Use passwords and other approved measures by AACPS to protect your private material and information.
- b. Do not share your account and passwords with others.
- c. Commit your passwords to memory rather than writing them down somewhere.
- d. Use a password that is at least 8 characters in length and utilizes upper and lower-case letters, numbers, and special characters.
- e. Do not open attachments to email without validating the source.

- f. Do not attempt to defeat the security measures that are in place.
- g. Do not leave your computing device unattended without locking the device from unauthorized access.

### Employee Sanctions

Violations of this policy may result in administrative sanctions that may include prohibited or restricted use of AACPS electronic communications and computer resources. In addition to administrative sanctions, violators are subject to certain disciplinary actions including criminal charges that may result in termination of employment, contract, or volunteer agreement.

### Student Sanctions

Students are subject to disciplinary action for computer misconduct as defined in the “Code of Student Conduct.” Briefly, four levels of offenses are defined that students should be aware of when using AACPS computer equipment and communications resources.

### Instructional Classroom Use of Electronic Communication Tools and Systems

Due to the dynamic nature of digital resources (such as the Internet, mobile applications, etc.), teachers are required to review all resources prior to classroom use for instructional and age level appropriateness. During student use of any digital resources, teachers shall provide active supervision and continuous monitoring. Staff must also provide guidance and instruction to students related to the appropriate and ethical use of electronic and computer resources. See the [Instructional Technology](#) page on the AACPS Intranet (login required) for current guidelines, practices, and related memos.

## *Responsible Use of Computers and Electronic Communication Tools and System*

- Unless the teacher has bookmarked or assigned sites that have been Materials of Instruction (MOI) approved at the school level, **elementary and middle school students** are expected to use:
  - Recommended search engines and sites that can be found on the AACPS website and the Intranet in Office of Instructional Technology area;
  - The Technology Connections; or
  - Links provided in AACPS curriculum department resources.
- Online subscriptions (including free demos) and all software must have approval through a county-based MOI Evaluation Committee and be tested in the Technology testbed **prior** to purchase. To begin this process, contact the Instructional Technology MOI Office at 410-222-1693.
- Free websites affiliated with an assignment must be approved by a school or county-based MOI Evaluation Committee. Sites should be checked at least two links down and form completed with signatures from three teachers and an administrator. Please consider accessibility features for all students. See the Intranet for MOI information or contact the Office of Instructional Technology.
- Independent Access, for **High School Students only**, is permitted with active teacher supervision and in compliance with the above stated conditions. It is recommended that all assigned free sites have MOI committee approval at the school level or county level. Paid resources require county level MOI.
- All student use of computers should be accompanied with active teacher supervision – teachers circulating throughout the room, checking for multi-tasking, providing instructionally based technology activities for stations, etc. This includes after-school activities.
- Student and teacher use of Social Networking sites, blogging sites, Wikis, Forums, etc., and live streaming (radio, music sites, videos, video clips) must be approved and monitored.
- Student email is allowed for instructional purposes only when using teacher-moderated email services.

## Self-Reporting Charge/Arrest Conviction

BOE Policy: **GANN** – *Self Reporting Charge/Arrest/Conviction*

The Board of Education of Anne Arundel County insists upon maintaining a safe environment for its students and employees. Because employees occasionally are subject to criminal sanctions for conduct both on and off duty as a result of violating local, state, and/or federal laws, AACPS must be informed of all such charges, arrests, and convictions in order to assess an employee's situation and maintain safety for all parties involved. It is, therefore, mandatory that each employee self-report all charges, arrests, and convictions in accordance with Administrative Regulation GANN-RA.

An employee, whether full-time or part-time, probationary or non-probationary, or employed in a temporary or seasonal capacity (i.e. substitute teacher, substitute custodian, coach), shall report the following charges, arrests, or convictions to the Office of Investigations within 24 hours, absent extraordinary and compelling circumstances as determined in the sole, exclusive, and reasonable discretion of the Office of Investigations.

The complete policy statement and its companion administrative regulation can be found in the Board Policies and Regulations Manual under GANN- Self-Reporting Policy.

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

- (1) Crimes against person(s) which puts a 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

**b. 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

*\* Must be reported currently under Administrative Regulation GAC-RA: Drug-, Alcohol-, and Tobacco-Free Work Environment.*

## Staff Fraternalization

AACPS insists on ethical behavior on the part of its superior and subordinate staff. AACPS seeks to avoid claims of conflict of interest, sexual harassment, and discrimination. AACPS seeks to avoid the blurring of professional and personal responsibilities and relationships in the workplace between superior and subordinate staff and Board members.

AACPS prohibits dating or romantic and/or sexual relationships between superior and subordinate staff.

- Dating includes, but is not limited to, a social appointment, engagement, or occasion preplanned or not, between or among Board members where the purpose is to initiate or continue an intimate personal relationship for personal pleasure or sexual gratification.
- Romantic and/or sexual relationship exists when Board members intentionally and with consent become personally involved to the point that there is dating, exchange of personal affection, emotional attachment, or any form of sexual or physical intimacy.

- Staff is a Board member, an individual employed by the Board, including tenured and non-tenured teachers and certificated and non-certificated individuals, whether full-time, part-time, or temporary, and AACPS contractors.
- Subordinate is a staff member who is evaluated by a superior staff member, or whose compensation, assignment, transfer, or promotion is directly influenced by the superior staff member.
- Superior is a staff member who is responsible for the evaluation of the subordinate staff member, or has direct influence over the compensation, assignment, transfer, or promotion of the subordinate staff member.
- Staff shall maintain high standards of professionalism in the workplace and refrain from conduct that would lead to the appearance of impropriety.

Violation of these expectations and prohibitions may result in disciplinary action up to and including termination of employment.

## Workplace Bullying

Workplace bullying is defined as repeated inappropriate behavior, either direct or indirect, whether verbal, physical or otherwise (to include gestures or exclusion), conducted by one or more persons against another or others in an attempt to physically or psychologically intimidate or distress someone else, at the place of work and/or in the course of employment.

Employees alleging complaints of workplace bullying should submit an [Employee Complaint](#) Form or report the matter directly to the Office of Employee Relations at 410-222-5086.

## Absenteeism

Employees must notify the immediate supervisor of an impending absence. Notice of absence due to illness is expected at least one hour prior to the time an employee is to report for duty. Notice of absence for personal business or annual leave must be submitted at least 24 hours in advance for approval.

## Access to Personnel Files

**BOE POLICY: GAB – Personnel Records**

All employees have an Official Personnel File (OPF) that is maintained at the Central Office.

Access to an employee's OPF is limited to the employee, the employee's designated representative, administrative and supervisory personnel, and Human Resources personnel. Reference Board Policy GAB and Regulation GAB-RA for further information.

All employees have a right to review their OPF by making an appointment with the Division of Human Resources-Employee Records File Room (ERFR) in the Central Office. Requests must be submitted in writing and submitted via fax or email. In addition, individuals who have been given written consent by the employee to review their OPF must also provide a copy of a release authorization signed by the employee prior to the file review. Individuals requesting a file review should allow a minimum turnaround of two (2) work days from receipt of

request until an appointment time and date is received. File reviews are only conducted at the ERFR at the Central Office. Therefore, employees and employee appointed individuals cannot remove the file, nor review the file unsupervised. Request for the removal of documents must be made in writing by the employee only in accordance with applicable negotiated agreements. Employees who require copies from their file must submit such requests in writing to the ERFR either by confidential fax or email. A copying fee will be charged for any requests for copies of documents from the OPF. Picture identification must be presented at the time of the file review. Additional information or questions can be directed to the ERFR at 410-222-5098 or sent via email.

Confidential Fax Numbers: **443-458-0137**

Employee Records File Room Email Address:  
[ERFR@aacps.org](mailto:ERFR@aacps.org)

## Criminal Background Checks and Fingerprinting

All new employees of AACPS are required to undergo a fingerprint supported background investigation conducted through county, state, federal, and commercially sourced agencies to determine employment eligibility.

The background investigation process requires that each employee complete a disclosure statement and be fingerprinted before beginning employment. The background investigation consists of checks of one or more of the following: public court records, Anne Arundel County Department of Social Services, the State of Maryland Criminal Justice Information System, and the Federal Bureau of Investigation for verification of all disclosure statement information.

All processing of fingerprint supported background checks is done at the Central Office on an appointment basis only and can be arranged by calling 410-222-5045. A processing fee shall be paid by the employee.

Current employees are subject to a periodic update of their background check and may be required to resubmit disclosure and/or fingerprinting cards. No fee is charged for an update requested by the school system.

## Dress Code for Central or Satellite Offices

The attire of professional employees during work hours should reflect the professional position of the employee and should be exemplary to students with whom the professional employee works.

## Duty Hours

Duty hours vary widely depending upon the employee's job group and work location. The immediate supervisor of the employee is generally responsible for establishing the duty hours, provided that the work day and work week parameters established by the negotiated agreement under which the position falls are not violated.

## Employment Process

The Division of Human Resources oversees the process of employment of individuals to ensure continued delivery of services to students as well as to employees of AACPS. The process is well defined for each employee group. The process usually includes the posting and advertising of vacancies. The Office of Professional Growth & Development provides an annual New Teacher Orientation Program.

All new employees must attend a mandatory New Employee Processing Session. During this session, all paperwork is completed, including tax forms, direct deposit, Form I-9, etc.

New Employee Processing Sessions are held bi-weekly and are for new permanent and new temporary employees.

An orientation session for substitute teachers is conducted by the Division of Human Resources. The Division of Transportation and the Division of Food & Nutrition Services provide orientation for new employees in their respective areas.

All new employees serve an initial probationary employment period. This period varies in length and conditions depending upon the employee job group.

## Employee Categories

Most AACPS employees are part of one of six employee groups:

### ***Unit I (TAAAC)***

Includes teachers, media specialists, school counselors, pupil personnel workers, school psychologists, speech pathologists, social workers, occupational therapists, physical therapists, and other positions directly related to the instructional program.

### ***Unit II (AEL)***

Includes principals, assistant principals, subject area coordinators, special assistants, and other Central Office based personnel directly involved with the administration of the instructional program.

### ***Unit III (AFSCME)***

Includes positions in such areas as maintenance, custodial, food services, and transportation.

### ***Unit IV (SAAAAC)***

Includes positions such as teacher assistants, secretaries, clerks, technicians, and other school-based and Central Office based personnel working in a supporting capacity.

### ***Unit V (Professional Support)***

Includes professionals working in positions which support the business of AACPS, such as payroll, benefits, budget, school construction, transportation, food services, data processing, and senior managers.

### ***Unit VI (Executive Staff)***

Includes positions such as deputy superintendent, chief officers, assistant superintendents, regional assistant superintendents, and directors.

AACPS also employs many temporary, hourly, and per diem employees who are not a part of one of the six employee groups. Per diem employees include, but are not limited to, substitute teachers, home and hospital teachers, and interpreters.

## Grievance Procedure Summary

A grievance is a claim by an employee who believes that he/she has been directly and adversely affected by a violation, misinterpretation, or misapplication of a provision(s) of the negotiated agreement. Disputes may arise concerning salaries, hours, or working conditions. The grievance procedure provides an opportunity to resolve issues at the lowest possible administrative level. The goal is to find equitable and mutually agreeable solutions in an informal and confidential manner. Within a specified period after the incident, the employee is required to first discuss the issue with the administrator who made the decision or interpreted a related policy. Beyond this discussion, procedures exist for the employee to put the concern in writing and receive a written reply within a specific period of time. If the grievant is not satisfied with the first formal level disposition, the grievant may appeal to the next level. This appeal process may continue through several steps involving a disposition by the Superintendent and possibly the Board. Employees may bring representation with them at any point in the process.

Notwithstanding the above summary, each negotiated agreement details this procedure for the appropriate group of employees. The procedures, timelines, and processes differ in each agreement. For non-represented employees, Board Policy GAHH – Employee Complaints details the employee complaints and appeal procedures. In addition, decisions of the Superintendent or Board involving Board Policies or controversies or disputes regarding the rules and regulations of the Board may not be grieved.

Neither the Board nor any member of the administration will take reprisals against any party for participating in the grievance procedure.

Reference grievance procedure in negotiated agreements:

**TAAAC.....Article 19**

**AEL.....Article 16**

**AFSCME.....Article 3**

**SAAAAC.....Article 2**

**Board Policy..... GAHH**

## Job Descriptions

BOE POLICY: **GAA** – *Classification of Positions*

A job or position description is a statement of major tasks which are typical of the scope and complexity of the work performed.

The maintenance of adequate position descriptions to ensure sound classification is a mutual responsibility shared by non-supervisory employees, supervisors, and the Division of Human Resources. The responsibility of each is generally described as follows:

- a. The employee is responsible for bringing to the attention of the supervisor or the Division of Human Resources any continuing differences between work assignments and the job description which substantially affect the accuracy of the official description of duties for the position.
- b. The supervisor is responsible for making job assignments, for seeing that they are properly described and made known to the Division of Human Resources, for informing the employee of the duties of the position, and for promptly reporting any change to the Division of Human Resources.
- c. The Division of Human Resources is responsible for establishing procedures and lines of communication to ensure that changes are promptly reported and that required action is taken to correct classification errors and misassignments.

## Lactation Accommodations

BOE POLICY: **GE** – *Lactation Accommodations*

In accordance with federal law, AACPS permits nursing employees to have a reasonable break time to express breast milk for a child, within one year of the child's birth. A non-bathroom, private location shall be made available for said breaks.

School-based employees shall request lactation accommodations by notifying the principal of their needs. Non-school based employees shall request accommodations by notifying their immediate supervisor and/or site supervisor.

Employees, principals, and supervisors may contact the Senior Manager of Equal Employment Opportunity Compliance, in the Division of Human Resources, for assistance as needed.

## Leaves of Absence

Employees may be entitled to leaves of absence of varying types and under varying conditions depending upon the employee group and their eligibility as defined by their applicable negotiated agreement. Detailed information is provided in the negotiated agreement governing each employee group. A leave of absence may be granted for reasons such as personal illness, maternity, care of an infant, and academic study. A leave of absence may be requested and granted for an extended period of time (generally one year), and it is taken without pay with the option to continue benefits.

Information regarding leaves of absences is available from the Office of Integrated Disability and Leave Management at 410-222-5090.

### Sabbatical Leave

A sabbatical leave of absence is available to qualified AACPS employees. Eligibility and application requirements are described in the negotiated agreements. Sabbatical leave may be granted for the full-time academic study of at least 12 semester hours per semester or for the purpose of completing a doctoral dissertation. While on leave, an employee is paid at 50 percent of the rate of salary which would have been received if the employee remained on active duty. Sabbatical requests must be received prior to November 1st for the next school year. The request must be in writing to the Executive Director of Human Resources and include the candidate's name, current work location, reason for sabbatical, what school the candidate will be attending, and length of sabbatical (full or half year). Upon return to active duty, the employee is reassigned to a position equal to the one they vacated and receives experience credit for the year spent on sabbatical leave. Fringe benefits are continued for the employee while on sabbatical leave. Forms for requesting sabbatical leave are located on the [employee intranet](#).

### Other Forms of Leave

Employees are entitled to short-term leaves of varying types and under varying qualifying conditions depending upon the employee group. Detailed information is provided in the negotiated agreement governing each employee group. Short-term leave is granted for reasons such as illness, vacation, jury duty, personal business, religious observance, court summons\*, and bereavement. Leave categories such as sick, vacation, and personal business are charged against an employee's accumulated leave balance. Other types, such as bereavement, jury duty, and religious observance are not charged against an employee's accumulated leave balance.

Employees may be placed on administrative leave by the Superintendent.

Employees may not take leave without pay for vacation or personal business.

Employees are expected to manage their leave balances and leave options. Failure to do so could result in accrual of "Absence without Authorized Leave" (aka Lost Time) which is subject to the progressive discipline process. See also [Employee Handbook: Employee Benefits: Leave Benefits](#)

*\*Leave for court summons is granted in accordance with the applicable negotiated agreements. It is expected, however, that leave granted will be for matters directly related to the employee's position in Anne Arundel County Public Schools and for those work-related cases where the employee is found not guilty.*

## Mileage Reimbursement

All employees are reimbursed for use of private vehicles while performing authorized school system business. Mileage rates are set in accordance with the Internal Revenue Service mileage reimbursement rate. See Employee Mileage and Meals Reimbursement memo for more details.

## Overtime

Certain staff members, generally classified personnel who are represented by the AFSCME or SAAAAC negotiating groups, may, from time to time, be asked to work hours beyond their regularly scheduled time. The terms of the appropriate negotiated agreements address the pay status which would be appropriate for compensating employees for overtime hours. An employee with a question about overtime should first seek the assistance of the immediate supervisor. The pay status may be verified by the Division of Human Resources.

## Pay Periods

Payday occurs on a bi-weekly basis every other Wednesday. Permanent 12-month employees are paid up-to-date with the exception of Unit III (AFSCME) employees who are paid two weeks behind. New teachers are paid over 12 months (26 pays). Teachers who were previously permitted to receive pay over 10 months (22 pays) may elect to change their pay status to 26 pays in June to affect the following school year. Temporary and substitute employees are paid two weeks behind.

## Payroll/Benefits Information

The Payroll Office of the Division of Human Resources Operations is responsible for paying all employees. Employees are paid via direct deposit. At the time of employment, employees are required to fill out forms for direct deposit, federal and state tax withholding, beneficiary, and health insurance elections if eligible. Employees may submit changes to their direct deposit account and tax withholdings at any time. [Payroll forms](#) are available online.

## Performance Evaluation

One of the most important processes affecting employees is the performance evaluation. Throughout the year, ongoing discussions between supervisors and employees provide an excellent opportunity to assess the work situation and to define future goals, a plan of implementation, and professional development needs. Each employee is evaluated according to a schedule outlined in the respective unit contracts, regulations, or memorandum and all evaluations become part of the employee's OPF. Employees will receive a copy of all such evaluations. Employees should refer to the contract for their negotiating unit for the details which specifically relate to them.

## Recruitment and Staffing

AACPS is committed to diversity, equal opportunity, and non-discrimination. AACPS actively recruits teachers and administrators in an ongoing process. During the school year, recruiters visit college campuses to meet prospective applicants, and conduct interviews. Applications are screened by the Division of Human Resources. Based on staffing allotments determined by the Office of School Performance in conjunction with the Budget Office, the Division of Human Resources refers qualified teacher applicants to principals for additional interviews.

In addition, AACPS recruits and employs staff in positions including, but not limited to: clerical support, maintenance and operations support, technology, and other areas as deemed essential to school system operations. Vacancy information is available online at [www.aacps.org](http://www.aacps.org).

## Reduction in Force

A reduction in staff may occur for such reasons as insufficient student enrollment to warrant the current staff, program elimination, and cuts in funding. When a reduction in staff becomes necessary, the provisions of the appropriate negotiated agreement will be followed.

## Reasonable Accommodation

In compliance with Title I of the Americans with Disabilities Act, AACPS provides reasonable accommodations to otherwise qualified employees with disabilities. A reasonable accommodation is any change in the work environment or in the way a job is performed that enables a person with a disability to enjoy equal employment opportunities.

Effective October 1, 2013, in accordance with the state government article of the Annotated Code of Maryland, employees who become temporarily disabled as a result of pregnancy, are entitled to reasonable accommodations.

Any employee who requires a reasonable accommodation for his/her disability should contact the AACPS Division of Human Resources at 410-222-5286.

## Resignation

Employees are encouraged to advise their immediate supervisor of a planned resignation as early as possible. Employees under contract (i.e. Unit I and Unit II) are required to give notice as required by their contract. Non-tenured teachers must give notice no later than May 1 each year. Other employees are expected to give no less than two weeks notice. The appropriate resignation form is available online, and is called the Resignation/Retirement Notice available online at [Current Staff](#). Fax the completed form to 410-222-5600.

## Salary

There are numerous salary scales for AACPS employees. Salary scales are published in the annual Operating and Capital budget document and are also available online at [Terms of Employment](#). Employees who have a question regarding salary should contact the Recruitment and Staffing Office in the Division of Human Resources at 410-222-5088.

## Sick Leave/Personal Business

Sick leave may not be taken in conjunction with personal business leave to avoid providing the required doctor's certificate for sick leave in excess of three days, to allow employees to take an "extended vacation" during the school year, or for any other purpose that violates the spirit and intent of sick leave policy. The sole purpose for the use of sick leave is to allow employees to be absent from work due to their own illness or the illness of family members. Employees should refer back to rules for requesting leave, use of leave and leave accrual in the negotiated agreements. See also [Employee Handbook: Employee Benefits: Leave Benefits](#)

## Staff Awards and Recognition

During the school year, the Board honors one Unit III, IV, V, or VI support employee and one Unit I or II professional educator each month in its Employee of the Month and Educator of the Month awards program.

Employees are nominated by co-workers and supervisors using nomination forms provided by the Board. Honorees are presented with their awards during monthly Board meetings. Nomination forms are available in school offices or by calling the Executive Assistant to the Board at 410-222-5311.

AACPS participates in the Maryland Teacher of the Year program, which annually honors teachers from around the state. The local Teacher of the Year receives monetary awards and recognition from the school system and area businesses. For more information contact the Partnership, Marketing & Development Office at 410-222-2908.

AACPS participates in the Milken Educator Awards in Maryland Program which each year brings statewide recognition and substantial monetary rewards to five outstanding Maryland educators. Each school system is asked to nominate one outstanding principal and one outstanding teacher for consideration.

AACPS participates in The Washington Post educational recognition programs:

- **Distinguished Educational Leadership Award**  
Honors an exemplary school principal from the school system each school year;
- **Agnes Meyer Outstanding Teacher Award**  
Honors an exemplary classroom teacher from the school system each school year; and
- **Grants in Education**  
Awards \$300 mini-grants each year to 10 county educators for programs that extend and enrich classroom instruction.

For information on The Washington Post programs, call the Partnerships, Marketing, & Development Office at 410-222-2908.

## Teacher Certification

All teachers in the state of Maryland are required to hold a certificate issued by the Maryland State Department of Education (MSDE). Certificates are issued on the basis of successful completion of appropriate academic work and required examinations. A Standard Professional Certificate is issued for five years and may be renewed one time only by completing six semester hours of approved credit and submitting a Professional Development Plan. The requirements of the Advanced Professional Certificate must be satisfied no later than the expiration date of the second Standard Professional Certificate. The Advanced Professional Certificate requires three years of successful teaching experience and completion of either a master's degree or a master's equivalency. The Advanced Professional Certificate is issued for five years and is renewed by completing six semester hours of appropriate credit and submitting a Professional Development Plan.

Teachers are responsible for maintaining their certification and meeting all requirements for renewal in a timely manner. MSDE currently charges a \$10 fee for the issuance of all certificates.

More information regarding certification can be located on the [Employee Intranet > Human Resources > MD Certification](#) or by contacting the appropriate Certification Specialist in the Division of Human Resources.

Certification questions are assigned based on last names:

Last names A–K call 410-224-6268

Last names L–Z call 410-222-5079

## Termination

Under various circumstances, it may be deemed appropriate to terminate the employment of an AACPS employee.

- The Superintendent or designee may terminate, with cause, the employment of any classified employee, pursuant to the Superintendent's authority under the Education Article of the Annotated Code of Maryland.
- On the recommendation of the Superintendent, the Board may suspend or dismiss a teacher, principal, supervisor, assistant superintendent, or other professional staff (Section 6-202 of the Education Article of the Annotated Code of Maryland).
- The employment of an individual who does not return from a leave of absence at the prescribed time may be terminated.
- The employment of a teacher with a one-year provisional contract is subject to automatic contract termination on June 30 of each year.
- The employment of an individual working in a per diem, hourly, or temporary capacity, such as a substitute teacher, interpreter, etc., is subject to termination at any time to meet the needs of the school system.

In all situations, employees are entitled to due process under the law.

## Transfer

The transfer of an employee may be considered voluntary, involuntary, or administrative. The provisions governing the transfer of an employee are found in the negotiated agreement under which the position is classified. The Superintendent has the statutory authority to assign certificated and non-certificated employees to their positions within the schools and to transfer or reassign employees as required by the need of the school district.

## Tuition Reimbursement

Employees may be eligible for tuition reimbursement for courses taken that will improve their job performance or apply toward certification requirements. Tuition reimbursement benefits can change annually based on negotiations between the Board and the different bargaining units. For up-to-date information pertaining to your specific circumstances please refer to the [Tuition Reimbursement](#) page on the AACPS website. For any additional questions, you may call the Certification Office in the Division of Human Resources at 410-222-5078.

## Verification of Employment

Requests for Verification of Employment are grouped into three categories:

- **New Hires** – (prior to or within 30 days of start date) must be submitted via confidential fax at 443-458-0137, [ERFR@aacps.org](mailto:ERFR@aacps.org), or call Payroll at **410-222-5216**.
- **Verifications of employment** – are completed through The Work Number. Call 1-800-367-5690 or visit the website at: [www.TheWorkNumber.com](http://www.TheWorkNumber.com). The AACPS company code is 10599.
- **Special Forms** – such as lost wages, verification of previous teaching experience, disability paperwork, etc. must be submitted in writing via confidential fax at 443-458-0138.

## Weather Related School Closings and Delayed Openings

Every year the Deputy Superintendent of Schools releases a memo regarding 'Emergency Guidelines for Delayed Opening and Closing of Schools and the Central Offices'. This memo outlines the school and office delayed opening and closing guidelines for emergency situations, including inclement weather conditions. Directions for employee reporting with school closings and any change in school hours are included for all units and positions. Current and past memos regarding this issue are found through the [Employee Intranet > Human Resources > Memos](#).

### Emergency School Closings, Early Dismissals, Late Openings & Special Operational Delays

Changes to school schedules caused by inclement weather or other emergency conditions are announced by voice, email, and text message through the Connect-ED automated telephone notification system; posted on the school system's website ([www.aacps.org](http://www.aacps.org)), Facebook page (<https://www.facebook.com/aacps>), Twitter page (@AACountySchools), and Instagram page ([AACountySchools](#)); and broadcast on major area radio and television stations, including AACPS-TV (Channel 96/996 on Comcast; 96/496 on Broadstripe, and Channel 36/1961 on Verizon). Notices are also posted on the Twitter pages for all county schools.

The "Schools Today" section and "Important Message" pop up on the AACPS website, [www.aacps.org](http://www.aacps.org), are also where employees can find out about situations such as cancellations of after-school activities, bus delays, and single-school closures.

## **AACPS Employee Discount Program**

AACPS has partnered with various businesses to provide discounts on products and services to all AACPS employees.

Regular discount offers provide an added-value or actual discounts that are greater than those offered to the general public and include additional support to the school system.

All AACPS employees are encouraged to access the AACPS [Discount Program](#).

## **Employee Assistance Program (EAP)**

AACPS offers a free Employee Assistance Program (EAP) to all permanent employees. The EAP provides employees and their household members with free, confidential telephonic or face-to-face counseling to help with family, personal, or work-related problems. Call Business Health Services at 800-327-2251.

## **Flexible Spending Account Program**

AACPS sponsors a Section 125 Flexible Spending Account (FSA) program in accordance with IRS guidelines. The AACPS FSA program includes a Healthcare Spending Account and a Dependent Care Spending Account. Employees may enroll within 31 days of hire or during any open enrollment period. Reenrollment every year during Open Enrollment is required to participate. Deferrals are taken on a pre-tax basis and retained in an account for the employee's benefit. The Dependent Care Spending Account may be used for daycare expenses for children under age 13 (other special provisions also apply) and the Healthcare Spending Account is used for expenses that are not covered through the insurance plans (i.e., prescription co-pays, office visit co-pays and deductibles, unreimbursed dental and vision expenses, and qualifying over-the-counter medications, etc.). Details on these programs are discussed in the Benefits Guide and in the FSA enrollment material.

## Health Insurance Portability Accountability Act (HIPAA)

The Healthcare Insurance Portability Act (HIPAA) of 1996 provides employers and insurance companies with a set of regulations that pertain to healthcare benefits. HIPAA requires employers and insurance companies, as applicable, to issue a benefits certificate to terminated employees that have had health coverage. Effective April 14, 2003, modifications to this law require employers, insurance companies, and medical

providers, to take greater steps to ensure the privacy of members' confidential healthcare information. As a result, AACPS prepared and distributes a Privacy Notice to all employees and retirees outlining compliance with this law. All new hires receive this information in their benefits package. The Benefits Office in the Division of Human Resources is responsible to ensure such compliance.

## Healthcare Plans

Full and part-time permanent employees are eligible to participate in AACPS sponsored healthcare options. Coverage for eligible dependents is provided after documentation of relationship is received. The following medical plans are currently provided by AACPS to existing employees: CareFirst Blue Choice HMO Open Access and Blue Choice Triple Option Open Access Plan. All employees participating in the medical plans have prescription benefits through CareFirst's prescription partner CVS/Caremark Prescription Service. Qualifying temporary employees are offered the Blue Choice Low Option HMO plan which includes prescription coverage.

In addition, AACPS provides three dental options: CareFirst BCBS Traditional and PPO Dental Plans as well as a HMO/POS Plan available through United Concordia. Vision benefits are available from CareFirst Select Vision, which provides benefits every 12 months. Additionally, the BlueChoice and Triple Option plans provide a vision discount program.

Employee premiums for all health benefits are charged on a prorated basis based on hours worked. Employee premiums are deducted from employee's bi-weekly pay on a pre-tax basis in accordance with the AACPS Section 125 Plan.

Any lifestyle changes affecting healthcare benefits (i.e. marriage, birth, etc.) must be communicated within 31 days of the event to the Benefits Office in the Division of Human Resources. Documentation is required. The Benefits Office must be notified immediately of a divorce as a divorced spouse is ineligible for AACPS benefits.

More information is available on the [Benefits page](#).

## Leave Benefits

The Board depends on a reliable workforce to accomplish the goals of the school system. Employees are expected to be present at work as scheduled, except when they are using authorized leave. Employees are to obtain proper authorization to be absent from the work site for any reason. When an employee does not report to work, student achievement is affected, morale among co-workers suffers, and the cost of operating AACPS escalates while work productivity declines.

According to Board Policy and the Negotiated Agreements, any sick leave in excess of three consecutive days shall be attested to by a physician. Paid personal illness leave and family illness leave is not an entitlement or an inalienable right, but a benefit, and is best viewed as a type of insurance policy to provide coverage when the employee is unable to work due to their own personal illness or that of a family member. Employees have no right to these benefits unless they are given to them by the employer. Therefore, medical certification must be provided to authenticate the legitimacy and medically documented use of sick leave for personal illness and family illness. The medical certification must be made available as soon as possible to determine whether the leave usage should be authorized or denied. The physician's statement should not be held by the employee until the time of return. The medical certification must relate only to the serious health condition for which the current need for leave exists. It should identify the health care provider and type of medical practice (including pertinent specialization, if any), what the patient is being treated for, the approximate date the serious health condition commenced, and its probable duration. This note may be faxed directly to a confidential fax machine in the Division of Human Resources at 443-458-0140 (eFax).

If the need for the leave is foreseeable (surgery, birth, etc.), the employee must provide advanced notice and the medical certification prior to the leave. When the approximate timing of the need for leave is not foreseeable, an employee should give notice of the need for leave as soon as practicable under the facts and circumstances of the particular case.

In the event that an employee's personal situation requires them to be absent from work and they are going to incur lost time due to lack of available leave, they must exercise one of the following options:

- **Family Medical Leave Act (FMLA) if eligible**
- **Leave of Absence (LOA) if eligible**
- **Resignation**

They may also contact their association representative to determine if they are eligible for the sick leave bank.

When employees have been absent from their workplace due to their own personal illness for a period of two (2) weeks or more, or if they are returning to work with restrictions/limitations, they are required to present a fitness for duty certificate from their treating practitioner/provider prior to their intended date of return. This form must be submitted to the Division of Human Resources at 443-458-0140 (eFax) prior to the employee reporting for duty at their work location. If such certification is not received and approved by the Division of Human Resources, the employee may not return to work. Principals/Supervisors will be notified by Human Resources when an employee is cleared to return to work. No employee should be permitted to return to work until that communication has been received.

## *Leave Benefits cont.*

### **Family and Medical Leave Act (FMLA)**

AACPS complies with the provisions of the FMLA. In general, FMLA provides an eligible employee the right to take unpaid leave for a period up to 12 work weeks during a 12-month period for the birth and care of a newborn child; for the placement of a child with the employee for foster care or adoption; to care for a spouse, child, or parent with a serious health condition; for the employee's own serious health condition which makes the employee unable to perform the functions of his or her job; for any qualifying emergency arising out of the fact that the employee's spouse, son, or daughter is a covered military member on active duty (or has been notified of an impending call or order to active duty) in support of a contingency operation. In addition, "eligible" employees of a covered employer may take job-protected, unpaid

leave, or substitute appropriate paid leave if the employee has earned or accrued it, for up to a total of 26 work weeks in a "single 12-month period," to care for a covered service member with a serious injury or illness. AACPS will maintain health care benefits for the employee while on FMLA. The employee should contact the Benefits Office in the Division of Human Resources to verify their benefits payment status. Once the leave period is concluded, FMLA requires the employee to be reinstated to the same or equivalent position.

Applications are available online and at each work location. FMLA questions should be referred to the Division of Human Resources at 410-222-5090. Healthcare coverage questions should be referred to the Benefits Office at 410-222-5219.

## **Life Insurance Benefits**

AACPS provides group term life insurance and accidental death and dismemberment (AD&D) insurance at no cost to the employee through Cigna Life Insurance Company in amounts provided per negotiated agreements and Board Policy.

Employees may elect to purchase additional voluntary life insurance benefits from Cigna during open enrollment or within 31 days of their hire date. Details of these plans are provided in the current Benefits Guide.

## Long-Term Care Program

Long-Term Care insurance is available through a group sponsored voluntary plan from Unum. All permanent employees (working 16 or more hours per week) are eligible to enroll. New employees are eligible to enroll in the plan within 31 days of hire with a guaranteed issue coverage (no medical underwriting required) up to certain benefit levels. New employees as well as non-participating employees who do not enroll during the offering period, may enroll at future enrollment periods but would be subject to medical underwriting. The annual enrollment period for Long Term Care is during fall open enrollment.

Eligible family members including spouses, parents/parents-in-law, grandparents & grandparents-in-law, siblings, and adult children are eligible to enroll but are required to complete the Evidence of Insurability (EOI). Employees (including spouse's plan) may have payroll deduction through AACPS. Other family members that are approved would be direct billed by Unum.

All benefit levels include coverage for professional home healthcare, assisted living facilities, and nursing homes and are differentiated by an inflation protection option and non-forfeiture benefits. Facility benefit duration length options include 3 years, 6 years, or unlimited duration.

## Maryland College Savings Plans

The Maryland College Savings Investment Plan (Section 529 Plan) offers investors a choice of 10 different investment portfolios managed by T. Rowe Price. It may be used for your dependents or yourself via payroll deduction for tuition, room and board, books, and other college expenses at any accredited college in the United States. Up to \$2,500 per account year is tax deductible for Maryland State Withholding purposes. The AACPS plan allows enrollment at any time with a minimum investment of \$25 per pay period.

The Maryland Prepaid College Trust is also available through payroll deduction, however, there is only a limited enrollment period during the first quarter of every calendar year. This plan allows you to lock in tomorrow's college costs based on today's prices.

For information, contact the College Savings Plans of Maryland at 1-888-4MD-GRAD.

## Other Voluntary Benefits

AACPS provides employees with other benefit options available through payroll deduction for additional life insurance protection (for you and family members), Long Term Care, College Savings, disability income replacement, and a variety of other benefits through several vendors that are outlined in the “[Voluntary Benefits Guide](#).” These benefits are available to join at any time. Please see this guide for additional information.

## Pay & Banking Information

The Payroll Office in the Division of Human Resources ensures employees are properly paid and provides services for employee benefits and leave matters. The Payroll Office processes the bi-weekly payroll function.

### Payroll Plans

All 12-month employees are paid over 26 pays, in addition to the following groups of employees:

- **Unit 1** – all 191, 193, 195, 200, and 210-day employee hired after 7/1/2001.
- **Unit 3** – all 181, 185, 187, and 200-day employees have the option to be paid 22 pays.
- **Unit 4** – all 191-day employees hired after 7/1/2011 and all 200-day employees.
- **Unit 5** – all 191 and 200-day employees regardless of hire date.

### Direct Deposit Information

AACPS pays employees by direct deposit. Employees can change or add banking information to their employee record through Employee Self Service (ESS). Upon initiating or changing direct deposit banking information, the employee will receive an email confirming the requested change. The first paycheck generated with the new account information will be an actual check for the employee to review and confirm the new account information and which the employee will need to deposit. Subsequent pays are issued via direct deposit into the account per the employee’s request. Payroll recommends waiting to close a bank account until pay is officially deposited in the new account, which can take two payroll cycles. Employees of AACPS are eligible for free checking and other services through Bank of America, Educational Systems Federal Credit Union, and State Employee’s Credit Union.

## *Pay & Banking Information cont.*

### **Tax Withholding**

AACPS withholds taxes in accordance with the employee's election on the Federal form W-4, and Maryland State Form MW-507. AACPS will also deduct taxes for employees who reside in the States of Pennsylvania and Virginia as well as the District of Columbia. Employees may change their tax withholding at any time by completing the appropriate tax withholding authorization form.

Any employee claiming "exempt" status on the Federal form W-4 or the Maryland State Form MW-507 must complete a new tax form every year.

### **Credit Union**

AACPS employees are eligible to join the State Employees' Credit Union (SECU) and the Educational Systems Federal Credit Union (ESFCU). SECU has 22 branches throughout Maryland, ESFCU has 12 branches throughout Maryland. Employees may remit funds to SECU and EFSCU via payroll deduction, savings account deposit, or via direct deposit. Both SECU and ESFCU offers a full breadth of checking and savings products, as well as loan offerings. Loans through SECU may be paid back through payroll deduction. ESFCU is a full service financial institution offering products and services designed for educators, parents, and students. Please contact SECU at 410-487-7325 or ESFCU at 301-779-8500 for more information, or see the [AACPS Voluntary Benefits Guide](#).

### **Savings Account Deductions**

AACPS employees may direct a portion of their paycheck to a savings account in any financial institution via direct deposit. It's a convenient way to save and employees are eligible to commence or change their deduction at any time.

### **U.S. Savings Bond Program**

U.S. Savings Bonds may be purchased through payroll deduction. Employees may purchase bonds by opening a TreasuryDirect account at <https://www.treasurydirect.gov/>. With employee authorization, AACPS transfers a specified amount into the employee's TreasuryDirect account to purchase electronic securities.

### **United Way Program**

AACPS employees may contribute to the United Way Program through payroll deduction. Employees may change their contributions only during the annual United Way Campaign. Pledge cards and information packets will be available at all locations during the annual campaign.

### **Sick Leave Benefits**

Employees receive sick leave benefits as designated by their negotiated agreements or Board Policy. Sick leave benefits vary by group. AACPS provides paid leave to eligible temporary employees in accordance with the Maryland Healthy Working Families Act of 2018. Leave balances reported on your pay stub may not include sick leave taken within the last two weeks.

## *Pay & Banking Information cont.*

### **Sick Leave Bank**

Each negotiating unit (TAAAC, AEL, SAAAAC, and AFSCME) sponsors a sick leave bank. The sick leave bank is maintained to provide additional days for employees who experience a personal health problem which requires more sick leave than they have accumulated. The bank is maintained through member donation of sick leave days. Applications for a sick-leave bank grant are submitted directly to the negotiating unit, where a committee reviews and grants requests. Leave is not accrued while an employee is on sick leave bank. For information, contact your appropriate negotiating unit.

### **Annual Leave Benefits**

Employees have vacation benefits as designated by their Negotiated Agreements or Terms of Employment. Annual leave benefits vary by group. Leave balances are reported on bi-weekly pay advices and through Employee Self Service (ESS) and may be up to or more than two weeks behind.

### **Absence without Authorized Leave**

On February 6, 2008, the Board adopted Policy GADD and Regulation GADD-RA concerning Absence without Authorized Leave.

“Absence without Authorized Leave” occurs when an employee is absent from required duties without following the procedures required in the applicable Negotiated Agreement, Board Policies and Regulations, and/or without authorization for leave without pay by the proper leave approving authority. Abuse of unauthorized leave could result in an unpaid suspension or termination.

Copies of the Policy and Regulation can be viewed and downloaded from the AACPS website.

## Retirement Benefits

All permanent employees of AACPS are required to enroll in The Maryland State Retirement Plan. Employees contribute a percentage of their salary into the Plan based on State law. Effective July 1, 2011, the rate is 7%. Based on the employee's position, AACPS or the State of Maryland makes additional contributions on the employee's behalf. Annual statements are provided by the Maryland State Retirement Agency (SRA) to participants in the Retirement Plan. Further information is available for participants at <http://www.sra.state.md.us/>.

The decision to retire is certainly one of the most important decisions an employee will make. In an effort to provide as much assistance as possible to employees at this important time in their lives, AACPS provides a Pre-Retirement Program. In conjunction with the Anne Arundel County Retired School Personnel Association, AACPS offers a program each spring and fall covering a variety of retirement topics such as Maryland State Retirement benefits review, financial planning, wills & estates, healthcare benefits, and Social Security and Medicare. AACPS recommends employees attend these programs well in advance of their planned retirement date (at least three to five years prior) to allow time for proper planning. Information about the program topics and enrollment information are sent out to all locations, usually two months in advance of the program dates.

Additionally, in the year an employee intends to retire, employees are strongly encouraged to attend the programs offered by the Retirement Office. There are monthly programs starting with a Retirement Information program followed by a Retirement Forms Workshop. These programs prepare the employee to make important decisions and properly complete the state required forms.

The services of the Retirement Office in the Division of Human Resources are available to employees as they prepare to enter the phase of retirement. Retirement Coordinators from the AACPS Retirement Office serve as the liaison between employees and the SRA. Employees should contact the Retirement Office at 410-222-5224 or 1-800-909-4882 with questions.

To obtain a complete picture of various retirement options, employees should submit the SRA "Application For Estimate of Service Retirement Allowance" (Form 9). You may obtain this form from the AACPS Retirement Office or the SRA. Complete the form and return it to the SRA for details on your benefit eligibility and benefit amounts.

This request should be submitted within 12 months of your anticipated retirement date and no later than six months in advance, due to the time it takes to receive the estimate.

The SRA provides an annual statement of projected future benefits to all participants. If you have questions, you may contact them at 1-800-492-5909 or 410-625-5555. A personal consultation is available through the SRA's Regional Counseling Program. Local sessions are held regularly at various county buildings throughout Maryland. Members who wish to schedule an appointment may call 1-800-492-5909 or 410-625-5555.

## Supplemental Retirement Plans – 403(b), 457(b) Deferred Compensation Plans

AACPS permanent and temporary employees are eligible to participate in a 403(b) and 457(b) program (or in any such combination) immediately from the date of hire or thereafter at any time during their employment. These plans provide an excellent way to fund and supplement your retirement savings. These benefits, in addition to your Maryland State Retirement System benefit, and Social Security Benefits, can assist you in securing your retirement income.

These programs encourage you to save regularly on a tax-deferred basis (in accordance with the annual IRS limits) which reduces your taxable income. AACPS offers you a choice of investment providers who provide qualitative investment options and services. The AACPS Deferred Compensation Plan permits salary deferrals according to IRS limits, including a higher maximum for those over age 50, and the catch up provisions for those with more than 15 years employment with AACPS.

For more information, including a list of investment providers, go to the [AACPS Voluntary Benefits Guide](#).

## Workers' Compensation

Employees who experience an injury on the job must report the injury to their supervisor or school secretary as soon as possible so that a Workers' Compensation Incident Report Form may be completed. Information relating to workers' compensation forms and procedures can be obtained from your Supervisor, School Secretary, or the [Insurance and Safety Management Office](#). All forms and procedures are also located on the Employee Intranet.

All employees injured in an occupational accident may be entitled to workers' compensation benefits. Benefits include payment of medical bills and wage restoration (partial). Claims are administered by the Anne Arundel County Risk Management Division (410-222-7630). Employees, upon approval, are entitled to wage continuation benefits for up to sixty (60) lost duty days. Any and all time lost from work must be authorized by a doctor.

Questions regarding forms or procedures should be directed to the Insurance and Safety Management Office at 410-222-5223.

## Be Courteous

Board Policy AA – Philosophy and Mission- Philosophy reaffirms the Board’s desire to “encourage free and open expression of concern by citizens, staff, and students; to conduct its affairs under public scrutiny; to base its decisions on the discovered needs of the entire system rather than narrow self-interest; and to comport itself with dignity and fairness in all its business.”

This excerpt from Policy AA reminds all school system employees of their responsibilities to the public and to the students that they serve. Appropriate and professional dress sends a positive message to students, parents, and members of the community.

Educators should remember that they are role models for students and representatives of the public school system.

Proper and respectful language should be used in the workplace at all times, and everyday conduct should convey messages of respect, honesty, courtesy, kindness, and consideration. Likewise, employee behavior should reflect a commitment to the Board’s adopted credo for human relations which calls for individuals to “speak to each other, listen to each other, hear each other, value each other’s right to form opinions, and respect each other regardless of disability or socioeconomic background.”

## Be Health Conscious in the Workplace

To avoid serious health problems in the work environment, all employees are to be especially careful when dealing with blood and other body fluids. You can be exposed to the Hepatitis B Virus (HBV), or the Human Immunodeficiency Virus (HIV) if you have direct contact with infected blood or other bodily fluids in one or more of the following ways:

- Being stuck with infected needles or other sharp devices
- Having infected blood or other bodily fluids splashed
  - in the mouth, eyes, or nose
  - onto skin that is cut, scratched, or has sores, rashes, or other skin conditions
- Being bitten (saliva) by a human carrying infectious disease

In an emergency, when you cannot identify bodily fluids or tell whether they contain blood, treat all bodily fluids as potentially infectious.

It is especially important to use latex or vinyl gloves for any task involving exposure to blood and other bodily fluids. Be sure they have no holes, cracks, or tears.

### Follow Correct Work Practices

#### *Precautionary measures*

- Cover all cuts and scratches on your skin before going to work.

*Be Health Conscious cont.***Handwashing**

- Handwashing is the best overall protection against most communicable diseases.
- Wash your hands and other skin surfaces thoroughly with soap and running water immediately after contact with blood or other bodily fluids.
- When running water is not available, waterless hand wash substitute should be used.

**Cleaning up blood spills**

- Always wear gloves. Wear eye and face protection if splashes could occur.
- Soak up spills with disposable towels. Saturate with a Centers for Disease Control and Prevention approved germ killer (available at all schools). Let soak for 10 minutes.
- Wipe the area with clean towels and let air-dry.
- Place all infected items for disposal in a disposable trash can liner. Remove gloves last and wash hands.

**Cleaning your clothes**

- Wear gloves; handle soiled items as little as possible.
- Carry clothing in bags or in other containers that do not leak.
- Place all items in a second bag if the first bag gets torn or has blood or other bodily fluids on it.
- Wash and dry uniforms according to directions on the label.

**Equipment disposal**

- Dispose of protective equipment and/or disinfect immediately after use, following universal precautions.
- Use an area specifically set aside for cleaning and disinfecting emergency equipment at your workplace.

**Be Punctual/Sign In & Sign Out**

Arriving on time for your assigned duties is important to your colleagues, the parents, the students, and the community. The school system has an obligation to provide appropriate supervision for health and safety reasons. Being at your assigned duty location is essential to ensure the safety of all affected persons. Staying at your duty station until the assigned ending time is also essential.

Exceptional situations that arise may be resolved by consulting the immediate supervisor.

All employees are expected to report to their assigned work location at the appropriate reporting time and to leave their assigned location at the appropriate ending time. Since several different groups of people are represented on the various time sheets, employees should be careful to indicate their arrival/ departure in the correct spaces. Each employee must sign the time sheet for himself/herself.

Exceptional situations that cause a change to the regular arrival/ dismissal of employees shall be handled by the immediate supervisor.

## Keep Us Up-to-Date

For the school system to serve the needs of parents, students, and others, it is essential that we communicate effectively as employees. Pertinent information should be shared with fellow employees so that we may all work together more efficiently and effectively.

If you need to make corrections to your personal information, you can do so by the following means. Name changes must be accomplished using the Legal name Change packet form which is available under [Current Staff Forms](#). The Legal name Change

Packet includes the Legal Name Change Form and the Nepotism Form. Please complete both and return to the Division of Human Resources - ERFR.

Address and phone number changes for current staff can be made online through the Employee Self-Service (ESS) website at <https://ess.aacps.org>. For instructions on navigating ESS, please refer to the [Applications Help](#) page on the AACPS intranet.

## Respect Confidential Information

As employees of the school system, it is imperative that you familiarize yourself with your privacy rights and the privacy rights of students.

The privacy of student education records is safeguarded by the Family Education Rights and Privacy Act (FERPA), which prohibits the release of personally identifiable information without the written consent of the parent or eligible student. Access to student education records by persons other than the student and parents is granted only for legitimate and recognized educational purposes. Schools are required to keep a list of every person obtaining information from a student's cumulative education record other than those specified in Administrative Regulation JH-RA – Student Records of the Board policies and regulations.

The Division of Human Resources is responsible for maintaining an Official Personnel File (OPF) on each school system employee.

The OPF contains a record of employment information including, but not limited to, educational transcripts, licensures/certifications, ratings, counseling/disciplinary letters, and records concerning changes in status, position, or salary. All other documents required by law or Board Policy or Regulation will be maintained accordingly. All employees or designees authorized by the employee have the right to review items in their OPF. Requests to review an OPF must be made in writing and can be e-mailed to [ERFR@aacps.org](mailto:ERFR@aacps.org) but require a minimum of 48 hours before a review can take place. Appointments are made on a first come, first served basis. Only specific HR personnel are allowed access to personnel files. Personnel Records are covered by Board Policy (GAB) and Regulation (GAB-RA).

## Restrict Personal Phone Calls & Personal Computer Use

During the duty day employees may, on a limited and infrequent basis only, use AACPS technology for personal use. Except in emergency situations, employees shall limit use of AACPS technology to lunch breaks and scheduled work breaks only. Employees shall avoid using AACPS technology for personal use during otherwise productive business hours. Employees are specifically prohibited from using AACPS technology to operate a business, conduct an external job search, solicit money for personal gain, campaign for political causes or

candidates, or promote or solicit funds for a religious or other personal cause. Supervisors are directed to observe phone call patterns and computer use and to take appropriate corrective action should any employee abuse the privilege of using school system telephone equipment or computers. See also [Employee Handbook: Employee Ethics: Responsible Use of Computers & Electronic Communication Tools & System and DI-RA – Technology Use and Security](#)

## Safety

Typically, occupational injuries occur as a result of an unsafe act and/or an unsafe condition and can be avoided by diligent attention to safe work practices. Safety has been and will continue to be every employee's responsibility. It is AACPS policy to present a safe environment for students, visitors, and employees. The commitment to safety has been reinforced by the addition to the staff of a dedicated safety professional who may be contacted in the Insurance & Safety Management Office.

## School Security

The wearing of identification badges is required for **all** employees while in **any** AACPS facility. Badges are to be worn in a manner that is readily visible and not kept in pockets, desks, purses, cars, etc. If a staff member reports to work without an identification badge, they are to obtain a temporary badge, as soon as possible, from V Soft in the main office to be worn until their permanent badge is available. Anyone not wearing a badge (employee or V Soft) should be questioned by staff as to their purpose in the building and referred to the main office to be registered.

All employees have a responsibility to ensure that they follow and enforce security directives, policies, and regulations. It is every employee's responsibility to report security violations or security hazards/risks immediately. In today's heightened state of potential terrorism and security concerns, the following security guidelines must be followed while working at your school or work location:

- Report suspicious activity and unauthorized visitors to school administrators or the building manager immediately.
- Report criminal activity to school administrators immediately and/or report violent or dangerous criminal activity to police immediately.
- Do not use or permit students to use unauthorized entrances and exits. Do not prop open doors or circumvent door locks to gain access to facilities or rooms that are locked.
- Do not use or permit students to use fire exits or alarmed doors without specific permission from the principal or the building manager except in the event of an emergency.
- Do not leave laptops computers or other high value equipment that can be easily taken in unsecured areas.

- Avoid bringing high-value personal items to work. Do not leave purses or wallets unattended. AACPS does not take responsibility for personal items stolen.
- Lock your automobile and do not permit others access to your personal vehicle. Keep valuables out of sight.
- Park only in designated areas.
- Do not loan building or room keys to anyone without the permission of the principal or the building manager.
- Properly secure and account for funds left in your charge. Employees who do not adequately manage or secure funds will be held financially responsible.
- Do not share your account and password with others.

If you have specific security questions, please contact the Office of School Security at 410-222-5083.

## Work Quality

Citizens, taxpayers, parents, and students of Anne Arundel County have the right to expect the greatest effort and highest quality work of each AACPS employee. Our goal must be excellence in all work performed.

<b>A</b> ccommodations.....	410-222-5286	<b>F</b> acilities @ Ft. Smallwood.....	410-439-5651
Accounting .....	410-222-5236	Family Resource Center.....	410-222-6429
Advanced Studies & Programs .....	410-222-5390	File Room/Employee Records.....	410-222-5098
Arlington Echo Outdoor Ed Program.....	410-222-3822	Fingerprinting Office.....	410-222-5045
Art Office .....	410-222-5450	Food & Nutrition Services.....	410-222-5900
Athletics.....	410-222-5463	<b>G</b> ifted/Talented/Advanced .....	410-222-5430
Auditing.....	410-222-5185	<b>H</b> ealth Education.....	410-222-5454
<b>B</b> enefits (active) .....	410-222-5221	Health Issues/Immunizations .....	410-222-6838
Benefits (retirement) .....	410-222-5224	Help Desk .....	410-222-5135
Board of Education Members.....	410-222-5311	Home School.....	410-222-5457
Budget Information .....	410-222-5095	Human Relations/Equity Programs.....	410-222-5318
<b>C</b> afeteria Information at Riva .....	410-222-5056	Human Resources .....	410-222-5061
Child Find Diagnostics		Certified Personnel .....	410-222-5061
North Office.....	410-766-6662	Classified.....	410-222-5070
South Office.....	410-956-0741	Professional Support.....	410-222-5070
West Office.....	410-551-6340	Substitute Office.....	410-222-5068
Community-based Services.....	410-222-0922	Humanities & Arts .....	410-222-5413
Command Center (School Emergencies).....	410-222-5022	<b>I</b> nformation/Lobby .....	410-222-5000
Continuing Education.....	410-222-5383	Instructional Equipment Repair .....	410-222-3840
Curriculum Innovation & Design .....	410-222-5413	Instructional Programs (K-12) .....	410-222-5401
<b>D</b> ance Education .....	410-222-5484	Instructional Technology @ Carver .....	410-721-8350
Design & Print Services.....	410-222-5100	Insurance & Safety Management .....	410-222-5223
<b>E</b> AP (Employee Assistance Program) .....	800-327-2251	Interscholastic Athletics.....	410-222-5463
EEO/ADA Compliance.....	410-222-5286	<b>K</b> indergarten/Pre-K .....	410-222-5441
Employee Benefits .....	410-222-5221	<b>L</b> eave/Disability Management .....	410-222-5090
Employee Investigations .....	410-222-5286	Legislative and Policy .....	410-224-8561
Employee Relations .....	410-222-5086	Library Media Services.....	443-770-5142
English Office.....	410-222-5452	Logistics .....	410-360-5234
Equipment Repair @ Millersville .....	410-222-3840		
ESOL .....	410-222-5416		

<b>M</b> ailroom .....	410-222-5103	Special Education/ Non Public .....	410-222-7420
Maintenance @ Ft. Smallwood .....	410-255-2535	Staff Attorney.....	410-222-5306
Math Office .....	410-222-5464	Staff Development @ Carver .....	410-721-8300
Music Office.....	410-222-5465	Standardized Testing.....	410-222-5147
<b>O</b> ccupational & Physical Therapy .....	443-770-5153	Student Records .....	410-222-3869
Office Services .....	410-222-5050	Student Services .....	410-222-5320
Operations @ Ft. Smallwood .....	410-360-0138	@ Annapolis MS .....	410-626-0207
<b>P</b> ayroll.....	410-222-5210	@ Corkran MS.....	410-766-0325
Partnership, Development, & Marketing .....	410-266-3287	@ Magothy River MS .....	410-518-9873
Physical Education .....	410-222-5460	Studio 39 .....	410-280-1501
Planning and Construction.....	410-439-5658	Substitute Office .....	410-222-5068
Property Control .....	410-923-5030	Substitute System Phone .....	410-571-8615
Psychology.....	410-222-5321	Superintendent’s Office .....	410-222-5304
Public Information Office .....	410-222-5312	<b>T</b> eaching & Learning Initiatives.....	410-222-5491
Purchasing .....	410-222-5160	Technology .....	410-222-5330
<b>R</b> eading Office.....	410-222-5455	TDD.....	410-222-5500
Retirement Office .....	410-222-5224	Third Party Billing .....	410-222-5387
<b>S</b> chool Attendance Boundaries .....	410-439-5674	TIENET Office.....	410-354-0715
School Counseling .....	410-222-5280	Transportation.....	410-222-2910
School Performance — Regional Offices		Transportation- Driver Training Center .....	410-969-5849
Magothy River MS.....	410-518-6471/6473	<b>V</b> olunteers .....	410-222-5414
Annapolis MS.....	410-626-9745/9747	<b>W</b> arehouse.....	410-222-3861
Northeast HS.....	410-255-7314/7316	Workers’ Compensation .....	410-222-5223
School Security.....	410-222-5083	World & Classical Languages.....	410-222-5424
Science Office .....	410-222-5451		
Science & Technologies.....	410-222-5490		
Social Studies Office .....	410-222-5440		
Special Education .....	410-222-5410		
Speech Pathology .....	443-770-5154		
Special Education Office.....	410-222-5410		

**Anne Arundel County Public Schools**  
**Division of Human Resources**  
**2644 Riva Road**  
**Annapolis, MD 21401**

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