

**BOARD OF TRUSTEES
CARSON CITY SCHOOL DISTRICT**

TABLE OF CONTENTS

SECTION No. 300: CERTIFIED STAFF

R-300.1	Statement of Ethics
R-301	Equal Opportunity in Employment and Education Complaint Procedure
R-301Form	Complaint Form Disposition of Complaint Form
R-302	Position Description/Organization Chart
R-302.1	Athletic Director
R-302.2	Associate Superintendent Educational Services
R-302.3	Associate Superintendent Human Resources
R-302.4	Director of Operations
R-302.5	Director of Fiscal Services
R-302.6	Management Information Technology Director
R-307	Employment of Licensed Personnel
R-308	Employment of Substitute Teachers
R-308.1	Employment of Substitute Nurses
R-310	Supplemental Contracts and Extra Pay for Extra Duty (Refer to Regulation 1035)
R-311	Staff Protection Physical Protection Liability Insurance
R-311.1	Previous Work Experience

SECTION No. 300: CERTIFIED STAFF - CONTINUED

- R-313 Evaluation of Administrative Personnel
 - Philosophy
 - Purposes and Needs of Administrative Evaluation Program
 - Definition of Administrator Evaluation
 - Program for Professional Improvement
 - Responsibility for Evaluation
 - Criteria for Principal Effectiveness
 - General Procedures
- R-314 Probation and Evaluation
- R-315 Post-Probationary Teacher Evaluation
- R-316 Voluntary Separation of Service
- R-318 Staff Infractions/Drug and Alcohol Abuse (Refer to R-225)
- R-322 Freedom of Speech in Non-instructional Setting
- R-329 Placement on Salary Schedule (Teachers Licensed in Other States)
- R-330 Advancement on Certified Salary Schedule
- R-331 Travel and Per Diem Allowances
 - Transportation
 - Travel
 - Overnight Lodging
 - Parking or Vehicle Storage Fees
 - Use of Private Automobile
- R-331.1 Duplicate Compensation Prohibited
- R-331.2 Travel Requests
- R-332 Assigned Extra Duty
- R-333 Leave Provisions – Administrators
- R-334 Staff Dress and Grooming
- R-335 Purchase of Retirement Credit – Employees
- R-335.1 Purchase of Retirement Credit for Administrators

SECTION No. 300: CERTIFIED STAFF - CONTINUED

- R-335.1Form Application for Purchase of Retirement Credit
- R-335.2 Purchase of Retirement Credit for Nurses
- R-335.2Form Application for Purchase of Retirement Credit – Nurses
- R-342 Protection of Employees from Bloodborne Pathogens
- R-342FormA Employee Notice of Universal Precautions Training/Exposure and Infection Control Training for Bloodborne Pathogens
- R-342FormB Hepatitis B Vaccination Protocol – Vaccination Administration Standing Order
- R-342FormC Bloodborne Pathogens At-Risk Employee Category Annual Review
- R-342.4 Post-Exposure Control Incident Report
- R-343 Harassment/Sexual Harassment and Intimidation
- R-343Form Sexual Harassment Complaint Form
Sexual Harassment Disposition of Complaint Form
- R-343.1 Prevention of Sexual Misconduct Toward Students
Conduct
Reporting Procedures
Investigation
District Action
Reprisal
Training
Dissemination of Policy
- R-344 Family and Medical Leave Act
- R-345 Americans with Disabilities Act
- R-345Form Complaint Form
Disposition of Complaint Form
- R-350 Team Teaching

SECTION No. 300: CERTIFIED STAFF - CONTINUED

R-355 Alcohol and Drug Testing for Employees who are Required to Possess Commercial Driver's License as a Condition of Employment

Drivers Subject to Alcohol & Drug Testing
Safety Sensitive Functions
Prohibited Conduct
Alcohol & Drug Testing
Testing Guidelines
Collection Sites
Medical Review Officers
Employee Consent
Refusal to Submit a Test
Consequences of a Positive Test
Alcohol & Drug Testing Information
Release of alcohol/Drug Test Information by Previous Employer
Training & Education
Severability
Reference Documents
Appendix A

R-355FormB Driver Pre-Employment Alcohol/Controlled Substances Statement
R-355FormC Release of Testing Information by Previous Employer
R-355FormD Documentation of Confirmation from Previous Employer

R-360 Workers Compensation (Refer to Regulation 1050) 7/23/19

Board Travel