

CBOCES' Policies and Procedures

A. Policy Manual

The Centennial BOCES Policies are located in on the CBOCES's website under about us, then Board Policies.

The Centennial BOCES retains the right to modify its policies and procedures at its discretion.

B. Grievance Procedure-GBK, GBK-R

1. Definitions

- a) "Grievance" as defined for the purposes of this procedure includes any dispute or disagreement regarding the terms or conditions of employment at the BOCES or application or interpretation of any BOCES policy, which substantially and adversely affects the grievant's employment status or conditions. This shall include, without limitation, disputes arising under the Equal Opportunity Policy of the BOCES.

2. Procedure

a) Step One

The grievance shall first be presented in writing to the persons having direct administrative or supervisory responsibility over the work of the employee involved in the grievance. The written grievance shall: (1) explain the specific incident that is the subject of the grievance in sufficient detail; (2) include a description of prior attempts to resolve the matter and the results of these attempts; and (3) discuss the reasons why the employee(s) is/are not satisfied with the prior results. The supervisor or administrator shall render a written decision within 10 working days.

b) Step Two

If the grievance is not solved at Step 1, the employee(s) may present the written grievance to the executive director or designee who shall review the grievance and the report from Step 1 and render a written decision within 10 working days of receipt of the report from Step 1.

c) Step Three

If the grievance is not solved at Step 2, the employee(s) may file a written request for review by the Board, which will be held within 20 working days of receipt of the report from Step 2. The Board's review of the grievance may be held in executive session at the request of the

employee(s), the executive director or the Board. The decision of the Board shall be final and shall be made in writing within 15 working days of the Board's review.

d) General

- (1) Waivers of any of the procedures or time limitations provided herein are permitted upon the written consent of the employee and BOCES. Any waiver shall be specific and limited to its express terms.
- (2) The employee may withdraw his/her grievance at any time, which withdrawal shall constitute acceptance of the decision in effect at that time.
- (3) No employee shall be subject to disciplinary or punitive action by the BOCES for legitimate utilization of the procedures made available hereunder.
- (4) Absent extraordinary circumstances, it is contemplated that the entire review procedure should not exceed three (3) months in length.

C. Policy Information

1. Staff Dress Code- GBEB A

A staff dress code was adopted January 18, 2019, by the Board of Directors. It is in the policy GBEB A under Personnel on the CBOCES's website under Board Policies. This should be reviewed carefully to ensure that appropriate attire is maintained by all BOCES staff members to project an image to the community and to students about the professionalism of the BOCES.

2. Staff Conduct- GBEB, GBEB-R, GBEB-R-2.

A policy on staff conduct was adopted by the Board in April 18, 2019. It is the responsibility of all staff members to make themselves familiar with and abide by the laws of the state as these affect their work, and the policies and regulations of the BOCES. Please thoroughly review the Policy on Staff Conduct, GBEB, GBEB-R, GBEB-R-2.

3. Staff Personal Security and Safety-GBGB

The Board adopted a security/access policy in January 18, 2018. The following procedures are found under GBGB and shall be followed in instances of assault, disorderly conduct, harassment, knowingly making a false allegation of child abuse, or any alleged offense under the "Colorado Criminal Code" by a student directed towards a Centennial BOCES employee..

4. Tobacco-Free Schools

As an educational organization, the Centennial BOCES should provide both effective educational programs and a positive example to students concerning the use of tobacco. The use of tobacco products by staff, students, and members of the public is banned from all school property. A policy, ADC* Tobacco-Free Schools was revised November 16, 2017.

5. Guidelines for Centennial BOCES Classified Office Employees' Professional Development

The Centennial BOCES leadership believes it is very important to support the growth and professional improvement of BOCES classified office staff. We value continuous professional growth for all employees in their positions within the organization. Highly trained and qualified classified staff supports the overall mission of the BOCES to provide quality programs and services to our clients.

6. Staff Ethics and Conflict of Interest – GBEA

No employee of Centennial BOCES shall engage in or have a financial interest, directly or indirectly, in any activity that conflicts or raises a reasonable question of conflict with his or her duties and responsibilities in Centennial BOCES. Employees are expected to perform the duties of the position to which they are assigned and to observe rules of conduct and ethical principles established by state law and Centennial BOCES policies and regulations. It shall be understood that all confidential information an employee is privy to as a result of Centennial BOCES employment shall be kept strictly confidential. In addition, employees shall not utilize information solely available to them through Centennial BOCES to engage in any type of work outside of Centennial BOCES. This includes information concerning potential customers, clients, or other employers. An employee shall not sell any books, instructional supplies, musical instruments, equipment or other school supplies to any student, or to the parents/guardians of students unless prior approval has been obtained from the Board or executive director. Moreover, to avoid a conflict of interest, Centennial BOCES prohibits an employee from exercising supervisory, appointment, dismissal authority, or disciplinary action over a member of the employee's immediate family. For purposes of this policy, an employee's "immediate family" includes his or her spouse, partner in a civil union, children and parents. In addition, an employee may not audit, verify, receive, or be entrusted with moneys received or handled by a member of the employee's immediate family. An employee shall not have access to the employer's confidential information concerning a member of the employee's immediate family, including payroll and personnel records.

Conflicts of Interest - Federally Funded Transactions

Separate from state law and the Board's policies concerning Centennial BOCES employees' standards of conduct and conflict of interest, federal law imposes restrictions on the conduct of Centennial BOCES employees whenever the transaction in question is supported by federal funds subject to the Uniform Grant Guidance (UGG). Under the UGG, a Centennial BOCES employee shall not participate in the selection, award or administration of a contract supported by a federal award if the employee has a conflict of interest as defined by the UGG. A conflict of interest arises under the UGG when the employee, any member of his or her immediate family, his or her business partner, or an organization which employs or is about to employ any of the aforementioned parties has a substantial financial or other interest in or would obtain a substantial tangible personal benefit from a firm considered for a contract. In addition, the UGG prohibits Centennial BOCES employees from soliciting or accepting gratuities, favors, or anything of monetary value from contractors or parties to subcontracts that are federally funded, unless the gift is an unsolicited item of nominal value. For purposes of this policy section only, "immediate family" means the employee's spouse, partner in a civil union, children and parents. In determining whether a financial or other interest is "substantial," or whether anything solicited or accepted for private benefit is of "nominal value," Centennial BOCES employees shall follow the standards of conduct and corresponding definitions applicable to local government employees under state law.

7. Discipline, Suspension and Dismissal of Classified and Support Staff- GCQF, GCQF-R

All Centennial BOCES professional staff members, unless otherwise designated by contract, shall be considered "at will" employees who serve at the pleasure of the Board and shall have only those employment rights expressly established by Board policy. Professional staff members shall be employed for such time as Centennial BOCES is in need of or desirous of the services of such employees. The executive director shall be authorized to suspend with pay or place a professional staff member on unpaid administrative leave as a disciplinary measure and/or pending an internal investigation when a professional staff member is accused of serious misconduct. The executive director shall report all such suspensions to the Board at its next meeting and shall make a recommendation if further disciplinary action is warranted, including but not limited to termination of employment. The Board shall make the final decision regarding the dismissal of any professional staff member. Centennial BOCES shall comply with the reporting requirements concerning allegations of unlawful behavior involving a child and other offenses, in accordance with state law.