

REDUCTION IN FORCE

SEDC may reduce the number of staff through a reduction in force due to one or more of the following at any time during the calendar year.

1. The discontinuance or substantial reduction of a particular service or program;
2. The shortage of anticipated revenue after the budget has been adopted; or
3. Declining student enrollments or loss of revenue in the districts of the SEDC service region that might cause said districts to be unable to pay assessments for services.

No reduction in force shall take place without approval of the SEDC Executive Board. Such approval will be documented in board minutes.

When a reduction becomes necessary, the following items shall be considered:

1. Categories of work to be eliminated, such as programs and services provided.
2. Part-time and temporary employees will be released before “At Will” full time employees.
3. Seniority at SEDC: Less senior employees in the affected programs will be released before more senior employees, except as outlined in 4 below. Seniority will be calculated on the basis of continuous, full time employment at the center. Any leave without pay time may not be counted for purposes of seniority.
4. Retention consideration will be given to employees who have the certification, training and expertise to provide a needed service.
5. Performance on the job: If two or more employees have equal seniority, performance and proficiency ratings will be used to determine reduction.

Re-employment of employees affected by staff reductions will be done in accordance with the following:

1. If any abolished positions are reinstated within one calendar year from the employee's official termination date, those positions will first be offered to the employees' who lost their positions through a reduction in force.
2. The order of reinstatement will follow the same steps as when a reduction becomes necessary, (1) seniority, (2) certification, training and ability, and (3) performance.

Adopted – October 2004

ORDERLY DISMISSAL – AT WILL PROFESSIONALS

Definition:

SEDC employees are considered “At Will Professionals.” At Will full time Professionals are eligible for benefits. The following At Will Professionals have a reasonable expectation that their contract will be renewed unless there is a loss of funding or a service is discontinued.

At Will SEDC Professionals who are considered permanent include:

- a. Director
- b. Technology Coordinator
- c. Technology Trainer
- d. Network Engineer
- e. Data Assessment Specialist
- f. Office Manager
- g. Autism Specialist
- h. Media Specialist
- i. Other permanent positions as designated by the Executive Board

The following employees are considered temporary, or At Will under Utah law and have no expectation of continued employment. These employees are not covered by the provisions of 52 A, UCA, School Termination Procedures. Termination may happen at any time, with or without cause, and the employee is not entitled to a hearing. These employees are not eligible for benefits except workers compensation.

- a. Part time secretaries
- b. Other part time employees as designated by the Executive Board

Employees may be suspended or dismissed for cause. Just cause for disciplinary action, up to and including suspension or dismissal, shall include, but not be limited to the following acts or omission by employees.

- a. Insubordination
- b. Work performance that is inefficient or incompetent
- c. Non-compliance with SEDC rules and safety, workplace and professional standard policies.
- d. Possessing, using, distributing, dispensing, or manufacturing controlled substances or alcohol during work hours.
- e. Any act of physical harm or threat of physical harm against employees or the public.
- f. Inability to meet the requirements of the position.
- g. Theft of funds, services or materials.
- h. Other acts which may compromise the functions of SEDC.

GRIEVANCE PROCEDURES

All employees at the SEDC are considered at-will and have no expectation of continued employment. An employee can be terminated at any time and for any legal reason. However, to ensure that employee's concerns are heard, a limited, informal grievance process is available to all employees.

An employee may be disciplined, up to and including termination for any act or omission by employees listed under SEDC Policy #220 Orderly Dismissal.

An employee may grieve the following items to the director: promotions, terminations, demotions, suspensions, violation of SEDC personnel procedures, equitable benefits, equitable wages, reduction in force and abandonment of position.

All grievances must be filed within 10 working days after the event giving rise to the grievance or it will be deemed untimely. The employee must submit their grievance in writing to the director who will promptly inform the employee of the scheduled time for a hearing. The director may call a committee of three SEDC employees to hear any grievance. The committee will be comprised of personnel from 3 different departments who have no conflict of interest. The committee will make their recommendations to the director. The director will render his/her decision within 10 working days. The decision of the director is final. If the grievance is against the director, the grievance may be directed to the Chair of the Executive Board.

Revised – October 2004

STANDARDS OF CONDUCT

Ethics

Ethical and responsible behavior is rightfully demanded of all employees at SEDC. It is expected that employees will become familiar with and follow the Utah Employees Ethics Act code 67-16. R477-9, Employee Conduct, of the Human Resource Management Rules which requires employees to:

1. Fully apply themselves to their assigned duties during their assigned working hours.
2. Meet standards established in the SEDC Policy Manual
3. Make frugal use of state and local resources.
4. Observe workplace rules.
5. Comply with general state administrative policies and rules.

In fulfilling their obligations to the districts of the SEDC Service Region, employees share in the responsibility to improve the educational opportunities for all.

As employees fulfill work commitments with each other and the school personnel they serve, they will refrain from commenting unprofessionally about anyone or any activity that is connected with the operation of SEDC or the schools served by the center.

Employees of SEDC will protect the rights and dignity of all with whom they associate.

Grooming

All personnel shall keep themselves neat, clean, and dressed appropriately for their work assignment.

Speech and Profanity

Employees of SEDC should always conduct themselves appropriately in serving the districts of the center. Actions, behaviors, and speech should exemplify appropriate citizenship and high moral and ethical principles. Specifically, regarding speech, profanity and/or vulgarity are not acceptable in the professional capacities of employees.

Revised – October 2004

HARASSMENT

In June 1999, the Equal Employment Opportunity commission (EEOC) issued new enforcement guidelines for Title VII of the 1964 Civil Rights Act. The guidelines expanded the definition of harassment beyond sexual harassment to include harassment involving discriminatory treatment based on race, color, sex, religion, national origin, age, disability or protected activity.

Harassment is prohibited under DHRM rule 477-15. Unlawful harassment includes behavior or conduct that is unwelcome, pervasive, demeaning, ridiculing, derisive, or coercive, and results in a hostile, offensive, or intimidating work environment; or behavior or conduct that results in tangible employment action being taken against the harassed employee. Individuals affected by unlawful harassment may file complaints and engage in an administrative process free from bias, collusion, intimidation or retaliation under DHRM Rule 477-15. Any act of retaliation toward the complainant, witnesses, or others involved in the investigation will be subject to corrective or disciplinary action. However, those who submit malicious or frivolous complaints will also be subject to disciplinary action in accordance with DHRM rules.

A complaint of unlawful harassment may be submitted in a written report to the director or Executive Board who will authorize an investigation to be conducted by SEDC officials or a third party designee. The investigative party will provide a written report on the status of the investigation within 10 working days to the director or Chairman of the Executive Board. Upon receipt of an investigative recommendation that is valid, SEDC will take such action as appropriate based upon the results.

Adopted – October 2004

DRUG FREE WORKPLACE

SEDC, in accordance with its responsibility to promote efficient execution of public policy, has a compelling obligation to eliminate illegal drug use from the workplace.

Illegal drug use conflicts with and is contrary to state law, the Federal Drug-Free Workplace Act of 1988, the Omnibus Transportation Employee Testing Act of 1991, and Human Resource Management rules. Unlawful possession, use, distribution or manufacturing of alcohol or other drugs in the workplace is prohibited. Involvement of any type with alcohol and/or other drugs, which interferes with an employee's ability to perform their duties, regardless of where the drugs are consumed, is also a concern which must be addressed by the supervisor as well as the individual. Violation of drug-free rules and laws may result in disciplinary action, which could include termination.

It is the policy of SEDC that the workplace will be drug free. Employees with problems related to substance abuse will be encouraged to seek assistance. Any state employee may be required to take a drug test if there is reasonable suspicion that illegal drugs are being used on the job. All collection and testing will be conducted in strict accordance with the Substance Abuse and Mental Health Services Administration guidelines. An employee who fails to submit to a test, as outlined in DHRM Drug and Alcohol Testing Procedure Manual, will be subject to disciplinary action, including possible termination.

Adopted – October 2004

TECHNOLOGY ACCEPTABLE USE POLICY

1. Purpose

The purpose of this policy is to ensure appropriate, responsible, ethical and legal access and use of computers, the Internet, and other electronic or communication devices by Southwest Educational Development Center (SEDC) patrons, and employees.

2. Policy

2.1. Computers and the Internet

It is the policy of Southwest Educational Development Center (SEDC) to permit SEDC patrons, and employees to have computer and Internet access under approved regulations and guidelines, to include those listed in the Children's Internet Protection Act, State Law, Family Educational Rights and Privacy Act (FERPA), and policies adopted by the SEDC Board. In general, the user's responsibilities require responsible, decent, ethical, polite, efficient, and legal use of computer and network resources. SEDC patrons and employees must not access obscene, pornographic, or material that is deemed to be harmful to minors. In the event that students have access to the SEDC network, SEDC personnel will instruct these students and other staff members on a regular basis in appropriate online behavior including online safety, interacting with other individuals on social networking websites and in chat rooms, and regarding cyber-bullying awareness and response. SEDC will provide a technology protection measure (e.g. Internet filtering software) to help protect against access by users of the SEDC network of visually depictions that are obscene, child pornography, or — with respect to use of computers with Internet access by minors — harmful to minors. All SEDC patrons and employees are granted access to the SEDC Internet resources, but all access to the Internet through SEDC is subject to the terms of the Technology Acceptable Use Agreement and SEDC policy.

3. Procedure

3.1. Definitions:

3.1.1. **Acceptable Use:** Computer and Internet use must be consistent with the education objectives of SEDC. The use must also be consistent with the terms of this agreement.

3.1.2. **Prohibited Use:** Any use or act that violates federal or State laws and/or SEDC policy.

3.1.3. **Interfering Device:** This includes any device or object which does not constitute a weapon or explosive but may, if used or engaged, interfere with the educational process for either the person possessing or using the object or for other people at SEDC. By example, such objects include any electronic communication device (defined below), a camera, lasers, laser pens or pointers, radios, portable DVD players, or other electronic equipment or devices.

3.1.4. **Electronic communication device:** This includes laptop and hand-held computers, telephones, "smart phones", camera telephones, two-way radios or video broadcasting devices, pagers, and any other device that allows a person to record and/or transmit on either a real time or delayed basis, sound, video or still images, text, or other information.

3.1.5. **Camera:** This includes any device for taking still or motion pictures and or sound, whether in a digital or other format.

3.2. Prohibited Uses: The following uses of SEDC computers, including its network and Internet access are prohibited for:

3.2.1. Using an account other than your own and any attempt to gain unauthorized access to accounts on the network.

3.2.2. attempting to obtain access to restricted sites, servers, files, databases, etc. Attempts to gain unauthorized access to other systems (e.g. "hacking").

3.2.3. using SEDC computers, the Internet or network for any illegal activity. This includes, but is not limited to: copyrighted material, threatening or obscene material or material protected by trade secrets. This prohibition includes the violation of any federal, State or local law.

3.2.4. providing personal addresses, phone numbers, and other private information whether that information belongs to the user or any other individual unless it is related to work activities or specifically authorized for release. Additionally, all employees are subject to and must comply with state and federal privacy laws and regulations. The unauthorized disclosure of private or protected information may result in disciplinary action and referral for criminal prosecution.

3.2.5. any commercial use, product advertisement not related to SEDC purposes or activities or promotion of political candidates.

3.2.6. attempting vandalism defined as any attempt to harm or destroy data of another user, another agency or network that is connected to the Internet. Vandalism includes, but is not limited to, the uploading, downloading, or creation of computer viruses. It also includes attempts to gain unauthorized access to a network that is connected to the Internet.

3.2.7. degrading or disrupting network equipment, software, or system performance.

3.2.8. wasting valuable network resources.

3.2.9. invading the privacy of individuals or disclosing confidential information about other individuals, if the disclosure is not allowed by state or federal law or SEDC policies.

3.2.10. posting personal communications without the original author's consent.

3.2.11. posting anonymous messages.

3.2.12. accessing, downloading, storing or printing files or messages that are pornographic, indecent, profane, obscene, or that use language that offends or tends to degrade others.

3.2.13. harassing others and using abusive or obscene language on the network. The network may not be used to harass, annoy, or otherwise offend other people.

3.2.14. using material which may be deemed to violate any SEDC policy code of conduct.

3.2.15. downloading music or video files or any other files that will infringe on copyright laws.

3.2.16. communicating threats of violence.

3.2.17. using the network for plagiarism. Plagiarism is taking ideas or writing from another person or entity and representing them as your own work. Credit must always be given to the person who created the information or idea.

3.2.18. bypassing SEDC filters and security via proxy servers, VPN access, or other means.

3.2.19. using non-authorized VoIP (Voice over IP) software or devices.

3.2.20. installation and use of personal wireless access points. All wireless network access (if any) will be provided by SEDC.

3.2.21 excessive non-work related computer use during work hours.

3.3. Privileges and Discipline:

Internet use is a privilege, not a right, and inappropriate use may result in a loss of network privileges, disciplinary action, and/or referral to legal authorities. The Director will close an account when necessary. An administrator or faculty member can deny, revoke, or suspend specific user access and/or user accounts. SEDC employees, to include teachers, staff, and administrators, may face disciplinary action up to and including termination of employment. Authorized SEDC employees have the right to intercept or read a user's e-mail, to review any material, and to edit or remove any material that they believe may be unlawful, obscene, defamatory, abusive or otherwise objectionable. Career and Provisional Employees will be disciplined according to SEDC Policy. Temporary employees or other patrons may be denied computer access or have their employment terminated.

3.4. Privacy Information:

Nothing is private on the SEDC-owned network. If a user accesses a particular site on the Internet, it is likely that someone knows the connections that the user is making, knows about the computer the user is using and what the user looked at while on the system. Frequently these sites maintain records that can be subpoenaed to identify what the user has been viewing and downloading on the Internet. In addition, SEDC personnel will monitor the use of SEDC computers and devices on a regular basis to ensure appropriate use and to make sure the network functions properly. A user on the SEDC network has no expectation of privacy as to his or her communications or the uses made of the Internet.

3.5. Network Etiquette:

Users are expected to abide by the generally accepted rules of network etiquette. These include but are not limited to the following:

- be polite.
- do not be abusive in your messages to others.
- use appropriate language.
- do not swear, use vulgarities or any other language inappropriate in a school setting.

3.6. Security:

3.6.1. Security is a high priority on computer networks. If a security problem is identified, the user must notify the Director immediately. **Do not demonstrate the problem to other users.** Users may not use the Internet to discuss or disseminate information regarding security problems or how to gain unauthorized access to sites, servers, files, etc.

3.6.2. Any passwords issued to users/parents/guardians must not be shared with or disclosed to other users without specific authorization from the administrator. Passwords should be changed frequently in accordance with the User Password Guidelines. If a user divulges passwords to anyone not authorized by policy, SEDC cannot guarantee the protection of confidential information.

3.6.3. Do not leave a workstation without logging out of the network or "locking down" the workstation.

3.6.4. You must report any of the following to the Director as soon as possible:

- if you receive or obtain information to which you are not entitled;
- if you know of any inappropriate use of the network by others; and
- if you believe the filtering software is not filtering a site or sites that should be filtered under this agreement.

3.6.5. SEDC Password Procedures

- All admin-level passwords (e.g., root, enable, NT admin, application administration accounts, etc.) must be changed on at least every 3 months.
- All user-level passwords (e.g., email, web, desktop computer, etc.) must be changed at least every six months. The recommended change interval is every four months.
- User accounts that have system-level privileges granted through group memberships must have a unique password from all other accounts held by that user.
- Passwords must not be inserted into email messages or other forms of electronic communication.
- Contain both upper and lower case characters (e.g., a-z, A-Z)
- Have digits and punctuation characters as well as letters e.g., 0-9, !@#\$%^&*()_+|~- =\`{}[]:":'<>?,./)
- Are at least eight (8) alphanumeric characters long and use a passphrase (Ohmy1stubby0e).
- Are not a word in any language, slang, dialect, jargon, etc.
- Are not based on personal information, names of family, etc.

3.7. Disclaimer:

3.7.1. SEDC makes no guarantee of the completeness or accuracy of any information provided on the network. It makes no promise or warranty to maintain or update its network or the information contained or made available to the public, its employees, and patrons. SEDC may suspend or discontinue these services at anytime. The user assumes the risk of verifying any materials used or relied on.

3.7.2. SEDC disclaims any express or implied warranty in providing its computer system, provided services and any materials, information, graphics, or processes contained therein. It makes no warranty, express or implied, nor assumes any responsibility regarding the use of its network or its contents for its accuracy, completeness, currency, its use of any general or particular purpose, or that such items or use of such items would not violate or infringe on the rights of others. Access to its network is provided on a strictly "as is basis."

3.7.3. SEDC network resources may contain hypertext or other links to Internet or computer sites not owned or controlled by SEDC that may be of interest. SEDC cannot supervise or control the content of these other sites. Any information, endorsements of products or services, materials or personal opinions appearing on such external sites are not controlled, sponsored or approved by SEDC.

3.7.4. SEDC specifically disavows legal responsibility for what a user may find on another external site or for personal opinions of individuals posted on any site, whether or not operated by the SEDC.

3.7.5. A user assumes the risk of use or reliance on any information obtained through the network.

3.7.6. SEDC will not be responsible for any damages a user suffers while on the system, including loss of data resulting from delays, non-deliveries, mis-deliveries or service interruptions caused by negligence, errors, or omissions.

3.8. Access and/or Accounts Requirements

All users are responsible for reading and agreeing to follow all guidelines outlined in the Acceptable Use Policy (AUP). Employees may be granted an account for their term of employment subject to the terms, limitations, and conditions outlined in this policy.

3.9. Interfering and Communication Devices

Except as set forth below, a user may possess, but may not operate or engage, any interfering device, unless specifically authorized in advance in writing by SEDC personnel in charge.

3.9.1. It is SEDC policy that SEDC personnel or users of the network will not be subject to video or audio capture, recording or transmission of their words or images by anyone without express prior notice and explicit written consent for the capture, recording or transmission of such words or images.

3.9.3. Electronic communication devices and cameras must not be activated or utilized at any time by any person, to include a staff employee, patron, or any other individual, in the SEDC office where a reasonable expectation of personal privacy exists.

3.9.4. The Director has authority to make determinations as to other specific locations and situations where possession of electronic communication devices and cameras is absolutely prohibited.

3.9.5. At no time may any electronic communication device or camera be utilized by anyone in anyway to give the impression of threatening, humiliating, harassing, embarrassing, or intimidating others.

3.10. Sanctions Confiscation of Device

Pornographic or indecent material in possession by SEDC patron or staff member will be reported for possible criminal prosecution in accordance with the UCA 76-10-1235 and/or other applicable SEDC or state actions. For each observed violation of this policy, it shall be the duty of the SEDC staff observing the violation to immediately confiscate the interfering device. Employee violations will be immediately reported to the Director. Furthermore, the Director may take additional disciplinary action as described in other policies. The confiscated device shall be forwarded to the administrative office together with the name of the person from whom the device was confiscated and the reason for the confiscation.

3.11. Employee and User Disciplinary Actions shall be in accordance with applicable laws, regulations and SEDC policies.

Adopted – September 2015

PUBLIC RELATIONS

SEDC recognizes its responsibility to the districts within its service area, to keep them informed of the services that are available and the obligation of making these services available to educators based upon the following principles:

- a. Each staff member will be aware of their responsibility to provide quality service to the schools of the SEDC region.
- b. Each employee will conduct him or herself so as to create positive relationships among the schools, general public, and the center.
- c. Utilization of various communication tools to keep schools and educators informed of the services offered by the center will be implemented. At the appropriate times media such as the press, radio, etc., will be invited to report activities of the center such as grants obtained and successful programs.

Revised – October 2004

SUPERVISION/EVALUATION OF PERSONNEL

All employees at SEDC are considered “at will” personnel whose job descriptions and service to districts vary according to funding sources and the diverse needs of individual schools and educators. Although the director is assigned and has direct supervision responsibilities for all employees at SEDC a key indicator of their job performance must be determined through appropriate feedback from the curriculum, technology, and administrative personnel they serve throughout the service region. This critical feedback and analysis of job performance therefore must be a collaborative process between the director, superintendents, and identified district personnel.

SEDC employees will be evaluated each year according to the Executive Board’s adopted instruments. In addition to a formal evaluation all personnel are required to submit yearly goals and objectives to the director by November 1, of the current school year. Evaluations and administrative counseling may occur as often as is deemed necessary.

Adopted – November 17, 2004

EVALUATION INSTRUMENT

The following evaluation instruments will be used in the evaluation of different positions at SEDC according to individual job descriptions and the needs of the center's school districts.

Adopted – November 17, 2004

Revised – September 21, 2005

Revised – February 2011

Revised – September 2015

**SOUTHWEST EDUCATIONAL DEVELOPMENT CENTER
TECHNOLOGY DIRECTOR
EVALUATION FORM**

Date:

Person Evaluated:

1 = Outstanding
2 = Very Good

3 = Needs Improvement
4 = Unsatisfactory

The director and/or immediate supervisor will hold a conference with the employee to discuss his/her job performance, objectives and goals.

CRITERIA	RATING	COMMENTS
1. Interpersonal Skills/Attitude		
2. Organization/Management		
3. Work ethic and utilization of time management focused on assigned priorities.		
4. Is familiar with technology, monies and grants available through the State Office of Education and federal programs to assist and pursue funding for SEDC region.		
5. Provides leadership and assistance in the area of technology as deemed necessary by SEDC Board and SWATT.		
6. Attends meetings and trainings scheduled by the region and state.		
7. Provides supervision and leadership of technology staff.		
8. Assists districts with technology projects and provides in-service & training upon request.		
9. Works effectively with UEN and state office to coordinate technology projects in the SEDC region.		
10. Professional Leadership Demonstrates "Visionary Leadership" for staff, district technology leaders and educators through: <ul style="list-style-type: none"> • Effective collaboration and teamwork to create and develop critical vision, goals and training in technology. • Sustaining and supporting strong organizational commitment to the vision, mission and goals of continuous improvement in technology. • Demonstrates organizational loyalty and is an effective team player, willing to go the extra mile at work to ensure that the vision, mission, expectations and goals of the Regional Service Center are achieved. 		

Signature of Employee

Date

<p>11. Teaching and Learning Effective at promoting the success of the technology staff, district tech personnel, and educators by advocating, nurturing and sustaining teaching and learning focused on the newest cutting edge technology by:</p> <ul style="list-style-type: none"> • Building a strong professional culture that supports technical learning. • By providing research proven technical training and instructional practices. • By setting an example for others through professional work ethic. 		
<p>12. Technology Coordinators Direct learning by promoting the successful management of the organization, operations, and resources available for an efficient and effective learning environment by:</p> <ul style="list-style-type: none"> • Assigning and distributing responsibilities through proactive supervision with emphasis on management structure and practice that enhances technical learning. 		
<p>13. Ethical Leadership Demonstrates “Ethical Leadership” by promoting the success of individuals and organizations by acting with, and exemplifying integrity, fairness, equity, and ethical behavior by:</p> <ul style="list-style-type: none"> • Demonstrating appropriate, ethical and legal behavior demanded in education. • Performing the work required that demands high levels of personal organizational performance, including new capabilities and skills needed to fulfill responsibilities. 		
<p>14. Performs all other duties and responsibilities as defined by SEDC’s Executive Board and its director.</p>		

SOUTHWEST EDUCATIONAL DEVELOPMENT CENTER MEDIA COORDINATOR/Secondary Assignment

CRITERIA	RATING	COMMENTS
1. Establishes positive relationships in districts.		
2. Delivery and pick up of videos, equipment and machines is done in a consistent and professional manner.		
3. Stays current with the newest technology in media and provides training to designated regional personnel.		
4. Attends appropriate workshops and trainings to support media programs.		
5. Performs all other duties and responsibilities as defined by SEDC’s Executive Board and its director.		

Signature of Executive Director

Date

Signature of Employee

Date

**SOUTHWEST EDUCATIONAL DEVELOPMENT CENTER
SYSTEM ENGINEER
EVALUATION FORM**

Date:

Person Evaluated:

1 = Outstanding
2 = Very Good

3 = Needs Improvement
4 = Unsatisfactory

The director and/or immediate supervisor will hold a conference with the employee to discuss his/her job performance, objectives and goals.

CRITERIA	RATING	
1. Interpersonal Skills/Attitude		
2. Organization/Management		
3. Work ethic and utilization of time management focused on assigned priorities.		
4. Works effectively with district, regional, UEN, and state agencies in providing technical support throughout the SEDC region testing, implementing and recommending new, cutting edge technology.		
5. Successfully monitors, implements and supports regional network and database services to ensure acceptable uptime.		
6. Assists and provides training for district technology personnel in regards to district technology projects and technical tasks.		
7. Supports and assists in the upgrading of regional network/servers software and hardware.		
8. Establishes positive working relationships with district technology personnel.		
9. Works effectively with the SEDC Technology Coordinator and team to plan, implement, and support various conferences.		
10. Is successful in assisting, supporting and providing training for district technology personnel in developing needed educational application software (PHP, Perl, etc.)		

Signature of Employee

Date

<p>11. Professional Leadership Demonstrates “Visionary Leadership” for district technology personnel and educators by: Effective collaboration and teamwork to <u>help</u> create, <u>support</u>, and assist in the development of critical vision, goals and training for district technical network issues.</p> <ul style="list-style-type: none"> • Sustaining and supporting strong organizational commitment to the vision, mission and goals of continuous improvement in technology. • Demonstrates organizational loyalty and is an effective team player, willing to go the extra mile at work to ensure that the vision, mission, expectations and goals of the Regional Service Center are achieved. 		
<p>12. Teaching and Learning Effective at promoting the success of district level personnel and educators by advocating, nurturing and sustaining teaching and learning focused on the latest research proven advances in technology by:</p> <ul style="list-style-type: none"> • Building a strong professional culture that supports technical learning. • By providing research proven technical training and support. 		
<p>13. Network/Technical Support Specialists Direct learning by promoting the successful management of the organization, operations, and resources available in districts for an efficient and effective technical environment by:</p> <ul style="list-style-type: none"> • Supportive training for technical personnel through proactive supervision/intervention with emphasis on management structure and practice that enhances infrastructure. 		
<p>14. Ethical Leadership Demonstrates “Ethical Leadership” by promoting the success of individuals and organizations by acting with, and exemplifying integrity, fairness, equity, and ethical behavior by:</p> <ul style="list-style-type: none"> • Demonstrating appropriate, ethical and legal behavior demanded in education. • Performing the work required that demands high levels of personal organizational performance, including new capabilities and skills needed to fulfill responsibilities. 		
<p>15. Performs all other duties and responsibilities as defined by SEDC’s Executive Board and its director.</p>		

 Signature of Executive Director

 Date

 Signature of Employee

 Date

**SOUTHWEST EDUCATIONAL DEVELOPMENT CENTER
SYSTEM SPECIALIST
EVALUATION FORM**

Date:

1 = Outstanding
2 = Very Good

Person Evaluated

3 = Needs Improvement
4 = Unsatisfactory

The director and/or immediate supervisor will hold a conference with the employee to discuss his/her job performance, objectives and goals.

CRITERIA	RATING	
a. 1. Interpersonal Skills/Attitude		
2. Organization/Management		
3. Work ethic and utilization of time management focused on assigned priorities.		
4. Works effectively with district, regional, UEN, and state agencies in providing technical support throughout the SEDC region testing, implementing and recommending new, cutting edge technology.		
5. Successfully monitors, implements and supports regional network and database services to ensure acceptable uptime.		
6. Assists and provides training for district technology personnel in regards to district technology projects and technical tasks.		
7. Supports and assists in the upgrading of regional network/servers software and hardware.		
8. Establishes positive working relationships with a. district technology personnel.		
9. Works effectively with the SEDC Technology Coordinator and team to plan, implement, and support various conferences.		
10. Is successful in assisting, supporting and providing training for district technology personnel in developing needed educational application software (PHP, Perl, etc.)		

Signature of Employee

Date

<p>11. Professional Leadership Demonstrates “Visionary Leadership” for district technology personnel and educators by: Effective collaboration and teamwork to <u>help</u> create, <u>support</u>, and assist in the development of critical vision, goals and training for district technical network issues.</p> <ul style="list-style-type: none"> • Sustaining and supporting strong organizational commitment to the vision, mission and goals of continuous improvement in technology. • Demonstrates organizational loyalty and is an effective team player, willing to go the extra mile at work to ensure that the vision, mission, expectations and goals of the Regional Service Center are achieved. 		
<p>12. Teaching and Learning Effective at promoting the success of district level personnel and educators by advocating, nurturing and sustaining teaching and learning focused on the latest research proven advances in technology by:</p> <ul style="list-style-type: none"> • Building a strong professional culture that supports technical learning. • By providing research proven technical training and support. 		
<p>13. Network/Technical Support Specialists Direct learning by promoting the successful management of the organization, operations, and resources available in districts for an efficient and effective technical environment by:</p> <ul style="list-style-type: none"> • Supportive training for technical personnel through proactive supervision/intervention with emphasis on management structure and practice that enhances infrastructure. 		
<p>14. Ethical Leadership Demonstrates “Ethical Leadership” by promoting the success of individuals and organizations by acting with, and exemplifying integrity, fairness, equity, and ethical behavior by:</p> <ul style="list-style-type: none"> • Demonstrating appropriate, ethical and legal behavior demanded in education. • Performing the work required that demands high levels of personal organizational performance, including new capabilities and skills needed to fulfill responsibilities. 		
<p>15. Performs all other duties and responsibilities as defined by SEDC’s Executive Board and its director.</p>		

 Signature of Executive Director

 Date

 Signature of Employee

 Date

**SOUTHWEST EDUCATIONAL DEVELOPMENT CENTER
REGIONAL TECHNOLOGY TRAINER/ DATA MENTOR
EVALUATION FORM**

Date:

1 = Outstanding
2 = Very Good

Person Evaluated:

3 = Needs Improvement
4 = Unsatisfactory

CRITERIA	RATING	COMMENTS
1. Interpersonal Skills/Attitude		
2. Organization/Management		
3. Work ethic and utilization of time management focused on assigned priorities.		
4. Establishes positive working relationships with educators and district personnel.		
5. Provides strong technology leadership and training to educators in the SEDC region.		
6. Works to develop respect for the position of Technology Trainer and is requested/scheduled to provide training throughout the region.		
7. Provides modeling and mentoring for educators on how to integrate technology into classroom instruction through utilization of the Utah State Core.		
8. Works effectively with UEN, State Office and the other regional trainers to implement and effectively teach the latest in educational technology.		
9. Works efficiently with SEDC Technology Coordinator, Internet Support Specialist, and other specialists to plan, implement, and support various technology trainings and conferences.		

Signature of Employee

Date

<p>10. Professional Leadership Demonstrates “Visionary Leadership” for district educators by:</p> <ul style="list-style-type: none"> • Effective collaboration and teamwork that <u>supports</u>, and assist in the development of critical vision, goals and training. • Sustaining and supporting strong organizational commitment to the vision, mission and goals of continuous improvement in technology. • Demonstrates organizational loyalty and is an effective team player, willing to go the extra mile at work to ensure that the vision, mission, expectations and goals of the Regional Service Center are achieved. 		
<p>11. Teaching and Learning Promotes the success of school district personnel/educators by advocating, nurturing and sustaining effective classroom teaching practices and learning focused on utilizing the latest research proven advances in technical classroom integration by:</p> <ul style="list-style-type: none"> • Building a strong professional culture that supports technology integration in the learning process.. • By providing research based technology training and support. 		
<p>12. Technology Training Specialists Direct learning by promoting the successful management of the organization, operations, and resources available in districts and classrooms for an efficient and effective technical environment by:</p> <ul style="list-style-type: none"> • Supportive training for educators through proactive interaction with emphasis on classroom practice that enhances the use of technology. 		
<p>13. Ethical Leadership Demonstrates “Ethical Leadership” by promoting the success of individuals and organizations in education by acting with, and exemplifying integrity, fairness, equity, and ethical behavior by:</p> <ul style="list-style-type: none"> • Demonstrating appropriate, ethical and legal behavior demanded in education. • Performs the work required that demands high levels of personal organizational performance, including new capabilities and skills needed to fulfill responsibilities. 		
<p>14. Performs all other duties and responsibilities as defined by SEDC’s Executive Board and its director.</p>		
<p style="text-align: center;">_____</p> <p style="text-align: center;">Signature of Employee _____ Date</p>		

SOUTHWEST EDUCATIONAL DEVELOPMENT CENTER DATA MENTOR EVALUATION FORM

CRITERIA	RATING	COMMENTS
1. Works effectively to motivate and train administrators and teachers in data analysis.		
2. Assists district testing coordinators in conducting data assessment training to staff.		
3. Attends relevant meeting and trainings provided by USOE upon approval.		
4. Works collaboratively with the state, region and district personnel to assist teachers with the appropriate integration of state core curriculum to improve student achievement.		
5. Effectively uses student’s formative and summative assessment data to develop meaningful reports that are used to schedule teacher training in schools that will help to direct and drive instruction.		
6. Schedules visits to schools in the SEDC region on a regular basis to ensure that data helps drive administrative and instructional decisions to improve student achievement at the classroom level by analyzing their test data, core standards and pre-assessing and post-assessing core standards		
<p>7. Teaching and Learning Promotes the success of school district personnel/educators by advocating, nurturing and sustaining effective classroom teaching practices and learning focused on utilizing the latest reports and advances with data usage by:</p> <ul style="list-style-type: none"> • Building a strong professional culture that supports learning through the use of data. By providing the appropriate training and support based on individual district and Utah data reporting systems. 		
<p>8. Data Assessment Specialists Direct educational and classroom learning by promoting the successful management of the organization, operations, and resources available in districts and classrooms for an efficient and effective educational environment by:</p> <ul style="list-style-type: none"> • Supportive training for educators through proactive interaction with emphasis on classroom practice and data integration that enhance classroom learning. 		

_____ Date

Signature of Executive Director

_____ Date

Signature of Employee

**SOUTHWEST EDUCATIONAL DEVELOPMENT CENTER
AUTISM SPECIALIST
EVALUATION FORM**

Date:

Person Evaluated:

1 = Outstanding
2 = Very Good

3 = Needs Improvement
4 = Unsatisfactory

The director and/or immediate supervisor will hold a conference with the employee to discuss his/her job performance, objectives and goals.

CRITERIA	RATING	COMMENTS
1. Interpersonal Skills/Attitude		
2. Organization/Management		
3. Work ethic and utilization of time management focused on assigned priorities.		
4. Provides effective service as an autism consultant to school directors, educators and parents regarding autistic support services to the districts of the SEDC region.		
5. Works with educators, parents and students to formulate effective IEP programs for students.		
6. Provides support services to parents of autistic children.		
7. Coordinates the annual South Utah Autism Conference.		
8. Establishes positive working relationships with Resource Directors of the SEDC region.		
9. Works effectively with USOE, Mental Health, and other specialists in the field of Autism to provide quality services.		
10. Professional Leadership Demonstrates "Visionary Leadership" for educators, Special Education personnel and parents by: <ul style="list-style-type: none"> • Effective collaboration and teamwork that <u>supports</u> and assists in the development of critical vision, goals and training in Autism and diagnosis. • Sustaining and supporting strong organizational commitment to the vision, mission and goals of continuous improvement in effective practices for educators teaching children with autism. Demonstrates organizational loyalty and is an effective team player, willing to go the extra mile at work to ensure that the vision, mission, expectations and goals of the Regional Service Center is achieved.		

Signature of Employee

Date

<p>11. Teaching and Learning Promotes the success of school district educators by advocating, nurturing and sustaining effective practices for teaching Autistic children based upon utilizing the latest research proven advances by:</p> <ul style="list-style-type: none"> • Building a strong professional culture that supports parents and educators. • By providing research based training and support. 		
<p>12. Autism Specialists Promotes the successful management of the organization, operations, and resources available in districts and classrooms for an efficient and effective educational environment by:</p> <ul style="list-style-type: none"> • Supportive training for educators through proactive interaction with emphasis on research basis autism practices. 		
<p>13. Ethical Leadership Demonstrates “Ethical Leadership” by promoting the success of individuals and organizations in education by acting with, and exemplifying integrity, fairness, equity, and ethical behavior by:</p> <ul style="list-style-type: none"> • Demonstrating appropriate, ethical and legal behavior demanded in education. • Performing the work required that demands high levels of personal organizational performance, including new capabilities and skills needed to fulfill responsibilities. 		
<p>14. Performs all other duties and responsibilities as defined by SEDC’s Executive Board and its director.</p>		

Signature of Executive Director

Date

Signature of Employee

Date

**SOUTHWEST EDUCATIONAL DEVELOPMENT CENTER
OFFICE MANAGER
EVALUATION FORM**

Date:

Person Evaluated:

1 = Outstanding

3 = Needs Improvement

2 = Very Good

4 = Unsatisfactory

The director and/or immediate supervisor will hold a conference with the employee to discuss his/her job performance, objectives and goals.

CRITERIA	RATING	COMMENTS
1. Interpersonal Skills/Attitude		
2. Organization/Management		
3. Work ethic and utilization of time management focused on assigned priorities.		
4. Answers phones, presents a pleasant personality, is neat in appearance and demonstrates the ability to get along with staff and patrons.		
5. Directs and coordinates the annual regional Sterling Scholar Program		
6. Follows all budgeting and accounting procedures of SEDC's fiscal agent, as well as the guidelines and procedures outlined in Report #04.01 by the State Office of Education's Performance Auditor.		
7. Prepares correspondence for Executive Board meetings, takes minutes, and helps prepare for other service center sponsored committee meetings.		
8. Maintains efficient records and office files.		
9. Prepares and submits required reports to Iron D.O. and maintains accurate records of fixed assets.		
10. Professional Leadership Demonstrates "Visionary Leadership" for office staff and educators by: <ul style="list-style-type: none"> • Effective collaboration and teamwork that <u>supports</u>, and assists personnel with their jobs in the development of critical reports, vision, goals and accountability. • Sustaining and supporting strong organizational commitment to the vision, mission and goals of continuous improvement in effective practices for financial accountability as well as the success of the Region Sterling Scholar Program. • Demonstrates organizational loyalty and is an effective team player, willing to go the extra mile at work to ensure that the vision, mission, expectations and goals of the Regional Service Center are achieved. 		

Signature of Employee

Date

<p>11. Teaching and Learning Promotes the success of all office personnel and district business administrators by advocating, nurturing and sustaining effective financial/accounting practices by:</p> <ul style="list-style-type: none"> • Building a strong professional culture that builds trust and supports financial accountability. • By providing consistent reports and managing the financial flowchart of expenditures, receipts, deposits, etc. 		
<p>12. Office Managers/Sterling Scholar Coordinators Direct learning by promoting the successful management of the organization, operations, and resources available by:</p> <ul style="list-style-type: none"> • Providing detailed, supportive information and proactive interaction with personnel with an emphasis on audit requirements. 		
<p>13. Ethical Leadership Promotes the success of individuals and organizations in education by acting with, and exemplifying integrity, fairness, equity, and ethical behavior through:</p> <ul style="list-style-type: none"> • Demonstrating appropriate, ethical and legal behavior with uncompromising honesty. • Performing the work required that demands high levels of personal organizational performance, including new capabilities and skills needed to fulfill responsibilities. 		
<p>14. Performs all other duties and responsibilities as defined by SEDC's Executive Board and its director.</p>		

Signature of Executive Director

Date

Signature of Employee

Date

**SOUTHWEST EDUCATIONAL DEVELOPMENT CENTER
MEDIA MENTOR/AUTISM ASSISTANT
EVALUATION FORM**

Date:

Person Evaluated:

1 = Outstanding

3 = Needs Improvement

2 = Very Good

4 = Unsatisfactory

The director and/or immediate supervisor will hold a conference with the employee to discuss his/her job performance, objectives and goals.

CRITERIA	RATING	COMMENTS
1. Interpersonal Skills/Attitude		
2. Organization/Management		
3. Work ethic and utilization of time management focused on assigned priorities.		
4. Prepares posters, DVDs, Tool Boxes, and other media materials.		
5. Oversees the eSTRIDE /KOHA project.		Check with Chris
6. Maintains copyright information on media and removes expired programs as needed.		
7. Organizes media preview committee and handles preview materials. Prepares and distributes list of new materials to appropriate school personnel.		
8. Answers phones, presents a pleasant personality, is neat in appearance and demonstrates the ability to get along with people.		
10. Professional Leadership Demonstrates "Visionary Leadership" for district educators by: <ul style="list-style-type: none"> • Effective collaboration and teamwork that <u>supports</u>, and assist in the development of critical vision, goals and training. • Sustaining and supporting strong organizational commitment to the vision, mission and goals of continuous improvement in the utilization of SEDC's media library. • Demonstrates organizational loyalty and is an effective team player, willing to go the extra mile at work to ensure that the vision, mission, expectations and goals of the Regional Service Center is achieved. 		
_____ Signature of Employee		_____ Date

<p>11. Teaching and Learning Promotes the success of school district educators by advocating, nurturing and sustaining effective media practices based upon utilizing the latest research proven advances in educational media by:</p> <ul style="list-style-type: none"> • Building a strong professional culture that supports media usage. • By providing research based training and support. 		
<p>12. Media Secretaries/Specialists Direct learning by promoting the successful management of the organization, operations, and resources available in districts and classrooms for an efficient and effective educational environment by:</p> <ul style="list-style-type: none"> • Supportive training for educators through proactive interaction with emphasis on media. 		
<p>13. Ethical Leadership Promotes the success of individuals and organizations in education by acting with, and exemplifying integrity, fairness, equity, and ethical behavior by:</p> <ul style="list-style-type: none"> • Demonstrating appropriate, ethical and legal behavior demanded in education. • Performing the work required that demands high levels of personal organizational performance, including new capabilities and skills needed to fulfill responsibilities. 		
<p>14. Performs all other duties and responsibilities as defined by SEDC’s Executive Board and its director and Media Coordinator/Supervisor.</p>		

SOUTHWEST EDUCATIONAL DEVELOPMENT CENTER AUTISM SECRETARY EVALUATION FORM

CRITERIA	RATING	COMMENTS
1. Assists in planning, advertising, and overseeing trainings and workshops under the direction of the Autism Specialist, district coordinators, and Autism Advisory Board.		
2. Serves effectively as the planning coordinator for the annual Southern Utah Autism Conference.		
3. Assists the Regional Autism Specialist with projects.		
4. Catalogs and maintains a lending library of materials and information on autism for parent and educators in the SEDC region.		
5. Helps SEDC specialists with clerical and other office duties.		

_____ Date

Signature of Executive Director

_____ Date

Signature of Employee

MID-YEAR PERFORMANCE REVIEW

This performance review is completed by the employee and an administrator. The employee will attach goals with notes referencing areas of performance on current projects. These notes will reflect the areas listed below to support the employee's determination as to the designation of performance he/she indicated on the chart. A minimum of three areas must be referenced.

The administrator will also fill out the review and will discuss both assessments with the employee.

Employee's Name _____ Date _____

Project(s) Referenced _____

Review completed by Employee Name of Administrator completing form _____

Exceptional: Performance is consistently superior and significantly exceeds position requirements. Highly Effective: Performance frequently exceeds position requirements. Proficient: Performance consistently meets position requirements Inconsistent: Performance meets some, but not all position requirements. Unsatisfactory: Performance consistently fails to meet minimum position requirements; employee lacks skills required or fails to utilize necessary skills. New/Not Applicable: Employee has not been in position long enough to have demonstrated the essential elements of the position and will be reviews at a later agreed upon date.	Exceptional	Highly Effective	Proficient	Inconsistent	Unsatisfactory	New/Not Applicable
1. Skill and proficiency in carrying out assignments						
2. Possesses skills and knowledge to perform the job competently						
3. Skill at planning, organizing and prioritizing workload						
4. Holds self accountable for assigned responsibilities; sees tasks through to completion in a timely manner						
5. Proficiency at improving work methods and procedures as a means toward greater efficiency						
6. Communicates effectively with supervisor and work associates						
7. Ability to work independently						
8. Ability to work cooperatively with team						
9. Willingness to take on additional responsibilities						
10. Reliability (attendance, punctuality, meeting deadlines)						
11. Adeptness at analyzing facts, problem solving, decision-making, and demonstrating good judgment						

Additional performance competencies for Directors/Supervisors

1. Displays fairness towards all staff						
2. Identifies performance expectations and gives timely feedback						
3. Helps employees see their potential for developing their skills						
4. Delegates responsibility where appropriate						
5. Takes timely and appropriate corrective/disciplinary action with employees						

Employee's Name Date

Evaluator's Name Date

Adopted – September 2015

CRIMINAL BACKGROUND CHECK/EMPLOYEE REPORTING OF ARRESTS

1. The purpose of this policy is to protect the safety, health and security of students, employees and property of the school districts served by the Southwest Educational Development Center. Further, this policy is intended to ensure that SEDC's School districts are served by specialists, technicians and other personnel who have not violated laws that would endanger students in any way.

2. CRIMINAL BACKGROUND CHECKS

2.1 Individuals Subject to Background Checks

- 2.1.1 Potential employees must submit to a criminal background check as a condition for employment or appointment.
- 2.1.2 A background check shall be required for the **renewal** of any SEDC Employee's Utah educator license in accordance with Utah Administrative Code R277-501.
- 2.1.3 Non-licensed SEDC employee's **shall** submit to a criminal background check every **five-years**.
- 2.1.4 Where reasonable cause exists SEDC may require current employed personnel to submit to a criminal background check.

2.2 Conducting the Background Check

- 2.2.1 Prospective SEDC applicants shall complete a Southwest Educational Development Center supplemental questionnaire Form 228.A as a condition for employment. The questionnaire requires self disclosure of criminal misconduct or violation of the law. The information obtained from the background check and the self disclosure of information from the completed questionnaire will be compared for accuracy. Any misstatement, omission, or misinformation on the questionnaire is grounds to not hire or for dismissal.
- 2.2.2 The applicant or employee shall receive a copy of this policy indicating that a background check is required or requested.

- 2.2.3 An applicant's refusal to submit to the required background check will be used as the sole basis to refuse employment. Current employees who decline to have a background check will be subject to disciplinary action up to and including dismissal from employment.

2.3 Payment for a Background Check

- 2.3.1 Applicants for employment shall be required to pay the designated cost of a background check subject to provisions of UCA 53A-3-410(6)(b)
- 2.3.2 SEDC shall pay the cost of background checks for anyone presently employed.

2.4 Licensed Educator's Required Reporting of Arrest

- 2.4.1 A licensed SEDC educator arrested for the following alleged offenses shall report the arrest as soon as possible or within 48 hours to the licensed educator's director or supervisor:
- Any arrests for matters involving minors.
 - Any matters involving arrests for alleged sex offenses.
 - Any matters involving arrests for alleged drug related offenses.
 - Any matters involving arrests for alleged alcohol related offenses; and
 - Any matters involving arrests for alleged offenses against the person under Title 76, Chapter 5, Offenses Against the Person.
- 2.4.2 The licensed employee shall report to their director or supervisor, any convictions, including convictions identified above, any pleas in abeyance, and any diversion agreements within 48 hours or as soon as possible upon receipt of notice of conviction, plea in abeyance or diversion agreement.
- 2.4.3 The Director shall report offense information received from licensed employee as soon as reasonably possible to SEDC Executive Board Chairman and to the Utah State Office of Education (USOE) within 48 hours through the USOE website.

2.4.4 The licensed employee shall report to work following their arrest and notice to the Director, unless told not to report to work.

2.5 Non-Licensed SEDC Employees reporting of Arrest

2.5.1 Non-Licensed SEDC employees shall report as soon as possible but no later than five (5) business days after being cited to their Director any convictions, including pleas in abeyance and diversion agreements for:

- Any arrests for matters involving minors;
- Any matters involving arrests for alleged sex offenses;
- Any matters involving arrests for alleged drug-related offenses;
- Any matters involving arrests for alleged alcohol-related offenses; and;
- Any matters involving arrests for alleged offense against the person under title 76, chapter 5, Offenses Against the Person.

2.5.2 All non-licensed SEDC employee shall report, to their Director or supervisor, any convictions, including convictions involving matters identified in 2.5.1, any pleas in abeyance, or any diversion agreements as soon as possible but no later than (5) days upon receipt of notice of conviction, pleas in abeyance or diversion agreement.

2.5.3 SEDC's Director shall report offense information received from the employee as soon as reasonably possible to the Executive Board Chairman and Utah State of Education (USOE) on their website with 48 hours.

2.6 Review and Investigation

2.6.1 The Director, in cooperation with the non-licensed employee's supervisor, shall;

- Review arrest information and assess the employment status concerning the non-licensed SEDC employee's assignment; and
- Consistent with policies on ethical behavior of non-licensed employees make appropriate employment decisions that protect both the safety of students and the confidentiality and due process rights of employees.

- 2.7.1 The Southwest Educational Development Center may take employment or disciplinary action (up to and including dismissal), refuse to consider an applicant for employment, or refuse to hire a selected applicant for any offense relevant to the subject's job description or assignment. Offenses relevant to all SEDC assignments include but are not limited to the following:
- Any matters involving sex offenses;
 - Any matters involving drug-related offenses;
 - Any matters involving alcohol-related offenses;
 - Any matters involving offenses against a person under UCA title 76, chapter 5, Offenses Against the Person;
 - Any matters for which the subject is currently under court ordered probation, or
 - Any offense against or pertaining to a minor
- 2.7.2 Any statement of an SEDC employee, or applicant on supplemental questionnaire 227.A that is later deemed to be a misstatement omission or misinformation when verified with the results of a background check is grounds to not hire for dismissal.
- 2.7.3 If a person is denied employment or dismissed from employment because of information obtained through a criminal background check, the person will receive written notice of the reasons for denial or dismissal and have an opportunity to respond, within 5 working days, to the reasons.
- 2.7.4 Information obtained from FBI in a background check is confidential within the guidelines of the Government Records and Access and Management Act. (GRAMA)

2.8 Non-Licensed Employees Schedule To Submit to Criminal Background Check

- 2.8.1 SEDC will assign non-licensed employees who have not been the subject of an acceptable background check during the preceding five year anniversary from the date of their last acceptable background check.
- 2.8.2 Non-licensed employees who have been the subject of an acceptable background check in the preceding five years, from the approval date of this policy, will recertify during the year established as the five years (from the approval date of this policy) to a five year recertification schedule.

3.0 References and Definitions

3.1.1 “Licensed Educator” has the meaning given that term in UAC R277-516.

3.1.2 “Crimes Against a Person” including assault, kidnapping, murder, manslaughter, reckless endangerment, abuse of a child or vulnerable adult, stalking, hazing, making a terrorist threat, and any other offense identified in UCA title 76, Chapter 5.

3.1 References

- Utah code annotated (UCA) 53-10-108. Limited Use of Records for Employment Purposes.
- UCA 53A-3-410 Criminal Background Checks on School Personnel.
- UCA 53A-6-401 Background Checks
- Utah Administrative Code (UAC) R277-501 Educator Licensing Renewal and Timelines.
- UAC R277-515 Education Employee Required Reports of Arrest.

Adopted January, 2009

SOUTHWEST EDUCATIONAL DEVELOPMENT CENTER
Supplemental Questionnaire

Name _____ Date _____

Social Security # _____ Position Applied For _____

NOTE: It is important that you give complete and truthfully answer the following questions. If you answer "yes" to any of them, please provide your explanation(s) on a separate sheet of paper. Include convictions resulting from a plea of nolo contendere (no contest), and information about any expungement.

Omit: Traffic fines of \$100.00 or less.

SEDC will consider the date, facts, and circumstances of each event you list, in most cases, you can still be considered for employment. However, if you fail to tell the truth or fail to list all relevant events or circumstances, this may be grounds for not hiring you, or grounds for dismissal after beginning work.

1. During the last 10 years, have you been fired from any job for any reason, did you quit after being told that you would be fired, or did you leave by mutual agreement because of specific problems?.....
2. Have you ever been arrested for, convicted of, or forfeited collateral for any firearms or explosives violation?.....
3. Have you ever been arrested for, convicted of, or forfeited collateral for any firearms or explosives violation?.....
4. Are you now under investigation for misconduct or any violation of the law?.....
5. Have you ever been convicted by a military court martial?.....
6. Have you been found pursuant to a criminal, civil or administrative action to have committed a sexual offense against a minor child or had any substantiated child abuse charges filed against you?.....
7. Have you voluntarily resigned or surrendered a professional license or certificate in the face of a charge relating to incidents in items 1-6 above?.....
8. Are you now under investigation, on notice of warning, or under probation for any concern related to your employment, maintaining a license, or professional certificate?.....
9. Does the Southwest Educational Center employ any relative(s) of yours, either by blood or marriage? If "Yes", please list each one by name, school and relationship. (use separate sheet, if necessary).....
 1. Relative(s) Name _____
 2. Relative(s) Name _____
 3. Relative(s) Name _____

I hereby verify that the information provided in this Supplemental Questionnaire is true and correct to the best of my knowledge. Any misstatement, omission or misinformation is grounds to not hire or for dismissal. If hired, I hereby agree to abide by the policies of the Southwest Educational Development Center. I understand that before I am hired, a Criminal Background Check will be required.

Applicant's Signature _____ Date _____

It is the policy of the Southwest Educational Development Center to fill each position(s) with the most qualified person available. Positions will be filled without regard to race, age, religion, national origin, sex or disability. Qualifications will be based upon the necessary education, certification, skill, knowledge and competencies required for the position.

FISCAL AGENT

The fiscal agent for SEDC will be Iron County School District. Business procedures relating to the financial budgeting, accounting, receipts and disbursements will be carried out using Iron County School District's business policies in adherence with state and federal regulations.

WHEREAS, Utah Code 53A-3-429, enacted in 2011, expressly authorizes school districts/local boards of education to form regional service centers as **interlocal entities** under the Interlocal Cooperation Act, and further expressly authorizes school districts/local boards of education to enter into interlocal agreements under Interlocal Cooperation Act to formalize and confirm region service centers in operation prior to July 1, 2011 and

WHEREAS, since its establishment the Southwest Utah Educational Service Center has functioned to provide a variety of services to its member school districts, and continues to function;

It is an appropriate expectation for said Service Center to function under its fiscal agent, Iron County School District's business procedures.

With the Utah State Office of Education's adoption of R277-113, which requires all school districts to establish policies and procedures related to accounting and other operations SEDC's Fiscal Agent, Iron County School District, has met the purpose of the rule to; (1) formally adopt and implement policies regarding the management and use of public funds; (2) provide minimum standards, procedures and definitions for LEA policies; (3) direct that LEA's make policies, procedures and training materials available to the public and readily accessible on LEA or public school websites, to the extent of resources available; (4) require LEAs to train employees in appropriate financial practices, necessary accounting procedures and ethical financial practices; and (5) provide for consistency among LEAs regarding fiscal policies, procedures and accountability practices.

With the Utah State Auditor's issuance of a letter to all school districts reinforcing the state's intentions of requiring school districts to develop and implement internal control procedures in conjunction with R277-113, state ethics laws, and compliance with the Utah procurement code, SEDC's fiscal agent, Iron County School District, has adopted **ICSD Code DA ON FISCAL POLICIES AND ACCOUNTABILITY. Please see link below:**
<http://irondistrict.org/handbook/policy-handbook-table-contents/section-d/policy/fiscal-accounting-and-reporting>

Revised – Feb 2014

PURCHASING

The function of purchasing is to serve SEDC's programs by providing the necessary supplies, equipment, and services.

The SEDC Executive Board declares its intention to purchase competitively without prejudice and to seek maximum educational value for every dollar expended.

The acquisition of supplies, equipment, and services will be centralized in the front office, which functions under the supervision of the director of SEDC, and through whose office all purchasing transactions are conducted.

The SEDC Executive Board assigns the director the responsibility for the quality and quantity of purchases made. The prime guidelines governing this responsibility are that all purchases fall within the framework of budgetary limitations and that they be consistent with the approved services and programs of SEDC.

PURCHASING AUTHORITY

It is the responsibility of the director to approve purchases for program use. The director is authorized to approve purchases in accordance with budget allocations. Major purchases/contracts, over \$5,000 require Executive Board approval.

Separate, independent purchasing by individual programs presents a difficult budget control problem and leads to inconsistent procedures and possibly unwise or illegal transactions. Therefore, individual programs will have no authority to make purchases except as approved by the director.

PURCHASING REGULATIONS

An estimate of the needs of each program will be made at the close of each fiscal year. A budget for each department will be prepared by the director to be approved by the Executive Board in its June meeting.

1. Requisitions must be completed with all information needed. Incomplete requisitions will be returned to the responsible individual or program.
2. When items on a requisition are not received at once, then a second requisition should not be sent in unless the duplicate of the previous requisition has been returned with some notation.

3. SEDC personnel shall never purchase items without first sending in a requisition and receiving a purchase order from the director. This procedure must be followed in all cases where such items are to be charged to SEDC. When local purchases are made employees must first secure a purchase order through the director. At the time of purchase, the sales slip must be signed and a copy delivered to the Iron D.O. The purchase order number must be written on the sales slip.
4. Approval orders. Some items must be previewed. Employees must submit a requisition as usual and label "Order on Approval Only." A purchase order will be sent, labeled the same way, and the invoice will not be paid until the fiscal agent has been notified to do so.
5. Emergencies. In case of rush items, employees should hand carry the requisition to the director and it will be considered immediately.
6. Violations. Employees failing to comply with the above procedures may be held responsible for payment of the invoice.
7. SEDC equipment. Ordinarily items over \$500 in cost, that will not be consumed in a short time, but will last and can be identified and inventoried, are defined as equipment.
8. SEDC employees will follow all policies and procedures for the use of their individual State of Utah purchasing card regarding items less than \$500.

Revised – October 2004

PROCUREMENT OF GOODS AND SERVICES

SEDC is required to comply with legal standards established by the Utah Procurement Code and guidelines provided by the State Office of Education.

1. If a department desires to purchase any item or group of items costing \$500.00 or more, bids or quotations will be required (i.e. a group of chairs, costing \$25.00 each, for a total of \$1,000 shall be bid). Any item or group of items over \$2,000 require written bids and over \$20,000, advertisement plus sealed written bids.
2. The department head should prepare specifications describing the item or services desired. Include required size, function, and quality. Specific brand names may be listed with an indication that a comparable quality is desired.
3. At least three quotations shall be obtained and submitted with the requisition to the director.
4. A reasonable time for response should be allowed. Especially in the case of written bids, at least 10 days should be given.
5. “Informal” bids secured by telephone will be acceptable in most cases. Informal bids should be recorded on the appropriate SEDC form.
6. The low bid meeting the criteria should be accepted. When a preference for other than the low bid is desired, written justification must also be attached to the requisition.
7. The same procedures must be followed for purchases made with grant funds. Grant fund information should be kept on file at least three years.
8. The SEDC staff will assist by suggesting sources. SEDC will also coordinate and mail bid forms for quantity purchases, to obtain a better bid. The staff will also handle major purchases with input from the specialists involved.
9. Purchases made under the state bidding contracts must contain the state contract number on the requisition and don’t require individual bids to be secured by SEDC.

Revised – October 2004
Revised – September 2015

RECEIVING, CHECKING, AND REPORTING GOODS RECEIVED

In order to insure efficient business procedures, a check must be made of all goods received against the purchase orders issued. This procedure guarantees that SEDC receives the items that have been paid for. The following procedure is established at SEDC within the policies established by its fiscal agent and will take place each Monday.

- a. A record must be made and submitted to the Iron District Office as needed, on their district "Report of Goods Received" form. This report must include all material, supplies, equipment, furniture, books, etc., received by SEDC for which purchase orders have been issued and for which payment is to be made. This includes local purchases and goods from outside suppliers.
- b. When packing slips are available they should be attached to the Report of Goods Received. If invoices are picked up from local suppliers, they must be signed by the person receiving the item being purchased and sent to the district office.
- c. No item will be paid for until properly reported.
- d. All invoices for payment will be reviewed and signed by the SEDC director.
- e. The Iron County District Office will process invoices for payment weekly.
- f. Checks issued will be mailed out directly by the Iron District Office.

Revised – October 2004

INVOICING AND BILLING PROCEDURES

SEDC will be responsible to invoice each district or organization using its resources. The following procedure will be followed:

- a. SEDC shall make three (3) copies of each billing invoice. One copy will remain with the school or unit receiving the materials. One copy will be retained by SEDC, and one copy will be mailed with the monthly statement.
- b. Monthly charges shall be due and payable upon receipt of the monthly statement submitted by SEDC.
- c. All statements are to be paid directly to SEDC for deposit with Iron County School District to the account of the center.
- d. Districts or organizations failing to make prompt payment of services rendered will be required to make payment in advance for all materials and services rendered until adequate adjustment is made. Payment is to be remitted at the time of order.
Principals

Revised – October 2004

PAYMENT PROCEDURE

All invoices will be paid on the following conditions as established by Report #04-01 conducted by the State Board of Education's Performance Auditor in 2004.

1. Iron County School District's clerk who pays all vendor bills will insist that all receipts and invoices are provided with all request for payments. Without said receipts or invoices, no payment should be made, and the director of SEDC notified. It should be an expectation of the clerk to require signatures of approval on all pages of each invoice. A signature stamp is not acceptable. It is also expected that a periodic review of the payment process be conducted by Iron's business administrator or designee.
2. The Iron County School District business office shall provide monthly actual-to-date expenditures for each program at SEDC so that payments may be tracked by SEDC Program Specialists and Executive Board members.
3. The SEDC Executive Board will authorize and approve the check register reports at their monthly scheduled meetings. This report will consist of current checks issued.

Any claim for reimbursement must include receipts, proper documentation, and a description of the transaction. All claims must be reviewed and signed by the SEDC director. A stamped signature will not be accepted.

Any reimbursement claim or invoice exceeding \$5,000.00 must have prior approval by the SEDC Executive Board before payment can be made.

Adopted – October 2004

PAYROLL PROCEDURE

Payroll will be submitted to SEDC's fiscal agent, Iron County School District, following these procedures:

1. Payroll receipts must be submitted to the Iron County School District Office the first working day following the 15th and the last working day of each month. The regular Iron County payroll form must be submitted, signed and approved by the SEDC director together with reasons for absences and explanations of irregular items.
2. No payroll check will be issued to any employee until he or she has presented his social security card at the district office and has filled out and completed necessary forms required by the fiscal agent's administration.
3. Whenever possible, payroll checks will be available on the 5th and 20th of each month.

Revised – October 2004

REVENUE AND RECEIPTS PROCEDURE

Revenue and receipts procedures are as follows:

1. All revenue received by SEDC must be receipted. The person receipting revenue will prepare a deposit summary listing the revenue source, revenue amount, receipt number, description, and the program accounting code.
2. The deposit summary and revenue will be given to the SEDC director for review, approval, and signature. The revenue will then be forwarded to the Iron School District Office for review and deposit.

Revised – October 2004

CREDIT CARDS

Credit card procedures for SEDC employees are as follows:

1. There will be only two main SEDC credit cards. Employees who need to check out a credit card for out-of-state travel or approved purchases must check out the card from the director on the appropriate form and state what it will be used for. A transaction log will be kept of the date each card is checked out and the date it is checked back in. Receipts must be turned in with the card when it is returned. Reconciliation of the monthly credit card statement will be reviewed and signed by the director.
2. Limits for SEDC's two main credit card are set at \$5,000.00 and \$2,500.00.
3. Each department employee will be assigned a State Purchasing Card after they sign a written contract issued by the State. Each State Purchasing Card issued must be reconciled with a monthly transaction statement. The employee's transaction statement will be reviewed and signed by the SEDC director. Receipts must be attached and match all transactions on the statement. Upon reconciliation the statements will be forwarded to the Iron School District Office for final reconciliation and payment.

Adopted – October 2004

BUDGETS

Budgets and reports will follow guidelines as established:

1. At the beginning of each fiscal year, SEDC will provide to their fiscal agent, Iron County School District, a copy of their approved and adopted budget including individual program and department budgets.
2. Departments will received a year-to-date monthly budget report on the first week of each month reflecting financial activity. This report will be generated by the Iron School District Office based upon budgets approved by the SEDC Executive Board for the current fiscal year.
3. A copy of any approved budget revisions will be forwarded to the designated personnel at Iron School District offices so that monthly budget reports will be accurate.

Revised – October 2004

GRANT REIMBURSEMENT CLAIMS

Claims for reimbursements on grants have been established as follows:

1. SEDC will provide a list of federal and state grants to the Iron County District Office. Any claim for reimbursement on a grant is the responsibility of SEDC and should be completed at least quarterly. A copy of the award document and the reimbursement claim will be provided to the Iron School District Office to ensure that funds will be properly receipted into the correct accounts under SEDC.
2. Copies of grant applications submitted by SEDC employees will be filed by department with copies given to the SEDC director, SEDC office manager, and the Iron School District Office.

Adopted – October 2004

AUDIT

In accordance with state and federal statutes, policies, and guidelines, all financial records of SEDC will be audited following the close of each fiscal year.

The SEDC Executive Board will appoint an independent auditor, selected from the list provided by the State Auditor's Office, to conduct the annual audit, which must show all monies collected and vouchers for moneys disbursed. The audit must also show a comparison of the disbursement with monies budgeted and must be completed in time to be submitted to the state auditor as required by law following the close of the fiscal year.

The independent audit will review and follow the fiscal recommendations submitted to the SEDC Executive Board in Report #04-01, by the Utah State Board of Education's Performance Auditor in August of 2004.

Revised – October 2004

FIXED ASSETS

An equipment inventory is to be maintained on all capital outlay items exceeding \$500 in value; other items of lesser values may be added at the discretion of the director. The inventory will serve both the functions of control and conservation. All equipment must be properly tagged and identified.

Persons identified at SEDC will be given the responsibility to update inventory records periodically during the fiscal year.

Before the close of each fiscal year, a printout will be provided to SEDC by their fiscal agent for the purpose of checking accuracy and before the final year-end-report is printed. A list of items that need to be removed from the printout should be submitted to SEDC's fiscal agent, Iron County School District.

No employee of SEDC shall transfer, sell, or trade in any property owned by the service center without appropriate authorization. Surplus property shall be offered to the general public through competitive sealed bids or public auction. It is recognized, however, that some types and classes of items can be sold more readily and advantageously by other means. In such cases, and also where the nature of the property or unusual circumstances call for its sale to be restricted or controlled, the director may employ such other means, provided that such procedure is advantageous to the service center.

Adopted – October 2004

SALARY DEDUCTIONS

Federal and state income taxes and social security will be deducted from each employee's paycheck. State retirement may be deducted if the employee is on the contributory retirement program. Employee's eligible for medical and dental insurance coverage will also have an amount deducted from each paycheck as determined by the fiscal agent.

The following voluntary deductions will be made at the request of regular employees:

1. Tax Sheltered annuity and investment programs
2. Approved insurance programs
3. Credit unions
4. Extra federal and state taxes
5. Long-term disability

A total of ten enrollments is required by the fiscal agent before an additional voluntary deduction request will be added to the payroll process and must be approved by the Executive Board and director.

Adopted – October 2004

SEDC Document/Record Retention Policy

1. Policy

The SEDC Executive Board, recognizing that document retention is vital to the efficient operation of the regional office and enacts the following record retention policy:

1.1. Applicability

This record retention policy shall apply to all employees, students, agents, independent contractors, and volunteers of SEDC.

2. Records

Pursuant to Utah law, a "public record" shall be defined as any record prepared, owned, used, in the possession of, and retained by a public body in the performance of an official function, from the time that it is created. Records exist in many formats, including, but not limited to paper, electronic, photographic, map, microfiche, tape, hard drive, DVD, CD, transparencies, charts, graphs, voicemail, and text messages/instant messages. Regardless of the format, all records shall be retained in accordance with this record retention policy.

2.1. Email/Electronic Records

Email/electronic records shall be treated no differently than hard copy records. Each individual who sends or receives email/electronic records is responsible for retaining each applicable email/electronic record in accordance with this record retention policy. Wherever possible, each individual shall create subfolders within their individual email/electronic record system to store those email/electronic records which qualify as a public record. Each individual is responsible for record retention and shall provide all email/electronic records which qualify as public records to administration for storage upon terminating their relationship with SEDC.

The office administration shall work to determine the most cost effective and reliable method of ensuring electronic record retention in accordance with this record retention policy, and shall publish that method to all individuals to whom this record retention policy applies.

3. Non-Records

This record retention policy shall not apply to "non-records". "Non-records" include, but are not limited to, extra copies of documents retained only for convenience of reference, and letters of transmittal/routine correspondence that do not document significant activities of the School District. Each individual is solely responsible for ensuring that records in their

possession are "non-records" rather than records subject to this record retention policy.

4. Retention

All public records shall be retained according to the schedules listed below. All retention requirements shall be treated as minimum retention periods. Retention for longer periods is authorized if the individual has reason to believe that a record may be required beyond the minimum retention period for the efficient operation of SEDC. Public records shall be retained in accordance with Utah State General Records Schedule. Documents not addressed within Utah State General Records Schedule may not be disposed of without approval.

4.1 Exception to Minimum Retention Period

One exception to the minimum retention period contained in General Schedule below shall be for records pertaining to collective bargaining and grievances, which shall not be destroyed or discarded without permission from the Director or designee. A second exception shall apply to public records contained within General Schedule below which are also addressed by State and Federal regulations and statutes which require record retention for a period longer than that which is required within General Schedule. Should there be a conflict between the retention period contained within a regulation or statute and those contained in the General Schedule below, individuals shall abide by the longer retention period. Further, individuals shall retain public records until the expiration of any applicable statutes of limitations. Should an individual have questions regarding applicable retention periods, that individual shall address questions to the Director, who shall determine whether to seek advice of legal counsel.

5. Disposal

5.1 Public Records

Public records which have reached their minimum retention period contained within General Schedule (or State and Federal regulations and states, whichever is longer. Reference Utah Code 63G-2-307 and 63G-2-604), and which are no longer required for the efficient operation of SEDC, may be disposed of. Disposal shall be made by a method which is guaranteed to ensure privacy of sensitive or confidential information. Special attention shall be made to records protected by FERPA, records containing private information, financial records, background checks, medical records, and those containing social security numbers. The Director or designee shall publish a document which prescribes the method of document disposal. No other method of disposal shall be utilized.

5.2 "Non-public Records"

"Non-public records" may be destroyed at any time by any method. Check with the Human Resources Director or the Director to assure the records are "non-public records." (Utah Code 63G-2-307)

6. Litigation, Investigations, and Freedom of Information Act Requests

No records that are the subject of litigation, a pending investigation request, or a pending Government Records Access and Management Act (GRAMA) request shall be destroyed without permission from the Director, even if otherwise scheduled for destruction pursuant to this policy. Any individual with knowledge of pending litigation, a pending investigation, or a GRAMA request shall immediately inform the Director. The Director shall direct all relevant individuals to immediately cease disposal of all records relevant to the pending litigation, pending investigation, or GRAMA request. Should questions arise as to what records are relevant to the pending litigation, pending investigation, or GRAMA request, the Director shall direct the immediate cessation of the disposal of all SEDC records. The moratorium on the disposal of all records relevant to the pending litigation, pending investigation, or GRAMA request shall remain in effect for the duration of the litigation, investigation, or until the GRAMA request had been fully processed.

7. Failure to Adhere to this Record Retention Policy

Failure to adhere to this record retention policy may result in applicable discipline, up to and including discharge from employment, termination of the contractor status, termination of the volunteer relationship, or expulsion from school. Further, removal, mutilation, or destruction of public records may result in civil and criminal liability.

20 USC § 1232g Family Educational Rights and Privacy Act of 1974
20 USC § 7908 (NCLB)
MCLA § 600.2165

General Schedule

This is an abbreviated version of: SCHEDULE 1 ADMINISTRATIVE RECORDS Utah State General Records Retention Schedule.

Abbreviations Used In This Schedule

AV - As long as administratively valuable

W - Until student withdraws or completes

CE - Calendar year end

CFR - Code of Federal Regulations

FE - Fiscal year end

US - Until Superseded

P - Kept in perpetuity or forever and can not be discarded

Accounting and Fiscal

Type of Document	Years	Type of Document	Years
Accounts payable ledgers	7	Checks paid and cancelled	9
Accounts receivable ledgers	10	Checks, payroll	7
Balance sheets	5	Donations	7
Bank deposit records	6	Expense reports, employees	7
Bank reconciliations	8	Financial statements	P
Bills, collectible	7	Fixed capital records	P
Bonds, sales or transfers	15	General journal, ledger and supporting papers	P
Bonds, registered	P	Income tax returns	4*
Building permits	20	Inventory records	3
Capital stock sales, certificates and ledgers	P	Invoices to customers	7
Cash books	P	Invoices from sellers (vendors)	7
Cash receipts and disbursement records	10	Payroll register	7
Cash sales slips	3	Petty cash records	3
Charge slips	10	Profit and loss statements	P
Check records	7	Buy/sell stocks, bonds and mutual funds (also record of dividends, splits and reinvested dividends)	4**
Check register, dividend, expense	10		

*Retain for at least four years and preferably seven if space is not critical. Once the period has elapsed, the supporting documents may be discarded, but the returns and W-2s should be retained indefinitely.

**Retain for four years after the asset is sold.

Regional Office

Type of Document	Years	Type of Document	Years
Annual reports	P	Easements	P
Capital stock certificates and stock ledger	P	Election ballots	20
Charters, constitution, bylaws and amendments	P	Election records	10
Contracts, employee (years after termination)	6	General cashbooks, treasurer and auditor	25
Contracts, government and labor unions (years after termination)	6	Incorporation records and certificates	P
Contracts, vendor (years after termination)	6	Licenses and permits to do business (federal, state and local)	P
Dividend checks	10	Retirement plan contributions (after assets have been withdrawn)	4
Dividend register	P	Stock, stock transfers and stockholder records	4

Insurance

Type of Document	Years	Type of Document	Years
Accident reports	12	Claims, group life and hospital	4
Appraisals	P	Claims, workers compensation	10
Claims, vehicle	10	Expired policies, all types (years after expiration)	3

Legal

Type of Document	Years	Type of Document	Years
Affidavits	10	Copyrights	P
Claims, litigation, breach of contract	P	Mortgages	P

Personnel

Type of Document	Years	Type of Document	Years
Accident reports, injury claims, settlements	7	Injury frequency charts	10
Applications, changes, terminations	3	Insurance records, group and employee	6
Attendance and time sheet records	5	Medical folders, employee	P
Disability and sick benefits records	4	Payroll records after termination	P
Earnings records	P	Pension plan applications, claims and correspondence	P
Employee service records	P	Salary and rate changes	10
Employee contracts	7	Performance records	7
File for individual employee	3	Withholding exemption certificate	3
Garnishments	7	Workers compensation reports	11

Property

Type of Document	Years	Type of Document	Years
Appraisals	P	Maintenance and repair of buildings	10
Damage reports	7	Maintenance and repair of machinery	7
Deeds and titles	P	Equipment records	P
Depreciation schedules	P	Sales	7
Inventory records	16	Taxes	P
Leases	P	Water rights	P

Adopted – September 2015