

Chelmsford Public Schools



Employee Handbook

Published July 2025

Dear Chelmsford Public Schools Employees,

The Chelmsford Public Schools (CPS) provides top-notch instruction and services to the students of Chelmsford because of you - the amazing staff who teach them and attend to their every need. I am proud to be a part of this team of talented educators and service providers, and I am committed to ensuring that you have what you need to do your best for your students and for each other.

To this end, it is with great pleasure that I share with you a resource that I hope will assist many of you in accessing answers to common questions that CPS employees have, and resources that CPS employees may need. The content of this resource reflects the P.R.I.D.E. we collectively communicate to our students as important attributes, and which we cultivate as a professional community through our support of each other, and the important work we do. We hope this handbook supports you by connecting you to information and services that may be important to you as an employee of the Chelmsford Public Schools. In it you will find information about licensure, benefits, policies, state and federal laws and contacts, all of which are presented to support you in your work in Chelmsford.

I want to thank you for taking the time to review this resource and for continuing to provide us with feedback that will make it better. I also want to thank those staff members who worked to devise the contents and the online structure of this resource, and who continue to attend to your professional needs in countless other ways. By making these supports and resources accessible to you, we'll be supported to best focus our energy on the mission and vision that brings us together: cultivating inspired, creative, and well-rounded lifelong learners.

Sincerely,

Jay Lang, Ed.D.

Superintendent of Schools

TABLE OF CONTENTS

This table of contents is designed to enable employees to navigate to each section of this handbook by clicking the embedded link. To do this, click on the section heading you are interested in viewing which will enable you to click on the link of the section. Breadcrumbs ("back to t.o.c" links) will enable you to return to the table of contents when desired.

ABOUT THIS EMPLOYEE HANDBOOK	5
SECTION I – SCHOOL COMMITTEE AND ADMINISTRATION	6
Mission and Vision of the Chelmsford Public Schools	6
School Governance	6
School Committee	
Central Office Administration	6
Principals/Schools	7
System Wide Departments and Leaders	7
Navigating the Academic Year	8
Chelmsford Public Schools Home Page	8
SECTION II – GENERAL PERSONNEL INFORMATION	9
Staff Hiring and On-boarding	9
New Hire Forms	9
Background Checks	9
Payroll Documents	9
Mandatory Employee Policies	10
Retirement Enrollment	10
AESOP	10
Employee Orientation	11
Benefits	11
Insurance Options	11
Changes to Benefits	13
Employee Wellness	14
Employee Assistance Program	14
Family Medical Leave Act	14
Personnel Files and Name and Address Change Requests	17
Employment Verifications	17
End-of-Service Procedures	18
SECTION III - EMPLOYEE DEVELOPMENT & FEEDBACK	19
Educator Induction and Mentoring	19
Feedback & Evaluation of Staff	19

Educator Licensure	20
Professional Development Plans and Points (PDPs)	20
Professional Development Plans and PDP Requirements	20
Changes in Regulations	21
How to earn PDPs	23
Course Reimbursement	27
SECTION IV – PROTOCOLS, PROCEDURES AND POLICIES	28
Student and Staff Safety	28
General Staff Safety	28
Emergency Protocols	28
Bullying Prevention and Intervention	29
Mandatory Reporting and Student Confidentiality	30
Workplace drug, tobacco, alcohol and weapon prohibitions	30
Internet and Technology	31
Translations for Families	31
Employee Rights & Responsibilities	31
SECTION V – STAFF CONDUCT	33
Basic Employment Expectations	33
Standards of Conduct	33
Meeting Job Expectations	34
Disciplinary Actions for Unacceptable Activities	34
SECTION VI – CONTRACTUAL AGREEMENTS AND UNAFFILIATED BENEFITS	37

ABOUT THIS EMPLOYEE HANDBOOK

[\(back to t.o.c.\)](#)

This employee handbook is designed as a resource and support of all staff members for the Chelmsford Public Schools (CPS). It is created to make accessing policies, resources and laws that may impact employees easier. It provides employees with general personnel information on procedures, policies, obligations and laws for which employees are responsible and which may impact them professionally.

This handbook does not constitute a contract and makes no guarantee of employment, compensation or benefits. The Superintendent and/or School Committee reserve the right to make changes to policies and practices at any time at their sole discretion, without prior notice, and interpret and administer these policies as needed in light of changing circumstances and applicable statutory obligation. The Chelmsford Public Schools will make its best efforts to notify employees of these changes.

Employees covered under collective bargaining agreements should consult those collective bargaining agreements for detailed information, including information regarding certain working conditions and benefits. Copies of the contracts are available on the Chelmsford Public Schools website and from union representatives. If there is any conflict between the policies contained herein and the collective bargaining agreement, the collective bargaining agreement would govern the particular term of employment. Nothing in this handbook is intended to infringe on employees' rights under M.G.L. c. 150E.

Chelmsford Public Schools maintains a policy of employment at-will for any employees not covered by a collective bargaining agreement or individual contract. Employment at-will means that employment can be terminated with or without notice at any time and for any lawful reason at either the option of the employee or the School. Accordingly, as noted above, neither the policies nor this Handbook create a contract, and do not make any promises or guarantees.

We hope employees will find the contents and the manner with which this handbook is electronically presented to be convenient and useful in support of their work as a Chelmsford Public School employee. Please direct any suggestions or questions to the Office of Human Resources (978) 251-5100 x6904 or Careyd@chelmsford.k12.ma.us.

SECTION I – SCHOOL COMMITTEE AND ADMINISTRATION

[\(back to t.o.c.\)](#)

Mission and Vision of the Chelmsford Public Schools

- The mission of the Chelmsford Public Schools is to cultivate inspired, creative, and well-rounded lifelong learners who possess the integrity and self-direction necessary to be contributing community members.
- The Chelmsford Public Schools provide all students with multiple pathways to optimize their own potential for academic excellence, leadership, and social and emotional wellness. Teachers work from a rigorous curriculum that is aligned with state standards incorporating the common core, and they use multiple forms of data that informs innovative approaches to teaching. Student success is anchored in the high expectations of teachers who are part of a professional, collaborative culture that demands a continuous focus on instructional improvement. Every student feels safe, cared for, and appropriately challenged and supported in schools that are fully staffed and technologically integrated. Student successes are celebrated within and across schools as well as throughout the broader community. Parents and the community are connected to the daily life of Chelmsford schools through consistent, multi-directional and multi-modal communication, which builds external support for and pride in the district, schools, teachers, and students. As a result of high quality teaching, meaningful partnerships, and well-resourced schools, students contribute to the Chelmsford community as self-directed, creative, and inspired learners who are ready to tackle contemporary issues.

[\(back to t.o.c.\)](#)

School Governance

The Chelmsford Public Schools is led by a 5-member School Committee and includes the Superintendent of Schools. Find out more about School Committee meetings, agendas, budgets, and the central office administrative team with the following links:

[School Committee](#)

[Central Office Administration](#)

[\(back to t.o.c.\)](#)

Principals/Schools

The Chelmsford Public Schools (CPS) is comprised of 1 preschool, 4 elementary schools, 2 middle schools and 1 high school, as well as a Community Education Program offering extended day and extended year programs. In total, CPS serves approximately 5,000 students and has a staff of teachers, support staff, custodians, administrators and other service providers of approximately 940. Please find information about each school by accessing the links below:

[Byam Elementary School](#)
[Center Elementary School](#)
[Chelmsford High School](#)
[Chelmsford Integrated Preschool](#)
[Chelmsford Community Education](#)
[Harrington Elementary School](#)
[McCarthy Middle School](#)
[Parker Middle School](#)
[South Row Elementary School](#)

[\(back to t.o.c.\)](#)

System Wide Departments and Leaders

Below, please find links to each of the district's administrative departments which include Business and Finance, Curriculum, Human Resources, Student Support Services, and Technology and Information Systems:

- [Finance and Business](#)
- [Curriculum, Instruction and Assessment](#)
 - [Business Education Department](#)
 - [English Language Arts Department](#)
 - [English Language Learning Department](#)
 - [Fine and Performing Arts Department](#)
 - [Health Education, Physical Education, and Family and Consumer Science Department](#)
 - [Mathematics Department](#)
 - [Reading Department](#)
 - [School Counseling Department](#)
 - [Science Department](#)
 - [Social Studies Department](#)
 - [Technology Engineering Department](#)
 - [World Languages Department](#)
- [Human Resources](#)
- [Student Services](#)
 - [Special Education](#)

- [Health Services](#)
 - [School Nutrition](#)
- [Technology and Information Systems](#)

[\(back to t.o.c.\)](#)

Navigating the Academic Year

Each year, the School Committee announces the next years' school calendar. In addition to the calendar, the district provides information regarding delays and school cancellations on its website. We hope these resources will help in navigating the upcoming academic year:

- [Chelmsford Public Schools Home Page](#)
- [2025-2026 Academic Calendar](#)
- [School Cancellation and Delays](#)

[\(back to t.o.c.\)](#)

SECTION II – GENERAL PERSONNEL INFORMATION

[\(back to t.o.c.\)](#)

The Chelmsford Public Schools aim to attract, develop and retain spirited, skilled and committed educators to serve all students. All employment opportunities for the Chelmsford Public Schools are offered without regard to race, color, sex, religion, national origin, ethnicity, sexual orientation, ancestry, gender identity or expression, pregnancy or pregnancy related medical conditions, marital status, age, veteran or military status, homelessness, age, genetic information, and/or disability, and any other class or characteristic protected by law.

Staff Hiring and On-boarding

The Chelmsford Public Schools' Office of Human Resources on-boards all new employees. This process includes background checks, policies review, benefits selection, retirement enrollment, payroll and arranging for any payroll deductions. All of the forms employees receive during on-boarding can be accessed here, as well as a checklist to assist new employees in this process.

[\(back to t.o.c.\)](#)

New Hire Forms

Background Checks

All offers of employment are contingent upon satisfactory results of these employment screening processes as well as any others that may be required. Chelmsford Public Schools will update CORI records every three (3) years, for individual employees, employees in specific job categories or the school department staff as a whole. An unsatisfactory CORI or SAFIS report may result in termination of employment. Employees who are involved in criminal proceedings that may affect employment should ensure notification to the Director of Human Resources.

- [Criminal Offender Record Information \(CORI\)](#)
- [How to Get Fingerprints Taken](#)
- [SAFIS Registration Guide](#)

Payroll Documents

- [W-4](#)
- [M-4 Massachusetts Withholdings](#)
- [Direct Deposit Form](#) (please note it takes 1-2 pay cycles before direct deposit is in effect. Live checks will be issued during this process)
- [Statement about employment in job not covered by Social Security](#)
- [Sick bank enrollment](#) (for CFT members only)

Mandatory Employee Policies

All employees must review and complete training on Chelmsford Public Schools policies and procedures through the Arx Ed training suite. A link will be sent to all employees under separate cover on an annual basis. Employees must also review and acknowledge these policies at time of hire and annually.

- [CPS Sexual Harassment Policy \(File ACAB\)](#)
- [CPS Non-Discrimination and Harassment Policy \(File AC\)](#)
 - [Civil Rights Grievance Procedure](#)
- [CPS Staff Personal Security and Safety \(File GBGB\)](#)
- [CPS Policy on Social Media \(File IJNDD\)](#)
- [CPS Staff Empowered Digital Use Guidelines](#)
- [Staff Empowered Digital Use Form \(District Procedures\)](#)
- [State and Federal Employment Policies](#)
- [CPS Staff Ethics/Conflicts of Interest \(File GBEA\)](#)
- [Conflict of Interest Training](#)

All municipal employees are required by the State to take an online test, for which a certificate of completion will be issued. This online training must be completed every two years and a copy of the certificate sent to the Office of Human Resources. See a summary of the MA conflict of interest law here:

- [Conflict of Interest Summary](#)

Retirement Enrollment

All full-time employees of Chelmsford Public Schools enroll in one of two retirement systems. Licensed educators participate in MTRS. Others participate in Middlesex Retirement System. Part-time employees enroll in OBRA. Links for each are found below:

- [Massachusetts Teachers' Retirement System](#)
- [Middlesex County Retirement System](#)
- [Middlesex County Retirement Enrollment Form](#)
 - [Middlesex County Change of Name Form](#)
 - [Middlesex County Beneficiary Selection Form for Refund of Accumulated Deductions](#)
 - [Middlesex County Retirement Beneficiary Selection Form Option D Explanation & Form](#)
- [Great West OBRA Enrollment Form](#)
- [Great West OBRA Explanation Sheet](#)

AESOP

Aesop is a web-based Absence Management program utilized by the district to secure substitute coverage and record absences for staff. Once employees have completed all new hire paperwork they will receive an email with login information and a link to their Aesop profile homepage. For a general overview of how Aesop works please click the links below.

- [AESOP Overview](#)
- [Employee Quick Start Guide](#)

Benefits (See section below)

[\(back to t.o.c.\)](#)

Employee Orientation

All newly hired teachers, nurses and others in the CFT Teachers Bargaining Unit participate in a 2-day orientation that occurs before school begins. The following topics are discussed:

- Introduction to central office and building administrators
- Introduction to union leadership
- Technology training
- An overview of educator evaluation in Chelmsford
- Time to set up classrooms/working spaces

[\(back to t.o.c.\)](#)

Benefits

Chelmsford Public Schools' benefit options are available to personnel who are permanent, full-time employees and permanent, part-time employees who work a regularly scheduled work week of at least 20 hours per week and participate in a public retirement system. Employees who are regularly scheduled to work less than the hours required per week are not eligible for benefits.

Insurance benefit deductions are taken a month in advance. All benefits are based on a July 1 to June 30 calendar year. Information regarding benefits can also be found under the Human Resource's tab on the Chelmsford Public Schools website: [Information Regarding CPS Benefits](#).

Many benefit plans are governed by documents issued by the plan providers. This section is only intended to provide an overview of available benefits. If there is any conflict between the handbook and the benefit plan documents, the plan documents will control.

[\(back to t.o.c.\)](#)

Insurance Options

Health Insurance - Blue Cross Blue Shield <https://www.bcbs.com/>

Employees can choose between three health insurance policies: PPO, HMO and HMO Select. For new enrollments, BCBS now requires copies of marriage license (if enrolling spouse)

- [Blue Cross Blue Shield Enrollment Form](#)
- [Chelmsford Public Schools Insurance Rates/Biweekly Deduction](#)
- [PPO Policy Description](#)
- [HMO Policy Description](#)
- [HMO Select Policy Description](#)
- [Fitness Benefit Program](#)

- [Joint Strong Program](#)

Dental Insurance - Blue Cross Blue Shield <https://www.bcbs.com/>

Employees can choose between two dental insurance policies: High and Low.

- [Blue Cross Blue Shield Enrollment Form](#)
- [Chelmsford Public Schools Insurance Rates/Biweekly Deduction](#)
- [Low Dental Policy Description](#)
- [High Dental Policy Description](#)

COBRA Continuation Coverage of Health and Dental Insurance

- Upon termination of active employment, employees can elect to COBRA health and dental insurance for up to 18 months.
- Under federal law, employees have 60 days from the date coverage would be lost to choose whether or not to elect COBRA coverage.
- The employee will be required to pay the full cost of the premium plus an administrative fee. Under COBRA continuation, the Chelmsford Public Schools will no longer contribute to the cost of health insurance premiums.

Vision Insurance [Blue Cross Blue Shield 20/20 Vision](#)

Employees can choose between individual, Individual +1, Family coverage.

- [Blue Cross Blue Shield 20/20 Enrollment Form](#)
- [Blue Cross Blue Shield 20/20 Vision Insurance Policy](#)
- [Chelmsford Public Schools Insurance Rates/Biweekly Deduction](#)

Basic Life and Voluntary Insurance - Boston Mutual <http://www.bostonmutual.com>

- Employees can choose a basic life insurance policy that breaks down to \$5,000 toward life insurance or \$5,000 toward accidental death or dismemberment.
- Employees can also choose a voluntary life insurance policy of an amount up to \$100,000 with the stipulation that any coverage over \$40,000 requires medical evidence of insurability.
- Enrollment done directly through employer.
 - [Life Insurance Enrollment Form](#)
 - [Chelmsford Public Schools Insurance Rates/Biweekly Deduction](#)
 - [Optional Life Insurance Rates](#)
 - [Basic Life & Accidental Death & Dismemberment Summary](#)
 - [Group Insurance Certificate](#)
 - [Authorization for Release of Records](#)
 - [Evidence of Insurability Form](#)
 - [Change of Beneficiary Form](#)

Alternative Insurance - Short and Long-Term Disability through Colonial Life <https://www.coloniallife.com/>

- Enrollment done directly through employee and Colonial Life

- Insurance Offered: Short Term Disability, Medical Bridge, Life, Cancer, Critical Illness, Accident.
 - [Colonial Life Policy Descriptions](#)

Flexible Spending - Cafeteria Plan Advisors <http://www.CPA125.com>

- Employees can choose to enroll in a tax-free Flex Spending Dependent Care Account (up to \$5,000) and/or a Flex Spending Health Care Account (up to \$3,300).
- All funds designated in a flex spending account must be used by June 30 or they will be lost.
 - [Flex Spending Enrollment Form](#)
 - [Flex Spending Dependent Care Claim Certification Form](#)
 - [Chelmsford Public Schools Insurance Rates/Biweekly Deduction](#)
 - [Flex Spending Policy Description](#)
 - [Flex Spending Dependent Care Policy Description](#)
 - [Flex Spending List of Eligible Expenses](#)
 - [Flex Spending Benefits Card](#)

Tax Sheltered Annuity (403b) [TSA Consulting 403\(b\)](#)

Employees may designate a portion of their pre-tax salary to a 403(b) retirement savings account. 403(b) accounts are managed and administered by TSA Consulting Group, Inc. Visit their website for information about enrollment in the plan, investment product providers available, distributions, exchanges or transfers, loans and rollovers. The maximum contribution for 2025 is \$23,500.

- [403b Enrollment Form](#)
- [List of 403b Providers](#)
- [IRS Loan Rules for 403b Plans](#)
- [TSA Plan Summary](#)

[\(back to t.o.c.\)](#)

Changes to Benefits

Open Enrollment

- Open enrollment is the only time for employees seeking coverage to sign up or for existing members to make any changes to their respective plans **unless** there is a qualifying event.
- Open enrollment is during the month of May and there is a benefits fair every year in late April.

Qualifying Event

- Marriage
- Loss of benefits through spouse or parent
- Death
- Divorce
- Birth or adoption of a dependent child

[\(back to t.o.c.\)](#)

Employee Wellness

The Chelmsford Public Schools strive to support and promote wellness among all employees. Towards this end, we have access to and participate in Wellness Programming organized by the Massachusetts Interlocal Insurance Association ([MIIA](#)) and the Town of Chelmsford including yoga classes, trail walks, spin classes, line dancing, etc.

Employee Assistance Program

Additionally, Chelmsford municipal employees can take advantage of our free Employee Assistance Program (EAP) providing counseling, resources and referrals through [All One Health](#). They can be confidentially reached at 1-800-451-1834.

[\(back to t.o.c.\)](#)

Family Medical Leave Act

The Chelmsford Public Schools will comply with the Family Medical Leave Act and implementing regulations as mandated by the law. The function of this policy is to provide employees with a general description of their FMLA rights. In the event of any conflict between this policy and the applicable law, employees will be afforded all rights required by law.

Under this policy, the Chelmsford Public Schools will grant up to 12 weeks of unpaid leave (or 26 weeks of military caregiver leave to care for a covered service member with a serious injury or illness) during a 12-month period to eligible employees for the following reasons:

- The birth, adoption or foster care placement of the employee's child, and in order to care for that child during the 12-month period after birth or placement;
- To care for the employee's child, spouse or parent, if that child, spouse, or parent has a serious health condition; and
- To attend to the employee's own serious health condition that renders the employee unable to perform the functions of his or her job.
- For qualifying exigencies arising from the active duty or call to active-duty status as a member of the National Guard or reserves, of the employee's son, daughter, or parent in support of a contingency operation.

In addition, the Chelmsford Public Schools will grant an eligible employee who is a spouse, son, daughter, parent, or next of kin of a current member of the Armed Forces, including a member of the National Guard or Reserves, with a serious injury or illness incurred in the line of duty on active duty, up to 26 weeks of unpaid leave during a single 12-month period to care for the service member.

Except as outlined below, if an employee wishing to take family or medical leave is entitled under existing Chelmsford Public School's policy to take paid leave (for example, vacation, personal, or sick leave), the Chelmsford Public Schools will require that all available paid leave be taken and applied to FMLA leave, concurrent with the start of any family or medical leave. For example, present Chelmsford Public School's policy allows employees to take paid sick leave when they have a serious health condition that prevents them from working. Therefore, employees with such a condition must exhaust all accrued paid sick leave to which they are entitled during the start of family or medical leave period and then take unpaid leave for any balance of the FMLA period. However, an employee who takes leave in order to care for a healthy child during the 12- month period after birth would not be required (or allowed) to substitute any accrued paid sick leave available to the employee because Chelmsford Public Schools policy does not permit the use of sick leave for that purpose.

If an employee is on FMLA leave for one job, they cannot work for the Chelmsford Public Schools in any other capacity.

Employees who are "eligible": Employees are "eligible" to take family or medical leave only if they have worked for Chelmsford Public Schools for at least 12 months and for at least 1,250 hours over the previous 12 months.

Meaning of "12-month period": The 12-month period during which an eligible employee can take a leave under this policy is measured backward on a "rolling" basis from the date when an employee uses any such leave. An employee's leave entitlement consists of any balance of the 12 weeks that has not been used during the immediately preceding 12-month period.

Advance notice requirement: Whenever the need for leave is foreseeable, an employee must give the Chelmsford Public Schools at least 30 days advance notice before leave will commence. A form for requesting leave is available from the Human Resources Department. When the need for a leave is not foreseeable 30 days in advance, an employee must give notice to the Chelmsford Public Schools within our usual call-in requirements, unless extraordinary circumstances prohibit. If an employee knew about the need for leave but failed to give timely notice to the Chelmsford Public Schools, the Chelmsford Public Schools may deny the taking of leave until 30 days after the date of the employee's request.

Mandatory medical certification: Any employee requesting leave because of a serious health condition of the employee or the employee's parent, spouse or child must furnish the Chelmsford Public Schools with appropriate medical certification. The certification must be signed by the appropriate health care provider on the form provided by the Human Resources Department. Employees should submit the medical certification form along with their leave request, and the Chelmsford Public Schools may deny the taking of leave until the required certification is provided. In cases of unforeseen leave, medical certification must be submitted to the Chelmsford Public Schools as soon as possible, but no later than 15 days after the beginning of the leave, absent unusual circumstances. The Chelmsford Public Schools may, in its discretion, require any employee seeking leave because of a serious health condition to obtain a second, and possibly a third, opinion at the Chelmsford Public School's expense.

When an employee is on leave, subsequent re-certifications of a medical condition may be required every 30 days (unless a minimum duration of incapacity has been specified in the certification), or when the Chelmsford Public School's requests certification in appropriate circumstances, such as when an employee seeks to extend the leave or there is a change in the serious health condition for which the leave is taken.

Intermittent or reduced leave: When medically necessary, an employee may take "intermittent" leave (two or more separate leave periods) or "reduced" leave (where an employee continues to work, but for fewer hours per day or per week). In such cases, the total number of hours or days of leave taken by the employee is limited to the equivalent of 12 work weeks for that employee. Employees must make a reasonable effort to schedule the leave in a manner that will not unduly disrupt the Chelmsford Public School's operations. The Chelmsford Public Schools may transfer an employee to an available alternative position with equivalent pay and benefits for which the employee is qualified if that position can accommodate recurring periods of leave better than the employee's regular job.

Benefits: Employees who take leave will not lose employment benefits that were accrued prior to the date the leave commenced. However, employees will not accrue seniority or benefits, i.e., accrual of additional vacation, sick time, etc. during any unpaid leave period and will not be entitled to rights or benefits that the employees would have gained only had they not taken the leave. With the exception of health insurance coverage (see below), no employee benefits will be provided by the Chelmsford Public Schools while an employee is on unpaid leave.

Health insurance coverage: Employees who are out on leave will be maintained on the Chelmsford Public School's group health insurance plan at the same level, with the same coverage and under the same conditions as if they had not taken leave, provided they continue to make timely premium payments during their leave. For employees on paid leave, their share of premium payments will be deducted from their salary in the usual manner. In order to avoid cancellation of health insurance coverage, employees on unpaid leave are responsible for making timely payments to the Chelmsford Public Schools for the employee's share of premium payments. The Chelmsford Public Schools provides a payment schedule prior to when the unpaid leave commences.

If an employee fails to return to work at the end of the leave period and the failure to return is not due to circumstances beyond the employee's control (including the continuation, recurrence or onset of a serious health condition), the employee must reimburse the Chelmsford Public Schools for health insurance premiums paid by the Chelmsford Public Schools while the employee was on leave. The Chelmsford Public Schools will require sufficient medical certification of an employee's inability to return to work because of a serious health condition before the employee will be released from the requirement to reimburse the Chelmsford Public Schools for health insurance premiums paid during the employee's leave period.

Employee reporting requirements during leave: Employees on leave must report to the Chelmsford Public Schools every 30 days on their status and intent to return to work. In addition, employees must give prompt notice of any change in circumstances resulting in a need

for more or less leave time than originally anticipated. The Chelmsford Public Schools' obligations under the Family and Medical Leave Act of 1993 (including maintenance of health insurance coverage and restoration to an equivalent position) cease when an employee gives the Chelmsford Public Schools notice of his or her intention not to return to work. Medical certification of fitness to return to work: If an employee takes an FMLA leave due to his/her own serious health condition or injury, the Chelmsford Public Schools requires the employee to submit not less than two business days prior to returning to work medical certification that the employee is able to resume work.

Restoration to position: Upon return from leave, employees will be restored to either the same position they held when the leave commenced or to an equivalent position with equivalent employment benefits, pay, and other terms and conditions of employment. However, this guarantee of restoration shall not apply to certain highly compensated employees, if necessary, to avoid substantial and grievous economic injury to the Chelmsford Public School's operation.

Both spouses employed by the Chelmsford Public Schools: If both spouses are employed by the Chelmsford Public Schools, they are together entitled to a maximum of 12 work weeks of leave during any 12-month period for the birth, adoption or foster care placement of a child or to care for a parent with a serious health condition.

In the event of a conflict between this policy and a collective bargaining agreement, the collective bargaining agreement shall control.

Personnel Files and Name and Address Change Requests

Requests to see personnel files or to change name and addresses in our systems should be directed to the Office of Human Resources. Employees wishing to make a request for an appointment to view their personnel record may send the request via email to: Nancy Sousa at sousan@chelmsford.k12.ma.us or Christine Bradshaw at bradshawc@chelmsford.k12.ma.us.

Address Change

Employees who have had a change of address, please come into Human Resources in order to make the change and supply one of the following, documenting the new address:

- Utility Bill
- Driver's License

[\(back to t.o.c.\)](#)

Employment Verifications

The Office of Human Resources provides current and former employees with employment verifications when necessary for many reasons including but not limited to licensure, lending, employment.

Licensure Employment Verification Forms

When applying for or renewing licensure one of the following forms is often necessary to be verified by the district and uploaded to DESE. Employees should fill out the form to the best of their ability and send it to the Office of Human Resources for a signature.

[Verification of School Based Employment/Induction & Mentoring Form](#)

[\(back to t.o.c.\)](#)

End-of-Service Procedures

The following information may help employees who have decided to leave the district.

Resignations

An employee who would like to resign from the Chelmsford Public Schools should submit written request to his/her supervisor and to the Office of Human Resources at bradshawc@chelmsford.k12.ma.us. The Office of Human Resources will process the request with a letter that will explain when benefits end. Employees are expected to give a minimum of two weeks written notice. Certain administrative employees have a greater notice requirement under individual contracts.

Suitability Determinations

If an employee was fingerprinted upon employment with the Chelmsford Public Schools, and needs a suitability determination sent to another employer, please contact the Office of Human Resources with the name and email address of the HR representative of the new employer. Our office will process the suitability determination and send it directly to the new employer.

Retirement

If an employee plans to retire, they should send written advance notice to the Office of Human Resources. Employees who intend to retire need to inform the Office of Human Resources to assist in the submission of paperwork required by MTRS, Middlesex or OBRA. Prospective retirees are encouraged to contact the appropriate retirement board's website to learn about seminars designed to inform prospective retirees, as well as procedures and forms that need to be completed. Here are the links to the board's websites:

- [Massachusetts Teachers' Retirement System](#)
- [Middlesex County Retirement System](#)
- [Great West Retirement Services](#)

Exit interviews

Should the time come for an employee to leave Chelmsford Public Schools, we value hearing about the employee's CPS experience. All employees who are leaving the Chelmsford Public Schools are welcome to set up an exit interview with the Office of Human Resources by contacting Diane Carey at careyd@chelmsford.k12.ma.us, or calling us at (978)251-5100. [\(back to t.o.c.\)](#)

SECTION III - EMPLOYEE DEVELOPMENT & FEEDBACK

The Chelmsford Public Schools values the ongoing development of all of its employees. To this end, we offer a wide range of development experiences and support to educators and other personnel.

[\(back to t.o.c.\)](#)

Educator Induction and Mentoring

Newly hired teachers who have never held the position for which they were hired are considered for induction and mentoring supports. Those who qualify will participate in a district-supported induction program and be matched with a mentor who can support them in their first year. All Chelmsford Public Schools mentors are trained and receive stipends for the support and resources they provide our least experienced educators.

For questions about mentor training or eligibility for mentoring, please contact the Office of Human Resources at (978)251-5100 x6904.

[\(back to t.o.c.\)](#)

Feedback & Evaluation of Staff

CPS believes that an important part of ongoing professional learning and development for employees entails the receipt of clear, timely and well-delivered feedback. Such feedback can not only help employees improve their practice and performance, it can be motivating and engaging.

Different groups of employees follow different requirements and policies meant to guide the provision of this kind of feedback and evaluation. Please see the appropriate collective bargaining agreements to learn more:

Teachers, nurses, administrators and other licensed educators

- [CBA Teachers & Nurses \(2025-2028\)](#)
- [Resources on teacher evaluation shared at orientation with new staff](#)
- [MA DESE educator evaluation regulations](#)
- [MA DESE educator evaluation rubrics](#)

Educational Support Personnel

- [CBA Professional Support Personnel \(2025-2028\)](#)

Custodians

- [CBA Building and Custodians 2023-2026](#)

[\(back to t.o.c.\)](#)

Educator Licensure

Maintaining a valid, active license is a way that educators show that they are continuing to participate in ongoing professional development. All licensed educators are responsible for keeping their licensure appropriate to their position updated and valid. Lack of appropriate licensure shall be grounds for termination. The CPS Office of Human Resources is happy to try to answer educators' questions and provide licensure guidance when able, including providing employee verifications for the purpose of licensure renewal or acquisition (see forms below). However, the Massachusetts Department of Elementary and Secondary Education (DESE) actually oversees licensure renewal and acquisition and, therefore, the most accurate information and guidance on licensure renewal and acquisition can be found on their website which can be accessed here ([DESE licensure website](#)). DESE licensure support can also be reached via their [Licensure Call Center: 781-338-6600](#). Below are some links to resources other educators have found helpful:

Helpful Links:

- [DESE Website](#)
- [Obtaining your 1st Professional teacher license](#)
 - [Required employment verification form](#)
 - [Understanding the 50 hour requirement for Professional Licensure](#)
- [Obtaining an Additional Initial or Professional Teacher License](#)
- [Renewing a Professional teacher license](#)
 - [Renewal Application](#)
 - [DESE FAQ's](#)

[\(back to t.o.c.\)](#)

Professional Development Plans and Points (PDPs)

All educators work with their supervisors to develop Professional Development Plans which provide goals and action steps for their ongoing professional learning. Professional Development Points (PDPs) are necessary for recertification of a professional license (See [Renewing a Professional Teacher License](#) above). Educators with preliminary or initial licenses *DO NOT* need PDPs to move their licensure forward.

Professional Development Plans and PDP Requirements

(603 CMR 44.05: Provisions applicable to licenses renewed on or after July 28, 2017)
Professional development activities shall be identified by the educator and supervisor during the development of, and review of, the Individual Professional Development Plan (IPDP) in order to better support student achievement. Individual professional development plans must include at least 150 PDPs including:

- As of July 28, 2017, the required distribution of Professional Development Points (PDPs) for all academic educators renewing a Primary area license has been amended as stated in the regulations (CMR 603 44.06).
- Educators renewing a Primary area license on or after July 28, 2017, must earn a minimum of 150 Professional Development Points (PDPs). Here is the breakdown:
 - (a) At least 15 PDPs in content (subject matter knowledge)
 - (b) At least 15 PDPs in pedagogy (professional skills and knowledge)
 - (c) At least 15 PDPs related to Sheltered English Immersion (SEI) or English as a Second Language (ESL).
 - (d) At least 15 PDPs related to training in strategies for effective schooling for students with disabilities and instruction of students with diverse learning styles.
 - (e) The remaining required 90 PDPs may be earned through any combination of “elective” activities that address other educational issues and topics that improve student learning, additional content, or pedagogy.

[\(back to t.o.c.\)](#)

Changes in Regulations

Point Distribution as of July 1, 2016 Primary Area	New Point Distribution as of July 28, 2017 Primary Area
<ul style="list-style-type: none"> • At least 90 PDPs in the content area of the license or in pedagogy, with no less than 60 PDPs in or related to the content area of the educator's Primary area license 	<ul style="list-style-type: none"> • At least 15 PDPs in content
<ul style="list-style-type: none"> • At least 15 PDPs related to Sheltered English Immersion or English as a Second Language 	<ul style="list-style-type: none"> • At least 15 PDPs related to Sheltered English Immersion or English as a Second Language
<ul style="list-style-type: none"> • At least 15 PDPs related to training in strategies for effective schooling for students with disabilities and the instruction of students with diverse learning styles 	<ul style="list-style-type: none"> • At least 15 PDPs related to training in strategies for effective schooling for students with disabilities and the instruction of students with diverse learning styles

<ul style="list-style-type: none"> The remaining required 30 PDPs may be earned through either “elective” activities that address other educational issues and topics that improve student learning, or additional content, and/or pedagogy 	<ul style="list-style-type: none"> At least 15 PDPs in pedagogy
	<ul style="list-style-type: none"> The remaining required 90 PDPs may be earned through any combination of “elective” activities that address other educational issues and topics that improve student learning, additional content, or pedagogy

The renewal of each Additional license(s) will require 30 PDPs. Of the 30, at least 15 PDPs must be in the content area of the license. The remaining 15 PDPs may be earned through either “elective” activities that address other educational issues and topics that improve student learning, or additional content, pedagogy. Please note that renewing an invalid additional license requires 150 PDPs.

Point Distribution as of July 1, 2016 Additional Area	New Point Distribution as of July 28, 2017 Additional Area
<ul style="list-style-type: none"> A minimum of 30 PDPs in content 	<ul style="list-style-type: none"> A minimum of 30 PDPs. Of the 30, at least 15 PDPs in content is required. The remaining 15 PDPs may be earned through either “elective” activities that address other educational issues and topics that improve student learning, additional content, or pedagogy.

[\(back to t.o.c.\)](#)

How to earn PDPs

The Chelmsford Public Schools offers relicensure options for teachers through system-wide or school-based professional development activities. Professional Development Points, or PDPs, are awarded to teachers who participate in these activities upon completion of 10 hours in a topic and can likewise demonstrate proficiency in the area of professional development.

The Chelmsford Public Schools will award PDPs for district-sponsored professional development activities. Such activities may include workshops, courses, curriculum development and other sustained activities related to school and district goals. Activities that lead to district-issued PDPs will be labeled in advance as opportunities to earn PDPs. Teachers are also encouraged to seek out professional development options offered through various organizations such as the Department of Elementary and Secondary Education (DESE), professional organizations, colleges and universities, and online professional development resources. Teachers are afforded the opportunity to take college level courses for reimbursement. Additionally, teachers are able to teach college level courses based on prior approval of the Professional Development Committee and alignment with district goals. All course reimbursement and instructor salaries are subject to the Unit A collective bargaining agreement. Please see the workshop form, course reimbursement form, and instructor course application in the “useful links” section below.

The school district follows DESE guidelines regarding the assignment of professional development points. The district may award 1 PDP per clock hour for most activities; however only when the educators have demonstrated *proficiency* through either a product or pre- and post-assessments and based on a minimum of 10 clock hours. A professional development activity of fewer than 10 clock hours will be documented as *hours of attendance* rather than PDPs. Such hours may be bundled with like activities by the participant to equal 10 PDPs on a topic. PDPs are used for the purpose of educator relicensure with the MA Department of Elementary and Secondary Education (DESE).

Please contact the Assistant Superintendent for Curriculum and Instruction for questions related to district-issued PDPs. Please contact the Director of Human Resources for questions related to licensure renewal or acquisition.

[\(back to t.o.c.\)](#)

PDP- eligible activities as adapted from DESE guidelines:

<u>Activity</u>	<u>PDPs</u>	<u>Notes</u>
Undergraduate courses	15 per semester hour (credit)	
Upper-level undergraduate course (only when substantially new to the educator)	22.5 per semester hour (credit)	For example, an elementary teacher with limited content expertise in the area of mathematics may take an upper-level undergraduate course in mathematics and receive 22.5 PDPs per semester hour. A high school mathematics teacher taking the same course would receive 15 PDPs per semester hour, as this would not be substantially new content for the individual.
Graduate course	22.5 per semester hour (credit)	
An instructor of a graduate-level course or approved equivalent	45 per semester hour	Only for the first time the course is taught in a five-year renewal cycle
Audited course	7.5 per semester hour	

DESE-sponsored activities	1.5 per clock hour	Must total at least 10 hours; include a product or pre- and post-content assessment; and include a follow-up component
DESE-sponsored activities	30 in a five-year cycle	For those DESE activities that do NOT have a pre- and post-content assessment, e.g. Mentor Institute
DESE summer content institutes	Up to 67.5	Counts as “content”
DESE 1-day workshops, conferences, etc.	None	
Initiatives sponsored by Districts, Collaboratives or Registered Providers	1 per clock hour	(Minimum of 10 hours on a topic) with an observable demonstration of learning that could include a written product or other documentable product.
Mentoring	1 per clock hour	Maximum of 15 per year in content, pedagogy, or elective
Peer coaching	1 per clock hour	Maximum of 15 per year in content, pedagogy, or elective
Peer assistance and review programs	1 per clock hour	Maximum of 15 per year in content, pedagogy, or elective
Cooperating teacher	1 per clock hour	Maximum of 15 per year in content, pedagogy, or elective
National Board of Professional Teaching Standards	Successful completion	30 in content, 60 in pedagogy, 30 elective

Team for Accreditation or Inspection - visiting team member	30 PDPs in five year cycle	Once in 5 year cycle ; can be used for PDPs not subject to supervisor approval, i.e., elective
Team for Accreditation or Inspection - School personnel preparing for visiting team	30 PDPs in five year cycle	Once in 5 year cycle ; can be used for PDPs not subject to supervisor approval, i.e., elective
Presentation at professional conference	30 PDPs in five year cycle	First time only in a 5 year cycle
Developing and presenting a PD series of at least three sessions	2 per clock hour	Minimum of 10 PDPs, maximum of 24 PDPs, only the first time presented in a 5 year cycle
New curriculum unit published or formally shared	15 per unit	Up to 60 PDPs in a 5 year cycle
Developing and implementing an activity for students, parents, or teachers	1 per clock hour	Up to 30 PDPs in a 5 year cycle when activity is distributed or implemented by a local school, district, or university
Published doctoral dissertation	90	Once in 5 years
Published Master's or CAGS thesis	45	Once in 5 years
Book(s)	90 per book	
Professional journal articles or chapters in a professional book	30 per chapter or article	

Published results of action research	30	Once in 5 years
Continuing Education Units (CEUs)	1 CEU = 10 PDPs	

Additional Information on Professional development, Individual Professional Development Plans, and educator Licensure

Below are some useful links regarding the earning of PDPs:

- [DESE FAQ's](#)
- [Advancing, Extending, or Renewing a License](#)
- [CPS conference workshop form - High School \(requires advanced approval for reimbursement\)](#)
- [CPS Conference workshop form - other \(requires advanced approval for reimbursement\)](#)
- CPS course reimbursement form (access through Curriculum Office)
- CPS instructor course application form (access through Curriculum Office)

[Course Reimbursement](#)

Chelmsford Public Schools employees are sometimes eligible for course reimbursement when taking graduate-level courses that enhance their professional skill and licensure. Information on this can be accessed in the various bargaining agreements or policies.

[\(back to t.o.c.\)](#)

SECTION IV – PROTOCOLS, PROCEDURES AND POLICIES

The Chelmsford Public Schools follow several policies and protocols designed to keep students and staff safe and our school environments professional and enjoyable places to work. Several of these policies are provided to new hires at the time of on-boarding (Marked with

superscript ¹). Others are reviewed by staff annually (Marked with superscript ²). Collectively, we hope that these policies will guide our rights and responsibilities at work and make our schools and offices safe and enjoyable places to be each day.

Student and Staff Safety

[\(back to t.o.c.\)](#)

The Chelmsford Public Schools makes student and staff safety a top priority. To this end several of our policies and protocols are designed to guide our practices in areas that impact student and staff safety and well-being. Any employee with questions or concerns about discrimination in the workplace based on all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training is encouraged to follow the procedures below.

[General Staff Safety](#)

[CPS Wellness Policy \(File ADF\)](#)

[CPS Staff Personal Security & Safety Policy \(File GBGB\)](#)

[CPS Sexual Harassment Policy \(File ACAB\)](#)

[CPS Nondiscrimination and reasonable accommodation of pregnant workers](#)

[CPS Equal Employment Opportunity \(File GBA\)](#)

[CPS Non-Discrimination and Harassment Policy \(File AC\)](#)

- [Civil Rights Grievance Procedure](#)

[CPS Nondiscrimination on the Basis of Sex Policy \(File ACA\)](#)

[CPS Nondiscrimination on the Basis of Disability \(File ACE\)](#)

[Emergency Protocols](#)

[First Aid \(File EBB\)](#)

[Supervisor's Report of Accident Intake Form](#)

[Bloodborne Pathogen Training²](#)

2

[Emergency Plans \(File EBC\)](#)

[Physical Restraint of Students \(File JKAA\)](#)

[Restraint Prevention & Behavior Support Module²](#)

Bullying Prevention and Intervention

The Chelmsford Public Schools is committed to providing a safe, positive, and productive educational environment where students can achieve the highest academic standards. No student shall be subjected to harassment, intimidation, bullying, or cyberbullying [see [definition of bullying and cyberbullying](#) as articulated in CPS School Committee policy docs]. It is a violation of this policy for any student or member of a school staff including, but not limited to, an educator, administrator, school nurse, cafeteria worker, custodian, bus driver, athletic coach, advisor to an extracurricular activity or paraprofessional to engage in bullying or cyberbullying or for any employee of the Chelmsford Public Schools to condone or fail to report acts of bullying or cyberbullying that they witness or become aware of (i) on school grounds and property immediately adjacent to school grounds; (ii) at school sponsored or school-related activities, functions or programs whether on or off school grounds; (iii) at school bus stops; (iv) on school buses or other vehicles owned, leased or used by the school district; (v) through the use of technology or an electronic device owned, leased or used by the school district and (vi) at a location, activity, function or program that is not school related, or through the use of technology or an electronic device that is not owned, leased or used by a school district, (vii) if the bullying creates a hostile environment at school for the victim, infringes on the rights of the victim at school or materially and substantially disrupts the education process or the orderly operation of a school. The District's bullying and cyberbullying policies and procedures and training are referenced below.

It is the responsibility of every employee, student and parent/guardian to recognize acts of bullying, cyberbullying and retaliation against students and take every action necessary to ensure that the applicable policies and procedures of the Chelmsford Public Schools are implemented. Any student who believes that he or she has been subjected to bullying and/or cyber bullying has the right to: (i) file a complaint to his/her teacher or principal and to (ii) receive prompt and appropriate handling of the complaint. Further, all reasonable efforts shall be made to maintain the confidentiality and protect the privacy of all parties, but proper enforcement of this policy may require disclosure of any and all information received.

Students, parents and Chelmsford Public Schools' employees (including but not limited to educators, administrators, school nurses, paraprofessionals, cafeteria workers, custodians, van drivers, van monitors), who witness or become aware of bullying, cyber bullying or retaliation should immediately report it to the principal. The Chelmsford Public Schools will not tolerate retaliation against a person who reports bullying or cyberbullying, provides information during an investigation of bullying or cyberbullying, or witnesses or has reliable information about bullying or cyberbullying.

The Chelmsford Public Schools will provide students with age-appropriate instruction on bullying/cyberbullying prevention. The Chelmsford Public Schools will provide professional development to build the skills of staff members, as required by law. The

Chelmsford Public Schools developed a Bullying/CyberBullying Prevention and Intervention Plan which is below and sets forth the administrative guidelines and procedures for the implementation of this policy. Each principal shall be responsible for the implementation and oversight of the Plan at his/her program

[Anti-Bullying Training²](#)

[Cyberbullying](#)

[CPS Bullying Prevention and Intervention Plan \(File JICFB\)](#)

[Bullying prevention and intervention reporting form](#)

[Mandatory Reporting and Student Confidentiality](#)

[Student Welfare \(File JL\)](#)

[Student Confidentiality](#)

[Workplace drug, tobacco, alcohol and weapon prohibitions](#)

The use or possession of any controlled substance, including alcohol (except for medications prescribed by a physician) in any quantity, the sale of any controlled substance in any quantity, or the unauthorized possession of dangerous weapons, firearms, or explosives while at work or on School Department property, or being intoxicated or under the influence of alcohol or drugs while on duty is strictly prohibited and is grounds for disciplinary action up to and including termination. Any employee convicted or found guilty of a criminal offense involving a controlled substance or alcohol is subject to disciplinary action, up to and including termination, regardless of whether the offense was on school property or during working hours.

Additionally, as the Chelmsford Public Schools is a drug free workplace the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the workplace and the educational environment and is grounds for disciplinary action up to and including termination.

Smoking or the use of any tobacco products, including, but not limited to: cigarettes, cigars, little cigars, chewing tobacco, pipe tobacco and snuff and electronic cigarettes, electronic cigars, electronic pipes or other similar products that rely on vaporization or aerosolization, within the school buildings, school facilities, on school grounds by any individual, including school personnel, is prohibited by law (M.G.L., Chapter 71, Section 37H; M.G.L. Chapter 71, Section 2A) and is strictly enforced. Failure to adhere to this policy will result in disciplinary action, up to and including termination.

For additional School Committee policies on these topics see the following links:

[Drug-Free Workplace \(File GBEC\)](#)

[Tobacco Use on School Property By Staff Members Prohibited \(File GBED\)](#)

Internet and Technology

[\(back to t.o.c.\)](#)

With technology becoming an increasingly useful, necessary and prevalent part of the instruction and service provision at Chelmsford Public Schools, we recognize that staff and students will be accessing technology in many ways in the course of their work and instruction. There should be no expectation of privacy on school devices and school networks. Email is generally considered a public record. In order to ensure that staff and students use this technology in ways that enhance the learning experience for students, the Chelmsford Public Schools has assembled, and continues to revise policies and protocols designed to guide the use of technology in classrooms and the workplace:

[CPS Access to Digital Resources \(File IJND\)](#)
[CPS Empowered Digital Use Policy \(File IJNDB\)](#)
[Staff Empowered Digital Use Form](#)
[Policy on Social Media \(File IJNDD\)](#)
[CPS Bullying Prevention \(File JICFB\)](#)
[Cyberbullying](#)

Translations for Families

[\(back to t.o.c.\)](#)

It is our intent to provide access to information for all Chelmsford Public School families. In an effort to support communication with families whose home language is not English, we will translate documents into their native language and provide an interpreter when necessary. If employees have questions or a parent requires assistance, please email Kelly Rogers, Department Coordinator of Reading and the [English Language Learning Department](#) (ELL). Depending on the request, it may take up to a week to fulfill.

Employee Rights & Responsibilities

[\(back to t.o.c.\)](#)

All Chelmsford Public School employees have certain rights and responsibilities. Below we provide access to some additional policies that outline these rights and responsibilities. Questions can be directed to the Office of Human Resources (978) 251-5100 x6904.

[Gifts to and Solicitations by Staff \(File GBEBG\)](#)
[State of MA Conflict of Interest/Ethics training](#)
[Summary of Conflict of Interest Law](#)
[CPS Summary of State and Federal Employment Law](#)

[Student Discipline](#)

[Idea 504 Training²](#)

[School Ceremonies and Observances - Religious Holidays \(File IMDC\)](#)

[Media Relations/Dissemination of News \(File KDD\)](#)

[Animals in Schools \(File IMG\)](#)

[Non-Discrimination and Reasonable Accommodation for Pregnant Workers](#)

[Chelmsford Public Schools Reasonable Accommodations Procedures](#)

[Employment Rights of Individuals with Disabilities \(MA\)](#)

[American with Disabilities Act](#)

SECTION V – STAFF CONDUCT

Basic Employment Expectations

[\(back to t.o.c.\)](#)

All employees are expected to demonstrate a professional, cooperative, knowledgeable and courteous demeanor in all interactions with students, parents/guardians, colleagues and members of the community. Work attire should reflect the professional responsibilities of an employee's position, exhibiting concern for safety, hygiene, neatness, cleanliness and projecting positive role models for students enrolled within the Chelmsford Public Schools and a respectful atmosphere for others. At a minimum, it is expected that all employees will follow general and specific work and employment guidelines, carry out instructions and directions appropriately issued by supervisors or administrators and perform job responsibilities in a satisfactory manner.

Employees are expected to be regular in attendance, arriving on time and adhering to designated starting and ending times for work, breaks, lunch, prep periods, etc. The use of profane language is prohibited and may be cause for disciplinary action. Employees are advised that School Department telephones, supplies, equipment and services (including internet access and fax machines) are for professional use. Excessive personal calls, or use of supplies, services or equipment for personal reasons are not allowed. Inappropriate use of equipment, supplies, or services including electronic access may result in discipline, up to and including termination.

Standards of Conduct

[\(back to t.o.c.\)](#)

Some rules of conduct are needed in any workplace in order to help everyone work together efficiently, effectively, and harmoniously. Because our mission is to serve the public and because we are empowered with substantial governmental authority to achieve that mission, we must hold ourselves to high standards of quality service and ethical conduct.

By accepting employment with us, employees have a responsibility to the public, to the Chelmsford Public Schools and to their fellow employees to adhere to certain rules of behavior and conduct. The purpose of these rules is not to restrict an employee's rights, but rather to be certain that employees understand what conduct is expected and necessary to fulfill our mission, responsibilities, and duty to the public. When each person is aware that he or she can fully depend on fellow workers to follow the rules of conduct, then our organization will be a better place to work and a more effective servant of the people.

Meeting Job Expectations

[\(back to t.o.c.\)](#)

In addition to maintaining appropriate standards of conduct, it is the responsibility of employees to fulfill the essential functions of their positions in an acceptable manner. Depending on the position, these measures may be both qualitative and/or quantitative. Job requirements and qualifications are listed on job postings/descriptions. The employee's supervisor will discuss and clarify the expectations and standards of the employee's position. Employees who are having difficulty meeting job standards should discuss the issue with their supervisor.

In turn, it is the supervisor's responsibility to monitor employee performance and provide counseling, support, and assistance to employees in helping them meet their job expectations.

Ultimately, if employees are unable to meet job requirements, corrective action may include reassignment, transfer, demotion, or other disciplinary action, up to and including termination.

Disciplinary Actions for Unacceptable Activities

[\(back to t.o.c.\)](#)

Generally speaking, we expect each person to act in a mature and responsible way at all times. However, to avoid any possible confusion, some of the more obvious unacceptable activities are noted below. Avoidance of these activities will be to the employee's benefit as well as the benefit of the School Department. If employees have any questions concerning any work or safety rule, or any of the unacceptable activities listed, employees are encouraged to see their supervisor or Human Resources for an explanation.

We list these standards for the guidance of all employees and supervisors. It is not an exhaustive list. We do not expect anyone to engage in these activities, but we believe everyone is served by our being clear as to what is not acceptable.

[Violations Which May Result in Serious Discipline up to and Including Dismissal. Any Discipline is Subject to Applicable Collective Bargaining Agreements and/or Statutes.](#)

Occurrences of any of the following violations, because of their seriousness, may result in dismissal without prior disciplinary action. This list is not exhaustive:

1. Willful violation of any Chelmsford Public Schools rules; deliberate action that is extreme in nature and is obviously detrimental to the School Department's efforts to provide services effectively and efficiently.
2. Negligence or any careless action which endangers the life or safety of another person or student.
3. Willful violation of security or safety rules or failure to observe safety rules or School Department safety practices; failure to wear required safety equipment; tampering with School Department equipment or safety equipment.

4. Being intoxicated or under the influence of controlled substance drugs while at work; use, possession or sale of any controlled substance or alcohol, in any quantity while on School Department property except for medications prescribed by a physician which do not impair work performance.
5. Unauthorized possession of dangerous weapons, firearms, or explosives on School Department property or while on duty.
6. Engaging in criminal conduct or acts of violence, making threats of violence toward anyone on School Department premises or when representing the School Department; fighting, provoking a fight on School Department property; or damage of property. The School Department regards fighting as a very serious offense. If confronted by another employee or member of the public, we expect employee(s) to retreat, and not escalate the situation or retaliate.
7. Insubordination or refusing to obey instructions properly issued by the District/employee's supervisor pertaining to the employee's work.
8. Engaging in an act of sabotage; willfully or with gross negligence causing the destruction or damage of School Department property, or the property of fellow employees, members of the public, vendors, or visitors in any manner.
9. Theft of School Department property or the property of fellow employees; unauthorized possession or removal of any School Department property (e.g., documents, curriculum, school materials, etc.), from the premises without prior permission from management; unauthorized use of School Department equipment or property for personal reasons; using School Department equipment for profit.
10. Willful falsification or misrepresentation on an application for employment; other work records; sick or personal leave; falsifying the reason for a leave of absence or other information about the School Department; intentionally and willfully misrepresenting information about the School Department or its employees; failing to tell the truth during the course of a School Department investigation or inquiry; alteration of School Department records or other School Department documents.
11. Violating the privacy of others by releasing confidential or protected information to outside individuals, organizations, or to unauthorized School Department employees; breach of confidentiality of personnel or personal information of another employee on the job.
12. Engaging in behavior designed to create discord and lack of harmony; interfering with another employee on the job; willfully restricting work output or encouraging others to do the same.
13. Inappropriate conduct or indecency while on duty or while on School Department property.
14. Violations of the conflict of interest statute, including but not limited to seeking unwarranted gain or exemptions for yourself or others.
15. Threatening, intimidating, harassing or coercing fellow employees, students, or members of the public; interfering with another employee on the job; using obscene or abusive language towards another employee, student or member of

the public; threatening or employing physical violence towards another employee, student, or member of the public.

16. Egregious off duty conduct and/or conduct that undermines the confidence of the public in the School Department's capacity to fulfill its functions to the public in a fair, safe, and effective manner.

SECTION VI – CONTRACTUAL AGREEMENTS AND UNAFFILIATED BENEFITS

[\(back to t.o.c.\)](#)

In this section of the Employee Handbook, we aim to provide you with easy access to sections of the various collective bargaining agreements which may be useful to you (Salaries, seniority, transfers, holidays, leaves of absence, attendance, etc.). Until we can provide this topic/specific access to you, below are the links to our collective bargaining agreements and to policies we have approved for unaffiliated (at-will) employees.

- [CBA - Administrators \(2025-2028\)](#)
- [CBA - Building Custodians \(2023-2026\)](#)
- [CBA - Food Service Personnel \(2025-2028\)](#)
- [CBA - Professional Support Personnel \(2025-2028\)](#)
- [CBA - Teachers & Nurses \(2025-2028\)](#)