



To: Office of Superintendent  
From: Office of Legal Services  
Subject: Monthly Policy Recommendations  
Review period: January 15, 2022 - February 15, 2023

The Office of Legal Services, in partnership with the Office of Superintendent and applicable department leads, is reviewing the Jeffco District Policy Manual and updating the content. We will be publishing proposed revisions to the manual on the District's website and seeking input from community and District stakeholders. Below are the current recommended changes. These changes will be public for 30 days, during which time we are welcoming feedback from stakeholders. If you have any input about the proposed changes, please send an email to: [legal@jeffco.k12.co.us](mailto:legal@jeffco.k12.co.us)

The recommended changes will become final on February 15, 2022, and the District Policy Manual will be updated accordingly.

1. Revisions to the D-Series District Policies (and recommendations to the Board for updates to the EL-Series Board Policies): the D-Series relate to Fiscal Management. A number of these policies are outdated due to changes in the law, changes in District practice and/or the District's adoption of the Policy Governance model. Therefore, we are recommending that certain of these policies be revised and/or repealed. In addition, we are recommending that Board Policy EL-17 be updated in accordance with current district practices, federal and state law or programs. A more detailed description of the recommended changes is below.

**Policies to be Revised:**

**EL-17** - Asset Protection: We are recommending the Board revise this policy to include updated content in D-series. This revised policy will go to the Board for review and approval.

**DJ/DJA** - Purchasing/Purchasing Authority: We are recommending this policy be revised to delete duplicative content and to expressly state that construction contracts are covered by this policy.

**DJB** - Federal Procurement: school districts are legally required to have a policy addressing the District's federal procurement practices. We are recommending that the District adopt the CASB model policy and regulation which contains the most current legal requirements for federal procurement.

**DJB-R** - Federal Procurement: school districts are legally required to have a policy addressing the District's federal procurement practices. We are recommending that the District adopt the CASB model policy and regulation which contains the most current legal requirements for federal procurement.

**DJE** - Bidding Procedures: We are recommending this policy be revised to align with CASB model policy and include consolidated information previously housed in DJ/DJA and DJB, and to expressly state that construction contracts are covered by these policies and will follow the district's competitive bidding procedures.

**DJE-R** - Bidding Procedures for Capital Construction Projects: We are recommending that this new regulation be adopted as it contains more detail regarding the competitive bidding procedures for capital construction projects.

**DN** - School Properties Disposition: we are recommending that this policy be revised to align with current state law and District procedure.

**Policies to be Repealed:**

**FEB** - Architect/Engineer/Construction Manager: We are recommending that this policy be repealed as the procedures for choosing a design team will now be housed in policy DJE and regulation DJE-R.

**FEB-R** - Architect/Engineer/Construction Manager: We are recommending that this regulation be repealed as the procedures for choosing a design team will now be housed in policy DJE and regulation DJE-R.

**FEG** - Construction Contracts Bidding and Awards: We are recommending that this policy be repealed as the competitive bidding procedures for capital construction projects will now be housed in policy DJE and regulation DJE-R.

**FEG-R** - Construction Contracts Bidding and Awards: We are recommending that this regulation be repealed as the competitive bidding procedures for capital construction projects will now be housed in policy DJE and regulation DJE-R.

2. Revisions to the G-Series District Policies: the G-series Policies relate to personnel. We are recommending that certain policies be updated in accordance with current district practices, federal and state law or programs. In addition, JeffCo is creating an employment manual that will contain much of the content previously housed in certain policies that are not legally required; therefore we recommend a number of policies be repealed. A more detailed description of the recommended changes is below.

### **Policies and Regulations to be Revised:**

**GBA** - Equal Employment Opportunity: we are recommending that this policy be revised to include the updated list of protected classes and updated legal references.

**GBAA** - Sexual Harassment: we are recommending that this policy be revised to clarify that this policy is a prohibition of sexual harassment and to reference the complaint and investigation procedures outlined in Policy AC.

**GBEA** - Staff Conflicts of Interest: we are recommending that this policy be revised to reflect current practice and to delete information that will now be included in an employment handbook.

**GBEB** - Staff Conduct: CASB conducted a policy update and recommended this policy be updated. Therefore, we are recommending that this policy be revised to reflect current practice, state and federal law.

**GBEB-R** - Staff Conduct: we are recommending that the District adopt the CASB model regulation in order to clarify the District requirement to maintain professional boundaries with students.

**GBEC** - Drug Free Workplace: We are recommending that this policy be revised to clarify that the possession, use, etc of marijuana is still prohibited on school district property. The recommended revisions are consistent with the CASB model policy on this subject.

**GBEE** - Staff Use of the Internet and Electronic Communications: updated to be more consistent with CASB model policy, added language re: social media and updated student information sections.

**GBGB** - Staff Personal Security and Safety: updated to be more consistent with CASB model policy, deleted section re: legal reimbursement as this is covered by state statute.

**GCE/GCF** - Professional Staff Recruiting/Hiring: We are recommending this policy be updated to eliminate references to the NCLB highly qualified requirements that are no longer the law. In addition, this policy was updated to include the most reason list of protected classes.

**GCE/GCF-R** - Professional Staff Recruiting/Hiring: We are recommending this regulation be added to include important information in the policy manual to be consistent with the CASB model policies.

**GCO** - Evaluation of Instructional Staff: We are recommending the code for this policy be changed from GCOA to GCO and the language be revised in order to be consistent with the CASB model policy. We are also recommending that some of the content be moved to GCO-R to match the CASB model.

**GCO-R** - Evaluation of Instructional Staff: We are recommending the addition of this regulation to include more detail about the evaluation system and to be consistent with the CASB model policy.

**GDE/GDF** - Support Staff Recruiting/Hiring: We are recommending this policy be revised to include all protected classes (listed in Policy AC) and updated legal references.

**GDE/GDF-R** - Support Staff Recruiting/Hiring: We are recommending this policy be revised to include updated legal requirements and references.

**Policies to be Repealed:**

Jeffco is implementing an Employee Handbook. Much of the content previously located in policies and regulations will now be in the Employee Handbook and many of the existing policies are out of date and not legally required, therefore, we are recommending the repeal of the following policies and regulations:

GBC - Total Compensation Policy

GBEC-R Drug Free Workplace: content is now consolidated in policy.

GBED Tobacco Free Work Place

GBEE-R Elevated Privileges: content is now consolidated in policy.

GBEF Violence in the Work Place

GBGA Staff Health (and Physical and Health Examination Requirements)

GBGA-R Staff Health

GBGC Employee Assistance Program

GBGD Workers' Compensation (Industrial Accident Leave)

GBJ Personnel Records and Files

GBJA Disclosure of Information to Prospective Employers

GBK Staff Concern/Complaints/Grievances

GBK-R Staff Concerns/Complaints/Grievances

GCBB Administrator and Professional/Technical Staff Salary Schedules

GCBB-R Placement on the Administrator and Professional/Technical Salary Schedule

GCBC Salary Plan - Exempt Employees

GCC Professional Staff Leaves and Absences

GCCBA Administrative Staff Sick Leave

GCCBB Administrator and Professional/Technical Staff Political or Legislative Leave

GCCBC Administrative Staff Maternity/Child Care Leave/Adoption/Parental Leave  
GCCBD Administrator and Professional/Technical Staff Military Leave  
GCCBG Administrator Staff Leave of Absence  
GCDB Administrator and Professional/Technical Staff Vacations and Holidays  
GCGA Instructional Staff Part-Time and Substitute Employment  
GCHC Professional Staff Induction Program  
GCKC Central Administrative Instructional Personnel Retirement / Resignation  
GCOC Evaluation of Administrator and Professional/Technical Staff  
GCQF Discipline, Suspension, and Dismissal of Professional Staff (and Contract Nonrenewal)  
GDBA Support Staff Sick Leave  
GDDB Overtime Policy  
GDDB Support Staff Fringe Benefits  
GDC Support Staff Leaves and Absences  
GDD Support Staff Vacations and Holidays  
GDD-R Support Staff Vacations And Holidays  
GDI Support Staff Probation and Seniority  
GDJ Support Staff Assignments and Transfers  
GDO Evaluation of Support Staff  
GDQB Resignation of Staff  
GDQD Discipline, Suspension and Dismissal of Support Staff  
GDQD-R Discipline, Suspension and Dismissal of Support Staff  
GDS Employee Organizations

3. Additional Policies prioritized for review: In addition to the revisions and proposed changes above, there are a number of District policies that need to be updated in order to be consistent with state and federal law, and district practices.

**Additional Policies to be Revised:**

**KDB** - Public's Right to Know/Open Records Requests: We are recommending this policy be revised as the record retention policy is now described in Policy EHB and we are updating the remaining content in this policy to reflect current law and district practices, including the addition of a dispute resolution process.

**EHB** - Records Retention: We are recommending the revision of Policy EHB in order to reflect current law and district practices and to align this policy with the CASB Model Policy manual.

**Additional Policies to be Repealed:**

**EHB-E** - Cloud Vendor Assessment: This exhibit is outdated and not legally required. Therefore, we are recommending that it be deleted.