

# 2025 - 2026 Certified Handbook Summary of Updates/Changes

*Note- Changes in each handbook are identified in Green Font*

Page 2	Updated Table of Contents
Page 6	Updated Central Office Staff Information
Page 9	Added Multi-Factor Authentication
Page 11	Added Damage to Personal Property
Page 12	Added Field Trip Guidelines
Page 15/16	Updated Purchasing & Credit Card Guidelines
Page 20	Added MVIS Prep Time Information
Page 24	Updated FMLA Procedures

# 2025 - 2026 Classified Handbook Summary of Updates/Changes

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Page 2/3	Updated Table of Contents
Page 7	Added Pregnant Workers Fairness Act
Page 10	Updated Benefit Eligibility language
Page 11	Added to Conditions of Employment
Page 11	Added Multi-Factor Authentication language
Page 11	Added Mandatory Annual Training Requirements
Page 12/13	Updated Building Grade Levels and Hours
Page 13	Added Time Off Request Procedures
Page 18	Added Field Trip Guidelines
Page 21	Added Purchasing/Administrative Guidelines
Page 22	Added Use of Credit Cards/Policy
Page 22	Added Damage to Personal Property Guidelines
Page 26	Added language to Inclement Weather Guidelines
Page 27	Updated Staff categories
Page 27	Added Verification of Experience expectations
Page 28	Added list of Mandatory Payroll Deductions
Page 29	Reorganized Bereavement Leave Language
Page 29	Clarified Jury Duty Expectations
Page 38	Updated and added Insurance Deduction amounts for 20 Pay Employees
Page 38	Added Qualifying Event Information
Page 39	Added Supplemental Insurance Information

