



## What Do I Need to Know?

*As a condition of employment, employees are required to familiarize themselves with the Employee Handbook as well as relevant Board Policies and Regulations governing the different aspects of their work.*

*All employees are expected to be familiar with Board Policies and Regulations that include, but are not limited to, Personnel Issues (Section G) found on [aacps.org](http://aacps.org) under the Board of Education tab.*

*The Employee Handbook is updated periodically, as needed, and is available on the internet. **As Policies change and Regulations are updated, employees are expected to make themselves aware of changes that impact their employment.***

*Employees covered by collective bargaining agreements can find those resources on the AACPS internet and intranet under Employee Relations.*



## Human Resources

<b>Main Line .....</b>	<b>5061</b>
Address & Phone Changes.....	5221
Certificates/Certification — <b>A-K</b> .....	410.224.6268
Certificates/Certification — <b>L-Z</b> .....	5079
Benefits .....	5221
Executive Director of Human Resources.....	5075
Discrimination, Harassment, Reasonable Accommodations.....	5286
FMLA & LOA.....	5090
Investigations .....	5286
Name Changes .....	5098
Payroll	
<i>By School Name</i>	
A-CA.....	5218
CE-GEO .....	5216
GEP-MAG.....	5220
MAN-NO .....	5213
OA-SEV.....	5212
SEV-Z .....	5214
Central Office & Satellites.....	5215
Home & Hospital .....	5215
Transportation.....	5216
Recruitment.....	410.266.3639
Resignations.....	5088
Retirement .....	5224
Substitute Office.....	5068
Verification of Employment.....	5210



### Anne Arundel County Public Schools Division of Human Resources

Anne Arundel County Public Schools prohibits discrimination in matters affecting employment or in providing access to programs on the basis of actual or perceived race, color, religion, national origin, sex, age, marital status, sexual orientation, genetic information, gender identity, or disability.

**For more information, contact:**

Anne Arundel County Public Schools, Division of Human Resources  
2644 Riva Road, Annapolis, MD 21401; 410-222-5286 TDD 410-222-5000  
[www.aacps.org](http://www.aacps.org)

AACPS • Division of Human Resources • DPS/JH 1394/30 (Rev. 6/18)



## What Every Employee Must Know

*A Guide to  
Employee Resources  
regarding  
Employment Expectations*

**Anne Arundel County Public Schools  
Division of Human Resources**

**ALL employees have the responsibility to understand the expectations of their employment with AACPS and to be aware of all resources available to them.**

Staff should avail themselves of technological resources available at their work location to access the information below. Any employee having trouble accessing this information should contact his or her Principal or Supervisor for additional assistance or call Human Resources.

## Where Do I Find...?

**Employee Handbook** (*internet*)  
[www.aacps.org/employeehandbook](http://www.aacps.org/employeehandbook)

**Board Policies and Regulations** (*internet*)  
[www.aacps.org/boardpolicies](http://www.aacps.org/boardpolicies) (*including, but not limited to*)

Absence without	
Authorized Leave .....	<b>GC-RAF</b>
Child Abuse/Neglect-Reporting .....	<b>JEF/JEF-RA</b>
Dating Between Employees and Students .....	<b>GBV/GBV-RA</b>
Drug-, Alcohol-, and Tobacco-Free Work Environments.....	<b>GAC/GAC-RA</b>
Employee Complaints .....	<b>GAHH/GAHH-RA</b>
Employee Use of Social Media .....	<b>GAOO/GAOO-RA</b>
Nepotism.....	<b>GAF/GAF-RA</b>
Non-Discrimination and Anti-Harassment — Employees....	<b>GAGG/GAGG-RA</b>
Reasonable Accommodations .....	<b>GAGG-RAA</b>
Self-Reporting Charge/Arrest/Conviction .....	<b>GANN/GANN-RA</b>
Technology Use and Security .....	<b>DI/DI-RA</b>
Vendor Relations .....	<b>DEC-RA</b>

**Collective Bargaining Agreements** (*intranet*)  
<https://intranet.aacps.org/Dept/EmployeeRelations/default.aspx> *click on Departments > Employee Relations*

## Other Frequently Requested Employee Forms

(*internet & intranet*)  
 FMLA, Return to Work Release, Leave of Absence, Retirement, Resignation, Certification, Tuition Reimbursement, Benefits, Tax Withholding, Direct Deposit, Reasonable Accommodations

## Board Policies & Administrative Regulations

[www.aacps.org/boardpolicies](http://www.aacps.org/boardpolicies) (*internet*)

*The list below reflects the change from a numeric classification system to a letter classification system in the Table of Contents for Board Policies & Administrative Regulations.*

### Section A: Foundations & Basic Commitments

### Section B: School Board Governance & Operations

### Section C: General School Administration

### Section D: Fiscal Management

### Section E: Support Services

### Section F: Facilities Planning & Development

### Section G: Personnel

### Section H: Negotiations

### Section I: Instruction

### Section J: Students

### Section K: School-Community Relations

### Section L: Education Agency Relations

## Self-Reporting Charges, Arrests, and Convictions

An employee, whether full- or part-time, probationary or non-probationary, or employed in a temporary or seasonal capacity, shall report the following charges, arrests, or convictions to the Office of Investigations **within 24 hours** (daytime phone: **410-222-5286**, after hours: **410-222-5998**; or email: **employeeeselfreporting@aacps.org**), absent extraordinary and compelling circumstances as determined in the sole, exclusive, and reasonable discretion of the Office of Investigations:

### Charges, arrests, and convictions (or the equivalent in any jurisdiction) to be reported:

- (1) Crimes against person(s) which put person(s) at risk
- (2) Crimes of a sexual nature
- (3) Crimes involving weapons
- (4) Crimes involving drugs
- (5) Crimes against property
- (6) Crimes involving religious and ethnic matters (hate crimes)
- (7) Crimes involving money/fiscal matters
- (8) Crimes involving animal cruelty

### Criminal Traffic Violations to be reported:

- (1) Driving under the influence of alcohol (DUI)
- (2) Driving while impaired by alcohol (DWI)
- (3) Driving while impaired by alcohol and drugs
- (4) Driving while impaired by controlled substances
- (5) Driving with a suspended/revoked license
- (6) Driving uninsured
- (7) Driving while not licensed
- (8) Leaving the scene of an accident (hit and run)
- (9) Reckless driving
- (10) Negligent driving
- (11) Fraudulent use of a license
- (12) Failure to remain at scene of accident involving bodily injury
- (13) Failure of driver to stop after unattended vehicle damage
- (14) Manslaughter by automobile
- (15) Fleeing from or attempting to elude police officers

**More detailed information can be obtained by reviewing Board Regulations GANN-RA and GAC-RA.**