

Drew Central School District
Classified Personal Policy Handbook
2014-2015



PREFACE

Being entrusted by the people of the Drew Central School district to develop and maintain an educational program that fits the needs of the youth of our community, we, as members of the Board of Education, think it proper and fitting that we set down the policies and thinking of the Board so that these policies may be known by and made clear to all those who have an interest in the Drew Central School System.

We realize that such a publication cannot be complete, since policies must change as times and conditions require, but we feel that such a publication can be used as a guideline by parents, teachers, and students in arriving at a better understanding of what we are trying to do and what we hope to accomplish.

ADMINISTRATION

Billy Williams Superintendent of Schools
Melissia Vincent..... High School Principal
Trudy Jackson..... Elementary Principal
Joy Graham.....Middle School Principal

DISTRICT TELEPHONE DIRECTORY

Superintendent's Office..... 367-5369
District Fax..... 367-1932
High School Principal's Office..... 367-6076
High School Fax..... 460-5501
Elementary Principal's Office 367-6893
Middle School Principal's Office 367-5235
Elementary Fax 460-5500
High School Counselor 367-5511
Elementary Counselor 367-8285
Bus Shop and Maintenance..... 367-4150
Cafeteria and Gymnasium 367-6011
Parent Center 367-3545
Vocational Building/Athletics 367-8411

2013-2014

Michele Roberts, Bookkeeper..... Chairman
Mitzi Rice, Paraprofessional..... Member
Kevin Griffin, Maintenance Member
Mary Baker, Cafeteria..... Member
Pam Lambert, Bus Driver Member

THE BOARD OF EDUCATION

Rene' Knowles.....President

Term expires September, 2017 - Zone 2

Curley Jackson..... Vice-President

Term expires September, 2019 - Zone 1

Mike Pennington.....Secretary

Term expires September, 2016 - Zone 4

Jason Cater..... Member

Term expires September, 2018 - Zone 3

Laura Whitaker..... Member

Term expires September, 2015 – Zone 5

Organization

The Drew Central School Board is composed of five members elected by zones at large by the qualified voters living in the same zone of the district at the annual school election. Each is elected for a five-year term and is expected to serve and meet regularly with the board unless (s) he resigns or moves from the district. The officers of the Board are president, vice-president, and secretary. These officers are elected each year by the Board membership on the first regular meeting after the annual school election. The superintendent of schools shall serve as ex-officio financial secretary to the Board.

Meetings

The Board shall meet regularly the second Thursday night of each month. The regular meeting place shall be the room at the south end of the cafeteria designated as the Board of Education meeting room. The normal meeting time will be 6:00 p.m.

Record of Proceedings and Actions

The Superintendent of Schools shall attend all Board meetings and be responsible for keeping accurate records of the proceedings and actions of the Board.

Public Attendance

In accordance with the laws of the state of Arkansas, (Act 93 of 1967) all meetings of the Drew Central School Board shall be open to the public if any citizen wishes to attend, except those discussions in which personnel are evaluated, employed, or dismissed. The Board shall maintain the right to enter into executive session for such discussions.

Collective, Not Individual Authority

The Drew Central School Board realizes that it is primarily a policy making group and will refrain from taking direct administrative action. The members have the same rights and privileges as any other patron, as an individual, and will refrain from assuming individual authority in regard to school matters. Official action may be taken only in regular or called board meetings. The chief administrative officer of the school will be given the authority to execute Board policy and will be held accountable to the Board for his actions.

Duties and Responsibilities

1. To select and employ a competent superintendent of schools, delegate the needed authority to him to formulate and carry out a proper school program, and see that he does this in an acceptable manner.
2. To employ a competent faculty and staff upon the advice and recommendation of the superintendent.
3. To provide adequate buildings and facilities.
4. To study and make plans for future needs of the school.
5. To promote good public relations with the patrons and other interested parties.
6. To approve, reject, or accept, as modified, recommendations of the superintendent regarding the employment or discharge of all school personnel.
7. To make decisions in controversial situations or in cases of radical departure from established procedures concerning educational matters.
8. To approve, reject, or approve, as modified, an annual budget developed and presented by the superintendent (The policy of this school board regarding any such budget shall be that of maintaining proper and needed supplies and facilities for the execution of the adopted school program with emphasis being placed on building and maintaining the best teacher salary possible.)
9. To comply with all school laws pertaining to the state of Arkansas
10. To see that all pupils, patrons, and employees are fairly treated. If an employee is to be discussed in open session, that employee should be given one week's notification of this action, provided time permits. If time does not permit the week's notification, then the employee should be notified as soon as possible prior to the meeting.

Code of Ethics

1. We will recognize the integrity of our predecessors and other members of the Board and the merit of their thinking.
2. We know that our primary allegiance is to the welfare of the children of our community and will always keep that in mind.
3. We realize that it is our responsibility to see that the schools are properly run - not to run them ourselves.
4. We will work through the administrative employees of the Board - rather than over or around them.

5. We will avoid secret sessions of the Board in which the chief school administrator is not present.
6. We will make decisions only in legal board meetings and that after all debatable sides have been presented.
7. We will hold in confidence any information concerning personnel that may be brought out in any executive session, particularly if such information might make it difficult for the person involved to hold his position or gain a position in another school.
8. We will refrain from discussing confidential business of the Board outside of the legally constituted board meeting.
9. We will employ school personnel only upon recommendation of the superintendent of schools, maintain the authority to reject such recommendations with good cause, and ask for further nominations.
10. We will refer all complaints to the proper administrative officer or insist that they be presented in writing to the School board and signed by the complaining party.
11. We will present any personal criticisms of the employees to the superintendent of schools.
12. We will provide adequate safeguards around the superintendent and other employees so that they may perform their duties and functions in a professional manner.

SECTION I

PERSONNEL POLICY REVIEW

The personnel policies of the Drew Central School District will be reviewed annually by the Committee on Personnel Policies to determine if amendments to existing policies are needed. The members of the committee will be elected in September by the classified staff employed in the district. An organizational meeting will be held in October and a committee chairperson and secretary shall be elected from the members of the committee. It shall be the responsibility of the committee chairperson to plan a calendar of regular meeting days during the year. The chairperson will conduct the meetings and present suggested policy revisions and additions to the Drew Central School Board in its April meeting. Approved monthly minutes of the meetings shall be shared with staff members via e-mail.

Majority vote is required in order that a policy proposal be presented to the board. All items receiving a majority vote will be presented to the board with the Committee on Personnel Policies' request to approve. The Drew Central School Board shall have final authority to adopt, reject, amend, or refer back to the committee for further study and revision any proposed policies or amendments to existing policies that are submitted to the board for consideration.

Copies of any amendments to the personnel policies will be available to all employees within 30 days after the amendments have been approved by the school board.

Reduction in Force Policy

Should a lack of students or funds necessitate the termination of current personnel in a given area, the criteria of "least longevity" within school system will be used. The board shall attempt to give as much advance notice of such termination as possible and every effort will be made to place employee in another position in the school system for which he/she is certified. Should the situation reverse itself, the terminated employee will be offered the first position open in their field. It will be the responsibility of the terminated employee to notify the superintendent, in writing, by March 15th to be reinstated should a position be open for the following school year.

Dress Code Policy

It is the intent of the Drew Central Board of Education, through this dress code, to ensure all employees present themselves to our students, parents, and general public in a manner which enhances their professional position. It is also the intent of the Drew Central Board of Education to ensure all employees model, for students, attire appropriate for success.

- All staff must meet or exceed the expectations set forth in the student's handbook for each campus.

- Clothing which may be considered “extreme” will have a negative effect on the students and is not appropriate attire for any Drew Central staff. This includes on or off school campus at school sponsored events.
- Low-cut, sheer, mid-riff-exposing, back exposing, or tight fitting garments shall not be worn. Shorts of any kind are not acceptable except for P.E. teachers or on field days. When worn on field days, they must be no more than 2 inches above the knee. Skirts must also not be more than 2 inches above the knee.
- Shower-type flip flops, work boots, or any other inappropriate type of shoes are not permitted.
- “Jeans” will not be considered proper for school wear. Since jeans are not considered professional attire, they may only be worn on field trips where chances of getting dirty or having clothing torn are enhanced (i.e. The Pumpkin Patch), work days, and on special occasions such as “pep” days (provided they are worn with school pride clothing or school colors) or a declared jean day. When worn on jean day, other than “pep” days, professional tops should be worn. Bib overalls and medical “scrubs” of any fabric are also not allowed (with the exception of medical staff). Jeans (or any clothing article) with holes, cuts, extremely faded, or unkempt are not acceptable.
- Garments worn over leggings should be as long as the wearer’s fingertips or longer when arms are at the side.
- No sweat pants or wind suits are allowed (the exception is while teaching P.E.) This does not include knit coordinates.
- Hats are not acceptable attire unless it is on fund raising days, special event days, or promotes the lessons occurring in the classroom.
- Teachers should wear professional attire as stated above to conference and workshops held off campus. This includes the educational cooperative workshops or conferences.
- It is the responsibility of each teacher to maintain professionalism in every aspect of their career and to avoid any other manner of dress not mentioned that would damage their image as a role model for the students or would distract from learning.
- This dress code applies to all personnel employed by Drew Central. The principals and superintendent will have discretion over the custodial staff, cafeteria employees, and maintenance/computer techs.
- T-shirts are not considered professional attire unless they are school spirit t-shirts or subject/lesson related t-shirts.
- The administration will have the authority to enforce this dress policy and the responsibility of declaring any other manner of dress unsuitable if, in their opinion it is “extreme”, inappropriate, or does not reflect the proper image of a professional educator. The administration also has the authority to send a teacher home or require a teacher to change if they deem necessary. They also have the authority to write a reprimand involving inattention to the dress code in the employee’s file.

Any exceptions for special events must be cleared through the building principals and the superintendent.

SECTION II

LEAVE

Sick Leave

(The following is the employee absentee and leave policy adopted by the Board of Education):

1. The Board of Education shall grant to every employee in the School District sick leave at full pay at a rate of one (1) day per month or major portion thereof that the employee is contracted.
2. Sick leave shall be cumulative to ninety days.
3. Sick leave can be used for personal sickness or sickness in the immediate family.
4. When an employee exceeds the accumulated sick leave, an employee may request Excessive Leave in the amount of 5 days. (See page 10)
5. Certified and classified personnel will be paid for all sick leave over 90 days at the end of each school year at the rate of \$50 per day. The funds to pay this will come out of the salary fund.
6. All employees who reach retirement and retire under the Arkansas Teacher Retirement System or the Arkansas Employees Retirement System will be paid for each accumulated sick leave day, up to maximum of 90 days, at a rate of \$65 per day for non-certified and \$75 per day for certified staff beginning with the 2008-09 school year. In the event of the employee's death prior to his/her retirement, his/her beneficiary will receive an amount equal to the employee's number of unused sick days multiplied by \$65 if the employee was a non-certified employee, or multiplied by \$75 if the employee was a certified employee. Accumulated sick leave will be so reimbursed up to a maximum of 90 total days.

Bereavement Leave

1. An employee may be absent from school due to death in the immediate family for five aggregate days per year, non-cumulative with pay. An employee may use sick days if bereavement leave has been exhausted.
2. An employee may attend the funeral of a close friend ($\frac{1}{2}$ day absence with pay) or up to a whole day with the supervisor's approval.
3. Maximum Bereavement days allowed is five (5) per school year.

Personal Leave

1. Full time personnel working less than a 12 month contract will be granted two personal leave days per year. These personal days, when used, will not be at any cost to the individual. If personal days are not used, they will be added to the accumulated sick day total for that individual at the end of the school year. Full time personnel on a 12 month contract will be granted 3 personal days per year. These personal days, when used, will not be at any cost to the

individual. Any unused personal days will be added to their accumulated sick leave day total at the end of the school year.

2. An employee must get the approval of the supervisor prior to his/her absence.

Leave of absence for classified staff

- I. Purpose of Leave
 - A. For personal illness if it can be shown that rest and recuperation will contribute to the welfare of to employee.
 - B. For maternity leave.
 - C. For military leave.
 - D. For personal reasons if approved by administration.
- II. Condition of Leave
 - A. Leave of absence may be granted for not less than one semester nor more than two semesters.
 - B. A minimum of one year of approved service must have been completed and the employee elected for the second year before he is eligible for a leave of absence with the privilege of being recontracted and assigned.
 - C. Applications for leave of absence must be filed with the superintendent in writing and must state clearly all details under which leave is connected.
 - D. All requests for leave of absence, except in emergencies caused by ill health, should be filed with the superintendent at least one month before the time when such leave of absence shall take effect.
 - E. When a leave of absence has been granted at the end of a scholastic year, the employee must notify the superintendent by April 15 of his intention to resume his work at the beginning of the next scholastic year.
 - F. Upon return to the school system, the teacher will be assigned to his/her former position or its equivalent.
 - G. In case of illness an employee must notify his/her principal at least 30 minutes before the school day begins or forfeit that day's pay (In case the principal cannot be reached, he/she may notify the superintendent.)

Professional meetings, conferences, workshops

Employees will not be considered absent while attending professional meetings, conferences, workshops, jury duty, etc. which have previously been approved by their supervisor.

Definitions:

Immediate family—a staff member’s husband, wife, child, father, mother, grandmother, grandfather, brother, sister, brother-in-law, sister-in-law, son-in-law, daughter-in-law, father-in-law, mother-in-law, grandchildren, and/or other members of the family living in the same household as the employee.

Substitute—a person filling the vacancy created by the absence of the regular staff member.

Full day—any day in which a full salary is paid for leave purposes.

Full salary—the contracted salary divided by the number of days contracted.

Pay scale of substitutes

- \$65.00 per school day taught for non-certified substitute teachers/paraprofessionals.
- \$75.00 per school day taught for certified substitute teachers/paraprofessionals.
- \$45.00 per day for cafeteria substitutes.
- \$7.50 per hour for custodial substitutes.
- Substitute drivers will receive fixed rate for route driven.

Excessive leave policy

In the event an employee feels that there is a need for excessive leave beyond that afforded by sick leave, a request may be made to the building principal five (5) days in advance, in writing, as to the cause for such request and within the applicable pay period. The principal will give the request within two (2) working days to a personnel policy committee member for review.

The PPC will meet and consider two factors:

1. Whether or not an immediate family emergency has required excessive absences on the part of the employee.
2. Whether or not there has been an attempt on the part of the employee to wisely use days afforded.
3. Employee must provide documentation from a doctor’s office to validate absences.

The PPC will respond with a decision within four (4) days of the request. When the review of this committee grants a request for excessive leave, at the discretion of the Superintendent, the employee will receive full pay for the additional five (5) days of excessive sick leave.

Professional Leave Days

Employees may attend professional meetings concerning their academic field or assigned sponsorship areas two (2) days per year upon approval of the meeting by the principal. Any other days must be approved by both the principal and superintendent before they will count as professional leave days.

Expenses incurred while attending professional meetings will be reimbursed according to the school expense policy.

Attendance Incentive Program

Beginning with the 2007-08 school year there will be an incentive program for employee attendance. If a person does not miss a contracted work day, due to sick or personal leave in any nine week quarter, they will receive a \$50 gift card to Wal-Mart. If a person does not miss a work day all year, they would receive a gift card from Wal-Mart for \$300. Total value of not missing a day of work all year would be \$500. The amount of the gift cards is taxable. In order for 240 day employees to be eligible, all vacation days must be taken, in groups of three days or greater. Request for vacation days must be submitted at least seven days before taking vacation leave. Under special circumstances, the superintendent may override the requirements.

SECTION III

JOB DUTIES AND RESPONSIBILITIES

NON-CERTIFIED STAFF

- A. Character: All Drew Central staff should be of sound moral character and will be employed only after a careful check of background and references by the superintendent or his representatives.
- B. Personnel Practices: Non-certified staff will be selected with the same care as other school personnel are selected. The superintendent will recommend employment of the most competent and best qualified persons available and the school board will employ only persons recommended by the superintendent.
- C. Personnel in the Drew Central School System will be re-employed each year without question in the regular May board meeting so long as they do their job in a reasonable, creditable manner unless lack of students or funds makes it necessary that personnel be discharged. The following is a list of things that the school board would consider sufficient reason for failure to re-employ:
 - a. Inability to handle students in an acceptable manner.
 - b. Inability to perform their job.
 - c. Failure to cooperate with administration.
 - d. Personal habits that make them objectionable to the school and community.
 - e. Conduct considered immoral or improper by the board.

I. *Para-professionals (Including Parent Center Coordinator)*

Job Responsibilities and Duties

Age minimum for elementary (grades 1-6) school assignment is 18 years old. For secondary (grades 7 – 12) school assignment the minimum age is 21 years old. Education employment will be conditioned on Para-professionals agreeing to participate in any program of in-service education that the school may arrange for its Para-professionals. Para-professionals must be familiar with and adhere to the educational philosophy as set forth by the school board and promote the objectives of the school. Because the tasks or duties of the Para-professionals are many and varied, the responsibilities of the paraprofessional should be delimited rather than enumerated. Para-professionals should assume a supportive role and should not in any case supplant the professional responsibilities of the teacher. The paraprofessional will be under the direct supervision of the teacher or teachers to whom he/she is assigned. In an effort to delimit duties of the paraprofessional to broad areas of activities, the following categories should be sufficiently inclusive to cover most of all para-professional functions in the school:

- classroom housekeeping
- clerical work

- student supervision
- pupil personnel services
- curriculum enrichment

II. *Cafeteria Staff*

Job Responsibilities and Duties

The Cafeteria shall have a Cafeteria Director so designated by the Board of Education. The Cafeteria Director shall be responsible for the overall lunch program. This includes planning menus, purchasing food, managing commodities, and filling out necessary reports in carrying out the program. She/he shall have a staff in the cafeteria adequate to meet the demands of the cafeteria. The Cafeteria Director is directly responsible to the Superintendent.

The cafeteria personnel shall be under the direct supervision of the Cafeteria Manager, who is directly responsible to the Cafeteria Director. Personnel are expected to be neat in appearance at all times. It is the responsibility of cafeteria employees to have a current TB skin test before receiving their first check.

III. *Maintenance Staff*

Job Responsibilities and Duties

The maintenance personnel shall plan all necessary work and make all purchases of maintenance supplies and equipment. Any job that needs someone called to make a specialized repair shall be under their direction. Maintenance personnel are directly responsible to the Superintendent.

III. *Custodial Staff*

Job Responsibilities and Duties

All custodians shall be responsible for the buildings to which they are assigned. They are responsible for cleanliness and general maintenance. They will also assist the maintenance personnel when needed for general maintenance work anywhere as required on the school campus. Custodians are directly responsible to the principal of the building in which they work.

IV. *Bus Drivers*

Job Responsibilities and Duties

Bus Drivers must meet the requirements for licensing as set forth in the Arkansas Statue 80-1823 and have a yearly physical. They must adhere to all state laws as well as Drew Central rules and policies. All bus drivers will be given a copy of rules (see attachment) when hired. They will sign off on the rules stating that they have received and understand them.

SECTION IV

EMPLOYEE BENEFITS

I. Insurance

- A. The Drew Central School Board will participate in the state hospital and surgical benefits policy for all employees. The coverage will be provided with the district paying for part of the employee's portion for full-time employees (900 hours per year). If the employee wishes to cover family members under the plan, then he/she will bear that portion of cost.
- B. Full-time employees are eligible to receive:
 - i. Hospital confinement
 - ii. Vision Insurance
 - iii. Dental Insurance
 - iv. Life Insurance

II. Retirement

State law requires that all personnel be members of the Arkansas Teacher Retirement System.

III. Tax-sheltered Retirement Plan

Personnel desiring to participate in a tax-sheltered retirement plan as authorized by the Federal Government under the annuity plan as designated as 501 (c) (3), may request that the board withhold from their salary a stipulated amount to be forwarded to the various companies authorized to offer this plan to the teachers of this district.

IV. Expenses on School Trips

The requirements of this policy shall govern reimbursement for expenses related to travel and/or attendance at conferences and professional development activities incurred by district employees and/or members of the Board of Directors on behalf of the district. Employees are only eligible for reimbursement for travel expenses for travel which has been approved in advance. Original receipts must accompany all requests for reimbursement, excluding meals, to the extent that such receipts are customarily available. For a receipt to be valid it should contain the name of the issuing company, the date, and the amount. No cash advances shall be made for travel. Mileage, lodging, and meal expenses will not be reimbursed when incurred for the personal convenience of the employee and not required by the reason for the travel. Reimbursement for travel shall be for the lesser of the cost between travel by air or by car with some consideration allowed for length of time of the method of travel.

To the extent practicable, employees shall have the district pay initial conference and professional development registration fees and for materials associated with the conference. In the occasional circumstances where this is not practical, the district shall reimburse the employee for such fees if they were authorized in advance and are supported with proper receipts.

The district will not reimburse expenses of any non-school board member or non-employee who accompanies the school board member or employee during his/her school related travel.

Reimbursable Expenses

Mileage that is driven for a district sanctioned purpose in an employee's personal vehicle shall be reimbursed provided appropriate documentation is submitted establishing the date and time, place, and purpose of the travel. Mileage shall be reimbursed at the current state rate as of July 1 of each calendar year. It shall also be based on town to town mileage using Map Quest.

Meals may be reimbursed for travel which necessitates an overnight stay when submitted according to the dictates of this policy. Reimbursement shall be prorated based on the percent of a day the employee is away on travel. For example, if an employee returns from his/her travel in the afternoon, he/she is only eligible for reimbursement for breakfast and lunch expenditures. The maximum per meal rate is as follows:

Breakfast	\$8.00
Lunch	\$12.00
Dinner	\$20.00

Except as otherwise specified by this policy, meals are only reimbursable in conjunction with travel requiring an overnight stay.

Meal expenses incurred by the superintendent or other administrators as necessary, in the performance of their duties when meeting with state officials or consultants may be reimbursed on a prorated, per person basis in line with the mandates of this policy. Such expenses shall only be reimbursed when the expenditure is likely to result in a tangible benefit to the district.

Travel necessitating overnight lodging shall be reimbursed to the extent that it is not lavish and is reasonable based on circumstances of the expenditure. Proper documentation establishing the date and time, place and purpose of the travel must be submitted along with a receipt for the overnight accommodations. To the extent practicable, employees shall receive assistance from administrators or their designee in arranging travel plans to help keep expenses to a minimum.

Expenses Not Covered

The district shall not reimburse the following items/categories of expenses.

- Alcoholic beverages;
 - Entertainment expenses – including sports or sporting events; pay per view or game expenses at motels;
 - Replacement due to loss or theft;
 - Discretionary expenses for items such as clothing or gifts;
 - Medical expenses incurred while on route to or from or at the destination of the reason for travel;
- And

- Tips, other than those required by the source of the expense, e.g. a restaurant which adds a tip to the bill for all groups of six or more.

Credit Cards

Only those employees specifically issued credit cards to be used in the performance of their jobs to purchase goods, services, or supplies on behalf of the district shall be allowed to use such cards. Employees who incur reimbursable expenses as defined in this policy are expected to pay for them initially by any means they choose and then submit their request for reimbursement. The district assumes no responsibility for the payment of any person credit card charges incurred by a district employee.

If an employee in the possession of a Drew Central credit card uses that card for personal or unallowable expenses, the Business Manager of Accounts Payable Manager will notify the employee by certified letter of his/her error and advise him/her to submit the amount due to the district immediately. Each board member will be sent a copy of the letter. The failure to follow school policy regarding the use of a school issued credit card will result in the cessation of credit card privileges, warnings and/or termination of employment.

Airport Associated Expenses

Receipts for airport associated expenses are required for reimbursement. All airline flights shall be by coach/economy class. Upon arrival at their destination, employees are expected to take the less

V. Workers' Compensation

All employees of the Drew Central School System are covered by workman's compensation for injuries that occur in the performance of their job. Any employee hurt on the job should notify the superintendent immediately so the proper forms can be filed with the Workman's Compensation Board. All approved claims for workman's compensation are paid with funds from the general education budget.

VI. Cellular phone policy

The superintendent may authorize a cellular phone for Drew Central School District personnel, provided appropriate job related need for such phone is justified. Cell phones are not for personal use by the employee. Any personal use of district owned cell phones is punishable by disciplinary action up to and including dismissal.

VII. Buildings Usage

The Board assumes the position that school buildings are to be used for the teaching of students and that nothing short of an emergency is to interfere with this purpose. Organized community groups will be granted the right to use district facilities provided the matter has been cleared with the proper administrative authority at least one week before such proposed use. Factors to be considered in allowing the buildings to be used would be the nature of the use, whether a responsible employee of the school would be present, and the amount of work necessary to set-up and clean up afterwards.

Miscellaneous

The superintendent is empowered to rule on all cases not covered by the above policies. These policies supersede and replace any and all personnel absentee and leave policies, rules, regulations, and resolutions previously adopted by the Drew Central School Board and shall become effective with the beginning of the 2008-09 school year.

SECTION V EMPLOYEE GRIEVANCE PROCEDURES

Purpose

To provide an orderly process for employees to resolve, at the lowest possible level, their concerns related to the personnel policies or salary payments of this district.

Definitions

Grievance—a claim or concern related to the interpretation, application, or claimed violation of the personnel policies, including salary schedules, raised by an individual employee of this school district. Other matters for which the means of resolution are provided or foreclosed by statute or administrative procedures shall not be considered grievances. Specifically, no grievance may be entertained against a supervisor for directing, instructing, reprimanding, or “writing up” an employee under his/her supervision.

Employee—any person employed under a written contract by this school district.

Immediate supervisor—the person immediately superior to an employee who directs and supervises the work of that employee.

Day—a calendar day, unless otherwise specified

Working day—a day in which the majority of the employees of the same job classification as the employee with a grievance is scheduled to work.

Process

Level one: An employee who believes that he/she has a grievance shall inform that employee's immediate supervisor within five working days of the occurrence of the grievance. (The five day requirement does not apply to grievances concerning back pay.) If the grievance is not advanced to Level Two within five days following the conference, the matter will be considered resolved and the employees shall have no further right with respect to said grievance.

If the grievance cannot be resolved by the immediate supervisor, the employee can advance the grievance to Level Two. To do this, the employee must complete the top half of the Level Two Grievance Form within five working days of the discussion with the immediate supervisor, citing the manner in which the specific personnel policy was violated that has given rise to the grievance, and submit the Grievance Form to his/her immediate supervisor. The supervisor will have ten working days to respond to the grievance using the bottom half of the Level Two Grievance Form which he/she will submit to the building principal or, in the event that the employee's immediate supervisor is the building principal, the superintendent.

Level Two: Upon receipt of a Level Two Grievance Form, the building principal or superintendent (hereafter "recipient") will have ten working days to schedule a conference with the employee filing the grievance. After the conference, the recipient will have ten working days in which to deliver a written response to the grievance to the employee. If the grievance is not advanced to Level Three (if appropriate) or appealed to the Board of Education within five days of the conference, the matter will be resolved and the employee shall have no further right with respect to said grievance.

Level Three: If the proper recipient of the Level Two Grievance was the building principal, and the employee remains unsatisfied with the written response to the grievance, the employee may advance the grievance to the superintendent by submitting a copy of the Level Two Grievance Form and the principal's reply to the superintendent within five working days of his/her receipt of the principal's reply. The superintendent will have ten working days to schedule a conference with the employee filing the grievance. After the conference, the superintendent will have ten working days in which to deliver a written response to the grievance to the employee.

Appeal to the Board of Directors: An employee who remains unsatisfied by the written response of the superintendent may appeal the superintendent's decision to the Board of Education within five working days of his/her receipt of the superintendent's written response by submitting a written request for a board hearing to the board president, with a copy sent to the superintendent. If the grievance is not appealed to the Board of Education within five days of his/her receipts of the superintendent's response, the matter will be considered resolved and the employee shall have no further right with respect to said grievance.

The school board will address the grievance at the next regular meeting of the school board, unless the employee agrees in writing to an alternate date for the hearing. After reviewing the Level Two Grievance Form and the superintendent's reply, the board will decide if the grievance, on its face, is grievable under district policy. If the Board rules the grievance to not be grievable, they shall immediately commence a hearing on the grievance. All parties have the right to representation by a person of their own choosing at the appeal hearing before the Board of Directors. The hearing shall be open to the public unless the employee requests a private hearing. If the hearing is open, the parent or guardian of any student under the age of eighteen years who gives testimony may elect to have the student's testimony given in closed session. At the conclusion of the hearing, if the hearing was closed, the Board of Directors may excuse all parties except board members and deliberate on the hearing. A decision on the grievance shall be announced no later than the next regular board meeting.

Records related to grievances will be filed separately and will not be kept in, or made part of, the personnel file of any employee.

No reprisals of any kind will be taken or tolerated against any employee because he/she has filed or advanced a grievance under this policy.

SECTION VI

DRUG POLICY FOR EMPLOYEES

The Drew Central School District is strongly committed to providing a drug-free workplace both for the health and safety of its employees and as an example to its students.

The illegal manufacture, distribution, dispensation, possession or use of narcotics, drugs, or controlled substances during working hours or on district property constitutes conduct unbecoming an employee and is prohibited. An employee shall not report to work or work after having used any prohibited drug. Compliance with this regulation is a condition of employment and any employee in violation will be subject to disciplinary action, up to and including discharge.

Employees are encouraged to seek treatment and/or counseling for drug problems. The District will assist its employees in obtaining treatment and/or counseling. Employees voluntarily requesting assistance will not have their employment jeopardized by the request. However, a request for assistance by an employee after violating this regulation will not affect the imposition of disciplinary action.

Any employee charged with a violation of any state or federal criminal drug statute in the workplace or while performing job related duties must, as a condition of employment, notify the District of that fact no later than five (5) days after being charged.

Nothing in this regulation shall limit the District's right to discipline, up to and including discharge of an employee from all duty, for off premises drug activity.

Random Employee Testing

To maintain the District's priority of assuring the safety, health and well being of students, employees and the traveling public, the District retains the right to randomly test for alcohol and illegal drugs on all employees who are covered by this program.

The district retains the right to test all drivers at anytime.

A confirmed positive test, registering at any level above 0.00, without adequate explanation, will result in termination. Bus drivers who have additional duties or assignments at Drew Central will also be terminated from those assignments.

Any employee that gives a false specimen for testing will be considered insubordinate and subject to termination.

Employee Testing for Cause

The Drug Program Facilitator or a District administrator who has reasonable suspicion that an employee under his supervision is guilty of abuse and/or untimely use of alcohol and abuse and/or untimely use of controlled substances and/or drugs may require the employee to undergo a drug and/or alcohol test. Reasonable suspicion may be based, among other things, on an employee's observed behavior which is indicative of drug or alcohol use, reports from a reliable source of suspected drug use or possession or use of drugs and/or alcohol.

The Drug Program Facilitator or the employee's immediate supervisor will adhere to the following process in cases where he/she reasonably suspects abuse and/or untimely use of alcohol or abuse, and/or untimely use of controlled substances and or drugs:

1. Solicit an explanation from the employee for any behavior, which creates a reasonable suspicion of a violation of this program.
2. If the employee cannot satisfactorily explain the behavior, the supervisor may request the employee to undergo a drug and/or alcohol test.
3. A confirmed positive test, without adequate explanation, will result in termination.

Employee Accident-Related Testing

As soon as practicable following an accident involving a vehicle owned, leased or rented by the District, the District shall test a surviving driver for alcohol and controlled substances, when any person involved in the accident has been fatally injured or the driver received a citation for a moving traffic violation arising from performance of a safety-sensitive function with respect to the accident a confirmed positive test, without an adequate explanation, will result in termination.

Employee Refusal

Refusal to take the test immediately or failure to cooperate fully as requested during the testing procedure will be considered as being an act of insubordination and will result in termination.

Explanation and Reconfirmation

Both applicants and employees may provide a written explanation for their positive test results and request reconfirmation of their original sample at their own expense.

Employees Notification

All employees and job applicants will be advised of the District Drug Testing Program. Notice of the program will be posted on employee bulletin boards and copies of the program will be made available to job applicants and employees to review.

Employees Appeal

Any employee may appeal his discharge or other disciplinary action taken under this policy to the extent and in the manner such appeal is authorized by Board policy or appropriate law.

Testing Time for Employees

All employees who are subject to drug and/or alcohol testing will be tested during the work day at a time designated by the Drug Program Facilitator or a District administrator, except in such cases as this policy requires employees to be tested for cause or as a result of an accident, where upon the Drug Program Facilitator or a District administrator may conduct testing at any time.

Use of Authorized Drugs

Prior to the start of their work, employees must report their use of any prescription and/or over-the-counter drugs, which may impair job performance, or safety of others to their department head or Drug Program Facilitator. It is the employee's responsibility to determine from his physician whether or not the prescribed drug would impair his job performance. When reporting such use, the employee must present the drug container with prescription and/or the full label on it. All prescriptions are subject to verification by the District. Each employee must provide medical authorization when requested. Failure to do so may be grounds for discharge. Employees reporting their use of authorized drugs may be temporarily relieved of driving a bus without pay until the use is discontinued. Each instance will be evaluated on its individual merits. Loss of pay will be at substitute rate.

Employee Assistance

Employees who have an alcohol, drug or controlled substance problem are encouraged to seek assistance. All supervisors, the Director of Transportation, the Superintendent or his designees are available for assistance.

Confidentiality

The District realizes the legal need for strict confidentiality as it relates to test results. Confidentiality applies to all information relating to the employee drug testing, result and treatment, and no person other than necessary management will have access to drug testing results.

An employee may waive the confidentiality of the drug test. To waive confidentiality of the drug screening test, he must give a written letter of authorization to the District.

Record Maintenance

It will be the responsibility of the superintendent or his designee to see that all drug and/or alcohol test records resulting from the testing of District employees for drug and/or alcohol abuse are properly stored. All such records will be maintained for a period of not less than five (5) years.

Legal Reference: Regulations issued by the U.S Department of Transportation

ADVOCACY SERVICES AND TREATMENT RESOURCES

Charter Hospital

1601 Murphy Drive
Maumelle, AR 72118
501-851-8700
800-882-4282

Restore

#2 St. Vincent Circle
Little Rock, AR 72205
800-225-1112

Cedar Vale

Evergreen Place
1100 N. university, Ste. 115
Little Rock, AR 72207
800-877-7766

Jefferson Regional Medical Center

First Step

1515 W. 42nd Street
Pine Bluff, AR 71603
501-541-7310

Bridgeway

21 Bridgeway Road
North Little Rock, AR 72118
501-771-1500

New Hope Institute

Inpatient & Outpatient
Christian Counseling
500 S. University, Ste. 121
Little Rock, AR 72205
800-343-6571

Quapaw House

115 Market St.
Hot Springs, AR 71902
501-624-1360

Ouachita Hospital

638 California Ave.
Camden, AR 71701
501-836-1289

Recover

Baptist Care Unit
9601 Interstate 630, Ext. 7
Little Rock, AR 72205
501-223-7507

Community Counseling Center

1421 Potts
Malvern, AR 72104
501-332-5236

SECTION VII

Nondiscrimination statement

The Drew Central School District does not discriminate on the basis of race, color, national origin, sex, age, qualified handicap, or veteran.

Nondiscriminatory policy notification

It is the policy of the Drew Central School District to provide equal opportunities without regard to race, color, national origin, sex, age, qualified handicap, or veteran in its educational programs and activities. This includes, but is not limited to, admissions, educational services, financial aid, and employment. Inquiries concerning application of this policy may be referred to:

Equity Coordinator: Billy Williams
Drew Central Elementary
440 Highway 83 South
Monticello, AR. 71655
(870) 367-6893

Grievance procedures for filing, processing and resolving alleged title VI (race), title ix (sex), section 504 (handicap) discrimination complaints:

I. Definitions

- A. Discrimination complaint: a written complaint alleging any policy, procedure or practice which discriminates on the basis of race, color, national origin, sex, qualified handicap or age.
- B. Student grievant: a student of the Drew Central School District who submits a complaint alleging discrimination based on race, color, national origin, sex, or qualified handicap.
- C. Employee grievant: An employee of the Drew Central School District who submits a complaint alleging discrimination based on race, color, national origin, religion, sex, age, qualified handicap or veteran.
- D. Equity coordinator: The person designated to coordinate efforts to comply with and carry out responsibilities under the Civil Rights Laws and other State and Federal laws addressing equal educational opportunity. The coordinator is responsible for processing complaints and serves as moderator and recorder during hearing.
- E. Respondent: The person alleged to be responsible for the violation alleged in the complaint. The term may be used to designate persons with responsibility for a particular action or those persons with supervisor responsibility for a procedures and policies in those areas covered in the complaint.
- F. Day: Day means a working day. The calculations of days in complaint processing shall exclude Saturdays, Sundays, and holidays.

II. **Pre-filing procedures**

Prior to the filing of a written complaint, the student or employee is encouraged to visit with Equity Coordinator, Billy Williams, and reasonable effort should be made to resolve the problem or complaint.

III. **Filing and processing discrimination complaints**

- A. **Grievant** - Submits written complaint to Equity Coordinator stating name, nature and date of alleged violation; names of persons responsible (where known); and requested action. Complaint must be submitted within 30 days of the alleged violation. Complaint forms are available in Mrs. Graham's office.
- B. **Equity Coordinator** -Notifies respondent within 10 days and asks respondent to:
 - 1. Confirm or deny facts.
 - 2. Indicate acceptance or rejection of student or employees requested action, or,
 - 3. Outline alternatives.
- C. **Respondent** - Submits answer within 10 days to Equity Coordinator.
- D. **Equity Coordinator** - Within 10 days after receiving the respondent's answer, equity coordinator refers the written complaint and respondent's answer to the principal. The equity coordinator also schedules a hearing with the grievant, the respondent, and the principal.
- E. **Principal, grievant, respondent, and equity coordinator** -Hearing is conducted.

- F. **Principal** - Issues within 10 days after the hearing a written decision to the student or employee, respondent, and Equity Coordinator.
- G. **Grievant or respondent** – If the grievant or respondent is not satisfied with the decision, they must notify the Equity Coordinator with ten days and request a hearing with the Superintendent.
- H. **Equity Coordinator** - Schedules within 10 days of request a hearing with the grievant, respondent, and Superintendent.
- I. **Superintendent, grievant, respondent and equity coordinator** - Hearing is conducted.
- J. **Superintendent** - Issues a decision within 10 days following the hearing.
- K. **Grievant** – If the grievant or respondent is not satisfied with the decision, they must notify the Equity coordinator within 10 days and request a hearing with the governing board.
- L. **Equity coordinator** – Notifies governing board within 10 days after receiving request. Equity Coordinator schedules hearing with the governing board. Hearing is to be conducted within 30 days from the date of notification to the **governing board**.
- M. **Governing board, grievant, and equity coordinator** – Hearing is conducted.
- N. **Governing board** – Issues a final written decision within 10 days after the hearing regarding the validity of the grievance and any action to be taken.

IV. **General Provisions**

- A. **Appeal:** The grievant shall have the right to appeal the board's decision within 30 days after the receipt of the decision to the Equity Assistance Center, #4 Capitol Mall, Room 402-A, Little Rock, Arkansas 72201, phone number - 501-682-4213 The appeal should be in writing, signed and dated.
- B. **Confidentiality of Records:** Complaint records will remain confidential unless the parties involved give permission to release such information. No complaint record shall be entered in the personnel file. Complaint records shall be maintained on file for three years after complaint resolution.

**TITLE VI, TITLE IX AND SECTION 504
GRIEVANCE FORM**

NAME OF GRIEVANT _____

STATEMENT OF GRIEVANCE _____

DATE OF OCCURRENCE _____

PERSON/PERSONS RESPONSIBLE FOR GRIEVANCE _____

RELEVANT INFORMATION ABOUT ALLEGED DISCRIMINATION _____

Grievant signature

Date

Section VIII

SICK LEAVE BANK POLICY

Description of Sick Leave Bank

The purpose of the sick leave bank is to permit All Drew Central School employees, upon approval, to obtain sick leave in excess of accumulated and current sick leave, when the employee has exhausted all such leave. Only those employees who contribute to the sick leave bank shall be eligible to withdraw from the sick leave bank. The sick leave bank is set up to help members in extreme emergencies; such as, open heart surgery, terminal cancer, extensive cancer treatment, organ transplants, or catastrophic illnesses and/or disabilities that may occur to the member or to a member's immediate family*. Routine parental leave does not qualify for withdrawing. A member shall not be granted any days from the sick leave bank until all of his /her own sick leave, personal days, and vacation days are depleted.

- A. Eligibility
 - 1. Employed by Drew Central School District.
 - 2. Employed at least one (1) full year at Drew Central School District.
 - 3. Shall have accumulated a minimum of twelve (12) days (sick leave and personal) at end of previous year.
- B. New Enrollment
 - 1. Application must be made in writing to the superintendent's office by September 1 or at the time of hiring.
 - 2. Each new member will contribute one (1) day (sick leave or personal).
 - 3. Employees with pre-existing health conditions will have a one-year waiting period.
- C. Maintenance
 - 1. Assessment of the number of days in the sick leave bank will be made at the beginning of each school year.
 - 2. Only one (1) day (sick leave or personal) for bank will be assessed per year.
 - 3. Unused days in the sick leave bank will carry forward into the next school year.
 - 4. If a member is not able to contribute a day when the assessment is made at the beginning of the year, the member will become ineligible for the rest of the year and will need to rejoin at the beginning of the next year.
 - 5. Cap will be in place at 6 days, new members to the bank will contribute yearly until they reach the 6 day cap.
 - 6. Donations will remain frozen until the pool drops to or below 100 days. At that point all contributors will donate a day the following school year.
- D. Utilization
 - 1. Used only by participating employees.
 - 2. Used only after participating employee's accumulated sick, vacation, and personal leave have been exhausted.
 - 3. Used only for personal or immediate family illness requiring the employee to be absent from work for more than four consecutive days and any follow-up medical treatment related to the original illness (this excludes normal maternity leave and elective surgery).
 - 4. Accident for which the employee is receiving worker's compensation is not eligible to receive days from the sick leave bank.
 - 5. Shall be eligible to draw up to the following numbers of days per year of membership:
 - a. 1-5 years of membership 15 days
 - b. 6-10 years of membership . . . 20 days
 - c. 11-20 years of membership . . . 25 days
 - d. 21-30 years of membership . . . 30 days
 - e. More than 30 year of membership . . . 35 days

*Definition of immediate family member found on page 19

6. Each request will be made in writing and given to the superintendent's office or to the sick leave bank chairperson on a sick leave bank form along with the physician's statement.
7. Alleged misuse of the sick leave bank shall be investigated and upon finding of wrong doing, the employee shall repay all benefits drawn from the bank.
8. If a member is incapacitated, the committee may transact necessary sick leave action.

E. Cancellation

1. Made in writing to the superintendent's office by September 1.
2. Employees shall not be eligible to withdraw any sick leave day contributed.
3. After cancellation, enrollment procedures as described in section "B" above must be followed for re-enrollment.

F. Administrative

1. A nine (9) member committee—consisting of 5 certified and 4 non-certified employees, elected by their peers, shall oversee the administration of the sick leave bank
2. Participating committee members shall serve a term of two years, determined by the draw, from the time they are elected. These terms will be rotated every other year so the committee will always have members with experiences serving.
3. The sick bank committee will elect a chairperson and a vice-chairperson.
4. The district payroll clerk will keep the records of the sick leave bank.
5. The sick leave bank committee will determine the need for activation of the sick leave bank, upon receipt of a sick leave request form. This form is to be submitted to the sick leave bank chairperson or the payroll clerk by the employee or their representative, if the employee is unable to do so and must be accompanied by a physician's statement. Request form should be submitted 7 days prior to payroll cut-off nearing the depletion of accumulated sick, personal, and vacation days.
6. Upon receipt of application, the committee will call a meeting.
7. If the sick leave committee has question concerning an application, the person submitting the application may be asked to meet with the committee before a decision is made.
8. A quorum shall consist of five members of the committee.
9. Responsibilities:
 - a. Establish a procedure for approving application.
 - b. Monitor the sick leave bank.
 - c. Establish the assessment each year.
 - d. Investigate alleged misuse.
 - e. Perform other duties as necessary.

Drew Central Public School
Sick Leave Bank Request Form

Please complete and return to the sick leave bank committee chairman or payroll clerk. Request form should be submitted at or near depletion of accumulated sick leave and before payroll deduction is made.

Name: _____ Home Phone: _____

Home Address: _____
Street City Zip

Building where you work? _____ School Phone: _____

Have you contributed time to the sick leave bank system? _____

Briefly describe the nature of your disability or illness and the circumstances that caused you to make this request. Attach required doctor notes to this form.

Date last accumulated day will be used: _____

Number of sick leave bank days requested: _____

Beginning date: _____ Ending date: _____

Are you currently being treated by a physician? _____

Have you been or will you be hospitalized? _____

If you answered yes, state when, how long and reason.

Signature

Date

Committee Use Only

Date Considered: _____	Number of days approved: _____
Approved: _____	Not Approved: _____
_____	_____

