

GASCONADE COUNTY R-II SCHOOL DISTRICT

CLASSIFIED

PERSONNEL HANDBOOK

2021-2022

Revised: July 2021

GASCONADE COUNTY R-II CLASSIFIED PERSONNEL HANDBOOK

District Mission Statement

The Mission of the Gasconade County R-II School District, is to inspire lifelong learners who are self-sufficient and ethical citizens.

District Vision Statement

The faculty, staff, and administration of the Gasconade County R-II School District, in partnership with students, parents, patrons, businesses, and organizations are committed to providing our students with the best education possible. With a focus on student achievement, the district will provide safe, secure, and clean facilities, nutritious meals, safe transportation, well trained and highly qualified teachers, a diverse curriculum, and a variety of co-curricular and extra-curricular activities. In an environment of high expectations and personal support, each student will excel and reach his or her full potential.

This document is designed to explain the rules and regulations of the Gasconade County R-II School District for classified school employees. These rules and regulations will be administered by the Superintendent of Schools and each building Principal. It is hoped that this document will inform classified employees of our expectations and eliminate misunderstandings in regard to their legal obligations during employment in this district.

SECTION I	CLASSIFICATION OF EMPLOYEES
SECTION II	PERSONNEL POLICIES, LEAVES, ABSENCES, VACATIONS AND HOLIDAYS
SECTION III	EMPLOYEE COMPENSATION PLAN, FRINGE BENEFITS, PAYROLL PROCEDURE
SECTION IV	EMPLOYEE GRIEVANCE PROCEDURE
SECTION V	GENERAL DISTRICT ORGANIZATIONAL INFORMATION

SECTION I CLASSIFICATION OF EMPLOYEES

The classified staff consists of all employees who do not hold a teaching or administrative certificate issued by the State Department of Education and whose job does not require a state certificate.

Classified Staff:

- Full Time: An employee who works over 20 hours per week and contributes to PEERS (Public Education Employee Retirement System).
- Part Time: An employee working less than twenty (20) hours per week.
- Temporary: An employee who works on an irregular basis. This will be supplemental or substitute employees whose length of employment is indefinite.
- Hourly: An employee who works at an hourly rate.

SECTION II PERSONNEL POLICIES, LEAVES, ABSENCES, VACATIONS, AND HOLIDAYS

PERSONNEL POLICIES

Information in Central Office Files

It is required that employees of the school district have on file the following:

1. A complete application.
2. A current letter of employment.
3. A health/life insurance enrollment if applicable.
4. Flexible benefit package information.
5. Payroll required documents for salary deductions and other information.
6. Employment is contingent upon the employee receiving a clear criminal record and fingerprint check.

If any of the above requirements are not met, the District has the option to withhold an employee's monthly pay until proper documents are received.

Pay Periods

Pay Period: Annual compensation is paid over a twelve month period, with the exception of emergency coaches. Pay checks will be issued on the 20th day of each month or the last working day prior, if the day falls on a weekend or holiday. (December check will be paid on the Friday before the 20th). June, July, and August pay checks are paid in the month of June by direct deposit.

Direct Deposit is mandatory for all full-time and part-time employees. All employees will need to complete the necessary forms before September 1st for direct deposit.

Payroll Information

New employees must meet with the payroll clerk prior to the beginning of school. Withholding forms must be completed and placed on file. All personnel records will be kept in the Superintendent's office.

Duty Times

A school year calendar will be provided with the letter of employment.

Salary Placement, Advancement & Change

Twelve (12) month employees must work a minimum of 140 days in each year to receive credit for a year of experience. Eleven (11) month employees must work a minimum of 130 days in each year to receive credit for a year of experience. Ten (10) month employees must work 120 days, and nine (9) month employees must work 100 days to receive credit for a year of experience. New employee's prior experience will be allowed on salary schedule:

- Give 9 years for 9 years of experience and then 1 for 2 years above for experience (for both certified (teaching experience) and classified (for comparable work experience))

SAMPLE Chart

Years of Experience	Start on Step
0	Start on step 1
1	Start on step 2
2	Start on step 3
3	Start on step 4
4	Start on step 5
5	Start on step 6
6	Start on step 7
7	Start on step 8
8	Start on step 9
9	Start on step 10
10	Start on step 10
11	Start on step 11
12	Start on step 11
13	Start on step 12
14	Start on step 12
15	Start on step 13
16	Start on step 13
17	Start on step 14
18	Start on step 14
19	Start on step 15
20	Start on step 15

Personnel File

A personnel file is maintained for each employee in the Central Office. The file shall contain information pertinent to the individual's employment relationship with the District. An employee may review the contents of his/her personnel file in the presence of the Superintendent or Personnel Director at a mutually convenient time.

Sexual Harassment

Sexual harassment is strictly prohibited in the school district. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; or
- Submission to or rejection of such conduct by an individual is used as the basis for an employment decision affecting such individual; or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Whether an employee voluntarily submits to sexual advances or requests is irrelevant for purposes of this policy. For purposes of sexual harassment and sexual discrimination policies only, an employee includes any person employed by the District and any student teacher, intern or school volunteer.

Employees who witness or are the victims of sexual harassment shall immediately notify their immediate supervisor or the next level administrator who is not the subject of the complaint, as may be appropriate under the circumstances. There will be no adverse action taken against a person for making a complaint of sexual harassment when the complainant honestly believes sexual harassment has occurred or is occurring or for participating in or cooperating with an investigation. Adverse action would include intimidation, reprisal or harassment such as suspension, expulsion, termination, and change in working conditions, loss of privileges or benefits or other disciplinary action. Any individual who retaliates against any employee or student who reports alleged sexual harassment or who retaliates against any person who reports, testifies, assists or participates in an investigation or hearing relating to a sexual harassment complaint will be subject to discipline.

The supervisor or administrator receiving such a complaint shall immediately notify the Superintendent and transmit a full written report to the Superintendent as soon as possible. The Superintendent shall provide for a thorough investigation of the incident, and the investigation and written report shall be completed within a reasonable period of time. The District shall take disciplinary action where appropriate in order to ensure that further sexual harassment does not occur. No person who is the subject of a complaint shall participate in such an investigation. If the Superintendent is the subject of the complaint, all investigation will be conducted by the Board President. Confidentiality will be preserved consistent with applicable laws and the responsibility to investigate and address such complaints. Employees who believe that their complaint has not been satisfactorily resolved may utilize the grievance procedure policy at the appropriate level.

Drug/Alcohol-Free Workplace

Student and employee safety is of paramount concern to the Board of Education. Employees under the influence of alcohol, drugs, or controlled substances are a serious risk to themselves, to students and to other employees. Therefore, the Board of Education shall not tolerate the manufacture, use, possession, sale, distribution or being under the influence of controlled substances or alcoholic beverages on any school property or in any school approved vehicle; off school property at any school sponsored or school approved activity, event or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district; or during any period of time such employee is supervising students on behalf of the school district or is otherwise engaged in school district business. Any employee who violates this policy will be subject to disciplinary action, which may include employment suspension, termination, and referral for prosecution. Employees may be required to satisfactorily participate in rehabilitation programs. Each employee of this school district is hereby notified that, as a condition of employment, the employee must abide by the terms of this policy and will notify the Superintendent of any criminal drug statute conviction for a violation occurring in or on the premises of this school district or while engaged in regular employment. Such notification must be made by the employee to the Superintendent in writing no later than five calendar days after conviction. The Superintendent will provide notice in writing of such violation to the United States Department of Education, or other appropriate federal agency within ten (10) calendar days after the Superintendent receives such notification, if the District receives any federal grants directly from such agency, as opposed to federal grants received through the Department of Elementary and Secondary Education.

The District will take appropriate disciplinary action within 30 days.

The District will institute a drug-free awareness program to inform employees of the dangers of drug and alcohol abuse in the workplace, of this policy of maintaining a drug free workplace, of available counseling and rehabilitation, and of the penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.

The Board of Education recognizes that employees who have a drug abuse problem should be encouraged to seek professional assistance. An employee who requests assistance shall be referred to a treatment facility or agency in the community if such facility or agency is available.

When it is evident that a staff member has consumed alcoholic beverages or illegal drugs off school property, during and/or before a school activity, the staff member will not be allowed on school property or to participate in school activities. Staff members who violate this regulation will be subject to the same penalties as for possession or consumption on school property.

The Board of Education hereby commits itself to a continuing good-faith effort to maintain a drug free workplace. This policy shall be communicated in writing to all present and future employees. Compliance with this policy is mandatory.

Upon the request of the Department of Elementary and Secondary Education or an agency of the United States, the District shall certify that it has adopted and implemented the drug prevention program described in this policy, in the form required by such agency. The District shall conduct a biennial review of this policy to determine its effectiveness, implement necessary changes, and to ensure that the disciplinary sanctions are consistently enforced.

Staff members are expected and required to report to work on time and in appropriate mental and physical condition for work. It is the District's intent and obligation to provide a drug-free and alcohol-

free environment. Employees must, as a condition of employment, abide by the terms of the Drug-Free/Alcohol-Free Workplace policy which is stipulated in MSBA Policy GBEBA. All bus drivers are subject to random drug testing. Conscientious efforts to seek help will not jeopardize any employee's job and will not be noted in any personnel record. The following are substance abuse centers in Missouri; Alcoholics Anonymous, Central Office, 2683 S. Big Bend Blvd. Room # 4, St. Louis, MO 63143, (314) 647- 3677, <http://www.aastl.org/>; Alcoholics Anonymous, Central Office, 245 Landmark Building, 309 North Jefferson, Springfield, MO 65806, (417)826-9264 or (800)492-3322, ext.3869; Burrell Center, Inc. 1300 Bradford Parkway, Springfield, MO 65804, (417)833-5400; Cox Care Center, 1423 North Jefferson, Springfield, MO 65802, (417)269-2273; Franciscan Alcohol/Chemical Dependency TRT Program, 221 Saint Francis Drive, Cape Girardeau, MO 63701, (573)335-1251; Greater Kansas City MH Foundation, 600 East 22nd Street, Kansas City, MO 64108, (816)471-3000, ext. 465; and MID-Missouri Mental Health Center, 3 Hospital Drive, Columbia, MO 65201, (573)449-2511.

Types of Leave/Absences

Consistent staffing is important to the learning environment and district operation and therefore is an essential duty of all employees. However, the Board recognizes that there are circumstances that require an employee to miss work, and the purpose of this policy is to identify situations where paid and unpaid leave from work are appropriate.

The district may require an employee to provide the district verification of illness from a healthcare provider or supply other documentation verifying the absence before the district applies applicable paid leave to the absence. In accordance with law, the district may require an employee to present a certification of fitness to return to work whenever the employee is absent from work due to the employee's health.

The following leaves with pay will be provided to full-time support staff employees. Regular part-time support staff employees will receive these leaves on a pro rata basis. This policy does not apply to temporary or substitute staff members unless otherwise noted.

Absences may be charged against leave for the following reasons:

- a. Illness, injury or incapacity of the employee. The Board reserves the right to require a healthcare provider's certification attesting to the illness or incapacity of the claimant and/or inclusive dates of the employee's incapacitation. FMLA health certification procedures apply to FMLA-qualifying absences, even if such absences are paid leave.
- b. Illness, injury or incapacity of a member of the immediate family. The Board defines "immediate family" to include:
 - ▶ The employee's spouse.
 - ▶ The following relatives of the employee or the employee's spouse: parents, children, children's spouses, grandparents, grandchildren, siblings and any other family member residing with the employee.
 - ▶ Any other person over whom the employee has legal guardianship or for whom the employee has power of attorney and is the primary caregiver.

(Note: "Family" for FMLA purposes is more limited.)

- c. Illness, injury or incapacity of other relatives, with permission granted by the superintendent.

- d. Pregnancy, childbirth and adoption leave in accordance with this policy.
- e. Tax investigation.
- f. Court appearances, unless applicable law or policy provides for paid leave.
- g. Wedding, graduation or funeral
- h. Observance of a religious holiday.
- i. Conducting personal business of such a nature that it cannot be performed on Saturday, Sunday or before or after school hours, including parent-teacher conferences.
- j. Absences under leaves authorized by law, policy or the Board that would otherwise be unpaid including, but not limited to, leave under the FMLA.
- k. Leave for other purposes as approved by the principal.
- l. When a death occurs in an employee's immediate family, the employee may take three days off with pay to attend the funeral or make funeral arrangements. After the exhaustion of the three days, the employee may use leave. The district may require verification of the need for the leave. The Board defines "immediate family" to include:
 - ▶ The employee's spouse.
 - ▶ The following relatives of the employee or the employee's spouse: parents, children, children's spouses, grandparents, grandchildren, siblings and any other family member residing with the employee
 - ▶ Any other person over whom the employee has legal guardianship or for whom the employee has power of attorney and is the primary caregiver.

Whenever possible, it is expected that requests for leave will be made in writing to the designated administrator at least 48 hours in advance of the time leave is requested. However, 30 days' notice is required by law if the leave qualifies as FMLA leave and such notice is practical. The administrator will respond promptly to the employee's written request.

Staff members who are ill are encouraged to stay home to promote healing and reduce the risk of infecting others, especially during a pandemic or other significant health event. In the event of a pandemic or other significant health event, schools may be closed to all staff and students or just students. If schools are closed only to students, staff members are expected to work regular schedules or use appropriate leave.

A district employee may not use leave during the period the employee receives Workers' Compensation for time lost to work-related incidents.

Any support staff employee who is a member of a retirement system shall remain a member during any period of leave under leave provisions of the district or under Workers' Compensation. The employee shall also receive creditable service credit for such leave time if the employee makes contributions to the system equal to the amount of contributions that he or she would have made had he or she been on active service status.

Leave Buy-Back

Classified staff who retires from the district will be reimbursed for unused leave according to the following schedule:

Date Letter of Retirement is Submitted to the Superintendent	Amount of Reimbursement for Leave Days (Classified/Director Classified)
five months prior to retirement date	\$40/45 per leave day
four months prior to retirement date	\$35/40 per leave day
three months prior to retirement date	\$30/35 per leave day
two months prior to retirement date	\$25/30 per leave day
two weeks prior to retirement date	\$15/20 per leave day

- 1. Vacation** – All support staff employed on a 12-month basis will receive two weeks of vacation per year during the first ten years of employment. After the tenth full year of employment, employees will receive three weeks' vacation per year. Vacation will be granted on July 1 for the previous year and vacation for year one of employment will be prorated from the date of employment to June 30, not to exceed ten days. An employee must submit a written request for vacation through the HR portal before taking vacation days. If the employee's absence may disrupt district operations, the superintendent or designee has the discretion to deny a request for vacation or to limit the time of year the employee may take his or her vacation. Employees cannot carry over more than one prior year's vacation days. At termination of employment, the employee will be compensated at the current rate of pay for any unused vacation time.

A district employee may not use vacation days during the period the employee receives Workers' Compensation for time lost to work-related incidents.

Unless otherwise provided, the following leaves will be provided to full-time and part-time support staff employees.

- 2. Professional Leave** – Employees may be granted professional leave to attend classes or conferences, meet with mentors or participate in other approved professional growth activities. Professional leave must be approved by the superintendent or designee, arranged well in advance and is not considered personal leave.
- 3. Firefighter Leave** – Employees will be allowed to use personal, vacation and/or unpaid leave for any time taken to respond to an emergency in the course of performing duties as a volunteer firefighter. For the purposes of this section, "volunteer firefighter" includes members of Missouri-1 Disaster Medical Assistance Team, Missouri Task Force One, Urban Search and Rescue Team or those activated by the Federal Emergency Management Agency (FEMA) in times of national disaster. Employees covered under this section shall not be terminated from employment for joining a volunteer fire department or for being absent from or late to work in order to respond to an emergency. Employees shall make every reasonable effort to notify the principal or supervisor if the employee may be absent from or late to work under this section. Employees are required to provide their supervisors with a written statement from the

supervisor or acting supervisor of the volunteer fire department stating that the employee responded to an emergency along with the time and date of the emergency.

4. **Crime Victim Leave** – Any employee who is a crime victim, who witnesses a crime or who has an immediate family member who is a crime victim will not be required to use vacation or paid leave in order to honor a subpoena to testify in a criminal proceeding, attend a criminal proceeding or participate in the preparation of the criminal proceeding.
5. **Civil Air Patrol Leave** – Any employee who is a member of Civil Air Patrol and has qualified for a Civil Air Patrol emergency service specialty or who is certified to fly counter-narcotics missions shall be granted unpaid leave to perform Civil Air Patrol emergency service duty or counter-narcotics missions without loss of time, regular leave or any other rights or benefits in accordance with law. The leave is limited to 15 working days in any calendar year, but is unlimited when responding to a state- or nationally declared emergency in Missouri. The district may request that the employee be exempted from responding to a specific mission.
6. **Coast Guard Auxiliary Leave** – Employees who are members of the United States Coast Guard Auxiliary will be granted an unpaid leave of absence for periods during which they are engaged in the performance of United States Coast Guard or United States Coast Guard Auxiliary duties, including travel related to such duties, when authorized by the director of auxiliary or other appropriate United States Coast Guard Authority. Such leaves of absence will be given without loss of time, regular leave or any other rights or benefits to which such employees would otherwise be entitled. The leave is limited to 15 working days in any calendar year, but is unlimited when responding to a state- or nationally declared emergency in Missouri or upon any navigable waterway within or adjacent to the state of Missouri. The district may request that an employee be exempted from responding to a specific mission.

Pregnancy, Childbirth and Adoption Leave

This section creates no rights extending beyond the contracted period of employment. FMLA certification and recertification procedures apply to FMLA-eligible employees. An employee must notify the district of the need for and anticipated duration of the leave at least 30 days before leave is to begin, if foreseeable. If 30 days' notice is not practical, the employee must give as much notice as possible. A pregnant employee shall continue in the performance of her duties as long as she is able to do so and as long as her ability to perform her duties is not impaired, based on medical opinion.

Employees eligible for FMLA leave for the birth, first-year care, adoption or foster care of a child will have such leave applied in accordance with the FMLA. The district shall only apply up to six weeks of accrued paid leave to such absences.

Employees who are ineligible for FMLA leave may take up to six weeks of leave for the birth, first-year care, adoption or foster care of a child and may use any combination of accrued paid leave, vacation or unpaid leave.

Pregnant employees who need more than six weeks of paid or unpaid leave for a pregnancy-related incapacity must provide certification of the medical necessity for such leave.

7. **Leave** – Support staff employees whose assignments call for 12 months of full-time employment will receive 12 days of leave. Support staff employees whose assignments call for full-time employment only during the regular school term will receive 9 days of leave. Support staff working beyond the regular school term will receive one day of leave per month of

employment. Unused leave will be cumulative to 70 leave days for 9-month employees, 80 days for 10-month employees, 90 days for 11-month employees or 100 leave days for 12-month employees. Leave may be used in hourly increments.

Support staff who have completed less than ten (10) successive years of employment with the school district will be paid \$10 per day for all unused accumulated leave days upon voluntary termination of their employment.

Support staff who have completed ten (10) successive years of employment with the school district will be paid \$15 per day for all unused accumulated leave days upon voluntary termination of their employment.

Directors who have completed less than ten (10) successive years of employment with the District will be paid \$15 per day for all unused leave days upon voluntary termination of their employment. Directors who have completed ten (10) successive years of employment with the school district will be paid \$20 per day for all unused accumulated leave days upon voluntary termination of their employment.

Accumulated annual leave days above 100 for 11 and 12 month employees and 70 for less than 11 month employees will be compensated at \$30 per day at the end of the fiscal year in which the leave is accumulated. The provisions listed above will not apply if the employee is terminated for cause or leaves without two (2) weeks' notice.

- 8. Military Leave** – The Board shall grant military leave as required by law. Members of the National Guard or any reserve component of the U.S. Armed Forces who are engaged in the performance of duty or training will be entitled to a leave of absence of 120 hours in any federal fiscal year (October 1 – September 30) without impairment of efficiency rating or loss of time, pay, regular leave or any other rights or benefits. Employees shall provide the district an official order verifying that they are required to report to duty.
- 9. Election Leave** – Any employee who is appointed as an election judge pursuant to state law may be absent on any election day for the period of time required by the election authority. The employee must notify the district at least seven days prior to any election in which the employee will serve as an election judge. No employee will be terminated, disciplined, threatened or otherwise subjected to adverse action based on the employee's service as an election judge.
- 10. Leave to Vote** – Employees who do not have three successive hours free from work while the polls are open will be granted a leave period of up to three hours to permit employees three successive hours while the polls are open for the purpose of voting. Requests for such leave must be made prior to Election Day, and the employee's supervisors will designate when during the workday the leave should be taken. Any employee who properly requests leave to vote and uses the leave for that purpose will not be subject to discipline, termination or loss of wages or salary.
- 11. Jury Duty Leave** – Employees called for jury duty, for participation in the jury selection process, or subpoenaed to testify in a civil or criminal proceeding will be granted leave with pay. Employees will receive their normal pay less any jury or witness fees received. An employee will not be terminated, disciplined, threatened or otherwise subjected to adverse action because of the employee's receipt of or response to a jury summons.

- 12. Leave for Court Subpoena** – If the subpoena is directly related to the employee's school duties, the employee will be released for court appearance without loss of leave. Other court appearances will be deducted from personal leave.
- 13. Administrative Leave** - Administrative leave may be authorized by the Superintendent of schools to all employees on extreme weather condition days.
- 14. Family Medical Leave Act** - The district will administer leave that qualifies for Family and Medical Leave Act (FMLA) protection in accordance with federal law. This policy is intended for guidance and shall not be interpreted to expand the district's responsibilities beyond the requirements of the law. For employees who are not eligible for FMLA leave, including employees who have exhausted available FMLA-protected leave, requests for leave shall proceed according to the district's established policies.

Definitions

The following definitions apply to FMLA leave:

Armed Forces – Army, Navy, Air Force, Marine Corps and Coast Guard, including the National Guard and Reserves.

Child – A biological, adopted or foster child; a stepchild; a legal ward; or a child of a person acting as a parent if the child is under 18 or 18 or over but incapable of self-care due to mental or physical disability at the time that FMLA leave is to commence. For the qualifying exigency leave and military caregiver leave only, the age of the child does not matter.

Covered Active Duty – In the case of a member of a regular component of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country. In the case of a member of a reserve component of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country under a call or order to active duty in accordance with law.

Covered Service member (for qualifying exigency leave) – The employee's spouse, child or parent under a federal call or order to covered active duty.

Covered Service member (for military caregiver leave) – The employee's spouse, child, parent or next of kin who is 1) a member of the Armed Forces (including a member of the National Guard or Reserves) who is undergoing medical treatment, recuperation or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness; or 2) a veteran who is undergoing medical treatment, recuperation or therapy for a serious injury or illness and who was a member of the Armed Forces (including a member of the National Guard or Reserves) at any time during the period of five years preceding the date the eligible employee takes FMLA leave to care for the veteran.

Instructional Employees – Employees whose principal function is to teach and instruct students in a class, a small group or an individual setting. This term includes athletic coaches, driving instructors and special education assistants, such as signers for the hearing impaired. It does not include teachers' assistants or aides who do not have as their principal job actual teaching or instructing, nor does it include auxiliary personnel such as counselors, psychologists or curriculum specialists. It also does not include cafeteria workers, maintenance workers or bus drivers.

Next of Kin – For the purposes of military caregiver leave, the nearest blood relative other than a spouse, parent, son or daughter, in order of priority as established by 29 C.F.R. § 825.127.

Outpatient Status – Covered service member assigned to a military medical treatment facility or a unit established for the purpose of providing command and control of members of the Armed Forces as outpatients.

Parent – The biological, adoptive, stepparent or foster parent of a "child" as defined in this policy.

Qualifying Exigency – Issues that arise due to covered active duty or a call to covered active duty of an employee's spouse, child or parent, including issues involved with short-notice deployment, military events and related activities, childcare and school activities, the need for financial and legal arrangements, counseling, rest and recuperation, post-deployment activities, parental care, and other activities as defined by 29 C.F.R. § 825.126.

Serious Health Condition – Illness, injury, impairment or physical or mental condition that involves inpatient care in a hospital, hospice or residential medical facility or continuing treatment by a healthcare provider.

Serious Illness or Injury (for military caregiver leave) – 1) In the case of a current member of the Armed Forces, an injury or illness incurred in the line of duty on active duty in the Armed Forces (including the National Guard or Reserves) or that existed before the beginning of the service member's active duty and was aggravated by service in the line of duty, that may render the service member medically unfit to perform the duties of the service member's office, grade, rank or rating; and 2) in the case of a veteran, an injury or illness that meets one or more of the standards listed in 29 C.F.R. § 825.127 and that was incurred in the line of duty on active duty in the Armed Forces, or that existed before the beginning of the service member's active duty and was aggravated by service in the line of duty, and that manifested itself before or after the service member became a veteran.

Spouse – Husband or wife. In accordance with law and for the purposes of this policy, this includes the other person with whom an individual entered into marriage as defined or recognized under state law in the state in which the marriage was entered into. If the marriage was entered into outside of any state, the marriage will be recognized if it is valid in the place where it was entered into and could have been entered into in at least one state. This definition includes an individual in a same-sex or common law marriage.

Veteran – An individual who was a member of the Armed Forces (including a member of the National Guard or Reserves) and was discharged or released under conditions other than dishonorable at any time during the five-year period prior to the first date the eligible employee takes FMLA leave to care for the veteran. For veterans discharged or released prior to March 8, 2013, the period between October 28, 2009, and March 8, 2013, does not count toward the determination of the five-year period mentioned in the previous sentence.

Eligibility

To be eligible for FMLA leave benefits, the employee must:

1. Have been employed in the district for at least 12 months (but not necessarily consecutively).
2. Have been employed for at least 1,250 hours of service during the 12-month period immediately preceding the leave.
3. Be employed at a worksite where 50 or more employees are employed by the district within 75 miles of that worksite.

An absence may qualify for FMLA protection if it is for one of the following reasons:

1. Birth and first year care of the employee's child.
2. Adoption or foster placement of a child with the employee.
3. Serious health condition of the employee that makes the employee unable to perform one or more of the essential functions of his or her job or the serious health condition of the employee's spouse, child or parent.
4. Care of a spouse, child, parent or next of kin who is a covered service member (including some veterans) with a serious illness or injury (military caregiver leave).

5. A qualifying exigency arising out of the fact that the spouse, child or parent of the employee is on covered active duty, or has been notified of an impending call or order to covered active duty, in the Armed Forces.

Notice to Employees

General Notice

The district will post notice to employees explaining FMLA benefits in accordance with law. If the district employs 50 or more employees, it will include FMLA notice in an employee handbook or other written guidance to employees concerning employee benefits or leave rights or will distribute a copy of the general notice to each new employee upon hiring. Notice may be provided electronically in accordance with law.

Eligibility and Rights and Responsibilities Notices

Absent extenuating circumstances, the district will provide the employee notice of the employee's eligibility to take FMLA leave and the rights and responsibilities of the employee within five business days of the request for leave or acquiring knowledge that an employee's leave may be for an FMLA-qualifying reason. Such notice will be provided at the commencement of the first instance of leave for each FMLA-qualifying reason in the applicable 12-month period, and no subsequent notice is required in the 12-month period unless leave is taken for a different qualifying reason or the employee's eligibility status has changed.

Designation Notice

When the district has enough information to determine whether the leave is being taken for an FMLA-qualifying reason, the district will provide written notice to the employee within five business days, absent extenuating circumstances, regarding whether the leave will be counted as FMLA leave. The district will notify the employee if a fitness-for-duty certification is required before returning to work and, if required, include a list of the essential functions of the employee's position. The district will notify the employee of the number of hours, days or weeks that will be counted against the employee's FMLA leave entitlement, if known. The district may designate leave as FMLA leave retroactively if the retroactive designation will not cause harm or injury to the employee.

Employee Notice to the District

An employee should notify the district of the need for leave and explain the reasons for the leave so the district can determine whether the leave qualifies for FMLA. The leave may be delayed or denied if the employee fails to give such notice.

In all cases of foreseeable leave, the employee must provide notice, in the same manner that is required under the district's leave policies, to the superintendent or designee of the reasons for the leave, the anticipated duration of the leave and the anticipated start of the leave. If an employee fails to provide the required notice, the district may delay or deny the FMLA-protected leave.

When the approximate timing of the need for leave is not foreseeable, an employee must provide notice to the district as soon as practicable under the facts and circumstances of the particular case, in the same manner that notice is required under the district's leave policies. The employee or the employee's spokesperson, if necessary, shall provide sufficient information for the district to reasonably determine whether the FMLA may apply to the leave request.

If the leave is for a qualifying exigency, an employee must provide notice as soon as practicable, regardless of how far in advance the leave is foreseeable. For all other qualifying reasons, an employee must provide 30 days' notice of the need to take FMLA leave when the need for leave is foreseeable. When 30 days' notice is not practicable, the employee must provide notice as soon as practicable and must explain upon request why 30 days' notice was not practicable.

"As soon as practicable" means as soon as both possible and practical under all the facts and circumstances of the individual case.

Leave Use

For all FMLA purposes except military caregiver leave, the district adopts a rolling 12-month period measured backward from the date of any FMLA leave usage.

1. All eligible employees are entitled to leave for a period not to exceed 12 workweeks per leave year for:
 - ▶ The birth and first-year care of the employee's child.
 - ▶ The adoption or foster placement of a child with the employee.
 - ▶ A serious health condition of the employee that makes the employee unable to perform one or more of the essential functions of his or her job or the serious health condition of the employee's spouse, child or parent.
 - ▶ A qualifying exigency arising out of the fact that the spouse, child or parent of the employee is on covered active duty, or has been notified of an impending call or order to covered active duty, in the Armed Forces. The amount of leave available for a particular type of qualifying exigency may be limited by law.
2. The FMLA leave year for military caregiver leave begins on the first day that such leave is taken and runs for the following 12 months. All eligible employees are entitled to military caregiver leave for a period not to exceed 26 workweeks of leave per single 12-month period for the care of a spouse, child, parent or next of kin who is a covered service member. Twenty-six weeks of leave are available per covered service member, per injury/illness; however, no more than 26 weeks of leave may be used during each single 12-month period.
3. An eligible employee is entitled to a combined total of 26 workweeks of leave for any FMLA-qualifying reason during a single 12-month period, provided that the employee is entitled to no more than 12 workweeks of leave for one or more of the following: the birth of the employee's child or to care for such child; the placement of a child with the employee for adoption or foster care; in order to care for the employee's spouse, son, daughter or parent with a serious health condition; for the employee's own serious health condition; or because of a qualifying exigency. For example, an employee could take 16 weeks of military caregiver leave and still have ten weeks available for the birth of a child. However, an employee who used ten weeks of military caregiver leave could not take 14 weeks for the birth of a child because that exceeds the 12 weeks allowed for such leave. Leave that qualifies as both military caregiver leave and leave for the serious health condition of a parent, spouse or child will be designated first as military caregiver leave.
4. When both spouses are employed by the district and eligible for FMLA leave, the leave will be limited to an aggregate total of 12 workweeks during a 12-month period in cases where the leave is taken for the birth or first-year care of the employees' child, adoption or foster placement of a child with the employees, or to care for a parent with a serious health condition. However, where both spouses use a portion of the total 12-week FMLA leave entitlement for the same qualifying event, the spouses would each be entitled to the difference between the amount he or she has taken individually and 12 weeks for another qualifying purpose. When

both spouses are employed by the district and use military caregiver leave or a combination of military caregiver leave and leave for the birth or first-year care of their child, adoption or foster placement of a child with the employees, or to care for a parent with a serious health condition, both employees will be limited to an aggregate total of 26 workweeks of leave.

5. The district shall apply all appropriate paid leave to an FMLA absence to the extent allowed by law and policy, giving proper notice to the employee. If an employee's accrued paid leave is exhausted, but an FMLA-qualifying reason for absence persists or a new FMLA-qualifying reason for absence occurs, the resulting absences will continue to be protected FMLA leave until allowable FMLA leave has been used, but such absences will be unpaid.
6. When an employee has an absence that meets the criteria to be an FMLA-qualified absence, the district will designate such absence as part of the employee's total annual FMLA entitlement, even if the employee has not requested FMLA leave and/or is absent under paid or unpaid leave in accordance with law or district policy. If an employee is on a Workers' Compensation absence due to an injury or illness that would also qualify as a serious health condition under the FMLA, the same absence will also be designated as an FMLA-qualifying absence and charged against the employee's FMLA-protected time entitlement.
7. FMLA leave may be taken intermittently as required for the health of the employee or family member or as reduced-schedule leave in increments no greater than the shortest period of time that the district uses to account for use of other forms of leave, provided that it is not greater than one hour and provided that the FMLA entitlement is not reduced by more than the amount of leave actually taken. Instructional employees may take intermittent or reduced-schedule leave to be with a healthy newborn only when the district and the employee have reached agreement for how the leave will be used.
8. The district reserves the right to require adequate certification and recertification of any FMLA-qualifying event or condition of the employee or employee's spouse, child, parent or next of kin and authentication or clarification of such certification as the district deems necessary. Failure to provide such certification when requested will result in denial of the leave, and may result in discipline or termination of employment. Employees on FMLA-designated leave must periodically report on their status and intent to return to work. The district may also require that an employee present a certification of fitness to return to work.

Instructional Employees

If intermittent leave or reduced-schedule leave equals more than 20 percent of instructional time, the district may require instructional employees who take such leave due to medical reasons to take block leave or to find an alternative placement for the period of planned medical treatment. When an instructional employee on FMLA leave is scheduled to return close to the end of a school term, the district may elect to use a special rule to prolong the employee's leave until the beginning of the next school term, thus extending the leave beyond the period where an FMLA-qualifying reason exists. In such an instance, the prolonged leave time is unpaid and is not charged against the employee's annual FMLA entitlement. In cases where the special rules for instructional employees apply, the superintendent may apply those special rules or the general FMLA rules as best serves the interest of the district.

Leave Protections

The use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of the employee's leave. Eligible employees are entitled to continued participation in the district's health plan as long as they are entitled to FMLA leave protection; however, an employee who fails to return to work after the expiration of his or her allowed leave time will be expected to reimburse the district for those benefits paid, as required by law.

Eligible employees who are absent for an FMLA-qualifying reason generally may return to the same position or an equivalent position with equivalent pay, benefits and working conditions at the conclusion of the leave, in accordance with law. However, the district has the discretion to assign employees taking intermittent leave or returning from FMLA leave to a different position or a position in a different building, grade level or classroom as long as the employee has the appropriate certification or license for the position. Depending on the circumstances, instructional employees may be assigned to substitute teacher positions, positions as in-school suspension supervisors or other district positions for which they are certificated if the district determines that such placement is necessary to ensure consistency of instruction.

The FMLA makes it unlawful for any employer to interfere with, restrain or deny the exercise of any right provided under the FMLA. Additionally, it is unlawful for any employer to discharge or discriminate against any person for opposing any practice made unlawful by the FMLA or for involvement in any proceeding under or relating to the FMLA.

Recordkeeping

The superintendent or designee will ensure that personnel records regarding FMLA eligibility and leave are maintained in accordance with law and available for inspection, copying and transcription by representatives of the U.S. Department of Labor upon request.

Enforcement

The U.S. Department of Labor is authorized to investigate and resolve complaints of violation of the FMLA. An eligible employee may bring a civil action against an employer for violations. For additional information, contact the nearest office of the U.S. Department of Labor's Wage and Hour Division.

PROCEDURES FOR LEAVE

Employees must submit a request for leave through SISFin HR Portal. A substitute will be assigned by the building principal, if necessary.

Holidays – July 4th, Labor Day, Thanksgiving Day, Friday after Thanksgiving, Christmas Day and Memorial Day. The district will grant paid and unpaid holidays in accordance with the academic calendar adopted by the Board. Holidays may change from year to year.

Before/After Holidays

A district employee may not use leave days the day before or day after a scheduled holiday or break day.

INCLEMENT WEATHER

If school is cancelled due to inclement weather, employees are not required to report to work, with the exception of 11 and 12 month personnel. If school is released early due to inclement weather it is at the discretion of the employee's supervisor. If prior notice of school cancellation is not received, bus drivers and cooks, will be paid for hours worked with a minimum of one hour pay at their current hourly rate. If school schedules are changed due to inclement weather or other reasons, other work days/holidays may be designated.

SECTION III

EMPLOYEE COMPENSATION PLAN, FRINGE BENEFITS, PAYROLL PROCEDURES

Travel Expenses

It is the policy of the Board of Education to pay reasonable travel expenses for those who travel on school district business and whose trip has been approved in advance by the employee's supervising Principal, director, or coordinator and the Superintendent. Actual expenses will be allowed for overnight room cost, registration fees, and commercial conveyance. Personal auto use will be reimbursed at 66% of the IRS rate.

Substitute Pay

All secretary substitutes will be paid according to class and requirements of the position. All paraprofessional and building aide substitutes are paid on step 1 of the building aide salary schedule. All substitutes will be paid on step one of the appropriate salary schedule.

All nurses, cooks and custodians substitutes will be paid on step 1 of their schedule. Substitutes will not be paid from lead salary schedules.

Bus Driver Substitute Pay

Substitute Bus Drivers will be paid \$45.00 per day. All extra trips will be paid accordingly: drive time is \$10.00 per hour and non-drive time is \$8.00 per hour. A flat fee for overnight trips will be agreed upon by driver and Director of Transportation.

Activity Passes

Activity passes are provided to all District employees and their immediate family pass can be purchased for \$25 through your building secretary. These passes exclude all State-sponsored activities and tournaments. Substitutes are not eligible for activity passes.

Equal Opportunity Employment

No person shall be denied employment, re-employment, or advancement, nor shall be evaluated on the basis of gender, marital status, race, color, creed, or national origin. Age shall be considered only with respect to minimums set by law and retirement as specified by state law, federal law, or policies of this Board.

Non-School Employment

It is recognized that District employees may hold jobs with other organizations; however, it is expected that this second job will not hinder the performance of the job in the District. If such a hindrance occurs and the employee does not take action to correct the conflict after being so informed, the employee will be terminated from the District position.

Probationary Periods

New Employee: All new employees will be subject to a thirty (30) day probationary period. The supervisor may recommend an extended thirty (30) day probationary period for an employee whose performance is not satisfactory. Inadequate performance of work during this period will result in termination.

Eleven and twelve month employees become eligible for health and life insurance and paid holidays, after their 30 day probation period.

Employees Receiving a Promotion or Transfer: All employees changing to a different position within the District will be subject to a thirty (30) working day probationary period for the new job assignment.

FRINGE BENEFITS **Retirement Plan (PEERS)**

All full-time and regular employees who work twenty (20) or more hours per week on a regular basis, are required to contribute to the Public Education Employee Retirement System (PEERS). If the employee holds an active teaching certificate, they are required to contribute to the Public School Retirement System (PSRS). Employees who terminate their employment with the District may withdraw their contributions according to the rules and regulations of the Retirement System and must personally contact the Retirement Office in Jefferson City concerning this withdrawal. The address is P.O. Box 268, Jefferson City, Missouri 65102. The toll free number is 1-800-392-6848. The web address is <http://www.psrs-peers.org>.

In accordance with law, the District will not reach a written or unwritten agreement for future employment with a person who has retired or is going to retire under PEERS until the person has received his or her first retirement benefit payment.

Social Security Program (OASDI) and Medicare

All classified positions must contribute an amount as required by law to Social Security and Medicare. The District also contributes an amount as required by law. Under government regulation, all employee earnings must be reported with the Social Security number. Because of this regulation, no payroll checks can be written without the employee's Social Security number. Any employee noting an error in his/her Social Security number should contact the Central Office immediately.

Life Insurance

A term life insurance policy is provided for eleven (11) and twelve (12) month employees in an amount equal to their salary (rounded to the nearest \$1000). Additional insurance may be purchased at the employee's expense. This life insurance coverage terminates upon the last day of employment. A beneficiary form must be completed and presented to the Central Office for filing.

Health Insurance

The Board will pay toward a basic health insurance policy, which will be furnished by the District to all employees who work 30 or more hours per week on a consistent basis. Family members may be

covered by the District plan at employee expense. In the event of retirement, health insurance may be continued with the District plan at the individual's expense. Other personnel leaving the District may continue their health insurance at their expense under the COBRA law for a period of 18 months.

Worker's Compensation

All employees of the District are covered under the Worker's Compensation law for accidents which occur on the job. **All accidents must be reported to the immediate supervisor within twenty-four (24) hours.** The District's chosen treatment facilities will treat the injury. All employees are required to seek treatment at: Mercy Corporate Health – Washington, 1351 Jefferson Street, Suite 208, Washington, MO 63090, Phone: 636.390.2600.

Initial treatment at any other facility will not be approved, nor paid, by the District, unless accident occurs when facilities are not open. A treatment authorization form will be sent with the injured employee to the pre-selected treatment facility.

The method of payment of health care costs and salary is as follows:

- a. The Worker's Compensation insurance provided by the District will cover medical treatment.
- b. The employee will receive his/her compensation salary while absent from work due to a job-related injury or illness from Worker's Compensation Insurance Temporary disability is paid at 2/3 of the employee's average weekly wage (tax free), not to exceed the Missouri Maximum. (See MSBA Policy for Payroll Supplement for Higher Earners) Benefits do not begin until the fourth scheduled working day. The first 3 day "waiting period" may be deducted from the employees leave or vacation time. Retirement credit may be purchased by the employee within the first year of the lost time. The school district will match the contributions.

PAYROLL PROCEDURES

Payroll

All new 12 month employees are paid for hours worked by time sheet through the 10th of every month.

Salary Withholdings and Deductions

Salary withholdings are allowed in accordance with Board Policy and state and federal law. A variety of withholdings are currently in effect:

- A. Public Education Employee Retirement System of Missouri (PEERS)
- B. Federal/State withholding taxes
- C. Tax-sheltered annuities and other legal shelter plans
- D. Old Age Security Disability Insurance (Social Security)
- E. Flexible Benefit Plan
- F. Employee Dependent Health Coverage
- G. Garnishments as required

Job Description

Job descriptions for classified employees are available through Central Office.

Job Performance Evaluation

Each employee will have at least one (1) formal job performance evaluation with his/her supervisor before the end of the probationary period and at least one (1) per year thereafter, or as many other evaluations as the supervisor determines will be beneficial to the employee and the school district. The

results of these evaluations will be placed in the employee's personnel file. The employee will receive a copy of any formal evaluation document placed in his/her personnel file. A copy is also kept at the building or department office.

Job Assignment and Transfers

The district recognizes that assigning qualified staff members to positions throughout the district is essential to providing an excellent educational program for all students. Every effort will be made to assign district staff to areas of the greatest need for the benefit of the students. The district will accept requests for transfer from employees, but will only honor those requests when it is in the best interest of the district and the educational program to do so.

Definitions

Assignment – Placement in a particular position or building by the district.

Transfer – Reassignment by the district at the request of the employee.

Assignments

The Board directs the superintendent to assess the staffing needs of the district annually and to assign support staff as necessary to meet those needs. Although the superintendent will take the employee's expressed preference into consideration, the ultimate decision must be based on the district's needs. The superintendent may reassign support staff members to different positions or buildings at any time, including in the middle of the school year.

Transfers

Support staff may request a transfer to a different position or building by submitting the appropriate form to the superintendent or designee. Transfer requests for the following school year must be submitted during the posted period for an opening.

Transfers in the middle of the year are discouraged and will be considered only in extraordinary circumstances. Support staff requesting a transfer in the middle of the year must submit the appropriate form and discuss the request with both the employee's immediate supervisor and the superintendent or designee. Although the superintendent will take the employee's expressed preference into consideration, the ultimate decision must be based on the district's needs.

Termination of Employment

Employees shall be considered terminated with the District and lose all rights to accumulative benefits, except vacation earned, if:

- A. They resign their position with the District without giving two weeks' notice.
- B. They are discharged for cause by the District
- C. They fail to report to work for three (3) consecutive days and do not within such a three consecutive-day period give a satisfactory explanation for not reporting. Such employees shall be considered to have voluntarily quit.
- D. Payment for earned vacation and time worked will be made at the next payroll date.

Reemployment

An employee who previously worked for the district and left in good standing, when returning to employment with the district, would be placed back on the salary schedule where they were when they left or would utilize the normal years-of-experience procedure, whichever is higher (GCBA).

Required Training

ALL classified staff and substitutes must do required, District training.

Special Education Para-Professionals/Aides who do not hold a teaching certificate shall receive a minimum of 15 hours of training during their initial year of employment and a minimum of ten (10) hours of training in subsequent years.

All bus drivers shall receive a minimum of 8 hours of training during each school year and must annually pass the District's bus evacuation and pre-trip inspection procedures.

All aides must have a high school diploma or equivalent.

Health Examinations

Cooks

Annual Physical Exam

Hepatitis A & B inoculations
(available County Health
Department)

Custodians

Hepatitis A & B inoculations

(available County Health Department)

Bus Drivers

Physical Exam every two years

These tests may be obtained by Dr. Roger Stewart or a certified licensed physician prior to the first day of work. The District will annually establish a rate to offset a portion of the physical exam cost.

Conditions of Health

All employees are expected to perform their assigned job as specified by the job descriptions regardless of condition of health, except during periods of authorized leave for physical limitations resulting from an occupationally-related injury or illness incurred while in the employ of the District. Application for a position is the employee's statement that he/she is physically fit.

Driver's License

An employee occupying a job which may require the use of a District vehicle must possess a valid Missouri Driver's License. All bus drivers must have a valid CDL license. A departmental supervisor may from time to time request to see such license to determine its validity. Failure to obtain or show evidence of such license will result in a job reassignment or termination of employment.

Personal Conduct

Employees are expected to be of good moral character and conduct themselves in a manner that will have a positive influence on their fellow workers and students. Employees should maintain a clean personal appearance, wear clothing appropriate for the job being performed, be dependable in work habits, cooperate with other District employees, and be courteous.

Relationship with Students, Other Employees, and Parents

When an employee observes unruly behavior by a pupil, he/she should immediately report the incident to a teacher or to the Principal of the school. Corporal punishment by an employee is not permitted. The employee may restrain, without administering punishment, by intervening in a fight or preventing a pupil from damaging school property. All employees should develop a friendly and cooperative working relationship with the pupils. The relationship of certificated and classified employees shall be that of employees working together to provide the best possible learning situations for the District students. Personnel dealing with parents or the public shall support the program of the School District. They shall not enter into arguments concerning policy or procedure.

Required Certification

All Title I aides and paraprofessionals are required to have a substitute certificate or pass Para-pro through DESE

Lunch Period

Each employee working at least a six (6) continuous hour day is required to take a thirty (30) minute unpaid lunch period. The time established for this period will be set by the employee's supervisor, but will occur normally at the mid-point of the workday. Lunch periods are for the reason stated and shall not be used for make-up time.

Summer Hours

With approval of the Superintendent, a department supervisor may grant a shorter work day (with a corresponding reduction in pay) or adjust the work schedule for those employees who normally work during the summer months.

Attendance at Meetings

All employees are expected to attend all special meetings called by the Superintendent or employee's immediate supervisor. The employee will be compensated appropriately, if necessary.

Current Personal Information

In the event an employee has a change in name, address, telephone number, or number of dependents, the employee shall submit the information through the SISfin portal. Name changes need to be submitted to the Central Office with a copy of the new Social Security card.

Overtime/Comp Time

Definitions

Exempt Employees - Those employees whose duties and compensation meet the requirements to be an exempt executive, administrative, professional or computer employee as defined in federal law.

Hours Worked - For the purposes of this policy, hours worked means all hours during which the individual is required to be on duty, (generally from the required starting time to normal quitting time) and all hours an employee is permitted to work, in accordance with law. Meal periods of 30 minutes

or longer and break periods of 20 minutes or longer do not count as hours worked as long as the employee is relieved of all duties and is free to leave his or her duty post. Breaks for nursing mothers to express breast milk are also not considered as hours worked.

Nonexempt Employees - This includes all district employees not specifically identified as exempt under federal law. This generally includes non-certificated staff; however, in some circumstances non-certificated staff members may qualify for exempt status. The Board directs the superintendent to ensure that job positions are classified as exempt or nonexempt and that employees are made aware of these classifications. Employees in doubt about their status should contact their immediate supervisor.

Overtime Compensation

The following provisions apply to nonexempt staff who works more than 40 hours during any work week:

1. Unless the district and the employee have an agreement or understanding in advance that the employee will be given compensatory (comp) time off for overtime work, he or she will be paid one and one-half (1½) times his or her regular rate of pay for each hour of overtime.
2. The Board discourages overtime work by nonexempt employees. A nonexempt employee shall not work overtime without the express approval of his or her supervisor. Nonexempt employees who begin work earlier or work later than their assigned hours without prior authorization from their immediate supervisor are subject to discipline, including termination.

Compensatory Time

The district uses comp time in lieu of overtime for the following classifications of employees: aides, cooks, custodians, mechanics, LPN school nurses, secretaries and technology techs.

This policy constitutes an agreement or understanding in advance that these employees will be given comp time off for overtime work. Employees will be awarded such comp time off at the rate of one and one-half (1½) hours for each hour of overtime worked.

The following provisions apply to comp time:

1. Comp time may be accrued up to 240 hours (160 overtime hours). Overtime work beyond this maximum accrual will be monetarily compensated at the rate of one and one-half (1½) times the individual's regular rate of pay. The district may require an employee to use accrued comp time to avoid excessive accumulation or monetary liability.
2. Every effort will be made to permit the use of comp time at a time mutually agreed upon by the individual and his or her supervisor. However, when the individual's absence would unduly disrupt the district's operations, the district retains the right to postpone comp time usage.
3. Upon leaving the district, individuals will be paid for any unused comp time at a rate not less than the higher of the average regular rate received by the employee during his or her last three (3) years of employment or his or her final regular rate of pay. (If overtime hours have not been converted to comp time, the employee will be paid one and one-half [1½] times his or her final regular pay rate for each such hour of overtime.)

Individuals covered by this policy are required to complete a daily time record showing actual hours worked. Failure to maintain or falsification of such records may be grounds for disciplinary action.

Required Breaks

In accordance with law, the district will provide a reasonable break time for an employee to express milk for her nursing child each time the employee has a need to express for one (1) year after the child's birth. The district will provide a location, other than a bathroom, that is shielded from view and free from intrusion from coworkers and the public that employees may use to express milk.

Discipline

After the probationary period, an employee whose job performance or personal behavior on the job is not satisfactory will be given a written notice of the concerns. An employee committing any of the following violations may have their pay deducted, or be discharged:

- A. Failing to be at work assignment at starting time
- B. Leaving work stations without authorization
- C. Excessive absenteeism
- D. Excessive tardiness
- E. Not using time to complete work required
- F. Falsification of personnel or other records*
- G. Removing District property, records, or confidential information from premises without authorization*
- H. Willful abuse, misuse, defacing, or destruction of District property, including tools or the property of other employees*
- I. Theft or misappropriation of property of employees or of the District*
- J. Refusal to obey proper orders of his/her supervisor*
- K. Unauthorized operation of machines, tools, or equipment
- L. Threatening, intimidating, coercing, or interfering with employees or supervisors at any time*
- M. Making or publishing false, vicious, or malicious statements concerning any employee, supervisor, or the District
- N. Possession, consumption, or reporting to work under the influence of alcohol or non-prescribed drugs*
- O. Disregarding safety rules or common safety practices
- P. Unsafe operation of motor driven vehicle
- Q. Unauthorized distribution of literature or printed matter of any description on District premises
- R. Posting or removing notices, signs, or writing in any form on bulletin boards or District property at any time without specific authority of administration
- S. Poor workmanship
- T. Immoral conduct or indecency including abusive and/or foul language*
- U. Making and/or receiving personal calls during work hours, except for emergencies
- V. Walking off the job
- W. Refusal or failure to do work assignments

**Cause for immediate dismissal*

Insubordinate Actions

Actions which interfere with the orderly functioning of the school district are improper procedures to be used by public school employees. No salaries will be paid for services withheld due to such action, and termination of employment may result from the participation in such action.

Loss of Personal Property

The school district will not assume responsibility for loss of, or damage to, personal property stored, installed, or used on the school premises.

Personal Legal Liability

Employees having concerns or questions pertaining to their legal liability for acts performed in the scope of their employment in the District should address these concerns to their supervising Principal, director, or coordinator for referral to the Superintendent. The Principal, director, or coordinator shall not undertake to give advice to employees individually or collectively.

Business Gifts

No member of the Board of Education or employee of the school District will accept gifts from any person, group, or entity doing, or desiring to do, business with the District. All business related gifts are specifically prohibited except those of nominal value advertising items which are widely distributed.

SECTION IV **STAFF GRIEVANCES**

The Gasconade County R-II School District is interested in employee concerns and ideas for improving the district. District employees are encouraged to discuss concerns with supervisors and the administrative staff so that issues may be addressed in a timely fashion.

Grievance

Because violations of Board policies, regulations and collective bargaining agreements are particularly problematic, the Board has developed this formal process for addressing these grievances.

Grievance processing should be viewed as a positive and constructive effort to establish the facts upon which the grievance is based and to accurately implement Board policies, regulations or collective bargaining agreements. The Board strictly prohibits discrimination or retaliation against an employee for filing a grievance and directs all district employees to cooperate in the grievance process.

If more than one (1) district grievance process might apply to a particular concern, the superintendent or designee will decide which process will govern. If any part of a grievance includes allegations of illegal discrimination or harassment, or if the grievance is factually similar to a complaint filed by the same employee regarding illegal discrimination or harassment, the entire grievance will be resolved in accordance with policy AC.

Definitions

Days - Calendar days, whether occurring during the regular school year or during the summer, but excluding: weekends; district-designated holidays (whether on the original school calendar or designated thereafter); winter and spring breaks and other Board-designated breaks; and closings due to inclement weather, illness, natural disaster, or other emergencies.

Grievance - An allegation by an individual employee that a collective bargaining agreement or a specific, written, Board-adopted policy or regulation has been violated or misinterpreted. A grievance does not include concerns regarding performance evaluations or remedial documents, nonrenewal of contracts, employee discipline, reduction in force or termination. This policy does not apply if another Board policy or regulation or state or federal law provides due process, a hearing or a different method for addressing the issue.

Grievant - A district employee who has filed a grievance.

Performance Evaluations or Remedial Documents - Any assessment of employee performance including, but not limited to, notice of deficiencies, job targets, professional development plans and professional improvement plans.

Grievance Process

1. Grievances must be filed within ten (10) days of the occurrence that is the basis of the grievance. The grievance must be in writing, on the forms provided by the district, and include a copy of the provision of the collective bargaining agreement, policy or regulation alleged to be violated or misinterpreted, as well as a statement of the relief requested.
2. Grievances will be processed according to the step-by-step process outlined below, with the following exceptions. If a person designated to hear a grievance is the subject of the grievance, the grievance process will begin at the next highest step. If a grievance is directly based on official Board action, the grievance shall be directed to the Board secretary. The grievance may be heard by the Board at the sole discretion of the Board.
3. No new information may be added and no new claims may be made after Step 1. Each subsequent appeal will address only the facts and issues presented at Step 1.
4. The deadlines established under this policy may be extended upon the written request of the grievant or the supervisor, but the final decision regarding any extension shall be made by the superintendent at his or her sole discretion. Investigation and reporting deadlines will be extended when more time is necessary to adequately conduct an investigation and to render a decision. The grievant will be notified when deadlines are extended.
5. Failure of the grievant to appeal within the timelines given will be considered acceptance of the findings and remedial action taken. The district will not consider late appeals.
6. Once a decision is rendered under this grievance process, the decision is final. Grievance decisions cannot be the subject of a new grievance.
7. Because the point of a grievance is to provide resolution outside the court system, an employee is not entitled to bring an attorney to grievance proceedings. Once an attorney

becomes involved in the process, the superintendent or designee will refer the matter to the district's private attorney and the grievance process will end.

Immediate Supervisor (Step 1)

1. Employees are encouraged to informally notify their immediate supervisor of a grievance. If the issue is not resolved, the employee should submit a written grievance, on forms provided by the district, to the immediate supervisor. The written grievance must clearly indicate that it is a grievance and specify which provision(s) of policy, regulation or collective bargaining agreement were allegedly violated.
2. Within ten (10) days of receiving the written grievance, the immediate supervisor will investigate the matter and render a decision in writing. A copy of the decision will be provided to the grievant.

Principal or Designee (Step 2)

This step may be omitted if the principal or designee serves as the immediate supervisor at Step 1 or if the employee's supervisor is not under the direct supervision of a principal.

1. Within five (5) days after receiving the decision at Step 1, the grievant may appeal the decision in writing, using forms provided by the district, to the principal or designee. The appeal must clearly state why the previous decision is erroneous.
2. The principal or designee will, within ten (10) days of receipt of the appeal, review the investigation and render a decision in writing to the grievant and the grievant's immediate supervisor.

Superintendent or Designee (Step 3)

1. Within five (5) days after receiving the decision at Step 2, the grievant may appeal the decision in writing, using forms provided by the district, to the superintendent or designee. The appeal must clearly state why the previous decision is erroneous.
2. The superintendent or designee will, within ten (10) days of receipt of the appeal, review the investigation and render a decision in writing to the grievant, the principal or designee and the grievant's immediate supervisor.

School Board or Board Committee (Step 4)

Within five (5) days after receiving the decision at Step 3, the grievant may appeal the decision in writing, using forms provided by the district, to the Board of Education. The Board of Education, at its sole discretion, may decide to hear the grievance.

Documentation

A grievant will receive a written response or report regarding his or her grievance, but the grievant and persons investigated in the course of the grievance are not entitled to view or receive copies of the investigation file or notes taken during the investigation, unless required by law. If an employee is disciplined as a result of the grievance, the discipline may be recorded in the employee's personnel file

and discussed with the employee. Information recorded in an employee's personnel file will not be shared except as provided in Board policy or required by law.

SECTION V GENERAL DISTRICT ORGANIZATIONAL INFORMATION

Board of Education

The Board of Education is an agency of the state and is organized and operated under the laws of Missouri which authorize the Board "to make all needful rules and regulations for the organization, grading, and government in the school district."

Meetings

Regular meetings of the Board of Education are held at 7:00 p.m. on the third Monday of each calendar month unless another date or time is set by resolution. Special meetings of the Board of Education may be called by the President and the Board according to law and Board policy.

Function

The Board of Education performs the following three basic functions necessary to the discharging of its responsibilities: Legislative, Executive, and Appraisal.

The legislative function is the policy-making aspect of the school system. It is the policy of the Board of Education to retain and exercise full legislative authority and control of the schools by adopting general policies and procedures or by acting directly in matters not covered by its policies.

The executive function of the Board is concerned with placing in operation existing Board policy. This function is delegated by the Board of Education to its executive and administrative officer, the Superintendent of schools.

The appraisal function involves the determination of the efficiency of the school operation and an evaluation of the educational program of the school district.

NOTICE OF NONDISCRIMINATION

Applicants for admissions or employment, students, parents of elementary and secondary school students, employees, sources of referral and applicants for employment, and all professional organizations that have entered into agreements with the Gasconade County R-2 School District are hereby notified that the School District does not discriminate on the basis of race, color, national origin, sex, age, or disability in admission or access to, or treatment or employment in, its programs and activities. In addition, the School District provides equal access to the Boy Scouts of America and other designated youth groups.

Any person having inquiries concerning the School District's compliance with the laws and regulations implementing title VI of the Civil Rights Act of 1964 (Title VI), Title IX of the Education Amendments of 1972 (Title IX), the Age Discrimination Act, Section 504 of the Rehabilitation Act of 1973 (Section 504), Title II of the Americans with Disabilities Act of 1990 (ADA) or the Boy Scouts of America Equal Access Act, is directed to the respective Compliance Coordinator/Title IX Coordinator listed below, who oversees the School District's efforts to comply with the laws and regulations implementing the laws and regulations cited above.

The School District has established grievance procedures for persons unable to resolve problems arising under the statutes above, including for addressing reports of sexual harassment under Title IX. The School District's Compliance Coordinator/Title IX Coordinator will provide information regarding those procedures upon request.

Any person who is unable to resolve a problem or grievance arising under any of the laws and regulations cited above may contact the Office for Civil Rights, Region VII, One Petticoat Lane, 1010 Walnut Street, Suite 320, Kansas City, Missouri 64106; telephone (816) 268-0550.

COMPLIANCE COORDINATOR/TITLE IX COORDINATOR

Kari Evans
TITLE IX Coordinator
3336-MO-19, Owensville, MO 65066
573-437-2174
kevans@dutchmen.us

Public Service Loan Forgiveness Program

What is the Public Service Loan Forgiveness (PSLF) Program?

The PSLF Program is intended to encourage individuals to enter and continue to work full-time in public service jobs. Under this program, you may qualify for forgiveness of the remaining balance due on your William D. Ford Federal Direct Loan (Direct Loan) Program loans after you have made 120 qualifying payments on those loans while employed full-time by certain public service employers. Since you must make 120 qualifying payments on your eligible federal student loans after Oct. 1, 2007, before you can qualify for the loan forgiveness, the first forgiveness of loan balances will not be granted until October 2017.

What federal student loans are eligible for forgiveness under the PSLF Program?

Any nondefaulted Direct Loan is eligible for loan forgiveness. (See below for information on how non-Direct Loans may become eligible.) The Direct Loan Program includes the following loans:

- Direct Subsidized Loans
- Direct Unsubsidized Loans
- Direct PLUS Loans—for parents and graduate or professional students
- Direct Consolidation Loans

NOTE: Parents who received a Direct PLUS Loan may qualify for forgiveness of the PLUS loan, if the parent borrower—not the student on whose behalf the loan was obtained—is employed by a public service organization (*additional conditions apply; see the Q&As below*).

How can other federal student loans become eligible for loan forgiveness under the PSLF Program?

Although loan forgiveness under this program is available only for Direct Loans, loans made under other federal student loan programs may become eligible for PSLF if they are consolidated into a Direct Consolidation Loan. However, only payments made on the Direct Consolidation Loan will count toward the required 120 qualifying payments.

The following loans may be consolidated into a Direct Consolidation Loan:

- Federal Family Education Loan (FFEL) Program loans, which include the following:
 - Subsidized Federal Stafford Loans
 - Unsubsidized Federal Stafford Loans
 - Federal PLUS Loans—for parents and graduate or professional students
 - Federal Consolidation Loans (excluding joint spousal consolidation loans)
- Federal Perkins Loans
- Certain Health Professions and Nursing Loans

NOTE: *To consolidate a Federal Perkins Loan or Health Professions or Nursing Loan into a Direct Consolidation Loan, you also must consolidate at least one FFEL Program loan or Direct Loan. If you are unsure about what kind of loans you have, you can find that information at StudentAid.gov/login.*

What are the borrower eligibility requirements for loan forgiveness under the PSLF Program?

- You must not be in default on the loans for which you are requesting forgiveness.
- You must be employed full-time by a public service organization
 - when making each of the required 120 qualifying loan payments (*certain repayment conditions apply—see below*);
 - at the time you apply for loan forgiveness; and
 - at the time the remaining balance on your eligible loans is forgiven.

What are the specific loan repayment requirements for loan forgiveness under the PSLF Program?

- You must have made 120 separate monthly payments after Oct. 1, 2007, on the Direct Loans for which you are requesting forgiveness. Payments made before this date do not count toward meeting this requirement. Each of the 120 qualifying payments must be made for the full scheduled installment amount and no later than 15 days after the scheduled payment due date. The 120 required payments do not need to be made consecutively.
- The 120 required payments must be made under one or more of the following Direct Loan Program repayment plans:
 - Revised Pay As You Earn Repayment Plan (REPAYE Plan)
 - Pay As You Earn Repayment Plan (PAYE Plan)
 - Income-Based Repayment Plan (IBR Plan)
 - Income-Contingent Repayment Plan (ICR Plan)
 - 10-year Standard Repayment Plan
 - Any other Direct Loan Program repayment plan; but only payments that are at least equal to the monthly payment amount that would have been required under the 10-year Standard Repayment Plan may be counted toward the required 120 payments

The REPAYE, PAYE, and IBR plans are not available for Direct PLUS Loans made to parents or for Direct Consolidation Loans that repaid Direct or FFEL PLUS Loans made to parents.

The ICR Plan is not available for Direct PLUS Loans made to parents. However, Direct PLUS Loans that repaid Direct or FFEL PLUS Loans made to parents may be repaid under the ICR Plan.

For more information about the repayment plans available in the Direct Loan Program, please visit [StudentAid.gov/repay](https://studentaid.gov/repay).

IMPORTANT NOTE: *The PSLF Program provides for forgiveness of the remaining balance of your eligible loans after you have made 120 qualifying payments on those loans. In general, you will have a remaining balance on a loan after making 120 payments only if you are making reduced monthly payments under the REPAYE, PAYE, IBR, or ICR repayment plans.*

What types of public service jobs will qualify a borrower for loan forgiveness under the PSLF Program?

You must be employed full-time (in any position) by a public service organization, or must be serving in a full-time AmeriCorps or Peace Corps position. Here are the types of organizations that meet the definition of "public service organization" for purposes of the PSLF Program:

- A government organization (including a federal, state, local, or tribal organization, agency, or entity; a public child or family service agency; or a tribal college or university)
- A not-for-profit, tax-exempt organization under section 501(c)(3) of the Internal Revenue Code
- A private, not-for-profit organization (that is not a labor union or a partisan political organization) that provides one or more of the following public services:
 - Emergency management
 - Military service
 - Public safety
 - Law enforcement
 - Public interest law services
 - Early childhood education (including licensed or regulated health care, Head Start, and state-funded prekindergarten)
 - Public service for individuals with disabilities and the elderly
 - Public health (including nurses, nurse practitioners, nurses in a clinical setting, and full-time professionals engaged in health care practitioner occupations and health care support occupations)
 - Public education
 - Public library services
 - School library or other school-based services

What is full-time employment?

You must meet your employer's definition of full-time. However, for PSLF purposes, that definition must be at least an annual average of 30 hours per week. For purposes of the full-time requirement, your qualifying employment at a not-for-profit organization does not include time spent participating in religious instruction, worship services, or any form of proselytizing.

If you are a teacher or other public service organization employee who works under contract for at least eight out of 12 months, you meet the full-time standard if you work an average of at least 30 hours per week during the contractual period and receive credit by your employer for a full year's worth of employment.

If you are employed in more than one qualifying part-time job at the same time, you may meet the full-time employment requirement if you work a combined average of at least 30 hours per week with your employers.

How can I keep track of my eligibility?

The Department of Education has created the **Employment Certification for Public Service Loan Forgiveness** form (Employment Certification form) and a process to help you monitor your progress toward making the 120 qualifying payments necessary to apply for PSLF. You should complete the form, including your employer's certification of employment, and submit it to FedLoan Servicing (PHEAA), the PSLF servicer, at the address listed in Section 6 of the Employment Certification form.

The form allows you to get your employer's certification of employment while you are still employed at that organization or shortly after leaving. The process allows you to receive confirmation of qualifying employment and Direct Loan payment eligibility. You may also submit the form less frequently than annually to cover more than one year's employment or for more than one employer.

While use of the form and process is not required, it will help you keep track of your progress toward meeting the PSLF eligibility requirements. If you do not periodically submit the form, you will still be required to submit a form for each qualifying employer at the time you apply for forgiveness and when forgiveness is granted.

Where can I find additional information about the PSLF Program?

For detailed information—including how to monitor your progress toward qualifying for PSLF—read the PSLF Questions and Answers document at [StudentAid.gov/publicservice](https://studentaid.gov/publicservice) or contact your federal loan servicer.

This information was updated in the fall of 2015. For updates or additional information on federal student aid, visit [StudentAid.gov](https://studentaid.gov).

December 2015