

SECTION 3000

ADMINISTRATIVE DIRECTIVES

ADMINISTRATIVE SUBSTITUTES

REVISED 2002

MARJORIE WILLIAMS

Issued July 1994

Ron Goodwin

An administrative substitute may be provided for an elementary school principal, at the superintendent's discretion, who will be out of the building for a period of time that exceeds one day.

At the superintendent's direction, an administrative substitute shall be provided for a secondary school when the number of administrators to be present is fewer than two at the middle school level and fewer than three at the senior high school level.

BACKGROUND CHECK

JULY 2002
SHARON SLUSHER

Applicants for substitute placement and final candidates for employment shall be required to disclose any criminal or civil convictions including traffic violations, child abuse and neglect, and any such other information. Applicants are required to sign a release form authorizing any law enforcement agencies, criminal records agencies, previous employers, state departments of social services in any locale, or any such source to provide information pertinent to employment with this school district.

BUILDING ACCESS DURING NON-SCHOOL HOURS

REVIEWED 2002

Issued March 1998

Jim Feuerborn

No district personnel shall be alone in a building without at least one additional person (adult) being present between the hours of 6:00 p.m. and 6:00 a.m.

District personnel who are alone at sites between the hours of 6:00 a.m. and 6:00 p.m. shall go no longer than 4 hours without making contact with someone (adult) outside of the building. The procedure to be followed in making this contact will be outlined with the site administrator prior to permission being granted to be in the building under these circumstances.

CHILD ABUSE/NEGLECT

REVIEWED JULY 2002

SHARON SLUSHER

Issued September 1996

The following information is provided to assist school personnel in understanding their responsibility related to child abuse and neglect issues. The following information is developed in such a way as to delineate the responsibility of school personnel in following cases of:

- Reporting abuse,
- Assisting in the investigation of alleged abuse by non-school personnel, and
- Expectations in investigations where abuse by school personnel is alleged.

Reporting Abuse

School personnel are considered the "mandatory reporters"; that is, if a school employee suspects abuse to a specific student, it is mandatory for that school employee to report the suspected abuse. Each employee must determine for him/herself what constitutes suspected abuse and report said abuse; although others in the environment may not consider an action abusive, the employee who considers it such must report it. Individuals who report abuse may not be discouraged or reprimanded in any way for reporting abuse. It is up to the individual to determine what he/she considers abuse or neglect and act on this accordingly.

Investigations (Non-School Personnel)

School personnel should assist the DFS worker in conducting an investigation, while at the same time making the child feel comfortable with the investigative process. Either a principal or counselor should sit in on the interview with the child when they are questioned. NOTE: anyone sitting in on this conference could be served with a subpoena to testify in court at a later date. All information revealed in the conference is

confidential and the student's right to privacy must be protected. Parents are not to be notified of the conference by school personnel; it is the responsibility of DFS to make contact with the parent and notify them that the conference has taken place following the conference.

Investigations (School Personnel)

It will be the responsibility of the central office administrator receiving the call that a report has been made involving school personnel to request that DFS conduct the investigation. It will also be this administrator's responsibility to communicate to the principal of the school where the employee is assigned that the investigation will take place.

Once the call has been received in the central office from DFS, the following steps will take place:

1. An approximate time will be determined when the DFS investigator will arrive at the school.
2. The principal and central office administrator will determine how substitute assistance will be provided for the employee prior to, during, and after their conference. Once an employee has been informed that a complaint has been filed, they will be relieved from their responsibilities with children for the day.
3. The employee will be informed that a complaint has been filed and the nature of the complaint. They will have a choice of having the building administrator or central office administrator present for the interview with DFS. The purpose of the presence of an administrator will be to support the teacher and for this reason the teacher may choose which administrator they wish to have present. The administrator must be present for all interviews with employees. Note: School personnel are expected to cooperate with the investigation.
4. The investigation will take place with student and employee interviews.

5. At the conclusion of the interviews, the principal(s) with the assistance of the counselor(s) must personally notify each parent of students who are interviewed. This must be done in person or by telephone; notes can be written only when all other attempts at notification have failed.

6. In conclusion, it is the effort of the Hickman Mills C-1 staff and Board of Education to report and assist in investigations of alleged abuse and neglect of its children. It is the position of the administration and Board of Education that abuse will be reported and that the staff will cooperate with investigations of abuse. At the same time, when persons report abuse by school personnel, it will be monitored by district level administration throughout the investigative process. In all cases involving reports of abuse, the confidentiality of all parties involved will be preserved.

COPYING RECORDS

REVISED 2002
SHARON SLUSHER
Issued 6/3/91
Karen Swift

PERSONNEL RECORDS:

When an employee leaves the employment of the district, records will be held for a five-year period prior to copying. At the end of the five-year period, the following information will be copied from the personnel file:

- Application form
- Employment record card
- Copy of last contract
- First and last evaluation
- Any communication related to employment actions

An employment file will contain:

- Application form and pertinent initial employment papers
- Transcripts
- Teaching certificate
- Record of employment card
- Contracts and salary adjustments
- Evaluations
- Communication related to employment actions
- Any communication related to transfers within the district.
- Front of the application form and other important information from the application papers
- Employment record card
- Copy of last contract (contracted personnel)
- Payroll record of payroll settlement for mid-year termination
- First evaluation and as many of the last evaluations as there is room for
- Any special information in cases of possible litigation

CUSTODIAL REPORTING WHEN SCHOOLS ARE CLOSED

REVISED 2002

JIM FEUERBORN

Issued April 1991

Bud McMickell

Custodians are required to report to their buildings regardless of the closing of school due to weather. They will provide snow and ice removal and check the buildings for possible weather-related damage.

Custodians may report for their regular shifts when school is closed because of inclement weather.

DISTRICT-ISSUED PHOTO IDENTIFICATION BADGES

ISSUED 2002
SHARON SLUSHER

The district-issued photo ID badge must be worn above waist level and in plain view at all times. A clip, magnet, or neck chain will be provided each employee to assist in convenience of wearing their district-issued photo ID badge.

All visitors to buildings will be expected to report to the building's main office, sign in on a register and receive a district-issued visitor's badge. District-issued visitors' badges should be returned to the office when leaving the building.

Production of the district-issued photo ID badge will be the responsibility of the human resources department at the district office. All district-issued employee badges will contain a photograph placed on the badge. Each district-issued photo ID will indicate employee name, their job classification, and have a Hickman Mills C-1 identification.

If an employee loses a district-issued photo ID badge, the employee will be required to sign for and wear a district-issued visitor badge until a new district issued photo ID badge can be obtained. Employees will be responsible for immediately contacting the human resources department to obtain a new district-issued badge at no cost. A fee of \$3.00 will be collected for each subsequent district-issued photo ID badge in any given school year.

An employee who consistently fails to wear their district-issued photo ID badge will have a conference with their immediate supervisor to develop strategies to meet policy requirements.

EMPLOYEE BENEFIT CAFETERIA PLAN

REVIEWED 2002

JIM FEUERBORN

Revised March 1991

Helen Merrigan

Prior to the beginning of each plan year, all plan participants must complete a new Participation Election and Salary Reduction Agreement form. This agreement must apply to the entire plan year (October 1 to September 30).

Employees may not revoke or reject an election to reduce compensation unless there is a qualifying change in the employee's family status during this plan year. The following are examples of applicable changes in a family status:

- Marriage
- Divorce
- Death of spouse or child
- Birth or adoption of a child
- Employment of spouse
- Termination of employment of spouse

If, as a result of one of these types of events, an employee wishes to revoke a prior election or change a salary reduction amount for the remainder of the plan year, they should contact the Business Office immediately and make the required payroll changes.

EMPLOYEE EXPENSE REIMBURSEMENT

REVIEWED 2002
JIM FEUERBORN
Revised 7/1/09
Mitch Nutterfield

District employees are to submit mileage and other expense reimbursement requests minimally on a quarterly basis for the expenses incurred within the quarterly period:

- 1st Quarter January 1 through March 31
- 2nd Quarter April 1 through June 30
- 3rd Quarter July 1 through September 30
- 4th Quarter October 1 through December 31

Employees will be reimbursed only for mileage incurred outside the greater Kansas City area.

Employees will not be reimbursed for expenses incurred in a prior school year.

Requests for reimbursement must be received by the first Friday of each month.

In the last month of the fiscal year (June), expenses for reimbursement to employees must be turned in no later than the 15th of the month. All exceptions must be pre-approved by the Business Office Manager.

EMPLOYEE PAY DAYS AND PAY PERIODS

REVIEWED 2002

JIM FEUERBORN

Issued December 1998

All employees' pay amounts shall be computed on a twelve-month basis and paid semimonthly. Salaried employees shall be paid one-half of their computed monthly salary on the 12th of each month or the last working day for the business office prior to that date. Salaried employees shall be paid one-half of their computed monthly salaries plus any additional pay due for that period on the 27th of each month or the last working day for the business office prior to that date.

Hourly employees shall be paid computed on a per period basis. Hourly employees shall be paid on the 12th and the 27th of each month or the last working day for the business office prior to that date.

EMPLOYMENT INTERVIEW PARTICIPATION

REVIEWED 2002

SHARON SLUSHER

Issued August 1992

Karen Swift

1. Formal interviews for employment are to be conducted by the program or school administrator and/or a team of experienced or practicing administrators.
2. Administrators may exercise the option to include non-participating teachers and/or parents with subject matter or program experience and expertise for the purpose of broadening perspectives that may be discussed in meetings that follow the interview.
3. The responsible administrator shall assure that all facets of the interview process, questioning in particular, are sensitive to and in accordance with current legal guidelines.

550-HOUR EMPLOYEES

REVIEWED 2002

SHARON SLUSHER

Issued August 1998

Sharon Slusher

All 550-hour employees must keep a time log for the purpose of verifying that they do not work in excess of 550 hours in the school year. This log will be reviewed by the principal/administrator on a monthly basis to ensure that time is being allocated on the schedule that is intended for the position. Logs must be collected by the principal at the end of each month of the school year and be retained for a calendar year from the end of the school year. These logs may be requested and available for review by the district's auditing company, associate superintendents, or Public School Retirement System of Missouri.

GRANT WRITING POLICY

REVIEWED 2002

DEBRA NELSON

1. INITIAL PROPOSAL
 - A. Anyone wishing to submit a grant should prepare the following:
 - (1) A statement indicating the grant would meet the needs of the school district.
 - (2) Source and estimated amount of available funds (note if matching funds are necessary).
 - (3) Persons involved in project.
 - (4) Date when application is due.
 - B. Documentation of support by appropriate administrator.
 - C. The above information should be submitted on the form titled "Intent to Apply for External Funds" which is available from the appropriate administrator.
 - D. After steps A, B, and C are complete, the proposal should be presented to the school board for approval to process with the writing of the grant.

2. COMPLETED GRANT PROPOSAL
Resubmit to Board of Education prior to grant due date for final approval.

Grant Writing Procedures:

1. BEGIN FUNDING SOURCE RESEARCH
 - A. Federal Sources
 - B. Foundation Sources
 - C. Corporate Sources
 - D. State and Local Sources
 - E. Periodicals and Mailings

2. REQUEST FOR PROPOSAL
 - A. Obtain a "Request for Proposal" (RFP) which is a formal set of guidelines for preparing a proposal from your funding source.
 - B. Pay close attention to the funder's policy issues as provided in the RFP.

3. SUBMIT "MEMO OF INTENT TO APPLY FOR EXTERNAL FUNDS" TO APPROPRIATE ADMINISTRATOR

4. PROPOSAL DEVELOPMENT
 - A. Write draft proposal
 - B. Edit and proof so that all RFP guidelines are followed
 - C. Write final proposal
 - D. Submit final proposal to the school board one month in advance of the final due date
 - E. The appropriate administrator will send in approved grant

5. FUNDED GRANT
 - A. Implement grant as written
 - B. Keep records for audit

HELPFUL HINTS

Two handbooks, How to Design Projects and Find Funding Sources and How to Develop Projects and Write Winning Proposals by Polaris are available as resources in each building's Media Center. Other resources may be available through the building principal.

The grant writer(s) should be familiar with the Board Policy on grant writing and submit the initial information on the "Memo of Intent to Apply for External Funds" (attached). Board approval must be granted before submitting a final grant request to any funding source.

Effective grant writing involves research, idea development, networking, organization, time management, task commitment, editing, and publishing skills. Therefore, a team approach (not a committee) will be most successful.

(NOTE: Need attachment, "Memo of Intent to Apply for External Funds")

ATTACHMENT

Hickman Mills C-1 School District

INTENT TO APPLY FOR EXTERNAL FUNDS

Please complete the sections below and obtain the required signatures. The final step is to send the completed proposal to the Superintendent of Schools for consideration by the Board of Education. A final copy of the grant must be submitted to the Board of Education for final approval.

Describe the grant. Include in the description what the grant will accomplish and who will be directly affected by the grant (students and staff).

What Board of Education Goal does this grant address?

Amount of funds requested - include information regarding whether matching funds are required and the amount.

Due date for application:

Person(s) submitting grant:

I am fully aware of the impact of this grant on my building and am in full support of this effort.

Principal's Signature

Statement of concern or support by Associate Superintendent/building supervisor:

Signature of Associate Superintendent

LUNCH AIDES

REVISED 2002

SHARON SLUSHER

Issued March 1996

1. Lunch aides and lunch aide substitutes will receive student management training.
2. Each building will develop clearly defined lunchroom rules and procedures. These rules and procedures will be reviewed with the students on a regular basis.
3. Each site will maintain its own unique flexibility in the implementation of lunchroom supervision. Every effort will be made to respect the planning period of supervising teachers.

MARRIED EMPLOYEES' ASSIGNMENTS

REVIEWED 2002

SHARON SLUSHER

Issued July 1996

Married employees shall not be employed within the same building where one spouse has supervisory responsibilities, whether or not the supervisory responsibility directly relates to the other spouse.

In transferring an employee as a result of this policy, the factors to be considered should be the relative performance of the employees, the dynamics of the building, the opinion of the building principal and the general needs of the district.

PARAPROFESSIONAL REQUIREMENTS

ISSUED 2004
JACKIE CHATMAN

Beginning January 1, 2005 potential candidates will need to either document their associates degree or 60 college credit hours; or their successful passing of the State assessment to be considered for employment.

Paraprofessionals hired after January 8, 2002, but prior to January 1, 2004 will need to either document their associates degree or 60 college credit hours; or their successful passing of the State assessment to be considered for employment by May 1, 2005 to be reconsidered for employment the following school year.

Any paraprofessional hired prior to January 1, 2004 qualifies for reimbursement of the registration fee for the State assessment from the district. Any retakes of the State assessment are at the expense of the paraprofessional. Paraprofessionals hired after January 1, 2004 will be responsible for their own registration fees for the State assessment.

PAYROLL DEDUCTIONS

REVISED 2002
JIM FEUERBORN
Revised 1991
Helen Merrigan

All changes for payroll deductions must reach the Business Office no later than the first working day of the month to have the changes effective the following payday. Employees who work less than 12 months may not alter deductions between May 1 and the new work year or contract year.

PROCEDURE FOR INCLEMENT WEATHER AND OTHER CANCELLED DAYS

Dr. Marjorie Williams

Issued March 2006

All 12-month staff are expected to report to work on school days cancelled due to inclement weather; if an employee cannot report to work, a leave day must be taken.

All other employees are expected to make-up missed days at the end of their regular employment year.

PROCEDURE FOR PAYCHECKS WHEN SCHOOLS ARE CLOSED
DURING THE SCHOOL YEAR

REVISED 2002

JIM FEUERBORN

Issued March 1991

Helen Merrigan

If school is closed for weather or any other emergency situation on a regularly scheduled payday, all paychecks and direct deposit pay stubs (except administrators and 12-month employees) will be held at the Administration Center. Employees may pick up their checks at the Administration Center on payday.

Paychecks not picked up will be sent to the normal distribution point on the next day school is in session. A list of checks which have been picked up at the Administration Center will accompany these checks.

PROFESSIONAL DEVELOPMENT COMMITTEE TASKS

ISSUED 2002
SHARON SLUSHER

1. Serve as a planning committee for staff development priorities in the district both on a long-term and short-term basis.
2. Monitor expenditures of PDC funds for staff development purposes.
3. Conduct an annual assessment of staff development and utilize the results to set priorities for subsequent staff development priorities in the district.
4. Provide the Board of Education with an annual report that includes long-term priorities and the results of the annual assessment.
5. Follow the standards set forth by the State of Missouri for local professional development committees.
6. Utilize the standards of the National Staff Development Committee (NSDC) for planning the staff development program for the district.
7. PDC members shall perform their duties according to the job description for PDC members.

PROGRESSIVE DISCIPLINE

Dr. Marjorie Williams

Issued May 2006

In an instance where any form of discipline is imposed, the employee's supervisor will:

1. Advise the employee of any inadequacy, deficiency or conduct which is the cause of the discipline, either orally or in writing. If given orally, the supervisor will document the fact that an oral warning was given to the employee specifying the date, time and nature of the oral warning.
2. Provide directives to the employee to correct the conduct or performance.
3. Forward copies of all writings to the administrator in charge of personnel for filing in the employee's personnel file.
4. Allow a reasonable period of time, when appropriate, for the employee to correct or remediate the performance or conduct.
5. Specify the expected level of performance or modification of conduct to be required from the employee.

The School District retains the right to immediately discipline, terminate or discharge an employee as appropriate, subject to relevant governing law.

RECORDS RELATED TO EMPLOYMENT INTERVIEWS

REVIEWED 2002
SHARON SLUSHER

For each employment interview conducted in the district, a specific administrator will be designated as the lead administrator for the process. In the case where an interview is being conducted for a specific position in a building, this will be the principal in the building where the opening exists. If multiple administrators are involved in the process, one will be designated as the lead administrator.

It will be the responsibility of this administrator to organize the interview process in accordance with district guidelines for interviewing. In addition, this administrator will have the responsibility of maintaining all documents that were generated during the interviewing process; this will include rating sheet, interviewers' notes, reference checks, and tallies, which depict a ranking of those being interviewed. All documents related to the interview will be maintained by the lead administrator for a full year after the date of the interview.

RECRUITING STIPENDS

Dr. Marjorie Williams
Issued July 2006

A \$500 recruiting stipend will be paid to a staff member for each person who is hired by the district in a critical need area. Critical need areas will be determined each school year by the Human Resources department. The stipend will not be paid until the new teacher signs a contract with the district.

All employees, with the exception of administrators, are eligible for the stipend provided the applicant lists the employee on the original application for employment.

REDUCTION OF NON-CERTIFIED PERSONNEL

REVISED 2002

SHARON SLUSHER

Issued February 1986

W. R. Koelling

If it is necessary for a reduction in staff of any category of non-certified employees, a two-week notice will be given to the employee being rified. Any non-certified employee who, for due cause needs to be dismissed, will be dismissed effective immediately, and all compensation will cease effective with the dismissal.

REDUCTION OF SECRETARIAL/CLERICAL STAFF

REVIEWED 2002

SHARON SLUSHER

Issued March 1982

W. R. KOELLING

1. When a reduction in staff is necessary, the superintendent/designee will notify the individual affected by the reduction immediately following the official decision. The district will counsel with the individual affected and attempt to take all factors (including the individual's desires) into consideration as to placement of that individual in another position.
2. The individual being displaced (if a regular, full-time employee) will have an opportunity to apply for the position of the person with the least seniority in that same classification. The ultimate decision for placement of displaced, full-time employees will be made by the superintendent/designee utilizing the written recommendation and completed evaluation scales described in item 4 below.
3. The supervisor of the person with the least seniority will interview the displaced person. This supervisor will make a recommendation in writing to the superintendent/designee pertaining to the supervisor's possible employment of the displaced person. The supervisor's written recommendation will include the information identified in criteria A and B below.
 - A. Seniority shall be the first consideration. Seniority shall be based on total years in the district, not just that at the present classification level. Years of service do not have to be consecutive.
 - B. The quality of performance evaluation scale listed below will be completed on both employees involved by their present supervisors. These will be included with the written recommendation sent to the superintendent/designee for the final decision. Each employee involved will receive a copy of this evaluation as prepared by their supervisor, and a copy will be placed in each individual's personnel file.

PERFORMANCE EVALUATION SCALE

- 1 = Improvement needed
- 2 = Average
- 3 = Above average
- 4 = Outstanding

- A. ____ Professional skills within the job classification
- B. ____ Reliable attendance
- C. ____ Good character, neat appearance, pleasant manner, pleasing personality
- D. ____ Ability to work with public, teachers, administration, members of staff
- E. ____ Ability to act discretely with respect to confidential matters

- ____ Total Points

- 4. For persons who have been displaced, the following guidelines shall be used:

- A. In the event another position is available or scheduled to become available, the supervisor involved with an opening will be required to consider a displaced person for the position. In the event the displaced person is not accepted to fill the position, the supervisor involved with the selection will submit in writing to the superintendent of schools/designee reasons justifying non-acceptance. A copy will be sent to the employee.
- B. A continued effort to employ displaced personnel will be made. A file of displaced personnel will be retained for a period of one year as a priority list.
- C. When reemployed, accumulated sick and emergency leave time will be reinstated. Credit for prior years' experience in the district will be granted.
- D. Displaced personnel will be given priority for substitute work.

RETIREMENT APPLICATIONS OR NUMBERS

REVIEWED 2002
SHARON SLUSHER

No payment for services for a full-time employee can be made until an application for participation in the appropriate retirement system has been filed with the business office.

RIF GUIDELINES FOR FOOD SERVICE PERSONNEL

REVIEWED 2002

LEAH SCHMIDT

Issued April 1982

Betty Culley

1. When it becomes necessary to reduce cafeteria personnel, those reductions will be made as follows:
 - A. Employees with less than 90 days of service on the basis of seniority.
 - B. Employees with less than 1 year and more than 90 days of service by use of the "cafeteria reduction in force evaluation tool" among all employees in this group.
 - C. Employees with 1 year of service or more by use of the "cafeteria reduction in force evaluation tool."

2. Since various classifications are a result of advancement within the system, RIFs will be on a district-wide basis within employee classifications with a "drop back provision." For example: A reduction at the Assistant Manager's level would allow the individual to "drop back" and be evaluated with other full-time employees for a full-time position (but not "step up" into a management class).

An employee from a position being reduced would be considered only for the position of the employee(s) with the lowest rating in that employee classification. They would not be allowed to "bump" other employees with a total evaluation score below their own, but higher than the score which would be determined as the cutoff point for reductions at the particular time.

Factors to be considered on the evaluation tool for staff reduction would be:

Seniority.....	Up to 60 points
Productivity.....	Up to 20 points
Attendance.....	Up to 10 points
Versatility.....	Up to 5 points
Participation in District Training Opportunities.....	Up to 5 points

The precise evaluation tool is to be developed and kept current by the Director of Food Service in consultation with a representative employee committee. A copy of a suggested "evaluation tool" for current use is attached.

3. Employee classification for RIF purposes will be in drop-back order:
 - Manager
 - Assistant Manager
 - Full-time Cook
 - Hourly Employee
4. Once employees have been evaluated by the RIF Evaluation Tool during a school year, the same ratings will be used for additional RIFs necessary during that school year, and any reduction required at the time of reemployment for the following school year in the spring.

FOOD SERVICE RIF EVALUATION FORM

SENIORITY - MAXIMUM 60 POINTS

1. 2 points per year for consecutive service since last hire; (.2 points for each full month of part year.)
2. 1 point per year for prior service in this district in blocks of 5 years duration or longer; (.1 point for each full month of a part year.)
3. .5 point per year for prior service in this district in blocks of less than 5 years; (.05 point for each full month of a part year.)
4. 1 point for each year of management experience.
 - Prior RIF periods will not be counted as interruptions in service, but neither may they be counted as employment time.

PRODUCTIVITY - MAXIMUM 20 POINTS

To be calculated on the basis of the individual's regular annual evaluation report averaged over the last three years.

Using the regular evaluation form which contains twenty items, each "outstanding" will be valued at 1 point, each "above average" at .8 points, each "average" at .5 point, each "below average" at .2 point, and each "unsatisfactory" at -.2 point.

The total score for the three years will be divided by 3 (or the number of years under 3) to obtain the average for all three years.

ABSENTEEISM - MAXIMUM 10 POINTS

Average attendance for the last three years based on the following scale: (A prolonged illness or accident will count as 5 days maximum for each occurrence when determining the average.)

<u>Days Missed</u>	<u>Points</u>
0-3	9
4-7	6
8-10	3
over 10	0

Bonus: For a complete school year of no absences any time in the past three-year period, add 1 point.

VERSATILITY - MAXIMUM 5 POINTS

To be evaluated by the Cafeteria Manager or Food Service Director as in the case of cafeteria manager, points awarded as compared with other employees of the same classification on a point scale of 1 - 5, 5 being the most versatile.

TRAINING OPPORTUNITIES PARTICIPATION - MAXIMUM 5 POINTS (to be revised periodically)

One point for each training series completed:

Baking

Vegetables

Salads

Main Dish I

Main Dish II

Management Training Series

SECRETARIAL/CLERICAL WORK WEEK
OVERTIME

REVIEWED 2002

SHARON SLUSHER

Issued January 1997

John Dean

Overtime is any time worked in excess of 40 hours per week by a secretary or clerical employee and will be paid at the rate of one and one-half (1 1/2) times the employee's regular hourly rate. No overtime will be paid without the prior, written approval of the immediate supervisor.

REPORTING TIME

Secretaries and clerks will not report to work more than 15 minutes prior to their designated reporting time nor remain at work more than 15 minutes past their designated leaving time. Any deviation from the hours of work and/or lunch established by policy requires prior approval by the immediate supervisor.

Secretaries and clerks may be allowed up to one and one-half hours leave during the workday to take care of personal business on an occasional basis. Approval of the supervisor is required and time off will not be charged against leave time. Requests greater than one and one-half hours will require the use of leave in half-day or full-day increments.

SUMMER OFFICE SCHEDULE

REVISED 2002

JIM FEUERBORN

Issued March 1986

Blaine Steck

The Administration Center, including Baptiste Educational Center and Buildings and Grounds, and secondary school offices are expected to be open as outlined on the district calendar for twelve-month employees. Elementary school offices are expected to be open as outlined for ten and one-half month employees plus those days in June when the principal is on duty.

The one exception has been allowing middle school principals/secretaries, with approval, to overlap vacations by one week that could necessitate closing the office one week in July.

TRAVEL EXPENSES

REVISED 2002

SHARON SLUSHER

Issued August 1998

The district will reimburse an amount up to \$500 to persons who come from a distance that is not in the contiguous states of Kansas, Nebraska, Iowa, and Arkansas for an interview which would be paid to the person after they are hired, sign a contract, and begin teaching. Receipts are to be submitted to the human resources department for reimbursement.

VACATION DAYS/CARRY-OVER

REVIEWED 2002

SHARON SLUSHER

Issued August 1998

Five days of vacation leave may be approved by the employee's supervisor for carry-over into the coming school year. Special permission from the superintendent must be requested in writing for days in excess of five (5) to be carried over. All days carried over must be used by August 31.

WITHHOLDING CERTIFICATES

REVIEWED 2002
JIM FEUERBORN

All employees are required to file both state and federal withholding exemption certificates with the payroll clerk in the Administration Center. If a change of status occurs at any time, new certificates are required. Forms for this purpose may be secured from the building principal. No payment for services can be made until these certificates have been filed.