

Policies Relating to All Employees

Assignment

All employees are subject to assignment based upon the needs of the district as determined by the superintendent of schools/designee

Policies Relating to All Employees

District-Issued Photo Identification Badges

All employees of the school district are required to wear district-issued photo identification (Photo ID) badges while on duty including after school activities.

Policies Relating to All Employees

Employee Finances

Wages and Benefits

1. Payment of Salary - All district employees shall be paid on a semimonthly basis. No district employee shall receive pay in advance of services rendered. The schedule for paydays will be distributed to all district employees prior to the first payday of the new fiscal year.
2. Voluntary deductions - Voluntary deductions for active employees shall not exceed 75% of the net take-home pay. Upon appropriate, written authorization from the employee, the board shall deduct from salary approved voluntary deductions. Employees who work less than twelve months may not alter voluntary deductions between May 31 and the new work year or contract year.
3. Employee Benefit Cafeteria Plan (IRC Section 125) - All active, eligible employees may participate in one or more of the Employee Benefit Cafeteria Plan component coverages at the employee's election and in accordance with plan documents. Election must be for a plan year beginning on October 1 and ending on September 30, annually. The only exceptions are a change in family status as defined by IRS Section 125 and its related regulations. The district shall have the authority to control and manage the administration of the Plan and each component coverage.

Policies Relating to All Employees

Leaves of Absence

Generally, leave is provided to allow staff members the opportunity to be absent from the workplace for such things as emergencies, sickness, and personal business. The leave shall not be used for vacation days, conference/in-service days, or for providing in-service or training for others outside the district.

Current leave shall be ten days a year for the nine to ten-month employee; eleven days a year for the ten and one-half to eleven-month employee; and twelve days a year for the twelve-month employee. An employee may accumulate unused leave to 150 days. Employees who have accumulated the maximum days of leave shall be entitled to draw from the new school year's allotment of ten, eleven, or twelve days. At the end of the school year, accumulated days shall again revert to no more than the maximum allocation of leave days for those employees returning the next school year.

First-year teachers not completing contractual agreements will have deducted from their final pay any leave taken in excess of one day for each calendar month of employment.

After thirty days, non-certified employees new to the district will be granted leave at the rate of one day for the first month of employment and one day for each month of employment thereafter until the full annual allotment has been granted.

All employees must report to work the first day of employment to receive their allotment of leave time.

Employees who are less than full-time shall receive leave on a pro rated basis.

Employees may not utilize more than ten consecutive leave days or more than twenty cumulative leave days in any one school year unless the absence(s) is/are for a reason that would qualify for leave under the Family & Medical Leave Act or any applicable military leave provision.

Policies Relating to All Employees

Leaves of Absence

Consent of the superintendent/designee must be received in order for a staff member to use personal leave days immediately preceding or following a vacation, holiday and/or last day of school. Requests must be made at least ten (10) business days prior to the requested leave day.

Leave provisions do not apply to adult education and summer school employees.

No payment will be made for accumulated leave upon resignation, dismissal, leave of absence, retirement, or death.

1. Exceptions shall be made for employees with ten years of consecutive service to the school district and who:
 - A. are reduced in force;
 - B. retire with benefits from the Missouri Public School Retirement System or the Non-Teacher Public School Retirement System; or
 - C. die while employed by the district.
2. Persons qualifying for such exceptions shall be paid the applicable substitute pay rate for each day of leave not used to a maximum of 150 days. The days lost, while under the ninety-day limit from past years, will be allowed and calculated by the business department at the Administration Center during the staff member's final year of employment.
3. In the case of retirement, to be eligible for the full substitute pay rate, the district must be notified in writing no later than January 15th of the last year of service of the employee's intent to retire. If the district is notified after January 15th, the reimbursement rate will be one-half the substitute rate.

Jury Duty - Paid leave for jury duty will be granted by the Board of Education upon advance written notice by the employee to the employee's supervisor. No leave time will be deducted. Pay for jury duty and mileage shall be retained by the employee.

Policies Relating to Non Certified Employees

Accrued Vacation

Non-certified personnel who were employed prior to July 1, 2004 who have been employed by the District for at least ten (10) years and who retire with benefits from the retirement system, shall be paid for vacation days accrued beginning the July 1 of the previous school year.

Policies Relating to All Employees

Vacations

Vacation periods shall be arranged with, and at the discretion of, the immediate supervisor. Vacation time shall be granted at the rate of one working day for each month of employment during the previous fiscal year to a maximum of ten working days. Any employee promoted to a twelve-month position shall receive credit toward vacation for previous months of employment in the district. Twelve-month employees with five years of continuous employment shall be granted an additional day for each year thereafter to a maximum of ten working days for a maximum of twenty (20) working days.

A twelve-month administrator shall be granted fifteen days (three weeks) of vacation the first contracted year of service, or a pro-rated amount based upon the date of hire, unless (s)he qualified for more vacation time as a result of the foregoing paragraph. The second contract year and all successive years in a twelve-month administrative capacity will yield twenty days (four weeks) of vacation time.

An eleven-month administrator shall be granted one-half vacation day for every year of service in the district as an administrator. The maximum total of vacation days shall be no more than five to be taken in the month of June. No vacation pay is due to any employee who is dismissed or who quits prior to a date agreed upon by the Board of Education.

Consent of the superintendent/designee must be received in order for a staff member to use vacation days immediately preceding or following a holiday and/or the last day of school. Requests must be made at least ten (10) business days prior to the requested vacation day.

Policies Relating to All Employees

Holidays

Holidays granted twelve-month employees shall be July 4, Labor Day, Thanksgiving Day and the Friday after, Christmas Day plus one additional day during the school holiday period, New Year's Day, Martin Luther King Day, Presidents' Day, Friday preceding Easter plus one day to be determined by administration, and Memorial Day. A holiday falling on Saturday shall be granted the preceding Friday. A holiday falling on Sunday shall be granted the following Monday unless school is scheduled to be in session.

Schools shall not be in session on Labor Day, day(s) of teachers' meetings as approved by the Board of Education, Thanksgiving and Friday following, Winter holidays to be determined annually by the board, New Year's Day, Martin Luther King Day, Presidents' Day, Spring vacation as determined annually by the board, and Memorial Day.

Holidays granted all other full-time employees shall be the same as those for the teachers.

Policies Relating to All Employees
Employee Protection

Personnel File - The personnel file shall contain records relating to employment. No letters or other correspondence shall be placed in an employee's personnel file in the Administration Center without the employee first being notified in writing by the employee's immediate supervisor or other person requesting the information be placed in the file. The employee will receive a copy of what is being placed in the file, and the employee shall sign it or a witness shall certify that the employee received a copy.

It is the intent of the Board of Education to maintain complete and current personnel files, including all information necessary to comply with the Fair Labor Standards Act, for all district employees.

The file of an individual employee will be considered confidential information and a closed record, to the extent allowed by the law, and will only be available to authorized administrative personnel and to the employee. Individually identifiable personnel records, performance ratings or records pertaining to employees or applicants for employment are closed records under the Missouri Sunshine Law to the extent allowed by law. Pursuant to state law, the names, positions, salaries and lengths of service of all employees are public information and must be released upon request. In accordance with federal law, the district shall release to parents, upon request, information regarding the professional qualifications and degrees of teachers and the qualifications of paraprofessionals who are employed by a school receiving Title I funds and who provide instruction to their child at that school.

Files containing immigration records and files containing medical information regarding an employee will be kept separate from other personnel files.

Upon request to and in the presence of the appropriate administrative official, any employee may inspect his or her own personnel file during regular working hours, with the exception of the ratings, reports and records obtained prior to the employment of the individual, including confidential placement papers.

Policies Relating to All Employees
Notification of Vacancies

Notification of Vacancies

- A. When new positions are created or vacancies occur due to replacement needs, announcements of each will be posted in the schools/facilities. When school is not in session, the notice will be posted in the Administration Center for employees who do not work twelve months. The notice will be posted at least five days prior to positions being filled. Recognizing that flexibility is necessary to react to current needs, personnel services can fill a vacancy without posting and waiting the required five days. In such cases, a justification for the exception must be made to the Board of Education when recommending the individual for employment.
- B. Resident taxpayers of the district and/or present employees who are qualified for a vacancy and apply for it through the proper line of communication shall be given preference for the position if qualifications are equal.
- C. For any position of employment with the district, an applicant must meet the minimum district, state and federal requirements in order to be interviewed for the position.

Policies Relating to All Employees

Drug-Free Workplace

The unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in any district work related environment.

Violators may be directed to available persons and/or programs to assist in correcting work related behaviors. Additional personnel action may be taken.

Persons convicted under any criminal drug statute for a violation occurring in the workplace must notify the associate superintendent/human resources of the court action no later than five days after such conviction.

Policies Relating to All Employees

Family and Medical Leave Policy

The district recognizes that a leave of absence from active employment may be necessary for family or medical reasons. The district will comply with the provisions of the Family and Medical Leave Act of 1993 (FMLA), as amended. Employees shall notify Human Resources as soon as practicable to obtain information for making a claim under FMLA.

Policies Relating to All Employees

Voluntary Sick Leave Bank

The Board of Education has adopted a Voluntary Sick Leave Bank program. Employees shall notify Human Resources as soon as practicable to obtain information for participating in and making a claim under the program.

Policies Relating to All Employees

Staff Dress Code

All staff members are expected to dress professionally and appropriately for his/her work setting. Extremes in wearing apparel or personal appearance which disrupts the learning process or interferes with the intended function of the school will not be considered acceptable.

Admissions to School Functions

All school employees and one adult guest will be admitted to any school function without charge provided the employee presents their official District-Issued Photo ID badge. Certified personnel are issued a Greater Kansas City Suburban Association Conference Pass for away games.

PERSONNEL

Policy 3070

Policies Relating to All Employees

Compliance with Board Policies by Employees

MOVE TO 3001

All employees are required to comply with the Policies of the Board of Education. **Failure to comply may be cause for dismissal.**

Policies Relating to All Employees

STAFF CONFLICT OF INTEREST

Employees of the Hickman Mills C-1 School District will not engage in, or have direct financial interest in, any activity that raises a reasonable question of conflict of interest with their duties and responsibilities as members of the Hickman Mills C-1 School District staff, by adhering to the following policies:

1. Employees will not participate for financial remuneration in outside activities wherein their position on the staff is used to sell goods or services to students or their parents/guardians, except when permitted in advance by the Board of Education.
2. Employees who have patented or copyrighted any device, publication or other item will not receive royalties for use of such item in the district schools.
3. Employees will not engage in any type of work where the source of information concerning customer, client or employer originates from information obtained through the school district, except when permitted by state law and the Board of Education.
4. Employees shall not act as agents or accept commissions or other rewards for books or other school materials, the selection or purchase of which they may influence. The school district will not purchase products distributed directly or indirectly by employees of the school district.
5. State law permits administrative or executive employees to make sales of real estate or services to the district if the total amount paid is \$500.00 or less per year, or after public notice and competitive bidding, where the bid or offer is the lowest received. Competitive bidding shall not be required in the case of real estate. All employees are prohibited from selling or providing to the district, property other than real estate, such as goods and supplies, except when permitted in advance by the Board of Education.
6. The provisions stated above apply to all district employees to the first degree of consanguinity or affinity that includes father, mother, spouse, son or daughter by virtue of a blood relationship or marriage.

Policies Relating to All Employees

Personnel Relationships

The basic criteria for appointment and promotion of all District faculty and staff will be appropriate qualifications and performance. Relationship by family, marriage, or partnership will constitute neither an advantage nor a deterrent to appointment in the District provided the individual meets and fulfills the appropriate appointment standards. It is not the intent of this policy to encourage or discourage the employment of relatives within the same unit, but rather to reemphasize the concept that the selection of personnel will be on the basis of job-related qualifications.

This policy applies to individuals who are related by blood, marriage or adoption including the following relationships: spouse, child, stepchild, parent, stepparent, grandparent, grandchild, brother, sister, half-brother, half-sister, aunt, uncle, niece, nephew, parent-in-law, daughter-in-law, son-in-law, sister-in-law and partner. A partner is defined as that which is currently accepted in the state.

Members of the same immediate family whose qualifications rank each of them first for the positions under consideration may be employed (full-time or part-time), so long as neither family member is immediately responsible for the decision to hire, or the supervision, direction, evaluation, or salary recommendation of the other. In such instances all final decisions will be referred to the Human Resources Office. Further, appointment of individuals will be avoided when supervisory responsibilities and family relationships are considered. For example, when an employee's relative supervises the employee's immediate supervisor, the line of supervision is contrary to the intent of this policy. Employees who become related by marriage while employed, or become part of the same household by partnership are treated in accordance with these guidelines. That is, if in the opinion of the District, a conflict arises as a result of the relationship, one of the employees may be transferred at the earliest practical time.

Policies Relating to All Employees
Progressive Discipline

The disciplinary process described herein is designed to utilize progressive steps, where appropriate, to produce positive corrective action. While the school district intends that in most cases progressive discipline will be administered, the specific form of discipline chosen in a particular case is solely within the discretion of the superintendent or designee. This policy shall be interpreted consistent with the Missouri Teacher Tenure Law. In the event of a conflict, the Tenure Law shall control.

ACTIONS SUBJECT TO DISCIPLINE

1. Violation of Policies, Directives and Laws.

The form of discipline imposed for these violations may vary from an oral reprimand to termination of employment or discharge depending upon factors such as the nature of the violation, whether the violation was intentional, knowing and/or willful and whether the employee has been the subject of prior disciplinary action of the same or a different nature.

Areas to which this provision applies include:

1. Policies of the Board of Education and Administrative Directives;
2. Directives and/or job requirements imposed by administration and/or the employee's supervisor; and
3. Federal, state and local laws, rules and regulations, including, but not limited to, the rules and regulations adopted by federal and state agencies.

2. Substandard Performance.

An employee's substandard performance may result in the imposition of discipline ranging from an oral reprimand to termination of employment or discharge. In most instances, discipline imposed for the reason of substandard performance will follow a progressive format and will be accompanied by guidance, help and encouragement to improve from the employee's supervisor and reasonable time for correction of the employee's deficiency.

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Progressive Discipline

3. Misconduct.

Misconduct of an employee will result in the imposition of discipline consistent with the seriousness of the misconduct. Conduct which falls into this category includes, but is not limited to:

1. unprofessional conduct;
2. failure to observe rules, regulations, policies and standards of the school district and/or directives and orders of supervisors and any other act of an insubordinate nature;
3. continuing neglect of duties in spite of oral warnings, written warnings and/or other forms of discipline;
4. use of illegal drugs, alcohol or any other chemical substance on the job or any use off the job which impacts on the employee's performance;
5. deliberate and serious violation of the rights and freedoms of other employees, students, parents or other persons in the school community;
6. activities of a criminal nature relating to the fitness or effectiveness of the employee to perform the duties of the position;
7. falsification of credentials and experience;
8. unauthorized destruction of school district property;
9. other good and sufficient grounds relating to any other act constituting inappropriate conduct;
10. neglect of duty;
11. violation of the rights of others as provided by federal and state laws related to human rights.
12. possession of weapons.

Policies Relating to All Employees
Progressive Discipline

4. Workplace Violence

The Hickman Mills C-1 School District does not tolerate workplace violence. Workplace violence is defined as actions or words that endanger or harm another employee or result in other employees having a reasonable belief that they are in danger. Such actions include:

- Verbal or physical harassment
- Verbal or physical threats
- Assaults or other violence

All complaints of workplace violence shall be reported to the employee's immediate supervisor and shall be investigated. A report regarding the resolution shall be provided to the complainant.

FORMS OF PROGRESSIVE DISCIPLINE

1. The forms of discipline that may be imposed by the superintendent or administrative designee, include, but are not limited to:

1. oral warning;
2. written warning or reprimand;
3. probation;
4. disciplinary suspension, demotion or leave of absence with pay;
5. disciplinary suspension, demotion or leave of absence without pay; and
6. dismissal/termination or discharge from employment.

2. Other forms of discipline, including any combination of the forms described in paragraph A above, may be imposed if, in the judgment of the administration, another form of discipline will better accomplish the objective of stopping

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Progressive Discipline

or correcting the offending conduct and improving the employee's performance.

TERMINATION WITHOUT PROGRESSIVE DISCIPLINE

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