

Policies Relating to Non-certified Employees

Evaluative Policies on Non-certified Personnel

All non-certified personnel shall receive an annual evaluative report by April 1 of each year. Three copies of this report shall be made. One copy is to remain with the supervisor in charge; one copy is to be forwarded to human resources; and one copy is to be sent to the employee.

The custodians and buildings and grounds personnel shall be evaluated as provided in the meet and confer agreement between those employees and the Board of Education. The director of food service shall evaluate the cafeteria managers; and the cafeteria managers, in turn, shall evaluate the cafeteria workers. Evaluative reports on nurses shall be made by the principals; evaluative reports on secretaries, clerks, lunch, educational, and health room aides shall be the responsibility of the administrator to whom the employee is directly responsible.

A non-certified employee may be suspended from the job with pay, or without pay, for unsatisfactory performance. Such action may be taken by the principal or administrator in charge, with consent of the superintendent, such action subject to review and final action by the Board of Education.

Any non-certified employee serving a probationary period shall remain at the same salary for the subsequent school year. If the employee is at the top of the salary chart and is recommended for reemployment, the employee shall be reduced one step. A subsequent report, after a probationary period, shall state whether the employee shall be recommended for continued employment.

Policies Relating to Non-certified Employees

Conditions of Employment

Employment should not be construed as creating a contract or as guaranteeing employment for any specific duration or as establishing a "just cause" termination standard.

An employee leaving the employ of the district shall give two weeks written notice.

Transfers, except lunch and recess aides, may be made by the superintendent at any time based upon the needs of the district and qualifications of the individual.

A non-certified employee may request a transfer within the same grade level or lower at any time after one (1) year of satisfactory continuous employment in his/her current position. If transferring to a lower grade level the salary shall be adjusted according to Article X, O, Local 6023 Agreement or Board of Education Policy #3270.

A non-certified employee may apply for promotion after six (6) months of satisfactory performance in their current position. Employee must meet qualification requirements as posted.

Secretaries and Clerks

Written requests for transfers shall be made to the human resources department. After consultation with the two administrators involved, a recommendation will be made by human resources for transfer. Transfers are subject to Board of Education approval.

Custodians

Written request for transfer shall be made to the human resources department. After consultation with the two administrators involved, a recommendation will be made by human resources for transfer. Transfers are subject to Board of Education approval.

Policies Relating to Non-certified Employees

Conditions of Employment

Cafeteria Managers and Workers

Written requests for changes in assignment or for transfers to other schools shall be made to the director of food service not later than June 1. After consultation with the two principals and managers involved, the director of food service shall make the decision regarding the request. Transfers and changes of assignment are subject to Board of Education approval.

Transfers or changes in assignment of non-certified personnel may be made within a building by the building principal or supervising administrator with approval of the superintendent of schools/designee.

Policies Relating to Non-certified Employees

Lines of Communication

Each secretary and clerk shall be directly responsible to the building principal or the administrator to whom assigned.

All nurses are directly responsible to the building principal for scheduled duties within the building. After consultation with the building principal, the director of special services will resolve any concerns brought to the director's attention, which affects the district health services program.

All custodians and head custodians are directly responsible to the director of buildings and grounds. Their daily work schedule and any special problems relating thereto shall be the responsibility of the director of buildings and grounds after consultation with the principal involved. All directions relating to scheduled duties shall be given by the principal. No permanent change in previously agreed work schedule shall be made by the principal until it has been approved by the director of buildings and grounds. Temporary changes may be made by the principal at any time the principal feels it is necessary in the best interest of school operation.

All cafeteria managers are directly responsible to the director of food services. All cafeteria personnel are directly responsible to the cafeteria manager where assigned. Their daily work schedule and special problems relating thereto shall be the responsibility of the manager. It is the responsibility of the cafeteria personnel to prepare and serve the food to the children at a time designated by the building principal. It is the responsibility of the principal to schedule the service time and see that the pupils are properly supervised in the serving line while eating and during return of equipment to the cafeteria.

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Lines of Communication

All lunch, educational, and health room aides are directly responsible to the building principal where they are assigned. Their daily work schedule and any special problems relating thereto shall be the responsibility of the building principal or delegated representatives. The aides shall follow the guidelines set up by each principal for the purpose of meeting that school's particular needs. The aides shall know and observe all regulations and policies in the assigned school. The aides shall report all discipline problems and procedure problems to the classroom teacher.

All media clerks are directly responsible to the building principal. Their daily work schedule and any special problems relating thereto shall be the responsibility of the building principal or delegated representative. The media clerks shall follow the guidelines set up by each principal and media services department for the purpose of meeting that school's particular needs. The media clerks shall know and observe all regulations and policies in the assigned school. The media clerks shall report all discipline problems and procedure problems to the librarian.

Any problems of a non-certified employee, except those covered by the Agreement with Local 6023, shall first be presented to the immediate supervisor. Problems not resolved after consultation with that supervisor and the building principal shall be presented in writing to the associate superintendent/human resources, and a copy presented to the supervisor. When no resolution of the problem is possible, an appeal for a special hearing may be made to the Board of Education. To receive consideration, the appeal must be in writing. Failure to follow this line of communication may be cause for dismissal.

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Temporary Employees

The administrative staff shall hire and direct other temporary employees as deemed necessary.

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Parent Educators

Parent Educators shall meet state qualifications and certificate of renewal criteria as prescribed by the Board of Education.

Supervision

Parent educators will report to the Parents as Teachers Program Coordinator.

Salary (Check against Teacher salary review)

When degrees are completed at the end of a college term (quarter or semester) or hours completed that merit a salary increase, adjustment in salary shall be made effective the first of the month if the request for review is received in Human Resources on or before the fifteenth of the month. It shall be the responsibility of the parent educator to request the adjustment in writing; furnishing proper transcripts to the associate superintendent/human resources. Salary reviews for the current school year will be accepted and processed prior to March 15.

Continuing Education Units will be accepted for salary review by the district if the receiving college or university will transfer them to credit hours and record them on the transcript.

A parent educator who has been on the last step of any one column for a period of one year may receive additional compensation for longevity the following year. Placement on longevity shall be considered a step for purposes of a salary review. Vertical advancement on the salary chart shall be limited to one increment per school year unless the result of a salary review.

Up to three steps on the salary derivation chart may be granted to parent educators new to the district. Prior service credit will be granted on the basis of previous work as a parent educator with Missouri Parents as Teachers Certification.

Policies Relating to Non-certified Employees

School Nurses

Reduction in Force

In instances where a reduction in force of school nurses cannot be made on the basis of merit, seniority will apply.

Evaluation for merit will include the following criteria:

1. Areas of competence indicated by previous grade level service.
2. Additional education and training.
3. Quality of performance.

When considering seniority, the following rules will apply:

1. Nurses with five or more years of experience in the district will have seniority over nurses with less than five years of experience in the district.
2. Among the nurses with less than five years of experience, seniority will not be a factor; i.e., a nurse with three years of experience will not displace a nurse with two years of experience.
3. Among the nurses with five and over years of experience, seniority will not be a factor; i.e., a nurse with nine years of experience will not displace a nurse with eight years of experience.

Salary (Check against Teacher salary section)

When degrees are completed at the end of a college term (quarter or semester) or hours completed that merit a salary increase, adjustment in salary shall be made effective the first of the month if the request for review is received in Human Resources on or before the fifteenth of the month. It shall be the responsibility of the nurse to request the adjustment in writing, furnishing proper transcripts to the associate superintendent/human resources. Salary reviews for the current school year will be accepted and processed prior to March 15.

Continuing Education Units will be accepted for salary review by the district if the receiving college or university will transfer them to credit hours and record them on the transcript.

Policies Relating to Non-certified Employees

School Nurse Policies

Salary

Nurses advancing to the RN + 16 column from the RN column shall advance across the salary derivation chart on the same increment level. Nurses advancing to the BS degree column from the RN + 16 column shall advance one vertical step, where possible, and then advance across the salary derivation chart to the next higher dollar figure. See third paragraph below.

Nurses advancing after the BS degree shall advance across the salary derivation chart on the same increment level. See third paragraph below.

A nurse who has been on the last step of any one column for a period of one year may receive additional compensation for longevity the following year. Placement on longevity shall be considered a step for purposes of a salary review. Vertical advancement on the salary chart shall be limited to one increment per school year unless the result of a salary review.

Up to three steps on the salary derivation chart may be granted to nurses new to the district. Prior service credit should be granted on the basis of previous work in school nursing or related fields such as Public Health Nursing. With permission of the superintendent/designee, prior service credit may be modified to secure the services of highly qualified applicants.

Graduate Credit

Approved hours of graduate credit shall be: (a) identified by university/college as education hours; (b) in a subject matter area in which the nurse is certified/licensed; (c) identified as part of a university/ college approved degree program in the field of education or in a subject matter area in which the nurse is certified/licenses; (d) identified by the university/ college as part of a graduate degree program with an emphasis in education or health; i.e., at least half the degree hours in said program must be education hours or health-related hours.

Policies Relating to Non-certified Employees

Secretaries

Salary Conditions

Prior experience in a school district or related field may be recognized in the establishment of salary steps after consultation with the superintendent/designee.

When an employee moves to a different pay grade, the years of experience and related job duties will be considered in step placement.

Salary Derivation Chart

See Appendix for salary derivation chart.

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Layoff - Secretaries/Custodians

ANTICIPATED LAYOFF:

1. When a reduction in staff is necessary, the superintendent/designee will notify the Hickman Mills Federation of Support Personnel, Local 6023 in writing and notify the individual affected by the reduction within 5 working days following the official decision.
2. Layoff Procedure:
 1. A regular employee shall not be laid off before a part-time or contracted employee occupying a position for which the regular employee is qualified and available.
 2. The Department of Human Resources shall prepare a seniority list of all affected jobs by Grade/Column. This list shall be submitted to Local 6023 President, the Superintendent of Schools, and the individual.
 - A. Displaced senior employees can "Bump" a less senior employee, within the same Grade/Column. Seniority shall be based on total years in the district, not just that at the present classification level. Years of service must be consecutive.
 - B. Between employees hired on the same day, priority shall be determined by the qualifications of said employees and their most current evaluation.

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Layoff - Secretaries/Custodians

3. Recall Procedure:

When the district makes the decision to recall the laid off employees, the recall shall be made in accordance with the following steps:

- A. No internal promotions or new applications will be considered until the lay off list is exhausted. (See #4)
- B. Full time employees on layoff may claim a vacant part-time position without losing claim to a full time opening.
- C. The laid off employee shall communicate any change in address or telephone number to Human Resources.
- D. If the laid off employee receives a recall notice by certified mail for a permanent position, the employee shall have (10) working days to affirmatively respond. When re-employed, accumulated leave time will be reinstated. Credit for prior year's experience in the district will be granted. If reinstated. Credit for prior year's experience in the district will be granted. If the position offered requires substantially different skills from the former position as determined by Human Resources, the employee shall be given the option of accepting the position or remaining on layoff until an appropriate vacancy occurs, not to exceed one (1)year. The employee will be given a copy of the job description and responsibilities for review before electing an option.

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Layoff - Secretaries/Custodians

3. Recall Procedure: (continued)

- E. If the laid off employee has been on the recall list for one (1) year and has not been recalled, the employee shall notify Human Resources in writing that he/she desires to remain on the recall list. Such written notification shall extend the employee's eligibility for recall for an additional year. If such notice is not furnished by the employee at the expiration of one year said employee shall be removed from the recall list.

- F. During such time employee is laid off he/she shall be the first called for temporary or substitute work as provided in Article VIII, C.2.e.

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Layoff - Secretaries/Custodians

4. Exhaustion List Policy

When a position becomes available or vacant in a Grade/Column where there is a current list of laid off employees, the following shall occur to fill the vacant position:

- A. (Starting at the bottom of the list and working up) Each person will be evaluated as to whether or not they qualify for the open position's specifications. The person at the bottom of the list will be evaluated first. If Person A meets the position's requirements, then Person A will be placed. If Person A does not meet the jobs requirements or chooses to "pass", then Person B will be evaluated, etc.
- B. Only after every person on the displaced list for the specified job column has been evaluated and given the opportunity to receive or pass on the open position, does the open position become "open" to outside individuals and internal applicants.
- C. "Open" positions are to be made available to anyone who chooses to apply. A position again does not become "open" for the general public until all laid off employees have been given a fair and equal chance to apply first.

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Paraprofessional Requirements

Paraprofessional II:

In accordance with the requirements set forth by the *No Child Left Behind Act* beginning June 1, 2006 all paraprofessionals whose duties include instructional support in Title I schools and who were hired after January 8, 2002 must have a secondary school diploma or its recognized equivalent **and** one of the following:

- completed two years of study (60 college credit hours) at an institution of higher education; or
- obtained an associate's (or higher) degree; or
- meet a rigorous standard of quality and be able to demonstrate, through a formal State assessment, knowledge of and the ability to assist in instructing reading, writing, and mathematics.

CHECK TO SEE IF THIS POSITION STILL EXISTS

Paraprofessional I:

A paraprofessional who does not meet the preceding requirements must demonstrate a rigorous course of study designed to meet the requirements within two (2) years from August 1, 2006 or the date of hire, whichever is later.