

COMMUNICATE, COLLABORATE, CONNECT
KNOB NOSTER R-VIII SCHOOL DISTRICT

CLASSIFIED STAFF GUIDE

2014-2015



CLASSIFIED STAFF GUIDE
2013-2014

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Knob Noster R-VIII School District

Communicate ✦ Collaborate ✦ Connect

Dr. Kristee Lorenz, *Superintendent*
Dr. Michele Norman, *Asst. Superintendent*
Mrs. Terri Combs, *Director, Student Services*



Mrs. April Williams, *Director, STE+AM Grant*
Mrs. Heidi Mackey, *District Coordinator of Curriculum Oversight and Professional Dev.*

Welcome to the Knob Noster R-VIII School District.

In this guide, you will find some various policies, regulations, and other informational items. This guide is intended for informational purposes only and will not answer every question or anticipate every situation. A complete set of policies and regulations is available for your review at www.knobnoster.k12.mo.us.

You are a valued employee of this school district. We appreciate your continued support of the goals and mission of the Knob Noster R-VIII School District.

Knob Noster R-VIII School District Vision Statement

Equip students with the ability to be innovative, confident, responsible, fulfilled members of a global community.

Accredited with Distinction by the Missouri Department of Elementary and Secondary Education

401 East Wimer Street, Knob Noster, MO ✦ Main Office: (660) 563-3186 Fax: (660) 563-3026
Special Services: (660) 563-5597 Fax: (660) 563-3443

GENERAL WELCOME

As a member of the staff you fill a vital role in the education of our children. You perform tasks necessary to the operation of our school district. In addition to the individual jobs you do, you are representatives of the school to the community. Because you perform your jobs in the “public eye,” you have a greater responsibility in the performance of your duties and personal conduct. You have been offered employment with the district with the confidence that you can do your jobs well and also serve as representatives of the district.

AIM AND PURPOSE OF THE HANDBOOK

The aim and purpose of this book is to provide information to all classified employees. District policies and regulations have been developed to assure the educational goals of the district are pursued through uniform practices and consistent performance of duties. As you read the following pages, please be aware that the purpose of this book is to help you be successful by providing you necessary and pertinent information. While this manual covers a wide array of information, it cannot possibly address all issues and situations. Please refer to board policy and procedures for items not covered. Board policy supersedes all district guides.

BOARD POLICY BOOKS

Knob Noster board policy books are located in all district buildings and online at www.knobnoster.k12.mo.us. Please contact your principal to review the district board policy books in their entirety.

NONDISCRIMINATION AND ANTI-HARASSMENT

As a political subdivision, employer, recipient of federal funds and educational institution, the Board of Education is prohibited from, and hereby declares a policy against engaging in unlawful discrimination, including harassment creating a hostile environment, on the basis of race, color, religion, sex, national origin, ancestry, disability, age or use of leave protected by the Family and Medical Leave Act, in its programs, activities and with regard to employment. The board is an equal opportunity employer.

Safe Workplace

It is the goal of the district to provide a safe workplace for employees and students. Unfair treatment or unkind remarks that refer to a person’s race, religion, gender, ethnic background or national origin will not be tolerated in the workplace and should be reported immediately.

All employees have responsibility to make the workplace safe. One area that has become an important issue in recent years is sexual harassment. It is important that you understand what it is and how to deal with it. Sexual harassment is not tolerated at Knob Noster Public Schools. In the school setting, harassment may involve two adults, an adult and a student, or two students.

If you become aware of possible harassment from observation or from someone reporting to you, always treat this as a serious matter, never make a comment that may diminish what is reported. Be sure to follow through by reporting any such incident to your immediate supervisor. You should also make a record of your actions.

Sexual harassment may include comments, language or actions that may not be directed at any particular person but is found objectionable or offensive by one or more people.

Equal Opportunity

The Knob Noster R-VIII School District is an equal opportunity employer. It is the policy of this district to afford equal opportunities to qualified individuals regardless of their race, color, national origin, ancestry, religion, socioeconomic status, marital status, sex, age, disability or memberships in legally constituted organizations, to the extent required by law. This policy applies to all aspects of the employment relationship, including recruitment, selection, placement, training, assignment, promotion, transfer, compensation, benefits and termination.

Notice of Non-Discrimination

Applicants for admission or employment, students, parents of elementary and secondary school students, employees, sources of referral and all professional organizations that have entered into agreements with our School District are hereby notified that our School District does not discriminate on the basis of race, color, national origin, sex, age, religion, or disability in admission or access to, or treatment of employment in, its programs and activities.

Any persons having inquiries concerning our 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), or Titles II or III of the Americans with Disabilities Act of 1990 (ADA), is directed to the Compliance Coordinator below, who has been designated by our School District to coordinate our School District's efforts to comply with the laws and regulations implementing Title VI, Title IX, the Age Discrimination Act, Section 504, and the ADA. In addition, any inquiries concerning our School Districts compliance with the employment provisions of the Title VII of the Civil Rights Act of 1964 is also directed to the Compliance Coordinator below.

Our School District has established grievance procedures for persons unable to resolve problems arising under the statutes above. **The Compliance Coordinator for the applicable law, whose position listed below, will provide information regarding those procedures upon request.**

Any person who is unable to resolve a problem or grievance arising under Title VI, Title IX, the Age Discrimination Act, Section 504, or Title II of the ADA, may contact the Office for Civil Rights, Region VII, 8930 Ward Parkway, Suite 2037, Kansas City, MO 64114; phone (816) 268-0550.

Compliance Coordinator for Laws Listed in this Notice:

Dr. Michele Norman, Assistant Superintendent
401 E. Wimer St.
Knob Noster, MO 65336
(660) 563-3186

SCHOOL CALENDAR

The school calendar shall provide for a minimum of 170 pupil attendance days. Days for meetings, holidays and other days may be scheduled as part of the employees designated work calendar. Days the district's schools are closed for inclement weather and/or other reasons will be made up in accordance with state law, as approved by the board. All classified staff will receive a designated work calendar. Employees cannot work more than their calendar states without prior approval from district team office.

CLASSIFIED EMPLOYEES

Letter of Intent

A Letter of Intent will be issued to show the district's intent to employ for the school year. The Letter of Intent will indicate the hours assigned and the rate of pay. The Letter of Intent must be signed and returned to the district team office by the date specified. Designated work calendars will be distributed for all positions. The Letter of Intent will typically be issued during April or May for the following school year. Either party may terminate the Letter of Intent in writing with two weeks' notice (this is termed an "At-Will" agreement). The actual number of days worked may vary year to year and employee to employee. The district meets or exceeds the minimum salary requirements set by Missouri statute.

New Employee Payroll Paperwork

New employees to the Knob Noster R-VIII School District must complete the following paperwork as well as all the items listed under returning employees.

- Federal and State W-4's
- I-9 (requires necessary items for identification)
- Retirement application (if they work 20 hours or more per week)
- Mandatory direct deposit of payroll for all employees (requires voided check)
- A college transcript if they have 60 credit hours or more
- Must obtain an on-line substitute certificate if you have 60 college credit hours

- Medical, dental and life insurance applications
- Fingerprint results (needs to be done **immediately** after employed)
- Codes will be issued at the beginning of the school year for long distance telephone calls and copier use. (These are confidential personal codes.)

RETURNING AND NEW EMPLOYEES

Returning and new employees will need to annually complete the following items. You will be notified in a timely fashion as to when these need to be completed.

403(b) and Flex 125 Enrollments

All staff must complete these forms during the annual enrollment period. The forms must be on file for every staff member whether they participate or decline to participate. Both plans can be changed annually during the enrollment period.

- 403(b) enrollment is an opportunity to contribute money in a 403(b) retirement savings plan (tax sheltered annuity or TSA). Your contributions must be made through payroll deduction and through an approved vendor. Forrest T. Jones and Company oversees the district's 403(b) plan. All employees will go through the Forrest T. Jones & Company to enroll even if they make contributions to a different vendor than Forrest T. Jones & Company.
- Flex 125 enrollment allows the employee to pay premiums (tax-free) on other allowable insurance coverage for the employee and/or dependents. The employee may also set aside dollars to pay for out-of-pocket medical expenses and/or child care providers. Under this portion of the plan, the employee is responsible for the submission of their receipts to the company. The employee will be locked into this plan for the school year. This is a use or lose plan. Any contributions not reimbursed by the deadline will be lost.
- District Insurance Videos must annually be reviewed and documented by all employees. They must view the following videos, links, information, and presentations which are required by the district's insurance company. Custodians will also need to view the "Asbestos" video annually. All staff will need to participate in safety drills including intruder training.

Insurance Sign- Off Sheet Links

| | |
|-------------------------------------|--|
| Anti-bullying | \\knsd-server-01\DISTRICTINFO\Videos\DISTRICT VIDEOS\BULLYING Training Video.mp4 |
| Blood-borne pathogen | If it comes out of the body do not touch it. \\knsd-server-01\DISTRICTINFO\Videos\DISTRICT VIDEOS\BloodbornePathogenTraining.wmv |
| Fire Safety | \\knsd-server-01\DISTRICTINFO\Videos\DISTRICT VIDEOS\FireExtinguisherTraining.wmv |
| Sexual harassment | http://policy.msbanet.org/knobnoster/showpolicy.php?file=AC-C.KN8 |
| EpiPen | \\knsd-server-01\DISTRICTINFO\Videos\DISTRICT VIDEOS\EPIPEN.wmv |
| Seclusion, Isolation, and Restraint | See attached Power Point |
| Sexual Abuse | Full Course Training Required for 2013-2014 and Completion of a 14 Question Quiz http://www.in2vate.com/cflms/f/modules/Smarter%20Adults-Safer%20Children%20Preventing%20Child%20Sexual%20Abuse%20MUSIC/SCMUSICFINAL.htm?&module_id=123&session_id=420817&i=88 |
| Sexual Harassment | http://ajg.adobeconnect.com/musicsh |
| AED | \\knsd-server-01\DISTRICTINFO\Videos\DISTRICT VIDEOS\AED Training Video.mp4 |

60 College Credit Hour Employees

All employees with 60 college credit hours must go on-line to the Department of Elementary and Secondary Education to be issued a four year substitute teaching certificate. Employees without a valid substitute teaching certificate ***CAN NOT*** be in a classroom without a teacher present. A substitute teaching certificate will allow you to substitute teach in the district should the need arise. However, some classified positions **WILL NOT BE ALLOWED** to substitute teach due to the impact it has on the state and federal funding for those positions.

SCHOOL BUS DRIVERS

School bus drivers for the Knob Noster Schools must maintain a valid school bus license. Annually they must submit a physical signed by a licensed medical provider and attend eight (8) hours of additional training each school year. Training will be scheduled throughout the school year. Physicals must be dated between July 1 of each fiscal year and the first day of school.

FOOD SERVICE EMPLOYEES

Food Service uniform allowances will be paid annually contingent upon five (5) consecutive months of employment and being currently employed at the time of payment consistent with Food Service Management Company allowances.

SCHOOL NURSES

School nurses for the Knob Noster Schools must maintain a medical license as a CNA, LPN, or RN at all times. A uniform allowance will be paid annually contingent upon five (5) consecutive months of employment and being currently employed at the time of payment. Nurses will be required to wear their uniforms a minimum of four (4) days per week.

SUBSTITUTES

Substitutes are needed during the school year in all areas (teacher, secretaries, nurses, aides, bus driver, and custodial). Substitutes are used on an as-needed-basis only. Once they have completed an application and received a criminal background check clearance, administrators will be notified of their availability. The district has the intent of continuing to use these substitutes from year to year unless notified by the substitute that they wish to no longer be used.

Any classified employee with a minimum of 60 college credit hours will need to keep a **valid** teaching certificate or go on-line to obtain a four year substitute teacher certificate. The certificates must be renewed prior to expiration dates. Anyone with certification will need to provide the district with a copy of a college transcript indicating at least 60 hours of credit. An official transcript and fingerprint results must be on file with DESE.

Bus driver substitutes will need to keep a valid school bus driver's license, annually take a physical, and attend eight (8) hours of additional training each school year.

MEDICAL, DENTAL, AND LIFE INSURANCE

The Board of Education will provide medical, dental and life insurance options to all employees who work twenty (20) hours per week or more. These are three separate insurances. The employee may participate in or waive the coverage. In the event that a benefit is waived, no alternate benefit will be paid in lieu of health and/or dental insurance.

RETIREMENT PLAN

All non-certificated employees that work at least (20) hours per week are enrolled in the Public Education Employee Retirement System (PEERS). A portion of your wages will automatically be taken out of your paycheck pre-taxed. These contributions cannot be withdrawn until you retire or terminate employment with the district. You can review the retirement website at <http://www.psrns-ntrs.org/>.

JOB DESCRIPTION

A job description has been developed for each job classification of the classified staff. Although general in nature, the job descriptions should provide valuable information to each employee. Employees should note that while the job description describes basic components of the job, it is not inclusive of all tasks that may be assigned. The district reserves the right to assign employees where needed. Job descriptions will be available from your supervisor or the District Team.

JOB RESPONSIBILITIES

As an employee of the Knob Noster School District you hold a position of trust within the community. To maintain this trust you should strive to exhibit the character traits the community has come to expect. Namely, you are expected to serve as a role model for the students you serve. As a role model you should dress appropriately, use respectful language and always conduct yourself in a proper manner. In your position you may have access to confidential information. **Remember, confidential information should remain confidential.** Sharing such information could result in disciplinary action, including dismissal.

ATTENDANCE AND PUNCTUALITY

To maintain a safe and productive work environment, Knob Noster Schools expects employees to be reliable and to be punctual in reporting for scheduled work. Absenteeism and tardiness place a burden on other employees and on the school district. In the rare instances when employees cannot avoid being late to work or are unable to work as scheduled, they should notify their supervisor as soon as possible in advance of the anticipated tardiness or absence. The employee's time sheet should reflect the tardiness including a brief explanation. Punctuality and dedication are two additional character traits you should strive to exhibit as you do your job

WORK DAY

As employees, the hours of your work day may vary. Your Letter of Intent will indicate the exact time to begin and end the day. Since most of our jobs relate to the students, your day will in most cases coincide with their day.

Early dismissals will occur from time to time during the school year. Sometimes this may be planned and other times it may be due to the weather or some other factor. When the normal school day is shortened you should enter the hours worked as of dismissal time on your time sheet unless you are requested to remain on duty by the building principal.

Employees cannot work more than their calendar states without prior approval from district office. No employee will receive overtime pay for a week containing a paid sick day or holiday unless their total hours for the week exceed forty hours excluding the sick day or holiday.

Falsifying an employee time sheet may result in disciplinary action including dismissal.

PAID HOLIDAYS

Each employee is entitled to a number of paid holidays during the school year. Each employee is compensated for eligible holidays at the same rate and number of hours as he or she receives for a regular day provided they have worked their scheduled work days prior to and after the holiday. Your designated work calendar will indicate the paid holidays for your position.

OVERTIME

When operating requirements or other needs cannot be met during regular working hours, employees will be given the opportunity for overtime work assignments. Employees cannot work more than their calendar states without prior approval from district office.

Overtime assignments will be distributed as equitably as practical to all employees qualified to perform the required work. Overtime compensation is paid to all nonexempt employees in accordance with federal and state wage and hour restrictions. As required by law, overtime pay is based on actual hours worked. Time off on sick leave, holiday, vacation leave, or any leave of absence will not be considered hours worked for purposes of performing overtime calculations.

TIME SHEETS

All classified staff must submit completed time sheets for each pay period in order to be paid. It is important that all time sheets be complete to avoid confusion in calculating your pay. An explanation of all time off or extra time worked should be documented on the back of the time sheet.

Time sheets will be turned into the district office from each building on the 13th of each month. The last work day for each month is the 13th or the last work day before should the 13th fall on a non-scheduled day. It is your responsibility to submit your time sheet to the building administrator or district office in a timely manner.

Upon employment, staff will be instructed on how to properly fill out a time sheet by their immediate supervisor. You should complete your time sheet daily. Do not leave it until the last day of the pay period to complete as you may make errors on the time sheet.

PAY DAY

Pay day is typically the 20th of each month. If the 20th falls on a non-scheduled day, payroll will be distributed on the last working day prior to the 20th.

District employees will be required to participate in the Direct Deposit program.

ASSIGNMENTS 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. While the district will accept request for transfers within the school district, movement of personnel will be based on what is best for our students.

The board directs the superintendent to assess the staffing needs of the district annually and to assign classified 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.

Classified staff may request a transfer to a different position or building by submitting a request in writing to the superintendent or designee. Transfer requests for the following school year must be submitted in writing on or before March 1.

Transfers in the middle of the year are discouraged and will be considered only in extraordinary circumstances. Classified staff requesting a transfer in the middle of the year must submit the request in writing 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.

EVALUATIONS

All employees of the district are evaluated periodically. The purpose of the evaluation process is to improve performance. Your evaluation will be based upon the performance of the responsibilities shown in your job description. The person completing your evaluation should review the completed evaluation with you, provide you an opportunity to reply if you wish and give you a copy for your evaluation. You will be asked to reflect and provide input annually as part of the evaluation process.

MEALS

Classified staff meal breaks are unpaid and should not exceed thirty (30) minutes. Meals may be eaten at school or at a place of choice. Meal time should be determined by your schedule and in cooperation with the building principal. Designated employees with overlapping duties may be paid during their lunch.

VACATIONS

All twelve (12) month employees will receive two weeks paid vacation time to be approved by your direct supervisor. Upon completion of their seventh year, employees will earn a third week of paid vacation. The third week of vacation will begin the summer after their eighth year. If the employee's absence may disrupt district operations, the administration has the discretion to deny a request for vacation or to limit the time of year the employee may take vacation.

ACTIVITY PASS FOR KNOB NOSTER SPORTING EVENTS

All classified staff may request an activity pass for the current school year from the district team. This pass will allow you to attend Knob Noster sporting events at no charge.

RESIGNATIONS OF CLASSIFIED STAFF MEMBERS

Any classified staff member who desires to resign must submit a written letter of resignation to his or her immediate supervisor. The letter should specify when the resignation is to be effective and should be submitted at least two (2) weeks prior to the effective date. A resignation is final upon submission and cannot be withdrawn unless

authorized by the supervisor to whom it was submitted. The salary position of an employee who resigns but returns within two (2) years will be carried forward. Their rate of pay will remain the same as their rate of pay when they left employment.

RETIREMENT OF CLASSIFIED STAFF MEMBERS

Classified staff members are participants in the Public Education Employee Retirement System (PEERS) of the State of Missouri as allowed by law. All classified staff employed to work twenty (20) hours per week or more will participate in PEERS as required by law.

A retired employee, as well as his or her dependents, surviving spouse and children, will be allowed to remain or become members in the health benefit programs by qualifying for the coverage in the manner prescribed by law under the provisions of such plan and paying the premiums of said plan.

CRIMINAL BACKGROUND CHECKS

The Knob Noster R-VIII School District is committed to providing a safe environment for students to learn. As part of this effort, the district will require criminal background checks on all employees. All employees receiving a Letter of Intent to employ will have the criminal background check charges paid by the district. Substitutes in the district will be charged for the criminal background checks.

A search will be made of the Federal Bureau of Investigation's criminal history files, the Missouri Highway Patrol's criminal database and sexual offender registry, the central registry of child abuse and neglect of the Children's Division of the Department of Social Services, or other databases designated by law or by the district.

The district reserves the right to require any employee to submit to additional criminal background checks at the district's expense or to rerun background checks at any time. Any employee refusing to submit to a background check may be disciplined or terminated.

Information received by the district pursuant to a criminal background check is confidential. The district will only use this information for the district's internal purposes in determining the suitability of an individual for employment.

SHORT-TERM LEAVE POLICY (See Board Policy File for complete policy)

IMMEDIATE FAMILY

The board defines "immediate family" to include the employee or spouse's parents, children, brothers, sisters, grandparents, grandchildren, and the husband or wife of any of these. Immediate family would also include others regardless of relationship if they have been a permanent resident in the home immediately prior to death.

ANNUAL/SICK LEAVE

Employees whose assignment calls for employment only during the regular school term will receive ten (10) annual leave days per school year. Twelve-month employees will receive

twelve (12) annual leave days per school year. Unused annual leave will become accumulated sick leave at the end of the school term. Unused sick leave will be cumulative to sixty (60) sick leave days. **Each year the first ten (10) or (twelve (12) days of absence for any reason of a chargeable nature will be recorded as Annual Leave before accumulated sick leave may be used.**

Annual leave **MAY NOT** be used during the first or last ten days of school for an item of personal business which **cannot be handled outside regular school time** unless approved in advance by the superintendent. Leave may not be used to extend a vacation, holiday or break. **Leave will not be granted for an employee due to adverse weather conditions.** If an absence falls under the district annual or sick leave policy, the employee must use this leave before taking any unpaid days.

The district may require an employee to provide the district a doctor's note or other verification of illness, injury or incapacity before the district applies the applicable paid leave to the absence. The district may require an employee to present a certificate of fitness to return to work.

Annual leave may not be used during the period the employee receives Worker's Compensation for time lost to a work-related incident.

ADDITIONAL PROVISIONS-LEAVE FOR BIRTH, ADOPTION OR FOSTER PLACEMENT

The following conditions apply to leave without pay in connection with birth, adoption, or foster placement of a child.

1. Leave must be taken within one (1) year from the date of birth or placement of the child.
2. Leave may not be taken intermittently or on a reduced-schedule basis, unless approved by the superintendent or designee.
3. If both husband and wife are employed in the district and both are eligible for leave under this section, the amount of leave is limited to 60 aggregate days in a 12-month period, unless their combined available leave with pay is greater.

DESIGNATED LEAVE

Employees may be granted designated leave to attend conferences, meet with mentors or participate in other approved professional growth activities. Designated leave must be approved by the superintendent or designee, arranged well in advance and is not considered annual leave.

BEREAVEMENT LEAVE

Employees will be allowed three bereavement days per occurrence, not to be a part of the ten (10) or (12) annual leave days per year or accumulated sick leave. Bereavement leave would apply in the case of death of a member of the immediate family. The district reserves

the right to require verification of the need for the leave. After the exhaustion of the three days of bereavement leave, the employee must use annual leave.

JURY DUTY LEAVE

The employee will be granted paid leave for time spent responding to a summons for jury duty, time spent participating in the jury selection process or time spent actually serving on a jury. An employee will not be terminated, disciplined, threatened or otherwise subjected to adverse action because of the employee's receipt of a response to a jury summons. Upon receipt of the jury duty pay voucher, the employee is responsible for reimbursing the pay voucher total to the school district.

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 annual leave.

ELECTION LEAVE

Any employee 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 (7) 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.

LEAVE TO VOTE

Employees who do not have three (3) successive hours free from work while the polls are open will be granted a leave period of up to three (3) hours to permit the employee three (3) 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.

MILITARY LEAVE

The board shall grant military leave as required by law. The salary position of an employee on military leave who returns within three (3) years will be carried forward. Their rate of pay will remain the same as their rate of pay when they left employment.

FIREFIGHTER LEAVE

Employees will be allowed to use annual leave, vacation and/or unpaid leave for any time taken to respond to an emergency in the course of performing duties as a volunteer firefighter. See file: GDBDA. 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 any 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.

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 annual 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.

FAMILY MEDICAL LEAVE

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 (6) weeks of accrued paid leave to such absences.

For all FMLA purposes, the district adopts a 12-month leave year beginning on July 1 and ending the following June 30.

The district reserves the right to require certification of any FMLA qualifying event or condition of the employee or employee's spouse, child, parent or next of kin. 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.

Employees of the district are entitled to family/medical leave without pay for a period not to exceed sixty (60) days per year. However, this section does not act to limit the number of leave days allowed by other applicable policies of the board. If the leave requested would otherwise fall within the provisions of the district's leave policies, the employee must use this leave before taking any unpaid leave. Any leave taken which would qualify as family/medical leave will be deducted from the 60 work day entitlement. The amount of time allowed each employee for unpaid family/medical leave under this section shall be determined by subtracting his or her applicable paid leave days available from the 60-day total. Employees who have more than 60 days of applicable paid leave available shall use their paid leave. The 60 days of leave will be granted and available for use based on the district's fiscal year. The employee will be expected to provide a written statement verifying the purpose of the leave.

All eligible employees are entitled to service member family leave for a period not to exceed 26 workweeks of leave per leave year for the care of a spouse, child, parent, or next of kin who is a covered service member. This leave is only available during a single leave year. When a husband and wife entitled to FMLA leave are both employed by the district and both wish to use FMLA leave for the same qualifying event, both employees 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.

Likewise, when a husband and wife are both employed by the district and both wish to use service member family leave or a combination of service member family 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.

Employees who take leave without pay under the provisions of the section shall be entitled to continued participation in the district group health plan. However, an employee who fails to return to work after the period of leave for which he or she is entitled has expired will be expected to reimburse the district for those paid benefits, as allowed by law.

To be eligible for unpaid family/medical leave, the employee must have:

1. Been employed in the district for the previous 12 months, and
2. Worked at least 1,250 hours in that 12-month period, and
3. Used all of his or her applicable leave with pay, and
4. Given at least a 30-day notice for foreseeable circumstances.

Family/Medical leave without pay may be taken for 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 or the employee's spouse, child or parent.

RETURN TO WORK

Upon return to work, an employee on leave for personal medical reasons shall provide a valid physician's certification attesting to the employee's ability to return to duty. The employee will be entitled to return to his or her prior position or an equivalent position with equivalent benefits, pay, and conditions of employment.

OTHER LEAVE POLICIES AND PROCEDURES

- Classified staff leaving the school system at the end of the school year will receive 50% of the current rate for the first step of each division on the classified hire salary schedule for each day of unused sick leave.
- Staff with unused sick leave above the cumulative maximum (60 days) will annually receive 50% of their current salary for each such day.
- Retiring staff will receive 50% of their current daily rate for all unused days.
- Employees released from employment will be paid at the rate stated in board policy for any previous year's accumulated sick leave. Payment for remaining sick leave accumulated in the current year will be paid on a prorated basis.
- Employees leaving the district before the end of year who used more leave than their prorated amount will reimburse any payment over the prorated basis to the district.

- Leave may not be used to extend a vacation, holiday or break. Annual leave may not be used during the period the employee receives Worker's Compensation for time lost to a work-related incident.

CLASSIFIED STAFF POLICIES

CONFLICT OF INTEREST

Employees of the board will not engage in any activity that raises a reasonable question of conflict of interest with their duties and responsibilities as members of the Knob Noster R-VIII School District staff and may be disciplined or terminated for doing so. See the Board policy file.

STAFF CONDUCT

The Board of Education expects that each classified staff member shall put forth every effort to promote a quality instructional program in the school district. In building a quality program, employees must meet certain expectations that include, but are not limited to the following:

1. Become familiar with, enforce and follow all board policies, regulations, and administrative procedures, other directions given by district administrators and state and federal laws as they affect the performance of job duties.
2. Maintain courteous and professional relationships with pupils, parents/guardians, other employees of the district and all patrons of the district.
3. Keep current on developments affecting the employee's area of expertise or position.
4. Transact all official business with the appropriate designated authority in the district in a timely manner.
5. Transmit constructive criticism of other staff members or of any department of the school district to the particular school administrator who has the administrative responsibility for improving the situation.
6. Care for, properly use and protect school property.
7. Attend all required staff meetings called by district administration, unless excused.
8. Keep all student records, medical information and other sensitive information confidential as directed by law, Board policy, district procedures and the employee's supervisor. All employees signed a confidentiality agreement when they began their employment with the District. Teachers will also sign off on this at the first faculty meeting. Employees are required to follow all FERPA guidelines. The Federal Educational Rights and Privacy Act of 1974 (FERPA) emphasizes the confidentiality of student records. Never discuss a student's performance, grades, attendance, etc.

with anyone except the student, a guardian of the student or Knob Noster R-VIII School District staff members on a need to know basis. For further information, visit the following website: <http://www.aftab.com/ferpa.htm>.

9. Immediately report all dangerous building conditions or situations to the building supervisor and take action to rectify the situation and protect the safety of students and others if necessary.
10. Properly supervise all students. The board expects all students to be under assigned adult supervision at all times during school and during any school activity. Except in an emergency, no employee will leave an assigned group unsupervised.
11. Obey all safety rules including rules protecting the safety and welfare of students.
12. Submit all required reports or paperwork at the time requested. Employees will not falsify records maintained by the school district.
13. Refrain from using profanity.
14. Dress professionally and in a manner that will not interfere with the educational environment.
15. Come to work and leave work at the time specified by the employee guide, Letter of Intent or by the employee's supervisor. Employees who are late to work, stop working before the scheduled time or work beyond the scheduled time without permission may be subject to discipline including termination.
16. School employees, other than commissioned law enforcement officers, shall not strip search students, as defined in state law, except in situations where an employee reasonably believes that the student possess a weapon, explosive or substance that poses an imminent threat of physical harm to the student or others and a commissioned law enforcement officer is not immediately available. Any employee who strip searches a student in violation of state law will be immediately suspended without pay as required by the law and may be terminated.
17. School employees shall not direct a student to remove an emblem, insignia or garment, including a religious emblem, insignia or garment as long as such emblem, insignia or garment is worn in a manner that does not promote disruptive behavior.
18. Employees will not use district funds or resources to advocate, support or oppose any ballot measure or candidate for public office.
19. Employees will not use any time during the working day for campaigning purposes, unless allowed by law.

WORKER'S COMPENSATION

The district provides Workers' Compensation coverage for all district employees. All Workers' Compensation injuries will be sent to Central Family Medicine or Western Missouri Medical Center in Warrensburg, Missouri for treatment. Not all injuries that occur in the workplace are work related. Any employee going to a doctor **without** authorization will do so at **their expense.**

Completing an injury report in your building or with the nurse **does not meet** the requirement for workers compensation. All injured employees **MUST come to district office** to complete an injury report.

In the event an employee has a **work-related injury** the following procedures need to be followed.

Minor Injury: Employee should contact their supervisor prior to obtaining medical treatment. Employee should come to district office to complete a Worker's Compensation Treatment Authorization prior to obtaining medical treatment. An appointment will be made for them at the central office.

Life Threatening Injury: In the event of a serious injury, the injured employee (with supervisor or school designee) should go to the Western Missouri Medical Center emergency room. District office needs to be notified of the injury in the event the emergency room calls for permission to treat. As soon as possible, the employee or supervisor should come to the district office in order to file the Worker's Compensation Report.

Failure to notify supervisors **immediately** but not later than 30 days after injury, and/or to follow the above directions, may jeopardize the employees ability to receive compensation and other benefits pursuant to law and board policy.

The following may result in loss of benefit.

An injury caused by failure of an employee to use safety devices provided by the district or to obey rules adopted by the district for the safety of employees.

Examples: Do not use chairs as ladders. Wear shoes that protect you from falling items or slipping.

Violation of the district's Drug Free Workplace policy or any other district policy, procedures or rules relating to the use of alcohol or non-prescribed controlled substances.

Refusal to submit to a post-injury testing for nonprescribed controlled substances or alcohol in accordance with board policy.

Employee is disqualified from receiving temporary total disability workers' compensation benefits during any period of time in which the employee receives unemployment benefits.

Temporary, partial or total disability workers' compensation benefits are not payable if an employee is terminated from employment for misconduct post-injury.

CHAIN OF COMMAND

In any organization, it is important to observe the chain of command and follow the appropriate channels of communication. Observation of this practice can prevent a variety of problems and assist you in solving others. The job description provided to each classified employee identifies the chain of command.

Employees should always work through the chain of command and progress to the next step when advised to do so or when the issue remains unresolved. If the problem is acute and is not resolved, it will eventually reach the desk of the Assistant Superintendent. District Office will welcome any issue you may bring to our attention if you have followed the chain of command.

Morale

Staff morale is very important to the smooth operation of any organization. High morale results from job satisfaction and produces high standards and levels of performance. Knob Noster Schools will do everything possible to maintain high staff morale. High morale develops best in a positive environment therefore, individual attitudes are important. The person most responsible for your morale is you.

Questions, Complaints and Grievances

The best way to deal with questions is to ask the person that is supposed to have the answer. If that person cannot answer the question, follow the chain of command until you get an answer. If all else fails, feel free to give the superintendent or assistant superintendent a call at 660-563-3186. Complaints and grievances are addressed in District Policy. Copies of District Policy Books are available in each building and online at www.knobnoster.k12.mo.us.

STAFF HEALTH AND SAFETY

The health and safety of all employees is of vital importance to the school district. The board will seek to provide safe working conditions for all staff members and will give prompt considerations to those conditions that may present a threat to the health and safety of staff members. The district will respond to employee requests for reasonable accommodations when an employee has a disability. All employees will receive annual training on universal precautions and the district's communicable disease policy.

Medical Inquiries and Annual Physicals

The district will only make medical inquiries, require physical exams or keep medical information on an employee in accordance with law.

Employees in the transportation program must annually file a statement from a medical examiner with the district that indicates that they are physically qualified to operate district transportation for the purpose of transporting students.

Medical records will be maintained on separate forms in separate medical files and shall be kept confidential.

Communicable Diseases

The board recognizes its responsibility to protect the health of students and employees from the risks posed by communicable diseases. The board also has a responsibility to protect individual privacy, educate all students regardless of medical conditions and treat students and employees in a nondiscriminatory manner.

Employees with communicable diseases that pose a risk of transmission in school or at school activities (such as, but not limited to, chicken pox, influenza and conjunctivitis) will be managed as required by law and in accordance with guidelines provided by the Department of Health and Senior Services and local, county or city health departments. Such management may include, but is not limited to exclusion from school or reassignment as needed for the health and safety of student and staff.

Employees infected with chronic communicable diseases that do ***not*** pose a risk of transmission in school or at school activities (such as, but not limited to, hepatitis B virus or HIV) shall be allowed to attend school or continue to work without any restrictions based solely on the infection. The district will not require any medical evaluations or tests for such diseases.

There are certain specific types of conditions that could potentially be associated with transmission of both blood borne and non-blood borne pathogens. Employees who exhibit such conditions will not be allowed to work until the condition is resolved or appropriately controlled in a way that minimizes exposure.

All medical records will be maintained in accordance with law and board policy. Breach of confidentiality may result in disciplinary action, including termination.

EMERGENCY PLANS/SAFETY DRILLS

Emergency preparedness drills (fire, severe weather, tornado, bus evacuation, earthquake, bomb threat, lockdown, shelter-in-place and evacuation) will be developed. A number of drills will be conducted in each building to give instruction and practice in proper actions by staff and students. Emergency exiting procedures will be posted near the door in each instructional area. Instruction in fire drills shall be given early in the school year and drills shall be held regularly throughout the year.

Earthquake emergency exercises will be held at least twice each school year that will require students and staff to simulate earthquake emergency conditions and practice the procedures that are to be implemented under such conditions.

Students and staff may be retained for safety reasons at the school buildings or another safe place during actual emergency conditions. The district plan will include information on communicating with parents and instructions on how parents will locate their students in an emergency. During actual emergency conditions, emergency personnel and emergency vehicles will have priority near the schools.

SCHOOL DISTRICT PROPERTY AND EQUIPMENT

Keys

A number of classified staff members are issued keys during the year. Remember you are responsible for your keys; never lend your keys to **ANYONE**. If building security is jeopardized because of poor key management, you may become responsible for re-keying expenses or any liabilities that occur on school property as a result of your actions.

Loaning of School Property

School property and equipment are purchased with specific purposes in mind. Only the Assistant Superintendent or Superintendent may grant you permission to borrow school property. Never take school property home without permission. For special equipment, a signature may be required to check out the item. This will assure that equipment is always at school when needed and will protect you from being accused of taking (stealing) from the district.

Tobacco, Alcohol, and Drug Free School

The district prohibits the use of tobacco, tobacco products, alcohol, and nonprescribed controlled substances in all school facilities used to provide routine or regular services to children or on school transportation. Smoking in designated smoking areas in facilities not utilized to provide services to children is allowed.

Employees will be tested for alcohol and controlled substances if the district has reasonable suspicion that the employee has violated board policy. Employees who operate district transportation must submit to random alcohol and controlled substances testing as required by law. Employees who operate district transportation and are involved in an accident will be tested. Employees who make a Workers' Compensation claim may also be required to submit to a drug test. Any employee who violates the board policy will be subject to disciplinary action, which may include suspension, termination and referral for prosecution. Employees may be required to satisfactorily participate in rehabilitation programs.

Purchasing Procedures

Purchase orders/invoices for payment must be received in the district office by the last day of each month to be processed for the next scheduled school board meeting. The board

meeting is normally the second Wednesday of each month. Anything received after the last day of the month will be held over until the following month. It is your responsibility to get your approved purchase order/invoice to district office if it is the last day of the month. Make sure to double check if your principal will be going to district office that day.

DO NOT request preview items!

Purchase Orders:

All purchases must have prior approval by the building principal and the superintendent **BEFORE** purchases are made. Purchase orders should be completed for all purchase requests including meeting registration fees and/or hotel expenses.

- Fill out budget request form available in building offices
- Get approval from building principal
- Building office will then type purchase order
- Building principal will sign the purchase order and submit to superintendent for approval
- If approved, the building office will fax, mail or allow you to hand carry the purchase order
- When merchandise arrives, notify the building secretary and present any packing slips and/or invoices found in the package.
- The purchase order will then be submitted for payment.

Reimbursements:

Staff members occasionally need to be reimbursed for travel expenses, and/or meals. Reimbursements will NOT be made without prior authorization. Final day for submitting a reimbursement form for payment is the last day of each month.

Reimbursement forms are available in district offices. Reimbursement forms need to be completed and **ALL** receipts must be attached to the back of the form. A request for reimbursement without a receipt will not be reimbursed.

Check Requests/Field Checks: Please PLAN AHEAD!!!!

During the upcoming month are you sponsoring a dance, need a DJ, need a sport entry fee, going to a conference, need fundraiser funds? These requests should have been submitted on a purchase order prior to the last day of the month as outlined above. In the event of an extreme emergency, a field checks can be made with the approval of the superintendent. Field checks will be issued on a limited basis.

Student Fundraiser Sponsors

All district-sponsored fundraising activities conducted in the district or sponsored in any manner representing the district must be approved by the building principal and/or superintendent. All activities must comply with the requirements set out in district policy and procedures, including the district's wellness program and district funds management

rules. All funds collected in a district-sponsored fundraiser will be deposited in district accounts.

Building and Grounds Security

The patrons of the school district have provided the district with facilities for the education of their youth through the support of their tax dollars. It is the responsibility of the board, administrators, professional and classified staff members, and students to see that these facilities are cared for, used properly and treated with respect. Access to school buildings and grounds outside regular school hours will be granted only to authorized personnel. An adequate key control system shall be established that will prevent the potential entrance of unauthorized persons. If building security is jeopardized because of poor key management, you may become responsible for re-keying expenses or any liabilities that occur on school property as a result of your actions.

Firearms and other weapons: No person shall carry a firearm, a concealed weapon or any other weapon readily capable of lethal use into any school, onto any school transportation or onto the premises of any function or activity sponsored or sanctioned by the district, except for authorized law enforcement officials.

Any person who possesses a weapon in violation of this policy will be asked to leave. In addition, administrators may report the incident to law enforcement officials, ban the person from school property or school events in accordance with board policy or seek other legal remedies.

Vandalism: The board will seek all legal redress against persons found to have committed incidents of willful or malicious abuse, destruction, defacing and/or theft of the property of the Knob Noster R-VIII School District. Employees are urged to report incidents of vandalism to property belonging to the district, as well as the name(s) of the person or persons believed to be responsible.

Safety Programs

The board recognizes the necessity for a planned safety program to create a safe environment for the students attending and for the employees of the school district. The maintenance of healthy and safe conditions throughout the school district is a responsibility shared by all staff.

Every attempt will be made to meet safety and health standards established by state and federal laws and regulations. The cooperation of school, home and community in providing a safe and healthy environment is encouraged by the board.

Hazardous Materials

Hazardous materials shall be defined as any substance specifically designated as such by state or federal law, or any other substance or mixture of substances which may be explosive, ignitable, corrosive, reactive and/or toxic.

The district shall comply with all local, state and federal laws and regulations which pertain to the proper management of hazardous materials.

Asbestos: The district shall semi-annually survey and assess the exposure of friable asbestos in all buildings. This report shall be on file for public review in the superintendent's office and each respective buildings administrative office. The district shall take all steps necessary to comply with the Asbestos Hazard Emergency Response Act, as described in regulations of the EPA.

Technology Usage

The district technology resources may be used by authorized employees. Use of the district's technology resources is a privilege, not a right.

Employees must adhere to district policies, regulations, procedures and other district guidelines. All employees shall immediately report any security problems or misuse of the district's technology resources to an administrator.

As members of a school district, we are all watched closely by the public and news media. It is important to not communicate inappropriate information to students, parents or staff. For your protection and the protection of our students, be cautious in your verbal, written and computer communications. Be careful of all created or forwarded information on school equipment including e-mails, jokes, and stories which may not be appropriate. What does not offend one person, may offend someone else.

All employees must recognize that they do not have a legal expectation of privacy in any electronic communications or other activities involving the district's technology. All employees must consent in their User Agreement to interception of or access to all communications accessed, sent, received, or stored using district technology. Because the computers are shared resources, it is not appropriate for an employee to access, view, display, store, print, or disseminate information via district resources, including e-mail or Internet access, which students or other users could not access, view, display, store, print, or disseminate without authorization by the district.

The district's technology resources are not a public forum for expression of any kind and are to be considered a closed forum to the extent allowed by law. The district's webpage, Facebook page and Twitter account will provide information about the school district, but will not be used as an open forum.