

City of St. Charles School District



Classified/Support Staff Handbook 2011-2012

STATEMENT OF ACCOUNTABILITY

Please read this handbook carefully and refer to it as needed. It is your responsibility to familiarize yourself with its contents. This handbook is only a summary of our policies. If you have any questions, please direct them to your supervisor or to your administrator for clarification. Information in this handbook does not supersede policies, administrative procedures or regulations developed and formally approved by the Board of Education. Any inconsistency or contrary provision shall be controlled by Board Policy. This handbook can be viewed on-line at <http://www.stcharles.k12.mo.us> (select Department, Human Resources, Employee Handbook page). Hard copies of this handbook can be found in each district building as well.

MISSION

The City of St. Charles School District will educate all students to become caring, productive, life-long learners in a global society.

Note: Shaded text indicates changes/additions from previous year.

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INTRODUCTION

This Employee Handbook is a general guide to the District's employment policies and practices and includes some of your benefits and responsibilities as an employee. It is informational only, and is not intended to be and should not be construed as a contract. The District reserves the right to review the policies, procedures, and benefits and make revisions based on the need for or desirability of change. Thus, any policy, procedure, or benefit outlined in this Handbook may be modified with or without advance notice. District policy books are located in the main office of every school and building and are also available on the district web site: www.stcharles.k12.mo.us (click on DISTRICT, then BOARD POLICIES). All support staff employees are **at will** and are not employed for a definite time period.

City of St. Charles School District Collective Bargaining Agreement Classified Staff 2011-2012

Available online at following link:

http://www.stcharles.k12.mo.us/downloads/Classified_staff_2010_2011/Classified_Agreement_2011-12_w_signatures.pdf

COMPREHENSIVE SCHOOL IMPROVEMENT PLAN

OVERVIEW

The City of Saint Charles School District community works to continuously to improve the education for all students through the quality of our schools and program offerings.

The Comprehensive School Improvement Plan (CSIP) serves as a long range, strategic planning document which directs the overall improvement of our educational programs and services (MSIP 8.2).

Our CSIP is directly linked to our mission, vision, values, and goals.

MISSION

The City of St. Charles School District will educate all students to become caring, productive, life-long learners in a global society.

VISION

The City of St. Charles School District will be an educational leader recognized for high performance, academic excellence, and students prepared for a changing tomorrow.

VALUES

We, the City of St. Charles School District community of students, parents, staff, and patrons, value:

- High quality education for all students within a safe and nurturing environment which includes:
 - Lifelong learning from early childhood through adult education
 - Learning experiences that challenge all students academically
 - Instruction that meets the needs of each learner
 - Respect for diversity

- Real world problem-solving skills
 - Preparation for an ever-changing, global, technological society
 - Developing thoughtful, productive, and responsible citizens
 - Parent and community partnerships
 - Exploration, innovation, and creativity
- Achievement through:
 - A “Success for All” philosophy
 - By working together in professional learning communities
 - The classroom teacher as the most important resource for student learning by:
 - Hiring and retaining highly qualified staff members
 - Providing professional development and collaboration focused on increasing student achievement
 - Informed decisions that are:
 - Student-centered
 - Focused on student achievement
 - Data driven
 - Considerate of all points of view
 - Fiscally responsible

GOALS

For planning purposes, five overarching goals have been developed. These goals are statements of the key functions of the school district.

1. **Student Performance:**
Develop and enhance quality educational/instructional programs to improve student performance and enable students to meet their personal, academic and career goals.
2. **Highly Qualified Staff:**
Recruit, attract, develop, and retain highly qualified staff to carry out the District’s mission, vision, goals, and objectives.
3. **Facilities, Support, and Instructional Resources:**
Provide and maintain appropriate instructional resources, support services, and functional and safe facilities.
4. **Parent and Community Involvement:**
Promote, facilitate and enhance parent, student, and community involvement in District educational programs.
5. **Governance:**
Govern the District in an efficient and effective manner providing leadership and representation to benefit the students, staff, and patrons of the district.

STAFF CONDUCT

FILE: GBCB
CRITICAL

The Board of Education expects that each professional and support 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, 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. Transact all official business with the appropriate designated authority in the district in a timely manner.
4. The direction of constructive criticism of other staff members or of any department of the school district should be given to the particular school administrator who has the administrative responsibility for improving the situation.
5. Care for, properly use and protect school property.
6. Attend all required meetings called by the building administration. Exceptions should be discussed and approved by the building administration.
7. Keep all student records, medical information and other sensitive information confidential as directed by law, Board policy, district procedures and the employee's supervisor.
8. Immediately report all dangerous building conditions or situations to the building supervisor. The building administrator should take action to rectify the situation and protect the safety of students and others if necessary.
9. The Board expects all students to be properly supervised at all times during school and during any school activity. Except in an emergency, no employee will leave an assigned group unsupervised.
10. Obey all safety rules, including rules protecting the safety and welfare of students.
11. Submit all required reports or paperwork at the time requested. Employees will not falsify records maintained by the school district.
12. Profanity is inappropriate.
13. Dress professionally and in a manner that will not interfere with the educational environment.
14. 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 possesses 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.
15. 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.
16. State law prohibits teachers from participating in the management of a campaign for the election or defeat of a member of the Board of Education that employs such teacher.

17. Employees will not use district funds or resources to advocate, support or oppose any ballot measure or candidate for public office.
18. Employees will not use any time during the working day for campaigning purposes, unless allowed by law.

STAFF/STUDENT RELATIONS

FILE: GBH
CRITICAL

The relationship between staff members and students in the school district should be one of cooperation, understanding and mutual respect. All employees have the responsibility to provide an atmosphere conducive to learning, which should be accomplished through effective individual and group discipline. All students and staff will treat each other with respect.

Differences and problems that arise between an employee and student are typically best worked out by conferences between these two (2) persons or between the employee and the parent of the student. However, employees and students should immediately report a violation or perceived violation of the district's nondiscrimination and anti-harassment policy (AC), regardless of whether a conference has been held.

No employee may use his or her status as an employee to adversely influence a student of the district. No employee may date, make advances toward, or engage in any sexual relationship with a district student, regardless of the student's age, the perceived consensual nature of the relationship, where the advances are made or whether the employee directly supervises the student. Further, no employee may discuss or plan a future romantic or sexual relationship with a student. All employees possessing evidence of or witnessing such conduct or sexual harassment shall report it to the district's administration immediately. All employees or school officials who know or have reasonable cause to suspect child abuse shall immediately report the suspected abuse to the principal or to the Children's Division (CD) of the Department of Social Services hotline, pursuant to state law.

CHANGE IN PERSONAL DATA

If you move to a different address, change your name, marital status, or receive a new telephone number, please notify the Human Resources Office, in writing, within five days.

DEDUCTIONS

The following deductions can be made from the employee's paycheck:

- | | |
|-----------------------------------|---------------------------------|
| Social Security (FICA & Medicare) | Retirement Systems of MO |
| City Tax | Association Dues |
| Federal Tax | Sec. #125 Cafeteria Plan |
| State Tax | Tax Sheltered Annuity |
| Group Health Insurance | United Way Fund |
| Group Life Insurance | Short-Term Disability Insurance |
| St. Charles Education Foundation | |

It is the responsibility of the employee to notify the Payroll Department in writing of any change that will affect his/her tax deductions. If you wish a certain amount to be withheld each pay period, please state the desired deduction on your W-4 form when you are hired or anytime thereafter by notifying the Payroll Department.

PAY DATES

Support staff (non-exempt) regularly employed on a 12-month basis will be paid twice a month on the fifth and twentieth days of the month.

Support staff (non-exempt) regularly employed for less than 12 months per year shall be paid in 24 equal installments based on a normal work week schedule. Twenty equal installments will be paid on the fifth and twentieth days of the month, August through May. Two equal installments will be paid on June 5th and two equal installments on June 20th. The first payment for the next school year will be made on August 5th.

Installment payments will be adjusted for each pay period (as identified on annual payroll calendar) based on actual hours worked, leave taken, overtime accrued, etc., as recorded on the employee's time sheet and approved by the employee's supervisor, when applicable.

When the fifth or twentieth of the month falls on Saturday, Sunday or a holiday, support staff shall receive paychecks on the last work day preceding the fifth or twentieth.

Ref: Policy DLA

OVERTIME PAY AND HOLIDAY PAY

Note: The district does not offer compensatory time as an option for employees.

Who is eligible for Overtime Pay?

- Employees are only eligible for overtime when they work more than 40 hours during the workweek

Definition of Workweek

- Sunday, 12:01 am – Saturday, 12:00 midnight

Paid Holidays

- Employees who work or take pre-approved vacation leave the scheduled work day before and the scheduled work day after a paid holiday will be credited with paid holiday hours toward the employee's 40-hour work week

Overtime

- All overtime must be approved by the employee's immediate supervisor
- Employees working overtime will be paid one and one half (1 ½) times his or her regular rate of pay for each hour of overtime

All overtime time will be credited based on the traditional 7/8 split. Any work completed above 40 hours in a workweek will be rounded up or down to the nearest quarter (.25) hour.

Increments (in minutes)	Overtime Minutes	Overtime Credit
7	0-7	0
8	8-15	.25
7	16-22	.25
8	23-30	.5
7	31-37	.5
8	38-45	.75
7	46-52	.75
8	53-60	1.0
		Paid at one and one half (1 ½) times regular rate of pay

Employees Who Work Fewer Than 40 Hours Per Week

Employees whose regular hours are less than 40 hours per week are not eligible for overtime pay (1 ½ times) unless they actually work over 40 hours. For example, a 30 hour per week employee who works an additional 5 hours is paid at their normal rate for the additional 5 hours and is not eligible for overtime. Overtime is NOT time worked over the normal work schedule, it is time worked over 40 hours.

Ref: Policies GDJ and GDBB

Note Regarding Custodial Overtime – If no custodians assigned to a building where overtime is needed are available or willing to work, the overtime assignment will be offered to other building custodians. This process will be facilitated by the Director of Facilities.

SUPPORT STAFF POSITIONS

To be considered a full-time employee, support staff employees must be regularly scheduled to work thirty hours or more a week. Part-time employees are those who are regularly scheduled to work less than thirty hours per week. Only full-time employees are eligible to receive Board paid health, dental, life insurance and vacation.

Ref: Policy GDA

HIRING PROCEDURE

When a vacancy exists, current full-time and part-time employees, if qualified, may add their name to the position list, along with any interested candidates who are not currently employed by the district. All current full-time and part-time employees who are qualified will be interviewed. All support staff members will be informed of their re-employment for the following school year by June 30.

Ref: Policy GDC and GDC-AP

SUPPORT STAFF SALARY SCHEDULES

Employees hired from outside the school district will be placed on the appropriate step of the salary schedule for the position based on similar experience, not to exceed step 7; commensurate with experience. However, they may not be placed on a step higher than any current employee in the same job classification who has ever had his/her salary frozen in the past.

- **Voluntary Reassignment:**
 - a. Any employee reassigned to a higher paying job category in a comparable classification with similar job skill requirements will be placed on the same step in the new category. If an employee is voluntarily reassigned to a higher paying job category with unrelated job skills, the employee will be placed on a step, not to exceed step 7; commensurate with experience.
 - b. Any employee voluntarily reassigned to a lower paying job category in a comparable classification with similar job skill requirements, will be placed on the same step in the new category. If an employee is voluntarily reassigned to a lower paying job category with unrelated job skills, the employee will be placed on a step not to exceed step 7; commensurate with experience.
- **Involuntary Reassignment:**
 - a. Any employee involuntarily reassigned to a higher paying job category, will be placed on the same step in the new category.
 - b. Any employee involuntarily reassigned to a lower paying job category will be placed on the appropriate step of the new position with the salary comparable to the employee's current position.
- Employees will be placed on the board approved wage schedule. No supervisor may classify, hire, or set a starting wage without prior approval of the Assistant Superintendent of Human Resources or the Superintendent of Schools.
- **Extenuating Circumstances:**

The Assistant Superintendent of Human Resources or the Superintendent of Schools has the authority to alter or waive all or certain sections of this policy and its procedures to accommodate extenuating circumstances. However, in such cases, the President of the majority association must be notified.

Ref: Policy GDBA

SUPPORT STAFF PROBATION

FILE: GDG
BASIC

All classified personnel will begin employment on a three-month probationary basis. At the end of the first three months the employee will be evaluated by his or her immediate supervisor. After the supervisor has reviewed the evaluation form with the employee he or she may choose to do one of the following:

1. Remove the employee from probationary status if job requirements are being met satisfactorily.
2. Grant an additional three-month probationary period.
3. Recommend to the Assistant Superintendent of Human Resources that the employee be considered for transfer to another position as soon as a vacancy occurs within the district.
4. Recommend to the Assistant Superintendent of Human Resources that the employee be terminated.

PERSONNEL RECORDS

FILE: GBL
CRITICAL

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 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.

There shall be only one (1) personnel file for each individual employee maintained in the central office by the Assistant Superintendent of Human Resources. Files containing immigration records and files containing medical information regarding an employee will be kept separate from personnel files.

Upon request to and in the presence of the appropriate administrative official, any employee will have the right to 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, included in confidential placement papers.

Information of a derogatory nature will not be entered or filed in the employee's personnel folder until the employee is given notice, as well as an opportunity to review the information and comment thereon. The employee will have the right to append a reply to the statement, which will also be included in the folder.

Records Required -- Support Staff

The administration shall maintain a personnel file in the office of the superintendent for each support staff employee. It shall be the responsibility of each employee to submit the following credentials during the first week of employment:

- ▶ A completed application form.
- ▶ Withholding exemption certificates -- federal and Missouri.

- ▶ A health certificate for bus drivers only.
- ▶ Membership number in the Non-Teacher School Employee Retirement System of Missouri.
- ▶ Social Security number.
- ▶ Change of address, if applicable.

SUPPORT STAFF TIME SCHEDULES – POLICY GDJ-BASIC

Daily time schedules for members of the support staff will be established by the superintendent in cooperation with the building administrators and other supervisors. All support staff employees will receive a calendar of scheduled work days. Calendars will be developed annually according to job classifications, i.e., 12 months, 11 months, 10 months.

The following guidelines will be established in the arrangement of support staff work schedules:

Work schedules will be arranged in cooperation with the building principal and the immediate supervisor. Custodians and maintenance personnel will work a 40-hour week. Work hours shall range from 5:00 a.m. - 5:00 p.m. first shift and 2:00 p.m. - 1:00 a.m. second shift Monday through Friday.

A two-week notice shall be given to any employee whose shift has been altered. Any modification within an employee's shift range shall not exceed two (2) requests per semester.

(Any major changes to these shift ranges shall be implemented upon the recommendation of a budget reduction task force.)

Extraordinary and nonscheduled work outside regular work schedule shall be compensated per Board policy GDBB.

Any overtime must be approved by the administrator in charge and the immediate supervisor.

Support staff employees will be expected to work each day scheduled on their job classification calendar with the following exceptions:

- ▶ When schools are closed, 11- and 10-month employees will not report for work. These days will be made up whenever "make-up snow days" are scheduled for teachers and students.
- ▶ When schools are closed, 12-month employees will report to work as indicated by their school calendar. They will also be required to work whenever "make-up snow days" are scheduled. If "make-up snow days" are scheduled on dates that appear as "other vacation days" on an employee's calendar, the employee may take a day off for each "make-up snow day" worked; however, this requires mutual consent of employee and immediate supervisor. Full-time 12-month employees may be given one (1) or two (2) hour(s) to report to work on day(s) when classes have been cancelled due to inclement weather per policy GDBDA.

Note: Per Collective Bargaining Agreement - Principals and/or supervisors may recommend to the Assistant Superintendent of Human Resources that 201 day secretaries be approved to work on days when school is cancelled. If approved, the employee's work calendar will not be adjusted – they will be expected to work all other designated work days.

MILEAGE REIMBURSEMENT

Staff members assigned to more than one school building are eligible for mileage reimbursement. It is your responsibility to maintain a travel log and complete necessary paper work as directed by your building principal, Human Resources, and/or designated administrator. Staff members must use the approved mileage chart when reporting mileage. The mileage rate for 2011-12 is .45 per mile. If you have any questions, please contact your direct supervisor or Human Resources.

Special Education staff complete mileage reports through the office of the Director of Special Education.

NONEXEMPT EMPLOYEE SUPPLEMENTARY PAY PLANS – POLICY GDBB-CRITICAL

(District Uses Compensatory Time)

Definitions

Hours Worked – For purposes of this policy, hours worked means all hours during which the individual is required to be on duty – generally from the required starting time to normal quitting time – and all hours an employee is permitted to work, including paid holidays (if eligible). Meal periods and break periods of 20 minutes or longer do not count as hours worked unless the individual performs work during the meal period.

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

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

Paid Holiday Eligibility – Those employees whose work calendars include paid holiday(s) and who work or take pre-approved vacation leave the scheduled work day before and the scheduled work day after each paid holiday. Employees whose assignments are based on a 12 month calendar will be paid for all district approved holidays. Employees whose assignments are based on less than a 12 month calendar will be paid for one (1) district approved holiday.

Paid Holiday Compensation – Eligible employees who work or take pre-approved vacation leave the scheduled work day before and the scheduled work day after a paid holiday will be credited with the paid holiday hours toward the employee's 40-hour work week (Sunday, 12:01 a.m. through Saturday, 12:00 midnight).

Overtime Compensation

When an emergency arises, as determined by the district administration, certain classifications of employees may be required by the department administrator to work overtime; i.e., inclement weather or a building emergency.

The following provisions apply to nonexempt staff who work more than 40 hours during the workweek (Sunday, 12:01 a.m. through Saturday, 12:00 midnight):

1. The Board discourages overtime work by nonexempt employees. All overtime for nonexempt employees must have prior approval of the administrator in charge and the immediate supervisor. Nonexempt employees who begin work earlier or work later than their assigned hours without prior authorization from their immediate supervisor are subject to discipline, including termination.

3. In the event the total hours worked plus eligible paid holiday hours exceeds 40 hours per week (Sunday, 12:01 a.m. through Saturday, 12:00 midnight), the hours in excess of 40 hours will be considered overtime.

Time Reporting

All nonexempt employees must record their actual daily hours worked either by clocking in and out or completing a daily time sheet or log as required by the Fair Labor Standards Act (FLSA). Employees must record start time of work, time in and out for meal breaks, and time work ended each day.

Daily records of hours worked by nonexempt employees are forwarded to payroll every two (2) weeks.

Each employee is responsible for accurate clocking/recording of his/her time. Clocking another employee in or out or any falsification of time records is a violation of district policy and is grounds for discipline up to and including termination.

INTENSIVE PERSONAL CARE PAY DIFFERENTIAL

Para-professionals providing Intensive Personal Care (toileting, feeding, etc.) on a regular basis will receive an additional .15 per hour.

SUPPORT STAFF ASSIGNMENTS AND TRANSFERS

**FILE: GDI
BASIC**

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

Definitions

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

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

Assignments

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

Transfers

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

CALL IN/CALL BACK PAY

Classified employees in non-exempt positions (positions that ARE eligible for overtime compensation) that are called in to work when he or she has not been previously scheduled will be given a minimum of two (2) hours pay. The two-hour pay minimum will not apply if the employee was called in during the two-hour period immediately prior to the beginning of his or her next regularly scheduled work shift. Employees called in two hours immediately prior to the beginning of his or her next regularly scheduled work shift will be paid for all hours worked. Only actual hours worked shall be credited in determining eligibility for overtime compensation.

SUPPORT STAFF SHORT-TERM LEAVES AND ABSENCES

Consistent staffing is important to the learning environment and district operation and therefore is an essential duty of all employees. When an employee is routinely tardy, frequently absent or is absent for an extended period of time, the learning environment and district operations deteriorate, and the students suffer.

Employees may be terminated for excessive absences or tardiness. Unless authorized by the Board or superintendent, or otherwise authorized by law, an employee's absence or tardiness is considered excessive if it:

1. Is for a reason not granted as paid or protected leave under Board policy.
2. Exceeds the number of days allotted by the Board for that particular leave.

The employee's salary will be docked if the absence or tardiness occurs for a reason not granted as paid leave under Board policy or if it exceeds the number of days the employee has been granted under a designated leave, even if the absence or tardiness is authorized by the Board or the superintendent.

No employee will be disciplined or terminated for absences qualifying for protection under the Family and Medical Leave Act (FMLA) or other applicable law.

The district may require an employee to provide the district a doctor's note or other verification of illness before the district applies sick leave or other applicable paid leave to the absence. The district may require an employee to present a certification of fitness to return to work whenever the employee is absent from work due to the employee's health.

The following leaves with pay will be provided to full-time support staff employees. Part-time support staff employees will receive these leaves on a pro rata basis:

I. Absence from Duty (AFD) Leave

Employees will accrue Absence from Duty (AFD) leave at the rate of one (1) day per month of employment. Employees will be granted three (3) personal leave days per year to be included in their AFD leave. Part-time employees shall be entitled to AFD leave and personal leave days on a prorated basis. This leave may accumulate to a maximum of 180 days. However, any leave granted beyond one-half (1/2) of the accumulated maximum per school year will be authorized only for the employee's personal illness.

Absences for the reasons described below are eligible for AFD leave:

1. **Sick Leave** – Absences may be charged against AFD leave for the following reasons:
 - a. Illness, injury or incapacity of the employee. The Board reserves the right to require a physician's certification attesting to the illness or incapacity of the claimant and/or inclusive dates of the employee's incapacitation. FMLA health certification procedures apply to FMLA-qualifying absences, even if such absences are paid sick leave. Verification of absences potentially qualifying for FMLA shall proceed according to the FMLA rules, rather than

this section of the policy. (For more information regarding FMLA leave, see Board policy GBBDA.)

- b. Illness, injury or incapacity of a member of the support staff's immediate family in which instance it is necessary for the support staff employee to be with the member of his or her family during such incapacity. (Note: "Family" for FMLA purposes is more limited.)
- c. Illness, injury or incapacity of those of kinship residing within the support staff employee's household in which instance it is necessary for the support staff to be with the relative during such incapacity. (Note: "Family" for FMLA purposes is more limited.)
- d. Illness, injury, incapacity or death of other relatives with permission granted by the Assistant Superintendent of Human Resources.
- e. Inclement weather (refer to #5).
- f. Pregnancy, childbirth and adoption leave in accordance with this policy.

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

Whenever possible, it is expected that requests for leave will be made to the proper administrator in advance of the time the leave is requested. However, 30 days' notice is required by law if the leave qualifies as FMLA leave and such notice is practical. The administration will respond promptly to the support staff employee's request. If any support staff employee is absent from school and no arrangements have been made with the principal, the employee shall, as soon as possible, provide reasons for such absence.

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

Excessive absence – The district may require a doctor's statement stating that the employee suffered from an illness of such a nature that he or she was unable to perform his or her duties whenever the period of absence exceeds five (5) consecutive days or eight (8) days during one month or ten (10) days during one (1) year.

Any employee who does not submit such doctor's statement within 15 days shall have deducted from his or her pay an amount equal to the number of days absent times the employee's regular hourly rate, distributed equally over the remaining number of pay periods in that fiscal year.

Absence from duty without proper excuse or verification may be

considered grounds for disciplinary action and will result in the deduction of the appropriate number of hours of pay at the support staff's hourly rate. In addition, absences of ten (10) days or more during one (1) school year will be considered excessive and may result in disciplinary action up to and including termination.

No employee will be disciplined or terminated for absences qualifying for protection under FMLA or other applicable law.

2. Personal Leave

A maximum of three (3) days of AFD leave will be available for personal leave per school year. Support staff will be granted personal leave under the following conditions:

▶ **The principal shall be given five (5) days prior notification (when feasible).**

▶ **No more than three (3) support staff employees from one (1) building may use personal leave on any one (1) day.**

▶ **Personal leave may not be used the day before or the day after winter/spring break.**

▶ **Request for personal leave time shall be made by completing the proper authorization form located in the principal's office.**

Any exceptions to the above must be approved by the Assistant Superintendent of Human Resources.

3. Religious Observance Leave

A maximum of two (2) days of AFD leave will be available per school year for mandatory religious observance. To be eligible for paid leave under this policy, the employee must submit a religious observance request to his or her principal/supervisor at least 30 days prior to the requested leave. In addition, leave under this policy will only be granted for religious observance when the leave requested is a day on which performance of work duties is prohibited by the employee's religion.

4. Bereavement Leave

Employees may use three (3) days of paid bereavement leave and two (2) additional days of AFD leave annually for bereavement for family or friends. Support staff employees whose assignment is less than 1.0 FTE may use three (3) days of bereavement at the equivalent hours per day of his/her support staff position for family or friends. An example of this would be a custodian working two (2) hours per day would receive three (3) two-hour days of paid bereavement and two (2) two-hour days of AFD leave for bereavement. These hours may not be combined; they must be used as separate days. Requests for AFD leave beyond the two (2) additional days allowed per policy will be considered if submitted in writing to the Assistant Superintendent for Human Resources. Such requests must include supporting documentation (e.g., funeral notice).

5. **Inclement Weather**

All full-time, 12-month employees (*see exceptions below) shall be give one (1) to two (2) hour(s) to report to work on days(s) when classes have been canceled due to inclement weather and road conditions make it difficult for the employee to travel. The superintendent will determine if one (1) or two (2) hours is appropriate. However, any work time missed must be accounted for by:

- ▶ Making the time up (within same pay period)
- ▶ Requesting personal or vacation leave at supervisor's discretion
- ▶ Docking employee's pay for missed time

Emergency leave with pay may be considered by the superintendent when inclement weather prevents any such employee from reporting to work.

Flex time of up to two (2) hours may be used. The employee shall notify his/her supervisor of using flex time.

Second shift employees shall be allowed at least 12 hours between shifts in the event that employees are requested or required to work early on days when classes have been canceled due to inclement weather. Exceptions can be made in emergency situations only.

* The Director of Facilities will determine if it is appropriate for maintenance/custodial staff to be given one (1) to two (2) hours to report to work on inclement weather days. The Director of Facilities may also require maintenance and/or custodial staff to report to work early to perform snow/ice removal or other emergency services related to inclement weather.

6. Absences may be charged against AFD leave for court appearances, unless applicable law requires no leave be charged to the employee, and for leave connected with duty as a volunteer firefighter, member of Missouri-1 Disaster Medical Assistance Team, Missouri Task Force One, Urban Search and Rescue Team or activation by the Federal Emergency Management Agency (FEMA) in times of national disaster.

Pay for Unused Absence from Duty Leave

Classified employees who have 20 or more full-time equivalent years of service (combined part-time and full-time FTE, this service does not have to be continuous) in the St. Charles School District will be paid for any unused AFD leave (up to 1,125 hours) for written notification of intent to retire at the conclusion of the work agreement for that fiscal year at the following rates:

- ▶ \$5 per hour for written notification submitted between the dates of July 1 and December 31;
- ▶ \$4 per hour for written notification submitted between the dates of January 1 and January 31;
- ▶ \$3 per hour for written notification submitted between the dates of February 1 and June 30.

Payments will be made in two (2) equal installments in March of the calendar year immediately following the year of retirement. In the event this

amount is less than \$1,000, the district will pay the amount due in one (1) payment in March of the year following retirement.

In case of the death of an employee to whom pay for unused leave is owed pursuant to Board policy, the unused leave will be paid to an individual designated by the employee. If no designation is made, unused leave will not be compensated.

Workers' Compensation Insurance

Absence due to injury or illness incurred in the course of the employee's employment shall not be charged against his or her AFD leave days for the period of the Workers' Compensation total disability.

II. Vacation

Support staff personnel whose assignments call for 12 months of full-time employment will be granted ten (10) days of paid vacation annually.

The employee's initial employment date will govern the number of days the employee is eligible to receive in vacation during the first fiscal year. (First year of vacation is calculated at 10/12 of a day for each full month of service.)

Support staff personnel employed for 12 months shall receive ten (10) days of paid vacation during the first five (5) years of employment. Thereafter, support staff personnel shall receive paid annual vacation based upon the schedule below:

Employment Year	Days of Vacation
6th year	11
7th year	12
8th year	13
9th year	14
10th year	15
11th year	16
12th year	17
13th year	18
14th year	19
15th year	20

An employee must submit a written request for vacation to his/her supervisor and receive written authorization before taking vacation days. If the employee's absence may disrupt district operations, the supervisor has the discretion to deny a request for vacation or to limit the time of year the employee may take his or her vacation. Ten (10) vacation days can be carried over every year with a deadline date of October 1st for using carry-over days.

Unused Vacation Days

An employee who terminates after one (1) full year of employment will receive pay for unused vacation days.

- ▶ Vacation days shall be prorated in accordance with the number of months served during the fiscal year in which the employee terminates.
- ▶ Vacation used prior to termination shall be subtracted from the prorated vacation days.

- ▶ Employees will be paid for unused vacation days that exceed the number of prorated days for which they are eligible.
- ▶ Employees who have used more vacation than the prorated number of days for which they are eligible will have payment for the excess number of days deducted from their final checks.

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

I. Holidays

Employees whose assignments is based on a 12-month calendar will be paid for seven (7) holidays. Employees whose assignments is based on less than a 12-month calendar will be paid for one (1) holiday. Holidays will be identified by the district calendar committee and approved by the Board of Education. (See paid holiday eligibility/compensation.)

- II. Professional Leave** – Employees may be granted professional leave to attend classes or conferences, meet with mentors or participate in other approved professional growth activities. Professional leave must be approved by the immediate supervisor, arranged well in advance and is not considered AFD leave.

III. Military Leave

The Board shall grant military leave as required by law.

IV. Election Leave

Any employee who is appointed as an election judge pursuant to state law may be absent on any election day for the period of time required by the election authority. The employee must notify the district at least seven (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.

V. 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 employees 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.

VI. Jury Duty Leave

An 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 or response to a jury summons.

All support staff employees who are selected for petit jury service will:

1. Be required to notify the Assistant Superintendent of Human Resources of this service;

2. Be paid at their regular daily rate;
3. Not be charged for personal leave;
4. Be required to assign their jury duty pay vouchers to the school district before payment is made for days of jury service.

If, after appearing for jury selection, the individual is not selected as a juror, he or she must present the notice from the sheriff's office to the Assistant Superintendent of Human Resources in order to be paid for that day's absence.

- VII. **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 AFD leave.
- VIII. **Firefighter Leave** – Employees will be allowed to use AFD 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. For the purposes of this section, "volunteer firefighter" includes members of Missouri-1 Disaster Medical Assistance Team, Missouri Task Force One, Urban Search and Rescue Team or those activated by FEMA in times of national disaster. Employees covered under this section shall not be terminated from employment for joining a volunteer fire department or for being absent from or late to work in order to respond to an emergency. Employees shall make every reasonable effort to notify the principal or supervisor if the employee may be absent from or late to work under this section. Employees are required to provide their supervisors with a written statement from the supervisor or acting supervisor of the volunteer fire department stating that the employee responded to an emergency along with the time and date of the emergency.
- IX. **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 AFD 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.

Pregnancy, Childbirth and Adoption Leave

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

Employees eligible for FMLA leave for the birth, first-year care, adoption or foster care of a child will have such leave applied in accordance with the FMLA. The district shall only apply up to six (6) weeks of accrued paid leave to such absences.

Employees who are ineligible for FMLA leave may take up to six (6) weeks of leave for the birth, first-year care, adoption or foster care of a child and may use any combination of accrued sick leave, personal leave, vacation leave or unpaid leave.

Pregnant employees who need more than six (6) weeks of paid or unpaid leave for a pregnancy-related incapacity must provide certification of the medical necessity for such leave.

SUPPORT STAFF LEAVES AND ABSENCES

**GDBDA-R
BASIC**

Whenever possible, it is expected that requests for leave will be made in writing to the proper administrator, as designated below, at least 48 hours in advance of the time the leave is requested. The administration will respond promptly to the employee's written request.

If any employee is absent and no arrangements have been made with his or her supervisor for such absence, the employee's salary will be deducted for each day's absence. Also, if in the opinion of the supervisor and/or superintendent, an employee's reason for absence is not considered satisfactory or applicable to the leave policy, a deduction for each day's absence shall be made based on the employee's hourly wage.

In the event the supervisor and/or superintendent have reasonable proof of willful misuse of the district's leave policies, a support staff employee shall be subject to penalties as determined by the Board.

Sick Leave

A support staff employee who knows that he or she will exercise the option of sick leave shall notify his or her supervisor in advance of the absence and the supervisor's consent shall become necessary if such leave is to have official status. If the employee fails in advance to make satisfactory arrangements for leave through his or her supervisor, the employee shall be considered as having forfeited his or her right to leave benefits unless it can be determined beyond all reasonable doubt that it was impossible for the employee to make satisfactory arrangements in advance. The supervisor and the superintendent of schools shall have the authority to make final evaluation of the circumstances.

Personal Leave

Request for leave shall be made by completing the proper authorization form located in the supervisor's office. The use of leave for a purpose other than those authorized will necessitate the employee to request leave from the assistant superintendent of human resources on the proper form. The employee shall be notified of the assistant superintendent's decision within five (5) days of his or her receiving the request. The employee may appeal the decision to the superintendent of schools and then to the Board of Education.

WORKERS' COMPENSATION

An employee is entitled to Workers' Compensation insurance benefits due to an accident or injury sustained in the performance of such person's assignment, and may receive their AFD leave or take Workers' Compensation insurance benefits for the period of their accumulated Absence from Duty with Pay Leave. For the period of absence in excess of the amount of their accumulated Absence from Duty with Pay, they shall receive Workers' Compensation benefits only. When a Worker's Compensation claim has been approved, no compensation shall be payable for the first three days or less of disability unless the disability shall last longer than fourteen (14) days. If the disability lasts longer than fourteen (14) days, payment for the first three days shall be made retroactively to the claimant. An accident report form must be completed and turned in to the employee's immediate supervisor before benefits can be processed. The completed report shall be filed in the Business Dept. immediately after completion.

In order to be eligible for compensation for medical services, the employee must immediately report the accident to his/her supervisor, who will refer the employee to a medical service provider. Absence due to injury or illness incurred in the course of the employee's employment shall be charged to AFD leave or vacation (i.e. if worker goes to doctor or for therapy while on the job, time will be charged against them).

FAMILY AND MEDICAL LEAVE ACT

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

1. Been employed in the district for at least 12 months (but not necessarily consecutively),
and

2. Been employed for at least 1250 hours of service during the 12 month period immediately preceding the leave, and
3. Given at least a 30- day notice for foreseeable circumstances.

FMLA qualified leave includes 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.

****Please refer to policy GBBDA for full description of FMLA.**

EXEMPT/NONEXEMPT EMPLOYEES

According to the Fair Labor Standards Act of 2004, exempt employees are not entitled to overtime pay and are usually administrative, executive, professional, computer, or outside sales positions who satisfy the Duties Test + Salary Level + Salary Basis. Nonexempt employees are entitled to overtime pay because they are not covered by one of the specific exemptions listed in the Act.

A nonexempt employee is entitled to overtime if he/she works greater than 40 hours in one week. A week is defined as 12:01 a.m. Sunday morning to 12:00 p.m. Saturday night.

Ref: Policy GDBB

INSURANCE BENEFITS

Full-time employees may be provided fringe benefits in the form of health, hospitalization, dental, vision, life and Short-Term Disability insurance. Note: Short-Term Disability Insurance coverage will be based on an employee's most recent "hire date". The District's contribution toward the cost of such benefits will be established annually by the Board of Education.

Life insurance will equal annual base salary rounded to the nearest \$1000. Life insurance amounts will be based on the employee's July 1st salary rate and will only be adjusted on July 1st of each year. The district does not provide benefits for part-time employees.

Ref: Policy GCBC

NONRENEWAL, SUSPENSION AND TERMINATION OF SUPPORT STAFF MEMBERS

**FILE: GDPD
CRITICAL**

Employees without Contracts

The superintendent may terminate or suspend with or without pay support staff members who are not under contract. The superintendent shall report any such termination or suspension to the Board of Education. The superintendent's decision will stand approved unless reversed by the Board.

Although support staff employees not employed under contract have no contractual right to continued employment from one academic term or year to the next, such employees may reasonably expect continued employment until notified otherwise.

Any employee who strip searches a student in violation of state law will be immediately suspended without pay as required by law and may be terminated.

Employees with Contracts

Nonrenewal

Unless otherwise required by law, the district may nonrenew the contracts of support staff by notifying the employee prior to entering into a new contract with the employee that his or her contract will not be renewed.

Suspension with Pay

Support staff members under contract may be suspended by the superintendent with pay for violation of Board policies, state law, for any other good cause or to investigate allegations of misconduct. The employee will be notified of the basis for the suspension and given an opportunity to discuss or rebut the charges. Suspensions with pay will stand approved unless reversed by the Board.

Suspension without Pay

Support staff members employed under contract may be suspended without pay by the superintendent during the term of such contract for violation of the policies of the Board of Education, for violation of state law, or for any other good cause. Prior to the suspension, the employee shall be notified of the charges, given an opportunity to discuss the charges and informed of the opportunity to appeal the suspension to the Board of Education. In general, pay will not be withheld until the Board renders its decision, unless an appeal has been waived. If the employee appeals, the employee may still be suspended with pay in accordance with Board policy pending the appeal.

Any employee who strip searches a student in violation of state law will be immediately suspended without pay and may be terminated. Prior to suspension without pay, the staff member shall be notified of the charges, given an opportunity to discuss the charges and informed of the opportunity to appeal the suspension to the Board of Education. If the Board reverses the suspension, the employee will be reimbursed for any pay withheld. Depending on the length and nature of the suspension, the employee may receive additional due process as required by law.

Termination

Support staff members employed under contract may be terminated during the term of such contract for violation of Board policies, violation of state law, or for any other good cause. Prior to the termination, the employee shall be notified in writing of the charges and the action to be taken, and shall be given an opportunity to discuss or rebut the charges.

Unless an employee's contract allows for termination for any reason at the end of a notice period, the employee may appeal the termination to the Board by filing a written notice of appeal with the superintendent within ten (10) days after receiving the notice of charges.

The employee will be suspended but will continue to be paid until the time for appeal has expired, and if an appeal is taken, until the Board renders its decision unless the law requires the suspension to be without pay. If no appeal is taken, or if the Board terminates the employee after a hearing, the employee's pay will be docked retroactively for any period of suspension.

Termination Pursuant to Contract Terms

If an employee's contract allows for termination for any reason at the end of a notice period and such notice is given, the employee's contract rights shall expire in accordance with the contract. Notice of termination from the superintendent shall be deemed to be notice from the Board of Education and shall be effective for such purpose when given, unless later reversed by the Board.

NONRENEWAL OF NONCERTIFICATED PROFESSIONAL STAFF MEMBERS

Unless otherwise required by law, the district may nonrenew the contracts of noncertificated professional staff members by notifying the employee prior to entering into a new contract with the employee that his or her contract will not be renewed.

Ref: Policy GCPF

EVALUATION OF SUPPORT STAFF

**FILE: GDN
BASIC**

The development of a strong, competent support staff and the maintenance of high morale among the staff are major objectives of the Board of Education. The selection of qualified employees to fill vacancies, the determination of assignments and equitable work loads, the establishment of wage and salary schedules which encourage employees to put forth their best efforts and the evaluation of employee achievements are some of the major responsibilities of the Board and administrative staff. A program of continuous evaluation is necessary in fulfilling these responsibilities.

The evaluation will cover the major areas of the employee's responsibilities.

The employee's supervisor has the responsibility for informing each employee in advance of the criteria to be used in evaluation.

Each employee will be given an explanation of his or her duties and responsibilities and guidance in performing them satisfactorily by his or her immediate supervisor.

SUPERVISION OF BUILDING LEVEL CUSTODIANS

Building-level custodians report directly to the building principal, who will determine day to day schedules/responsibilities for each custodian. The Director of Facilities will provide support and guidance to the principal as needed. The Director of Facilities will ensure that proper training is provided and that appropriate supplies and equipment are available to custodial staff. The building principal will complete performance evaluations for building level custodians in consultation with the Director of Facilities. Likewise, the building principals will conduct interviews for building level vacancies in consultation with the Director of Facilities.

Vacation leave should be jointly approved by the principal and Director of Facilities to ensure that district-wide staffing needs are met.

RESIGNATIONS

To resign in good standing, an employee should give at least fourteen (14) calendar days notice. If there are extenuating circumstances, the District may agree to permit a shorter notice. This written resignation should be given to your immediate supervisor. Before receiving a final paycheck, the employee must return all District-owned property.

RETIREMENT

The Public Education Employee Retirement System (PEERS) is deducted from your paycheck if you work 20 or more hours a week. Social Security and Medicare are also deducted. The District matches the amount paid to PEERS, Social Security and Medicare.

Support staff that are retired and receive a retirement allowance, other than for disability, may be hired on a temporary substitute basis, not to exceed a total of five hundred fifty (550) hours, in any one school year, without discontinuance in their retirement allowance.

RETIREMENT STATEMENT

The district recommends that each employee carefully review the annual retirement statement from PEERS for accuracy.

To contact the RETIREMENT SYSTEM OF MISSOURI:
800-392-6848 or www.PSRS-PEERS.com

REDUCTION IN SUPPORT STAFF WORK FORCE

FILE: GDPA
BASIC

Whenever it becomes necessary because of lack of funds, lack of work or in the interest of economy, to reduce the number of classified service employees, the status of employee seniority will be considered in the following manner:

- ▶ Only those employees included in job classifications to be reduced shall be considered for layoff.
- ▶ Preference will be given to the employee with the greatest seniority assuming employee possesses equal skills and training as determined by the employee's immediate supervisor. If an employee is recalled to an assignment and refuses it for any reason other than a mental/physical disability that qualifies as an ADA accommodation, the employee's name shall go to the bottom of the recall list.
- ▶ A subsequent job opening shall be offered to the employee with the most seniority provided that the employee can meet the qualifications for the job opening.

Reduction of support staff in a job classification district wide shall begin with the least senior employee in a job classification.

Employees laid off may use seniority for bumping laterally in their job classification or to any other job classification for which the assistant superintendent of schools for human resources determines that they are qualified.

Any employee placed on leave shall be recalled in reverse order of leave provided he or she had the necessary skills for the vacancy. Employees shall be subject to recall for a period of three (3) years unless extended by the Board of Education.

No new employee shall be employed by the Board of Education while there are employees of the district who are placed on leave and subject to recall unless there are no employees placed on leave subject to recall with the necessary skills to fill any vacancy which may arise.

The Assistant Superintendent for Human Resources shall give written notice of recall by sending a registered or certified letter to the employee at his or her last known address. It shall be the responsibility of each employee to notify the Board of Education of any change in address. The employee's address, as it appears on the Board's records, shall be conclusive when used in connection with unrequested leave, recall or other notice to the employee. If an employee fails to report within two (2) calendar weeks from date of sending of recall, unless an extension is granted in writing by the assistant superintendent of human resources, said employee shall be considered as a voluntary termination and shall thereby terminate his or her individual employment relationship with the Board of Education.

DRUG FREE WORKPLACE

FILE: GBEB
CRITICAL

Student and employee safety is of paramount concern to the Board of Education. In recognition of the threat to safety posed by employee use or possession of drugs or alcohol, the Board of Education commits itself to a continuing good-faith effort to maintain a drug-free workplace. The Board of Education shall not tolerate the manufacture, use, possession, sale, distribution or being under the influence of controlled substances, alcoholic beverages or unauthorized prescription medications by district employees on any district property; on any district-approved vehicle used to transport students to and from school or district activities; off district property at any district-sponsored or district-approved activity, event or function, such as a field trip or athletic event, where students are under the supervision of the school district; or during any period of time such employee is supervising students on behalf of the school district or is otherwise engaged in school district business.

When it is evident that an employee has consumed alcoholic beverages or controlled substances off school

property before or during a district activity, the staff member will not be allowed on school property or to participate in the activity and will be subject to the same disciplinary measures as for possession or consumption on district property.

Staff members will be tested for alcohol and controlled substances if the district has reasonable suspicion that the staff member has violated this policy. In addition, staff members who operate district transportation must submit to alcohol and drug testing as otherwise required by law. All testing will be conducted in accordance with Board policy, administrative procedures and law.

Any employee who violates this policy will be subject to disciplinary action, which may include suspension, termination and referral for prosecution. Termination may and typically will be imposed for a first-time offense under this policy. If an employee who violates or is suspected of violating this policy is not terminated, the employee may be required to satisfactorily participate in one (1) or more rehabilitation programs and to submit to substance testing, all in accordance with terms established by the district.

Each employee of this school district is hereby notified that, as a condition of employment, the employee must abide by the terms of this policy and notify the superintendent or designee of any criminal drug statute conviction for a violation occurring in or on the premises of this school district, or while engaged in regular employment. Such notification must be made by the employee to the superintendent or designee in writing no later than five (5) calendar days after conviction. The superintendent or designee will provide notice in writing of such violation to the United States Department of Education or other appropriate federal agency within ten (10) calendar days after the superintendent or designee receives such notification if the district receives any federal grants directly from such agency, as opposed to federal grants received through the Department of Elementary and Secondary Education (DESE).

The district will take appropriate disciplinary action within 30 days.

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

The district recognizes drug dependency as an illness and a major health problem. The district also recognizes drug abuse as a potential health, safety and security problem. Employees needing help in dealing with such problems are encouraged to use their health insurance plan as appropriate. Conscientious efforts to seek such help will not jeopardize any employee's job, and will not be noted in any personnel record.

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

This policy shall be communicated in writing to all present and future employees. Compliance with this policy is mandatory.

Ref: Policy AH

DUE PROCESS

Concerns made against an employee must be called to the attention of the employee. The employee may provide a written response to the concern. Concerns not called to the attention of the employee may not be used as the basis for disciplinary action.

The St. Charles School District practices progressive discipline for employees that include but are not limited to: verbal warning, written warning, suspension with/without pay, and discharge. Disciplinary action shall be appropriate to the behavior that precipitates the action. An employee may have a representative present, if they so choose, when the District is contemplating suspension or discharge of the employee.

The District reserves the right to bypass the practice of progressive discipline in instances when, in the judgment of the District, consideration for the health and safety of the employee, other employees, and/or students, or the effective operation of the District would dictate prompt action requiring removal of the employee from his/her work situation.

DEPARTMENT OF FAMILY SERVICES

In the event that a complaint is filed with the Missouri Division of Family Services or other similar agency alleging that an employee of the District has engaged in abuse or neglect as defined by the Missouri Child Abuse Act, the District will implement such measures as are required and permitted by law and Board policy to safeguard the interests of District students, while also permitting the employee an opportunity to respond to the complaint. The District acknowledges that resolving such complaints involves a careful balancing of the rights of employees and students, together with the District's obligations under state and federal law.

COMPLAINTS AND GRIEVANCES

The Board subscribes to an orderly, well-defined grievance procedure for the resolution of problems derived from applications of Board policies and district regulations. Grievances will be handled expeditiously in accordance with the procedures approved by the Board. Complaints regarding sexual harassment will be resolved in accordance with policies.

Ref: Policy AC and AC-R.

Ref: Policy GBM-R1, GBM-R2

SUPPLIES

Please see your building administration or your supervisor regarding the purchasing of supplies. The District does not expect support staff employees to purchase classroom supplies with his/her own money.

PROHIBITION AGAINST ILLEGAL DISCRIMINATION AND HARASSMENT POLICY AC-CRITICAL

General Rule

The St. Charles R-VI School District Board of Education is committed to maintaining a workplace and educational environment that is free from illegal discrimination or harassment in admission or access to, or treatment or employment in, its programs, activities and facilities. Discrimination or harassment against employees, students or others on the basis of race, color, religion, sex, national origin, ancestry, disability, age or any other characteristic protected by law is strictly prohibited in accordance with law. The St. Charles R-VI School District is an equal opportunity employer. Students, employees and others will not be disciplined for speech in circumstances where it is protected by law. The Board also prohibits:

1. Retaliatory actions based on making complaints of prohibited discrimination or harassment or based on participation in an investigation, formal proceeding or informal resolution concerning prohibited discrimination or harassment.
2. Aiding, abetting, inciting, compelling or coercing discrimination or harassment.
3. Discrimination or harassment against any person because of such person's association with a person protected from discrimination or harassment due to one (1) or more of the above-stated characteristics.

All employees, students and visitors must immediately report to the district for investigation any incident or behavior that could constitute illegal discrimination or harassment.

Additional Prohibited Behavior

Behavior that is not unlawful or does not rise to the level of illegal discrimination or harassment might still be unacceptable for the workplace or the educational environment. Demeaning or otherwise harmful actions are

prohibited, particularly if directed at personal characteristics including, but not limited to, socioeconomic level, sexual orientation or perceived sexual orientation.

Consequences

Employees who violate this policy will be disciplined, up to and including employment termination. Students who violate this policy will be disciplined, which may include suspension or expulsion. Patrons, contractors, visitors or others who violate this policy may be prohibited from school grounds or otherwise restricted while on school grounds. The superintendent or designee will contact law enforcement or seek a court order to enforce this policy when necessary or when actions may constitute criminal behavior.

In accordance with law and district policy, any person suspected of abusing or neglecting a child will be reported to the Children's Division (CD) of the Department of Social Services.

Definitions

Discrimination – Conferring, refusing or denying benefits or providing differential treatment to a person or class of persons in violation of law based on race, color, religion, sex, national origin, ancestry, disability, age or any other characteristic protected by law, or based on a belief that such a characteristic exists.

Harassment – A form of discrimination, as defined above, that occurs when the school or work environment becomes permeated with intimidation, ridicule or insult that is sufficiently severe or pervasive enough that it unreasonably alters the employment or educational environment.

Behaviors that could constitute illegal harassment include, but are not limited to, the following acts if based on race, color, religion, sex, national origin, ancestry, disability, age or any other characteristic protected by law or a belief that such a characteristic exists: graffiti; display of written material or pictures; name calling; slurs; jokes; gestures; threatening, intimidating or hostile acts; theft; or damage to property.

Sexual Harassment – A form of discrimination, as defined above, on the basis of sex. Sexual harassment is unwelcome conduct that occurs when a) benefits or decisions are implicitly or explicitly conditioned upon submission to, or punishment is applied for refusing to comply with, unwelcome sexual advances, requests for sexual favors or conduct of a sexual nature; or b) the school or work environment becomes permeated with intimidation, ridicule or insult that is based on sex or is sexual in nature and that is sufficiently severe or pervasive enough to alter the conditions of participation in the district's programs and activities or the conditions of employment. Sexual harassment may occur between members of the same or opposite sex. The district presumes a student cannot consent to behavior of a sexual nature with an adult regardless of the circumstance.

Behaviors that could constitute sexual harassment include, but are not limited to:

1. Sexual advances and requests or pressure of any kind for sexual favors, activities or contact.
2. Conditioning grades, promotions, rewards or privileges on submission to sexual favors, activities or contact.
3. Punishing or reprimanding persons who refuse to comply with sexual requests, activities or contact.
4. Graffiti, name calling, slurs, jokes, gestures or communications of a sexual nature or based on sex.
5. Physical contact or touching of a sexual nature, including touching of intimate parts and sexually motivated or inappropriate patting, pinching or rubbing.

Grievance – A verbal or written report (also known as a complaint) of discrimination or harassment made to the compliance officer.

Compliance Officer

The Board designates the following individuals to act as the district's compliance officers:

<u>Employees/Students – Title IX</u>	<u>Students – ADA / 504</u>
Assistant Superintendent of Human Resources St. Charles R-VI School District 400 North Sixth Street St. Charles, MO 63301 Phone: 636-443-4005 Fax: 636-443-4066	Director of Special Education & Student Services St. Charles R-VI School District 400 North Sixth Street St. Charles, MO 63301 Phone 636-443-4086 Fax: 636-443-4001

The compliance officer will:

1. Coordinate district compliance with this policy and the law.
2. Receive all grievances regarding discrimination and harassment in the St. Charles R-VI School District.
3. Serve as the district's designated Title IX, Section 504 and Americans with Disabilities Act (ADA) coordinator, as well as the contact person for compliance with other discrimination laws.
4. Investigate or assign persons to investigate grievances; monitor the status of grievances; and recommend consequences.
5. Seek legal advice when necessary to enforce this policy.
6. Report to the superintendent and the Board aggregate information regarding the number and frequency of grievances and compliance with this policy.
7. Make recommendations regarding the implementation of this policy.
8. Coordinate and institute training programs for district staff and supervisors as necessary to meet the goals of this policy, including instruction in recognizing behavior that constitutes discrimination and harassment.
9. Perform other duties as assigned by the superintendent.

In the event the compliance officer is unavailable or is the subject of a report that would otherwise be made to the compliance officer, reports should instead be directed to the acting compliance officer:

Superintendent of Schools
St. Charles R-VI School District
400 North Sixth Street
St. Charles, MO 63301-3346
Phone: 636-443-4033
Fax: 636-443-4001

Public Notice

The superintendent or designee will continuously publicize the district's policy prohibiting illegal discrimination and harassment and disseminate information on how to report discrimination and harassment. Notification of the district's policy will be posted in a public area of each building used for instruction or employment or open to the public. Information will also be distributed annually to employees, parents/guardians and students as well as to newly enrolled students and newly hired employees. District bulletins, catalogs, application forms, recruitment material and the district's website will include a statement that the St. Charles R-VI School District does not discriminate in its programs, activities, facilities or with regard to employment. The district will provide information in alternative formats when necessary to accommodate persons with disabilities.

Reporting

All persons must report incidents that might constitute illegal discrimination or harassment directly to the compliance officer or acting compliance officer. All district employees will direct all persons seeking to make a grievance directly to the compliance officer. Even if the potential victim of discrimination or harassment does not file a grievance, district employees are required to report to the compliance officer any observations, rumors or other information regarding discrimination or harassment prohibited by this policy. If a verbal grievance is made, the person will be asked to submit a written complaint to the compliance officer or acting compliance officer. If a person refuses or is unable to submit a written complaint, the compliance officer will summarize the verbal complaint in writing. A grievance is not needed for the district to take action upon finding a violation of law, district policy or district expectations.

Students, employees and others may address concerns directly with the person alleged to have caused harassment or discrimination in an attempt to resolve the issue, but are not expected or required to do so.

Student-on-Student Harassment

Building-level administrators are in a unique position to identify and address discrimination and harassment between students, particularly when behaviors are reported through the normal disciplinary process and not through a grievance. The administrator has the ability to immediately discipline a student for any behavior that otherwise would lead to disciplinary action in accordance with the district's discipline policy. The administrator will report all incidents of harassment and discrimination to the compliance officer and will direct the parent/guardian and student to the compliance officer for further assistance. The compliance officer may determine that the incident has been appropriately addressed or recommend additional action. When a grievance is filed, the investigation and complaint process detailed below will be used.

Investigation

The district will immediately investigate all grievances. All persons are required to cooperate fully in the investigation. The district compliance officer or other designated investigator may utilize an attorney or other professionals to conduct the investigation.

In determining whether alleged conduct constitutes discrimination or harassment, the district will consider the surrounding circumstances, the nature of the behavior, the relationships between the parties involved, past incidents, the context in which the alleged incidents occurred and all other relevant information. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all of the facts and surrounding circumstances. If, after investigation, school officials determine that it is more likely than not that discrimination, harassment or other prohibited behavior has occurred, the district will take immediate corrective action.

Grievance Process Overview

1. If a person designated to hear a grievance or appeal is the subject of the grievance, the next highest step in the grievance process will be used.

2. Investigation and reporting deadlines are not mandatory upon the district when more time might be necessary to adequately conduct an investigation and to render a decision. When extended, the person filing the complaint will be notified. If more than twice the allotted time has expired without a response, the appeal may be taken to the next level.

3. Failure of the person filing the grievance to appeal within the timelines given will be considered acceptance of the findings and remedial action taken.

4. The district will investigate all grievances, even if an outside enforcing agency such as the Office for Civil Rights, law enforcement or the CD is also investigating a complaint arising from the same circumstances.

5. The district will only share information regarding an individually identifiable student or employee with the person filing the grievance or other persons if allowed by law and in accordance with Board policy.

6. Upon receiving a grievance, district administrators or supervisors, after consultation with the compliance officer, will take immediate action if necessary to prevent further potential discrimination or harassment during the pending investigation.

Grievance Process

1. Level I – A grievance is filed with the district's compliance officer. The compliance officer may, at his or her discretion, assign a school principal or other appropriate supervisor to conduct the investigation when appropriate.

Regardless of who investigates the grievance, an investigation will commence immediately, but no later than ten (10) working days after the compliance officer receives the grievance. The compliance officer will complete a written report within 30 working days of receiving the grievance that 1) summarizes the facts; 2) makes conclusions on whether the facts constitute a violation of this policy; and 3) if a violation of this policy is found, recommends corrective action to the superintendent. If someone other than the compliance officer conducts the investigation, the compliance officer or acting compliance officer will review and sign the report. The person who filed the grievance will be notified in writing, in accordance with law and district policy, regarding whether the policy has been violated.

2. Level II – Within five (5) working days after receiving the Level I decision, the person filing the grievance may appeal the compliance officer's decision to the superintendent by notifying the superintendent in writing. The superintendent may, at his or her discretion, designate another person (other than the compliance officer) to review the matter when appropriate.

Within ten (10) working days, the superintendent will complete a written decision on the appeal, stating whether a violation of this policy is found and, if so, stating what corrective actions will be implemented. If someone other than the superintendent conducts the appeal, the superintendent will review and sign the report before it is given to the person appealing. A copy of the appeal and decision will be given to the compliance officer or acting compliance officer. The person who filed the grievance will be notified in writing, in accordance with law and district policy, regarding whether the policy has been violated.

3. Level III – Within five (5) working days after receiving the Level II decision, the person filing the grievance may appeal the superintendent's decision to the Board by notifying the Board secretary in writing. The person filing the grievance will be allowed to address the Board, and the Board may call for the presence of such other persons deemed necessary. The Board will issue a decision within 30 working days for implementation by the administration. The Board's decision and any actions taken are final. The Board secretary will give the compliance officer or acting compliance officer a copy of the appeal and decision. The person who filed the grievance will be notified in writing, in accordance with law and district policy, regarding whether the policy has been violated.

Confidentiality and Records

To the extent permitted by law and in accordance with Board policy, the district will keep confidential the identity of the person filing a grievance and any grievance or other document that is generated or received pertaining to grievances. Information may be disclosed if necessary to further the investigation, appeal or resolution of a grievance, or if necessary to carry out disciplinary measures. The district will disclose information to the district's attorney, law enforcement, the CD and others when necessary to enforce this policy or when required by law. In implementing this policy, the district will comply with state and federal laws regarding the confidentiality of student and employee records. Information regarding any resulting employee or student disciplinary action will be maintained and released in the same manner as any other disciplinary record.

SEXUAL HARASSMENT

What is Sexual Harassment?

Sexual Harassment is a form of sex discrimination that is a violation of Title VII of the Civil Rights Act of 1964.

What is "QUID PRO QUO" Sexual Harassment?

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute "quid pro quo" sexual harassment when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, or (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual.

What is "Hostile Environment" Sexual Harassment?

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute "hostile environment" sexual harassment when such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

What factors determine whether an environment is "Hostile"?

The central inquiry is whether the conduct "unreasonably interfered with an individual's work performance" or created "an intimidating, hostile, or offensive working environment." Factors that may help determine whether an environment is "hostile" include: (1) whether the conduct was verbal or physical or both; (2) how frequently it was repeated; (3) whether the conduct was hostile or patently offensive; (4) whether the alleged harasser was a co-worker or supervisor; (5) whether others joined in perpetrating the harassment; and (6) whether the harassment was directed at more than one individual. No one factor controls.

What is unwelcome sexual conduct?

Sexual conduct becomes unlawful only when it is unwelcome. The challenged conduct must be unwelcome in the sense that the employee did not solicit or incite it, and in the sense that the employee regarded the conduct as undesirable or offensive.

Who can be a victim of sexual harassment?

The victim may be a woman or a man. The victim does not have to be of the opposite sex. The victim does not have to be the person harassed but could be anyone affected by the offensive conduct.

Who can be a sexual harasser?

The harasser may be a woman or a man. He or she can be the victim's supervisor, an agent of the employer, a supervisor in another area, a co-worker, or a non-employee.

What should a sexual harassment victim do?

The victim should directly inform the harasser that the conduct is unwelcome and must stop. It is important for the victim to communicate that the conduct is unwelcome, particularly when the alleged harasser may have some reason to believe that the advance may be welcomed. However, a victim of harassment need not always confront his/her harasser directly, so long as his/her conduct demonstrates that the harasser's behavior is unwelcome. The victim should also use any employer complaint mechanism or grievance system available.

Ref: Policy AC-AC-R

UNIVERSAL PRECAUTIONS

What do we mean when we say UNIVERSAL Precautions?

Universal Precautions is an approach to infection control in which all human blood and certain body fluids are treated as if known to be infectious for HIV, Hepatitis B and other blood born pathogens.

In the school setting, it is not possible to know who may be a carrier of an infectious disease and what germs may be present. Persons with infections do not always have outward signs & often are not aware of being infected. However, you can take universal precautions while you are at work and in other situations that will help protect you from infectious diseases. Universal Precautions include the following actions:

1. Wash your hands with soap & water at regular times during your workday. Common infectious diseases maybe contracted from dirt and waste encountered in the work place. **BLOOD IS THE SINGLE MOST IMPORTANT SOURCE OF HIV INFECTIONS AND HEPATITIS B.**
2. Avoid punctures with objects that may contain blood of others.
3. Handle discharges from another person's body (PARTICULARLY BODY FLUIDS CONTAINING BLOOD) with gloves and wash hands thoroughly when you are finished.
4. Paper towels, tissues contaminated with blood should not be disposed of in a classroom trashcan. These bloody items should be flushed down the toilet or brought to the clinic for disposal.
5. Open, oozing or bleeding wounds should be cared for in the clinic or covered with a band-aid if the wound does not require cleaning of excess or dried. blood. For small cut, students can wash the area with soap and water in the restroom and return to you for a band-aid.
6. Clothing or supplies contaminated with body fluids should be placed in a doubled plastic bag & tied.
7. Used needles, exacto blades, broken glass or other sharp instruments should not be discarded in the classroom trashcan but placed in a Biohazard Infectious Wastes Sharps container. There is such a container in the clinic.
8. Any surface or object that is contaminated with blood or infectious body fluids should be cleaned promptly. Decontaminate surfaces with appropriate disinfectant. Household bleach mixed at a ration of 1 part bleach to 100 parts water (1/4 cup bleach to 1 gallon water).

STAFF CELL PHONE USE

FILE: GBCC
CRITICAL

The St. Charles R-VI School District encourages district employees to use technology, including cell phones, to improve efficiency and safety. The district expects all employees to use such devices in a responsible manner that does not interfere with the employee's job duties. Employees who violate district policy and procedures regarding cell phone use may be disciplined, up to and including termination, and may be prohibited from possessing or using a cell phone while at work. Cell phones may not be used in any manner that would violate the district's policy on student-staff relations.

Definitions

Cell Phone – All portable devices except laptops that send or receive calls or text messages, allow the retrieval of e-mail or provide access to the Internet.

General Cell Phone Use

The district prohibits any employee cell phone use that interrupts or disrupts the performance of duties by the employee or otherwise interferes with district operations, as determined by the employee's supervisor. This prohibition applies regardless of whether the cell phone used is owned by the employee or provided by the district.

Supervision of students is a priority in the district, and employees who are responsible for supervising students must concentrate on that task at all times. Employees shall not use a cell phone when they are responsible for supervising students unless any of the following conditions occurs:

1. There is an emergency.
2. The use is necessary to the performance of an employment-related duty at that particular time and cannot be avoided.
3. The employee has received specific and direct permission from a supervisor.

Even when these conditions exist, the employee is responsible for obtaining assistance in adequately supervising students during the approved use so that students are supervised at all times.

Use in Vehicles

Regardless of other provisions of this policy, unless there is an emergency, employees shall not use cell phones when:

1. Driving district-provided vehicles.
2. Operating a vehicle in which a student is being transported.
3. Supervising students who are entering or exiting a vehicle, crossing thoroughfares or otherwise safely reaching their destinations.

Even in emergency situations, employees should first take all possible safety precautions before using cell phones.

Technology Safety

To protect district technology, the district does not allow personal cell phones to be synchronized with the district's network. Employees should contact the district's technology director for alternative methods of synchronization, if feasible.

Use of District-Provided Cell Phones

The district may provide cell phones and service to some employees to assist them in carrying out their employment-related duties on and off district property. Use of a district-provided cell phone is a privilege. The superintendent or designee has sole discretion as to which employees will be provided cell phones and may recall any previously issued cell phone. Employees do not have any expectation of privacy in district-provided cell phones or any information stored on them, and such phones may be confiscated and searched at any time.

Employees are expected to exercise reasonable care to protect district-provided cell phones from damage or

theft and must report any such incidents immediately. The district may require employees to reimburse the district for any damage or theft that was the result of the employee's negligence. Users of district-provided cell phones must abide by any use limitations included in the district's service contract.

Personal Use of District-Provided Cell Phones

Personal use of district-provided cell phones is permissible as long as the employee indicates such to the superintendent or his/her designee, signs the Cell Phone Use Agreement, and pays the monthly fee established by the superintendent. In the event that the number of minutes of cell phone usage exceeds the limits of the district plan, an amount equal to the overage fee divided by the number of staff who use a district-provided cell phone for personal use may be added to those employees who have indicated they will use a district-provided cell phone for personal use.

EXTRA DUTY RULES/POLICY

WHY CAN'T CLASSIFIED EMPLOYEES COACH OR PERFORM OTHER "EXTRA-DUTIES"?

The Fair Labor Standards Act (FLSA) governs overtime requirements for "non-exempt" employees. All classified personnel in the district are defined as "non-exempt" employees. As a rule, employers are required to pay "non-exempt" employees overtime for all hours worked over forty in a workweek. This is true whether the employee is working under two separate contracts or one. For example, a secretary who works forty hours a week would have to be paid "overtime" for any hours worked as a cheerleading coach. The district could pay this employee a stipend, but it would have to be at least equivalent to the minimum wage for all hours worked, thus requiring that an hourly rate be calculated. The scenario would be the same for a classified employee who works as a "ticket taker" for an athletic contest. The cost of paying overtime to classified staff for coaching and/or other extra-duty work would be substantial. Even if the district could afford to pay overtime to classified staff for extra-duties, the record keeping involved would be quite complicated and cumbersome.

One exception to the overtime rules described above can be found in section 7 (p) (2) of the FLSA, which provides that where State or local employees, solely at their option, work occasionally or sporadically on a part-time basis for the same public agency in a different capacity from their regular employment, the hours worked in the different jobs shall not be combined for the purpose of determining overtime liability under the Act. One problem with this exception is that "occasionally or sporadically" is defined as "infrequent, irregular, or occurring in scattered instances." The ambiguity of determining what "occasionally or sporadically" really means would be problematic for the district. Even if the district did determine that the hours worked in a different job were "occasional or sporadic", the duties must ALSO be substantially different from the duties performed as a part of the employee's regular employment.

Because of the complicated, individualized, and fact-specific nature of the process that must be utilized to determine whether the miscellaneous work done by employees qualifies as "sporadic and occasional" and is "substantially different" from their regular employment, allowing classified staff to perform extra or miscellaneous duties would create a substantial risk of an audit by the United States Department of Labor. Such audits are time-consuming and costly, and could result in a finding that the district owed significant amounts of overtime back pay to its employees if it was determined that the duties performed were not, in fact, occasional and sporadic or substantially different from regular duties.

An informal survey of other school districts revealed similar view points and practices regarding the use of classified staff for extra-duties. Most districts are either "phasing out" the use of classified employees for extra-duties or have already ceased the practice completely.

On a personal note, I realize how frustrating the lack of access to extra-duties is for our classified staff and will continue monitoring the situation for any new regulations or guidance on the topic.

Below are some additional questions which have been asked related to the FLSA. If you need additional information or have other questions, please feel free to contact the Human Resources department.

FREQUENTLY ASKED QUESTIONS RE: FAIR LABOR STANDARDS ACT (FLSA)

Can "non-exempt" classified employees of the district volunteer to coach?

- **Yes** – If the services provided are substantially different from the employee’s regular duties and the employee’s volunteer services are offered freely without pressure or coercion.

Potential Issue/Concern: If the majority of coaches in the district are “exempt” employees receiving a stipend and the majority of “volunteer” coaches are “non-exempt” employees – it may appear that the district is intentionally trying to evade the overtime requirements of FLSA. Volunteer coaches also present general liability to the district and should be subject to the same background checks as all employees, etc.

Who can register a complaint alleging FLSA violations?

- **Anyone** – Complaints regarding FLSA violations do not have to be registered by the employee who is allegedly owed overtime. Any employee can raise a complaint or it can surface as a result of a Department of Labor audit. As a result, the district cannot allow employees to voluntarily “waive” their FLSA rights to overtime pay.

Does FLSA prevent “non-exempt”/classified employees who also have children in the district from volunteering for normal activities in their child’s school?

- **No** – As long as they do not volunteer to perform the same types of services provided as part of his/her employment.

Potential Issue/Concern: For example, a parent who is also a custodian for the district should not volunteer to set up chairs for an event at his/her child’s school. Since such duties are a normal part of his/her employment, he/she WOULD be eligible for overtime pay per FLSA.

If a “non-exempt”/classified employee works for a private agency as a “coach”, can he/she be assigned to work in our district since the employee is technically not employed by the district for such services?

- **No** – This would be viewed as a willful attempt to circumvent the overtime provisions of FLSA.

SCHOOL VOLUNTEERS – POLICY IICC - CRITICAL

The Board of Education recognizes that community and parent volunteers make valuable contributions to the district’s schools and encourages volunteer participation in district programs. Further, parent and community involvement are essential components of high student achievement. The Board endorses a volunteer program and expects its professional staff to encourage and strengthen community and parent involvement in the schools.

The superintendent or designee will create appropriate procedures for attracting, screening and training community and parent volunteers. Volunteering in the district is a privilege, not a right. The district will conduct screening and criminal background checks before any volunteer is placed in a position where he or she will be left alone with a student. The district may decline the services of any volunteer for any legal reason. All information collected on volunteers will be considered confidential to the extent allowed by law and will only be used to protect the students or minimize disruption to the educational environment.

Although volunteers will provide support services, they are not substitutes for the professional building staff. Volunteers will work under the direction and supervision of district staff.

CRIMINAL BACKGROUND CHECKS – FROM POLICY GBEC - CRITICAL

Updating Information

The district reserves the right to require any person 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. The district may decline to utilize the services of volunteers who refuse to participate.

District Notification

As a condition of continuing to work within the district, all employees and other persons required to submit to a criminal background check pursuant to this policy must notify the district if they are charged, convicted, plead guilty to or are otherwise found guilty of any misdemeanor or felony, regardless of the imposition of sentence. This notification must be made as soon as possible, but no later than five (5) business days after the event.

FACULTY AND STAFF COMPUTER USAGE GUIDELINES

The District Technology Office of the St. Charles City School District has established the following guidelines for regulating the use of district-owned computing systems and facilities. The following guidelines apply to all district employees.

Using Your PC

It is important to remember that the St. Charles City School District owns the PCs and servers used here. As such, the district reserves the right to monitor the use and content of all PCs, networking equipment, and files stored on its systems. Safeguard your privacy by using the equipment here only for legitimate district purposes.

Installing Software

No employee may—without the specific consent and cooperation of the Technology Office—download and/or install ANY software package onto district computers. This includes, but is not limited to, screen savers, games, educational software, and other third-party programs. For both operational and legal reasons, it is crucial that the District Technology Office manage what software is installed on district-owned Macs and PCs.

Purchasing Computer Equipment and Software

Without exception, the District Technology Office must pre-approve all computer equipment and software purchases. This is essential so that the department can arrange for proper integration of new equipment into our network. Most importantly, it ensures proper software licensing, which is a top priority of the district.

Email and the Internet

Email is to be used only for normal district communication. Using your email account or the Internet to transmit or receive pornographic or inappropriate materials is an extremely serious violation and will result in disciplinary consequences.

Personal Data Assistants (PDAs)

Electronic organizing devices are not approved for teacher or staff use on district computers. The interface these devices use can cause serious damage to the computer system to which they are attached. Additionally, the District Technology Office does not have sufficient resources to integrate and troubleshoot these devices.

Ref: Policy EHB

REPRODUCTION OF COPYRIGHTED MATERIALS

It is the intent of the Board to abide by the provisions of current copyright and intellectual property laws as they affect the school district and its employees.

Copyrighted materials, whether they are print or non-print, will not be duplicated, reproduced, distributed or displayed for district-sponsored activities or by using district equipment except in accordance with law.

Ref: Policy EGAAA

SUPERVISION OF STUDENTS

The Board expects all students to be under assigned adult supervision at all times when they are in school, on school grounds, traveling under school auspices or engaging in school-sponsored activities. School personnel assigned this supervision are expected to act as reasonably prudent adults in providing for the safety of the students in their charge.

The welfare and safety of students while on school premises is the responsibility of all staff members. The building principal at each attendance center will, with staff input develop and implement a schedule of supervision to provide for student safety during non-instructional time. The building supervision schedule will be implemented so as not to unduly interfere with the instructional program or to unduly burden the staff nor jeopardize the safety of students.

During school hours or while engaging in school-sponsored activities, students will be released only into the custody of parents or other authorized persons.

Ref: Policy JHFA

FILE: JGGA
CRITICAL

SECLUSION, ISOLATION AND RESTRAINT

Purpose

Through the adoption of this policy, the Board of Education expects to:

1. Promote safety and prevent harm to students, school personnel and visitors in the school district.
2. Foster a climate of dignity and respect in the use of discipline and behavior-management techniques.
3. Provide school personnel with clear guidelines about the use of seclusion, isolation and restraint in response to emergency situations.
4. Provide parents/guardians information about state guidelines and district policies related to the use of discipline, behavior management, behavior interventions and responses to emergency situations.
5. Promote the use of nonaversive behavioral interventions, including positive behavioral support techniques.

Policy Applicability

This policy applies to all district personnel as defined in the policy. District personnel assigned to facilities not located on district premises (hospitals, detention centers, juvenile facilities and mental health facilities) will follow the policy as specified in the written agreement between the district and the facility. If no policy is specified in a written agreement, employees will follow the facilities' policies unless such policies conflict with the district's policy. If there is a conflict, the employee will notify his or her supervisor and follow district policy until otherwise directed by the Board of Education.

Definitions

Assistive Technology Device – Any item, piece of equipment or product system that is used to increase, maintain or improve the functional capacities of a student with a disability.

Aversive Behavioral Intervention or Aversive Intervention – An intervention that is intended to inflict pain or discomfort upon a student for the purpose of eliminating or reducing maladaptive behaviors, including such interventions as: contingent application of noxious, painful or intrusive stimuli or activities; any form of noxious, painful or intrusive spray, inhalant or tastes; or other similar interventions. The

term does not include such interventions as voice control limited to loud, firm commands; time-limited ignoring of a specific behavior; token fines as part of a token economy system; brief physical prompts to interrupt or prevent a specific behavior; interventions medically necessary for the treatment or protection of the student; or other similar interventions. Corporal punishment administered in accordance with state law is not an aversive intervention for the purpose of this policy.

Behavioral Intervention – An individualized instructional and environmental support that teaches students appropriate behaviors to replace problem behaviors. Behavioral interventions are guided by a functional behavioral assessment that identifies the communicative intent of problem behavior and takes into consideration any known medical, developmental or psychological limitation(s) of the student.

Behavior Intervention Plan (BIP) – A plan that sets forth specific behavior interventions for a specific student who displays chronic patterns of problem behavior.

Behavior Management – Comprehensive, schoolwide procedures applied in a proactive manner that constitute a continuum of strategies and methods to support and/or alter behavior in all students.

Chemical Restraint – Administration of a drug or medication to manage a student's behavior that is not a standard treatment and dosage for the student's medical condition.

Confinement – The act of preventing a student from leaving an enclosed space.

Discipline – Consequences for violating the district's student code of conduct.

Emergency Situation – A situation in which a student's behavior poses a serious, probable threat of imminent physical harm to self or others or destruction of property.

Functional Behavior Assessment – A formal assessment to identify the function or purpose the behavior serves for the student so that classroom interventions and behavior support plans can be developed to improve behavior. The assessment could include observations and charting of the behavior and interviews with family, teachers and the student to determine the frequency, antecedent and response of the targeted behavior.

Individualized Education Program (IEP) – A student's Individualized Education Program as defined by the Individuals with Disabilities Education Act (IDEA).

Isolation – The confinement of a student alone in an enclosed space without locking hardware. Isolation does not include supervised in-school suspension, detention or time-out used as disciplinary consequences in accordance with the district's student discipline code.

Law Enforcement Officer – Any public servant having both the power and duty to make arrests for violations of the laws of this state.

Locking Hardware – Mechanical, electrical or other material devices used to lock a door or to prevent egress from a confined area.

Mechanical Restraint – A device or physical object that the student cannot easily remove that restricts a student's freedom of movement or normal access to a portion of his or her body. This includes, but is not limited to: straps, duct tape,

cords or garments. The term does not include assistive technology devices.

Physical Escort – The temporary touching or holding of the hand, wrist, arm, shoulder or back for the purpose of inducing a student who is acting out or eloping to walk to a safe location.

Physical Restraint – The use of person-to-person physical contact to restrict the free movement of all or a portion of a student's body. It does not include briefly holding a student without undue force for instructional or other purposes, briefly holding a student to calm the student, taking a student's hand to transport him or her for safety purposes, physical escort, or intervening in a fight.

Positive Behavior Supports – A range of instructional and environmental supports to teach students pro-social alternatives to problem behavior and allow them multiple opportunities to practice pro-social skills and receive high rates of positive feedback.

Restraint – See the definitions for *chemical restraint*, *mechanical restraint* and *physical restraint*.

School or District Employee or Personnel – Any person employed by the district, volunteering for the district or performing services on behalf of the district or at the direction of the district. "School or District Employee or Personnel" may include persons working with students as independent contractors or on behalf of an independent contractor, or persons employed by another agency who are providing educational or related services to students.

Seclusion – The confinement of a student alone in an enclosed space from which the student is physically prevented from leaving by locking hardware.

Section 504 Plan – A student's individualized plan as defined by Section 504 of the Rehabilitation Act of 1973.

Time-Out – Brief removal from sources of positive reinforcement that does not meet the definition of seclusion or isolation. The purpose of time-out is to separate the student from the attention of staff and other students.

Use of Time-Out

Nothing in this policy is intended to prohibit the use of time-out as defined in this policy.

Use of Aversive Interventions

Aversive interventions will only be used in accordance with this policy. District personnel shall never use aversive interventions that compromise health and safety.

Use of Seclusion, Isolation and Restraint

Seclusion

Seclusion as defined in this policy is prohibited except in an emergency situation while awaiting the arrival of law enforcement officers as provided for in state law.

Isolation

Isolation shall only be used:

1. In an emergency situation, or
2. When less restrictive measures have not effectively de-escalated the situation and the school has a plan for how to respond in such situations, or
3. With parental approval as specified in a student's IEP, Section 504 plan or other agreed-upon plan to address a student's behavior.

Isolation shall never be used as a form of punishment or for the convenience of district personnel.

A student in isolation must be monitored by district personnel who are in close proximity and able to see and hear the student at all times. Monitoring shall be face to face unless personal safety is significantly compromised, in which case technology-supported monitoring may be utilized. The total time in isolation is to be reasonably calculated based on the age of the student and the circumstances and is not to exceed 40 minutes without a reassessment of the situation and consultation with parents/guardians or administrative staff, unless otherwise specified in an IEP, Section 504 plan or other parentally agreed-upon plan to address a student's behavior.

The space in which the student is isolated should be a normal-sized meeting room or classroom commonly found in a school setting with standard lighting, ventilation, heating, cooling and ceiling height and that is free of objects that could cause harm to the student.

Physical Restraint

Physical restraint shall only be used:

1. In an emergency situation, or
2. When less restrictive measures have not effectively de-escalated the situation and the school has a plan for how to respond in such situations, or
3. With parental approval as specified in a student's IEP, Section 504 plan or other agreed-upon plan to address a student's behavior.

Physical restraint will:

1. Only be used for as long as necessary to resolve the actual risk of danger or harm that warranted the use of physical restraint.
2. Be no greater than the degree of force necessary to protect the student or other persons from imminent bodily injury or to protect property.
3. Not place pressure or weight on the chest, lungs, sternum, diaphragm, back, neck or throat that restricts breathing.
4. Only be done by district personnel trained in the proper use of physical restraint.

District personnel who use physical restraint shall only use restraint methods in which they have received district-approved training. Further, district personnel who use physical restraint may only do so in the presence of at least one (1) additional adult who is in the line of sight unless no other adult is immediately available due to an unforeseeable emergency situation.

Physical restraints should never be used as a form of punishment or for the convenience of district personnel.

Mechanical Restraint

Mechanical restraint shall only be used as specified in a student's IEP or Section 504 plan with two (2) exceptions:

1. Vehicle safety restraints shall be used according to state and federal regulations.
2. Mechanical restraints employed by law enforcement officers in school settings should be used in accordance with appropriate professional standards and applicable policies.

Chemical Restraint

Chemical restraints shall never be used by district personnel.

Emergency Situation Follow-ups

Following any emergency situation involving the use of seclusion, isolation or restraint, a meeting shall occur as soon as possible but no later than two (2) school days after the emergency situation. The meeting shall include, at a minimum, a discussion of the events that led to the emergency and why the de-escalation efforts were not effective; any traumatic reactions on the part of the student, other students or school personnel; what, if anything, could have been done differently; and an evaluation of the process. All staff members directly involved with the emergency situation will be included in the meeting, which will be scheduled and led by the building principal or designee.

Positive Behavior Supports

The superintendent or designee is responsible for implementing the districtwide use of appropriate positive behavior supports designed to support or alter behavior in all students.

Training

The superintendent shall ensure that all district personnel are trained annually and know the policy and procedures involving the use of seclusion, isolation and restraint. Training shall include all of the following:

1. A continuum of prevention techniques.
2. Environmental management techniques.
3. A continuum of de-escalation techniques.
4. Information about this policy.

In addition to the training provided to all district personnel, those who utilize seclusion, isolation or restraint will also receive annual training in:

1. The appropriate use of physical restraint.
2. Professionally accepted practices in physical management and use of restraints.

3. The best way to explain the proposed restraint methods to students and parents/guardians.
4. The appropriate use of isolation.
5. The appropriate use of seclusion.

Records

The superintendent or designee will maintain records documenting the use of seclusion, isolation and restraint showing when they were used and the reason for use; the duration of the use; names of district personnel involved; whether students or school personnel were injured; the name and age of the student; whether the student has an IEP, Section 504 plan or BIP; when the parents/guardians were notified; if the student was disciplined; and any other documentation required by federal or state law.

Notice to Parents/Guardians

Except as otherwise specified in a student's IEP or Section 504 plan, following an emergency situation involving the use of seclusion, isolation or restraint, the parent/guardian of the student shall be notified through verbal or electronic means of the incident as soon as possible, but no later than the end of the day of the incident.

The parent/guardian shall receive a written report of the emergency situation within five (5) school days of the incident. The written incident report shall include all of the following:

1. Date, time of day, location, duration and description of the incident and interventions.
2. Event(s) that led up to the incident.
3. Nature and extent of any injury to the student.
4. Name of an employee the parent/guardian can contact regarding the incident.
5. Plan to prevent the need for future use of seclusion, isolation or restraint.

Students with Disabilities

If the IEP or Section 504 plan of a student with a disability includes the use of seclusion, isolation, restraint or aversive behavior intervention:

1. The IEP or Section 504 plan must specify the conditions under which seclusion, isolation, restraint or aversive behavior intervention may be used.
2. The IEP or Section 504 plan must include steps to eliminate the need for the use of seclusion, isolation, restraint or aversive behavior intervention.
3. Any use of seclusion, isolation, restraint or aversive behavior intervention must be limited to what is set forth in the IEP or Section 504 plan.

Before adding the use of seclusion, isolation, restraint or aversive behavior intervention to an IEP or Section 504 plan, the student must have undergone appropriate assessments including, but not limited to, a formal functional behavior assessment, and the student must have a BIP in place.

REPORTING AND INVESTIGATING CHILD ABUSE/NEGLECT

The Board of Education requires its staff members to comply with the state child abuse and neglect laws and the mandatory reporting of suspected neglect and/or abuse. Any school official or employee who knows or has reasonable cause to suspect that a child has been subjected to abuse or neglect, or who observes the child being subjected to conditions or circumstances that would reasonably result in abuse or neglect, will immediately report or cause a report to be made to the school principal, or designee, who will then become responsible for assuring a report is made via the Child Abuse Hotline to the Missouri Children's Division, as required by law.

Ref: Policy JHG

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
 - School officials with legitimate educational interest;
 - Other schools to which a student is transferring;
 - Specified officials for audit or evaluation purposes;
 - Appropriate parties in connection with financial aid to a student;
 - Organizations conducting certain studies for or on behalf of the school;
 - Accrediting organizations;
 - To comply with a judicial order or lawfully issued subpoena;
 - Appropriate officials in cases of health and safety emergencies; and
 - State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For additional information or technical assistance, you may call (202) 260-3887 (voice). Individuals who use TDD may call the Federal Information Relay Service at 1-800-877-8339.

Or you may contact us at the following address:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5920

PUBLIC SOLICITATIONS/ADVERTISING IN DISTRICT FACILITIES

**FILE: KI
CRITICAL**

Community businesses and groups provide important support to the district's schools. Like all citizens of the community, they contribute to the excellence of the district's educational programs. To maintain an appropriate educational environment that is free of unnecessary disruption, the Board has chosen to permit certain types of nonschool-related advertisements on district property with certain limitations. The district's administration may designate specific areas in school facilities to provide for the posting/distribution of advertising materials by community businesses and organizations. The district may also license advertising space in specified locations, on a fee basis, to provide support for district programming.

The Board has approved a regulation that sets forth specific rules applying to advertising by all profit-making entities and nonprofit and community service organizations. These entities will be referred to as "Outside Entities." Advertising of any kind by Outside Entities on district property must comply with all rules set forth in the Board-approved regulation.

The district does not market or sell personally identifiable student information to any Outside Entities. However, parents and students should be aware that certain personally identifiable student information is designated by the district as "directory information" within district policy JO, Student Records. Federal and state law may require the district to release personally identifiable student information collected for other purposes, such as enrollment, if that information was designated as directory information and if parents and students were properly notified, as permitted by law. The district has no control over how that information will be used once it is released, but parents may notify the district in writing if they do not wish to have directory information released to third parties, in accordance with procedure JO-AP.

POLITICAL CAMPAIGNS

**FILE: DCB
CRITICAL**

No contribution or expenditure of district funds shall be made directly by any Board member, employee or agent of the district to advocate, support or oppose any ballot measure or candidate for public office. This does not prevent Board members or administrators from making public appearances or issuing press releases concerning any such ballot measures.

Reasonable expenditures may be made solely for the purpose of providing patrons of the district with objective information regarding ballot measures in order to inform voters concerning issues that directly affect the district.

SMARTER ADULTS-SAFER CHILDREN

All employees must participate in the following training programs sponsored by the Missouri United School Insurance Council:

- Smarter Adults-Safer Children: Bullying Prevention
- Smarter Adults-Safer Children: Preventing Child Sexual Abuse

Building principals will receive instructions re: how these programs will be presented to employees. Trainings will occur either through face-to-face presentations utilizing video or on-line training through Agos.net. Verification of completion is required from all employees annually.

EMPLOYEE RESOURCES

Visit the website http://www.stcharles.k12.mo.us/staff/emp_resources.asp for links and other helpful information for district employees. This site features links to salary schedules, benefits, insurance, DESE, ESIP, sub-finder, and much more.

MILEAGE CHART (BUILDING TO BUILDING)

The City of St. Charles School District 2011-2012 Mileage Grid
 Directions from Map Quest-Shortest Distance
 Calculated February 10, 2010

	Benton	Blackhurst	Coverdell	Franklin	Maint.	Harris	Lincoln	Monroe	Null	HMS	JS	SCHS	SCW	L&C	Success	JJC
Benton	X	0.83	1.50	0.47	3.36	4.74	0.57	3.65	2.28	0.77	3.63	0.37	3.36	3.32	0.40	1.94
Blackhurst	0.83	X	1.32	1.16	3.17	4.53	1.18	3.02	1.45	0.06	3.04	0.71	2.67	3.13	0.60	2.57
Coverdell	1.50	1.32	X	1.53	3.31	5.29	2.07	3.37	1.72	1.40	3.39	1.40	3.02	3.27	1.35	3.33
Franklin	0.47	1.16	1.53	X	3.74	5.13	1.13	4.04	2.66	1.16	4.02	0.51	3.75	3.71	0.62	2.23
Maint.	3.36	3.17	3.31	3.74	X	2.63	3.35	0.30	1.67	3.23	0.28	3.25	0.64	0.04	3.28	3.61
Harris	4.74	4.53	5.29	5.13	2.63	X	4.94	2.93	3.64	4.59	2.91	4.61	3.00	2.60	4.64	4.61
Lincoln	0.57	1.18	2.07	1.13	3.35	4.94	X	3.64	2.36	1.14	3.62	0.94	3.27	3.30	0.97	1.37
Monroe	3.65	3.02	3.37	4.04	0.30	2.93	3.64	X	1.73	3.08	0.02	3.55	0.43	0.34	3.57	3.90
Null	2.28	1.45	1.72	2.66	1.67	3.64	2.36	1.73	X	1.50	1.73	2.07	1.29	1.61	1.96	3.32
HMS	0.77	0.06	1.40	1.16	3.23	4.59	1.14	3.08	1.50	X	3.10	0.65	2.65	3.23	0.55	2.52
JIS	3.63	3.04	3.39	4.02	0.28	2.91	3.62	0.02	1.73	3.10	X	3.53	0.45	0.31	3.55	3.88
SCHS	0.37	0.71	1.40	0.51	3.25	4.61	0.94	3.55	2.07	0.65	3.53	X	3.16	3.20	0.11	2.27
SCW	3.36	2.67	3.02	3.75	0.64	3.00	3.27	0.43	1.29	2.65	0.45	3.16	X	0.68	3.28	4.33
L&C	3.32	3.13	3.27	3.71	0.04	2.60	3.30	0.34	1.61	3.23	0.31	3.20	0.68	X	3.24	3.57
Success	0.40	0.60	1.35	0.62	3.28	4.64	0.97	3.57	1.96	0.55	3.55	0.11	3.28	3.24	X	2.33
JJC	1.94	2.57	3.33	2.23	3.61	4.61	1.37	3.90	3.32	2.52	3.88	2.27	4.33	3.57	2.33	X

Request for Modification/Amendment to Classified Wage Schedule

This form should be completed by any employee requesting a change, modification, or amendment to any current job description/classification. A copy of the affected job description and this form should be submitted to the Assistant Superintendent for Human Resources. Requests must be received by December 15th to be considered for the following school year (July 1st).

Employee Name:

Job Title:

Direct Supervisor :

Date:

Modification Requested:

Reason for request (provide rationale; include as much detail as possible):

****THIS FORM IS AVAILABLE ONLINE
AT THE DISTRICT'S WEBSITE****

HUMAN RESOURCES OFFICE USE ONLY

- Request reviewed – No action taken (see attached explanation)
- Request reviewed – Additional committee work required.
- Request reviewed – Job description modified as submitted.
- Request reviewed - Referred to Meet and Confer team for consideration.

Signature of Assistant Superintendent, HR

Date

WHO TO CALL LIST – CITY OF ST. CHARLES SCHOOL DISTRICT

Description	Department	Name	Title	Extension #
A+ Schools Program - District Oversight	Curriculum and Instruction	Danielle Tormala	Associate Superintendent	4031
A+ Schools Program - SCHS	SCHS	Jeff Thorne	Assistant Principal	4106
A+ Schools Program - SCW	SCW	Scott Voelkl	Assistant Principal	4237
Academic Credit	Curriculum and Instruction	Danielle Tormala	Associate Superintendent	4031
Accounts Payable	Business	Shelly Stone	Bookkeeper - Accounts Payable	4010
Accounts Receivable	Business	Debbie Zwicky	Bookkeeper- Accounts Receivable	4011
Administrative Leadership Development	Curriculum and Instruction	Danielle Tormala	Associate Superintendent	4031
Administrative Oversight	Superintendent	Randy Charles	Superintendent	4033
Administrator Mentoring Program	Human Resources	Jeff Marion	Assistant Superintendent	4005
Adult and Community Education	Adult and Community Education	Cheryl Graber	Adult and Community Education Coordinator	4020
Alternative School Programming	Curriculum and Instruction	Danielle Tormala	Associate Superintendent	4031
Aspiring Administrator's Program	Human Resources	Jeff Marion	Assistant Superintendent HR	4005
Assessment - (Analysis)	Curriculum and Instruction	Danielle Tormala	Associate Superintendent	4031
Assessment - (Administration)	Instructional Technology	Charles Brazeale	Director of Instructional Technology	4028
Blackhurst Elementary	Blackhurst	Melvin Bishop	Principal	4504
Blackhurst Elementary	Blackhurst	Susan Orio	Principal's Secretary	4505
Board of Education	Superintendent	Randy Charles	Superintendent	4033
Business Services Office	Business Services	Rick Radford	Assistant Superintendent, Business Services	4012
Business Services Office	Business Services	Sara Kuhn	Executive Assistant, Business Services	4006
Business Services Office	Business Services	Diane Clubb	Coordinator of Accounting	4007

Business Services Office	Business Services	Kelley Pendleton	Bookkeeper- Employee Benefits	4047
Business Services Office	Business Services	Leanne Greer	Bookkeeper - Payroll	4008
Business Services Office	Business Services	Shelly Stone	Bookkeeper - Accounts Payable	4010
Business Services Office	Business Services	Heather Mutrux	Business Specialist	4091
Business Services Office	Business Services	Linda Averett	Data Systems Operator	4027
Business Services Office	Business Services	Debbie Zwicky	Bookkeeper - Accounts Receivable	4011
Certified Staff Contract Questions	Human Resources	Alanna Trauterman	Executive Assistant for Human Resources	4004
Character Education	Jefferson Middle School	Nicole Besselman	District Coordinator	4405
Class Size	Human Resources	Jeff Marion	Assistant Superintendent	4005
Code of Conduct	Superintendent	Randy Charles	Superintendent	4033
Community Relations	Superintendent	Randy Charles	Superintendent	4033
Comprehensive School Improvement Plan (CSIP)	Curriculum and Instruction	Danielle Tormala	Associate Superintendent	4031
Core Data	Instructional Technology	Charles Brazeale	Director of Instructional Technology	4028
Coverdell Elementary	Coverdell	Annette Hill	Principal	4604
Coverdell Elementary	Coverdell	Debbie Wilcox	Principal's Secretary	4602
Curricular Programming (K-12)	Curriculum and Instruction	Danielle Tormala	Associate Superintendent	4031
Curriculum and Instruction Office	Curriculum and Instruction	Danielle Tormala	Associate Superintendent	4031
Curriculum and Instruction Office	Curriculum and Instruction	Liz McCarthy	Executive Assistant. for Curriculum and Instruction	4029
Curriculum and Instruction Office	Curriculum and Instruction	Cathy Hirtz	Federal Programs Specialist	4030
Curriculum and Instruction Office	Curriculum and Instruction	Rebecca Britain	Executive Assistant – Curriculum & Instruction	4085
Curriculum and Instruction Office	Curriculum and Instruction	Jeanie Mohrman	Executive Assistant for Student Services and Assessment	4087

Custodian Subs	Maintenance	Christine Wheeler	Secretary	4872
Custodians	Maintenance	Russell Leary	Director of Facilities	4078
District Budget - Accounting	Business	Heather Mutrux	Business Specialist	4091
District Budget Oversight	Business	Rick Radford	Assistant Superintendent, Business Services	4012
District Cell Phones	Instructional Technology	Charles Brazeale	Director of Instructional Technology	4028
District Communications	Superintendent	Randy Charles	Superintendent	4033
Curriculum Handbooks	Curriculum and Instruction	Rebecca Britain	Executive Assistant for Curriculum and Instruction	4085
Parents As Teachers	Early Childhood Education	Kerry Maltzman	Early Childhood Coordinator	4057
Early Childhood Special Education	Special Education	Mary Keene	Early Childhood Special Education Coordinator	4054
Early Childhood – Preschool (tuition & Title I)	Early Childhood Education	Kerry Maltzman	Early Childhood Coordinator	4057
Early Childhood – Preschool (enrollment & tuition payments)	Student Services	Jeanie Mohrman	Executive Assistant for Student Services & Assessment	4087
eMINTS	Instructional Technology	Charles Brazeale	Director of Instructional Technology	4028
Employee Benefits - Insurance	Business	Kelley Pendleton	Bookkeeper - Employee Benefits	4047
Employee Benefits - Payroll Deductions	Business	Kelley Pendleton	Bookkeeper - Employee Benefits	4047
English Language Learners (ELL) / Migrant Students	Student Services	Danielle Tormala	Associate Superintendent	4031
Enrollment and Residency	Human Resources	Jeff Marion	Assistant Superintendent	4005
Erate	Instructional Technology	Charles Brazeale	Director of Instructional Technology	4028
Facilities & Grounds	Maintenance	Russell Leary	Director of Facilities	4078
Federal Programs	Curriculum and Instruction	Cathy Hirtz	Federal Programs Specialist	4030
Field Trips	Curriculum and Instruction	Rebecca Britain	Executive Assistant for	4085

			Student Services & Assessment	
FMLA (Family Medical Leave Act) Certified Staff	Human Resources	Alanna Trauterman	Executive Assistant for Human Resources	4004
FMLA (Family Medical Leave Act) Classified Staff	Human Resources	Kathy Beerman	Executive Assistant for Human Resources	4003
Food Service	Chartwell's	Shirley Derby	Director	4016
Food Service	Chartwell's	Beth Keiser	Assistant	4014
Food Service - Catering	Chartwell's	Carol Eoff	Catering Manager	4015
Food Service – District Contact	Business Services	Rick Radford	Assistant Superintendent for Business	4012
Formal Negotiations	Superintendent	Randy Charles	Superintendent	4033
General District Questions	Superintendent	Susie Lewis	Assistant to the Superintendent	4032
Gifted Program	Student Services	Danielle Tormala	Associate Superintendent	4031
Grants	Curriculum and Instruction	Cathy Hirtz	Federal Programs Specialist	4030
Guidance Program	Student Services	Kay Davis	Director of Special Education & Student Services	4086
Guidance Program - Lead Counselor	Hardin Middle School	Cindy Witzel	Lead District Guidance Counselor	4319
Hardin Middle School	HMS	Ed Gettemeier	Principal	4304
Hardin Middle School	HMS	Matthew Lenger	Assistant Principal	4305
Hardin Middle School	HMS	Steve Wilson	Dean of Students	4393
Hardin Middle School	HMS	Mary King	Principal's Secretary	4314
Harris Elementary	Harris	Teri Harding	Principal	4704
Harris Elementary	Harris	Mina Gammon	Principal's Secretary	4710
Home School Credit	Curriculum and Instruction	Danielle Tormala	Associate Superintendent	4031
Homebound	Student Services	Kay Davis/Dinah Griesenauer	Director of Special Education & Student Services/Student Services Secretary	4086/4036
Homeless	Student Services	Kay Davis/Jeannie Mohrman	Director of Special Education & Student Services	4086\4087
Home Schooling	Student Services	Jeannie Mohrman	Executive Assistant for Student Services & Assessment	4087

Human Resources Office	Human Resources	Jeff Marion	Assistant Superintendent	4005
Human Resources Office	Human Resources	Alanna Trauterman	Executive Assistant for Human Resources	4004
Human Resources Office	Human Resources	Kathy Beerman	Executive Assistant for Human Resources	4003
In-District Student Transfers	Human Resources	Jeff Marion	Assistant Superintendent	4005
Instructional Technology Office	Instructional Technology	Charles Brazeale	Director of Instructional Technology	4028
Instructional Technology Office	Instructional Technology	Linda Averett	Data Systems Operator	4027
Instructional Technology Office	Instructional Technology	Alexis Evans	Secretary	4069
Jefferson Intermediate School	JI	Kim Harris	Principal	4404
Jefferson Intermediate School	JI	Nicole Besselman	Assistant Principal	4405
Jefferson Intermediate School	JI	Steve Wilson	Dean of Students	4410
Jefferson Intermediate School	JI	Lisa Wyman	Principal's Secretary	4414
Juvenile Justice Center	Special Education	Kay Davis	Director of Special Education/Student Services	4086
Legal/Political Issues	Superintendent	Randy Charles	Superintendent	4033
Lewis & Clark Career Center	L&C	Kathy Frederking	Director	4954
Lewis & Clark Career Center	L&C	Chris Jarus	Assistant Director	4964
Lewis & Clark Career Center	L&C	Cherie Jo Corley	Principal's Secretary	4963
Liaison to Teacher and Support Staff Organizations	Human Resources	Jeff Marion	Assistant Superintendent	4005
Library Media Centers	Curriculum and Instruction	Danielle Tormala	Associate Superintendent	4031
Lincoln Elementary	Lincoln	Julie Williams	Principal	4654
Lincoln Elementary	Lincoln	Kathy Hetlage	Principal's Secretary	4678
Maintenance	Maintenance	Russell Leary	Director of Facilities	4078
Maintenance Office	Maintenance	Christine Wheeler	Secretary	4872
Maintenance Office	Maintenance	Ramona Serrano	Warehouse Manager	4880
Maintenance Oversight	Business Services	Rick Radford	Assistant Superintendent for Business	4012

Medicaid	Special Education	Cheryl Worley	Executive Assistant for Special Education	4034
Missouri Options Program - District Oversight	Curriculum and Instruction	Danielle Tormala	Associate Superintendent	4031
Missouri Options Program - Success Campus	Success Campus	Laurie Juergensen	Principal - Success Campus	4894
Missouri School Improvement Program (MSIP)	Curriculum and Instruction	Danielle Tormala	Associate Superintendent	4031
Monroe Elementary	Monroe	Susan Rhoads	Principal	4804
Monroe Elementary	Monroe	Mickey Wyss	Principal's Secretary	4810
MOSIS	Information Technology	Charles Brazeale	Director of Information Technology	4028
MoVIP - District Coordinator	SCW	Tracy Percy	MoVIP District Coordinator	4259
MoVIP - District Oversight	Curriculum and Instruction	Danielle Tormala	Associate Superintendent	4031
New Teacher Orientation	Curriculum and Instruction	Danielle Tormala / Jeff Marion	Associate Superintendent C&I / Assistant Superintendent HR	4031 / 4005
No Child Left Behind (NCLB)	Curriculum and Instruction	Danielle Tormala	Associate Superintendent	4031
Non-Certified (Support) Staff Contract Questions	Human Resources	Kathy Beerman	Executive Assistant for Human Resources	4003
Not sure who to call?	Central Office	Debbie Beardsley	District Receptionist	4058
Null Elementary	Null	Gina Piccinni	Principal	4904
Null Elementary	Null	Lori Hancock	Principal's Secretary	4940
OASIS	OASIS	Mary Darting	OASIS Coordinator	636-949-2220
OASIS	Harris	Joan Schlichter	OASIS Coordinator	4759
Parent/Community Involvement	Superintendent	Randy Charles	Superintendent	4033
Parents as Teachers	Special Education	Kerry Maltzman	Early Childhood Coordinator	4057
Partners in Education	Adult & Community Education	Ruth Guffey	PIE Facilitator	4077
Payroll	Business	Leanne Greer	Bookkeeper-Payroll	4008
Personnel Evaluation Policy and Procedures	Human Resources	Jeff Marion	Assistant Superintendent	4005

Personnel Policies - Transfers, Discipline, Leaves, Resignations, Retirements, Vacations, Extra Allowance	Human Resources	Jeff Marion	Assistant Superintendent	4005
Preferred Family Health Care	Special Education	Kay Davis	Director of Special Education & Student Services	4086
Principal Supervision and Evaluation - Elementary Schools	Curriculum and Instruction	Danielle Tormala	Associate Superintendent	4031
Principal Supervision and Evaluation - High Schools, Success Campus, Adult Education	Human Resources	Jeff Marion	Assistant Superintendent	4005
Principal Supervision and Evaluation - Middle Schools and Lewis & Clark	Instructional Technology	Charles Brazeale	Director of Instructional Technology	4028
Print Shop	Business	Susan Timmerberg	IKON Print Shop	4083
Printing of District AP Checks	Business	Linda Averett	Data Systems Operator	4027
Professional Development (Certified and Support Staff)	Curriculum and Instruction	Liz McCarthy	Executive Assistant for Curriculum & Instruction	4029
Professional Learning Communities	Curriculum and Instruction	Danielle Tormala	Associate Superintendent	4031
Program Evaluation	Curriculum and Instruction	Danielle Tormala	Associate Superintendent	4031
Purchasing Card	Business	Shelly Stone	Bookkeeper- Accounts Payable	4010
Recruitment of Personnel	Human Resources	Jeff Marion	Assistant Superintendent	4005
Salary and Wages	Human Resources	Jeff Marion	Assistant Superintendent	4005
School Improvement Plans (SIP)	Curriculum and Instruction	Danielle Tormala	Associate Superintendent	4031
School Nurses - District Oversight	Student Services	Kay Davis	Director of Special Education & Student Services	4086
School Nurses - Lead District Nurse	Lincoln Elementary	Judy Brink	Lead District Nurse	4403
School Safety and Violence Procedures	Student Services / Facilities	Rick Radford/Russ Leary	Assistant Superintendent / Director of Facilities	4012 / 4078

Section 504 / ADA	Special Education	Kay Davis	Director of Special Education & Student Services	4086
Special Education K-12	Special Education	Kay Davis	Director of Special Education & Student Services	4086
Special Education Office	Special Education	Cheryl Worley	Executive Assistant for Student Services and Special Education	4034
Staff Handbooks	Human Resources	Jeff Marion	Assistant Superintendent	4005
St. Charles High School	SCHS	Jeff Walker	Principal	4104
St. Charles High School	SCHS	Jeff Thorne	Assistant Principal	4106
St. Charles High School	SCHS	Ted Happel	Assistant Principal	4105
St. Charles High School	SCHS	Corey Hahn	Activities Director	4194
St. Charles High School	SCHS	Judy Dietrich	Principal's Secretary	4187
St. Charles West High School	SCW	Kim Fitterling	Principal	4226
St. Charles West High School	SCW	Scott Voelkl	Assistant Principal	4237
St. Charles West High School	SCW	Andrew Stewart	Assistant Principal	4277
St. Charles West High School	SCW	Terry Oetting	Activities Director	4255
St. Charles West High School	SCW	Donna Huster	Principal's Secretary	4222
Student Code of Conduct	Superintendent	Randy Charles	Superintendent	4033
Student Discipline	Superintendent	Randy Charles	Superintendent	4033
Student Discipline - Special Education	Special Education	Kay Davis	Director of Special Education & Student Services	4086
Student Enrollment Projections	Human Resources	Jeff Marion	Assistant Superintendent	4005
Student Evaluation	Special Education & Student Services	Kay Davis	Director of Special Education & Student Services	4086
Student Grievance Procedures	Superintendent	Randy Charles	Superintendent	4033
Student Handbooks	Curriculum and Instruction	Rebecca Britain	Executive Assistant for Curriculum and Instruction	4085

Student Information System	Information Technology	Charles Brazeale	Director of Information Technology	4028
Student Records	Student Services / Special Education	Dinah Griesenauer	Student Services Secretary	4036
Student Services Office	Student Services	Kay Davis	Director of Special Education & Student Services	4086
Student Practicums/Observations Placement	Human Resources	Shirley Landers	Subfinder	4002
Student Teacher Placement	Human Resources	Alanna Trauterman	Executive Assistant for Human Resources	4004
Student Transfer	Human Resources	Jeff Marion	Assistant Superintendent	4005
Sub-Finder System	Human Resources	Shirley Landers	Sub-Finder Secretary	4002
Substitute Employment	Human Resources	Shirley Landers	Sub-Finder Secretary	4002
Success Campus	Success Campus	Laurie Juergensen	Principal	4894
Success Campus	Success Campus	Elisa Rael	Principal's Secretary	4889
Summer School - Regular Education	Curriculum and Instruction	Danielle Tormala	Associate Superintendent	4031
Summer School – Extended School Year (Special Education)	Special Education & Student Services	Kay Davis	Director of Special Education & Student Services	4086
Summer Youth Programs	Adult and Community Education	Cheryl Graber	Adult and Community Education Coordinator	4020
Superintendent's Office	Superintendent	Randy Charles	Superintendent	4033
Superintendent's Office	Superintendent	Susie Lewis	Assistant to the Superintendent	4032
System Programmer	Technology	Kevin Richmiller	System Programmer	4084
Technology	Technology	Craig Schneider	Technology Coordinator	4026
Technology	Technology	Rhonda Welty	Technology Secretary	4026
Technology	Technology	Bryan Gaskin	District Network Administrator	4022
Technology	Technology	Tom Gormley	District Network Administrator	4023
Technology	Technology	John Henson	District Network Administrator	4024
Technology	Technology	Tracy Vohsen	District Network Administrator	4021

Technology	Technology	Gryf Ketcherside	District Technology Trainer/WebMaster	4025
Technology	Technology	Charles Brazeale	Director of Instructional Technology	4028
Textbooks	Curriculum and Instruction	Rebecca Britain	Executive Assistant for Curriculum and Instruction	4085
Title IX Compliance Officer for Employees	Human Resources	Jeff Marion	Assistant Superintendent	4005
Title IX Compliance Officer for Students	Human Resources	Jeff Marion	Assistant Superintendent	4005
Transportation	Transportation	Denise Kemmis	Secretary for Transportation	636-724-3855
Transportation	Transportation	Norquise Cooper	Director of Transportation	636-925-2047
Transportation	Transportation	Michelle Hamann	Asst. Director	636-925-8309
Transportation	Transportation	Arlando Van Hook	Safety/Trainer	636-925-2542
Transportation	Transportation	Wendy White	Dispatcher	636-724-2093
Wellness Program	Special Education & Student Services	Kay Davis	Director of Special Education & Student Services	4086



**St. Charles R-VI School District
400 North Sixth Street
St. Charles, MO 63301**

2011-2012

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Assistant Superintendent, Human Resources

Dr. Rick Radford
Assistant Superintendent, Business/Auxiliary Services

Dr. Kay Davis
Director of Special Education & Student Services

Mr. Charles Brazeale
Director of Instructional Technology

**Board of Education Meetings are held the
2nd Thursday of every month beginning at 7:30 pm**