

Employee Handbook

Teachers, Support Staff, Supervisory Staff, Administrators

Center School District #58

8701 Holmes Road

Kansas City, MO 64131

Website: www.center.k12.mo.us



@CenterSD

The Center School District #58 Board of Education is committed to maintaining a workplace and educational environment that is free from discrimination and harassment in admission or access to, or treatment or employment in, its programs, services, activities and facilities. In accordance with law, the district strictly prohibits discrimination and harassment against employees, students or others on the basis of race, color, religion, sex, national origin, ancestry, disability, age, genetic information or any other characteristic protected by law. The Center School District #58 is an equal opportunity employer. (See policy [AC](#).)

Center School District offers educational and employment opportunities without regard to race, color, creed, national origin, religion, sex, age, or disability and adheres to the provisions of the Family Education Rights and Privacy Act (FERPA).

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This handbook serves as a general reference during your employment with Center School District. It is not intended to be a definitive source of information on all the terms and conditions of your employment.

The information contained in this Handbook is subject to revision based on changes in the law, collective bargaining agreements, Center School District policies and procedures or regulations. The contents of this handbook are meant to serve as guidance and do not constitute the terms of a contract of employment or guarantee of continued employment. There are no promises in this handbook regarding your work assignment, work schedule, specific working conditions or length of employment. The Center School District reserves the right to review, revise, delete, and interpret the policies and procedures described in the Handbook at its discretion, subject to any legal restrictions. Of course, we believe in open communication, and will keep you apprised of changes about which you need to be aware in order to perform your job.

Many District policies and regulations have been referenced and paraphrased for the sake of brevity. Employees are responsible for making sure they are fully aware of the obligations and prohibitions contained in those policies.

In addition, this Handbook is not meant to change or conflict in any way with any terms and conditions of employment contained in any collective bargaining agreement. If you are in a position that is covered by the terms of a collective bargaining agreement, this Handbook supplements those agreements, but does not replace them.

Vision Statement

Ensure each student thrives in a future-focused learning environment as they build their skills becoming responsible citizens

Mission

Each student and every staff member will demonstrate high achievement, character and collaboration in a diverse community.

Core Values

At Center Schools, we value....

- High Expectations for Student Success
- Safe and Respectful Schools
- Lifetime Community and Family Centric Relationships
- Highly Qualified, Diverse Staff
- Diversity in Our Schools and Community

Board of Education

School Board Duties

The Board of Education is a governing body responsible for establishing policies, setting direction, and providing support for quality educational opportunities for all students served by Center School District. This school board recognizes that public support and open lines of communication are vital to a successful educational environment for students and employees.

Board Members

For a list of current Board members, please visit www.center.k12.mo.us

Board Policies

All School Board Policies are available on our website, www.center.k12.mo.us. Please familiarize yourself with these policies. If you have specific questions, contact Human Resources.

School Board Information

Meetings of the Board of Education shall be open to the public and the press unless closed as authorized by law. Closed sessions may occur for such things as discussing certain personnel matters including employment complaints, security matters, student discipline, or to consult with attorneys. Public notice of meeting shall be given in accordance with Board policy and law.

Regular Board Meetings

The Board of Education shall hold regular meetings throughout the year to transact such business as deemed necessary for the smooth operation of the school district. The Board will hold regular meetings on the 4th Monday of each month at 7:00 p.m. at Indian Creek Elementary unless another location is publicized.

District Office Administrative Personnel

Superintendent

Dr. Yolanda Cargile

Assistant Superintendent

Dr. Michael Weishaar

Executive Directors

Dr. Elizabeth Wilkerson-Arbisi, Executive Director of Academic Services

Dr. Kyle Palmer, Executive Director of Human Resources

Directors

Rick Carpenter, Director of Operations

Dr. Stacy King, Director of Family and Student Services

Colleen McLain, Director of Technology

Christina Medina, Director of Public Relations

Meagan Patterson, Director of Special Services

Neal Weitzel, Director of Extended Learning & Development

Joyce Suedmeyer, Supervisor of Systems Management

Helpful Contacts:

From time to time, employees have questions or concerns. If those concerns cannot be answered by supervisors or at the department level, the employee is encouraged to contact the appropriate department as listed below.

AESOP, Kelly Educational Services	1-866-535-5998
Benefits & Insurance	(816) 349-3321
Business Operations	(816) 349-3320
Center Friends	(816) 349-3730
District Central Office	(816) 349-3300
Athletics	(816) 349-3342 or (816) 349-3341
Human Resources	(816) 349-3352
Custodial/Maintenance/Warehouse	(816) 349-3325
Food Service	(816) 349-3319
Payroll	(816) 349-3314 (monthly) (816) 349-3317 (semi-monthly)
Accounts Payable	(816) 349-3315
Residency	(816) 349-3306
Special Services	(816) 349-3308
Technology Services/Help Desk	(816) 349-3437
Transportation	(816) 349-3327
LINC	(816) 349-3469
District Wellness	(816) 349-3339

EARLY CHILDHOOD CENTER

8817 Wornall Road
Kansas City, MO 64131
349-3700
Hours: 8:00 a.m.-3:00 p.m.
Early Dismissal 12:30 p.m.

PARENTS as TEACHERS

8817 Wornall Road
Kansas City, MO 64131
349-3715

BOONE ELEMENTARY

8817 Wornall Road
Kansas City, MO 64131
349-3613
Hours: 8:45 a.m.-3:45 p.m.
Early Dismissal-1:15 p.m.

CENTER ELEMENTARY

8401 Euclid
Kansas City, MO 64132
349-3444
Hours: 8:45 a.m.-3:45 p.m.
Early Dismissal-1:15 p.m.

INDIAN CREEK ELEMENTARY

9801 Grand
Kansas City, MO 64114
612-4250
Hours: 8:45 a.m.-3:45 p.m.
Early Dismissal-1:15 p.m.

RED BRIDGE ELEMENTARY

10781 Oak Street
Kansas City, MO 64114
612-4200
Hours: 8:45 a.m.-3:45 p.m.
Early Dismissal-1:15 p.m.

CENTER MIDDLE SCHOOL

326 E. 103rd Street
Kansas City, MO 64114
612-4000
Hours: 7:30 a.m.-2:30 p.m.
Early Dismissal: 12:35 p.m.

Center Alternative School

8434 Paseo
Kansas City, MO 64131
349-3440
Hours: 7:55 a.m.-3:10 p.m.
Early Dismissal: 12:35 p.m.

CENTER HIGH SCHOOL

8715 Holmes
Kansas City, MO 64131
349-3330
Hours: 8:05 a.m.-3:05 p.m.
Early Dismissal: 12:35 p.m.

Frequently Asked Questions

Below is a list of frequently asked questions that have been consolidated for an easy reference as you learn your way through Center School District processes and systems.

Am I required to report to work when schools are closed due to inclement weather?

Days when schools are closed due to inclement weather are non-work days for all employee groups with the **exception** of 10.75, 11 and 12-month employees. As a general rule employees report to work unless notified by their supervisor or as noted on the work calendar. Employees unable to report to work due to severe weather conditions should notify their supervisor as early as possible.

What are Block-Out Dates?

Block-Out days include, the first and last day of school, professional development days, and days before and after a holiday. On these days you may not use Personal Leave without prior approval from the Director of Human Resources.

How do I make name, address, phone and other employee changes?

Name changes must be made with Human Resources. A social security card indicating the new name must be present at the time of change. Address, phone number, and other employee changes can be made online through the KeyNet Employee Portal.

What is my employee type?

Employees who typically clock in and out are considered to be classified and non-exempt. Those who typically do not clock in and out are considered exempt.

How do I get paid?

In order to get paid for the first time, the Benefits/Payroll Department must receive your I-9, W-4 forms, and your Direct Deposit form along with a voided check or Direct Check Card Authorization form, signed and dated. This information will allow us to add you to the system as an employee. All non-exempt employees are paid on or before the 15th and the last day of each month. Typically, exempt employees are paid on or before the 25th of each month. If the payday falls on a weekend or district holiday, payday will be the previous business day.

What is even pay?

Even pay allows employees to be paid over 12 months July to June, even if they work less than 12 months. The total amount of even pay is calculated by your daily rate multiplied by the number of days assigned to work. This sum is then divided between 12 (exempt) or 24 (non-exempt) pay periods.

What is Exception Pay?

Exception pay is pay for anything outside of an employee's regularly scheduled work. This includes extra hours, overtime, dock hours or docks as a result of exhausted leave. This is all paid

based off the Payroll Calendar. The Payroll Calendar can be found on the splash page of the KeyNet Employee Portal.

How do I read the deductions on my electronic paycheck?

You should review and confirm that the information on your electronic paycheck is accurate, including the spelling of your name and address, the amount and type of earnings and pre- and post-tax deductions. If you are a benefits-eligible employee, we encourage you to check your paycheck the pay period following benefits enrollment to ensure that the appropriate amounts are being deducted based on your benefits selections. **Errors or discrepancies should be reported immediately to the Payroll Department.**

Paycheck Deductions

Mandatory paycheck deductions are subtracted from your gross pay in accordance with federal and state laws. Federal and state tax deductions are based on information completed on the W-4 form.

Tax Code Abbreviations:

- LWT- Local Tax
- FICA-MED-Social Security
- FWT- Federal Tax
- MED-Medicare
- SWT- State Tax

What do I do if I am sick?

In the event of illness, notify your immediate supervisor and enter the absence in AESOP. Absences other than illness must have prior approval from the employee's supervisor unless in case of emergency. Employees should create all absences in the AESOP system by entering the request online at KESSCHEDULE@kellyservices.com or call 1-866-535-5998. Employee login information is available from the Human Resource Department.

What do I do if I need to take a long-term absence?

Notify your immediate supervisor and the Human Resources Department of your request. Please include reason, beginning date and the length of anticipated time off. Based upon need you will be placed in contact with Benefits to fill out FMLA paperwork. Once approved you will be responsible for entering your requested leave in the AESOP system.

How do I change my tax withholding deduction?

You can make changes to your federal and/or state filing status through the KeyNet Employee Portal. You can also complete a W4 form and return to the Payroll Department.

How do I make name, address and/or beneficiary changes to my Missouri Public School Retirement Account?

Changes can be made on the retirement website at <http://www.psr-s-peers.org>

The Flex Plan Year runs from July 1 through June 30. How long do I have to file claims for reimbursement?

Employees have 60 days from the end of the Plan Year to submit claims for services received through June 30. If an employee leaves prior to the end of the Plan Year, their participation in the plan ends on the termination date. You have 30 days from termination to claim services received prior to the termination date. Our Flex Plan is handled by our Benefit's Coordinator. The coordinator can be reached at x3321 for any questions.

Where do I get replacement ID Badges and Keycards?

Employees can obtain a new ID Badge by contacting the Benefits Coordinator at x3321 and a new Keycard by contacting the Technology Department at x3437.

Where can I find commonly used district and employee forms along with other related information?

Most of this can be found on the splash page of the Keynet Employee portal. There are helpful forms and tools from Public Relations, Academic Services, Special Education, Operations, Benefits, Payroll and HR.

The information contained in these policies applies to all employees of CSD. Following the policies Manual is considered a condition of continuous employment. However, nothing in these policies alter an employee's "at-will" status. The contents of the policies shall not constitute nor be construed as a promise of employment or as a contract (express or implied) between CSD and any of its employees.

Equal Employment Opportunity

It is the policy and practice of the Center School District in accordance with Title VI and Title VII of the Civil Rights Act, the Americans with Disabilities Act, Section 504 of the Rehabilitation Act and the Age Discrimination Act to provide an equal employment opportunity to qualified candidates without regard to race, religion, sex, age, national origin, disability, or any other legally protected category. This policy extends to all areas of employment, including, but not limited to: recruitment, selection and placement, compensation, promotion and transfer, disciplinary measure, demotion, layoffs and terminations, testing and training, working conditions, compensation, and benefits.

Likewise, Center School District seeks to provide a workplace environment free of hazards and unproductive or unpleasant conditions. Center School District expects all employees to treat each other, clients, customers, agents and the public with respect and courtesy. No form of prohibited harassment or inappropriate behavior-sexual or otherwise on the basis of any protected category-will be tolerated. Employees and applicants will be protected from coercion, intimidation, interference or discrimination in asserting their rights. Personnel violating this directive will be subject to disciplinary action including possible termination of employment.

Accommodations

For more detailed information, please see [Board Policy GBE](#)

School districts are required to comply with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act. Those statutes define the term "disability" as a physical or mental impairment that substantially limits one or more major life activities. In the event that an employee has become unable to perform one or more essential functions of his or her job due to a disability or needs assistance to perform the essential functions of the job, the employee must contact Human Resources immediately. Human Resources will provide the employee with the appropriate forms to document the request for an accommodation and will, in turn, assess whether a reasonable workplace accommodation can be provided. Reasonable workplace accommodations are situation-specific and take different forms. The district determines which specific workplace accommodation, if any, is reasonable, including time off work to recover, and whether the reasonable accommodation creates an undue hardship for the district. When considering possible accommodations, the district is not required to eliminate employee's essential job duties or lower performance standards or to act otherwise unreasonably.

The district will also provide reasonable accommodations for pregnancy to the extent required by law and for sincerely-held religious beliefs as long as the accommodation does not create an undue hardship.

To obtain a request for workplace accommodation under ADA, please contact the Human Resources Department at x3352.

Prohibition Against Discrimination, Harassment and Retaliation

For more detailed information, please see [Board Policy AC](#)

The Center School District #58 Board of Education is committed to maintaining a workplace and educational environment that is free from discrimination and harassment in admission or access to, or treatment or employment in, its programs, services, activities and facilities. In accordance with law, the district strictly prohibits discrimination and harassment against employees, students or others on the basis of race, color, religion, sex, national origin, ancestry, disability, age, genetic information or any other characteristic protected by law. The Center School District #58 is an equal opportunity employer. The Board also prohibits:

1. Retaliatory actions including, but not limited to, acts of intimidation, threats, coercion or discrimination against those who make complaints of prohibited discrimination or harassment, report prohibited discrimination or harassment, participate in an investigation, formal proceeding or informal resolution, whether conducted internally or outside the district, concerning prohibited discrimination or harassment.
2. Aiding, abetting, inciting, compelling or coercing discrimination, harassment or retaliatory actions.
3. Discrimination, harassment or retaliation against any person because of such person's association with a person protected from discrimination or harassment in accordance with this policy.

All employees, students and visitors must immediately report to the district for investigation any incident or behavior that could constitute discrimination, harassment or retaliation in accordance with this policy. If discrimination, harassment or retaliation that occurs off district property and that is unrelated to the district's activities negatively impacts the school environment, the district will investigate and address the behavior in accordance with this policy, as allowed by law.

Additional Prohibited Behavior

Behavior that is not unlawful or does not rise to the level of illegal discrimination, harassment or retaliation might still be unacceptable for the workplace or the educational environment. Such behavior may result in discipline, up to and including termination.

Interim Measures

When a report is made or the district otherwise learns of potential discrimination, harassment or retaliation, the district will take immediate action to protect the alleged victim, including implementing interim measures. For example, the district may alter a class seating arrangement, provide additional supervision for a student or suspend an employee pending an investigation. The district will take immediate steps to prevent retaliation against the alleged victim, any person associated with the alleged victim, or any witnesses or participants in the investigation. These steps may include, but are not limited to, notifying students, employees and others that they are protected from retaliation, ensuring that they know how to report future complaints, and initiating follow-up contact with the complainant to determine if any additional acts of discrimination, harassment or retaliation have occurred.

Consequences and Remedies

If the district determines that discrimination, harassment or retaliation have occurred, the district will take prompt, effective and appropriate action to address the behavior, prevent its recurrence and remedy its effects.

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. Students, employees and others will not be disciplined for speech in circumstances where it is protected by law. 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.

Remedies provided by the district will attempt to minimize the burden on the victim. Such remedies may include, but are not limited to: providing additional resources such as counseling, providing access to community services, assisting the victim in filing criminal charges when applicable, moving the perpetrator to a different class or school, providing an escort between classes, or allowing the victim to retake or withdraw from a class. The district may provide additional training to students and employees, make periodic assessments to make sure behavior complies with district policy, or perform a climate check to assess the environment in the district.

Definitions

Discrimination – Conferring benefits upon, refusing or denying benefits to, 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, genetic information 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, genetic information or any other characteristic protected by law or based on a belief that such a characteristic exists: graffiti; display of written material, pictures or electronic images; name calling, teasing or taunting; insults, derogatory remarks or slurs; jokes; gestures; threatening, intimidating or hostile acts; physical acts of aggression, assault or violence; theft; or damage to property.

Sexual Harassment – A form of discrimination, as defined above, on the basis of sex. Sexual harassment is unwelcome conduct or communication 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 other unwelcome verbal, nonverbal or physical 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:

- Sexual advances and requests or pressure of any kind for sexual favors, activities or contact.
- Conditioning grades, promotions, rewards or privileges on submission to sexual favors, activities or contact.
- Punishing or reprimanding persons who refuse to comply with sexual requests, activities or contact.
- Graffiti, name calling, slurs, jokes, gestures or communications of a sexual nature or based on sex.
- Physical contact or touching of a sexual nature, including touching of intimate parts and sexually motivated or inappropriate patting, pinching or rubbing.
- Comments about an individual's body, sexual activity or sexual attractiveness.
- Physical sexual acts of aggression, assault or violence, including criminal offenses (such as rape, sexual assault or battery, and sexually motivated stalking) against a person's will or when a person is not capable of giving consent due to the person's age, intellectual disability or use of drugs or alcohol.
- Gender-based harassment and acts of verbal, nonverbal, written, graphic or physical conduct based on sex or sex stereotyping, but not involving conduct of a sexual nature.

Public Notice

The superintendent or designee will publicize the district's policy prohibiting discrimination, harassment and retaliation and disseminate information on how to report discrimination, harassment and retaliation. 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 Center School District #58 does not discriminate in its programs, services, activities, facilities or with regard to employment. The district will provide information in alternative formats when necessary to accommodate persons with disabilities.

Reporting

Students, employees and others may attempt to resolve minor issues by addressing concerns directly to the person alleged to have violated this policy, but they are not expected or required to do so. Any attempts to voluntarily resolve a grievance will not delay the investigation once a report has been made to the district.

Unless the concern is otherwise voluntarily resolved, all persons must report incidents that might constitute discrimination, harassment or retaliation directly to the compliance officer or acting compliance officer. All district employees will instruct all persons seeking to make a grievance to communicate directly with the compliance officer. Even if the potential victim of discrimination, harassment or retaliation does not file a grievance, district employees are required to report to the compliance officer any observations or other information regarding actions 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.

Even if a grievance is not directly filed, if the compliance officer otherwise learns about possible discrimination, harassment or retaliation, including violence, the district will conduct a prompt, impartial, adequate, reliable and thorough investigation to determine whether unlawful conduct occurred and will implement the appropriate interim measures if necessary.

Student-on-Student Harassment

Building-level administrators are in a unique position to identify and address discrimination, harassment and retaliation 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 prohibited behavior in accordance with the district's discipline policy. The administrator will report all incidents of discrimination, harassment and retaliation 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.

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 if possible. 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. The district will keep any documentation created in investigating the complaint including, but not limited to, documentation considered when making any conclusions, in accordance with the Missouri Secretary of State's retention manuals and as advised by the district's attorney.

Drug Free Workplace

For more detailed information, please see [Board Policy GBEBA](#)

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.

The district reserves the right to conduct such drug and alcohol testing as it reasonably believes is warranted under the circumstances, including, without limitation, pre-employment, random, reasonable suspicion, post-accident, return to work, and post-rehabilitation testing. The district will also conduct drug tests in any situation where it is required to do by state or federal law including, but not limited to, staff members who operate district transportation.

The district will select a qualified laboratory to conduct the testing in compliance with applicable law. If testing is done because of reasonable suspicion or following an occupational accident or injury, the staff member may be accompanied by a district representative and the Company may provide transportation to the laboratory. Staff will be removed from duty with pay pending the results of a drug test as deemed appropriate by the district. If a staff member refuses to submit to the screening process, the staff member may be subject to disciplinary action up to and including immediate termination. If a test comes back positive for alcohol or drugs, the staff member may be subject to disciplinary action up to and including suspension or immediate termination of employment; however, a staff member may request a second test to confirm the finding. The second test will be conducted at the employee's expense, assuming the results of the second test confirm the findings of the first test. Drug and alcohol testing will be carried out in compliance with Board policy and any applicable state and federal laws and regulations.

Employees may be required to satisfactorily participate in rehabilitation programs.

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 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 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).

Tobacco-Free Workplace

For more detailed information, please see [Board Policy AH](#)

To promote the health and safety of all students and staff and to promote the cleanliness of district property, the district prohibits all employees, students and patrons from smoking or using tobacco products, electronic cigarettes or imitation tobacco or cigarette products in all district facilities, on district transportation, on all district grounds at all times and at any district-sponsored event or activity while off campus. This prohibition extends to all facilities the district owns, contracts for or leases to provide educational services, routine healthcare, daycare or early childhood development services to children. This prohibition does not apply to any private residence or any portion of a facility that is used for inpatient hospital treatment of individuals' dependent on, or addicted to, drugs or alcohol in which the district provides services.

Students and employees who violate this policy will be disciplined in accordance with applicable Board policies and may be offered referrals to smoking cessation programs. Employees may be terminated for repeated violations. Visitors who violate this policy may be asked to leave or may face other consequences in accordance with district policies and procedures.

Staff Conduct

For more detailed information, please see [Board Policy GBCB](#)

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. Recognize that the welfare of children is the first concern of the school district.
2. 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.
3. Maintain courteous and professional relationships with pupils, parents/guardians, other employees of the district and all patrons of the district.
4. Create and maintain a healthy educational and working environment, focusing upon the attitude and teamwork necessary to meet the goals and objectives of the district.

5. Keep all student records, medical information and other sensitive information confidential as directed by law, Board policy, district procedures and the employee's supervisor.
6. Keep current on developments affecting the employee's area of expertise or position.
7. Transact all official business with the appropriate designated authority in the district in a timely manner.
8. Transmit constructive criticism of other staff members or of any department of the school district to the particular school administrator who has the administrative responsibility for improving the situation.
9. Care for, properly use and protect school property.
10. Attend all required staff meetings called by district administration, unless excused.
11. Immediately report all dangerous building conditions or situations to the building supervisor and take action to rectify the situation and protect the safety of students and others if necessary.
12. Properly supervise all students. The Board expects all students to be under assigned adult supervision at all times during school and during any school activity. Except in an emergency, no employee will leave an assigned group unsupervised.
13. Obey all safety rules, including rules protecting the safety and welfare of students.
14. Respect the basic responsibility of parents and/or guardians for their children.
15. Submit all required reports or paperwork at the time requested. Employees will not falsify records maintained by the school district.
16. Refrain from using profanity.
17. Dress professionally and in a manner that will not interfere with the educational environment.
18. Come to work and leave work at the time specified by the employee handbook or by the employee's supervisor. Employees who are late to work, stop working before the scheduled time or work beyond the scheduled time without permission may be subject to discipline, including termination.
19. 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.
20. 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.
21. Recognize that appointments to positions and promotions must be based solely on merit. Refrain from using pressure on school officials for appointment or promotion.
22. Employees will not use district funds or resources to advocate, support or oppose any ballot measure or candidate for public office.
23. Employees will not use any time during the working day for campaigning purposes, unless allowed by law.
24. Refrain from engaging in personal matters or advancing personal agendas during instructional time, planning periods, conference periods or other portions of the working day.

25. Speak positively about the school district to all parents, patrons and students. Encourage families to continue their child's education in Center schools at all levels.

Staff-Student Relations

For more detailed information, please see [Board Policy GBH](#)

Staff members are expected to maintain courteous and professional relationships with students. All staff members have a responsibility to provide an atmosphere conducive to learning through consistently and fairly applied discipline and the maintenance of physical and emotional boundaries with students. These boundaries must be maintained regardless of the student's age, the location of the activity, whether the student allegedly consents to the relationship or whether the staff member directly supervises the student. Maintaining these boundaries is an essential requirement for employment in the district.

Although this policy applies to the relationships between staff members and district students, staff members who inappropriately interact with any child may be disciplined or terminated when the district determines such action is necessary to protect students.

Absolute Prohibitions

There are some interactions between staff members and students that are never acceptable and are absolutely prohibited including, but not limited to:

- Touching, caressing, fondling or kissing students in a sexual or sexually intimate manner.
- Dating a student or discussing or planning a future romantic or sexual relationship with a student. The district may presume that this provision has been violated if a staff member begins a dating or sexual relationship with a student immediately after graduation or immediately after a student has left the district.
- Making sexual advances toward a student or engaging in a sexual relationship with a student.
- Engaging in any conduct that constitutes illegal harassment or discrimination as defined in policy AC or that could constitute a violation of that policy if pervasive.
- Engaging in any conduct that violates Board policies, regulations or procedures or constitutes criminal behavior.

Reporting

Any person, including a student, who has concerns about or is uncomfortable with a relationship or activities between a staff member and a student should bring this concern immediately to the attention of the principal, counselor or staff member's supervisor. If illegal discrimination or harassment is suspected, the process in policy AC will be followed.

Any staff member who possesses knowledge or evidence of possible violations of this policy must immediately make a report to the district's administration. All staff members who know or have

reasonable cause to suspect child abuse shall immediately report the suspected abuse in accordance with Board policy. Staff members must also immediately report a violation or perceived violation of the district's discrimination and harassment policy (AC) to the district's nondiscrimination compliance officer. Staff members may be disciplined for failing to make such reports.

MANDATORY REPORTING

Reporting of Child Abuse/Neglect

For more detailed information, please review [Board Policy JHG](#)

Hotline phone number 1-800-392-3738

The Center School District and its employees will take action to protect students and other children from harm including, but not limited to, abuse and neglect, and will respond immediately when discovering evidence of harm to a child. Employees must cooperate fully with investigations of child abuse and neglect. The district prohibits discrimination, negative job action or retaliation against any district employee who, in good faith, reports alleged child abuse or neglect, including alleged misconduct by another employee.

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 acting in his or her official capacity 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, shall directly and immediately make a report to the CD, including any report of excessive absences that may indicate educational neglect. No internal investigation shall be initiated until such a report has been made, and even then the investigation may be limited if the report involves sexual misconduct by a school employee. Employees who make such reports to the CD must notify the school principal or designee in writing that a report has been made. The principal or designee will notify the superintendent or designee and the district liaison(s) about the report in writing.

The school principal or designee may also notify law enforcement or the juvenile office when appropriate. If an employee has reason to believe that a victim of such abuse or neglect is a resident of another state or was injured as a result of an act that occurred in another state, then, in addition to notifying the Missouri CD pursuant to this policy, he or she may also make a report to the child protection agency with the authority to receive such reports, pursuant to law, in the other state.

The reporting requirements are individual, and no supervisor or administrator may impede or inhibit any reporting under this section. No employee making a report in accordance with law shall be subject to any sanction, including any adverse employment action, for making such a report. Further, the superintendent and other district administrators shall ensure that any employee mandated by law to make a report shall have immediate and unrestricted access to the communication technology necessary to make an immediate report. Employees shall also be

temporarily relieved of other work duties for such time as is required to make any mandated report.

Bullying

For more detailed information, please see [Board Policy JFCF](#)

In order to promote a safe learning environment for all students, the Center School District prohibits all forms of bullying. The district also prohibits reprisal or retaliation against any person who reports an act of bullying among or against students.

Definitions

Bullying – In accordance with state law, bullying is defined as intimidation, unwanted aggressive behavior, or harassment that is repetitive or is substantially likely to be repeated and causes a reasonable student to fear for his or her physical safety or property; that substantially interferes with the educational performance, opportunities or benefits of any student without exception; or that substantially disrupts the orderly operation of the school. Bullying includes, but is not limited to: physical actions, including violence, gestures, theft, or property damage; oral, written, or electronic communication, including name-calling, put-downs, extortion, or threats; or threats of reprisal or retaliation for reporting such acts.

Cyberbullying – A form of bullying committed by transmission of a communication including, but not limited to, a message, text, sound or image by means of an electronic device including, but not limited to, a telephone, wireless telephone or other wireless communication device, computer or pager. The district has jurisdiction over cyberbullying that uses the district's technology resources or that originates on district property, at a district activity or on district transportation. Even when cyberbullying does not involve district property, activities or technology resources, the district will impose consequences and discipline for those who engage in cyberbullying if there is a sufficient nexus to the educational environment, the behavior materially and substantially disrupts the educational environment, the communication involves a threat as defined by law, or the district is otherwise allowed by law to address the behavior.

Reporting Bullying

School employees, substitutes or volunteers are expected to intervene to prevent student bullying, appropriately discipline the perpetrator, assist the victim and report the incident to the building principal or designee for further investigation and action. Any school employee, substitute or volunteer who witnesses or has firsthand knowledge of bullying of a student must report the incident to the building principal or designee as soon as possible, but no later than two school days after the incident.

Students who have been subjected to bullying, or who have witnessed or have knowledge of bullying, are encouraged to promptly report such incidents to a school employee. Any school

employee receiving such a report shall promptly transmit the report to the building principal or designee.

If the bullying incident involves students from more than one district building, the report should be made to the principal or designee of the building in which the incident took place or, if more appropriate, to the principal or designee of the building attended by the majority of the participants in the incident.

Employment Practices and Procedures

Job Vacancy Announcements

Announcements of job vacancies by position and location are posted on a regular basis on the district website at www.center.k12.mo.us.

Criminal Background Checks

For more detailed information, please see [Board Policy GBEB](#)

The Center School District is committed to providing a safe environment for students to learn. As part of this effort, in accordance with this policy, the district will require criminal background checks of employees as well as certain volunteers and others working on district property. The Board directs the Superintendent or designee to develop procedures and practices consistent with this policy. Any offer of employment is contingent upon the satisfactory outcome of the criminal background check, when required. The district has the sole and absolute discretion to determine whether the outcome is satisfactory. The district reserves the right to require any employee or volunteer to submit to additional criminal background checks at the district's expense or rerun background checks at any time. As a condition of continuing to work within the district, all employees must notify the district if they are charged, convicted, plead guilty or are otherwise found guilty of any misdemeanor or felony during the time period when they are employed by the district, regardless of the imposition of sentence. This notification must be made as soon as possible, but no later than five business days after the event.

References

For more detailed information, please see [Board Policy GBLB](#)

The district will maintain information regarding current and former employees as confidential within the limits of the law. Only the superintendent or a person or persons specifically designated by the superintendent may respond on behalf of the district to a reference request for a current or former employee. District employees must direct reference requests to the superintendent or the Human Resources Department. Upon request, employees will assist the superintendent or HR with the preparation of accurate reference information.

Employees other than the superintendent or the designee may provide personal references, but by doing so, they are acting in their individual capacities and not as employees of the district. Employees providing personal references may not use district letterhead or otherwise indicate that the reference is sponsored by the district unless they have received prior approval from the superintendent or designee, but may identify the working relationship they have or had with the current or former employee. The district will not endorse any reference provided outside the

directives of this policy and is not responsible for providing legal advice or protection for unauthorized employees who provide references.

Employee Attendance

For more detailed information, please see [Board Policy GBCBC](#)

Consistent contact with students and coworkers is necessary for an optimal learning environment. Therefore, consistent attendance is an essential duty of any employee's position. While some absences are unavoidable, when an employee is routinely tardy, frequently absent or is absent for an extended period of time, the learning environment and district operations are negatively impacted. Therefore, employees may be disciplined or terminated for excessive absences or tardiness, which includes situations where employees come to work late, leave early or abandon their duties without permission from a supervisor. Unless approved by the Board, superintendent, authorized supervisor, or otherwise authorized by law, an employee's absence or tardiness will be considered excessive or unreasonable as outlined in [Board Policy GBCBC](#).

Employees are expected to attend work on a regular and predictable basis.

- It is important to notify one's immediate supervisor of the reason for absence as soon as possible.
- Supervisors may request specific methods of notification.

For the purpose of determining tardiness, an employee is tardy if they report to work any time after the designated start of the scheduled workday. In general, road construction, traffic congestion, personal issues, and "normal" weather conditions are not acceptable reasons for tardiness.

Staff Leaves and Absences

For more detailed information, please see [Board Policy GCBDA](#) and [GDBDA](#)

Consistent contact with students and staff is important to the learning environment and district operation and therefore is an essential duty of a staff member's position. However, Center recognizes that there are circumstances that require an employee to miss work, and the purpose of this policy is to identify situations where paid and unpaid leave is appropriate.

Center School District recognizes three types of paid leave: Short Term Leave, Personal Leave, and Vacation dependent upon employment type. Leave for Classified employees is accrued during the first year of employment. Short Term leave is accrued at a rate of .5 days per pay cycle after 30 days. Personal Leave is accrued at 1 day after 6 months. Vacation leave is accrued at a prorated amount on Jan 1 and then July 1.

*Certified**

Employee Type	Short Term Leave Total	Personal Leave Total	Vacation Total
9 month	10	2	0
10 month	10	2	0
11 month	11	2	0
12 month	12	2	20

*Prorated based on date of hire

*Classified**

Employee Type	Short Term Leave	Personal Leave Total	Vacation Total
9 month	10	2	0
10 month	10	2	0
11 month	11	2	0
12 month	12	2	10

*Prorated based on date of hire.

Short Term Leave includes days used for personal illness, bereavement, and emergency.

- Short Term Leave will be granted in the event of personal illness or injury to an employee or the employee's immediate family.
- Short Term Leave can be used for in the event of bereavement in the employee's immediate family.
- For purposes of this policy, "immediate family" includes; spouse, relatives of the employee or employee's spouse, parents, children, children's spouses, grandparents, grandchildren, and siblings, or any other person deemed appropriate by the employee's immediate supervisor.
- Short Term Leave can be used for the employee to tend to personal business. "Personal business" includes things like: attendance at a legal or professional commitment and/or transaction that cannot be accomplished outside of regular work hours or observance of a religious holiday.
- Unlike "Personal Leave," Short Term Leave requires a reason and approval by the immediate supervisor. If the employee has no accrued Short Term Leave, unpaid "personal business leave" may be granted at the discretion of the Executive Director of Human Resources.
- Classified Short Term Leave is accrued at .5 days per pay cycle after 30 days.

Unused Short Term Leave will be carried over to the following year.

Personal Leave

- Two days of Personal Leave will be granted annually to each employee.
- Classified Personal Leave is accrued at 1 day after 6 months of employment.
- Requests for Personal Leave must be made for approval at least five (5) days in advance for approval by the immediate supervisor.
- Unused Personal Leave will be carried over to the following year. A total of 5 days may be accumulated.
- Personal Leave will not be granted, unless there is an emergency on the first or last day of school, days before or after a holiday, or staff professional development days. In case of emergency, it is at the discretion of the Executive Director of Human Resources to grant leave.

Family and Medical Leave Act of 1993 (FMLA)

For more detailed information, please review [Board Policy GBBDA](#)

The district will administer leave that qualifies for Family and Medical Leave Act (FMLA) protection in accordance with federal law. To be eligible for FMLA leave the employee must have been employed by the district for 12 months and worked at least 1,250 hours of service. The eligible employee will also be required to have a qualifying reason.

OTHER LEAVE

Jury Duty

Submit a copy of the summons to your immediate supervisor and the Human Resources Department.

Vacation Leave

Professional 12 month employees will receive twenty (20) days of vacation to be used annually after one (1) year of employment. During the first year an employee will receive half of their vacation days on December 31 and the remainder on June 30 to be used in the following year.

Classified Staff employed on a 12 month basis will receive 10 days of vacation to be used annually after one (1) year of employment. During the first year an employee will receive half of their vacation days on December 31 and the remainder on June 30 to be used in the following year. 15 days of vacation will be granted after 10 years of service.

Bereavement Leave

Up to three days of paid Bereavement Leave will be granted to an employee in the event of a death in the employee's immediate family. An employee may request in writing that the Superintendent or his or her designee grant up to two additional days of Bereavement Leave to be taken from the employee's allocated Sick Leave or Personal Leave days. The employee must specifically identify in the district's absence tracking system the immediate family member for whom the Bereavement Leave is being taken.

Evaluations

Certificated Employees

For more detailed information, please see [Board Policy GCN](#)

Evaluation of an employee's job performance is a continuous process that focuses on improvement. Performance evaluation is based on an employee's assigned job duties and other job-related criteria. The Board requires a program of comprehensive, performance based evaluations for the teachers and other professional staff members it employs in order to ensure high-quality staff performance that improves student achievement. All employees will participate in the evaluation process with their assigned supervisor at least annually. Written evaluations will be completed on forms approved by the District. Reports, correspondence, and memoranda also can be used to document performance information. All employees will receive a copy of their written evaluation, participate in a performance conference with their supervisor, and have the opportunity to respond to the evaluation. Teachers employed under a permanent contract shall receive a formal summative evaluation every five years. Teachers employed on probationary contracts shall receive a formal summative evaluation every year.

Classified Employees

For more detailed information, please see [Board Policy GDN](#)

The primary purpose of the evaluation is to promote growth of support staff employees in a manner that is aligned with the districts goals. All principals or supervisors will complete a written evaluation of all classified staff they employ. All employees will be given an explanation of their duties and responsibilities and will be provided with guidance by their immediate supervisors in performing them satisfactorily. In addition, all staff members will receive a copy of the evaluation and will acknowledge receipt with an electronic signature.

Employment after Retirement

Individuals receiving retirement benefits from the Public School Retirement Systems (PSRS/PEERS) may be employed in certain positions on a part-time basis without affecting their benefits, according to the Public School Retirement Systems (PSRS/PEERS) rules and state law. It is important that you abide by Missouri law and Public Schools and Education Employee Retirement Systems of Missouri (PSRS/PEERS) Board of Trustees' regulations. The effect of post-retirement employment on your benefit payments depends on the number of hours you work, and salary earned. In order to be eligible for retirement benefits, any PSRS/PEERS retiree whose retirement is effective on or after May 1 may not:

- Work in regular PSRS/PEERS covered employment for 30 days following the effective date of retirement, or
- Sign a contract for regular PSRS/PEERS covered employment until after receiving the first PSRS/PEERS retirement benefit payment.

Members who violate these rules must repay any benefit payments received while ineligible.

Employees can contact PSRS/PEERS at (810) 392-6848 or visit their website at www.psrs-peers.org

Resignations

Classified Personnel

For more detailed information, please see [Board Policy GDPB-1](#)

Any support staff member who desires to resign is requested to submit a written letter of resignation to his or her immediate supervisor and the Human Resources Department. The letter should specify when the resignation is to be effective and should be submitted at least two weeks prior to the effective date. A resignation is final upon submission and cannot be withdrawn unless authorized by the supervisor to whom it was submitted. The resignation need not be approved by the Board.

Certified Personnel

For more detailed information, please see [Board Policy GCPB](#) and [GCPB-1](#)

In general, professional staff members including, but not limited to, teachers and principals, have a binding contract with the district once the employee and the Board have executed a contract in accordance with the law. Employees are encouraged to notify their immediate supervisor and the Human Resources Department in writing, as soon as they decide not to return, or not to accept another contract with the district. Tenured staff must notify the district by June 1 if they decide not to return to the district. Resignations become effective at the end of the school year in which they are submitted unless the district is notified otherwise. Resignations will be submitted to the Board for approval at the next regular Board meeting, and the superintendent will make recommendations to the Board in situations where an employee is seeking release from a contract.

Employees who seek to resign during the course of a contract or after a contract has been executed, even if performance has not begun, must notify the superintendent or designee in writing of the request to resign. Only the Board has the authority to release an employee from a contract. An administrator or certified staff member may request release from a current contract contingent upon two considerations. A payment must be made in accordance with the schedule below and a suitable replacement must be secured. The Board may waive one or both conditions due to serious illness, transfer of a spouse and military service, but the Board will consider each resignation on an individual basis.

Dates	Certified Staff	Administrator
June 2 - June 30	\$1,500	\$3,000
July 1 - July 31	\$3,000	\$5,000
August 1 or later	\$5,000	\$7,000

Early Retirement Notification

For more detailed information, please see Board Policy GCPB and GCPB-R2

The district acknowledges that the selection and hiring process for the best teachers is a competitive process. To ensure that the Center School District identifies teaching positions early in the hiring cycle, the district may offer an early notification incentive available to professional certified staff who resign or retire in accordance with the following. The employee must:

1. Have completed at least one full year of full-time, continuous service in the district as of the February 1 deadline of the current school year. Full-time is defined as 30 or more hours per week or .75 FTE (Full-Time Equivalency) or greater during the employee's applicable work calendar.
2. Complete the entirety of the applicable current school year work calendar from start date to end date at a minimum of 30 hours per week or .75 FTE (Full-Time Equivalency).
3. Submit the Early Notification Incentive Program Form (GCPB-AF2) and submit a signed resignation letter to the Human Resources Department by February 1 of the current school year to be eligible to receive \$3,000.

Certifications and Licenses

Depending on the job role, some employees are required to maintain licenses and/or certification to keep their position. It is the employee's responsibility to maintain and submit updated licensure to the Human Resources Department. Below is a list of some of those roles:

- Teachers must hold a valid Missouri teaching credential in the area(s) they teach.
- Nurses, Speech-Language Pathologists and other health care providers (PTs and OTs) must maintain valid licenses.

Length of School Day

Early Childhood Center - AM	8:00am	11:30am	
Early Childhood Center - PM	11:30am	3:00pm	
Elementary Schools - K -5	8:45am	3:45pm	1:15pm
Middle School - 6-8	7:30am	2:30pm	12:00pm
High School - 9-12	8:05am	3:05pm	12:35pm
Alternative School - High	8:00 am	3:15 pm	12:30 pm * 2:00 (Wednesdays)

All Employees:

Work day and Work week: Generally, the standard work week for full-time employees shall consist of 7.5 or 8 hours in a business day and up to 40 hours in week. The District will establish work schedules for all employees based upon elapsed time (i.e., measurement of time between the start and end time of work). The District reserves the right to assign other work schedules, including part-time and temporary assignments, based upon the needs of the District.

Non-exempt employees should not exceed their total hours for the week unless given specific approval by their direct supervisor. Non-exempt employees need to record all work time in Veritime, the automated timekeeping system. There should be no “donated time” or “working off the clock” for hourly employees. The Fair Labor Standards Act requires that all work time for non-exempt employees be recorded and compensated. The District expects all non-exempt employees and supervisors to adhere to accurately record all time worked. Non-exempt employees are paid time and one half their regular pay rate for all hours worked over 40 hours in each work week.

Exempt employees are in positions that are not eligible to be paid for overtime hours. The salary is expected to cover those occasions when additional work beyond a traditional work week is required in order to meet the professional obligations of an exempt position.

Breaks for Expression of Breast Milk

For more detailed information, please see [Board Policy EBBC](#)

The district supports the practice of expressing breast milk and makes reasonable accommodations for the needs of employees who express breast milk. A place, other than a bathroom, that is shielded from view and free from intrusion from other employees and the public where the employee can express breast milk, will be provided.

A reasonable amount of break time will be provided when the employee has a need to express milk. For non-exempt employees, these breaks are unpaid and are not counted as hours worked. Employees should meet with their supervisor to discuss their needs and arrange break times

Staff Development

Staff development activities are organized to meet the needs of employees and the district. Staff development for instructional personnel is predominantly campus-based, related to achieving campus performance objectives, addressed in the campus improvement plan, and approved by a campus-level advisory committee. Staff development for non-instructional personnel is designed to meet specific licensing requirements and continued employee skill development.

School Closings and Cancellations

The superintendent or his/her designee is empowered to close the schools and/or other district facilities in the event of hazardous weather, epidemics, or other emergencies which may threaten the safety or health of students or staff. The superintendent will take such action only after consultation with knowledgeable authorities.

When facilities are to be closed, the decision will be communicated as expediently as possible via the district's website, phone call, email, and local radio and TV stations. If facilities are closed, you will not need to report to work unless indicated on your work calendar.

If school is cancelled for the day, 10.75, 11 and 12 month employees (including Central Office, Maintenance and Custodial staff) should report to work at the normal starting time. Any change in the time to report to work will be announced by the Superintendent at the time of the school cancellation announcement.

If an employee is unable to work that day, he or she is expected to report the absence in accordance with departmental work rules. Failure of a designated employee to report the absence will result in the individual not being paid for the day and may result in disciplinary action, up to and including termination.

Substitutes

The district contracts with Kelly Educational Staffing to train and retain daily substitutes for teachers and other staff who serve students. The district employee is responsible for securing his/her substitute through this service, as well as logging his/her own absences via the web-based program, AESOP.

To request a long term substitute please contact the Human Resources Department to confirm start and end dates, and length of absence. For purposes of this policy, a "long term substitute," is a substitute that is needed for longer than five (5) days.

Travel and Mileage

For more detailed information, please review [Board Policy DLCA : TRAVEL EXPENSES](#)

The district will pay for authorized travel expenses for district employees who travel outside the district for training, professional development, attendance at district-related meetings or for other approved reasons related to their positions with the district. All persons traveling at the district's expense are expected to use good judgment, differentiate between expenditures for business and those for personal convenience and avoid unnecessary fees and excessive charges.

Authorization for Travel

District employees must obtain prior authorization from a supervisor for district-related travel before the employee is allowed to incur travel expenses. To do this, employees must enter their trip into Performance Matters. When submitting your request, please include the location, dates, the actual conference or PD event, purpose of the trip, and estimated costs. Travel costs that are charged to a federal grant or fund award must first be approved in writing by the superintendent or designee who oversees that particular federal program and, when required, the state or federal contact overseeing the federal funds at the Missouri Department of Elementary and Secondary Education (DESE).

Reimbursement Procedures

Always travel with a Tax Exempt Form

Meals can be reimbursed and employees will need to provide an itemized receipt for meals – a credit card slip without itemization is not sufficient. Alcoholic beverages cannot be reimbursed; they should not appear on a receipt that is turned in for reimbursement.

Mileage is counted starting from your school building to your location, round trip and will be reimbursed at the current allowable rate provided by the Board of Education.

Hotel reimbursement is allowable with the receipt provided to the employee by the hotel.

If you are using a district (credit) p-card issued to you, please do not include these receipts on your reimbursement form. The original, itemized receipt, along with the credit card slip (if one is provided, ie- adding a tip) are both required to process payment on your statement.

For more detailed information, please contact the business office.

Activities and Sports Coaching

The activities program in the Center School District is under the general direction of the superintendent. The building principal will be responsible for the athletic program in the high school. The activities director is responsible to the building principal and will carry out all assigned duties along with those provided in the activity director's job description. The activity director will be expected to keep the principal informed regarding the content of the program. Coaches/Sponsors will be expected to follow the established lines of authority when making requests related to their program; i.e., assistant coaches to head coaches and head coaches to activities director.

BENEFITS OVERVIEW

Health, Dental and Vision Insurance

You will need to complete open enrollment even if you do not plan to participate in some of the available benefits. You may contact our Benefits Coordinator at (816) 349-3321 with any questions. The terms and conditions of the applicable benefit plan document will control the administration of the benefit. Employees are required to participate in dental plans offered by the district.

Health

Health Insurance offered to employees who work on average 30 hours or more per week. Center School District offers plans through Blue Cross Blue Shield of Kansas City. Coverage for a spouse or dependent(s) can be purchased by the employee.

Dental

The Board shall offer dental insurance to eligible employees working on average 30 hours per week. The employee may choose to purchase coverage for a spouse or dependent(s) at employee's cost. Enrollment in the plan is required.

Vision

Vision Insurance is available to employees who work on average 30 hours or more per week at employee's cost. Enrollment in the vision plan is optional.

Flexible Spending Account

Flexible Spending Account is a tax-free account for employees, allowing you to pay for essential health care expenses that are not covered by your medical, dental and vision plans and/or dependent care expenses. By contributing a portion of your payroll dollars into your FSA on a pre-tax basis, you can save from 25% to 40% on the cost of eligible expenses. Center School District automatically withholds employee-paid insurance premiums pre-tax.

COBRA

Under the Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA), employees who are covered by a group health plan can be eligible for a temporary extension of the health coverage in certain instances. If you have questions, please contact the Benefits Coordinator at (816) 349-3321. If you change your address, marital status, or become entitled to Medicare or another group health plan, please notify the Benefits Department.

Health Insurance Portability and Accountability Act (HIPAA)

On August 21, 1996, the Health Insurance Portability and Accountability Act of 1996 (HIPAA) was signed into law. HIPAA's main goal is to protect the health coverage of people who switch from one job to another or leave a job without taking another one. To achieve this goal of making health coverage more "portable," the law limits the use of pre-existing conditions exclusions, waiting periods and eligibility restrictions based on health status. If you need additional information, please contact the Benefits Department.

Retirement Programs

Public School Retirement System (PSRS)

Employees of Missouri school districts with a valid Missouri teaching certificate employed in a "certificate-required" position and regularly scheduled to work 17 or more hours per week are required by state law to belong to the Public School Retirement System (PSRS). Contributions are based on all wages plus the district cost of health, dental, and vision insurance for the employee. The employee's contribution rate for PSRS is 14.50% and is withheld on a pretax basis. PSRS is a defined benefit plan providing retirement, disability, and death benefits to members. Members are vested in the plan after five years of service. PSRS members do not make contributions to Social Security.

Employees with a valid Missouri teaching certificate employed in a "non-certificate-required" position and regularly scheduled to work 17 or more hours per week are required to belong to PSRS and subject to Social Security. The employee's contribution rate to PSRS is 2/3 of the normal PSRS rate or 9.67%.

Public Education Employee Retirement System (PEERS)

Employees of Missouri school districts who do not work in a “certificate-required” position and are regularly-scheduled to work 20 or more hours per week are required by state law to belong to the Public Education Employee Retirement System (PEERS). Contributions are based on all wages plus the district cost of health, dental, and vision insurance for the employee. The employee’s contribution rate for PEERS is 6.86% and is withheld on a pretax basis. PEERS is a defined benefit plan providing retirement, disability, and death benefits to members. Members are vested in the plan after five years of service. **If you obtain your teaching certificate during your employment at Center School District, please notify the Human Resources Department as soon as possible.**

Contribution levels for PSRS and PEERS are subject to adjustment annually as set by the respective retirement system. Additional information regarding either program may be obtained by calling 1-800-392-6848 or by visiting the PSRS-PEERS website at <http://www.psr-peers.org>.

Tax Sheltered Annuities

The district offers the opportunity for employees to defer a portion of their salary pre tax into a 403(b) and/or 457(b) tax-sheltered annuity. Please contact the Benefit Coordinator’s office at x3321 for more information.

Roth IRA

Employees have the opportunity to contribute a portion of their post-tax salary to a Roth IRA allowing tax-free withdrawals with specific conditions. Please contact the Benefit Coordinator’s office at x3321 for more information.

Employee Assistance Program

The District offers an Employee Assistance Program to all district employees and their immediate family members. Counselors are on call twenty-four hours a day, every day, including holidays and weekends. Initial consultation services are free of charge, and all calls are confidential. Please call 816-237-2352 or 1-800-624-5544 if you need assistance.

W or ker s’ Co mp en sati on

For more detailed information, please review [Board Policy GBEA](#)

All Center School District employees are covered under provisions of the Missouri Workers’ Compensation Act. Any accident or illness caused while performing services for Center School District must be filed under Workers’ Compensation. An employee must report all injuries to their immediate supervisor within a reasonable time period. If the incident cannot be submitted within a reasonable time period, the employee’s supervisor will assist in completing the form within 30 days of injury.

Employees have the right to report work-related injuries and illnesses. The district respects its employees’ right to report, and will not discharge or in any manner discriminate against its employees for reporting work-related injuries or illnesses. Please see Board Policy GBEA and/or Human Rights for additional information.

Payroll Information

Pay Distribution

Electronic deposit of all pay is mandatory and required by all employees via direct deposit, except as noted below, into nearly any bank in the United States. Pay can be distributed in multiple accounts or institutions. Pay can also be distributed via direct Check Card, similar to a debit card. In this case, fees will apply.

All non-exempt employees and substitutes are paid on the 15th and the last day of each month or the business day prior. All exempt employees are paid on or before the 25th of the month. The Keystone Employee Portal or KeyNet allows employees to access their Direct Deposit Pay Stub and other employment information online. Employees can login to the portal by using their personal district username and password. **Contact the Payroll Department immediately if you notice a discrepancy regarding your pay.**

VeriTime

Non-exempt employees should not exceed their total hours for the week unless given specific approval by their direct supervisor. Non-exempt employees need to record all work time in Veritime, the automated timekeeping system. There should be no “donated time” or “working off the clock” for hourly employees. The Fair Labor Standards Act requires that all work time for non-exempt employees be recorded and compensated. The District expects all non-exempt employees and supervisors to adhere to accurately record all time worked. Non-exempt employees are paid time and one half their regular pay rate for all hours worked over 40 hours in each work week. If scheduled hours are not worked, pay will be docked at employee’s hourly rate in accordance with time missed.

Employee Timekeeping Responsibilities

It is the employee’s responsibility to clock in and out of every work shift and for any time periods when the non-exempt employee leaves the building for purposes other than conducting work, and to record hours worked accurately using the district’s timekeeping system, Veritime. If there are missing time punches, the employee is responsible for notifying their supervisor and recording the correct time on the building Exception Log. Employees, other than nurses, are responsible for reporting to their supervisor if they work through lunch so that appropriate adjustments can be made to the employee’s time records.

Taxes

Taxes are based on withholding forms completed by the employee for Federal and State purposes. Employees may make changes to these forms as needed. If a W-4 form is not completed for Federal or State taxes, by law, taxes must be withheld as if claiming single with zero exemptions. If you desire to make a change in your tax withholdings, please contact the Payroll Department.

Social Security (FICA)

Social Security withholdings are for retirement, disability, and death benefits for employee and family members. It is required for all employees who are not PSRS members at a rate 6.2% of wages, less Flexible Benefit Plan, Health, Dental, and Vision Insurance contributions.

Medicare (Med)

Medicare Benefit withholdings are required for all employees who are not PSRS members, or who are PSRS members hired after April 1, 1986. Medicare withholdings are withheld at a rate of 1.45% of wages, less Flexible Benefit Plan, Health, Dental, and Vision Insurance contributions.

Federal Tax (FWT)

A tax withholding for all employees, required by the federal government.

State Tax (SWT)

A tax withholding for all employees, required by the state government.

Kansas City Earnings Tax (LWT)

Kansas City Earnings tax is required for individuals living or working in the city of Kansas City, Missouri. It is withheld at 1% of federal taxable gross wages, less PSRS, PEERS, 403(b), 457(b) and Flexible Benefit Plan contributions.

General Deductions

The district allows for a variety of voluntary deductions such as United Way contributions, Center School Foundation contributions, Care for Center contributions, MSTA/NEA dues, and MO\$T. Each deduction has its own form that must be completed by the employee before the deduction is made. Employees may obtain a contribution form from the campaign manager, their supervisor, or by contacting the Benefit Coordinator's office.

Flexible Benefit Plan

Employees scheduled to work 20 or more hours per week are eligible to participate in the plan. Withholdings can be made pre-tax to an unreimbursed medical account and/or a dependent care account. Please contact the Benefit Coordinator's office for more details.

Payroll Dates

To view Payroll Cycle dates for Exempt and Non-exempt employees, please visit the [Center School District website](#).

Exempt Employees

The district strives to appropriately compensate employees for time worked. If an employee or employees believe an improper deduction has been made, or that they have not been properly compensated for all time worked, the employee or employees are responsible for notifying Human Resources. The district will promptly investigate the concern, and if it concludes an improper deduction or other pay error occurred, the district will reimburse affected employees appropriately. Employees will not be retaliated against for raising a concern or complaint pursuant to this policy.

Electronic Distribution of W-2

The Center School District is required to provide you your previous year W2 and 1095(c) tax forms by January 31st. These forms will be made available via the secure KeyNET employee portal. If you wish to have a hard copy mailed to you, you will need to contact the Business Office by September 1.

Salary Information

The district has salary scales for administrative, teacher, support, and maintenance staff. Click [here](#) for the link to salary scales. Salaries for new employees or those moving to new positions are determined by considering experience and other factors. Because the district receives state funds for teachers' salaries, their certificates, degree level and years of experience determine their pay level.

All employees are paid yearly for days worked in a given year divided into 12 equal payments for monthly employees and 24 equal payments for semi-monthly employees.

Workplace Safety

Staff Health and Safety

For more detailed information, please see [Board Policy GBE](#)

The health and safety of all district personnel is of vital importance to the school district. The Board will seek to provide safe working conditions for all staff members and will give prompt consideration to those conditions that may present a threat to the health and safety of staff members.

The district will respond to employee requests for reasonable accommodations when an employee has a disability as defined by Section 504 of the Rehabilitation Act of 1973 or the Americans with Disabilities Act (ADA). Such requests should be directed to Human Resources. All employees will receive annual training on universal precautions and the district's communicable disease policy.

Communicable Diseases

For more detailed information, please see [Board Policy EBB](#)

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

Universal Precautions

The district requires all staff to routinely employ universal precautions to prevent exposure to disease-causing organisms. The district will provide the necessary equipment and supplies to implement universal precautions.

Categories of Potential Risk

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

Confidentiality

The Superintendent or designee shall ensure that confidential employee information is protected in accordance with law. An example of an individual who may need to know an employee's medical information is the employee's immediate supervisor, if accommodations are necessary. All medical records will be maintained in accordance with law and Board Policy. Breach of confidentiality may result in disciplinary action, including termination of employment.

District Wellness Program

Center School District has a longstanding commitment to employee wellness, which includes a comprehensive incentive-based wellness program. A wide variety of wellness programs are offered throughout the year to encourage employees to create and sustain healthier lifestyles.

SafeSchools Training

The Center School District requires all employees to complete various training courses designed to promote a safe and hazard-free workplace. Training courses are accessible online through SafeSchools, a web-based training program. All district-wide, position-specific required and suggested trainings are available [here](#) at SafeSchools. Non-exempt employees must be clocked in and compensated for their time spent training. For additional information, contact the Human Resource Department. Training is expected to be completed within 30 days of hire.