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# ST. JOSEPH

SCHOOL DISTRICT

2024-2025

## EMPLOYEE HANDBOOK

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# SECTION 1: HANDBOOK INTRODUCTION

## 1-1. Introduction/Purpose

This Employee Handbook was prepared to assist you in finding the answers to many questions that you may have regarding your employment with the St. Joseph School District. We do not expect that this handbook will answer all of your questions. Supervisors, Human Resources and established board policies will also be major sources of information. All employees of the St. Joseph School District are responsible for understanding Board policies, rules and procedures as defined in Board Policy BF.

Neither this handbook nor any other verbal or written communication by a management representative is, nor should it be considered to be, an agreement, contract of employment, express or implied, with respect to any term or condition of employment or a promise of treatment in any particular manner in any given situation. No one is authorized to provide any employee with an employment contract or special arrangement concerning terms or conditions of employment unless the contract or agreement is approved by the Superintendent and Board of Education.

Many matters covered by this handbook, such as benefit plan descriptions, are also described in formal benefit plan documents. The formal plan documents are always controlling over any statements or summaries made in this handbook or elsewhere or by any member of management.

Except as qualified below, this Employee Handbook supersedes all other prior and subsequent verbal or written employee handbooks, policies, statements, understandings or agreements made to or with any employee about the terms and conditions of employment, salary, and/or benefits by any administrator, manager, or supervisor if not approved by the Board of Education or its authorized designee. However, the policy summaries in this Employee Handbook do not supersede policies and regulations developed and adopted by the Board of Education relating to the subject matter contained herein, nor do they supersede the terms of any written contract between an employee and the district that has been approved by the Board of Education. To the extent of any conflict between a provision in this Employee Handbook and a Board Policy or resolution, the Board Policy or resolution will control. If the terms of any written contract with an employee that has been approved by the Board conflicts with any provision in this Employee Handbook, the written contract will control.

### **Board Policy BF - School Board Policy Process**

<https://simbli.eboardsolutions.com/ePolicy/policy.aspx?PC=BF&Sch=46&S=46&C=B&RevNo=1.01&T=A&Z=P&St=ADOPTED&PG=6&SN=true>

### **Board Policy CH – Policy Implementation and Dissemination**

<https://simbli.eboardsolutions.com/ePolicy/policy.aspx?PC=CH&Sch=46&S=46&C=C&RevNo=1.01&T=A&Z=P&St=ADOPTED&PG=6&SN=true>

### **Board Policy CHCA – Handbooks**

<https://simbli.eboardsolutions.com/ePolicy/policy.aspx?PC=CHCA&Sch=46&S=46&C=C&RevNo=1.01&T=A&Z=P&St=ADOPTED&PG=6&SN=true>

## 1-2. Welcome Statement

St. Joseph School District Community,

It is with great enthusiasm that I welcome you to the start of the 2024-25 school year! As we embark on this new journey together, I am honored to continue serving as your Superintendent of Schools.

Our theme for this academic year is "Mission: Possible". Just as every mission presents its challenges, it also offers opportunities for growth, innovation, and success. Together, we will inspire and support each other in achieving our individual and collective missions, making the seemingly impossible, possible.

Looking back on our journey, I take pride in observing the dedicated efforts of our staff, students, and families as they embraced our motto for the previous year, "One Team." It symbolizes our unwavering commitment to collaboration, resilience, and excellence. As we transition to "Mission: Possible," let us carry forward the spirit of teamwork and camaraderie that defines us as a district.

In our educational community, we celebrate the unique perspectives and talents that each member brings to the table. Through a culture of support and understanding, we empower every individual to excel and play a vital role in shaping the future of St. Joseph.

As we face the opportunities and challenges that lie ahead, I am confident that together, we will continue to make a positive impact on the lives of our students and shape a future filled with endless possibilities.

Wishing you all a successful and rewarding school year ahead!

Sincerely,  
Dr. Gabe Edgar

### **Board Policy GBB - Staff Involvement in Decision Making:**

<https://simbli.eboardsolutions.com/ePolicy/policy.aspx?PC=GBB&Sch=46&S=46&C=G&RevNo=1.01&T=A&Z=P&St=ADOPTED&PG=6&SN=true>

## 1-3. About the St. Joseph School District

In 1860, a group of concerned citizens were successful in obtaining a charter from the Missouri General Assembly that incorporated the "St. Joseph Board of Public Schools". Today, the St. Joseph School District (SJSJ) is the third largest employer in the city of St. Joseph, Missouri and educates nearly 11,000 students annually from preschool to 12<sup>th</sup> grade. In addition, the SJSJ provides an adult education program and a technical school (Hillyard Technical Center) which provides programs for high school students and adults from the region. The SJSJ currently employs over 2,000 individuals including certified teaching staff, professional and support staff and substitute teachers.

### **Board Policy GBB – Educational Philosophy and Goals of the School District of St. Joseph:**

<https://simbli.eboardsolutions.com/ePolicy/policy.aspx?PC=GBB&Sch=46&S=46&C=G&RevNo=1.01&T=A&Z=P&St=ADOPTED&PG=6&SN=true>

## 1-4. Vision, Mission, Goals & Values

### Vision

- Creating a climate of achievement in partnership with an engaged community.

### Mission Statement

- Preparing students for success in a complex and changing world.

### Goals

- **Student Performance:** Develop and enhance quality educational/instructional programs to improve performance and enable students to meet their personal, academic and career goals.
- **High Quality Staff:** Recruit, attract, develop and retain qualified staff to carry out the SJSD mission, goals and objectives.
- **Support Resources:** Provide and maintain appropriate instructional resources, support services and functional and safe facilities.
- **Family and Community Engagement:** Promote, facilitate and enhance parent, student and community involvement in SJSD education programs.
- **Governance:** Govern the SJSD in an efficient and effective manner, providing leadership and representation to benefit the students, staff and patrons of the District.

### Values

- Learning
- Equity
- Community

### Board Policy AD – School District Mission

<https://simbli.eboardsolutions.com/ePolicy/policy.aspx?PC=AD&Sch=46&S=46&C=&RevNo=1.01&T=A&Z=P&St=ADOPTED&PG=6&SN=true>

## 1-5. Partner/Community Relations

The St. Joseph School District resolves to educate 21<sup>st</sup> century learners for lifelong success with a foundational knowledge through rigorous learning and thinking. The students of the SJSD are the district's partners and as such have both rights and responsibilities.

### Student Rights and Responsibilities

The Board believes that students have rights which should be recognized and respected. It also believes that every right carries with it certain responsibilities. Among these rights and responsibilities are the following:

- The right to attend free public schools; the responsibility to attend school regularly and to observe school rules essential for permitting others to learn at school.
- The right to a quality education; the responsibility to put forth the best efforts during the educational process.
- The right to equal educational opportunity and freedom from discrimination; the responsibility not to discriminate against others.
- The right to free inquiry and expression; the responsibility to observe reasonable rules regarding these rights.

- The right to due process of law with respect to suspension, expulsion and decisions which the student believes injure his/her rights.
- The right to privacy, which includes privacy in respect to the student's school records.

### Employees and Partners

In addition, SJSD employees have partners in the form of colleagues, Board of Education and community members. All partners, both internal and external, of the district are entitled to be treated with respect and all employees of the district are expected to act professionally.

### **Board Policy KB – Public Information Program**

<https://simbli.eboardsolutions.com/ePolicy/policy.aspx?PC=KB&Sch=46&S=46&C=K&RevNo=1.01&T=A&Z=P&St=ADOPTED&PG=6&SN=true>

### **1-6. Human Resources Department**

We are fortunate to have a team of human resources professionals that are available to answer questions, field complaints and help make our district run smoothly. In fact, the policies in this handbook often refer employees to the Human Resources Department for more information or to obtain help.

Please use the following information to contact a member of our team:

Human Resource Department  
1415 N. 26<sup>th</sup> Street  
St. Joseph, MO 64506  
Phone: 816-671-4002  
Fax: 816-671-4013



## SECTION 2: Governing Principles of Employment

### 2.1. Equal Employment Opportunity

It is, and has been, the policy of the St. Joseph School District to provide equal employment and individual opportunity to all job applicants and employees without regard to sex, race, color, national origin, citizenship status, creed, religion, marital status, sexual orientation, age, disability, pregnancy, genetic information, military status or any other characteristic protected by applicable federal, state or local law. In reaffirming this policy, the school district pledges itself as follows:

- To recruit, hire, train and promote for all job classifications without regard to sex, race, color, national origin, ancestry, citizenship status, creed, religion, marital status, sexual orientation, age, disability, pregnancy, genetic information, military status or any other characteristic protected by applicable federal, state or local law.
- To ensure that all promotion decisions are made in accordance with the principles of equal employment opportunity by imposing only valid requirements for promotional opportunities.
- To ensure that all personnel actions such as those relating to compensation, benefits, transfers, layoffs, return from layoffs, facility sponsored training, education, tuition assistance and social and recreational programs will be administered without regard to sex, race, color, national origin, citizenship status, creed, religion, marital status, sexual orientation, age, disability, pregnancy, genetic information, military status or any other characteristic protected by applicable federal, state or local law.
- To advise all new employees of the equal employment opportunity policy as part of their initial processing and orientation.
- To post on the district's website the equal employment opportunity policy and other required documents.
- To provide a means for applicant and employee complaints to be filed and addressed with regard to equal employment opportunity.

The Compliance Officer for the St. Joseph School District is the Assistant Superintendent of Human Resources. The Assistant Compliance Officer is the Director of Non-Academic Services.

#### **Board Policy AC– Prohibition Against Discrimination, Harassment and Retaliation**

<https://simbli.eboardsolutions.com/ePolicy/policy.aspx?PC=AC&Sch=46&S=46&C=&RevNo=1.11&T=A&Z=P&St=ADOPTED&PG=6&SN=true>

### 2.2. Employee Non-Discrimination and Anti-Harassment Policy

The St. Joseph School District Board of Education (SJSDBE) is committed to a work and educational environment in which all individuals are treated with respect and dignity. Each individual has the right to work in a professional atmosphere that promotes equal employment opportunities and prohibits

discriminatory practices, including harassment. Therefore, the SJSD expects that all relationships among persons in the workplace will be business-like and free of bias, prejudice and harassment.

It is the policy of the SJSD to ensure equal employment opportunity without discrimination or harassment on the basis of sex, race, color, national origin, citizenship status, creed, religion, marital status, sexual orientation, age, disability, pregnancy, genetic information, military status or any other characteristic protected by applicable federal, state or local law. The SJSD prohibits such discrimination or harassment.

### **Definition of Harassment**

Harassment is unlawful when it:

- is based on sex, race, color, national origin, religion, age, disability or any other characteristic protected by law;
- is unwelcome; and
- is either:
  - severe or pervasive in nature and creates an intimidating, hostile or offensive work environment or unreasonably interferes with an employee's work performance ("hostile work environment harassment"); or
  - made a condition of employment.

### **Examples of Unlawful Harassment**

It is not possible to define every action or words that could be interpreted as unlawful harassment. Harassment may encompass a wide range of verbal, physical and visual behaviors and may be sexual or non-sexual in nature. Each situation depends on a number of factors. In some cases, one incident will be sufficient to constitute unlawful harassment. In other cases, a pattern or series of incidents may be necessary. In addition, even if the behavior in question may not constitute *unlawful* harassment under this policy, it may still be inappropriate in our workplace and subject to disciplinary action.

The examples listed below are not meant to be a complete list of behaviors that may constitute harassment. They are provided so that employees have a better understanding of the general range of behaviors that are to be avoided and that might constitute harassment depending on the circumstances.

Examples of behaviors that might constitute unlawful "sexual harassment" include without limitation:

- sexual advances, propositions or flirtations; leering, requests or pressure of any kind for sexual favors, activities or contact;
- sexually explicit, graphic, abusive, degrading, intimidating or offensive jokes, comments, remarks or gestures;
- physical contact or touching of a sexual nature, including physical or sexual assault, touching, patting, pinching, constant brushing against another's body, impeding or blocking movements;
- display, circulation or communication (whether by e-mail, voicemail, internet, intranet, computer, cell phone, smart phone, other electronic devices, in-person, hard copy or otherwise) of any sexually suggestive, explicit, graphic or offensive objects, pictures, cartoons, materials of any kind; or visual representations;

- offering employment benefits in exchange for sexual favors, or making or threatening reprisals after a negative response to sexual advances;
- other similar types of unwelcome sexually-related conduct.

Examples of behaviors that might constitute unlawful “non-sexual harassment” include without limitation:

- epithets, slurs, negative labels or stereotyping, or threatening, intimidating or hostile acts that relate to sex, race, color, national origin, religion, age, disability or any other characteristic protected by law;
- display, circulation or communication (whether by e-mail, voicemail, internet, intranet, computer, cell phone, smart phone, other electronic devices, in-person, hard copy or otherwise) of any written or graphic materials, objects, pictures, cartoons or visual representations that denigrate or show hostility or aversion toward an individual group or offensive materials that relate to any protected category/characteristic;
- written or graphic materials that denigrate or show hostility or aversion toward an individual or group because of his/her/its protected category/characteristic or any other characteristic protected by law, and that is placed on walls, bulletin boards, e-mail or elsewhere on district premises or is otherwise circulated in the workplace;
- other similar types of unwelcome non-sexual harassment.

### **Individuals and Conduct Covered**

This policy prohibits harassment, discrimination and retaliation whether engaged in by fellow employees, by a supervisor or manager or by someone not employed by the SJSD (e.g., an outside vendor, consultant, customer or other non-employee).

### **Prohibited Retaliation**

The SJSD prohibits retaliation against any individual who in good faith reports discrimination or harassment or participates in an investigation of such reports. Retaliation against an individual for reporting harassment or discrimination or for participating in an investigation of a claim of harassment or discrimination is a serious violation of this policy and, like harassment or discrimination itself, will be subject to disciplinary action, up to and including termination.

### **Reporting Instances of Harassment, Discrimination or Retaliation**

The SJSD requires the reporting of all incidents of discrimination, harassment or retaliation regardless of the offender’s identity or position. Individuals who believe they have experienced conduct that they believe is contrary to SJSD policy or who have concerns about such matters are to immediately file their complaints with the district’s Compliance Officer.

The Compliance Officer has the following responsibilities:

- Coordinate district compliance with this policy and the law.
- Receive all grievances regarding discrimination, harassment and retaliation in the St. Joseph School District.

- 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.
- Investigate or assign persons to investigate grievances; monitor the status of grievances to ensure that additional discrimination, harassment and retaliation do not occur, and recommend consequences.
- Review all evidence brought in disciplinary matters to determine whether additional remedies are available.
- Determine whether district employees with knowledge of discrimination, harassment or retaliation failed to carry out their reporting duties and recommend disciplinary action if necessary.
- Communicate regularly with the district's law enforcement unit to determine whether any reported crimes constitute potential discrimination, harassment or retaliation.
- Oversee discrimination, harassment or retaliation grievances, including identifying and addressing any patterns or systemic problems and reporting such problems and patterns to the Superintendent or the Board.
- Seek legal advice when necessary to enforce this policy.
- Report to the Superintendent and the Board aggregate information regarding the number and frequency of grievances and compliance with this policy.
- Make recommendations regarding changing this policy or the implementation of this policy.
- 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, harassment and retaliation.

Early reporting and intervention have proven to be the most effective method of resolving actual or perceived incidents of harassment. Therefore, while no fixed reporting period has been established, the SJSJ strongly urges the **immediate** reporting of complaints or concerns so that rapid and constructive action can be taken to stop any unlawful or inappropriate behavior as early as possible and to prevent it from occurring again. The SJSJ will make every reasonable effort to stop alleged harassment but can only do so with prompt reporting.

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 Assistant 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 or Assistant Compliance Officer any observations, rumors 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 Assistant 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 from a credible source about possible discrimination, harassment or retaliation, including violence, the district will conduct a prompt, impartial and thorough investigation to determine whether unlawful conduct or a policy violation has occurred and will implement the appropriate interim measures if necessary.

Employees have an obligation to take reasonable steps to avoid being, or continuing to be, a victim of harassment. Reporting harassment is one such step. However, the availability of this complaint procedure does not preclude individuals who believe they are being subjected to harassing conduct from promptly advising the offender that his or her behavior is unwelcome and requesting that it be discontinued.

### **Supervisor Responsibility**

If any complaint or concern about possible harassment comes to the attention of a supervisor in any manner (e.g., observed by the supervisor, reported to the supervisor by the victim or any witness, or otherwise learned of by the supervisor), the supervisor is to immediately report the matter to the Compliance Officer or Assistant Compliance Officer.

### **Investigation**

Any reported allegations of harassment, discrimination or retaliation will be investigated promptly, thoroughly and impartially. The investigation may include individual interviews with the parties involved and, where necessary, with individuals who may have observed that alleged conduct or may have other relevant knowledge.

Confidentiality will be maintained throughout the investigatory process to the extent consistent with adequate investigation and appropriate corrective action.

### **Responsive Action**

Violations of this policy may result in disciplinary action up to and including termination.

### **Board Policy AC – Prohibition Against Discrimination, Harassment and Retaliation**

<https://simbli.eboardsolutions.com/ePolicy/policy.aspx?PC=AC&Sch=46&S=46&C=&RevNo=1.11&T=A&Z=P&St=ADOPTED&PG=6&SN=true>

### **2-3 . Disability Accommodation Policy**

The SJSJ is committed to complying with all applicable provisions of Section 504 of the Rehabilitation Act of 1973 and of the Americans with Disabilities Act (ADA) and the ADA Amendments Act of 2008 (ADAAA). It is the district's policy not to discriminate against any qualified employee or applicant with regard to any terms or conditions of employment because of such individual's disability so long as the employee is otherwise qualified and can perform the essential functions of the job with or without reasonable accommodation. Consistent with our policy of nondiscrimination, the district will provide reasonable accommodations to a qualified individual with a disability, as defined by the ADA and ADAAA, who has made the district aware of his or her disability and requests an accommodation, provided that such accommodation does not constitute an undue hardship on the district. In other words, an accommodation is not guaranteed, but the district will make an individualized assessment of each situation to determine if there is an accommodation that is reasonable and effective and not an undue hardship.

### **Procedure for Requesting Accommodation**

Employees with a disability who believe they need a reasonable accommodation to perform the essential functions of their job must contact the Human Resources Department. Requests are not made to a supervisor.

Upon receipt of an accommodation request, a member of the Human Resources Department will meet with the employee to discuss and identify the precise limitations resulting from the disability and the potential accommodation that the district might make to help overcome those limitations.

### **Procedure for Reviewing Accommodation Requests**

The district will determine the feasibility of the requested accommodation considering various factors, including, but not limited to the nature and cost of the accommodation, outside funding and the district's overall financial resources and organization, the accommodation's impact on the operation of the district (including its impact on the ability of other employees to perform their duties and on the district's ability to conduct business) and other relevant factors. If more than one reasonable accommodation is available, the district may take into account the individual's preference, but the district will make the final selection of the accommodation. The district may contact an applicant's or employee's health care provider to verify the existence of the disability, obtain relevant medical information and suggestions for accommodation.

The ADA does not require the district to make the best possible accommodation, to reallocate essential job functions or to provide personal use items (i.e., eyeglasses, hearing aids, wheelchairs, etc.). In addition, the district does not have to lower its performance standards, permit unscheduled or erratic absences or allow excessive absenteeism or tardiness as reasonable accommodations.

An individual requesting an accommodation must cooperate fully with this process. This includes interactive communications and/or meetings with a member of the Human Resources Department, complying with requests for relevant medical information and providing all relevant information to support the request for accommodation. The district will cease to process any accommodation requests from individuals failing to fully cooperate with this process.

### **Refusal to Accept Reasonable Accommodation**

Employees who have requested an accommodation but who refuse to accept an offered reasonable accommodation that is effective will be expected to fully perform all the essential functions of their position. Failure to meet expectations of the position and the same expectations and standards expected of all employees in the same position will result in disciplinary action up to and including termination. Applicants who refuse to accept an effective reasonable accommodation will have his/her application for employment withdrawn from consideration.

An employee or job applicant who has questions regarding this policy or believes that he or she has been discriminated against based on a disability should notify the district's Compliance Officer or Assistant Compliance Officer. Individuals may make the report either verbally or in writing. All such inquiries or complaints will be treated as confidential to the extent required by law.

## **SECTION 3: Hiring**

### **3-1. Work Eligibility**

On your first day of work you must complete the Federal Form I-9, and within three business days of commencement of employment, you must show documentation proving your identity and that you are eligible to work in the U.S. This is required by federal law. All I-9 information is entered into the Department of Homeland Security's E-verify system for work authorization approval.

If you worked for the St. Joseph School District previously, you do not need to complete a new I-9 if you are rehired within 3 years of the date that you completed your original I-9. If your work authorization on your original I-9 has expired, you will be required to show your current work authorization.

### **3-2. Internal Application Process**

The St. Joseph School District (SJSJ) posts all openings on our website <https://stjoe.tedk12.com/hire/index.aspx>. The SJSJ will fill job vacancies whenever possible by promoting qualified employees from within the district. The district, however, reserves the right not to post positions and may not do so in some cases for various reasons. To apply for a posted position, an employee must:

- ❖ Have completed any mandatory probationary period at a satisfactory performance level;
- ❖ Meet the minimum requirements for the position;
- ❖ Not be on a current Performance Improvement Plan. (Employees who have received a disciplinary action may also be prohibited from applying).

Employees interested in applying for a posted position should submit an application online through the website (with an updated resume listing job-related skills and accomplishments), and also describe how their current experience with the district and prior work experience and/or education qualifies them for the position. Candidates should inform their supervisors that they have applied for the job. Candidates will be evaluated on individual performance, conduct, experience, potential and other job-related factors. Length of service, although it may be considered, shall not be the sole determining factor in selecting candidates for promotion.

### **Selection**

All candidates for employment, except for the position of Superintendent, shall be recommended to the Board of Education by the Superintendent. Persons nominated for employment shall meet all qualifications established by law and by the Board. No person shall be denied employment because of sex, race, color, national origin, citizenship status (unless rejection is otherwise permitted by law), creed, religion, marital status, sexual orientation, age, disability, pregnancy, genetic information, military status or any other characteristic protected by applicable federal, state and local law.

### **Assignment/Transfer**

The assignment of staff members and their re-assignment to positions in schools and departments of the district are made by the Superintendent or designee in the best interests of the instructional

program. Assignments of new teachers shall be made on the basis of teacher interest, academic preparation and a thorough consultation with the principals and/or supervisors involved.

**Board Policy GCI - Professional/Support Staff Assignments and Transfers**

<https://simbli.eboardsolutions.com/ePolicy/policy.aspx?PC=GCI&Sch=46&S=46&C=G&RevNo=1.01&T=A&Z=P&St=ADOPTED&PG=6&SN=true>

**Board Policy GDI – Support Staff Assignments and Transfers**

<https://simbli.eboardsolutions.com/ePolicy/policy.aspx?PC=GDI&Sch=46&S=46&C=G&RevNo=1.01&T=A&Z=P&St=ADOPTED&PG=6&SN=true>

### **3-3. Background Checks and Investigations**

#### **Criminal Background Checks**

The St. Joseph 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 school grounds. The Board directs the Superintendent or designee to develop procedures and practices consistent with this policy.

Pursuant to Mo.Rev.Stat. § 168.133, all employees hired/re-hired after January 1, 2005 must submit to a criminal background check. Employees may not begin employment until clearance has been received from the Department of Elementary and Secondary Education.

#### **Definitions**

*Criminal Background Check* - A search of the Federal Bureau of Investigations criminal history files; the Missouri Highway Patrol's criminal history database and sexual offender registry; the Family Care Safety Registry (FCSR) or the central registry of child abuse and neglect of the Children's Division (CD) of the Department of Social Services; Missouri Case.net; and other databases required by law or by the district.

*Driving Records* - Traffic-related offenses contained in the Missouri Department of Revenues databases.

#### **Employees**

Generally, the district will conduct criminal background checks in accordance with law on all new employees authorized to have contact with students prior to the employees working with students; however, the district may forgo a criminal background check when:

- A teacher is employed to work on a part-time or substitute basis within one year of having retired from the St. Joseph School District.
- An employee or potential employee has had a background check conducted by another Missouri public school within the past year and the district receives a copy of the background check directly from the other district. If the district requires a new background check, it will be at the district's expense.
- An employee or potential employee has successfully completed a criminal background check, including a check of the FCSR, as part of the professional license application process within one year prior to employment.



Any offer of employment is contingent upon the satisfactory outcome of the criminal background check, when required by the district. The district has the sole and absolute discretion to determine whether the outcome is satisfactory.

### **Drivers**

Since the district contracts for student transportation services, the contract will require the transportation company to conduct background checks on the district's employees who will have contact with district students. The contract will require the company to exclude persons who have exhibited behavior that is violent or harmful to children or adults.

### **Volunteers**

The district will conduct a search of the Missouri Highway Patrol's criminal history database and the FCSR or the central registry of child abuse and neglect of the CD on all persons volunteering in positions where they will be left alone with a single child. If the volunteer is a sponsor, advisor or coach, he or she must satisfactorily complete the criminal background check required of employees.

The Superintendent or designee is directed to identify any additional volunteer positions in the district that will also require a criminal background check. The Superintendent or designee must receive the results of the background check and officially approve the volunteer before he or she may begin service in the identified volunteer position.

### **Payment**

In general, applicants for employment and volunteers are responsible for the cost of the criminal background check, but the district may later reimburse the person at the district's discretion. However, when an applicant has had a background check conducted by another Missouri public school within the past year and the district receives a copy of the background check directly from the other district, the district will not require an additional background check as a condition of employment unless the district pays the cost, in accordance with law.

The district will pay the expenses associated with conducting and renewing criminal background checks for current employees. In cases where the district requires independent contractors to conduct criminal background checks, payment for the background checks will be determined by the contract.

### **Updating Information**

The district reserves the right to require any employee or volunteer to submit to additional criminal background checks at the district's expense or to rerun background checks at any time. The district will provide the Department of Elementary and Secondary Education (DESE) the relevant personnel information necessary to conduct postemployment background checks as allowed by law.

The district may update all criminal background checks required under this policy at least every five years (or more frequently if required by law) if the person is still volunteering or working for the district or working on district property.

The district may update the driving records for all drivers of district transportation every six months.

Any employee refusing to submit to a background check may be disciplined or terminated. The district may decline to utilize the services of volunteers or contractors 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 with, convicted of, 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 business days after the event.

### **Reporting Requirements**

The district will report to DESE when information is obtained that a certificated person has pled guilty or no contest to or been found guilty of a crime or offense, regardless of whether a sentence has been imposed, in this state, another state or another country that may put the person's certificate in jeopardy pursuant to Missouri law.

### **Confidentiality**

Information received by the district pursuant to a criminal background check is confidential. Except as allowed by law, the district will only use this information for the district's internal purposes in determining the suitability of an applicant, employee, volunteer or other worker on district property.

The district will keep this information in a location that is only accessible to persons who need to know the information to carry out their responsibilities with the district. Any person submitting to a criminal background check may receive a copy of the background check information received by the district.

Pursuant to state law and upon the written request of an employee or former employee, the district may transfer a criminal background check to another school district within one year of receiving the background check.

### **Consequences**

The Superintendent or designee is directed to exclude from employment or to take action to terminate individuals whose criminal background checks reveal that they have exhibited behavior that is violent or harmful to children or adults. Employees who fail to keep background checks confidential as required by law or this policy or who violate any portion of this policy or district procedure will be subject to disciplinary action up to and including termination.

### **Board Policy GBEC: Criminal Background Checks**

**<https://simbli.eboardsolutions.com/ePolicy/policy.aspx?PC=GBEC&Sch=46&S=46&C=G&RevNo=1.01&T=A&Z=P&St=ADOPTED&PG=6&SN=true>**

### **3-4. Physicals and Medical Exams**

#### **Medical Examinations**

It is not necessary for an employee to furnish an annual health certificate from a physician as a condition of employment in the St. Joseph School District. The following is the district's policy as adopted by the Board of Education:

- Post-offer, pre-employment physicals and drug screens will be required for all new operations staff employees.
- In the case of a question concerning the fitness or duty of a staff member or as a condition of returning to work from a leave of absence due to the employee's own medical condition, the district reserves the right to require the staff member to furnish an appropriate physician's statement indicating that the employee is able to return to full duty and can safely perform job duties.

#### **Board Policy GBE: Staff Health and Safety**

<https://simbli.eboardsolutions.com/ePolicy/policy.aspx?PC=GBE&Sch=46&S=46&C=G&RevNo=1.01&T=A&Z=P&St=ADOPTED&PG=6&SN=true>

### **3-5. Hiring Relatives/Employee Relationships**

A familial relationship among employees can create an actual, or at least a potential, conflict of interest in the employment setting, especially where one relative supervises another relative. To avoid this problem, the St. Joseph School District may refuse to hire or place a relative in a position where the potential for favoritism or conflict exists.

In other cases, such as personal relationships where a conflict or the potential for conflict arises, even if there is no supervisory relationship involved, the parties may be separated by reassignment or termination from employment at the discretion of the district.

The Board of Education prohibits employees from being functionally or administratively subordinate to an immediate family member or significant other. If it is deemed to be in the best interest of the district, exceptions can be made on a case-by-case basis by the Superintendent regarding placement of an immediate family member in a building or program. In such a case, alternative supervision would be provided. For purposes of this prohibition, "immediate family" shall mean spouse; parent or stepparent; child or stepchild; full, half or step-brother; or full, half, or stepsister. For purposes of this prohibition, "significant other" shall mean someone with whom one is intimately involved and/or dating. Two or more immediate family members may work in the same building or program when it is advantageous to the district.

#### **Board Policy BBFA: Board Member Conflict of Interest and Financial Disclosure**

<https://simbli.eboardsolutions.com/ePolicy/policy.aspx?PC=BBFA&Sch=46&S=46&C=B&RevNo=1.01&T=A&Z=P&St=ADOPTED&PG=6&SN=true>

#### **Board Policy GBCA: Staff Conflict of Interest**

<https://simbli.eboardsolutions.com/ePolicy/policy.aspx?PC=GBCA&Sch=46&S=46&C=G&RevNo=1.01&T=A&Z=P&St=ADOPTED&PG=6&SN=true>

### **3-6. Rehire Policy**

The St. Joseph School District is pleased to consider applications for vacancies from former employees. Former employees who were terminated for cause, who had poor service records, who quit without giving at least two weeks' notice or who failed to return all school district property and equipment are not eligible for rehire.

Rehired employees must complete any required probationary period dependent on position. Employees who are classified as "eligible for rehire" when they are separated from the district will be considered for rehire along with all other applicants. Their prior record with the district will be considered. Employees who are classified as "ineligible for rehire" will not be considered for further employment with the district.

# SECTION 4: OPERATIONAL POLICIES

## 4-1. Employee Classifications

For purposes of this handbook, all employees fall within one of the classifications below.

**Regular Full-Time Employees:** Employees who are regularly scheduled to work at least 25 hours per week, who were not hired on a short-term basis. Regular full-time employees are eligible for district benefits subject to the terms, conditions and limitations of each benefit program.

**Regular Part-time Employees:** Employees who are regularly scheduled to work less than 1000 hours per year. Part-time employees generally are not eligible for district benefits but are eligible to receive statutory benefits.

**Short-Term (Temporary) Employees:** Employees who were hired for a specific short-term project, or on a short-term freelance, per diem or temporary basis. Employment beyond any initially stated period does not in any way imply a change in employment status. Short-term employees retain that status unless and until notified of a change. Short-term employees generally are not eligible for district benefits but are eligible to receive statutory benefits.

**Exempt and Non-Exempt Employees:** In addition to the above classifications, employees are categorized as either “**exempt**” or “**nonexempt**” for purposes of federal and state wage and hour laws. Exempt employees do not receive overtime pay; they generally receive the same weekly salary regardless of hours worked, subject to certain, limited and legally permitted deductions. Such salary may be paid less frequently than weekly. Employees will be informed of their classification upon hire and informed of any subsequent changes to classification.

## 4-2. Working Hours and Schedule

### Working Hours

The time schedule set forth in this paragraph has been established and will be followed for all instructional staff members for each school year. Teachers shall be on assignment during the school day as authorized by the building principal. In addition to the instructional day, instructional staff shall be available for supervisory duties for a total of fifty (50) minutes, as assigned by the building principal, before and/or after the instructional day. If there are students in the building, these minimums may be adjusted to provide student supervision.

It is recognized that program development, professional growth activities, the care of school property and equipment, parent conferences and the offering of special help to individual students and groups of students will require that time be spent beyond the regular school day. All educators should make an effort to be available and to provide individual assistance needed by any student. Individual and small group help for students is essential in the educational process and in development of an effective teacher/student relationship.

Since some parents may be unable to attend a conference before the end of the school day or during an unscheduled period, principals and teachers should make every effort to conduct the conference at a convenient and feasible time for the parent.

A teacher shall not leave the school premises during school hours, unless proper arrangements have been made and consent of the principal or designee has been obtained.

Administrative and supervisory personnel assigned to schools or to the central office will observe a uniform working day approved by the Board.

#### **Flex Time Guidelines (Non-exempt Employees)**

Flex time will only be allowed in situations where the time can be “flexed” within the same week (Sunday through Saturday) with prior permission of the employee’s direct supervisor.

Flex time will not be allowed if taking it will create the need for a substitute for the employee’s regularly scheduled duties.

Flex time should be used sparingly and not in a routine manner (for example, to come early and leave early every Friday).

The work day can be “flexed” no more than 1 hour in any one day. Times in excess of 1 hour will require the appropriate leave to be used.

#### **Salaried Staff Discretionary Leave**

Salaried staff will be allowed to leave the building during work hours in situations where the time can be made up within the same week (Sunday through Saturday) with prior permission of the employee’s direct supervisor.

Salaried staff will not be allowed to leave during normal working hours, without taking leave, if doing so will create the need for a substitute for the employee’s regularly scheduled duties.

Leaving during normal work hours should be used sparingly and not in a routine manner (for example, to come early and leave early every Friday).

Salaried staff can’t be absent during normal work hours for more than one hour in any one day without taking the appropriate leave.

#### **Staff Meetings**

Building principals shall be responsible for arranging and conducting staff meetings. During each school year, a limited number of early dismissals may be scheduled to conduct staff meetings and provide in-service activities for staff development. Staff meetings may be called before or after school at the discretion of the principal.

### **Suspension of Classes Due to Inclement Weather**

Inclement weather and poor traveling conditions occasionally cause suspension of classes. Local television and radio stations are notified as soon as a decision to cancel classes is made. Staff members are urged to monitor those stations in addition to social media outlets for information.

While we make every effort to ensure our personnel are safe, it will be necessary for some district operations to continue during these times.

**Scenario A: Suspension of In-Person Classes Due to Cold, Ice or Snow**

If In-Person classes are suspended due to cold, ice, or snow, the following personnel will be required to report:

1. All 12-month central office personnel.
2. All 12-month maintenance, warehouse, facilities, print shop, Troester Media Center and building technicians.
3. All 12-month elementary, middle, high school and vocational personnel.
4. The principal may designate additional staff as needed for coverage. The time schedule for these personnel can remain flexible based on the severity of weather conditions, community inquiries, event cancellations and telephone calls.

Hourly employees who are not required to work on these days will receive pay for the first three (3) days when their work is cancelled. Beginning on day four (4) of work cancellation, hourly employees will not receive pay but may use paid leave time if they have leave days available. To request a paid day, go to Aesop/Absence Management and select “Building Closed/Snow” from the pull-down menu. If no leave is requested, it will be a “dock” day.

Alternative Methods of Instruction (AMI) – DESE requires a minimum of 36 inclement weather hours in the academic calendar each school year. In the event SJSD exceeds those hours or has a unique building closure situation, AMI may be utilized to avoid making up school days later in the school year. Additional information on AMI can be found [here](#).

**Scenario B: Suspension of All District Operations**

By authorization of the Superintendent or his/her designee, the school district may cease all operations if conditions develop before or during the workday. If the Superintendent ceases all operations, all employees who were scheduled to work that day will receive pay for the day. Non-instructional employees who had scheduled leave for that day (sick, vacation, funeral, etc.) will have that leave returned to them commensurate with the amount of time their working day was shortened. For example, if someone had scheduled a full day of medical appointments and the district is closed three hours early, that employee will have three hours of leave returned to their bank. If the district is closed for the entire day, the entire day of leave would be returned to the employee’s bank.

Employees who are required to come to work will receive double pay (two times their normal daily rate) for the hours they work and their normal rate of pay for the rest of their normal work day. All employees are urged to use their own discretion in deciding whether they can commute safely to and from work. When an emergency closing of all operations has not been authorized, employees who are required to report and do not will be allowed to use the appropriate paid leave if they have leave days available.

If the number of inclement weather days exceeds the amount scheduled in the calendar, personnel will be expected to work make-up days as part of their regular contract or work agreement.

**Scenario C: Suspension of Classes Due to Excessive Heat**

By authorization of the superintendent or his/her designee, the school district may suspend classes early at certain schools because of excessive heat. Hourly employees should be released with the students unless requested by the principal to stay. Hourly employees will not receive pay for the hours after their school is dismissed, but may use paid leave time if they have leave days available. Certified

staff will be expected to stay for the remainder of their work day as there are enough air-conditioned spaces in every building for the certified staff to continue with work activities.

To request a paid day, go to Aesop/Absence Management and select “Building Closed/Heat” from the pulldown menu. If no leave is requested, it will be a “dock” day.

#### **Scenario D: Early Dismissal of Classes Due to Winter Conditions**

By authorization of the superintendent or his/her designee, the school district may suspend classes early because of winter conditions. Hourly employees should be released with the students unless requested by the principal to stay. Hourly employees will not receive pay for the hours after their school is dismissed, but may use paid leave time if they have leave days available. To request a paid day, go to Aesop/Absence Management and select “Building Closed/Snow from the pulldown menu. If no leave is requested, it will be a “dock” day.

Certified staff will be expected to stay until all of the students are gone and they have been dismissed by their administrator.

#### **Calendar**

The school calendar is established by board policy. A copy of the school calendar is available on the website, in every building and in the Human Resources Department.

State law requires the district to set a district start date and establish an academic calendar that provides for a minimum of 1,044 hours of actual pupil attendance between July 1 and June 30.

The academic calendar will include five (5) make-up days for possible loss of attendance due to inclement weather as defined in state law. If the district uses six (6) make-up days and still does not meet the minimum attendance requirements, it shall be required to make up no more than half the number of days canceled in excess of six (6) days. Alternative methods of instruction (AMI) through virtual platforms may be used after using five (5) inclement weather days.)

#### **Board Policy IC - Academic Calendar/Year/Day**

<https://simbli.eboardsolutions.com/ePolicy/policy.aspx?PC=IC&Sch=46&S=46&C=I&RevNo=1.01&T=A&Z=P&St=ADOPTED&PG=6&SN=true>

#### **Academic Day**

Unless otherwise exempted by law, the academic day will be at least three (3) but not more than seven (7) hours long. For the purposes of determining the length of an academic day, the district defines an hour as time that students are under the guidance and direction of teachers in the teaching process. The length of the academic day may vary by building or grade level subject to recommendation by the Superintendent and approval by the Board. The specific daily opening and closing time for individual schools may vary to facilitate the scheduling of the district's transportation program.

#### **Board Policy IC – Academic Calendar/Year/Day**

<https://simbli.eboardsolutions.com/ePolicy/policy.aspx?PC=IC&Sch=46&S=46&C=I&RevNo=1.01&T=A&Z=P&St=ADOPTED&PG=6&SN=true>



### **4-3. Timekeeping Procedures**

All hourly employees must record the time work begins and ends, as well as the beginning and ending time of any departure from work for any non-work-related reason, in the format prescribed by management.

It is the employee's responsibility to accurately report and record time worked. Any errors in time recording should be reported immediately to the supervisor, who will attempt to correct legitimate errors.

**Altering, falsifying or tampering with time records is prohibited and subjects the employee to discipline up to and including termination.**

All employees are required to record and report full days of absence from work for reasons such as leaves of absence, sick leave or personal leave. They must also report partial days of FMLA and non-FMLA absences.

Non-exempt employees may not start work until their scheduled starting time and may only clock out after their work is completed. Non-exempt employees who perform work outside of their normal "clock in" and "clock out" time must report this time worked. All work time must normally be paid even if the work was not authorized by a supervisor or even if the employee was instructed not to do the work. "Work" means any time spent for the district's benefit. Examples include: preparing for shift changes, preparing for meetings, answering work e-mails, answering work phone calls.

It is the responsibility of supervisors who approve an employee's time card to ensure that an employee NEVER works "off-the-clock". If an employee ever believes that he/she is being asked, encouraged or pressured to perform "off-the-clock" work or to otherwise not accurately report his/her time worked, they are expected to immediately contact the Human Resources Department. The district will not tolerate any form of retaliation against any individual who expresses a concern about being paid properly for all time worked. "Off-the-clock" work means an employee performs "work" for the district's benefit but fails to report this time for proper payment.

### **4-4. Overtime**

Like most school districts, we experience periods of extremely high activity. During these busy periods, additional work is required from all of us. Your supervisor is responsible for monitoring business activity and requesting overtime work if it is necessary. Effort will be made to provide you with adequate advance notice in such situations. Employees who work overtime without advance supervisor permission will be paid for the hours but will be subject to discipline consequences.

Exempt employees will not be paid for working beyond their regular scheduled hours. Non-exempt employees are entitled to payment for overtime in accordance with applicable federal and state law.

### **4-5. Your Paycheck**

#### **Payroll**

Each full-time employee is paid one-twelfth of his/her annual salary on the last business day of each month. If there is a separation from service before the end of the 12-month payment period, an employee may be entitled to an additional payment for the amount actually earned from the beginning

of the 12-month pay period until the date of the separation from service, but which has not yet been paid. This additional payment will be included in the final pay. "Separation from service" is defined in Section 1.409A-1(h) of the Treasury Regulations.

#### **4-6. Direct Deposit**

Board policy requires any employee hired after July 1, 1997 to have their paychecks deposited directly to their bank account or on a paycard. A Direct Deposit Authorization form must be submitted to the Business Office along with required bank correspondence. As of June 2012, all direct deposit information will be available through the Employee Access Center.

#### **4-7. Payroll Deductions**

Federal income tax, state income tax and PSRS/PEERS contributions shall be deducted each month as required by law. If a signed payroll deduction authorization is on file with the Chief Financial Officer, the following payroll deductions shall be made on a monthly basis at the option of the employee: payments to tax-deferred annuity programs approved by the Board of Education, salary protector plans, premiums on health insurance for spouse and/or dependents approved by the Board of Education and any other contributions or membership dues approved by the Board of Education under the guidelines found in Board Policy DLB-Salary Deductions.

Additional payroll information can be obtained at the District website: [www.sjsd.k12.mo.us](http://www.sjsd.k12.mo.us)

#### **4-8. Salary Schedule**

A copy of the Salary Schedules is available on the district website: <http://www.sjsd.k12.mo.us>

#### **Initial Placement on Schedule**

Initial salary step location is determined on the basis of previous employment experience and academic training.

#### **Acceptance of Previous Teaching Experience**

Effective July 1, 2015 and not retroactive, credit **may** be given for prior accredited teaching experience outside the district, excluding substitute and apprentice teaching, to twenty-five (25) years with full credit

#### **Acceptance of Graduate Credit**

Salary schedule placement for graduate hours accumulated will be allowed after proper credentials and/or transcript evidence is submitted to and approved by the Assistant Superintendent of Human Resources before September 15<sup>th</sup> of the current school year (with priority deadline to be August 15<sup>th</sup> of the current school year), to obtain the additional increment for the year. Movement on the salary schedule is permitted for graduate hours only in the various intervals cited in the salary schedule. All graduate credit must be obtained from accredited institutions on the district-approved list, pertain to the teaching field or to professional improvement as a public school employee and must have been

taken after completion of, not simultaneously with, the previous degree to be accepted. The course must not have been taken as a prerequisite of entry into, nor continuation in, a field of study unrelated to education (i.e., law, business, philosophy, etc.). As a prerequisite to movement on the salary schedule, the employee may be required by the District to show proof of enrollment in an education-related program of study at the time of completion of the course.

In order to receive salary table movement for a doctorate, the program of study must have been approved by the Human Resources department and be at least forty-six (46) credit hours beyond a master's degree or twenty-seven (27) hours beyond a specialist's degree that has been approved for salary table placement. Employees whose graduate credit and/or master's, specialist's or doctoral program is not approved by the Human Resources department can appeal that decision to the Superintendent of Schools. The superintendent's decision shall be final.

### **Step Advancement on the Schedule**

Teachers completing a full semester or more within the district shall receive credit on the salary schedule for one step for the succeeding year. The following dates of employment are used to qualify for experience within the school district:

- Employed on or before the first day of the third quarter- qualify for full step.
- Employed after the first day of the third quarter- no step qualification.

#### **Board Policy GCBA –Professional Staff Compensation**

<https://simbli.eboardsolutions.com/ePolicy/policy.aspx?PC=GCBA&Sch=46&S=46&C=G&RevNo=1.01&T=A&Z=P&St=ADOPTED&PG=6&SN=true>

#### **Board Policy GDBA – Support Staff Compensation**

<https://simbli.eboardsolutions.com/ePolicy/policy.aspx?PC=GDBA&Sch=46&S=46&C=G&RevNo=1.01&T=A&Z=P&St=ADOPTED&PG=6&SN=true>

### **4-9. Expense Reimbursements**

#### **Purchasing/Expense Reimbursement**

The following are Board policies regarding district purchasing and expense reimbursements. For district policies and procedures, or for additional information, you may contact the Business Office.

#### **Board Policy DJF-2 – Purchasing**

<https://simbli.eboardsolutions.com/ePolicy/policy.aspx?PC=DJF-2&Sch=46&S=46&C=D&RevNo=1.01&T=A&Z=P&St=ADOPTED&PG=6&SN=true>

#### **Board Policy DLC - Expense Reimbursements**

<https://simbli.eboardsolutions.com/ePolicy/policy.aspx?PC=DLC&Sch=46&S=46&C=D&RevNo=1.01&T=A&Z=P&St=ADOPTED&PG=6&SN=true>

**Board Policy DLCA-Travel Expenses**

**<https://simbli.eboardsolutions.com/ePolicy/policy.aspx?PC=DLCA&Sch=46&S=46&C=D&RevNo=1.01&T=A&Z=P&St=ADOPTED&PG=6&SN=true>**

# SECTION 5: BENEFITS

## 5-1. Benefits Overview/Disclaimer

In addition to good working conditions and competitive pay, it is the St. Joseph School District’s policy to provide a combination of supplemental benefits to all eligible employees. In keeping with this goal, each benefit program has been carefully devised. These benefits include time-off benefits, such as vacations and holidays, and insurance and other plan benefits. We are constantly studying and evaluating our benefits programs and policies to better meet present and future requirements. These policies have been developed over the years and continue to be refined to keep up with changing times and needs.

The next few pages contain a brief outline primarily of the insurance-related benefits programs the SJSD provides for employees and their families. Of course, the information presented here is intended to serve only as guidelines.

The descriptions of the insurance and other plan benefits merely highlight certain aspects of the applicable plans for your general information only. For most of the benefits listed in the following pages, the details of those plans are spelled out in the official plan documents, which are available for review upon your request from the Human Resources Department. Additionally, the provisions of the official plans, including eligibility and benefits provisions, are summarized in summary plan descriptions (“SPDs”) for the plans (which may be revised from time to time). In the determination of benefits and all other matters under each plan, the terms of the official plan documents shall govern over the language of any descriptions of the plans, including the SPDs and this handbook.

Further, the SJSD retains full discretionary authority to interpret the terms of the plans, as well as full discretionary authority with regard to administrative matters arising in connection with the plans and all issues concerning benefit terms, eligibility and entitlement.

While the district intends to maintain these employee benefits, it reserves the absolute right to modify, amend or terminate these benefits at any time and for any reason.

If you have any questions regarding your benefits, please contact the Human Resources Department.

### **Board Policy GCBC – Professional Staff Fringe Benefits**

<https://simbli.eboardsolutions.com/ePolicy/policy.aspx?PC=GCBC&Sch=46&S=46&C=G&RevNo=1.01&T=A&Z=P&St=ADOPTED&PG=6&SN=true>

### **Board Policy GDBC – Support Staff Fringe Benefits**

<https://simbli.eboardsolutions.com/ePolicy/policy.aspx?PC=GDBC&Sch=46&S=46&C=G&RevNo=1.01&T=A&Z=P&St=ADOPTED&PG=6&SN=true>

## 5-2. Insurance Programs

Regular full-time and regular part-time employees who are regularly scheduled to work 30 hours per week may participate in the district’s insurance programs. Under these plans, eligible employees will

receive comprehensive health, dental and prescription benefits and other insurance coverage for themselves and their families.

Upon becoming eligible to participate in these plans, you will receive summary plan descriptions (SPDs) describing the benefits in greater detail. Please refer to the SPDs for detailed plan information. Of course, feel free to speak to Human Resources if you have any further questions.

### **5-3. Medical Dental & Vision Coverage**

In addition to salary, the district offers a medical insurance plan for certificated and support staff members who are regularly scheduled to work at least 25 hours or more per week. This benefit is not subject to state and federal taxes but will be regarded as remuneration for the PSRS and PEERS Retirement Systems.

#### **Medical Insurance**

Employees who are regularly scheduled to work twenty-five (25) hours or more weekly are provided a comprehensive group medical insurance plan by the district. Part of the employee's premium is paid by the district, and employees may insure eligible dependents through a payroll deducted premium payment. Information about all insurance plans is available on the district website.

#### **Dental Insurance**

Employees may elect to enroll in a voluntary group dental plan with the district. The cost of dental insurance premiums is covered by the employee only.

#### **Vision Insurance**

Employees may elect to enroll in a voluntary group vision plan with the district. The cost of vision insurance premiums is covered by the employee only.

Retired employees may continue the group medical, dental or vision coverage during retirement by payment of the premiums themselves through the Human Resource Office.

#### **Changes in Coverage**

Employees have an opportunity each year, usually in April, to change coverage options (enroll in the District plans or decline the coverage). The change will then become effective on July 1 of the following fiscal year and remain in effect for the entire fiscal year (July 1, 2020-June 30, 2021).

Mid-year requests to add or delete coverage for members/dependents will require a change in family status. Members have thirty days from the date the change in family status occurs to contact the Human Resource Office and complete the necessary enrollment/change forms. If possible, the information about the necessary change in coverage should be provided to the Human Resource Office prior to the date of the status change.

Examples of changes in family status include:

- birth (or adoption) of a child,
- death,
- marriage,
- divorce or legal separation,
- loss of medical coverage due to loss of employment or reduced hours,

- graduation or loss of student status or
- child reaches limiting age of 26.

#### **5-4. Group Life Insurance**

Employees who are regularly scheduled to work 25 hours or more weekly are provided a term life insurance policy by the district. Supplemental amounts of life insurance can also be purchased by the employee for a minimal amount of premium. Life insurance for employee dependents is also offered.

#### **5-5. Short Term Disability**

Employees who are regularly scheduled to work 25 hours or more weekly may elect to enroll in a voluntary short-term disability insurance plan. The cost of short-term disability insurance is covered by the employee only.

#### **5-6. Worker's Compensation**

Each staff member is covered by our Worker's Compensation Insurance Plan. An employee is considered on the job whenever engaged in school business. Any accident, no matter how minor, must be reported immediately to the building principal or the employee's immediate supervisor, who in turn will complete and submit an accident form to the Human Resources Department. Staff members in need of immediate medical treatment should go to: Concentra, 5506 Corporate Drive, Suite 1700, Mitchell Woods, St. Joseph, MO. Employees may go to their own physician. However, if they do, they may be responsible for the physician's charges. Any delay in reporting an accident could affect Worker's Compensation claim payments. Payments received from Worker's Compensation for loss of time must be remitted to the district if no deductions are to be made from the regular salary received by the employee from the district.

#### **Board Policy EBBA – Illness and Injury Response and Prevention**

<https://simbli.eboardsolutions.com/ePolicy/policy.aspx?PC=EBBA&Sch=46&S=46&C=E&RevNo=1.01&T=A&Z=P&St=ADOPTED&PG=6&SN=true>

#### **Board Policy GBEA – Worker's Compensation**

<https://simbli.eboardsolutions.com/ePolicy/policy.aspx?PC=GBEA&Sch=46&S=46&C=G&RevNo=1.01&T=A&Z=P&St=ADOPTED&PG=6&SN=true>

#### **5-7. Flexible Spending Plans**

A flexible spending cafeteria plan is provided for district employees so that they can use salary reductions to pay for benefits with pre-tax dollars. Staff members can pay for premiums for district health insurance plans, medical expenses not covered by health insurance and dependent care expenses (generally childcare) with pre-tax dollars. The amounts elected are deducted from monthly payroll (pre-tax). All full-time employees are eligible to participate upon their first day of employment. Staff may choose to participate at the beginning of their employment or during the Open Enrollment period in any of the following years of employment. Enrollment information for the cafeteria plan can be obtained in the Human Resources Office.

## **5-8. Tax-Deferred Annuities - 403b & 457b**

Employees may purchase tax-deferred annuities under group plans in effect between the district and any one of the approved vendors. A list of these vendors along with enrollment information is available in the SJSB Benefits Office or on our website.

Under these plans, the employee may elect to have his/her salary reduced by a specified amount each month and the amount of the reduction transmitted to the vendor. The reduction may not exceed the maximum amount established by the U.S. Internal Revenue Service (IRS) regulations. Questions about the maximum contribution amounts should be directed to OMNI Group, our third party administrator. A minimal charge for administering this program will be deducted from the employee's paycheck.

The IRS will consider the reduced salary as the total salary for income tax purposes during the year under which the agreement is operative. Annuities become taxable income at the time that they are distributed to the employee. A Salary Reduction Agreement form must be completed by the employee and submitted to the Business Office.

## **5-9. Retirement Benefits**

### **Certificated Staff**

Each full-time certificated staff member is required by law to participate in the Public School Retirement System (PSRS) of Missouri by contributing to the system a percentage of his/her total contract salary during each school year. The Board of Education also pays into the Retirement System an amount equal to the employee's contribution.

Membership in the system provides the staff member with retirement benefits in accordance with established regulations of the system. A staff member who discontinues teaching in Missouri may, after a short waiting period, request withdrawal from the Retirement System. In such a case, he/she is entitled to receive a lump-sum payment of the entire account balance, including all interest credited through the preceding June 30. All benefit information provided by the Retirement System can be obtained by calling 1-800-392-6848.

### **Support Staff**

Each full-time support staff member is required by law to participate in the Public Education Employees Retirement System (PEERS) of Missouri by contributing to the system a percentage of his/her total contract salary during each school year. The Board of Education also pays into the Retirement System an amount equal to the employee's contribution. Upon retirement, you will receive a monthly pension based on the total amount of the contributions and your number of years of service. If you should resign from your position or your employment should be terminated, you may withdraw the funds and receive a lump-sum payment of the entire account balance, including all interest credited through the preceding June 30. All benefit information provided by the Retirement System can be obtained by calling 1-800-392-6848.



### **5-10. Employee Assistance Program**

The Employee Assistance Program (EAP) is available from New Directions Behavioral Health.

The New Directions Resource Center is answered live 24 hours a day, 7 days a week for your convenience. You and your family can call us for help with:

- Stress at home or on the job
- Questions about healthy lifestyle
- Attorney referrals for legal needs
- Financial needs such as budgeting
- Parenting concerns
- Aging and retirement
- Drugs and alcohol
- Depression and anxiety
- Conflicts and communication
- Help with problem solving
- Support during difficult life events

Since we know your time is valuable, our counseling is available by telephone, in person or online. Our services are designed to be brief. If you need other types of services, such as medical or long-term counseling, we'll let you know right away so you can get the resources you need as soon as possible.

More information can be found by going to the following website: <https://www.ndbh.com/>  
The phone number is 800-624-5544

### **5-11. Notary Public Service**

Several support staff members in the district hold commissions as notary publics. They will notarize, without charge, work-related legal documents for you.

### **5-12. Credit Union**

Membership in the St. Joseph Teachers' Credit Union is open to all district employees and members of their families living in the parental homes. Persons wishing to apply for loans should contact:

**St. Joseph Teachers' Credit Union**  
**2316 Village Drive**  
**St. Joseph, Missouri**  
**816-233-5544**

**SECTION 6: EMPLOYEE LEAVE**

Consistent contact with students and staff is important to the learning environment and district operation, and therefore is an essential function of a professional staff member's position. When a professional staff member 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.

Professional staff employees may be terminated for excessive absences or tardiness. Unless authorized by the Board or the 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.
- 3. Is for a reason authorized by board policy but exceeds five days a month, 15 days in a semester or 30 days per school year.

Even if the absence or tardiness is authorized by the Board or the Superintendent, 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, the employee’s salary will be docked.

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

The district may require an employee to provide the verification of illness from a healthcare provider before the district applies Employee Leave (EL) or other applicable paid leave to the absence. In accordance with law, 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.

Misusing the district’s time-off policies, or excessive absenteeism or tardiness, can result in disciplinary action up to and including termination of employment.

This policy does not apply to temporary or substitute staff members unless otherwise noted.

The following leaves with pay will be provided to full time professional staff employees (25+ Hours Per Week).

**6-1. Employee Leave**

All full-time professional staff employees will receive, and may accrue, Employee Leave (EL) in accordance with the following Table 1, based upon the employee’s contracted work calendar. An employee who is on an approved leave of absence, not otherwise covered by EL, shall maintain his or her accrued EL days.

Beginning July 1, 2022, when a full-time employee transfers to a part time position, the accrued leave they have earned will be paid out to them upon their retirement from the district based on the number of years of employment with the district. If the employee leaves the district for any reason but an eligible retirement, the accrued days will be forfeited. The accrued leave may not be used toward absences from a part time position.

**Table 1: Employee Leave Accrual**

**Employees with 1-3 years of service** will be allotted the following amount of leave annually. Employees will have the ability to use 3 of their employee leave days as personal leave. Less than 1 year will be prorated.

| Work Calendar            | Employee Leave Earned Per Year | Employee Leave Days That Can Be Used as Personal Per Year | Leave Days Remaining for Sick Leave | Number of Personal Days Allowed to Carryover as Personal | Employee Leave Days (if not used) Allowed to Carryover |
|--------------------------|--------------------------------|---|-------------------------------------|--|--|
| 9 months (170-200 Days)  | 13                             | 3   | 10                                  | 0  | 13 Days Until Max of 110 is Reached                    |
| 10 months (201-220 days) | 14                             | 3   | 11                                  | 0  | 14 Days Until Max of 110 is Reached                    |
| 11+ (221-260 days)       | 15                             | 3   | 12                                  | 0  | 15 Days Until Max of 110 is Reached                    |

**Employees with 4-8 years of service** will be allotted the following amount of leave annually. Employees will have the ability to use 4 of their employee leave days as personal leave.

| Work Calendar            | Employee Leave Earned Per Year | Employee Leave Days That Can Be Used as Personal Per Year | Leave Days Remaining for Sick Leave | Number of Personal Days Allowed to Carryover as Personal | Employee Leave Days (if not used) Allowed to Carryover |
|--------------------------|--------------------------------|---|-------------------------------------|--|--|
| 9 months (170-200 Days)  | 13                             | 4   | 9                                   | 0  | 13 Days Until Max of 110 is Reached                    |
| 10 months (201-220 days) | 14                             | 4   | 10                                  | 0  | 14 Days Until Max of 110 is Reached                    |
| 11+ (221-260 days)       | 15                             | 4   | 11                                  | 0  | 15 Days Until Max of 110 is Reached                    |

**Employees with 9-12 years of service** will be allotted the following amount of leave annually. Employees will have the ability to use 5 of their employee leave days as personal leave.

| Work Calendar            | Employee Leave Earned Per Year | Employee Leave Days That Can Be Used as Personal Per Year | Leave Days Remaining for Sick Leave | Number of Personal Days Allowed to Carryover as Personal | Employee Leave Days (if not used) Allowed to Carryover |
|--------------------------|--------------------------------|---|-------------------------------------|--|--|
| 9 months (170-200 Days)  | 13                             | 5   | 8                                   | 0  | 13 Days Until Max of 110 is Reached                    |
| 10 months (201-220 days) | 14                             | 5   | 9                                   | 0  | 14 Days Until Max of 110 is Reached                    |
| 11+ (221-260 days)       | 15                             | 5   | 10                                  | 0  | 15 Days Until Max of 110 is Reached                    |

**Employees with 13+ years of service** will be allotted the following amount of leave annually. Employees will have the ability to use 6 of their employee leave days as personal leave.

| Work Calendar            | Employee Leave Earned Per Year | Employee Leave Days That Can Be Used as Personal Per Year | Leave Days Remaining for Sick Leave | Number of Personal Days Allowed to Carryover as Personal | Employee Leave Days (if not used) Allowed to Carryover |
|--------------------------|--------------------------------|---|-------------------------------------|--|--|
| 9 months (170-200 Days)  | 13                             | 6   | 7                                   | 0  | 13 Days Until Max of 110 is Reached                    |
| 10 months (201-220 days) | 14                             | 6   | 8                                   | 0  | 14 Days Until Max of 110 is Reached                    |
| 11+ (221-260 days)       | 15                             | 6   | 9                                   | 0  | 15 Days Until Max of 110 is Reached                    |

Any current year earned EL days above the maximum days of accrued EL permitted (Column Four – Table 1) shall be paid out annually at the BOE-approved rate of \$150 per day. Beginning with the 2022-23 fiscal year (July 1, 2022-June 30, 2023), any employee who ends the fiscal year with more than forty accrued days, and less than 110 accrued days, can sell any unused days accrued in the current year back to the district. The only days eligible for payout, prior to retirement, are the unused days from the current year. Employees with between 40 and 109 accrued days are not required to sell them back to the district, but may do so if they choose. Any unused days between 40 and 109 that are not sold back in the year that they were accrued become part of the employee’s “bank” and are not eligible for future payout unless the employee meets the requirements for retirement from the district. Upon an employee's retirement from the SJSJ, any accrued but unused EL days (up to the 110 maximum days permitted for accrual) will be paid out to the employee according to the following Table 2:

**Table 2 – BOE Approved Rate**

| Years of Service in District | Rate Per Day |  |
|------------------------------|--------------|--|
| 1-5                          | \$10.00      |  |
| 6-10                         | \$20.00      |  |
| 11-15                        | \$40.00      |  |
| 16-20                        | \$60.00      |  |
| 21-25                        | \$80.00      |  |
| 26+                          | \$100.00     |  |

As used in this policy, “retirement” shall mean satisfaction of the criteria then in effect by the Missouri Public School Retirement System (PSRS)/Public Education Employee Retirement System (PEERS) for the payment of retirement benefits by PSRS/PEERS as applicable and the actual retirement of the employee.

Termination of employment for any reason other than retirement (as defined above) shall result in the forfeiture of the maximum accrued EL days permitted (Column Four – Table 1) and the employee shall not be eligible for the pay out of accrued EL days (Table 2), except for current year EL days earned and not used (Column Two – Table 1).

Any employee who, as of the effective date of the 2016 amendment of this policy (July 1, 2016), had accrued more than 110 days of sick leave under prior versions of this policy had those additional days put in a “grandfathered” bank and shall be paid out upon the employee's retirement (as defined above) at the rate of \$20 per day, irrespective of the employee's years of service with the district. The employee will reserve the ability to use the banked days, if necessary, only after the current year EL days earned and any accrued EL days up to 110 are used first (see Example 1).

Example 1: If an 11-month employee has 200 days of accrued sick leave as of the effective date of the July 1, 2016 policy amendment, the employee had 90 days banked, as specified elsewhere in this policy, would have 110 days maximum days accrued EL permitted, and 14

EL days earned for the current year. If the employee retires in whatever current year and zero banked days are used, the employee shall be paid out upon the employee's retirement at the rate of \$20 per day irrespective of the employee's years of service with the district (90 days × \$20 = \$1800). If the employee needed to use the banked days, say 20 days, the current year EL days would be used first, the 110 days maximum accrued EL days second, and the banked days last. The employee would just be paid out 70 days at the \$20 rate, or \$1400.

Beginning with the 2022-23 fiscal year, employees who have already accrued the maximum 110 days of EL will accrue additional days of EL in accordance with Table 1. If at the end of the current school year that employee has more than 110 days of accrued EL (not counting the banked days pursuant to the previous paragraph), then any days of EL that would ordinarily carry over pursuant to Table 1 shall be paid out during July 2023, and each following July, at the rate of \$150 per day.

Example 2: If the hypothetical employee in Example 1 has been employed by the district for 22 years, the employee would start the 2022-23 school year with 110 days of accrued EL and would be allotted an additional 14 days of EL days earned for the 2022-23 school year. If the employee only uses eight of those EL days during the 2022-23 school year, then the employee would be paid in July 2023 for the other six of those days at the rate of \$150 per day, i.e., \$900. The employee would then start the 2023-24 school year again with 110 maximum accrued EL days permitted, and with the current year 14 EL days earned for a total of 124 days.

Again, while an employee covered by the above Example 2 would forfeit maximum accrued EL days if his or her termination of employment is for any reason other than retirement, this forfeiture will not apply to the days of current year EL days earned granted, but unused in the last year of her employment (see Example 3).

Example 3: If the hypothetical employee described in the above Example 2 resigns to take other employment, the employee would still be paid \$900 for the current year unused EL, but would forfeit the other 110 days of accrued EL and the 90 days banked, if applicable.

### **EL Allowed Absences**

Any absence qualifying as EL will be assessed a minimum of one hour and will be tracked to the nearest quarter hour thereafter. Any EL taken reasons falling under items 1-6 below will only require the signature of the immediate supervisor. EL may be taken for the following reasons:

1. Illness, injury or incapacity of the employee. The board reserves the right to require a healthcare provider'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 applied to EL.
2. Illness, injury or incapacity of a member of the immediate family as defined under FMLA regulations.

3. Illness, injury or incapacity of other relatives, if permission for EL is granted by the superintendent or his or her designee.
4. Pregnancy, childbirth and adoption leave in accordance with this policy and applicable law.
5. Each full-time employee is given a certain number of "Personal Leave" days annually based on their length of time with the district. Days designated as "Personal Leave" may be used at the discretion of the employee. Any leave taken beyond the designated personal days that does not fit into any of the categories 1-12 will be docked at the employee's individual daily rate of pay. See the table in board policies GCBDA and GDBDA to determine your allocated number of personal days.
6. Wedding or graduation of immediate family. For the purpose of this policy, immediate family shall be defined as the employee, spouse, children, siblings, grandchildren, parents, ~~or~~ grandparents or spouse's immediate family.
7. Funeral of those not listed in bereavement leave. With prior approval, employees may attend the funeral of people with whom they had a close relationship.
8. Observance of a religious holiday.
9. Parent-teacher conferences and IEP meetings for children, step-children, or minors for whom the employee has legal guardianship or for whom the employee has power of attorney and is the primary caregiver.
10. Absences under leaves authorized by law, policy or the board that would otherwise be unpaid including, but not limited to, leave under the FMLA.
11. Tax investigation.
12. Court appearances, unless applicable law or policy provides for paid leave.

Any employees requesting EL during the following periods for reasons falling under numbers 7-12 must have written approval from both their immediate supervisor and the Assistant Superintendent of Human Resources or designee.

- First five contract days of the school year and last five contract days of the school year.
- The working day immediately before and immediately after a school holiday.
- Days that are designated for staff professional development as contained in the official school calendar.

Unless permission is expressly required to be obtained from another supervisor, a request for EL for any of the above reasons must be approved by the employee's supervisor and submitted to the Human Resources Department.

EL requested for any other reason must be reviewed and approved by the employee’s immediate supervisor and by the Assistant Superintendent of Human Resources or their designee.

Requests for EL must ordinarily be made in writing at least 48 hours in advance of the time for which EL is requested, unless the leave qualifies under FMLA, in which case FMLA notice requirements apply.

If an unforeseen event or emergency arises that prevents an advance request for EL, the employee shall notify his/her building principal or immediate supervisor of the need for EL at the earliest opportunity and submit a written request as soon as practicable to the Assistant Superintendent of Human Resources. A written response will be provided by the Assistant Superintendent of Human Resources who may require further evidence to substantiate the emergency.

An employee may not use EL during the period the employee receives Worker’s Compensation benefits for time lost to work-related incidents.

**6-2. Vacation**

All full-time professional staff employed on a 12-month basis will receive 2-4 weeks of vacation per year depending on seniority with the district and as specified in the employee’s contract. An employee must submit a written request for vacation to the Superintendent or designee and receive written authorization before taking vacation days. If the employee’s absence disrupts district operations, the Superintendent or designee has the discretion to deny a request for vacation or to limit the time of year the employee may take his or her vacation. Vacation days must be used or lost. Unused vacation days will not be carried over from year to year.

Part-time 12-month professional staff shall receive vacation on a pro-rata basis and as specified in the employee’s contract.

A district employee may not use vacation days during the period the employee receives Worker’s Compensation for time lost to work-related incidents.

The district vacation year is July 1 – June 30 annually. Classified employees with less than one year of service will have their vacation leave allocation prorated based on their length of service as of the first July 1 following the date of employment using the following schedule:

| <b>Service Time</b> | <b>Vacation Days</b> |
|---------------------|----------------------|
| < 3 Months          | 0 Days               |
| 3 months            | 2 Days               |
| 4 months            | 3 Days               |
| 5 months            | 4 days               |
| 6 months            | 5 days               |
| 7 months            | 6 Days               |
| 8 months            | 7 Days               |
| 9 months            | 8 Days               |

|                    |                  |
|--------------------|------------------|
| 10 months          | 8 Days           |
| 11 months          | 9 Days           |
| Year 1 - Year 4    | 10 Days Annually |
| Year 5 - Year 9    | 15 Days Annually |
| Year 10 and beyond | 20 Days Annually |

- ❖ Eligible employees who have completed one year of service prior to July 1 will be granted 10 days of paid vacation leave. Employees who have not completed one year of service prior to July 1 will receive vacation leave on prorated basis as noted in the above table.
- ❖ Eligible employees who have completed four years of service prior to July 1<sup>st</sup> of any given year will be entitled to 15 paid days of vacation effective with the beginning of the 5th year of service and continuing through the 9<sup>th</sup> year of service.
- ❖ Eligible employees who have completed 9 years of service prior to July 1<sup>st</sup> of any given year will receive 20 paid days of vacation effective with the beginning of their 10<sup>th</sup> year of service and continuing thereafter.

### 6-3. Bereavement Leave

When a death occurs in an employee’s immediate family, the employee may take up to five days off with pay to attend the funeral or make funeral arrangements. The Board defines "immediate family" for purposes of Bereavement Leave as:

- The employee's spouse.
- The following relatives of the employee or the employee's spouse: parents, children, children's spouses, grandparents, grandchildren, siblings, aunts, uncles, and any other family member residing with the employee.
- Any other person over whom the employee has legal guardianship or for whom the employee has power of attorney and is the primary caregiver.

After the exhaustion of the five days of bereavement leave, the employee may use EL if additional leave is required.

Part-time professional employees shall receive bereavement leave on a pro-rata basis.

### 6-4. Other Types of Leave

Unless otherwise specified, the following leaves will be provided to full-time and part-time professional employees without being deducted from their accrued EL.

1. **Holidays** – Only fulltime 260-day employees are eligible to receive paid Holidays. The district will grant paid and unpaid holidays in accordance with the 12-month Workday calendar adopted by



the Board. Paid holidays will be July 4<sup>th</sup>, Labor Day, Thanksgiving (2), Christmas (2), New Year's (2), Martin Luther King Day, Presidents' Day, Good Friday, Memorial Day and Juneteenth. An additional six paid holidays will be granted each year, to be determined annually, depending on how the calendar days fall. -Additionally, depending on how the calendar falls, one or two days may need to be designated as unpaid holidays in years where there are more than 260 available workdays. This assures that twelve-month employees will always be paid under a 260-day work year. The month of July will be 4-day work weeks, except in a week that contains a paid holiday (4<sup>th</sup> of July). The total number of weekly hours will need to be worked in the four-day period (37.5 or 40 depending on work assignment).

2. **School Business** - School Business shall be defined as an absence from work to perform duties required in the scope of an employee's contracted responsibilities. Absences outside the scope of an employee's contracted duties will be coded under the categories listed in board policy GCBDA or GDBDA. If the absences do not fall under one of the categories, or the employee has used all of his/her available leave, the employee will be docked for the absence.
3. **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 Superintendent or designee, arranged well in advance and is not considered EL.
4. **Military Leave** - The Board shall grant military leave as required by law. Members of the National Guard or any reserve component of the U.S. Armed Forces who are engaged in the performance of duty or training will be entitled to a leave of absence of 120 hours in any federal fiscal year (October 1-September 30) without impairment of efficiency rating or loss of time, pay, regular leave or any other rights or benefits. Employees shall provide the district an official order verifying that they are required to report to duty.
5. **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 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.
6. **Leave to Vote** - Employees who do not have three successive hours free from work while the polls are open will be granted a leave period of up to three hours to permit the employees three 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 supervisor 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.
7. **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. Employees are required to submit copies of any jury duty checks they receive.

Employees will be paid for the day(s) they reported to jury duty minus any pay he/she received from the court, which will be deducted from their paycheck. 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.

8. **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 EL.
  
9. **Firefighter Leave** - Employees will be allowed to use personal, 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 the Federal Emergency Management Agency (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.
  
10. **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 EL 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.
  
11. **Civil Air Patrol Leave** - Any employee who is a member of Civil Air Patrol and has qualified for a Civil Air Patrol emergency service specialty or who is certified to fly counter narcotics missions shall be granted unpaid leave to perform Civil Air Patrol emergency service duty or counter narcotics missions without loss of time, regular leave or any other rights or benefits in accordance with law. The leave is limited to 15 working days in any calendar year but is unlimited when responding to a state or nationally declared emergency in Missouri. The district may request that the employee be exempted from responding to a specific mission.
  
12. **Coast Guard Auxiliary Leave** – Employees who are members of the United States Coast Guard Auxiliary will be granted an unpaid leave of absence for periods during which they are engaged in the performance of United States Coast Guard or United States Coast Guard Auxiliary duties, including travel related to such duties when authorized by the director of auxiliary or other appropriate United States Coast Guard Authority. Such leaves of absence will be given without loss of time, regular leave or any other rights or benefits to which such employees would otherwise be entitled. The leave is limited to 15 working days in any calendar year but is unlimited when responding to a state or nationally declared emergency in Missouri or upon any

navigable waterway within or adjacent to the state of Missouri. The district may request that an employee be exempted from responding to a specific mission.

#### **6-5. Maternity/Paternity/Bonding Leave**

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

#### **Board Policy GCBDA – Professional Staff Short-Term Leaves**

<https://simbli.eboardsolutions.com/ePolicy/policy.aspx?PC=GCBDA&Sch=46&S=46&C=G&RevNo=1.01&T=A&Z=P&St=ADOPTED&PG=6&SN=true>

#### **Board Policy GDBDA – Support Staff Leaves**

<https://simbli.eboardsolutions.com/ePolicy/policy.aspx?PC=GDBDA&Sch=46&S=46&C=G&RevNo=1.01&T=A&Z=P&St=ADOPTED&PG=6&SN=true>

## SECTION 7: LEAVES OF ABSENCE

### 7-1. Family & Medical Leave (FMLA)

The federal Family Medical Leave Act (FMLA) of 1993, as amended in 2008, requires employers with 50 or more employees to provide eligible employees with unpaid leave. There are two types of leave available, including the basic 12- week entitlement (Basic FMLA Leave) and military family (Military Family Leave) entitlements described in this policy.

#### **Board Policy GBBDA – Family & Medical Leave**

<https://simbli.eboardsolutions.com/ePolicy/policy.aspx?PC=GBBDA&Sch=46&S=46&C=G&RevNo=1.01&T=A&Z=P&St=ADOPTED&PG=6&SN=true>

### 7-2. Substitute Teachers

Employing qualified and acceptable substitute teachers is very important, and it requires the cooperation of teachers, principals and substitute teachers. Informing the Human Resources Department well in advance of a possible absence is one way of cooperating. **Therefore, all leave shall be submitted via Aesop to the Human Resources Department at least 10 days in advance.**

In case of an illness or emergency, all employees are to notify their supervisor and report the absence in Aesop using either the automated sub system (800-942-3767) or online at [www.aesoponline.com](http://www.aesoponline.com). Employees should not call the Aesop number for School Business or Professional Development Leave.

**Whenever possible, notify Aesop before 9:00 p.m. on the day preceding the expected absence. If calls have to be made in the morning before an anticipated absence, high school and middle school teachers should call before 6:20 a.m. and elementary teachers before 7:00 a.m. If an absence needs to be reported after these times, contact the building principal or the Human Resources office.**

Teachers shall notify their building principal regarding an absence at the same time they are requesting a substitute. Since no substitute will be assigned by the Human Resources Department for additional days without a teacher request, it is not necessary to inform the Human Resources Department about returning to work.

**The district contracts with EduStaff to provide substitute teachers. EduStaff will secure a substitute teacher for an absence using Absence Management. For questions or concerns regarding substitute teachers you can call Stephanie Weir with EduStaff at (877)974-6338 x1300 or [sweir@edustaff.org](mailto:sweir@edustaff.org).** When a high school or middle school teacher is absent and a substitute is not available, another teacher may be assigned to the unsupervised class during his/her conference period with compensation. Elementary teachers who are able to cover under similar circumstances will also be compensated. The schedule for compensation rate is available in the Human Resources Department.

Principals should expect every teacher needing to be absent to contact them in advance.

The regular teacher has responsibilities to the substitute teacher. These include:

1. A daily lesson plan shall be provided to the substitute teacher. In the notebook containing the daily lesson plan, there should be a seating chart. This seating chart should be kept current. Teachers are encouraged to over plan for a substitute teacher.
2. In the elementary schools, if your daily program varies, that is if there are certain classes, which are held on Monday, Wednesday and Friday, and others on Tuesday and Thursday, this fact should be clearly explained in your daily program.
3. A simple explanation of the routine for opening exercises, attendance taking, handling excuse notes and, in the case of the elementary schools, the method of taking lunch orders should be included.
4. A simple guide and instructions for conduct in case of fire/disaster drills should be included.
5. If there are pupils in the room who are excused from certain activities because of health or for religious reasons, this information should be provided to the substitute teacher. Such health problems as epilepsy, diabetes or poor bladder control should be noted.
6. A schedule of extra class duties should be included.
7. If part of the students are bus riders, a list of those names should be kept in your Plan Book.

### **7-3. Class Coverage**

When a teacher is gone, every attempt will be made to secure a substitute teacher to cover the absence. In the event a substitute can't be found, the teacher covering the class(es) will be paid \$20 per hour for class coverage. The following procedure will be used:

Elementary-To receive the additional pay, a teacher must take at least half of the absent teacher's class. One-half of the class must be a minimum of eight (8) students. If the class needing covered is fifteen (15) students or less, they would not be split for the purposes of class coverage pay.

Secondary-To receive the additional pay, a teacher must take the full class needing coverage during his/her plan time. Another scenario eligible for class coverage pay would be if a teacher takes another full class when he/she is already teaching a class of their own.

# SECTION 8: PERFORMANCE

## 8-1. Performance Evaluation

### Evaluation System

The St. Joseph Board of Education, administration, teachers and other district employees are committed to the development of the most favorable educational climate possible for the students in the public school system. An important ingredient in the design of an optimal learning environment is a mutually developed, on-going appraisal process. This process should be focused on the means whereby employees, whether certificated or support, may improve their contributions to the educational effort of the district.

The process should encourage employee growth through the development of objectives, skills and knowledge necessary for improved performance. This growth should be consistent with the employee's need and those of their profession, their community and their colleagues. Evaluation procedures should provide for self-reflection and performance assessment.

### Evaluation of Teachers and Principals

The primary responsibility for the performance-based evaluation of school administrators rests with their respective Directors of Education. Other administrative and supervisory personnel will be evaluated by their immediate supervisors. Administrators and full-time teachers will be evaluated annually.

The SJSD utilizes Unified Talent Perform, also known as TalentEd, for certified staff and principal evaluations. Unified Talent Perform is a system for recording multiple measures of educator effectiveness, allowing evaluators to monitor progress and record information in one place for each educator using multiple data sources.

### Training

Evaluators receive initial in-depth professional learning and periodic training to ensure reliability and impactful coaching of teachers. At these trainings, evaluators focus on qualitative feedback to provide teachers during post conference meetings following classroom walkthrough observations. Feedback and coaching for teachers is individualized and geared towards ongoing growth with high-quality and research-based instructional practices. This helps to ensure consistency across evaluators in a building and within our district.

More detailed information can be found in the Teacher Evaluation Handbook.

### Evaluation of Support Staff

Each supervisor and/or principal will complete a written evaluation on all support staff under his/her supervision annually. All support employees will be evaluated once a year no later than May 1<sup>st</sup>. This evaluation will be used to increase job proficiency and also to determine re-employment.

Each employee will be given an explanation of his/her duties and responsibilities. In addition to guidance, the supervisor has the responsibility for informing each employee in advance of the criteria to be used in evaluation.

### Board Policy GCN: Evaluation of Professional Staff

<https://simbli.eboardsolutions.com/ePolicy/policy.aspx?PC=GCN&Sch=46&S=46&C=G&RevNo=1.01&T=A&Z=P&St=ADOPTED&PG=6&SN=true>

## **8-2. Staff Development**

The district provides staff members opportunities for professional development. A variety of offerings are available each year. Included in those are:

1. Attendance at approved professional conferences, conventions and workshops (at the district, state, regional and/or national level).
2. Training in classes and workshops offered within the district, some of which may be held in cooperation with colleges and universities.
3. Consultative services by staff members and outside specialists.
4. Membership on curriculum study committees.
5. Building level staff development.

Building staff development committees manage building staff development budgets while the district Professional Development Committee oversees the district staff development budget. These committees are responsible for planning and funding the many professional development experiences offered in the district.

### **Board Policy GCL – Professional Staff Development Opportunities**

<https://simbli.eboardsolutions.com/ePolicy/policy.aspx?PC=GCL&Sch=46&S=46&C=G&RevNo=1.01&T=A&Z=P&St=ADOPTED&PG=6&SN=true>

### **Board Policy GDL – Support Staff Development Opportunities**

<https://simbli.eboardsolutions.com/ePolicy/policy.aspx?PC=GDL&Sch=46&S=46&C=G&RevNo=1.01&T=A&Z=P&St=ADOPTED&PG=6&SN=true>

## **SECTION 9: GENERAL STANDARDS OF CONDUCT**

### **9-1. Workplace Conduct**

The St. Joseph School District endeavors to maintain a positive work and educational environment. Each employee plays a role in fostering this environment. Accordingly, we all must abide by certain rules of conduct, based on professionalism, honesty, common sense and fair play.

Because everyone may not have the same idea about proper workplace conduct, the Board of Education has adopted various rules of conduct which will be enforced. Employees are strongly encouraged to review the rules of conduct set forth in the board policies referenced below and to be familiar with all rules of conduct set out in other Employee Handbook provisions and board policies. Unacceptable conduct may subject an employee to disciplinary action, up to and including discharge.

#### **Board policy GBCB- Staff Conduct**

<https://simbli.eboardsolutions.com/ePolicy/policy.aspx?PC=GBCB&Sch=46&S=46&C=G&RevNo=1.01&T=A&Z=P&St=ADOPTED&PG=6&SN=true>

### **9-2. Staff and Student Relations**

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.

#### **Board policy GBH- Staff/Student Relations**

<https://simbli.eboardsolutions.com/ePolicy/policy.aspx?PC=GBH&Sch=46&S=46&C=G&RevNo=1.01&T=A&Z=P&St=ADOPTED&PG=6&SN=true>

### **9-3. Drug, Alcohol, and Smoking Policy**

The Board of Education is dedicated to providing a healthy, comfortable and productive environment for staff, students and citizens. The Board also recognizes the importance of adult role modeling for students during formative years. Therefore, the Board requires that district employees shall not smoke, chew, use tobacco products, tobacco derivatives, electronic cigarettes (or other devices that simulate cigarette smoking), alcohol or any illegal drugs on district property or on school buses or when attending/supervising school activities. This applies to all premises (inside and outside), buildings, parking lots and vehicles owned, leased, rented or used by the district.

Tobacco usage by employees, the general public and students at school district events will not be permitted on district property or premises or on the property or premises used by the district for school-sponsored activities and events. In accordance with federal regulations, the unlawful



manufacture, distribution, dispensing, possession or use of controlled substances by employees is prohibited on all St. Joseph School District property or while participating in any school-sponsored or school-approved activity, event or function.

Violation of this policy may result in disciplinary action, up to and including termination. As a condition of employment, each employee must abide by the terms of this policy and must notify the Assistant Superintendent of Human Resources of any criminal drug statute conviction for a violation no later than five days after conviction. The Assistant Superintendent of Human Resources will notify any appropriate contracting federal agency within ten days after receiving notice from the employee or otherwise receiving actual notice of such conviction. Thirty days following receipt of the above notification, the district will take appropriate disciplinary action, up to and including termination or a requirement that the employee participate satisfactorily in a drug abuse assistance or rehabilitation program.

**Board Policy GBEBB - Drug-Free Workplace**

<https://simbli.eboardsolutions.com/ePolicy/policy.aspx?PC=GBEBB&Sch=46&S=46&C=G&RevNo=1.01&T=A&Z=P&St=ADOPTED&PG=6&SN=true>

**Board Policy GBEBB - Employee Alcohol and Drug Testing**

<https://simbli.eboardsolutions.com/ePolicy/policy.aspx?PC=GBEBB-4&Sch=46&S=46&C=G&RevNo=1.01&T=A&Z=P&St=ADOPTED&PG=6&SN=true>

**Board Policy AH – Use of Tobacco Products and Imitation Tobacco Products**

<https://simbli.eboardsolutions.com/ePolicy/policy.aspx?PC=AH&Sch=46&S=46&C=&RevNo=1.01&T=A&Z=P&St=ADOPTED&PG=6&SN=true>

#### **9-4. Discipline**

To maintain an orderly, safe and efficient work environment, the SJSJ on occasion might have to respond to and correct inappropriate employee behavior or conduct. If corrective action becomes necessary, it is the district's intent to discipline only for just cause. Just cause includes poor work performance, violations of any of the workplace rules set forth in board policies or in a provision of the Employee Handbook and any other behavior deemed by district policies to be inappropriate. Action taken will depend upon the individual circumstances, such as the seriousness of the offense, previous record of the employee, etc.

For certain serious rule violations—for example, theft, assault on another employee or violation of a safety rule or alcohol/drug free policy, the district might find it necessary to suspend an employee immediately, pending investigation and review of the matter, and may find it necessary to discharge an employee for a first offense. Workers who are cleared of serious misconduct will be reinstated with full back pay and no loss of benefits.

Note that employees who are employed at-will, the district reserves the right to impose whatever discipline it chooses, or none at all, in a particular instance. The district will deal with each situation individually and nothing in this handbook should be construed as a promise of specific treatment in a given situation.

### **Board Policy GCPD – Suspension of Professional Staff Members**

<https://simbli.eboardsolutions.com/ePolicy/policy.aspx?PC=GCPD&Sch=46&S=46&C=G&RevNo=1.01&T=A&Z=P&St=ADOPTED&PG=6&SN=true>

### **Board Policy GCPE – Termination of Professional Staff Members**

<https://simbli.eboardsolutions.com/ePolicy/policy.aspx?PC=GDPE&Sch=46&S=46&C=G&RevNo=1.01&T=A&Z=P&St=ADOPTED&PG=6&SN=true>

### **Board Policy GDPD – Nonrenewal, Suspension and Termination of Support Staff Members**

<https://simbli.eboardsolutions.com/ePolicy/policy.aspx?PC=GDPD&Sch=46&S=46&C=G&RevNo=1.01&T=A&Z=P&St=ADOPTED&PG=6&SN=true>

#### **9-5. Punctuality and Attendance**

Employees are hired to perform an important function at the St. Joseph School District. As with any group effort, operating effectively takes cooperation and commitment from everyone. Therefore, employee attendance and punctuality are very important. Regular, reliable and punctual attendance are essential functions of all positions.

Unnecessary absences and lateness are expensive, disruptive and place an unfair burden on fellow employees and supervisors. We expect excellent attendance from each employee. **Misusing the company's time-off policies or excessive absenteeism or tardiness, can result in disciplinary action up to and including termination of employment.**

When it becomes necessary for employees to miss work, arrive late or leave early, it is the employee's responsibility to notify his/her immediate supervisor with as much advance notification as can be reasonably expected. In the case of unforeseeable absences and unscheduled tardiness, employees are expected to notify their supervisor as early as possible.

#### **9-6. Employee Dress and Personal Appearance**

Employees are expected to report to work well groomed, clean and dressed according to the requirements of the individual's position. Please contact your supervisor for specific information regarding acceptable attire for your position. If you report to work dressed or groomed inappropriately, you may be prevented from working until you return to work well-groomed and wearing the proper attire.

#### **9-7. Telephone Calls & Texting**

Disruptions during working time can lead to errors and delays. Therefore, we ask that personal telephone calls and texting be kept to a minimum and only be made or received before or after working time or during lunch or break time.

## **SECTION 10: USE OF DISTRICT PROPERTY**

### **10-1. Use of Facilities, Equipment and Property**

#### **Community Use of District Facilities**

As a service to the community and in accordance with law, the Board of Education may allow community groups as defined in this policy to use district facilities for educational, recreational, social, civic, philanthropic and other similar purposes when the facilities are not being used by the district or district-sponsored groups. The Superintendent or designee is directed to create and enforce procedures addressing facility use and may approve or deny facility use requests in accordance with this policy. Granting a request to use district facilities does not constitute district endorsement of the activity, organization, organization's mission or any opinion expressed by the groups or members of the groups.

#### **Board Policy KG: Community Use of District Facilities**

<https://simbli.eboardsolutions.com/ePolicy/policy.aspx?PC=KG&Sch=46&S=46&C=K&RevNo=1.01&T=A&Z=P&St=ADOPTED&PG=6&SN=true>

### **10-2 Operation of Vehicles**

All employees authorized to drive district owned or leased vehicles or personal vehicles in conducting district business must possess a current, valid driver's license and an acceptable driving record and must be insurable. Any change in license status or driving record or loss of insurance coverage must be reported to the Human Resources Department immediately.

A valid driver's license must be in the driver's possession while operating a vehicle off or on district property. It is the responsibility of every employee to drive safely and obey all traffic, vehicle safety and parking laws or regulations. Drivers must demonstrate safe driving habits at all times including wearing a seatbelt while operating the vehicle and complying with state laws related to cell phones, texting and use of electronic devices while driving.

The Board recognizes the need for some school employees to use their own automobiles for district business. The following policy shall be observed to safeguard the district and its employees. Transportation of students is addressed elsewhere.

The employee must have the written permission of the Superintendent or designee to use a private vehicle for district business. The Superintendent or designee will not authorize the use of a private vehicle if other options, such as the use of district vehicles, would be less expensive.

This permission may be in the form of a standing permit for employees who regularly use their own vehicles for district business or on a case-by-case basis. The permit shall state the particular purpose for the use of a private vehicle.

Employees so authorized to use their vehicles for district business purposes shall provide sufficient liability insurance at their own expense. When use of a private vehicle is approved in advance, mileage will be reimbursed at the rate established in board policy.

Under no circumstances will the reimbursement rate exceed that established by the Internal Revenue Service. Reimbursement will not be paid until documentation of mileage and the purpose of the travel is submitted by the employee seeking the reimbursement.

**Board Policy EEBB: Use of Private Vehicle on District Business**

<https://simbli.eboardsolutions.com/ePolicy/policy.aspx?PC=EEBB&Sch=46&S=46&C=E&RevNo=1.01&T=A&Z=P&St=ADOPTED&PG=6&SN=true>

**10-3 Authorized Use of School-Owned Materials and Equipment**

School equipment may be loaned to staff members when such use is directly related to their employment. Equipment may also be loaned to students when it is used on school property and in connection with their studies or extracurricular activities.

Under controlled conditions and proper supervision, as set by the School Administration, school equipment may be used by responsible community groups, such as civic organizations, businesses, parent groups, adult athletic groups and student groups (when properly supervised). Fees or deposits may be required before checking out equipment for non-school use.

Equipment may not be loaned for day-to-day commercial activities or profit-type activities except on an emergency basis and with the approval of the Superintendent or designee. Materials and/or equipment may not be used by parties involved in labor disputes, political campaigns or other such controversial/adverse circumstances.

The Superintendent or designee shall set up controls and guidelines for lending equipment, its proper usage and the safe return of such equipment.

**10-4 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. The Superintendent or designee will create procedures to train employees on the law and monitor district compliance.

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. Details about "fair use" and other relevant information regarding copyright law will be made available to all employees. A summary of these standards will be posted or otherwise made easily available at each machine used for making copies.

The Board does not sanction or condone illegal duplication, reproduction or distribution in any form. It is the responsibility of all district staff to notify the Superintendent or designee of any potential violation of law or policy. Once notified of a violation, the Superintendent or designee will take reasonable steps to remedy the violation. Employees who violate this policy may be disciplined or terminated. Students who violate this policy may be disciplined. All persons who use district resources in violation of the law may be prohibited from using district resources in the future and will assume liability for their actions. The district may also seek other legal remedies.

**Board Policy EGAAA: Reproduction of Copyrighted Materials**

<https://simbli.eboardsolutions.com/ePolicy/policy.aspx?PC=EGAAA&Sch=46&S=46&C=E&RevNo=1.01&T=A&Z=P&St=ADOPTED&PG=6&SN=true>

## **Copyright Infringement Using District Technology**

All persons are prohibited from using district technology in violation of any law including copyright law. Only appropriately licensed programs or software may be used with district technology. Further, no person will use the district's technology to post, publicize or duplicate information in violation of copyright law. The Board directs the Superintendent and/or designee to take all reasonable measures to prevent the use of district technology in violation of the law. All persons using district technology in violation of the law may lose their user privileges in addition to other sanctions. If a content owner reasonably believes that the district's technology has been used to infringe upon a copyright, the owner is encouraged to notify the district's designated agent on file with the U.S. Copyright Office. Further, the district's website will include information on how to contact the district's designated agent and a copy of the district's copyright policy. Upon notification, the district's designated agent will take all actions necessary to remedy any violation. The district will provide the designated agent appropriate training and resources necessary to protect the district.

## **Section 11: Technology**

### **11-1. Technology Usage**

The St. Joseph School District's technology exists for the purpose of enhancing the educational opportunities and achievement of district students. Research shows that students who have access to technology improve achievement. In addition, technology assists with the professional enrichment of the staff and increases engagement of students' families and other patrons of the district, all of which positively impact student achievement. The district will periodically conduct a technology census to ensure that instructional resources and equipment that support and extend the curriculum are readily available to teachers and students.

The purpose of this policy is to facilitate access to district technology and to create a safe environment in which to use that technology. Because technology changes rapidly and employees and students need immediate guidance, the Superintendent or designee is directed to create procedures to implement this policy and to regularly review those procedures to ensure they are current.

#### **Board Policy EHB: Technology Usage**

<https://simbli.eboardsolutions.com/ePolicy/policy.aspx?PC=EHB&Sch=46&S=46&C=E&RevNo=1.01&T=A&Z=P&St=ADOPTED&PG=6&SN=true>

### **11-2. Staff Use of Communication Devices**

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

#### **Board Policy GBCC: Staff Use of Communication Devices**

<https://simbli.eboardsolutions.com/ePolicy/policy.aspx?PC=GBCC&Sch=46&S=46&C=G&RevNo=1.01&T=A&Z=P&St=ADOPTED&PG=6&SN=true>

## Section 12: Students

### 12-1. Confidential Student Information

In order to provide students with appropriate instruction and educational services, it is necessary for the district to maintain extensive and sometimes personal information about students and families. These records must be kept confidential in accordance with law but must also be readily available to district personnel who need the records to effectively serve district students.

The Superintendent or designee will provide for the proper administration of student records in accordance with law, will develop appropriate procedures for maintaining student records and will standardize procedures for the collection and transmittal of necessary information about individual students throughout the district. The building principal shall assist the Superintendent in developing the student records system, maintaining and protecting the records in his or her building and developing protocols for releasing student education records. The Superintendent or designee will make arrangements so that all district employees are trained annually on the confidentiality of student education records as applicable for each employee classification.

#### **Board Policy JO-1: Student Records**

<https://simbli.eboardsolutions.com/ePolicy/policy.aspx?PC=JO-1&Sch=46&S=46&C=J&RevNo=1.01&T=A&Z=P&St=ADOPTED&PG=6&SN=true>

### 12-2. Child Abuse/Neglect

The St. Joseph 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 district employee.

Employees failing to follow the directives of this policy or state or federal law will be subject to discipline including, but not limited to, termination and may be subject to criminal prosecution.

#### **Board Policy JHG: Reporting and Investigating Child Abuse/Neglect**

<https://simbli.eboardsolutions.com/ePolicy/policy.aspx?PC=JHG&Sch=46&S=46&C=J&RevNo=1.01&T=A&Z=P&St=ADOPTED&PG=6&SN=true>

### 12-3. Student Discipline

It is essential that the district maintain a classroom environment that allows teachers to communicate effectively with all students in the class and allows all students in the class to learn. To assist district staff in maintaining the necessary classroom environment, the Board of Education has created a discipline code that addresses the consequences, including suspension or expulsion, for students whose conduct is prejudicial to good order and discipline in the schools or impairs the morale or good conduct of other students.

The comprehensive written code of conduct of the district is composed of this policy and includes, but is not limited to, the following policies, procedures and regulations: JG-R, JGA, JGB, JGD, JGE and JGF. A

copy of the district's comprehensive written code of conduct will be distributed to every student and the parents/guardians of every student at the beginning of each school year and will be available in the Superintendent's Office during normal business hours.

**Board Policy JG: Student Discipline**

<https://simbli.eboardsolutions.com/ePolicy/policy.aspx?PC=JG&Sch=46&S=46&C=J&RevNo=1.01&T=A&Z=P&St=ADOPTED&PG=6&SN=true>

**12-4. Corporal Punishment**

No person employed by, or volunteering on behalf of, the St. Joseph School District shall administer or cause to be administered corporal punishment upon a student attending district schools.

A staff member may, however, use reasonable physical force against a student without advance notice to the principal if it is essential for self-defense, the preservation of order or for the protection of other persons or the property of the school district. Principals should make every effort to inform parents if any physical effort has been made to control the student.

**Board Policy JGA-2: Corporal Punishment (Prohibited)**

<https://simbli.eboardsolutions.com/ePolicy/policy.aspx?PC=JGA-2&Sch=46&S=46&C=J&RevNo=1.01&T=A&Z=P&St=ADOPTED&PG=6&SN=true>

**Board Policy JGGA – Seclusion, Isolation and Restraint**

<https://simbli.eboardsolutions.com/ePolicy/policy.aspx?PC=JGGA&Sch=46&S=46&C=J&RevNo=1.01&T=A&Z=P&St=ADOPTED&PG=6&SN=true>

**12-5. Bullying/Hazing**

In order to promote a safe learning environment for all students, the St. Joseph School District prohibits all forms of bullying, hazing and student intimidation. Students participating in or encouraging inappropriate conduct will be disciplined in accordance with board policy JG-R. Such discipline may include, but is not limited to, suspension, expulsion from school and removal from participation in activities. Students who have been subjected to hazing or bullying are instructed to promptly report such incidents to a school official.

In addition, district staff, coaches, sponsors and volunteers shall not permit, condone or tolerate any form of bullying or hazing or plan, direct, encourage, assist, engage or participate in any activity that involves bullying or hazing. St. Joseph School District staff will report incidents of bullying and hazing to the building principal or designee. The principal, or designee, shall promptly investigate all complaints of bullying and hazing and shall administer appropriate discipline to all individuals who violate this policy. District staff who violate this policy may be disciplined or terminated.

The Superintendent will provide for appropriate training designed to assist staff, coaches, sponsors and volunteers in identifying, preventing and responding to incidents of hazing and bullying.

The district shall annually inform students, parents, district staff and volunteers that bullying and hazing are prohibited. This notification may occur through the distribution of the written policy, publications in



handbooks, presentations at assemblies or verbal instructions by the coach or sponsor at the start of the season.

**Board Policy JFCF: Bullying**

<https://simbli.eboardsolutions.com/ePolicy/policy.aspx?PC=JFCF&Sch=46&S=46&C=J&RevNo=1.01&T=A&Z=P&St=ADOPTED&PG=6&SN=true>

**Board Policy JFCG: Hazing**

<https://simbli.eboardsolutions.com/ePolicy/policy.aspx?PC=JFCG&Sch=46&S=46&C=J&RevNo=1.01&T=A&Z=P&St=ADOPTED&PG=6&SN=true>

## **12-6. Supervision of Students**

School personnel assigned specific supervisory duties are expected to act as reasonably prudent adults in providing for the safety and welfare of the students in their charge. In keeping with this expected prudence, no teacher or other staff member will leave his/her assigned group unsupervised except as an arrangement made to take care of an emergency.

## **12-7. Student Gifts to Staff**

Students shall be discouraged from collecting money, setting aside funds or purchasing gifts for faculty members. Students can best express their appreciation to faculty by letters of appreciation and by congenial working relationships.

Students, parents and other patrons of the district shall be discouraged from the routine presentation of gifts to district employees. When a student feels a spontaneous desire to present a gift to a staff member, the gift shall not be elaborate or unduly expensive and valued at \$25 or less. The Board shall consider as always welcome, and in most cases more appropriate than gifts, the writing of letters to staff members expressing gratitude or appreciation.

## Section 13: Health and Safety

### 13-1. Health and Safety

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). All employees will receive annual training on universal precautions and the district's communicable disease policy.

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

Individuals employed by the district or through a contracted service to drive district transportation must annually file a statement from a medical examiner with the district that indicates that they are physically qualified to operate district transportation for the purpose of transporting students. A new driver must file this statement prior to his or her initial operation of district transportation.

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

New employees shall, as a condition of employment, furnish a certificate from a physician showing the individual to be in good health and the results of a tuberculin test or chest X-ray. These will be provided at the employee's expense and filed with the Human Resources Department.

Bus drivers shall be required to have an annual physical examination in order to transport the district's students. This examination will be provided at board expense.

Food service employees shall comply with state and local laws which govern food handling and health requirements.

In the case of a question concerning the fitness for duty of a staff member or as a condition of returning to work from a leave of absence due to the employee's own medical condition, the district reserves the right to require the staff member to furnish an appropriate physician's statement indicating that the employee is able to return to duty (with or without work restrictions) and can safely perform job duties.

Crisis Hotline Number: On July 16, 2022, the National Suicide Hotline 1-800 number was replaced with 988 as the 3-digit number for individuals experiencing a mental health crisis. 988 can be reached 24 hours a day, seven days a week via phone call, text message, or online chat. The caller will be connected with a crisis specialist who will address immediate needs, make referrals for ongoing care, and offer follow-up services for the individual in crisis.

#### **Board Policy GBE: Health and Safety**

<https://simbli.eboardsolutions.com/ePolicy/policy.aspx?PC=GBE&Sch=46&S=46&C=G&RevNo=1.01&T=A&Z=P&St=ADOPTED&PG=6&SN=true>

### **13-2. Buildings and Grounds Security**

The patrons of the school district have provided the district with facilities for the education of their youth through the support of their tax dollars. It is the responsibility of the Board of Education, administration, professional and support staff members and students to see that these facilities are cared for, used properly and treated with respect.

The Superintendent, with the counsel of the administrative staff, will establish procedures for the proper use of school facilities to guard against damage or loss of school property by theft, vandalism or misuse. These procedures will include preventive measures as well as clear steps to follow when school property has been taken or damaged.

The Superintendent and the administrative staff will see that all professional and support staff knows the proper procedures for the use and care of school property and responds and reports correctly when property has been taken or damaged.

#### **Board Policy ECA: Building and Grounds Security**

<https://simbli.eboardsolutions.com/ePolicy/policy.aspx?PC=ECA&Sch=46&S=46&C=E&RevNo=1.01&T=A&Z=P&St=ADOPTED&PG=6&SN=true>

### **13-3. Firearms and Other Weapons**

The Board recognizes the importance of preserving a safe educational environment for students, employees and patrons of the district. In order to maintain the safety of the educational community, the district will strictly enforce the necessary disciplinary consequences resulting from the use or possession of weapons on school property. No student may possess a weapon on school property at any time, except as specifically authorized during a school-sponsored or school-sanctioned activity permitting weapons. The school district will provide secured storage of student firearms if necessary.

School property is defined as: property utilized, supervised, rented, leased or controlled by the school district including, but not limited to, school playgrounds, parking lots, school buses and any property on which any school activity takes place.

A weapon is defined to mean one or more of the following:

1. A firearm as defined in 18 U.S.C. § 921.
2. A blackjack, concealable firearm, firearm, firearm silencer, explosive weapon, gas gun, knife, knuckles, machine gun, projectile weapon, rifle, shotgun, spring gun or switchblade knife, as these terms are defined in § 571.010, RSMo.
3. A dangerous weapon as defined in 18 U.S.C. § 930(g) (2).
4. All knives and any other instrument or device used or designed to be used to threaten or assault whether for attack or defense.
5. Any object designed to look like or imitate a device as described in 1-4.

Pursuant to the Missouri Safe Schools Act and the federal Gun-Free Schools Act of 1994, any student who brings or possesses a weapon as defined in #1 or #2 above on school property will be suspended from school for at least one (1) calendar year or expelled and will be referred to the appropriate legal authorities. The suspension or expulsion may be modified on a case-by-case basis upon recommendation by the Superintendent to the Board of Education. Students who bring or possess

weapons as defined in #3, #4 and #5 above and not otherwise included in #1 and #2 will also be subject to suspension and/or expulsion from school and may be referred to the appropriate legal authorities.

Students with disabilities who violate this policy will be disciplined in accordance with Board Policy JGE.

This policy will not apply to students while they are involved in activities for ROTC which involve ceremonial use of a saber or involve either the ceremonial or actual use of a rifle for instructional purposes.

#### **Board Policy JFCJ - Weapons in School**

<https://simbli.eboardsolutions.com/ePolicy/policy.aspx?PC=JFCJ&Sch=46&S=46&C=J&RevNo=1.01&T=A&Z=P&St=ADOPTED&PG=6&SN=true>

#### **Board Policy JGE – Discipline of Students with Disabilities**

<https://simbli.eboardsolutions.com/ePolicy/policy.aspx?PC=JGE&Sch=46&S=46&C=J&RevNo=1.01&T=A&Z=P&St=ADOPTED&PG=6&SN=true>

### **13-4. Vandalism**

The use of school property shall be treated as a public trust, and as such, proper use shall be emphasized in the instructional program. For the care and maintenance of district or school property, periodic reports shall be made to the Board of Education.

Students and parents shall be held responsible for all damages to any district property, to property of employees and to property of students. Any person damaging school property shall be required to pay in full all damages. Any payment default may be reported to the proper legal authorities.

According to Mo.Rev.Stat. § 537.045, parents or guardians of juveniles under the age of 18 are responsible for vandalism, loss or damage caused by their children up to an amount of \$2,000. Proceedings against the un-emancipated minor may be initiated for any balance not paid by the parent or guardian. In default of payment, the case shall be reported to the proper legal authorities in small claims court or any other court having jurisdiction.

### **13-5. What to do in an Emergency**

The Superintendent or designee has the responsibility for developing and maintaining the district's emergency preparedness plans and emergency drill schedules. The district will supply the schools with safety equipment and train the staff on emergency preparedness and violence prevention.

The St. Joseph School District has a crisis intervention plan to help school district administrators and faculty deal effectively with crises that could interfere with the normal daily operation of school. This plan outlines and describes the district's guidelines for responding to most crises. All staff members with a need to know will be provided in-service training concerning these guidelines. Specific information regarding the crisis intervention plan is available to concerned parties upon request in the central and building offices.

**Board Policy EBCA: Crisis Intervention Plan**

<https://simbli.eboardsolutions.com/ePolicy/policy.aspx?PC=EBCA&Sch=46&S=46&C=E&RevNo=1.01&T=A&Z=P&St=ADOPTED&PG=6&SN=true>

**Board Policy EBC – Emergency Drills**

<https://simbli.eboardsolutions.com/ePolicy/policy.aspx?PC=EBC-1&Sch=46&S=46&C=E&RevNo=1.01&T=A&Z=P&St=ADOPTED&PG=6&SN=true>

## Section 14: Employee Records

### 14-1. Personnel Records

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

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

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

#### **Board Policy GBL: Personnel Records**

<https://simbli.eboardsolutions.com/ePolicy/policy.aspx?PC=GBL&Sch=46&S=46&C=G&RevNo=1.01&T=A&Z=P&St=ADOPTED&PG=6&SN=true>

## **Section 15: Complaint Policies**

### **15-1. Staff Complaints and Grievances**

It is the intent of the Board of Education to address staff complaints and grievances at the earliest possible time and at the lowest level of supervision. Therefore, the Board directs the Superintendent or designee to create a procedure detailing how employees may bring complaints and receive responses to their complaints. If a complaint has been made to the employee's immediate supervisor, building-level supervisor and the Superintendent or their designee and the employee has received responses from these persons, the employee may appeal to the Board of Education. The employee must submit a written request for an appeal within five (5) workdays after receiving a decision from the Superintendent. The decision of the Board will be final.

Complaint processing should be viewed as a positive and constructive effort to establish the facts upon which the complaint is based and come to a fair conclusion. Employees will not be discriminated against nor will reprisal be attempted against an employee because a complaint was filed in good faith.

#### **Board Policy GBM: Staff Grievances**

<https://simbli.eboardsolutions.com/ePolicy/policy.aspx?PC=GBM&Sch=46&S=46&C=G&RevNo=1.01&T=A&Z=P&St=ADOPTED&PG=6&SN=true>

## **Section 16: Communications**

### **16-1. Communications**

The Board desires to maintain open channels of communication between itself and the staff. The basic line of communication will be through the Superintendent.

#### **Staff Communications to the Board**

Official communications, or reports to the Board or any Board committee from principals, supervisors, teachers or other staff members should be submitted through the Superintendent. This necessary procedure shall not be construed as denying the right of any employee to appeal to the Board, provided that the Superintendent shall have been notified of the forthcoming appeal and that it is processed in accordance with the Board's policy on complaints and grievances. Staff members are also reminded that board meetings are public meetings, except when executive sessions are held as provided by law. As such, they provide an excellent opportunity to observe first-hand the Board's deliberations on issues of staff concern.

#### **Board Communications to Staff**

Official communications, policies and directives of staff interest and concern should be communicated to staff members through the Superintendent, and the Superintendent will employ all such media as are appropriate to keep staff fully informed of the Board's deliberations, concerns and actions.

#### **Visits to Schools**

Informal visits to schools by individual board members are encouraged. Arrangements for visitations should be made through the principals of the various schools. Such visits shall be regarded as expressions of interest in schools' affairs and not as "inspections" or visits for supervisory or administrative purposes.

### **16-2. Community Relations**

Education is a cooperative responsibility of the citizens of St. Joseph, the Board of Education, the administration and the staff. The primary function of effective school and community relations is to enhance the educational welfare of students.

Parents and other community members are contributors and participators in the total educational process. Therefore, all school personnel shall respect the role of parents and other community members in the process of educating children and young people in the St. Joseph School District.

Staff members are encouraged to participate in civic and community activities in accordance with the statutes, board policies and administrative rules and regulations. Participation in community activities should ordinarily not interfere with school time. If participation does conflict in a minor way, the principal has authority to approve the participation.

### **16-3. Conferences Between Teachers and Parents**

Consultations and conferences between parents and teachers are an integral part of the educational program in the school district. Since some parents may be unable to attend a conference before 3:00



p.m. or during an unscheduled period, principals and teachers should make every effort to conduct the conference at a convenient and feasible time for the parent. Parents will be informed that teachers will be available for conferences, by appointment, until 4:00 p.m.

Principals are responsible for scheduling two parent/teacher conferences per year in grades K-12 on a released time basis as authorized by the district. Student progress should be interpreted thoroughly and suggestions for parental assistance conveyed to parents during each conference. Achievement results shall be explained to parents during the second parent/teacher conference each year.

**Conferences with parents at all grade levels are encouraged in order to improve student achievement.**

## **Section 17: Ending Employment**

### **17-1. Resignations**

Resignations shall be determined in accordance with the provisions of an employee's written employment contract (if applicable), board policy and the Missouri statutes. An employee desiring to terminate his/her services with the district shall inform his/her immediate supervisor orally and shall submit a written and signed request to the Assistant Superintendent of Human Resources, including the reason for the resignation.

Certificated staff resignations will be accepted after June 1st if a suitable replacement is available to the district. All state statutes shall be followed with respect to employment termination initiated by the district. After June 1<sup>st</sup>, non-emergency release from contracts with certificated employees will be considered with a \$2,000 liquidated damages fee and after August 1<sup>st</sup> with a \$4,000 liquidated damages fee.

#### **Board Policy GCPB - Resignation of Professional Staff Members**

<https://simbli.eboardsolutions.com/ePolicy/policy.aspx?PC=GCPB&Sch=46&S=46&C=G&RevNo=1.21&T=A&Z=P&St=ADOPTED&PG=6&SN=true>

#### **Board Policy GDPB – Resignation of Support Staff Members**

<https://simbli.eboardsolutions.com/ePolicy/policy.aspx?PC=GDPB-1&Sch=46&S=46&C=G&RevNo=1.01&T=A&Z=P&St=ADOPTED&PG=6&SN=true>

### **17-2. Termination**

Employees with or without contracts that are terminated for cause, or are allowed to resign in lieu of termination, shall be ineligible for future employment with the St. Joseph School District.

### **17-3. Retirement**

There is no mandatory retirement age. Employees who intend to retire from the district are encouraged to do so prior to July 1st, which will enable the district to obtain a satisfactory replacement.

### **17-4. Reduction In Force**

The Board of Education may place on leave of absence as many teachers as may be necessary because of a decrease in enrollment, school district reorganization, financial condition of the school district or such other factors which might warrant decreases in the instructional staff.

In the placing of teachers on such leave, the district shall comply with Mo.Rev.Stat. § 168.124.

## **Board Policy GCPA - Reduction in Professional Staff Work Force**

**<https://simbli.eboardsolutions.com/ePolicy/policy.aspx?PC=GCPA&Sch=46&S=46&C=G&RevNo=1.01&T=A&Z=P&St=ADOPTED&PG=6&SN=true>**

### **17-5. Final Paycheck**

Should you decide to leave the district, we ask that you provide your supervisor and the Human Resources Department with at least two (2) weeks advance written notice of your departure. Your thoughtfulness will be appreciated.

For certificated employees who are under contract with the district, please refer to your contract provisions and board policy regarding the release from contract.

Your final paycheck will include all compensation earned but not paid through the date of termination. You will receive your final paycheck in accordance with state law.

All district property must be returned on or before your final day, including but not limited to keys, badges, laptops, cell phones. In addition, all outstanding expense reports must be submitted on or before your last day of work.

### **17-6. Continuation of Health Coverage**

The SJSJ offers employees group health insurance coverage as a benefit of employment. If you are no longer eligible for insurance coverage because of a reduction in hours, because you quit or because you are terminated for a reason other than gross misconduct, you have the right to continue your health insurance coverage for a specified period of time. You will have to pay the cost of this coverage.

Others covered by your insurance (your spouse and children, for example) also have the right to continue coverage if they are no longer eligible for certain reasons. If you and your spouse divorce or legally separate, or if you die while in our employ, your covered spouse and children losing coverage under the plan may continue coverage under our group health plan. And once your children lose their dependent status, they may continue their health care as well. In any of these situations, your family members are entitled to continue health care for a specified period of time. They must pay the cost of this coverage.

You will receive an initial notice of your right to continued health insurance coverage when you first become eligible for health insurance under the district's plan. You will receive an additional notice when your hours are reduced, you quit or you are terminated. This additional notice will also be provided to any of your family members losing coverage under the plan upon proper notification to the district of the occurrence of your death, a divorce or other loss of covered status. This second notice will include information on how to choose continuation coverage, other obligations and how much the insurance will cost. The Human Resources Department must be properly notified if any of your family members becomes eligible for continued coverage due to an event in which coverage under the plan would

otherwise be lost such as divorce, legal separation or children reaching the maximum permitted age for coverage.

#### **17-7. Verification of Employment**

The SJSJ will respond to verification of employment requests through the Human Resources Department. The district will provide general information concerning the employee such as date of hire, date of termination and positions held. Requests for verification of employment must be in writing with a signed authorization by the employee and responses will be in writing. Please refer all requests for employment verification to the Human Resources Department.

#### **Board Policy GBLB – References**

<https://simbli.eboardsolutions.com/ePolicy/policy.aspx?PC=GBLB&Sch=46&S=46&C=G&RevNo=1.01&T=A&Z=P&St=ADOPTED&PG=6&SN=true>

## **Section 18: Acknowledgement of Employee Handbook**

### **18-1. Employee Acknowledgement**

This Employee Handbook is an important document intended to help you become acquainted with the district and its policies. This document is intended to provide guidelines and general descriptions only, it is not the final word in all cases. Individual circumstances may call for individual attention and official board policies may also apply to a situation.

Because the district's operations may change, the contents of this Employee Handbook may be changed at any time, with or without notice, in an individual case or generally.

Please read the following statements below.

**I have received instructions on locating the employee handbook on the St. Joseph School District's website and understand that it may also be viewed in the Human Resources Department. I understand I am responsible for becoming familiar with and complying with the district's policies. I understand that the policies, rules and benefits described in it are subject to change with documented Board approval. I understand that the most recent version of this Employee Handbook will be posted on the St. Joseph School District's website and that I am responsible for being familiar with the most recent version.**

**I understand that I am to electronically sign on TalentEd no later than September 23, 2022 to verify that I understand the above statements.**

