



2025 – 2026 EMPLOYEE HANDBOOK

It is the policy of Webster Groves School District not to discriminate on the basis of race, color, religion, gender, national origin, age, or disability in its programs or employment practices as required by Title VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975 and Title II of the Americans with Disabilities Act of 1990. Behavior that is not unlawful or does not rise to the level of illegal discrimination or harassment might be unacceptable for the workplace or the educational environment. Demeaning or otherwise harmful actions are prohibited, particularly if directed at personal characteristics. Accordingly, the District prohibits discrimination or harassment on the basis of sexual orientation, perceived sexual orientation or gender identity. Inquiries related to the District's employment practices should be directed to Dr. Sandy Wiley Skinner, Assistant Superintendent of Human Resources, Webster Groves School District, 400 E. Lockwood, Webster Groves, MO 63119 or by phone at 314-918-4002. Inquiries related to the District's student programs should be directed to Tina Clark Scott, Director of Learning Support Services, Webster Groves School District, 400 E. Lockwood, Webster Groves, MO 63119 or by phone at 314-918-4378. Inquiries or concerns regarding civil rights compliance by school districts should be directed to Dr. Shane Williamson, Director of Diversity, Equity and Inclusion, by phone at 314-918-4021.

TABLE OF CONTENTS

SUPERINTENDENT'S INTRODUCTION

PURPOSE PRINCIPLES AND THE PROFILE OF A GRADUATE

DIRECTORY OF WEBSTER GROVES CENTRAL OFFICE

ABOUT THE DISTRICT

About Webster Groves SD
Board of Education
Equity in Education
School Calendar

EMPLOYMENT

Equal Employment Opportunity
Employment after Retirement
Part-Time Employees
Criminal Background Checks
Definitions

EMPLOYEE CONDUCT AND WELFARE

Prohibition against Discrimination, Harassment and Retaliation
Drug Free Workplace
Weapons in School
Staff Health and Safety
Staff and Student Relations
Staff Conduct
Code of Conduct
Allegations of Sexual Misconduct with a Student
Disaster Plans and Emergency Warnings
Professional Attire

EMPLOYEE COMPENSATION

Working Hours and Months
Compensation
Authorized Payroll Deductions
Salary Deductions

BENEFITS

Medical Benefits Definitions
Group Health Insurance
Life Assistance Program
Liability Insurance
Loss or Damage to Personal Property
Workers' Compensation Insurance
Unemployment Insurance
Retirement
Retirement – Employer Health Insurance Coverage after Service
Vantage Credit Union
Missouri Saving For Tuition Programs (MOST)

[Tuition Reimbursement](#)
[WGSD Team Member Tuition Program](#)
[Eligibility for Public School Loan Forgiveness](#)

PROFESSIONAL STAFF EMPLOYEES

[Professional Staff Employment Definitions](#)
[Professional Staff Recruiting & Hiring](#)
[All Professional Staff Salary Schedules](#)
[Evaluation of Professional Staff](#)
[Channel Change](#)
[Public School Retirement System](#)
[Professional Staff Benefits Overview](#)
[Holidays](#)
[Professional Staff Short Term Leaves](#)
[Frontline \(AESOP\)](#)

SUPPORT STAFF EMPLOYEES

[Support Staff Employment definitions](#)
[Employment at Will](#)
[Letter of Employment](#)
[Work Schedules](#)
[Probationary Period](#)
[Lunch/Rest Breaks](#)
[Snow Days](#)
[Failure to Contact the District](#)
[Employee Timekeeping](#)
[Social Security \(FICA\)](#)
[Overtime and Compensatory Time](#)
[Performance Evaluations](#)
[Holidays](#)
[Attendance](#)
[Resignation of Support Staff Members](#)
[Nonrenewal, Suspension and Terminations of Support Staff](#)
[Support Staff Benefits Overview](#)

APPENDIX

[WGSD Bereavement Chart](#)

SUPERINTENDENT'S INTRODUCTION

Dear Webster Groves Educators and Staff,

It is with tremendous excitement and deep gratitude that I write to you as your new superintendent. Having had the privilege of calling Webster Groves home, I've witnessed firsthand the exceptional dedication and care that defines our school community.



Each day, you create learning environments where every student can discover their potential, where innovation meets tradition, and where our shared commitment to excellence shines through in countless ways. Your expertise, compassion, and unwavering dedication to our students are the foundation for our district's success.

This handbook serves as your guide to the policies and procedures that support our daily work together. While it provides essential information, please know that my door – and those of all district and building administrators – is always open. We are here to support you, to listen, and to work collaboratively toward our shared goals.

As we begin this journey together, I invite you to share your insights, ideas, and suggestions. Your voice matters, and together we will continue to honor Webster Groves' proud traditions while embracing the innovations that will prepare our students for their bright futures.

Thank you for your commitment to our students and our community. I look forward to the meaningful work ahead as #OneWebster.

With appreciation and excitement,

Dr. Jana Parker

Superintendent of Schools

The purpose of this handbook is to provide information that will help answer questions and pave the way for a successful year. Not all of the Board policies and procedures are included.

This handbook is neither a contract nor a substitute for the official board policies found on the district website. It is not intended to alter the at-will status of employees in any way. It is simply a guide to help answer any questions you may have. Webster Groves School District board policies and procedures can change at any time. Changes in district policies/procedures may supersede, modify, or eliminate the information summarized in this booklet. For more information, employees may refer to the [District's Board Policies](#) that are posted on the Webster Groves School District website at www.webster.k12.mo.us.



Our Purpose

Inspiring students' lives and communities through learning.

Our Principles

We ensure academic excellence and continuous growth.

We promote a safe, inclusive, and equitable environment.

We nurture trusting and supportive relationships.

We hear and value diverse voices and multiple perspectives.

We prioritize personal well-being and the well-being of others.

We empower lifelong learners to embrace challenges and explore creative solutions.

Our Profile of a Graduate

WGSD students will develop the following knowledge, skills, and traits to flourish as global citizens.

Self-Aware

- Believe in their capacity to learn and grow.
- Understand and appreciate their uniqueness.
- Prioritize care for their physical, social, and emotional well-being.
- Identify and access the necessary support for their needs.
- Demonstrate independence, confidence, and resilience.
- Exemplify personal accountability and effective work habits.

An Effective Communicator

- Listen to understand others with an open mind.
- Interact with all people in an inclusive and respectful manner.
- Articulate well thought-out and clear ideas.

Engaged and Empathetic

- Seek to understand the varied experiences and realities of others.
- Advocate for themselves and others using a lens of equity and inclusion.
- Demonstrate integrity and ethical behavior.
- Stand up for what they believe.
- Show care and compassion for others.

A Creative and Critical Thinker

- Identify and critique sources for credibility when exploring questions and issues.
- Demonstrate curiosity and adaptability when seeking unique solutions to problems.
- Utilize new and existing resources to efficiently solve problems, complete tasks, and accomplish goals.
- Demonstrate a growth mindset and embrace failure as an opportunity to grow.

Knowledgeable

- Demonstrate mastery of core content knowledge.
- Apply knowledge to novel situations.
- Make thoughtful and informed decisions.

A Collaborator

- Invest in shared goals, work, and responsibilities.
- Value, respect, and leverage the diverse thoughts, strengths, and talents of others to achieve common goals.
- Advocate for their ideas and demonstrate willingness to seek and respond to constructive feedback.

DIRECTORY OF WG CENTRAL OFFICE
400 E. Lockwood Ave., St. Louis, MO 63119 * 314.961.1233

Superintendent's Office	Duties	Extension	Direct Phone
Dr. Jana Parker	Superintendent of School	10005	(314) 918.4005
Jennifer Davis	Executive Assistant to the Superintendent	10004	(314) 918.4004
Diversity, Equity and Inclusion	Duties	Extension	Direct Phone
Dr. Shane Williamson	Director of Diversity, Equity and Inclusion	10021	(314) 918.4021
Student Services	Duties	Extension	Direct Phone
Tina Clark Scott	Director of Learning Support Services	10992	(314) 918.4378
Dr. Stephanie Berry	Interim Director of Special Education	10922	(314) 989.8487
Hollie Henderson	Special Projects Specialist	10003	(314) 918.4003
Tim Brown	Dir of Student Assessment Data & Learning Tech.	10022	(314) 918.4159
Daphney Summer	Student Information and Core Data Coordinator	11905	(314) 918.4126
Business Office	Duties	Extension	Direct Phone
Jacob Myers	Assistant Superintendent CFO/COO	10020	(314) 918.4020
Natalie Kerry	Administrative Assistant	10027	(314) 918.4140
Emilie Vaughan	Director of Business Services	10015	(314) 918.4015
Carl Davis	Payroll Coordinator	10017	(314) 918.4017
Michelle Heimann	Accounts Payable Specialist II	10014	(314) 918.4014
Learning	Duties	Extension	Direct Phone
Dr. Jason Adams	Assistant Superintendent of Learning	10008	(314) 918.4008
Autumn Davenport	Administrative Assistant	10013	(314) 918.4013
Human Resources	Duties	Extension	Direct Phone
Dr. Sandy Wiley Skinner	Assistant Superintendent of HR	10002	(314) 918.4002
Catie Larrison Newton	Administrative Assistant/Sub Coordinator	10026	(314) 918.4120
LaNita Harrison	Director of Staff Services	10009	(314) 918.4309
Ameerah Collins	Human Resources Generalist	10001	(314) 918.4001
Maiya Varner	Office Secretary/Admin Assistant to Director	10000	(314) 961.1233
Tech, Main. and Facilities	Duties	Extension	Direct Phone
Jason Mueller	Director of Operations	10012	(314) 918.4012
Zach Klestinske	Director of Technology	11966	(314) 918.4188
AJ Rodgers	Administrative Assistant	10011	(314) 918.4011
Beverly Brooks	Administrative Assistant	10007	(314) 963.6143

ABOUT THE DISTRICT

About Webster Groves SD

Webster Groves School District serves students in five neighboring communities in suburban St. Louis, Missouri, including Glendale, Rock Hill, Shrewsbury, Warson Woods, and Webster Groves. This community, with a district population of approximately 32,000, includes many business, academic, and professional persons. It also represents a broad spectrum of socioeconomic groups and cultural interests.

Board of Education

The Board of Education is elected to represent the Webster Groves School District community in the governance of its public schools. The Board's chief responsibility is to evaluate and hire the superintendent of schools. Additionally, the Board adopts policies and direct procedures for the governance of the District, with responsibility for implementing Board policy and day-to-day operations of the District delegated to the superintendent. The Board is also responsible for adopting an annual budget to enable the District to carry out its educational programs. All Board actions are governed by state and federal laws and Missouri Department of Elementary and Secondary Education (DESE) guidelines.



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Director: Christine Keller
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Director: Dr. Grace Lee
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Term Expires: 2026

Equity in Education

In 2001, the Webster Groves School District created a resolution which acknowledged historic discrepancies in learning and performance among groups of children in its schools and resolved to eliminate those discrepancies by working together with others. While progress has been made, disparities still exist. The following proclamation is written to declare the district's commitment to creating a safe, nurturing, and supportive culture and environment where everyone feels valued for who he or she is and where discrepancies in learning and performance among groups are no longer found.

WHEREAS, the Webster Groves School District's commitment to equity and justice will be consistently expressed in words and actions.

WHEREAS, we recognize the importance of understanding the aspects of our district community's history which were especially unjust and inequitable for people of color, and the effect they still have on all children and families today.

WHEREAS, we believe in the dignity and worth of every person regardless of their race, color, religion, sex, national origin, ancestry, ability, age, sexual orientation, gender identity and expression, socioeconomic status, or any other individual characteristic.

WHEREAS, the mission of the district is to ensure "academic and personal success" for every child.

WHEREAS, the core values of the district include diversity, individuality, community, and courage.

WHEREAS, we believe in fostering equity, justice, acceptance, dignity and equal rights for all children and adults.

WHEREAS, we strive to remove social, cultural and educational barriers that members of our district community may experience through learning, advocacy, and community partnerships.

WHEREAS, we believe we must directly confront issues of bias and social injustice in order to eliminate the inequitable practices and unsafe environments these issues create for everyone.

THEREFORE, BE IT RESOLVED, the Webster Groves School District Board of Education on this date May 31, 2017, affirms its commitment to lead efforts to advance a culture of equity and justice leading to better lives for all, including but not limited to the elimination of disparities which exist across groups of children in this school district.

EMPLOYMENT

Equal Employment Opportunity [Board Policy AC](#)

The Webster Groves School District does not discriminate on the basis of race, color, national origin, sex, disability, age or genetic information or any other characteristic protected by law in its programs and activities and provides equal access to the Boy Scouts and other designated youth programs. In addition, demeaning or otherwise harmful actions are prohibited, if directed at personal characteristics including, but not limited to, socioeconomic level, gender identification and sexual orientation or perceived sexual orientation.

Employment Equity

The District employs, assigns and promotes according to individual qualifications and assures equality of opportunity regardless of race, color, sex, religion, national origin, age or disability.

Employment after Retirement [Board Policy GB-1](#)

The district may employ persons retired and currently receiving a retirement allowance from a public retirement system, but the district shall consult with that public retirement system before hiring one of their beneficiaries.

Part-Time Employees [Board Policy GB-1](#)

The superintendent or designee may create part-time employment positions in situations where the district will benefit from employing part-time staff or where full-time staff are not necessary to accomplish the district's goals. The district will employ persons in part-time positions in accordance with the district's regular hiring practices and Board policy.

Criminal Background Checks [Board Policy GB-EBC](#)

The Webster Groves School District is committed to providing a safe environment for students to learn. As part of this effort, in accordance with this policy, the district will require criminal background checks of employees as well as certain volunteers and others working on district property. The Board directs the superintendent or designee to develop procedures and practices consistent with this policy.

Definitions:

Criminal Background Check

A search of the Federal Bureau of Investigation's (FBI) criminal history files; the Missouri State Highway Patrol's (MSHP) 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 Revenue's databases.

Rap Back

A program designed to provide school districts automatic criminal history updates about individuals who have been previously fingerprinted. "Rap" is an acronym for "record of arrest and prosecution." Rap Back is available on the state and federal level.

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.

In order to participate in Rap Back, the district must conduct its own background checks and may not use any of the above exceptions. 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.

Volunteers

The district will conduct a search of the MSHP's criminal history database and the FCSR or the CD's central registry of child abuse and neglect on all persons volunteering in positions where they will be left alone with a single child. Volunteers may be subject to additional types of criminal background checks in accordance with the district's policy and procedure for school volunteers. If the volunteer is a sponsor, advisor or coach of a district-sponsored activity, he or she must satisfactorily complete the criminal background check required of employees.

Ongoing Background Checks

The district may participate in the state and federal Rap Back programs, which automatically notify the district when a district employee is arrested for a reportable offense after the district has conducted an initial background check under the program. Once notified, the superintendent or designee will discuss the incident with the employee. The superintendent or designee is authorized to take appropriate action as allowed by law and district policy and to contact the district's attorney to discuss any legal concerns. Continued participation in the program requires all employees to be fingerprinted every six years and comply with each program's terms and conditions.

District Notification

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

EMPLOYEE CONDUCT AND WELFARE

It is essential for all employees to participate in providing an environment in which the education of children is our most important goal. To meet that goal, the District expects certain behavior, which fosters a safe, clean learning atmosphere. All employees are expected to follow the policies of the Board and the regulations of the district administration.

Whistleblower [Section 105.055](#)

2005 Missouri Revised Statutes - § 105.055. — State employee reporting mismanagement or violations of agencies, discipline of employee prohibited--appeal by employee from disciplinary actions, procedure--disciplinary action defined -- violation, penalties--civil action, when.

105.055. 1. No supervisor or appointing authority of any state agency shall prohibit any employee of the agency from discussing the operations of the agency, either specifically or generally, with any member of the legislature, state auditor, attorney general, or any state official or body charged with investigating such alleged misconduct.

Title IX

The Webster Groves School District is committed to maintaining an educational and workplace environment that is free from discrimination, harassment, and retaliation in admission or access to, or treatment or employment in, its programs, services, activities and facilities. The District is committed to providing equal opportunity in all areas of education, recruiting, hiring, retention, promotion and contracted service. A federal update to Title IX will be available by August 2024.

[Sexual Harassment under Title IX - Board Policy ACA](#)

[Notice of Non-Discrimination](#)

[WGSD Grievance Procedures](#)

[Formal Complaint Form](#)

Prohibition against Discrimination, Harassment and Retaliation [Board Policy AC](#)

Prohibition against Illegal Discrimination, Harassment and Retaliation (*Notice of Nondiscrimination*)
[Board Policy AC – AF1](#)

Drug Free Workplace [Board Policy GBEB A](#)

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

When it is evident that an employee has consumed alcoholic beverages, controlled substances or unauthorized prescription medications off property before attending a district activity, the staff member will not be allowed on district property or to participate in the activity and will be subject to the same disciplinary measures as for possession or consumption on district property.

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

Any employee who violates this policy will be subject to disciplinary action, which may include suspension, termination and referral for prosecution. Employees may be required to satisfactorily participate in rehabilitation programs.

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

The district will take appropriate disciplinary action within 30 days.

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

The Board of Education recognizes that employees who have a drug abuse problem should be encouraged to seek professional assistance. Although the district will not assume financial responsibility, an employee who requests assistance shall be referred to a treatment facility or agency in the community if such facility or agency is available.

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

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

Weapons in School [Board Policy JFCJ](#)

Student and employee safety is of paramount concern to the Board of Education. The possession of a weapon in the school setting by an employee creates a serious risk to such employee, to other employees and to students. Therefore, no employee may possess any firearm or other weapon, as defined in Board policy JFCJ, in or on any district facilities, buildings, buses or other district vehicles, parking lots or any district property or grounds at any time, including within vehicles, or at any time while engaged in district business, including any function or activity, including athletic events, sponsored or sanctioned by the Webster Groves School District. Any

employee who violates this policy will be subject to disciplinary action, which may include employment suspension, termination and referral for prosecution to the fullest extent of the law.

Staff Health and Safety [Board Policy GBE](#)

The health and safety of all district personnel is of vital importance to the school district. The Board will seek to provide safe working conditions for all staff members and will give prompt consideration to those conditions that may present a threat to the health and safety of staff members. The district will respond to employee requests for reasonable accommodations when an employee has a disability as defined by Section 504 of the Rehabilitation Act of 1973 or the Americans with Disabilities Act (ADA). All employees will receive annual training on universal precautions and the district's communicable disease policy.

Staff Conduct [Board Policy GBCB](#)

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

1. Become familiar with, enforce and follow all applicable Board policies and regulations, administrative procedures, other directions given by district administrators and supervisors, and state and federal laws.
2. Maintain courteous and professional relationships with students, parents/guardians, other district employees and the public. Transmit constructive criticism to the particular school administrator or supervisor who has the administrative responsibility to address the concern. Employees will not be disciplined for speech that is protected by law and are encouraged to share concerns with their supervisors.

Discourteous and unprofessional behavior shall be defined as any behaviors that are physically or verbally threatening, either overtly or implicitly, as well as behaviors that are coercive, intimidating, violent or harassing. This behavior can be verbal or nonverbal, or physical conduct toward a district employee that, based on its severity, nature and frequency of occurrence, a reasonable person would determine is intended to cause intimidation, humiliation or unwanted distress. This behavior might occur in person or through the use of technology.

Examples of discourteous and unprofessional behavior include, but are not limited to, use of profanity, personally insulting remarks, attacks on a person's race, gender, gender identity or expression, national origin, religion, sexual orientation or disability, and behaviors that are disruptive to the school and work environment, including school events.

3. Actively participate in professional development and obtain information necessary to effectively perform the employee's job duties.
4. Conduct all official business in a professional and timely manner. Meet deadlines set by the district, administrative staff and supervisors. Conduct business with the appropriate designated person or department.
5. Care for, properly use and protect school property. Immediately report all dangerous building conditions to the building supervisor and take action to rectify the situation in order to protect the safety of students and others. Take appropriate action to prevent loss or theft of district property, and immediately report loss or theft of district property.
6. Attend all meetings called by supervisors or the district administration unless excused. Arrive at work and leave work at the time specified by the district or as directed by a supervisor, and follow district policies, procedures and directives regarding absences. All nonexempt employees must receive permission from a supervisor prior to working overtime.

7. Maintain records as required by law, Board policy and procedure, and do not destroy records unless authorized to do so. Keep all student records, medical information and other legally protected information confidential. Submit all required documents, information, data or reports at the time requested. Employees must not falsify records, create misleading records or compromise the accuracy and security of district data.
8. Properly supervise all students. The Board expects all students to be under assigned adult supervision at all times during school and during any school activity. Employees must not leave students unsupervised except as necessary to handle an emergency situation.
9. Obey all safety rules, including rules protecting the safety and welfare of students.
10. Communicate clearly and professionally. Employees will not use profanity and will not raise their voices unless necessary. Written communication must be grammatically correct, particularly when directed to families, students and members of the public. Employees will not be disciplined for speech that is protected by law and are encouraged to share concerns with their supervisors.
11. Dress in a professional manner that does not interfere with the educational environment and as directed by administrators or supervisors.
12. Other than commissioned law enforcement officers, school employees shall not perform strip searches, as defined in state law, of students except in situations where an employee reasonably believes that the student possesses a weapon, explosive or substance that poses an imminent threat of physical harm to the student or others and a commissioned law enforcement officer is not immediately available.
13. School employees shall not direct a student to remove an emblem, insignia or garment, including a religious emblem, insignia or garment, as long as such emblem, insignia or garment is worn in a manner that does not promote disruptive behavior.
14. State law prohibits teachers from participating in the management of a campaign for the election or defeat of a member of the Board of Education that employs such teacher.
15. Unless otherwise allowed by law, employees may not engage in political campaigning during the working day or during times when they are performing their official duties.
16. Employees will not represent their personal opinions as the opinions of the district and, to avoid confusion, are required to clearly indicate when they are speaking or writing as an individual and not a representative of the district.

Code of Conduct

Webster Groves School District Code of Conduct: **Involving Interactions with Children and Youth**

The Webster Groves School District is committed to the safety and protection of children and youth. This Code of Conduct, along with the Webster Groves School District's Board policies ([GBH](#)- Staff/Student Relations and [JHG](#)- Reporting and Investigating Child Abuse and Neglect) and procedures applies to all personnel and volunteers of the Webster Groves School District who interact with students.

The public and private conduct of Webster Groves School District's personnel and volunteers of the Webster Groves School District can inspire and motivate those with whom they interact or can cause great harm if inappropriate. We must always be aware of the responsibilities that accompany our work.

All members of our school district community 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. We should be aware of our own and other persons' vulnerability, especially when working alone with students, and be particularly aware that we are responsible for

maintaining physical, emotional, and sexual boundaries in such interactions. We must avoid any covert or overt sexual behaviors with those for whom we have responsibility and care. This includes but is not limited to, manipulation, seductive speech, jokes or gestures as well as physical contact that exploits, abuses, or harasses. We are to provide safe environments for students at all times, regardless of the student's age or the location of the activity.

We must show prudent discretion before touching another person, especially students, and be aware of how physical touch will be perceived or received, and whether it would be an appropriate expression of greeting, care, concern, or celebration. Webster Groves School District personnel and volunteers are prohibited at all times from using corporal punishment ([JGA-2- Corporal Punishment](#)). In times of student physical crisis (when unable to defuse anxious, hostile, or violent behavior through verbal de-escalation techniques), restraints should only be utilized by appropriately trained staff and in alignment with policy ([JGGA- Seclusion and Restraint](#)).

Physical contact with students can be misconstrued both by the recipient and by those who observe it and should occur only when completely nonsexual and otherwise appropriate, and never in private. One-on-one meetings with a student are best held in a public area; in a room where the interaction can be (or is being) observed; or in a room with the door left open, and another Webster Groves School District personnel or supervisor is notified about the meeting. ([GBH- Staff/Student Relations](#))

We must intervene when there is evidence of, or there is reasonable cause to suspect, that a student is being maltreated in any way. Suspected abuse or neglect must be reported to the Missouri Department of Social Services Children's Division at 1-800-392-3738 as described in the Webster Groves School District's Board policies and District procedures ([JHG Reporting and Investigating Child Abuse and Neglect](#)).

District personnel and volunteers must maintain boundaries as outlined in policy [GBH](#), these include, but are not limited to: refraining from providing, using and/or possessing illegal drugs, nicotine/THC products, and/or alcohol when working with students. In addition, district personnel and volunteers should not accept or give gifts to students without the knowledge of their parents or guardians. ([GBEBA- Drug Free Workplace Policy](#) and [GBH- Student/Staff Relations](#))

Communication with students by district personnel and volunteers is only allowed for educational purposes. This means a purpose associated with the staff member's duties in the district including, but not limited to: instruction, counseling, the treatment of a student's physical injury, or coordination of an extracurricular activity, depending on the staff member's job description. For the protection of all concerned, the key safety concept that will be applied to these interactions is transparency. The following steps will reduce the risk of private or otherwise inappropriate communication between staff, volunteers, and students:

- Communication between Webster Groves School District Staff/Volunteers and students that is outside the role of educational purposes is prohibited.
- Email exchanges between a student and Webster Groves School District Staff/Volunteers must be made using a Webster Groves School District email address or district approved platforms. Staff and volunteers who use text messaging or any form of online communications, including social media, to communicate with students may only do so for educational purposes through Webster Groves School District accounts.
- Electronic communication that takes place over Webster Groves School District's network may be subject to periodic monitoring.

If a child discloses abuse to you, you observe child abuse or neglect or have reasonable suspicion, you must immediately call the MO Child Abuse and Neglect Hotline at 1-800-392-3738. After you have made a report to the hotline, you will need to notify your supervisor as soon as possible. If a student is in immediate danger, call 911.

The organizational contact for questions or concerns about this Code of Conduct can be directed to:

- Direct Supervisor
- Building Administrator
- Director of Learning Support Services
- Assistant Superintendent for Human Resources
- Assistant Superintendent for Learning

Contact information for these points of contact can be found at:

<https://www.webster.k12.mo.us/Domain/4232>

The Webster Groves School District will not discharge or in any manner retaliate or discriminate against any person who, in good faith, submits a report to the MO Child Abuse and Neglect Hotline, expresses a concern, or reports a breach of any of the behaviors contained in this Code.

All incidents will be reviewed by the Webster Groves School District in coordination with Children's Division and Law Enforcement where a hotline call has been made. Where a breach of this Code has been reported, but no hotline call has been made because there is no reasonable suspicion of child abuse or neglect, the report will be investigated by the Director of Learning Support Services or Assistant Superintendent for Human Resources. The employee/volunteer reporting the incident will be informed of the outcomes within the confines of the law.

Thank you for partnering with the Webster Groves School District to ensure the safety of all of our children.

WGSD

Staff and Student Relations [Board Policy GBH](#)

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

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

Allegations of Sexual Misconduct with a Student

If a former district employee whose job involved contact with children was terminated, non-renewed or allowed to resign in lieu of termination as a result of an allegation of sexual misconduct with a student, or as a result of such allegations being substantiated by the Children's Division (CD) of the Department of Social Services' child abuse and neglect review board, the district is required by law to release information regarding the sexual misconduct to a potential public school or charter school employer who contacts the district regarding the

former employee. In addition, if the CD substantiates a complaint of sexual misconduct with a student against a former employee of the district, the law requires the district to release the results of the CD investigation to any potential public school or charter school employer who contacts the district.

When employment ends as a result of an allegation of sexual misconduct with a student, the district will provide appropriate due process prior to the release of information regarding the sexual misconduct to a potential public school or charter school employer, if feasible. The superintendent or designee is authorized to consult with the district's attorney to determine the appropriate level of due process to provide.

For the purposes of this policy, employees are considered "former employees" if they have resigned, been terminated, had their contracts non-renewed, or been notified that their contracts with the district will not be renewed or that the district is pursuing termination, even if the process has not been completed.

Disaster Plans and Emergency Warnings

At the opening of the school year, the principal will review the school's disaster plans with staff members. Disaster drills, which may include earthquake, building evacuation, bus evacuation, tornado alerts and hazardous materials responses will be scheduled at intervals to insure a high standard of safety preparedness. Each school will develop its own plans; each room should have directions posted.

Professional Attire [Board Policy GBCB](#)

Dress in a professional manner that does not interfere with the educational environment and as directed by administrators or supervisors.

Resignations

To resign in good standing, an employee should give at least 10 work days' notice. If there are extenuating circumstances, the District may agree to permit a shorter notice. This written resignation should be given to your immediate supervisor and the Assistant Superintendent of Human Resources. Before receiving a final paycheck, the employee must return all District-owned property and resources.

If a ten-month employee resigns before the start of the new school year, their insurance benefits will end on the last day of the previous school year and will be required to reimburse the District for any insurance benefits paid for the summer months

EMPLOYEE COMPENSATION

Working Hours and Months

The full time workweek is 40 hours. All starting and ending working times vary according to the assignment, location, plan, and lunch periods. Your immediate supervisor will notify you for your daily work schedule.

All teachers, counselors, and social workers are employed for 193 days.

Employment Letters

Employment letters are written for non-certified staff and days of employment.

Payroll Periods

All staff are paid on the 15th and last day of each month, or the last work day prior to the scheduled pay day.

All employees are paid via direct deposit either to their bank account or district-issued pay card. All staff may access their pay statements using Paycom.

Staff Members' Extra Duty

Staff members may be expected to assume reasonable duties over and above their regular responsibilities. Activities and services which make minor demands on the employee's time shall be part of each employee's basic assignment.

Extra duty assignments which make major demands on an employee's time shall be compensated in accordance with an extra-duty allowance as established by the Board.

Employee Responsibility

Employees are responsible for verifying that their salary schedule placement, compensation rate and paychecks are accurate. An employee is required to notify the district within 30 days of receiving an inaccurate payment, and failure to do so could lead to discipline, forfeiture of amounts owed or deductions for excess pay received, as allowed by law.

Change in Personal Data

If you move to a different address or receive a new telephone number, please update this information via Paycom. If you change your name or marital status, notify the HR department at hrc@wgmail.org in addition to your immediate supervisor.

Compensation Disbursement

In general, professional staff will be paid in 24 equal installments over the length of the annual employment agreement. However, payment for extra duties that are seasonal or limited to a specific timeframe may be paid in one of the following ways: 1) 24 equal installments over the length of the annual employment agreement; or 2) half being paid at the beginning of the season or timeframe and the other half being paid at the end of the season or timeframe.

Authorized Payroll Deductions

Income Taxes

Federal and State income taxes are withheld according to exemptions shown on W-4 forms. Changes to the employee's W-4 form can be made via Paycom online or via the Paycom app. Contact the payroll department with questions and/or concerns.

Annuities

The annuity amount set up by the employee with the annuity company will be deducted from each paycheck. (The annuity amount is deducted from gross earnings before the Federal and State taxes are figured, causing a reduction in taxes paid during the period.) A change to an existing annuity can be made at any time. You will need to contact your annuity representative to begin this process.

Salary Deductions [Board Policy DLB](#)

The District will regularly pay employees for work performed and will not make deductions from salary except as required by law or in accordance with Board policy.

Starting July 1, 2018, any absences that fall between the 15th of the previous month and the 14th of the current month will be withheld the 30th (or the last working day) of the current month.

Any absences taken by employees (181, 190 and 193 workdays) between May 11th – May 22nd, will be deducted from the final check of the school year. Any absences taken by employees (205 and 216 workdays) between May 26th thru the last working day, will be deducted the following school year.

Scenario

Example #1: Jane Doe was absent from work on August 7th. Her earnings from that day will be deducted on the August 31st check (or the last working day of the month).

Example #2: John Doe was absent on August 25th. His earnings from that day will be deducted from the September 30th check (or the last working day of the month).

Voluntary Deductions

The employee must authorize all voluntary deductions in writing. The district may deduct the administrative cost of compliance in addition to the deduction amounts authorized by the employee.

The Board may authorize voluntary payroll deductions from compensation earned by employees if ten or more employees so request. These deductions may be taken for, but are not limited to, credit unions, tax-sheltered annuities, individual retirement accounts (IRAs), membership dues, group insurance premiums or other voluntary contributions. The amount deducted will be remitted to the organization, company or association authorized by the employee. The Board shall not be responsible for any good-faith error in the administration of this service.

Involuntary Deductions

The district will make all deductions as required by law and will make deductions when presented with a garnishment, wage attachment or other legal order. The superintendent or designee may authorize an administrative fee for processing these mandatory deductions when allowed by law.

In addition, the district may make deductions from an employee's salary or wages for unauthorized absences, absences for which there is no paid leave or absences that exceed the paid leave provided to the employee. The district may also make deductions for disciplinary purposes, such as an unpaid suspension, in accordance with law and district policy.

The district may make deductions when an employee clearly owes the district money and the deduction does not otherwise violate the law.

Salary deductions for exempt employees shall be computed by dividing the salary, excluding extra-duty pay, by the number of days in the contract period. Deductions for nonexempt employees shall be based upon the hourly rate of the individual employee.

Improper Deductions

The Board of Education prohibits improper pay deductions. Employees who believe that improper pay deductions have been taken should immediately report the concern to the Payroll department. Employees will be reimbursed for improper deductions. If an employee's request for **reimbursement** is denied, the employee may appeal that decision by following the grievance procedure set forth in Board policy. Nothing in the policy shall prevent the district from properly charging absences against sick leave, personal leave or other such leave or from making deductions from pay for unapproved or unpaid absences, as established in Board policy.

BENEFITS

The Board of Education shall provide benefits to all full-time staff by offering participation in a group insurance plan. The contract for insurance will be submitted to competitive bidding at least every three years. Any plan of group health insurance shall include a provision allowing persons who retire, or who have retired, to become members of the plan if they are eligible to receive benefits under the teacher retirement system.

Medical Benefits Definitions

Open Enrollment – August 11th – August 25th

Full-Time Employee, regular – An employee is eligible for health benefits if he/she works a minimum of 30 hours per week for nine and one-half (9 ½) or more months per fiscal year.

Full-Time Employee, temporary – An employee working a minimum of 30 hours per week for a specific period of time. Temporary employees are paid an hourly wage and are eligible for health benefits.

Part-Time Employee, regular – An employee with a work schedule of less than 30 hours per week does not qualify for employee benefits.

Part-Time Employee, hourly – An employee that works less than 30 hours per week but with no regular work schedule does not qualify for employee benefits.

Group Health Insurance [Board Policy GDBC](#)

The District makes available health, dental, and vision insurance for full-time employees and/or employees working at least 30 hours or more per week. Employees may purchase insurance for dependents. The plan details are in the summary of benefits located on the district website. Other health insurance information is also located on the district website.

Life Assistance Program

Employees are offered up to five (5) face-to-face counseling sessions through Lincoln Financial Group EmployeeConnect. Confidential assistance is available any time by calling 888.628.4824 or you may visit www.guidanceresources.com (Username: LFGSupport, Password: LFGSupport1) for more information regarding the following services:

- Emotional or Work Life Counseling
- Financial Information and Resources
- Legal Support and Resources
- Health Champion

Liability Insurance [Board Policy GDBC](#)

All employees will be provided liability insurance that will cover, subject to the provisions thereof, claims arising from acts performed within the scope of their employment.

Loss or Damage to Personal Property

The Webster Groves School District will not assume responsibility for the loss of, or the damage to, personal property stored, installed or used on the school premises. Staff should review coverage in their homeowners, automobile, or personal property insurance policies.

Workers' Compensation Insurance

All employees are protected by the Workers' Compensation Act for insurance in case of accidents occurring at work. Salary compensation received through such insurance, together with sick leave benefits, will not exceed the regular salary for the employee for the period of his absence from work. In order to expedite Workers' Compensation claims, the following steps should be taken within 48 hours of a work-related injury:

1. Notify your supervisor and/or school nurse as soon as possible
2. Supervisor must notify a human resources representative as soon as possible
3. The employee and/or school representative must complete an injury report
4. Immediate supervisor or school nurse will forward the incident report to a human resources representative
5. The employee may seek or decline medical treatment

Unemployment Insurance

All eligible school employees are covered by unemployment insurance, and are subject to the provisions thereof.

Retirement

Retirement is deducted from your paycheck if you work at least 17 hours (certified staff) or 20 hours (non-certified staff) a week. The full Public School Retirement System (PSRS) contribution is 14.5% for certified staff in a certified role. PSRS-2/3 contribution is 9.67% for certified staff in a non-certified role.

Non-certified staff members are participants in the Public Education Employee Retirement System (PEERS) of the State of Missouri. The full PEERS contribution is 6.86% for non-certified staff.

If you are anticipating retirement, you need to contact PSRS/PEERS immediately. They will determine your eligibility and calculate your benefits. If you do plan to retire, please notify your immediate supervisor and the HR office as soon as possible.

Please contact PSRS/PEERS at <http://www.psr-peers.mo.org> or 800.392.6848 for additional information or to request an estimate of your retirement benefits.

Retirement-Employer Health Insurance Coverage after Service

Missouri law gives you the option to elect coverage in your employer's health insurance plan after retirement as long as the election is made within one year of the date you were last employed by the district.

Retirees may contact the Director of Staff Services about the health insurance coverage options.

Vantage Credit Union

Staff members and immediate family members are eligible to join the Vantage Credit Union. Staff members may inquire by calling (314) 298-0055.

Missouri Saving For Tuition Program (MOST)

MOST is a flexible higher education savings program which is available to anyone, regardless of whether he or she is a resident of Missouri. Parents, grandparents, relatives, and friends can open an account for a child. Visit their website at www.missourimost.com for more information.

Tuition Reimbursement [Board Policy GDL-R1](#)

The Webster Groves School District believes in supporting the professional development of its employees. The District administers reimbursement for job-related classes and training hours for **ALL** district employees excluding substitute and seasonal/temporary employees. Please view the [tuition reimbursement guidelines PDF](#)

for details. Employees who receive tuition reimbursement will be expected to continue employment with the Webster Groves School District for 12 months after completion of coursework.

WGSD Staff Member Tuition Program

Through an educational affiliation between Webster University and Webster Groves School District, staff members of Webster Groves School District may receive a preferred partner tuition rate for undergraduate, graduate or certificate programs, either online or at any of Webster's campus locations around the world. For more information visit [Webster University Office of Corporate Partnership](#)
Application Code: wgsd

Eligibility for Public School Loan Forgiveness [Board Policy GCD-1](#)

In accordance with law, the district will provide current, accurate and complete information to each new employee regarding eligibility for public service loan forgiveness. The notice will be provided within ten days following the start of employment.

<https://studentaid.gov/manage-loans/forgiveness-cancellation/public-service>

Loan Forgiveness Information

Under the Teacher Loan Forgiveness Program, if you teach full-time for five complete and consecutive academic years in a low-income school or educational service agency, and meet other qualifications, you may be eligible for forgiveness of up to \$17,500 on your Direct Subsidized and Unsubsidized Loans and your Subsidized and Unsubsidized Federal Stafford Loans.

If you have a *Direct Consolidation Loan* or a Federal Consolidation Loan, you may be eligible for forgiveness of the outstanding portion of the consolidation loan that repaid an eligible *Direct Subsidized Loan*, *Direct Unsubsidized Loan*, Subsidized Federal Stafford Loan, or Unsubsidized Federal Stafford Loan.

For more information, please see the link below for more information.

<https://studentaid.gov/manage-loans/forgiveness-cancellation/teacher>

PROFESSIONAL STAFF

PROFESSIONAL STAFF EMPLOYEES

- Teachers
- Counselors
- Coordinators
- Library Media Specialist
- Social Workers*
- WAFC Teachers*
- Administrative Intern

*non-contractual

PROFESSIONAL STAFF EMPLOYMENT DEFINITIONS

Fiscal Year – July 1st through June 30th

Hire Date – The following business date after board approval

Seniority Date – The date when one starts working for the Webster Groves School District as a regular full-time or part-time employee

Full-Time – A certified employee with a 1.0 FTE

Part-Time – A certified employee with less than a 1.0 FTE

Probationary – Has been with the district for five (5) consecutive years or less

Tenure – Has been with the district for more than five (5) consecutive years

Professional Staff Recruiting & Hiring [Board Policy GCD-1](#)

Because an effective educational program requires quality staff members, the Board and the administration of the Webster Groves School District will make every effort possible to attract and retain qualified, highly skilled and experienced personnel.

The district's hiring procedures will comply with all federal and state laws, including laws prohibiting discrimination. All teachers and administrators must have valid certification to teach in Missouri schools or, when employment of a person without appropriate certification is unavoidable or necessary as determined by the district, must obtain the appropriate certification by a district-specified deadline. The district is an equal opportunity employer and hires only citizens of the United States and persons who are legally authorized to work in the United States. The Webster Groves School District will enroll and actively participate in a federal work authorization program in accordance with law.

A majority of the Board must vote to employ any person or enter into an employment contract.

Hiring Staff

A position other than the superintendent's position will be filled by the Board of Education only after receiving the recommendation of the superintendent or designee. It is the policy of the Board of Education to employ qualified teachers with post-secondary degrees from fully accredited universities and the appropriate teaching certificates. In making recommendations, the superintendent or designee shall give first consideration to applicants who, in addition to proper general education qualifications, have special training and other

qualifications for the particular type of vacancy to be filled. If a candidate is not acceptable to the Board, the superintendent or designee should recommend another candidate.

Before the Board votes to employ an applicant in a position that requires a certificate or other professional license, the superintendent or designee will verify that the applicant currently possesses the appropriate license or certification. Upon the recommendation of the superintendent or designee, the Board may approve the employment of an applicant to a certificated position for which the individual does not have a current certificate, but the employment will be conditioned upon the applicant completing the certification process by a district-specified deadline. The superintendent or designee will also re-verify licenses and certifications once they are renewed.

Employees are not required to reside in the district.

Professional employees and administrators are exempt from overtime pay a school calendar is adopted each year designating the work schedule for professional employees and all school holidays.

All Professional Staff Salary Schedules [Board Policy GCBA](#)

The Board is required to adopt salary schedules for the compensation of teachers and may use a salary schedule to compensate administrative and non-certificated professional staff. When creating a salary schedule, the Board may recognize characteristics beneficial to the district, such as certification and teaching experience in high-need areas, in addition to traditional factors, such as experience and education.

Contracts

Contracts for teachers are written for nine and one-half school months (193 days except for year one teachers). Teachers are paid in 24 semi-monthly checks.

Evaluation of Professional Staff [Board Policy GCN](#)

The Webster Groves School District Board of Education requires a program of comprehensive, performance-based evaluations for the teachers and other professional staff members it employs in order to ensure high-quality staff performance that improves student achievement. Evaluation instruments used by the district will reflect the Essential Principles of Effective Evaluation as adopted by the Missouri State Board of Education (State Board). Pursuant to these principles, the evaluation process should:

1. Use research-based performance targets aligned with state standards;
2. Establish indicators of performance articulated across differentiated levels with standards specifying expectations at all levels of practice;
3. Be aligned with the probation period for the educator as specified in state law and provide for the accurate and appropriate accumulation of performance data;
4. Use student growth in learning as a significant contributing factor in the evaluation of practice at all levels, using a wide variety of student performance measures;
5. Assess performance on a regular basis, providing timely feedback from multiple sources that promotes formative development at all career stages and supporting overall improvement;
6. Be designed to ensure that evaluators who collect evidence of performance and provide feedback are highly trained and objective, ensuring that ratings are fair, accurate and reliable; and
7. Be designed to guide district decisions regarding determinations of status, recognition, development, interventions and policies that impact student learning in the system.

PROFESSIONAL STAFF BENEFITS

Channel Change [Board Policy GCBA](#)

The Webster Groves School District requires highly qualified employees to accomplish its education mission and must offer competitive compensation to attract and maintain experienced professional staff in the district. The Board directs the superintendent or designee to annually research regional and statewide trends in employee compensation and consult with district employees to prepare competitive salary schedules and salary recommendations for the Board to consider, within the constraints of the district's finances. Only the Board has the authority to increase an employee's regular compensation or grant employees an extra-duty position or stipend.

As required by law, teachers will be paid in accordance with a salary schedule adopted by the Board of Education. All full-time teachers will be paid at least the minimum teacher's salary as required in state law. Non-certificated professional staff and certificated staff members other than teachers will be compensated in accordance with a Board-approved salary schedule or will receive the amount of compensation approved by the Board for particular positions or particular employees.

Teachers anticipating a channel change (movement to MA, MA+30, MA+50 or PhD channels on the Teachers' Salary Schedule-see [Appendix I](#)) must notify the Superintendent in writing by May 15 for a salary change the following August. Copies of official transcripts for channel change coursework must be received by the District by August 31st. Contracts with new channel change salaries will be amended and issued in the fall after submission of required documents and board approval of channel changes.

HEALTH BENEFITS	Eligible (30+ hrs. per week)	Ineligible (under 30 hrs. per week)
Medical	Anthem Blue Cross Blue Shield (View benefits rate sheet)	N/A
Dental	Delta Dental (View benefits rate sheet)	N/A
Vision	Blueview Vision Anthem Blue Cross Blue Shield (View benefits rate sheet)	N/A
Life Insurance	Lincoln Financial Group (\$10,000 insurance covered by BOE)	N/A
DISTRICT BENEFITS	Eligible (30+ hrs. per week)	Ineligible (under 30 hrs. per week)
School Admission	Full-time employees are eligible to request admission for children (biological, legal guardianship)	N/A
DISTRICT BENEFITS	Full – Time (40 hrs. per week)	Part – Time (under 40 hrs. per week)
Illness Bank*	12 paid days (Up to 8 additional days of unused illness days may be carried over from the prior year, maxing out at 20 days) For FMLA qualifying events, all staff are eligible to be paid at 100% of their salary for the duration of their contract or letter of employment.	
Family Medical Leave Act (FMLA) FMLA Packet	Employees are eligible for leave if they have worked for their employer at least 12 months, at least 1,250 hours over the past 12 months, and work at a location where the company employs 50 or more employees within 75 miles. Eligible FMLA staff member’s legal dependent/child with a FMLA qualifying event can receive 100% of pay for up to 12 weeks.	
Personal Leave*	2 school days (can accumulate up to 5 days)	
Pregnancy and Childbirth Leave	Employees are allowed up to 8 weeks of paid leave following the birth of a child.	
Adoption Leave	The primary caregiver of the adopted child who is not age eligible to be enrolled in kindergarten may be allowed up to 40 continuous paid days of leave.	
Parenting Leave	Up to 5 paid days within 13 weeks of the birth of the child	
Foster Parent Leave	Primary caregiver of a long-term foster child who is not age eligible to be enrolled in kindergarten may be allowed up to 40 continuous paid days (other than emergency placements) immediately following the placement of the child in the employee’s home.	
Surrogate Parents	Primary caregiver of a surrogate child who is not age eligible to be enrolled in kindergarten may be allowed up to 40 continuous paid days immediately following the placement of the child in the employee’s home.	
Tuition Reimbursement	Paid up to 50% of the tuition cost until \$1,500 limit, per school year. (Technology fees, parking fees, etc. are not eligible for reimbursement.)	Paid up to 50% of the tuition cost, \$1,500 x FTE, per school year. (Technology fees, parking fees, etc. are not eligible for reimbursement.)
Vacation	N/A	N/A
Holidays	New Year’s Day Dr. Martin Luther King’s Birthday Presidents Day	Labor Day Thanksgiving Day Christmas Day
Bereavement	A paid absence of up to five (5) school days shall be allowed when a death occurs in the immediate family. One (1) day’s paid absence shall be granted to attend the funeral of any other relative. (See Bereavement Chart)	

PROFESSIONAL STAFF LEAVES

Holidays

District observed holidays for employees are as follows:

- New Year's Day
- Dr. Martin Luther King's Birthday
- Presidents Day
- Labor Day
- Thanksgiving Day
- Christmas Day

Regular part-time staff members are paid for a holiday only if it occurs during their regularly scheduled work period. If the holiday occurs on a day when they are not scheduled to work, they do not receive pay.

Professional Staff Short Term Leaves [Board Policy GCBDA](#)

The board recognizes that there are circumstances that require an employee to miss work, and the purpose of this policy is to identify situations where paid and unpaid leave from work are appropriate.

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

Employee and Family Illness Bank – Professional staff members shall have a bank of paid leave for illness, injury or incapacity of the staff member or the staff member's family (Illness Bank). The Illness Bank shall consist of 12 calendar days each school year, provided that up to eight additional days of unused sick days may be carried over from the prior year and added to the Illness Bank, for a maximum total of 20 days in any school year. Days shall be charged against the staff member's Illness Bank for an illness, injury or incapacity for which a professional staff member is not eligible under the Family Medical Leave Act (FMLA) and for an illness, injury or incapacity of a member of the staff member's immediate family, as allowed under Sections II and III of this policy.

Employee Illness, Injury or Incapacity – Professional staff members shall be allowed paid leave for illness, injury or incapacity for which the staff member is not eligible under the FMLA, provided that the staff member has days available in the staff member's Illness Bank, and each such day of paid leave shall be charged against the staff member's Illness Bank.

For a personal serious health condition as defined under policy GBBDA, absence with full salary under the staff member's professional staff contract is permitted for up to the remainder of the contract year during which the absence begins. Additional unpaid leave may be available under the FMLA. In the event the absence arising from such serious health condition commences within the last four weeks of a leave year (ending June 30) and continues into the next leave year, 12-month professional staff members are allowed a continued absence with full salary for up to an additional 12 weeks, after which no additional paid leave is available.

Other than as provided herein, in the event an illness, injury, incapacity or serious health condition that

begins during one school year and continues to the beginning of the next school year, paid leave under this policy is not available.

The district reserves the right to require a healthcare provider's certification or other documentation attesting to the illness or incapacity of the claimant and/or inclusive dates of the employee's incapacitation if the absence is for three or more consecutive days. In prolonged absences, a statement from the healthcare provider must be submitted every 30 days indicating the current condition and confirming the current incapacity to perform duties. The district also reserves the right to obtain the medical opinion and certification of a second healthcare provider, chosen and paid for by the district, relative to the illness or incapacity of the employee, and the employee agrees to submit to examination by the district's healthcare provider as a condition for qualifying for illness or injury leave under this policy.

An employee may not use illness or injury leave during the period the employee receives Workers' Compensation for time lost due to work-related incidents or injuries.

If an employee has excessive short-term absences that are not documented by a healthcare provider or are indicative of a pattern, the employee can be subject to discipline, up to and including termination of employment. Prior to the implementation of any such discipline, the employee shall receive at least one specific written warning.

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

Family Illness, Injury or Incapacity – Professional staff members shall be allowed paid leave for illness, injury or incapacity of a member of the immediate family provided that the staff member has days available in the staff member's Illness Bank, and each such day of paid leave shall be charged against the staff member's Illness Bank. The district reserves the right to require a healthcare provider's certification or other documentation attesting to the illness or incapacity of the family member and/or inclusive dates of the family member's incapacitation if the absence is for more than three consecutive days. The board defines "immediate family" to include:

- The employee's spouse.
- The employee's domestic partner. "Domestic partners" is defined as two adults who have chosen to share their lives indefinitely in an exclusive and committed relationship to the same extent as married persons, reside together, and share a mutual obligation of support for the basic necessities of life.

- The following relatives of the employee or the employee's spouse or domestic partner: parents, children, grandparents, grandchildren, siblings and any other relative 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.

For a serious health condition of a minor dependent child of a professional staff member as to which the staff member is eligible for leave under the FMLA, absence with full salary under the staff member's professional staff contract is permitted for up to a total of 12 weeks for the duration of such condition.

Bereavement – A paid absence of not more than five school days shall be allowed when a death occurs in the immediate family (defined in section III above) to attend the visitation, funeral, memorial service or other family gathering pertinent to the death. One day's paid absence shall be granted to attend the funeral of any other relative or member of the employee's immediate household. In unusual circumstances, the employee may apply to the superintendent or designee for extended paid absence upon the death of a member of the employee's immediate household or a relative not in the immediate family of the employee, to be determined on a case-by-case basis.

Personal Leave – Under pre-approved arrangements, professional staff members may be allowed a paid absence for up to two school days in each school year for reasons other than those described in Sections II or III above.

Except in an emergency or unforeseeable situation, the personnel office should receive requests at least two weeks prior to the contemplated absence. However, 30 days' notice is required by law if the leave qualifies for protection under the FMLA (see board policy GBBDA) and such notice is practical. The administrator will respond promptly to the employee's written request.

Professional staff may request the day before or after a school holiday or vacation period as a personal leave for graduations in the immediate family (defined in Section III above). Approval of the building principal and/or superintendent or designee will be necessary in these circumstances.

Personal leave is not otherwise to extend a school holiday or vacation period. Special circumstances may be appealed to the superintendent or designee.

Unused personal days may accumulate from year to year up to a maximum of five days. However, no more than three personal days may be used consecutively without the permission of the staff member's supervisor.

If a court subpoena is directly related to their school duties, the employee will be released for court appearance without loss of personal leave. Other court appearances will be deducted from personal leave unless applicable law or policy provides for paid leave.

A district employee may not use personal leave days during the period the employee receives Workers' Compensation for time lost to work-related incidents.

Professional Leave – A professional staff member may request paid leave to: attend classes or professional workshops, conventions, conferences and institutes; meet with mentors; or participate in other approved professional growth activities. The Instructional Leave Form is to be submitted to the principal a minimum of two weeks in advance.

Association Leave – Employees who are officers or representatives designated by MSTA/NEA/ACT may be granted leave with pay to attend the associations' conventions. The association leave must be pre-approved by the superintendent or the superintendent's designee, and the total days used by all three associations will not exceed nine days.

Religious Observance Leave – Under pre-approved arrangements, a professional staff employee may be allowed a paid absence for up to two school days for a bona fide religious observance obligation that cannot be fulfilled before or after the school day schedule or on a day professional staff attendance is not required.

Pregnancy and Childbirth Leave – This section creates no rights extending beyond the contracted period of employment. FMLA certification and recertification procedures apply to FMLA-eligible employees. An employee must notify the district of the need for and anticipated duration of the leave at least 30 days before leave is to begin, if foreseeable. If 30 days' notice is not practical, the employee must give as much notice as possible. A pregnant employee shall continue in the performance of her duties as long as she is able to do so and as long as her ability to perform her duties is not impaired, based on medical opinion. Medically necessary leave prior to birth is available under Section II of this policy. Employees shall be allowed up to 40 days of paid leave following the birth of a child, but no longer than the end of the contract year during which the birth occurs. Additional medically necessary leave prior to the end of the contract year is available under Section II of this policy. Additional unpaid leave for the birth or first-year care of a child may be available under the FMLA.

Parenting Leave – Upon pre-approved arrangements, a professional staff employee who is the spouse or domestic partner of a mother giving birth to a child may be allowed a paid absence of five days within 13 weeks of the birth of the child.

Adoption Leave – Under pre-approved arrangements, a professional staff employee who is the primary caregiver of an adopted child who is not age-eligible to be enrolled in kindergarten may be allowed up to 40 continuous days of paid leave immediately following the placement of the child in the employee's home; any other professional staff member may be allowed up to five continuous days of paid leave immediately following the placement of an adopted child in the employee's home. Requests for adoption leave shall be submitted at least two weeks in advance if reasonably possible. In addition, a professional staff employee may use accrued paid leave from the employee's Illness Bank under Section I above and/or as personal leave under Section V above for purposes of arranging for the adopted child's placement. Additional unpaid leave may be available under FMLA.

Foster Parent Leave – Under pre-approved arrangements, a professional staff employee who is the primary caregiver of a long-term foster child who is not age-eligible to be enrolled in kindergarten (i.e., other than emergency placements) may be allowed up to 40 continuous days of paid leave immediately following the placement of the child in the employee's home; any other professional staff member may be allowed up to five continuous days of paid leave immediately following the placement of a fostered child in the employee's home. In addition, a professional staff employee may use accrued paid leave from the employee's Illness Bank under Section I above and as personal leave under Section V above for purposes of arranging for the fostered child's placement. Additional unpaid leave may be available under the FMLA.

Surrogate Parents – Under pre-approved arrangements, a professional staff employee who is the primary caregiver of a surrogate child who is not age-eligible to be enrolled in kindergarten may be allowed up to 40 continuous days of paid leave immediately following the placement of the child in the employee's home; any other professional staff member may be allowed up to five continuous days of paid leave immediately following the placement of a surrogate child in the employee's home. Leave under this policy includes leave taken for obtaining a parentage or adoption order, and no additional leave is available under the adoption leave policy; provided, however, that a professional staff employee may use accrued paid leave from the employee's Illness Bank under Section I above and as personal leave under Section V above for purposes of arranging for the adoption of the surrogate child, if necessary..

Unpaid Absences – Full-time professional staff employees may apply for unpaid absences of limited duration in the event they have exhausted the amount of time prescribed above for paid absences. Furthermore, employees may qualify for additional unpaid FMLA leave.

Jury Duty – Employees will receive 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, provided that the employee provides the appropriate supervisor with a copy of such summons promptly upon the employee's receipt of the summons. 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.

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.

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 supervisors will designate when during the workday the leave should be taken. Any employee who properly requests leave to vote and uses the leave for that purpose will not be subject to discipline, termination of employment, or loss of wages or salary.

Firefighter Leave – Employees will be allowed to use personal 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.

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 be granted paid leave in order to honor a subpoena to testify in a criminal proceeding, attend a criminal proceeding, or participate in the preparation of the criminal proceeding, and shall not be required to use personal leave for such purpose.

Education Leave – Professional staff with five years of full-time employment with the district are encouraged to apply in writing prior to March 1 in the year the leave is to commence for education leave not exceeding one school year. The purpose of the leave is to secure additional college credit, to teach or travel abroad, or for other mutually acceptable reasons. If granted, the leave (except as specified for sabbatical leaves) shall be without compensation.

Persons granted education leave shall notify their intention to return to the district no later than March 1 of the year of return. Failure to give such notification or failure to return shall be deemed to be the submission of a resignation. It is the intention of the board of education to limit the length of education leave to two successive years.

Professional staff granted leaves under this section receive benefits in base improvements to the salary schedule, but receive no additional increment for the time served elsewhere, except as follows. The increment may be granted if the leave is for advanced study that clearly relates to the specific needs of the district, or if the leave is for the purpose of participating in a recognized governmental teacher exchange program or if the leave is for less than one-half of the school year. A decision regarding the increment shall be made at the time leave is granted and shall be a matter of record.

Leave approved under this provision will not impair the tenure of a permanent teacher.

Sabbatical Leave – Professional staff having seven years of full-time experience in the district may be granted sabbatical leave to improve or broaden their professional knowledge and skill through travel or study. Staff members must submit their written requests by February 1 of the year in which the sabbatical is to begin.

The purposes for which sabbaticals are granted are to be consistent with goals sought by the district or

with personal needs of the district. In cases where the goal sought may reflect the desires of the individual only, the leave may be granted, but without compensation.

Compensation for approved sabbatical leave will be one-half of regular pay for one full year. A sabbatical leave cannot extend beyond one year.

It shall be a condition of the sabbatical leave agreement that the employee shall return to district employment for three years immediately following the leave. Movement on the salary schedule will be made for the sabbatical leave as though the member were on active duty. Failure to return from leave will mean refunding to the district the pay received from the district while on sabbatical leave plus board-paid benefits as defined in policy GCBC for that period.

Military Service – Persons who are inducted through Selective Service are to be considered on leave of absence from the district when called or inducted into service. 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.

These employees will be re-employed in accordance with law.

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 counternarcotics missions shall be granted unpaid leave to perform Civil Air Patrol emergency service duty or counternarcotics 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.

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.

Victims' Economic Safety and Security Act (VESSA) Leave – Employees may take unpaid leave in accordance with law for absences related to domestic or sexual violence where an employee, an employee's family member or a person residing in the employee's household has been the victim of domestic or sexual violence. Leave may be taken intermittently or on a reduced work schedule. Two

workweeks of unpaid leave will be available in a 12-month period, except that employees of districts with fewer than 50 employees but at least 20 employees will be limited to one workweek of unpaid leave. Employees may use accumulated paid leave or compensatory time concurrently with unpaid VESSA leave. VESSA leave does not create a right for employees to take unpaid leave that exceeds the amount of unpaid leave time under FMLA. Employees are required to give 48 hours' notice of the need for leave unless such notice is not practicable. The district may require certification of the need for leave, which may include documentation from an entity aiding the victim, a police or court record, or other corroborating evidence. Information provided by the employee in conjunction with the use of this leave will be confidential in accordance with law.

Pregnancy Workers Fairness Act 2023 - [Letter and Infograph](#)

****Leave (eg. Vacation, personal business, illness, etc.) availability and usage is based upon your hire and exit date therefore your time will be prorated. The HR department will calculate your leave bank utilizing those dates.***

Any leave granted (eg. Vacation, personal business, illness, etc.), at the start of employment, is given with the expectation that the employee will complete the entire duration of their work calendar days. In the event the employee leaves before the end of the school year, any days used but not earned will be deducted from the employee's final check.

FRONTLINE (AESOP)

Teachers who anticipate an absence shall inform the principal as soon as possible, and report the absences using one of the following options:

- online at [Aesoponline.com](https://aesoponline.com)
- call the Frontline number: 800-942-3767

In the case of sudden illness, or similar emergency, the teacher shall report the absence in Aesop and inform the principal at the earliest opportunity. All teachers should maintain adequate lesson plans to enable a substitute to take over a class with a minimum amount of time lost and in continuation of the previous lessons.

Why Should Building Principals use AESOP:

- Approve personal and business days
- Print reports (absence, attendance, daily sub report, etc.)

Frontline (AESOP) <https://adminweb.aesoponline.com/>

Login: Webster Groves District Email Address (i.e. lastname.firstname@wgmail.org)

Pin (four digit passcode) or password

Leaving Feedback/Rating a Substitute

This will replace the Substitute Teacher Evaluation Form for K-8 and Webster Groves High School Teacher Comment forms.

Process for Administrator to Leave Feedback for a Substitute.

To access the Feedback page from the Dashboard:

Step 1: Click on the Daily Report icon.

Step 2: Scroll through Filled box and click on the Confirmation # of the absence selected.

Step 3: Click on Leave Feedback about Substitute link.

Step 4: Select an overall rating with a scale of 1-5, with one being the lowest and 5 being the highest. Select how many stars for the Substitutes performance.

Step 5: Enter all comments and notes regarding performance.

Step 6: Click Save Feedback.

This screen will provide you the ability to review all comments and notes that were inputted.

Process for Teacher to Leave Feedback for a Substitute

Login in to Absence Management (Aesop) with ID/Username and Password/Passcode.

Step 1: Click on Feedback from the Dashboard.

There are three tabs are available to choose from. Leave Feedback tab will be loaded with all absences that were fulfilled by a Substitute.

Step 2: Click on Leave Feedback on the right hand side of page.

Step 3: Select an overall rating with a scale of 1-5, with one being the lowest and 5 being the highest. Select how many stars for the Substitutes performance.

Step 4: Enter all comments and notes regarding performance.

Step 5: Click Submit.

Any questions or issues with Absence Management please email the HR Substitute Coordinator at hrc@wgmail.org

Substitute Lesson Plan Binder

A substitute plan binder should be readily available and well stocked with lesson plans, and special instructions

Lesson plans should include content based classroom instruction for the day and should also include the following:

- ✓ A daily schedule
- ✓ A seating chart
- ✓ Supervisory responsibilities
- ✓ Location of instructional materials
- ✓ Supplies
- ✓ Emergency procedures
- ✓ Names of students who work with specialist
- ✓ Contact information – phone tree
- ✓ Allergies
- ✓ Information on individual students (strategies)
- ✓ Name of a staff resource person, someone to assist
- ✓ Helpful students

SUPPORT STAFF

SUPPORT STAFF EMPLOYEES

- Administrative Assistants
- Adventure Club Staff
- Aides, Tutors & Math Interventionists
- Central Office Support Staff
- Custodians
- Facility Technicians
- Grounds & Maintenance
- Mail Courier
- Nurses
- Office Assistants
- Parent Educators
- Receptionists
- Secretaries
- Specialists
- Substitutes (Everyday)
- WAFC Teacher Assistants
- WAFC Instructional Aides
- Technology Learning Center (TLC) Staff
- Technology Specialists
- Facilities Coordinator/Custodial Manager

SUPPORT STAFF EMPLOYMENT DEFINITIONS

Support staff employees will be those who do not need teaching, supervisory and/or administrative certificates in order to hold their positions.

Support staff includes those employed in before- and after-school programs run by the district, all aides, technology personnel, clerical, custodial and maintenance and business office noncertified personnel. Support staff will be governed by the rules and regulations set forth in a handbook developed specifically for this group, which addresses their needs and their contribution to the education of the district's children.

Fiscal Year – July 1st through June 30th.

Support and Non-Exempt Employees. Support employees are employed at-will and receive notification of the required duty days, holidays, and hours of work for their position on an annual basis. Employees are required to use District time clocks to record time worked.

The option for an employee to have flexibility in their start and end date is dependent upon the needs of your building. Such changes should be discussed with your staff and ensure that the anticipated number of contract/employment days are being fulfilled.

Employment at Will

All support staff employees are considered employees at-will. No policy or provision in this Handbook is intended to create a contract binding the employee or Webster Groves School District to an agreement of employment for a specific period of time.

The employer and employee can terminate the employment relationship at any time and for any reason, as long as there is no employment contract to the contrary, there is no discrimination under civil rights laws (based on race, color, age, national origin, religion, ancestry, sex, or physical/mental disability), no merit laws apply, or the state's limited public policy exception does not apply.

Letter of Employment

A Letter of Employment constitutes the understanding between you and your employer concerning work hours and/or rate of pay. All letters can be accessed in Paycom and failure to sign could result in a delay of compensation.

Work Schedules

Determined by school principal or supervisor to accommodate department/district needs.

Probationary Period

The first ninety (90) working days of regular employment with the Webster Groves School District is a period of probation. During this time, the supervisor evaluates the individual's suitability to the position. The employee should also evaluate the position to make certain it satisfies their job expectations and needs.

At any time during the probationary period an employee may resign or be terminated without advance notice.

Lunch/Rest Breaks

Missouri law does not require employers to provide employees a break of any kind, including a lunch hour. These provisions are either left up to the discretion of the employer, can be agreed upon by the employer and employee, or may be addressed by company policy or contract.

<https://labor.mo.gov/DLS/General/breaks>

However, Webster Groves School District offers the following lunch/rest breaks list as a suggested guideline:

Hours	Lunch Break		Rest Break
8	30 mins		(2) 15 mins
7.5	30 mins		(2) 15 mins
7	30 mins		(2) 15 mins
6.5	30 mins		(2) 15 mins
6	30 mins	or	(2) 15 mins
5.5	30 mins	or	(2) 15 mins
5	30 mins	or	(2) 15 mins
4.5	0 mins		15 mins
4	0 mins		15 mins
Less than 4	0 mins		0 mins

Snow Days

When it becomes necessary to close school due to inclement weather or other emergencies, all employees shall report to their regular assigned building at the regular time, unless otherwise informed by supervisor. Failure to report may result in a deduction in pay for the period.

Custodial and grounds crews will assist in snow removal from sidewalks, entrances and parking lots prior to the start of the day. Following the assignment, they will return to their regularly assigned duties and work their normal schedule.

All other personnel will continue with their regular work assignments unless assigned otherwise.

Failure to Contact the District [Board Policy GBCBC](#)

If an employee without an employment contract is absent from work, does not contact their supervisor, and does not respond to attempts by the district to contact the employee and the employee's emergency

contact, the district will assume the employee has resigned their employment with the district and will consider the position vacant after 48 hours.

If an employee with an employment contract is absent from work, does not contact their supervisor, and does not respond to attempts by the district to contact the employee and the employee's emergency contact, the district will send a letter and any other appropriate communication to the employee stating that if the employee does not contact the district, the district will assume that the employee has voluntarily resigned from their position with the district. If the employee still does not contact the district, the district will assume that the employee has resigned and will consider the position vacant.

The district may share with potential employers seeking information about a former employee the fact that the employee failed to contact the district or resigned.

Employee Timekeeping

The Webster Groves School District is required by law to maintain a record of time worked by all non-exempt hourly employees. The district currently uses Paycom system to maintain these records. Employees will be compensated on an hourly basis as reflected in the Paycom system or time sheets.

Social Security (FICA)

The Federal Income Compensation Act (FICA) is a required deduction of the Webster Groves School District. No paycheck can be authorized without a social security number on file.

Should you have social security questions or need clarification about your benefits and rights under the law, consult the Social Security office at www.socialsecurity.gov or 1-800-772-1213.

Overtime and Compensatory Time [Board Policy GBA](#)

The Fair Labor Standards Act (FLSA) establishes minimum wage, overtime pay, recordkeeping, and child labor standards affecting full-time and part-time workers in the private sector and in Federal, State, and local governments.

Overtime: The following provisions apply to nonexempt staff who work more than 40 hours during any workweek:

Non-exempt employees will be given overtime compensation or compensatory time for overtime work. They will be paid either in wages or “in time” at one-half (1½) times their regular rate of pay for each hour of overtime. Straight time will be paid either in wages or “in time” at one times their regular rate of pay for each hour of overtime if leave is used within the 40 hour work week.

Performance Evaluations [Board Policy GDN](#)

Newly hired employees will continually be monitored during the first ninety (90) working days, which is considered a probationary period.

Evaluations will be the main criteria used in determining annual salary adjustments. Evaluations will also be used in determining reduction in staff adjustments. All evaluations will be conducted within the written guidelines established by the district.

After your probationary period, your work performance will be evaluated annually for the first five years, then every three years. Pay increases are based on these evaluations, and any increase granted becomes effective at the beginning of the District’s fiscal year, July 1.

SUPPORT STAFF LEAVES

All full time HR designated 12-month support staff employees who are employed in full time positions will receive 2 weeks (10 work days) on July 1st of each fiscal year, 3 weeks (15 work days) at the start of their fifth year of employment (July 1st). At the start of their tenth year of employment (July 1st), they will receive 4 weeks (20 work days) of vacation time per fiscal year.

Vacation time is not cumulative and will not carry over to the next school year.

Should a paid holiday fall during the vacation period, the employee may receive another day at a time established by the supervisor. Except in emergencies, no vacation shall be scheduled or granted during the two weeks prior to the start of school.

Employees may not change or re-schedule their vacations without approval of the supervisor and school principal.

***Leave (eg. Vacation, personal business, illness, etc.) availability and usage is based upon your hire and exit date, therefore your time will be prorated. The HR department will calculate your leave bank utilizing those dates.**

Any leave granted (eg. Vacation, personal business, illness, etc.), at the start of employment, is given with the expectation that the employee will complete the entire duration of their work calendar days. In the event the employee leaves before the end of the school year, any days used but not earned will be deducted from the employee's final check.

Holidays

District observed holidays for employees are as follows:

- New Year's Day
- Dr. Martin Luther King's Birthday
- Presidents Day
- Memorial Day (12 month employees)
- Juneteenth (12 month employees)
- Independence Day (12 month employees)
- Labor Day
- Thanksgiving Day
- Christmas Day

Regular part-time staff members are paid for a holiday only if it occurs during their regularly scheduled work period. If the holiday occurs on a day when they are not scheduled to work, they do not receive pay.

Math Interventionists, Tutors and Aides (Clinic, Instructional, Gifted, ISS, Library Media, Technology, and Student Support, Statesmen Center, Office Assistant) will be paid for student attendance days, professional development days designated by the building administrator, and the

following district observed holidays: Thanksgiving Day, Christmas Day, New Year's Day, and Dr. Martin Luther King's Birthday.

Support Staff Leaves [Board Policy GBBDA](#)

The board recognizes that there are circumstances that require an employee to miss work, and the purpose of this policy is to identify situations where paid and unpaid leave from work are appropriate.

The following leaves with pay will be provided to regular support staff employees. This policy does not apply to temporary or substitute staff members, such as athletic coaches and summer labor, unless otherwise noted.

1. **Sick Leave** – Support staff members shall have a bank of paid leave for illness, injury or incapacity of the staff member or the staff member's family (Illness Bank). The Illness Bank shall consist of 12 calendar days each school year, provided that up to eight additional days of unused sick days may be carried over from the prior year and added to the Illness Bank, for a maximum total of 20 days in any school year. Days shall be charged against the staff member's Illness Bank for an illness, injury or incapacity for which a support staff member is not eligible under the Family Medical Leave Act (FMLA) and for an illness, injury or incapacity of a member of the staff member's immediate family.

For a personal serious health condition for a full-time support staff member as defined under policy GBBDA, absence with full salary is permitted for up to the remainder of the work days of the staff member in the fiscal year during which the absence begins. Additional unpaid leave may be available under the FMLA. In the event the absence arising from such serious health condition commences within the last four weeks of a leave year (ending June 30) and continues into the next leave year, 12-month support staff members are allowed a continued absence with full salary for up to an additional 12 weeks, after which no additional paid leave is available.

Other than as provided herein, in the event an illness, injury, incapacity or serious health condition that begins during one school year and continues to the beginning of the next school year, paid leave under this policy is not available.

For full-time support staff, an absence of over one through four hours shall be counted as a half-day of sick leave. For part-time support staff, an absence for any portion of a work period during a single day shall be counted as one day of sick leave.

Absences may be charged against sick leave for illness, injury or incapacity of the employee provided that the staff member has days available in the staff member's Illness Bank, and each such day of paid leave shall be charged against the staff member's Illness Bank. The district reserves the right to require a healthcare provider's certification or other documentation attesting to the illness or incapacity of the claimant and/or inclusive dates of the employee's incapacitation if the absence is for three or more consecutive days. In prolonged absences, a statement from the healthcare provider must be submitted each 30 days indicating the current condition and confirming the current incapacity to perform duties. The district also reserves the right to obtain the medical opinion and certification of a second healthcare provider, chosen and paid for by the district, relative to the illness or incapacity of the employee, and the employee agrees to submit to examination by the district's healthcare

provider as a condition for qualifying for sick leave under this policy.

An employee shall not be entitled to use sick days during the period the employee receives Workers' Compensation for time lost due to work-related incidents or injuries.

If an employee has excessive short-term absences that are not documented by a healthcare provider or are indicative of a pattern, the employee can be subject to discipline, up to and including termination of employment. Prior to the implementation of any such discipline, the employee shall receive at least one specific written warning.

Full-time support staff may use sick leave for illness, injury or incapacity of a member of the employee's immediate family provided that the staff member has days available in the staff member's Illness Bank, and each such day of paid leave shall be charged against the staff member's Illness Bank. The board defines "immediate family" to include:

- The employee's spouse.
- The employee's domestic partner. "Domestic partners" is defined as two adults who have chosen to share their lives indefinitely in an exclusive and committed relationship to the same extent as married persons, reside together, and share mutual obligation of support for the basic necessities of life.
- The following relatives of the employee or the employee's spouse or domestic partner: parents, children, grandparents, grandchildren, siblings and any other relative 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.

(Note: "Family" for FMLA purposes is more limited.)

For a serious health condition of a minor dependent child of a support staff member as to which the staff member is eligible for leave under the FMLA, absence with full salary is permitted for up to a total of 12 weeks for the duration of such condition.

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

2. **Personal Leave** – A maximum of two days of personal leave will be available per school year. Unused personal leave days may accumulate from year to year up to a maximum of five days. However, no more than three personal days may be used consecutively without the permission of the staff member's supervisor.

Absences may be charged against personal leave for the following reasons:

- a. Tax investigation.
- b. Court appearances, unless applicable law or policy provides for paid leave. If the subpoena is directly related to the employee's school duties, the employee will be released for court appearance without loss of leave.
- c. Wedding or graduation for a member of the employee's immediate family (defined in Section 1 above).
- d. Conducting personal business of such a nature that it cannot be performed on Saturday, Sunday or before or after school hours, including parent-teacher conferences.
- e. Absences under leaves authorized by law, policy or the board that would otherwise be unpaid including, but not limited to, leave under the FMLA.

Leave will not be granted for an employee due to adverse weather conditions.

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

3. **Bereavement** – A paid absence of not more than five school days shall be allowed when a death occurs in the immediate family (defined in Section 1 above). One day's paid absence shall be granted to attend the funeral of any other relative or member of the employee's immediate household. In unusual circumstances, the employee may apply to the superintendent or designee for extended paid absence upon the death of a member of the employee's immediate household or a relative not in the immediate family of the employee, to be determined on a case-by-case basis.
4. **Professional Leave** – Employees may be granted professional leave with pay to attend classes or conferences, meet with mentors or participate in other approved professional growth activities related to their jobs. Professional leave must be approved by the immediate supervisor, arranged well in advance and is not considered personal leave.
5. **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.
6. **Jury Duty** – Full-time employees shall receive regular pay for time absent due to jury duty. 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. However, that time shall not be considered time worked for computing overtime pay. In addition, upon receiving payment from the court system, the employee will reimburse the school district for

the court-paid per diem excluding any payment from the court for travel or meal expenses.

7. **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.
8. **Religious Observance Leave** – Under pre-approved arrangements, a support staff employee may be allowed a paid absence for up to two school days for a bona fide religious observance obligation that cannot be fulfilled before or after the school day schedule or on a weekend or holiday. Requests for religious observance leave shall be submitted at least two weeks in advance.
9. **Pregnancy and Childbirth Leave** – This section creates no rights extending beyond the contracted period of employment. The FMLA certification and recertification procedures apply to FMLA-eligible employees. An employee must notify the district of the need for and anticipated duration of the leave at least 30 days before leave is to begin, if foreseeable. If 30 days' notice is not practical, the employee must give as much notice as possible. A pregnant employee shall continue in the performance of her duties as long as she is able to do so and as long as her ability to perform her duties is not impaired, based on medical opinion. Medically necessary leave prior to birth is available under Section 1 of this policy. Employees shall be allowed up to 40 days of paid leave following the birth of a child, but no longer than the end of the fiscal year during which the birth occurs. Additional medically necessary leave prior to the end of the fiscal year is available under Section 1 of this policy. Additional unpaid leave for the birth or first-year care of a child may be available under the FMLA.
10. **Parenting Leave** – Upon pre-approved arrangements, a support staff employee who is the spouse or domestic partner of a mother giving birth to a child may be allowed a paid absence of five days within 13 weeks of the birth of the child.
11. **Adoption Leave** – Under pre-approved arrangements, a support staff employee who is the primary caregiver of an adopted child who is not age-eligible to be enrolled in kindergarten may be allowed up to 40 continuous days of paid leave immediately following the placement of the child in the employee's home; any other professional staff member may be allowed up to five continuous days of paid leave immediately following the placement of an adopted child in the employee's home. Requests for adoption leave shall be submitted at least two weeks in advance if reasonably possible. In addition, a support staff employee may use accrued paid leave from the employee's Illness Bank under Section I above and/or as personal leave under Section V above for purposes of arranging for the adopted child's placement. Additional unpaid leave may be available under FMLA.

12. **Foster Parent Leave** – Under pre-approved arrangements, a support staff employee who is the primary caregiver of a long-term fostered child who is not age-eligible to be enrolled in kindergarten (i.e., other than emergency placements) may be allowed up to 40 continuous days of paid leave immediately following the placement of the child in the employee's home; any other support staff member may be allowed up to five continuous days of paid leave immediately following the placement of a fostered child in the employee's home.. In addition, a support staff employee may use accrued paid leave from the employee's Illness Bank under Section I above and as personal leave under Section V above for purposes of arranging for the fostered child's placement. Additional unpaid leave may be available under FMLA.
13. **Surrogate Parents** – Under pre-approved arrangements, a support staff employee who is the primary caregiver of a surrogate child who is not age-eligible to be enrolled in kindergarten may be allowed up to 40 continuous days of paid leave immediately following the placement of the child in the employee's home; any other support staff member may be allowed up to five continuous days of paid leave immediately following the placement of a surrogate child in the employee's home. Leave under this policy includes leave taken for obtaining a parentage or adoption order, and no additional leave is available under the adoption leave policy; provided, however, that a support staff employee may use accrued paid leave from the employee's Illness Bank under Section I above and as personal leave under Section V above for purposes of arranging for the adoption of the surrogate child, if necessary.
14. **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 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 supervisors will designate when during the workday the leave should be taken. Any employee who properly requests leave to vote and uses the leave for that purpose will not be subject to discipline, termination or loss of wages or salary.
15. **Firefighter Leave** – Employees will be allowed to use personal 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 building 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.
16. **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 be granted paid leave in order to honor a subpoena to testify in a criminal proceeding, attend a criminal proceeding or participate in the preparation of the criminal proceeding, and shall not be required to use personal leave for such purpose.

17. **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 counternarcotics missions shall be granted unpaid leave to perform Civil Air Patrol emergency service duty or counternarcotics 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.
18. **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.
19. **Victims' Economic Safety and Security Act (VESSA) Leave** – Employees may take unpaid leave in accordance with law for absences related to domestic or sexual violence where an employee, an employee's family member or a person residing in the employee's household has been the victim of domestic or sexual violence. Leave may be taken intermittently or on a reduced work schedule. Two workweeks of unpaid leave will be available in a 12-month period, except that employees of districts with fewer than 50 employees but at least 20 employees will be limited to one workweek of unpaid leave. Employees may use accumulated paid leave or compensatory time concurrently with unpaid VESSA leave. VESSA leave does not create a right for employees to take unpaid leave that exceeds the amount of unpaid leave time under FMLA. Employees are required to give 48 hours' notice of the need for leave unless such notice is not practicable. The district may require certification of the need for leave, which may include documentation from an entity aiding the victim, a police or court record, or other corroborating evidence. Information provided by the employee in conjunction with the use of this leave will be confidential in accordance with law.

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

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

The district may require an employee to provide the district a doctor's note or other verification of illness before the district applies sick leave or other applicable paid leave to the absence. 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.

Attendance

If an employee cannot report for work on schedule for any reason, that employee must notify their school principal or supervisor as soon as possible prior to their assigned starting time.

Resignation of Support Staff Members [Board Policy GDPB-1](#)

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

This written resignation should be given to your immediate supervisor and the Assistant Superintendent of Human Resources. Before receiving a final paycheck, the employee must return all District-owned property and resources.

Nonrenewal, Suspension and Termination of Support Staff [Board Policy GDPD](#)

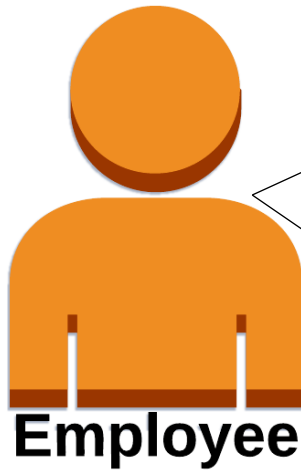
Support staff members may be suspended with or without pay. Prior to the suspension or termination, the employee shall be notified in writing of the accusations and the potential action to be taken. All employees will be afforded due process (i.e. given the opportunity to discuss the accusations).

Support Staff Benefits Overview

HEALTH BENEFITS	Eligible (30+ hrs. per week)	Ineligible (under 30 hrs. per week)
Medical	Anthem Blue Cross Blue Shield (View benefits rate sheet)	N/A
Dental	Delta Dental (View benefits rate sheet)	N/A
Vision	Blueview Vision Anthem Blue Cross Blue Shield (View benefits rate sheet)	N/A
Life Insurance	Lincoln Financial Group \$10,000 insurance covered by BOE	N/A
DISTRICT BENEFITS	Eligible (30+ hrs. per week)	Ineligible (under 30 hrs. per week)
School Admission	Full-time employees are eligible to request admission for children (biological, legal guardianship)	N/A
DISTRICT BENEFITS	Full – Time (40 hrs. per week)	Part – Time (under 40 hrs. per week)
Tuition Reimbursement	Paid up to 50% of the tuition cost until \$1,500 limit, per school year. (Technology fees, parking fees, etc. are not eligible for reimbursement.)	
Vacation* (HR designated 12 month support staff employees)	1-4 10 work days 5-9 15 work days 10 + 20 work days	N/A
Illness Bank*	12 paid days (Up to 8 additional days of unused illness days may be carried over from the prior year, maxing out at 20 days). For FMLA qualifying events, all staff are eligible to be paid at 100% of their salary for the duration of their contract or letter of employment.	
Personal Leave*	2 school days (can accumulate up to 5 days)	
Bereavement	A paid absence of up to five (5) school days shall be allowed when a death occurs in the immediate family. One (1) day's paid absence shall be granted to attend the funeral of any other relative. (See Bereavement Chart)	
Pregnancy and Childbirth Leave	Employees are allowed up to 40 days of paid leave following the birth of a child.	
Parenting Leave	Up to 5 paid days within 13 weeks of the birth of the child	
Adoption Leave	The primary caregiver of the adopted child who is not age eligible to be enrolled in kindergarten may be allowed up to 40 continuous paid days of leave.	
Foster Parent Leave	Primary caregiver of a long-term foster child who is not age eligible to be enrolled in kindergarten may be allowed up to 40 continuous paid days (other than emergency placements) immediately following the placement of the child in the employee's home.	
Surrogate Parents	Primary caregiver of a surrogate child who is not age eligible to be enrolled in kindergarten may be allowed up to 40 continuous paid days immediately following the placement of the child in the employee's home.	
Family Medical Leave Act (FMLA) FMLA Packet	Employees are eligible for leave if they have worked for their employer at least 12 months, at least 1,250 hours over the past 12 months, and work at a location where the company employs 50 or more employees within 75 miles. Eligible FMLA staff member's legal dependent/child with a FMLA qualifying event can receive 100% of pay for up to 12 weeks	
Holidays	New Year's Day, Dr. Martin Luther King's Birthday, Presidents Day, Labor Day, Thanksgiving Day, and Christmas Day	Regular part-time staff members are paid for a holiday only if it occurs during their regularly scheduled work period. If the holiday occurs on a day when they are not scheduled to work, they do not receive pay.
Holidays (12-month employees)	New Year's Day, Dr. Martin Luther King's Birthday, Presidents Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day	Regular part-time staff members are paid for a holiday only if it occurs during their regularly scheduled work period. If the holiday occurs on a day when they are not scheduled to work, they do not receive pay.
Holidays Math Interventionists, Tutors and Aides (Clinic, Instructional, Gifted, ISS, Library Media, Technology, and Student Support, Statesmen Center, Office Assistant)	Thanksgiving Day, Christmas Day, New Year's Day, and Dr. Martin Luther King's Birthday.	Regular part-time staff members are paid for a holiday only if it occurs during their regularly scheduled work period. If the holiday occurs on a day when they are not scheduled to work, they do not receive pay.

APPENDIX

WEBSTER GROVES SD BEREAVEMENT CHART



Up to five (5) paid bereavement days

Spouse/Domestic Partner
Parent (in-Law)
Daughter/Son (in-Law)
Grandparent (in-Law)
Brother/Sister (in-Law)
Grandchild (in-Law)
Any person the employee has legal guardianship,
power of attorney or acts as a caregiver
Any person residing with the employee

One (1) paid bereavement days

All other family members

Per Board Policy GCBDA and GDBDA, A paid absence of not more than five school days shall be allowed when a death occurs in the immediate family (defined in section II above). One day's paid absence shall be granted to attend the funeral of any other relative or member of the employee's immediate household. In unusual circumstances, the employee may apply to the superintendent or designee for extended paid absence upon the death of a member of the employee's immediate household or a relative not in the immediate family of the employee, to be determined on a case-by-case basis.

The Board defines "immediate family" to include:

- ▶ The employee's spouse.
- ▶ The employee's domestic partner. "Domestic partners" is defined as two adults who have chosen to share their lives indefinitely in an exclusive and committed relationship to the same extent as married persons, reside together, and share a mutual obligation of support for the basic necessities of life.
- ▶ The following relatives of the employee or the employee's spouse or domestic partner: parents, children, grandparents, grandchildren, siblings and any other individual 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.