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Employment
Equal Opportunity Employment

The Board of Education of the School District is an equal opportunity employer. The Board is committed to providing equal opportunity for all individuals in all areas of recruitment, selection, placement, training, assignment, transfer, compensation, benefits, discipline, retention, and promotion. The Board commits itself to the policy that there shall be no unlawful discrimination or harassment against any person because of race, color, religion, age, sex, national origin, ethnicity, disability, sex orientation or perceived sex orientation. All decisions with regard to employment shall be in compliance with applicable state and federal laws.

The Board is required by the Immigration Reform and Control Act to employ only American citizens and aliens who are authorized to work in the United States. The purpose of this law is to preserve jobs for those individuals who are legally entitled to them.

PERSONNEL SERVICES **Policy 4120**
(Regulation 4120)
Employment **(Form 4120)**

Employment Procedures

The Board of Education, upon recommendation of the Superintendent, votes on the employment of all staff members. In approving applicants the Board will be guided by the desire to obtain individuals committed to providing the highest quality education for the District's students. For Title I staff qualifications and hiring, refer to Policy and Regulation 1621 – Title I.

No person will be employed by the Board until the District obtains a clear criminal records check and a clear check of the DHSS Family Care Safety Registry. Additionally, and prior to offering employment to any teacher who had previously been employed by a Missouri school district or charter school, the Superintendent/designee shall obtain from the Department of Elementary and Secondary Education the identity of the school district or charter school that had previously employed the applicant. The District will contact the former employer to determine if such applicant had been terminated or resigned in lieu of termination; or against whom allegations of sexual misconduct had been substantiated by the Children's Division.

All persons employed by outside vendors/contractors who will have contact with students will be required to successfully undergo a criminal records and a clear check of the Child Abuse/Neglect Registry prior to contact with students. Such background checks will be performed at the vendors/contractors' expense and will, upon request, be shared with the District. All finalists for an employment position will be required to sign a release of liability authorizing prior employers, including school districts, to furnish any information about the applicant and the applicant's work performance, including but not limited to discipline records and performance evaluations. The administration may also conduct random background checks after employment. Failure to check references and prior employment for new hires prior to their start date may result in disciplinary action up to and including suspension without pay.

The District will participate in the Missouri Rap Back Program. In doing so, the District will comply with all procedures issued by the Missouri State Highway Patrol and the Federal Bureau of Investigations regarding the Missouri and National Rap Back Program. As a result, the District will be notified by the Highway Patrol when a new arrest has been reported of a District employee. The District will then request the individual's updated criminal record history.

As part of the criminal records check, any person employed after January 1, 2005, shall submit two sets of fingerprints to be used by the Missouri Highway Patrol and the Federal Bureau of Investigation. The fingerprints shall be collected pursuant to standards determined by the Missouri Highway Patrol. All District employees who are authorized to access the Missouri Automated Criminal History Site (MACHS) will only use such criminal history information for purposes of verifying qualifications for employment. The District will not create copies of the criminal record for employment record purposes and will not disseminate the record, except as permitted by law.

The District will designate a full-time employee, who will be fully trained in the Missouri Highway Patrol's automated criminal history site (MACHS), to serve as the District Local Agency Security Officer (LASO). The District's LASO Security Officer will be responsible for implementation and oversight of the District's Use of MACHS for all applicants. Any employee who attempts to access MACHS without authorization, improperly disseminates an applicant's criminal history record or facilitates unauthorized access to MACHS, will be subject to disciplinary action up to and including termination. Such improper use of the MACHS system constitutes an "incident" requiring reporting. Immediately upon knowledge of an "incident," the District's Local Agency Security Officer (LASO) will be notified, in writing, describing the "incident." The LASO Officer will then notify the Missouri Highway Patrol with the details of the "incident."

All vacancies should be posted for a minimum of ten (10) school days before the Superintendent may recommend a qualified applicant to the Board for employment. In an emergency situation the Superintendent may temporarily employ an applicant prior to the expiration of the posting. The temporary applicant may be considered along with other applicants for the position after the ten days. However, in order to hire a Board member's spouse, the position must have been posted for a minimum of ten (10) days. (Refer to Policy 0342 – Nepotism, Conflict of Interest and Financial Disclosure.)

The Superintendent or his designee is the person who shall respond to requests from potential employers for information regarding a former District employee. The information the District should provide is title, position, length of employment, whether the employee was terminated or resigned, and whether the District would re-hire the employee.

Additionally, when requests for information from any public school regarding a former employee against whom allegations of sexual misconduct involving a student have resulted in a determination by the Board of an actual violation of sexual misconduct pursuant to Board Policy; a resignation in lieu of termination; or allegations of sexual misconduct that have been substantiated by Children's Division, the Superintendent or his designee shall disclose to the requesting school the allegations of sexual misconduct and the findings of a Children's Division investigation.

Any school district employee who is permitted to respond to requests for information, acting in good faith, who reports authorized information, as provided in this policy or, who, in good faith, reports alleged sexual misconduct on the part of a District employee, will not be disciplined or discriminated against because of such report.

This foregoing policy is intended to comply with the Amy Hestir Student Protection Act, Senate Bill 54, including section 162.068 RSMo. The District shall provide notice of this policy to all current employees and to all potential employers who contact the District regarding the possible employment of a District employee.

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PERSONNEL SERVICES **Policy 4121**

Employment

Notice of Public Service Loan Forgiveness Program (PSLF)

The District will provide all new employees, within ten (10) days of beginning service with the District, with current, accurate and complete information about their eligibility for public service loan forgiveness (PSLF). This same information concerning eligibility for participation in the PSLF Program will be provided to all current employees who are employed by the District on June 30, 2017.

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PERSONNEL SERVICES **Policy 4125**

Employment

Notice of Arrest, Abuse Complaint, Traffic Citation

Every employee and volunteer who is arrested for a criminal act, felony, or misdemeanor must notify their supervisor in writing within three (3) work days of the arrest. Similarly, every employee/volunteer must notify their supervisor within the same time period of notice of a child abuse complaint against them. Traffic violations related to Driving Under the Influence will be treated as a criminal arrest. In addition to the preceding, transportation employees must notify their supervisors of any moving traffic violations whether or not on work time.

Whenever the District receives a finding of substantiated sexual or physical abuse from the Children's Division against an employee, the employee will be immediately suspended with pay. The employee so affected may be returned to work if the allegation is unsubstantiated, revised or reversed on appeal.

Certificated Staff Contracts

Employment contracts will be in writing and will be signed by the employee, the Board president and the Board secretary. Contracts will include the amount of annual compensation and the days of service.

Certificated staff members under contract include probationary teachers, permanent teachers and administrative staff. The probationary period allows a teacher to demonstrate, and the District to assess the teacher's competence. Beginning after the initial one (1) year contract, teachers who have demonstrated their competence through performance may be offered additional contracts.

The Board may elect to employ certain certificated individuals on a part-time basis, as needed. Part-time certificated employees will be contracted as a percentage of full-time employment. Part-time employees will not be provided the benefits provided to full-time employees. In addition, part-time certificated employees who do not teach at least 17 hours per week will not be eligible for pension benefits.

Alternative Certification

Applicants who have not successfully achieved a qualifying score on the teacher examination are issued two-year nonrenewable provisional certificates.

During the two-year provisional period, the affected teacher may gain full teacher certification by:

1. Achieving a qualifying score on the designated exam; or
2. Successfully achieving an acceptable score on the state-approved evaluation system from seven walk-through evaluations; two formative evaluations; and one summative evaluation for each of the two provisional years and being offered a third contract by the District; and
3. District recommendation to DESE that the teacher be given full teaching certification.

Online Teacher Preparation Program

The Department of Elementary and Secondary Education (DESE) is developing and will maintain an eighteen (18) hour online teacher preparation program related to subjects appropriate for elementary and secondary education settings. An individual with a bachelor's degree may complete an eighteen (18) hour online training program created by DESE or by an approved charitable organization. Individuals satisfactorily completing such a program will receive a teacher certificate. However, such certificate will not be accepted by the District, but may be accepted by private schools as well as private school accrediting agencies.

Visiting Scholar Certificate

The District may employ teachers with the Visiting Scholar Certification under the following provisions:

1. Verification from the District that such teacher will be employed as part of a business-education partnership designed to build career-pathways to teach in the ninth grade or higher for which the teacher's academic degree or professional experience qualifies the teacher or employed as part of an initiative designed to fill vacant positions in hard-to-staff public schools or hard-to-fill subject areas for students in a grade or grades not lower than the ninth grade for which the applicant's academic degree or professional experience qualifies the applicant.

2. Appropriate and relevant bachelor's degree or higher, occupational license or industry-related recognized credential.

3. Completion of the application for a one year visiting scholar certificate.

4. Completion of a background check as required by state law.

Under these circumstances, Department of Elementary and Secondary Education may issue a one year visiting scholar certificate. The visiting scholar may renew their certificate for a maximum of two (2) years based upon completion or completion of the requirements listed above; completion of professional development required by the District and attainment of a satisfactory performance-based teacher evaluation.

In addition, the holder of a Visiting Scholar Certificate may be renewed by the state board's issuance of an additional professional subject-area certification for specific content knowledge, or for a specialty area to a certificate holder who:

1. Applies for an additional professional subject area certification.

2. Successfully achieves an acceptable score on the state approved evaluation system from seven walk-through evaluations, two formative evaluations, and one summative evaluation of the applicant's teaching specific content knowledge or the specialty areas for which the additional professional subject area certification is sought.

3. Receives the applicant's employing district's recommendation to the state board that the applicant be given an additional professional subject-area certification under the rules prescribed by the state board.

4. Completes a background check as required in Policy 4120.

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PERSONNEL SERVICES **Policy 4131**

Employment
Extra Duty and Extended Contracts

Certificated employees may be contracted to provide sponsorship and coaching duties as recommended by the Superintendent and approved by the Board. Compensation for such positions will be provided in accordance with a Board approved extra duty salary schedule.

Certificated employees may be contracted for additional days beyond the regular contract period. Compensation for such extended duty will be calculated on the existing salary schedule. The Board may establish a separate salary schedule for summer school assignments.

Assignment to extra duty, extended duty and summer school is for one (1) year only and may be renewed or eliminated annually upon the recommendation of the Superintendent and at the discretion of the Board.

PERSONNEL SERVICES **Policy 4140**

Employment
Professional Personnel Re-employment

The re-employment of teachers shall be considered not later than the regular March meeting of the Board of Education. All employees shall be recommended by the Superintendent and the appropriate principal.

PERSONNEL SERVICES **Policy 4150**

Employment

Substitute Teacher Employment

The Board of Education will employ qualified substitutes for all employee groups. The Superintendent/designee will prepare and submit to the Board a procedure for reporting absences, assigning substitutes and developing a substitute compensation plan.

Substitute teachers shall meet all requirements as established by the State Board of Education. Rate of compensation shall be according to the annual school budget approved by the Board of Education.

Records shall be kept by the Superintendent concerning number of days taught by substitutes and the amount of funds expended. The Board shall be informed concerning this data at periodic intervals.

PEERS/PSRS Retired Certificated Employees

PEERS/PSRS Retired employees may be employed to substitute teach in the District on a part-time or temporary substitute basis without a discontinuance of their retirement allowance. Such individuals may also be utilized by the District as a part-time or temporary substitute through a third-party or as an independent contractor. No deduction will be made for retirement purposes. This provision expires on June 30, 2030, unless extended by the General Assembly.

Retired certificated employees may be employed as a full-time substitute in the District. However, during any month of full-time employment, the individual's retirement payment will be discontinued. Such retirees may be required by the retirement system to provide documentation showing compliance with this provision.

Substitute Teacher Certificates

The State Board of Education may grant such certificate to an individual who has completed:

1. At least 36 semester hours at an accredited institution of higher education; or
2. The 24-hour online training program requirement required by the State and who possesses a high school diploma or the equivalent.

Such certificate may also be granted for a qualified individual with expertise in a technical business field or with experience in the Armed Forces of the United States and who has completed a background check. No such substitute teacher certificate holder who is under 20 years of age may be a substitute in grades 9 to 12. Such certificate is valid for 4 years. A

substitute certificate will expire at the end of any calendar year in which the substitute has failed to substitute teach for at least five (5) days for 40 hours of in-seat instruction.

Substitute Teacher Survey

Each substitute teacher will complete a DESE survey at the end of each day of teaching. The District will provide substitute teachers, by email, a weblink to the survey. If needed, the District will provide brief access to a computer or other device to allow completion of the survey or if preferred the substitute's personal device.

Reporting

The District will annually provide information to DESE regarding use of third-party employment agencies for substitute teachers; daily rate of substitute pay; employment of full-time or part-time substitute teachers; substitute teachers' recruitment efforts; interview process as well as use of current school staff as substitute teachers during unassigned time.

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PERSONNEL SERVICES **Policy 4160**

Employment

School Chaplain

The District may employ a chaplain or may accept a chaplain as a "screened volunteer" as that position is described in Policy 1425 – School Volunteers. In order to be considered for the chaplain position, an applicant must be a member of a Department of Defense listed religious-endorsing organization recognized by the Armed Forces Chaplains Board. Applicants must also satisfy the employment requirement applicable to all District employees and screened volunteers. (See Policy and Regulation 4120 – Employment Procedures). If employed in a chaplain position, the individual will provide support services or programs for students as assigned by the Board.

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PERSONNEL SERVICES **Policy 4200**

Personnel Assignment and Transfer

Certificated staff accepting employment with the District agree to accept the building assignment of the Superintendent of Schools. Staff will not be assigned where they would be under the direct supervision of a member of the employee's immediate family (father, mother, son, daughter, sister, brother, or spouse).

Certificated staff transfers may be initiated by administrative directive or by staff request. In order to facilitate awareness of opportunities, the Superintendent/designee will post vacancies. The decision concerning filling of the vacancy or new positions by transfer will be made by the Superintendent in consultation with the building principals affected.

PERSONNEL SERVICES **Policy 4210**

Personnel Assignments and Transfer
Transfer Request

A teacher who desires a change in grade and/or subject assignment and/or a transfer to another building shall request in writing to the building level administrator who will forward the request to the Superintendent on or before March 1 for the following year.

The teacher must accept the transfer requested unless he/she has notified the administration in writing of a desire to withdraw the request and said notification is received by the Superintendent before the date on which notification of transfer is sent to the teacher.

PERSONNEL SERVICES **Policy 4220**
(Regulation 4220)

Personnel Assignment and Transfer
Certificated Staff Duties, Schedules, and Working Hours

The school year will be set annually by the Board of Education. The start date, end date, and number of contracted days will be contained in staff contracts. The length of the teaching day will also be set by the Board.

Certificated staff are required to be on duty during the teaching day. In addition to the teaching day, certificated staff are required to attend scheduled staff meetings, parent conference days, IEP meetings, and other meetings as may be determined by the administration and the Board.

PERSONNEL SERVICES **Policy 4221**
(Regulation 4221)

Personnel Assignments and Transfer
Educational Support Staff Duties, Schedules and Working Hours

The school year will be set annually by the Board of Education. The start date, end date, and number of work days will be set by the Board of Education.

The working hours for eight (8) hour employees are generally from 8:00 am. to 4:30 p.m. with one half hour for lunch. The starting and ending times may be changed by the administration as needed. The hours for those employees who work less than eight (8) hours are as set by their supervisors.

Regular attendance is essential in providing the support system necessary for maintaining a high quality of instruction. Support staff employees, with reasonable notice, will be subject to disciplinary action when their absenteeism is deemed to be excessive.

Overtime--Compensatory Time

Individuals who begin work earlier or work later than their assigned hours must receive prior authorization from their immediate supervisor as per District regulations.

Overtime/Compensatory Time Report

Employee Name_____

Has worked _____ extra hours on (date)_____

Total hours worked during the workweek: _____

Compensatory time is only due upon prior approval by the employee supervisor as per Board Policy 4221. Employees must use accumulated compensatory time in accordance with Regulation 4221. Employees who violate or abuse the overtime provision will be subject to disciplinary action, up to and including termination from employment.

Please designate employee choice:

_____Compensatory Time Earned (note: Compensatory time is earned at 1-1/2 hours for every hour worked over 40 in a workweek. Any time worked totaling less than 40 hours in a workweek is eligible for compensatory time at a 1:1 ratio).

_____ Overtime Compensation To Be Paid (note: Overtime compensation is earned at 1-1/2 hours for every hour worked over 40 in a workweek. Any time worked totaling less than 40 hours in a workweek is eligible for the employee's regular hourly pay).

Requested by:

Employee Signature_____ Date_____

Approved by:

Supervisor Signature_____ Date_____

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Absences, Leave and Vacation
General Attendance

Regular attendance is essential in providing District students with a high quality of instruction. Certificated staff will have leave days available at the rate of one day per contracted month worked *plus one (1) day* cumulative to ninety (90) days. Full time support employees have leave days available at the rate of one day per month worked *plus one (1) day* cumulative to ninety (90) days.

When certificated employees and support employees are absent more than eight (8) days in any semester or more than fifteen (15) days per school year, their absence is considered excessive. The Superintendent will review each incident of excessive absence and may require the employee to provide medical documentation or may consider disciplinary actions up to and including termination.

Employees may donate leave days to other employees who have expended their leave due to medical hardship in their immediate family. Procedures are outlined in regulation 4320.

PERSONNEL SERVICES **Policy 4320**
(Regulation 4320)

Absences, Leave and Vacation
Personnel Leave

The Board of Education shall adopt regulations for the following types of leave for District full time employees: (Full-time personnel would be an employee whose regular work assignment includes 30 or more hours per week)

1. Leave: Sick, Personal or Bereavement
2. Leave for Jury Duty
3. Military Leave
4. Leave of Absence
5. Family and Medical Care Leave (See Policy and Regulation 4321)

Specific provisions of the various forms of District leave are set out in Regulation 4320.

PERSONNEL SERVICES **Policy 4321**

Absences, Leave and Vacation
Family and Medical Leave

The Board of Education recognizes that leaves of absence are occasionally necessary due to family or medical reasons. The District has adopted detailed procedures to ensure compliance with the Family and Medical Leave Act of 1993 (FMLA). As provided by District regulations, eligible employees are entitled to use up to twelve (12) work weeks of unpaid leave for family and medical reasons.

PERSONNEL SERVICES **Policy 4330**

Absences, Leave and Vacation
Holidays and Vacation

The Board will annually adopt a calendar which will provide for the following holidays: Independence Day; Labor Day; Thanksgiving Day; Christmas Day; New Years Day; Good Friday; and Memorial Day. **Staff members will not receive additional compensation for holidays unless they are required to work on such holidays.**

All personnel employed twelve (12) calendar months shall be granted vacations with pay at the convenience of the Board of Education. Vacation periods shall be scheduled in compliance with the Superintendent's guidelines and is subject to Superintendent approval. Employees shall complete a vacation approval form and it shall be submitted to the Superintendent. Employees will receive two weeks vacation per school year. Vacations will be prorated for partial years of employment. Vacation time may not be accumulated.

Absences, Leave and Vacation
Employee Emergency Service

Staff members joining any fire department, fire protection district, volunteer firefighter department, the Missouri-1 Disaster Medical Assistance Team, Missouri Task Force One, Urban Search and Rescue Team, or staff member activated by the Federal Emergency Management Agency (FEMA) to respond to a national disaster will not be subject to dismissal due to their joining such organizations. However, such employees who are absent from work, or who are late to work due to such service may be docked and/or required to submit written verification concerning the time and date of the emergency. In addition, such employees are required to make a reasonable effort to notify their supervisors that they will be absent or late due to emergency service.

PERSONNEL SERVICES **Policy 4410**

Professional Activities, Training and Professional Growth
General Professional Development

Today's dynamic and rapidly changing society, with its tremendous accumulation of new knowledge and the attending obsolescence in some areas of practice, makes it imperative that all staff members, teachers, clerical, technical, operations maintenance, and administration be engaged in a continuous program of professional and technical growth in order that they may be qualified to provide a quality educational program for all students being served by the District.

It is the policy of the Board of Education that a program of in-service training be established to provide an opportunity for the continuous professional and technical growth of teachers of the school system. The program for in-service training for the next year will be outlined in the proposed budget for that year with estimated costs to be approved by the Board of Education.

As a result of the operation of this policy, staff members will become knowledgeable regarding new developments and changes in their specialized fields and will utilize new and improved methods in practice.

The administrative staff, employing administration and management techniques consistent with modern management development, will provide leadership which will assist each staff member to make a maximum contribution to the District's effort to provide a quality educational program for all students.

PERSONNEL SERVICES **Policy 4411**
(Regulation 4411)

Professional Activities, Training and Professional Growth

Professional Development Program

The Board shall provide a Professional Development Program to be in compliance with State Statutes regarding assistance for beginning teachers. A committee will be elected by the teachers to develop a plan to carry out the goals of the Professional Development Program.

The Professional Development Program shall further be in compliance with the "Outstanding Schools Act" Section 7 of Senate Bill #380 of the 87th General Assembly.

The District will establish a Professional Development Committee to work with beginning teachers and experienced teachers in identifying instructional concerns and remedies; assist beginning teachers with implementation of their professional development plan; serve as a consultant upon a teacher's request; arrange training programs for mentors; assess faculty needs and develop in-service opportunities for school staff; present faculty suggestions, ideas and recommendations pertaining to classroom instruction within the School District; and review and evaluate the District's staff development program.

In any year, expiring with fiscal year 2024, in which the amount appropriated and expended for transportation of students is less than 25% of the allowable costs of providing student transportation, the Board, by a majority vote, may allocate less than 1% of professional development funds to student transportation. However, in no case will the amount allocated be less than 0.5% of professional development funds.

The District provides teacher externships for teachers participating in a supervised practical experience in local and state business. Depending upon the type of externship, participating teachers may receive professional development credit or credit on the District's salary schedule. (See Regulation 4411).

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Professional Activities, Training and Professional Growth

Active Shooter Safety and Emergency Training

The District will include in its staff training program a component on how to:

a) Respond to students who provide information about a threatening situation.
b) Respond to situations in which there is a potentially dangerous or armed intruder in the school; and
c) Respond to situations where there is an active shooter present in the school or on school property.

Beginning with the 2026-27 school year, the District will include in its teacher and school employee training components which will include (a) through (c) in the previous paragraph and the following components.

a) How to identify potential threats or safety hazards; and
b) Procedures for emergencies in District schools, including but not limited to:
    i. Evacuations
    ii. Severe weather
    iii. Earthquakes
    iv. Fire; and
    v. Medical

For the 2026-27 school year, such training will be provided annually for a period to be determined by the District.

All school personnel may participate in a simulated active shooter and intruder drill conducted by law enforcement officials or District safety professionals. Each drill will include an explanation of the purpose of the drills and will include a safety briefing.

The District fosters an environment in which students feel comfortable sharing information they have regarding potentially threatening or dangerous situations with a responsible adult. In actively fostering such environment, the District will annually provide age-appropriate information and training on the State Highway Patrol's "Courage 2 Report Mo (C2R) reporting system or successors to the C2R system.

Beginning with the 2026-27 school year and continuing, the District will conduct an age-appropriate active shooter exercise in which students, teachers, and other District staff participate and practice the procedures for safety and protection in potential active shooter situations.

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PERSONNEL SERVICES **Policy 4420**
(Regulation 4420)

Professional Activities, Training and Professional Growth
Conferences and Travel

The Superintendent may authorize professional leave for attendance of personnel at state, regional, and national meetings without pay deduction. The number of absences allowable for professional leave is a judgment value on the part of the Superintendent and is subject to budget limitations for employing substitutes and reimbursement for travel, meals and lodging and registration.

PERSONNEL SERVICES **Policy 4430**

Professional Activities, Training and Professional Growth
District Committees

Guidelines for District-wide Committees

A written description of each district-wide committee established in the School District will be posted in each building explaining the goals and objectives of the committee and the method used to select members to the committee.

Each committee will write a summary report of its findings and/or recommendations and present this to the appropriate administrator. The chairperson of said committee will present this report to the Board of Education at the appropriate scheduled Board meeting.

Guidelines for District-wide Committees with Employee Representation

District-wide committees may be formed for the purpose of recommending policy changes to the administration and Board. Employees who are selected to serve on these committees should represent all buildings and/or interests of the employee group(s).

Compensation

The Board of Education has designated up to Ten (10) years of prior teaching experience with an accredited school shall be accepted for credit on the salary schedule for personnel transferring into the school system.

The Board of Education has designated that to be considered "approved" credit toward the salary schedule, college work must be applicable to an advanced degree or certification in an additional area approved by the Superintendent. To be applied to the salary schedule, all college work must be approved by June 1. Transcripts reflecting completed work must be filed in the office of the Superintendent before September 1.

Non-certificated personnel may be given up to and including seven (7) years of experience on the salary schedule upon transferring into the school system. The superintendent and building principal/director will determine appropriate years of credit to be recommended to the Board of Education.

Compensation

Salary Schedules

The Superintendent, with input from staff members, will prepare salary schedules annually for all non-administrative employee groups. These schedules will be submitted to the Board of Education for approval. (See also Policy 4131 - Extra Duty and Extended Duty Contracts.) Salary recommendations for all administrators will be prepared and submitted to the Board annually. Administrative salaries will be based upon a variety of factors including, educational preparation, years of service within the District, and within public education, years of service as an administrator at each administrative level, years of service within the District, regional comparisons to similar districts, number of contracted days, administrative responsibilities, and salaries of other District administrators within category – building and central office. Consideration will be given to administrators' previous salary for all newly hired administrators.

Hard-to-Staff Schools

The Board of Education may utilize a differentiated placement on the District's salary schedule to increase compensation and to facilitate recruiting and retention of teachers in hard to staff subject areas and hard to staff schools. No modifications will result in the demotion of any teacher on the salary schedule. The Board of Education will take action on the District's salary schedule after all schedule differentiations have been made.

Definitions

"*Hard-to-Staff Schools*" - attendance centers in which the percentage of certificated positions that were left vacant or were filled with a teacher not fully qualified in the prior academic year exceeds ten (10%) percent as reported to DESE.

"*Hard-to-Staff Subject Areas"* – Content areas for which positions were left open or were filled with a teacher not fully qualified in the prior academic year, as reported to DESE.

Reporting

The District when using differentiated placement on the salary schedule under this Policy will annually report to DESE as follows:

1. The salary schedule adopted by the District.
2. The number of positions filled by teachers placed on the salary schedule for hard-to-staff subject areas.

3. The number of positions filled with teachers placed on the salary schedule for hard-to-staff schedules.
4. The number of steps and additional compensation that teachers with differentiated placement received for the school year.
5. Any other relevant information requested by the department.

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Compensation

Minimum Teachers' Salary

For the 2025-26 school year and thereafter, the minimum teachers' salary will be Forty Thousand Dollars ($40,000) per school year.

For the 2025-26 school year, the minimum teaching salary for any full-time teacher with a master's degree and at least ten (10) years teaching experience in a public school(s) will be Forty-six Thousand Dollars ($46,000).

1. In the 2026-27 school year, such minimum salary will be Forty-seven Thousand Dollars ($47,000).

2. In the 2027-28 school year, such minimum salary will be Forty-eight Thousand Dollars ($48,000).

3. In the 2028-29 school year and in subsequent years, such minimum salaries will be adjusted annually by the percentage increase in the Consumer Price Index (CPI).

   If the CPI report for January of a given year shows that inflation increased over the previous twelve (12) months, DESE will increase the minimum salary by the same percentage increase in inflation, not to exceed three percent (3%).

Modifications to the minimum teacher salaries will take effect on July 1 of each calendar year.

Subject to the appropriation of monies to the teacher baseline salary grant fund, the District will apply to DESE for a grant of monies from the teacher baseline grant fund to assist the District in increasing minimum teachers' salaries as provided in this policy.

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PERSONNEL SERVICES **Policy 4510**

Compensation
Benefits

The Board of Education provides fringe benefits to full-time staff members. The extent and nature of fringe benefits provided may vary from employee group to employee group. Insurance coverage for staff members includes:

1. Liability Insurance
2. Workers' Compensation Insurance
3. Unemployment Compensation Insurance
4. Medicare Coverage
5. Medical Insurance up to $340.00 per month (Employee choice) for a full-time employee
6. Life Insurance ($30,000 Life Policy including a $30,000 Accidental/Dismemberment for a full-time employee

PERSONNEL SERVICES **Policy 4515**
(Regulation 4515)

Compensation

Career Ladder

The District participates in the Missouri Career Development and Teacher Excellence Plan, otherwise known as "Career Ladders." The Career Ladders program is a voluntary program in which the district participates. The "Program" provides a salary supplement for certificated employees including classroom teachers, librarians, counselors, psychological examiners, parents as teachers, educators, school psychologists and speech pathologists. Certificated staff become eligible to apply for participation after two years of public-school teaching in Missouri. However, the two-year requirement does not apply to any member of the Armed Forces of the United States or such member's spouse who has teaching experience in another state and who has been transferred to this state. In exchange for a salary supplement, participating staff provide additional education services outside of the duties that require a teaching certificate. (Regulation 4515).

Compensation
Salary Deductions

Withholding Taxes
A Federal withholding tax is retained for the Collector of Internal Revenue as payment on Federal Income Tax for the current year. The amount withheld is determined by salary and the number of dependents. No salary check will be issued until all withholding forms are submitted.

A State withholding tax is retained for the Missouri Department of Revenue. The amount withheld is determined in the same manner as the Federal Income Tax. Employees may authorize additional sums to be withheld by notifying the payroll department in writing and completing a new W-4 form indicating the additional amount to be withheld each pay period. No salary checks will be issued until all withholding forms are submitted.

Public School Retirement System (PSRS) of Missouri
All full-time teachers and part-time teachers who work seventeen (17) hours or more per week are members of PSRS. Support employees with a teaching certificate are also eligible for membership in PSRS.

Non-Teacher School Employee Retirement System (NTRS)
All support employees who work twenty (20) hours or more per week on a regular basis for thirty (30) calendar days are members of NTRS and are also covered by Social Security.

Medical and Dental
Medical and/or dental insurance payments will be payroll deducted for employees each month for the designated period selected by the employee and a period which meets compliance with the respective insurance providers' contract.

Tax Sheltered Annuities and 403b Plans
Tax Sheltered Plans will be deducted under the terms of the respective contracts. The School District provides for payroll deduction and processing for employees participating in tax-sheltered annuities and 403b Plans. The Board of Education reserves the right to limit the number of different companies or funds for participation.

Additional Deductions
Employees may authorize additional voluntary deductions for, but not limited to, payment to tax-sheltered annuities, dues to professional organizations, dependent coverage for medical and dental benefits, and other voluntary contributions only in programs, companies, and organizations that have been annually approved by the Board of Education. Employees will be limited to making their designation of voluntary deductions to once annually. The request shall be made at the start of the annual period of a contractual or work agreement and will designate either a one-time deduction or equal monthly deductions over the pay periods. The request will be reasonable and in such a manner as to limit the amount of undue bookkeeping for the District. Changes for voluntary deductions will be filed with the Central Office Bookkeeping Department at the start of each new work year.

PERSONNEL SERVICES **Policy 4521**

Compensation
Direct Deposit

Beginning on July 1, 2009, all employees will be required to choose a bank for the school to make direct deposit of their paycheck.

Direct deposit payments of each employee paycheck will be made on the 10th day of every month (when the 10th day of the month is on a Saturday or Sunday, direct deposit will be made on the Friday before the 10th).

Payments (by regular check) to individuals for mileage and/or expenses will be made on the first business day following the monthly school board meeting.

PERSONNEL SERVICES **Policy 4525**

Compensation
Payment of Salary

All certificated employees who are employed in certificated positions will be paid in equal amounts paid over the twelve months of the school year.

PERSONNEL SERVICES **Policy 4530**

Compensation
Worker's Compensation Benefits

Employees who suffer an injury caused by an accident or occupational disease arising out of and in the course of employment ("work-related injury") will receive benefits paid by the District according to the Workers' Compensation Law of the State of Missouri ("the Law"). Absence from duty resulting from a work-related injury will be compensated according to the Law. Employees who receive workers' compensation benefits for lost time from work due to a work-related injury are not eligible for additional sick days leave or vacation benefits under this policy, except with respect to those employees whose average weekly wage as defined by the Law ("average weekly wage") exceeds the actual wage necessary to obtain the maximum total disability rate as defined by the Law ("maximum wage").

In addition to the benefits for temporary total disability allowed under the Law, an employee whose average weekly wage at the time of the work-related injury exceeds the maximum wage at the time of the work-related injury will receive in wages the difference between the employee's average weekly wage and the maximum wage during the time period such employee is entitled to temporary total disability benefits under the Law. This additional benefit provided herein does not affect an employee's wage rate for purposes of permanent disability benefits.

PERSONNEL SERVICES **Policy 4540**
(Regulation 4540)

Compensation

Group Insurance Benefits

The Board of Education directs that medical group insurance coverage for staff members will be provided. The Superintendent/designee will solicit proposals and make recommendations to the Board of Education for approval of the insurance provider.

Employees shall be given information regarding COBRA benefits at the times of employment and separation.

The contract for medical insurance will be submitted for competitive bidding at least once every three (3) years.

For purposes of this policy competitive bidding means public notice of the request for medical insurance bids and the provision of information about district participants, claims history, and the details of the District's existing health insurance policy and proposed modifications.

Development or Physical Disabilities

The District's medical group insurance for staff members, after January 1, 2020, will provide coverage for the diagnosis and treatment of autism spectrum disorders and for the diagnosis and treatment of developmental or physical disabilities to the extent that such diagnosis and treatment is not already covered by the District's health plan.

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PERSONNEL SERVICES **Policy 4550**

Compensation and Related Benefits
Retirement Compensation

Retirement provisions for all eligible employees will be in accordance with the provisions of the Missouri Public School Retirement System (PSRS) and the Public Education Employees Retirement System (PEERS).

Full-time certificated staff employed after April 15, 1986 are subject to the Medicare portion of Social Security.

At the time of initial employment an employee shall be given his/her first COBRA notification. Second notification and continuation of benefits is contingent upon the employee notifying the District of a qualifying event.

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 Retirement System, by paying premiums at the same rate as other members of the group.

Employees who retire or who have retired and who are eligible for retirement benefits from either the PSRS or PEERS Plans are eligible to participate in District health benefit programs. In addition, the spouse and/or unmarried dependent children of any employee may also participate in District health benefit programs provided that these family members are receiving or are eligible to receive retirement benefits from with the PSRS or PEERS Systems. The retiree must apply for insurance coverage within the first year he/she is eligible to receive retirement benefits.

Compensation

Employee Post-Retirement Option

Retired Certified Employee Employed in PEERS Position

Any retired District employee in a position which requires teacher certification may be employed in a position that does not normally require teacher certification (PEERS Qualified). However, such person may only earn up to 60% of the minimum teacher's salary, currently $25,000.00, for a maximum salary of $15,000.00 without a discontinuation of the employee's PSRS retirement allowance. Such person will not contribute to PEERS or PSRS retirement systems, nor shall they acquire membership in the PEERS retirement system. In such instance, the District will pay its contribution into the PEERS system.

If such person is paid in excess of $15,000.00 the employee will not be eligible to receive their retirement allowance for months paid in excess of the cap and will be required to pay into the PEERS retirement system for such period of time.

Post Retirement Employment

Any individual retired and currently receiving a PSRS retirement benefit may be employed by the District in any PSRS covered position as a part-time or temporary-substitute position not to exceed a total of five hundred and fifty (550) hours and may earn up to 50% of the annual salary for such position without a discontinuation of retirement payments. If the position filled does not have a salary schedule or if the position filled does not utilize a salary schedule, the retired employee may earn up to 50% of the annual compensation paid to the last person to hold the position or up to 50% of the limit set by the School Board which has been submitted and approved by the Board of Trustees of PSRS. If the employee fills more than one position, the 50% limitation will be calculated based solely on the highest paid position.

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PERSONNEL SERVICES **Policy 4620**

Performance Evaluation
Support Staff

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

All supervisors and/or principals will complete a written evaluation on all support staff under their supervision. All support staff employees will be evaluated at least twice during their first year of employment and then at least once every year thereafter. The supervisors and/or principals will evaluate the performance of employees under their supervision in the following areas:

1. Job knowledge; 2. Quality of work; 3. Quantity of work; 4. Dependability;

5. Cooperation; 6. Attendance; 7. Punctuality; 8. Other areas as appropriate for the specific job

This evaluation will be used to increase job proficiency, and also to determine eligibility for reemployment.

PERSONNEL SERVICES **Policy 4630**

Performance Evaluation
Staff Conduct

The Board of Education requires all staff members to serve as positive role models for District students. District schools exist to provide quality, cognitive, and affective education for District students. In achieving these objectives, staff are required to meet certain performance criteria including, but not limited to:

1. Properly prepare for student instruction.
2. Fully utilize instructional time for learning activities.
3. Maintain students under active supervision at all times.
4. Assess student performance in a regular and accurate manner.
5. Modify instructional goals to meet the needs of each student**.**
6. Comply with administrative directives.
7. Motivate students to achieve learning objectives.
8. Communicate with students in a professional and respectful manner.
9. Maintain relationships with students in a professional teacher-student model.
10. Review and comply with Board policies, regulations, and procedures as well as related building rules and practices.
11. Properly operate and maintain district property.
12. Utilize district technology solely for school district business.
13. Maintain required records and submit requested reports in a timely manner.
14. Comply with all safety guidelines and directives.
15. Refrain from the use of profane and obscene language.
16. Dress in a professional manner.
17. Attend to all duties in a punctual manner.

Performance Evaluation
Teaching Standards

District teaching standards include, but are not limited to:

- Ensuring that students are actively participating and are successful in the learning process.
- Teacher will monitor and manage student learning by specific assessment vehicles.
- Student and teacher will be prepared and knowledgeable of the curricular content.
- Teacher will maintain students' on task behavior.
- Teacher will use professional communications and interactions with the school community.
- Teacher will remain current on instructional knowledge.
- Teacher will seek and explore changes in teaching behaviors that will enhance student learning.
- Teacher will act responsibly in the overall mission of the school.
- Teacher creates learning experiences that make the subject matter meaningful.
- Teacher demonstrates knowledge of the subject matter by implementing instruction pertinent to the subject matter.
- Teacher provides learning opportunities that support the intellectual, social and personal development of all students.
- Teacher cultivates the unique skills and talents of every student.
- Teacher will use a variety of instructional activities of critical thinking, problem solving, and performance skills.
- Teacher creates a positive learning environment that encourages active engagement in learning, positive social interactions and self-motivation.
- Teacher models effective verbal, nonverbal and media communication techniques with students and parents to foster active inquire, collaboration and supportive interaction in the classroom.
- Teacher will use formal and informal strategies to assess learners' progress.

- Teacher will actively seek out opportunities to grow professionally in order to improve learning for all students.

- Teacher will maintain effective working relationships with students, parents, colleagues and community members.

Final standards for teaching in the District will be in place by June 30, 2010.

PERSONNEL SERVICES **Policy 4650**
Performance Evaluations

Communication with Students by Electronic Media

Employee personal communication with students, in all forms including oral and nonverbal shall be appropriate and consistent with Board policy. Personal communication shall be deemed to be inappropriate if such communication is sexual in nature; is sexually suggestive; suggests romantic activity with student or students; or is otherwise inconsistent with Board policy. Violation of this provision will result in disciplinary action up to and including dismissal.

Communications between employees and students will be primarily direct, oral or written in nature. Employees may not communicate with students, as well as former students, under age eighteen (18) via electronic media regardless of whether created or maintained by the employee or students. As restricted in this policy the phrase "electronic media" includes but is not limited to social networks, texting, and emails. This policy does not preclude electronic communication between students' parents/guardians; or grandparents.

The District may provide official electronic media which may be utilized by employees for communication with students for dissemination of school related information (i.e. homework, practice schedules, supplemental instructional material.)

PERSONNEL SERVICES **Policy 4710**
(Regulation 4710)

Separation
Resignation: Certificated Staff

Certificated employees who for any reason intend to retire or resign at the end of the current school year contract are encouraged to indicate their plans in writing by letter of resignation to the Board as early as possible so that a quality replacement may be obtained.

Resignations to become effective during the school year, and within the contract dates, require a release by the Board and must be considered on an individual basis. Letters of resignation addressed to the board shall be submitted to the Director or Principal, as appropriate and the Superintendent. The letter should state reasons and an effective date for the resignation. The letter must be dated and delivered to the superintendent no later than the date on the letter.

It is the practice of the administration to recommend to the Board those certificated employees who request to resign after June 1 and prior to July 31 be released from their contract when there is "good cause" determined by the Board. After July 1, a certificated employee may petition the Board to recommend a release from his/her contract for extremely unusual reasons. Should the Board decline to recommend a release and the certificated employee leaves the District, the District reserves the right to pursue any and all legal options available.

"Good cause" guidelines and financial penalties for late resignations as are follows:

a. Health: Any request for a release of contract based upon the health of the professional staff member shall require a certificate by a physician that continued employment will be detrimental to the person's health.
b. Transfer of Spouse: If an employee's spouse receives a transfer from the geographical area, the board may grant a release, but the release shall be conditional upon the employment of a duly qualified replacement.
c. Other Reasons: Recognizing that the employee's contract is a legal document which binds both the employee and the Board, the Board's position shall be generally one of disapproval for requests of releases for contract for reasons other than health or transfer of spouse. The Board will at all times hold the welfare of the students paramount during the consideration and deliberation of request for release.
d. Contract Liquidation Costs:
    a. Teachers:
        i. Resignation Letter dated May 1……..$500 (Non Tenured)
        ii. Resignation Letter dated June 1……..$1,000
        iii. Resignation Letter dated July 1……...$1,500

    b. Principals:
        i. Resignation Letter dated April 1…….$750
        ii. Resignation Letter dated May 1……..$1,500
        iii. Resignation Letter dated June 1……..$2,000

c. Superintendent:
    i. Resignation Letter dated March 1…..$1,000
    ii. Resignation Letter dated April 1……$2,000
    iii. Resignation Letter dated May 1…….$2,500

e. A check shall be presented with the resignation letter.
f. A newly contracted employee for the next school year who requests to be released before the contract is completed will have to pay a financial penalty of $1,000.00 to be released from a contract. This is regardless of when a letter of resignation is submitted.

PERSONNEL SERVICES **Policy 4711**

Separation
Resignation: Support Staff

Educational support personnel who wish to resign should address a letter of resignation to the Superintendent with copies to the personnel administrator and the principal/supervisor. The letter should state reasons and an effective date for the resignation.

Fourteen (14) days written notice is the minimum amount of time for resignation by an educational support staff member.

PERSONNEL SERVICES **Policy 4720**

Separation
Suspension or Termination: Support Staff

Non Contractual Employees
Individuals employed without a contract are subject to suspension and dismissal at any time. The Superintendent is authorized to suspend such employees with pay subject to Board review. In addition, the Superintendent may recommend the suspension without pay or termination of non-contractual employees to the Board of Education.

Contractual Employees

During the term of the employment contract, a support staff employee may be suspended with pay pending review of the Board. Prior to suspension or termination, such support staff employees will be informed of the reason for discipline and will be given an opportunity to respond to those reasons. Upon request of the employee, a meeting with the Board of Education will be scheduled to review the recommendation for suspension or dismissal. Contractual employees, who are not offered a new contract, are not entitled to any form of contract. However, in such situations, the employee may review the non-renewal with the Superintendent/designee.

PERSONNEL SERVICES **Policy 4730**
(Regulation 4730)

Separation
Termination of Contract: Probationary Teacher

Pursuant to section 168.126.2, RSMo. (Supp. 1992), the Board of Education may choose to non-renew a probationary teacher's contract for the coming school year or may choose to terminate a probationary teacher's employment during the term of a contract in accordance with procedures outlined in Regulation 4730.

The Board of Education may terminate a probationary teacher's contract during the term of a contract for statutory causes as follows:

1. Physical or mental condition that renders the teacher unfit to instruct or associate with children
2. Immoral conduct
3. Willful or persistent violation of, or failure to obey, the school laws of the state or the published regulations of the School District.
4. Excessive or unreasonable absence from the performance of duties.
5. Conviction of a felony or a crime involving moral turpitude.

Prior to mid-contract termination of a probationary teacher, the teacher will be provided with written charges and will be provided with an opportunity for a due process hearing before the Board of Education.

PERSONNEL SERVICES **Policy 4731**
(Regulation 4731)

Separation
Termination of Contract: Permanent Teacher

Pursuant to sections 168.114 and 168.124, RSMo. 1986, the Board of Education may terminate a permanent teacher's indefinite contract for one or more of the following causes:

1. Physical or mental condition that renders the teacher unfit to instruct or associate with children
2. Immoral conduct
3. Incompetency, inefficiency, or insubordination in the line of duty.
4. Willful or persistent violation of, or failure to obey, the school laws of the state or the published regulations of the School District;
5. Excessive or unreasonable absence from the performance of duties.
6. Conviction of a felony or a crime involving moral turpitude.

The indefinite contract of a permanent teacher may be terminated for the foregoing reasons only in accordance with the procedures prescribed by sections 168.116, 168.118, and 168.120, RSMo. 1986.

PERSONNEL SERVICES **Policy 4732**
(Regulation 4732)

Separation

Termination of Employment: Administrators

The terms and conditions of the Superintendent's employment are governed by the employment contract between the Board of Education and the Superintendent. Provision for employment and termination of the Superintendent are provided for in Policy 1720. The employment of all other certificated teachers who are employed as administrators and who are not eligible for permanent status as a teacher are provided for in this policy.

Such district administrators are not eligible for permanent status in their administrative position. However, as provided by law, administrators may be entitled to permanent status as a teacher should their administrative employment be voluntarily or involuntarily terminated. All such administrators may be assigned to other administrative positions or teaching positions as provided in the regulations enacted under this policy.

PERSONNEL SERVICES

Policy 4740
(Regulation 4740)

Separation
Reduction in Force: Certificated Staff

If it becomes necessary to reduce the number of teachers due to a decrease in enrollment, District reorganization or the financial condition of the District, the Board will act to retain the most qualified teachers while following all applicable statutory guidelines.

The Board of Education may place a permanent teacher upon un-requested leave of absence without pay when the Board determines that such action is necessary because of a decrease in pupil enrollment, School District reorganization or the financial condition of the School District. In placing such a teacher on leave, the Board will be governed by the provisions of the Teacher Tenure Law, and District policies and procedures.

PERSONNEL SERVICES **Policy 4741**
(Regulation 4741)

Separation
Reduction in Force: Support Staff

The Board of Education is authorized to reduce the number of support staff when in the Board's sole discretion factors including, but not limited to, decreases in student enrollment, District reorganization or financial reasons necessitate such reduction. In making such staff reductions, the Board will seek to retain those staff members best able to serve the needs of District's students.

PERSONNEL SERVICES **Policy 4750**

Separation

Administrative Leave

The Superintendent is authorized to place individual employees on paid leave of absence whenever the Superintendent determines that such leave is necessary due to the employee's misconduct or to investigate potential employee misconduct. Paid leave of absences will not affect an employee's sick leave or vacation leave.

Notification

Employee-The Superintendent will notify employees placed on a leave of absence, under this policy, of general reasons for placement on leave. This notification will occur within seven (7) days of placement on such leave and will be communicated in writing. Statements of general reasons are confidential and are not open records under Chapter 610.

Board of Education-The Superintendent will notify the Board of Education within thirty (30)

days of the reason(s) for placement of an employee on a paid leave of absence. Provided the employee remains of leave, the Superintendent will update the Board of Education, at each subsequent regular Board meeting, of the status of the employee's leave of absence. The updates to the Board will continue during the pendency of each such leave of absence.

Hearing

A Board of Education hearing will be conducted within sixty (60) days of an employee's placement on a leave of absence. Following the hearing, the Board will determine whether the leave will be continued. For good cause shown by the Superintendent, the hearing may be continued for a period of time not to exceed 180 days from the date the employee was placed on a leave of absence. Leave of absence hearings will be conducted in closed meetings.

At such hearing, the employee will be permitted to be represented by an attorney and will be permitted to offer evidence. A record will be made of the hearing. If employee is removed from administrative leave within thirty (30) days of being placed on leave, then no hearing is required.

Exceptions

The provisions of Policy 4750 will not be applicable where:

1. The employee is a probationary teacher;

2. The Superintendent has referred the employee to a law enforcement agency or to another state or federal agency due to employee's misconduct; or

3. A law enforcement agency or other state or federal agency had begun an investigation or the employee's misconduct related to the general reasons for the employee's placement on leave under this policy.

PERSONNEL SERVICES **Policy 4810**
(Regulation 4810)

Staff Welfare
Sexual Harassment

Sexual harassment constitutes unlawful sex discrimination. It is the policy of the Board of Education to maintain a learning and working environment that is free from sexual harassment.

It shall be a violation for any employee of the School District to harass another staff member or student through conduct or communication of a sexual nature. It shall also be a violation of this policy for students to harass other students through conduct or comments of a sexual nature. Furthermore, it shall be a violation of this policy for any person who is not an employee or student of the District to harass a staff member or student of the District through conduct or comments of a sexual nature while such employee is engaged in the performance of duties for the District or while such student is under District supervision.

PERSONNEL SERVICES **Policy 4820**
(Regulation 4820)

Staff Welfare
Employees with Communicable Diseases

An employee may be excluded from work if the employee (1) has, or has been exposed to, an acute (short duration) or chronic (long duration) contagious or infectious disease, and (2) is liable to transmit the contagious or infectious disease, unless the Board of education or its designee has determined, based upon medical evidence, that the employee:

1. No longer has the disease.

2. Is not in the contagious or infectious stage of an acute disease.

3. Has a chronic infectious disease that poses little risk of transmission in the school environment with reasonable precautions.

School officials may require an employee suspected of having a contagious or infectious disease to be examined by a physician and may exclude the employee from work, in accordance with the procedures authorized by this policy, so long as there is a substantial risk of transmission of the disease in the school environment.

Employees with acute or chronic contagious or infectious diseases have a right to privacy and confidentiality. Only staff members who have a medical reason to know the identity and condition of such employees will be informed. Willful or negligent disclosure of confidential information about an employee's medical condition by staff members will be cause for disciplinary action.

The District will implement reporting and disease outbreak control measures in accordance with the provisions of Missouri Department of Health publication PACH-16, "Prevention and Control of Communicable Diseases: A Guide for School Administrators, Nurses, Teachers and Day Care Operators," a copy of which shall be on file in the office of the Supervisor of Health Services and in the office of each school nurse.

PERSONNEL SERVICES **Policy 4825**

STAFF WELFARE

Cardiopulmonary/Lifesaving Training

The District will provide training for all staff members in cardiopulmonary resuscitation and other lifesaving methods as the Board determines. Any trained employee will be immune from civil liability administering such cardiopulmonary resuscitation and other trained upon lifesaving methods in good faith and consistent with standard medical practices.

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PERSONNEL SERVICES **Policy 4830**
(Regulation 4830)

Staff Welfare
Board/Staff Communications

While the primary line of communication between the staff and the Board of Education remains through the Superintendent, the Board of Education expresses a desire to maintain open communication with the professional and support staff. Open communication between Board and staff facilitates continuing improvement of education and the proper disposition of personnel matters which may arise.

PERSONNEL SERVICES **Policy 4831**
(Form 4831)

Staff Welfare

Discussion of Terms and Conditions of Employment

The Board of Education recognizes the right of employees to present proposals to the Superintendent/designee concerning compensation and other conditions of employment. If agreement is reached on any proposal, the proposal will be reduced in writing and submitted to the Board of Education. The Board of Education maintains the right to accept, modify, or reject any or all such proposals.

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PERSONNEL SERVICES **Policy 4840**
(Regulation 4840)

Staff Welfare
Conflict of Interest

District employees are prohibited from engaging in any activity which would conflict, or raise a reasonable question of conflict, with their responsibilities in the District.

PERSONNEL SERVICES **Policy 4850**
(Regulation 4850)

Staff Welfare

Staff Dispute Resolution

The Board of Education recognizes that in any workplace misunderstandings and disputes arise. If left unresolved, these disputes could undermine staff morale and can interfere with the educational mission of the District. The Board has adopted a formal process for dispute resolution that encourages specified employees to resolve concerns quickly and at the most immediate administrative level. This policy does not limit the right of any employee to file a complaint under Policy and Regulation 1300 based on harassment or discrimination because of an individual's race, color, national origin, ancestry, religion, sex, disability, age, genetic information, or any characteristic provided by law.

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PERSONNEL SERVICES **Policy 4860**
(Form 4860)

Staff Welfare
Personnel Records

Personnel files on all employees will be maintained in the District's administrative offices. It is the intent of the Board of Education to maintain complete and current personnel files, including all information necessary to comply with the Fair Labor Standards Act, for all District employees.

The District will maintain the following information in personnel files: applications, certification documents, performance evaluations, current transcripts, employment contracts and performance related documents. Medical records, including health insurance records, will be maintained separately. Files containing immigration records will be kept separate from personnel files.

The personnel file(s) of an individual employee will be considered confidential to the extent allowed by law. Access to personnel files will be on a strict need-to-know basis by appropriate District administrators, legal counsel, or state agencies with authority.
Upon request to and in the presence of the appropriate administrative official, any employee will have the right during regular working hours to inspect his/her own personnel file, with the exception of the ratings, reports and records obtained prior to the employment of the individual, including confidential placement papers.

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

Persons employed after November 6, 1986 are required to submit evidence of identity and eligibility to work. In addition, such individuals are required to complete an Eligibility Verification Form (Form I-9) at the time of employment. The District will retain employee's I-9 forms for a period of three (3) years after date of hire or one (1) year after termination, whichever is later.

§ 105.055 RSMo
Effective August 28, 2018

1. As used in this section, the following terms mean:
(1) "Disciplinary action", any dismissal, demotion, transfer, reassignment, suspension, reprimand, warning of possible dismissal or withholding of work, regardless of whether the withholding of work has affected or will affect the employee's compensation;
(2) "Public employee", any employee, volunteer, intern, or other individual performing work or services for a public employer;
(3) "Public employer", any state agency or office, the general assembly, any legislative or governing body of the state, any unit or political subdivision of the state, or any other instrumentality of the state.
2. No supervisor or appointing authority of any public employer shall prohibit any employee of the public employer from discussing the operations of the public employer, either specifically or generally, with any member of the legislature, state auditor, attorney general, a prosecuting or circuit attorney, a law enforcement agency, news media, the public, or any state official or body charged with investigating any alleged misconduct described in this section.
3. No supervisor or appointing authority of any public employer shall:
(1) Prohibit a public employee from or take any disciplinary action whatsoever against a public employee for the disclosure of any alleged prohibited activity under investigation or any related activity, or for the disclosure of information which the employee reasonably believes evidences:
(a) A violation of any law, rule or regulation; or
(b) Mismanagement, a gross waste of funds or abuse of authority, violation of policy, waste of public resources, alteration of technical findings or communication of scientific opinion, breaches of professional ethical canons, or a substantial and specific danger to public health or safety, if the disclosure is not specifically prohibited by law;
(2) Require a public employee to give notice to the supervisor or appointing authority prior to disclosing any activity described in subdivision (1) of this subsection; or
(3) Prevent a public employee from testifying before a court, administrative body, or legislative body regarding the alleged prohibited activity or disclosure of information.
4. This section shall not be construed as:
(1) Prohibiting a supervisor or appointing authority from requiring that a public employee inform the supervisor or appointing authority as to

legislative requests for information to the public employer or the substance of testimony made, or to be made, by the public employee to legislators on behalf of the public employer;
(2) Permitting a public employee to leave the employee's assigned work areas during normal work hours without following applicable rules and regulations and policies pertaining to leaves, unless the public employee is requested by a legislator or legislative committee to appear before a legislative committee;
(3) Authorizing a public employee to represent his or her personal opinions as the opinions of a public employer; or
(4) Restricting or precluding disciplinary action taken against a public employee if: the employee knew that the information was false; the information is closed or is confidential under the provisions of the open meetings law or any other law; or the disclosure relates to the employee's own violations, mismanagement, gross waste of funds, abuse of authority or endangerment of the public health or safety.
5. In addition to any other remedies provided by law, any state employee may file an administrative appeal whenever the employee alleges that disciplinary action was taken against the employee in violation of this section. The appeal shall be filed with the administrative hearing commission. The appeal shall be filed within one year of the alleged disciplinary action. Procedures governing the appeal shall be in accordance with chapter 536. If the commission finds that disciplinary action taken was taken for any reason that violates this section, the commission shall modify or reverse the agency's action and order such relief for the employee as the commission considers appropriate. If the commission finds a violation of this section, it may review and recommend to the appointing authority that the violator be suspended on leave without pay for not more than thirty days or, in cases of willful or repeated violations, may review and recommend to the appointing authority that the violator forfeit the violator's position as a state officer or employee and disqualify the violator for appointment to or employment as a state officer or employee for a period of not more than two years. The decision of the commission in such cases may be appealed by any party pursuant to law.
6. Each public employer shall prominently post a copy of this section in locations where it can reasonably be expected to come to the attention of all employees of the public employer.
7.
(1) In addition to the remedies in subsection 5 of this section or any other remedies provided by law, a person who alleges a violation of this section may bring a civil action against the public employer for damages within one year after the occurrence of the alleged violation.
(2) A civil action commenced pursuant to this subsection may be brought in the circuit court for the county where the alleged violation occurred, the

§ 105.055 RSMo
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county where the complainant resides, or the county where the person against whom the civil complaint is filed resides. A person commencing such action may request a trial by jury.
(3) A public employee shall show by clear and convincing evidence that he or she or a person acting on his or her behalf has reported or was about to report, verbally or in writing, a prohibited activity or a suspected prohibited activity. Upon such a showing, the burden shall be on the public employer to demonstrate that the disciplinary action was not the result of such a report.
(4) A court, in rendering a judgment in an action brought pursuant to this section, shall order, as the court considers appropriate, actual damages and may also award the complainant all or a portion of the costs of litigation, including reasonable attorney fees.
8. If the alleged misconduct is related to the receipt and expenditures of public funds, a public employee alleging that disciplinary action was taken against the employee in violation of this section may request the state auditor to investigate the alleged misconduct and whether the disciplinary action was taken in violation of this section. If the state auditor uses his or her discretion to make such an investigation, the time to appeal such disciplinary action under subsections 5 and 7 of this section shall be the later of one year from the date of the alleged disciplinary action or ninety days following the release of the state auditor's report.
9. The provisions of this section shall apply to public employees, notwithstanding any provisions of section 213.070 and section 285.575 to the contrary.

PERSONNEL SERVICES **Policy 4865**
(Form 4865)

Staff Welfare

Whistleblower Protection

The District is committed to provision of a quality education in a transparent and supportive environment. Employees who engage in certain discussions of District operations; disclosure of alleged prohibited activities or testimony before a court, administrative, or legislative body will not be subject to disciplinary action as provided in this Policy 4865. The protection of this policy extends to dismissal, demotion, transfer, reassignment, suspension, reprimand, warrant of such disciplinary action, withholding of work irrespective of whether such action affects the employees' compensation.

The following categories of employment activity are protected under this policy.

Discussion of District Operations

Employees are protected in discussing the operations of the District with any member of the legislature, state auditor, attorney general, a prosecuting or circuit attorney, a law enforcement agency, news media, the public or any state official or body charged with investigating any alleged misconduct described in this policy. Such protection will not restrict or preclude the administration from disciplining an employee who knew the information discussed was false; the information was closed or confidential under law, or when the discussions relate to the employee's own violations, mismanagement, a gross waste of funds, abuse of authority, or endangerment of public health or safety.

Disclosure of Prohibited Activity

Employees are protected in making disclosures of any prohibited activity under investigation or any related activity, or for the disclosure of information which the employee reasonably believes demonstrates:

- Violation of any law, rule or regulation.

- Mismanagement, a gross waste of funds or abuse of authority, violation of policy, waste of public resources, attention of technical findings, or communication of scientific opinion, breaches of professional ethical census, or a substantial and specific danger to public health or safety, if the disclosure is not specifically prohibited by law.

Similarly, no employee will be required to give notice to a supervisor prior to disclosing any activity set out in this subsection.

Employees are protected in their testimony before a court, administrative body, or legislative body regarding an alleged prohibited activity or disclosure of related information.

Limitations on Protected Activity

The employee protections set out in this policy will not prohibit:

- A supervisor from requiring employees to inform the supervisor concerning legislative requests for information; the substance of testimony made or the substance of testimony to be made to legislators on behalf of the District.

- A supervisor may preclude an employee from leaving their assigned work area during normal work hours or without complying with the applicable rules, regulations and policies. However, this limitation will not apply when an employee is requested by a legislator/legislative committee to appear before such legislative committees.

- A supervisor from disciplining an employee who represents his/her personal opinions as the opinion of the District.

- A supervisor from disciplining an employee who discloses or discusses information the employee knew was false; the information is closed or is confidential under the provisions of the open meetings law or any other law; or the disclosure relates to the employee's own violations, mismanagement, a gross waste of funds, abuse of authority or the endangerment of public health or safety.

Referral to the State Auditor

Where an employee alleges that they were disciplined for disclosure or discussion of information related to the receipt or expenditures of public funds, the employee may request the state auditor to investigate the alleged misconduct and whether unlawful disciplinary action was taken as provided in this policy.

Policy Posting

The District will post a summary of this policy in locations in all District facilities where it would reasonably be expected to come to attention of all District employees. In addition, this policy will be posted on the District's website.

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PERSONNEL SERVICES **Policy 4866**

Staff Welfare

Pregnancy, Childbirth Anti-Discrimination

The District is committed to eliminating discrimination and to promoting women's health and economic security for employees or applicants whose ability to perform the functions of their job are limited by pregnancy, childbirth, or a related medical condition. In order to implement this Policy, the Board of Education will not permit the following:

1. Failure to make reasonable accommodations of the known limitation of a qualified employee or applicant related to pregnancy, childbirth, or related medical condition, unless such accommodation would impose an undue hardship on the operation of a District school or of the District.
2. Require a qualified employee or applicant, under this Policy, to accept an accommodation other than a reasonable accommodation arrived at through the interactive process between the employee or applicant and her supervisor.
3. Deny employment opportunities to a qualified employee or applicant if the denial is based upon the need to make reasonable accommodations to such employee or applicant.
4. Require a qualified employee or applicant to take a leave of absence, paid or unpaid, if another reasonable accommodation can be provided.
5. Take adverse action against a qualified employee/applicant's terms, conditions, or privileges of employment.
6. Retaliation against a qualified employee or applicant for exercising their rights.

A qualified employee means an employee or applicant whose ability to perform the job because of pregnancy, childbirth or related medical condition is adversely affected but who can perform the essential functions of the employment position with or without reasonable accommodation. However, a qualified employee or applicant remains qualified even if:

1. The inability to perform the job is for a temporary period.
2. The essential function could be performed in the near future.
3. The inability to perform the essential function can be reasonably accommodated.

A reasonable accommodation is any change in the way in which the job is performed by the employee/applicant which allows them to perform the essential functions of their job. The need for reasonable accommodation under this Policy is considered to have been communicated to the District, if the qualified employee/applicant or their representative so advises the District through one of its supervising employees. The District will arrive at a reasonable accommodation through a mutual discussion of job modifications, known as "the interactive process between the employee/applicant and their supervisor." Use of the required interactive process may mean, but not necessarily mean, that the employee/applicant receives their preferred accommodation.

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PERSONNEL SERVICES **Policy 4867**

Staff Welfare

Lactation Accommodation

Prior to July 1, 2022, the District will provide facilities to accommodate lactating employees and students in each school building within the District. These facilities will permit students and employees to express breast milk, breastfeed a child, and to address other needs relating to breastfeeding.

Implementation of this policy will provide a minimum of three opportunities during the school day, at intervals agreed upon by the building principal, and the individual to accommodate the affected individual's needs to express breast milk or breastfeed a child. Affected individuals may utilize the facilities for a period of at least one year following birth of the employee's or student's child. The District may permit this accommodation for longer than the one-year period.

The space in each school building for implementation of this policy will be in the form of a room, other than a restroom for the exclusive use of women to express breastmilk or breastfeed a child. This room will be in close proximity to a sink with running water and a refrigerator for breastmilk storage and will have at a minimum the following features:

1. Ventilation and a door that may be locked for privacy.
2. A Work surface and a chair; and
3. Conveniently placed electrical outlets.

Time spent by a non-exempt lactating employee exercising their rights under this Policy is considered work time for purposes of minimum wage and overtime pay.

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PERSONNEL SERVICES **Policy 4870**

Staff Welfare

Drug Free Workplace

The unlawful possession, use or distribution of illicit drugs and alcohol on school premises or as a part of school activities is strictly prohibited. Similarly, CBD and similar products are prohibited on school premises and at school activities. Analysis of the strength and presence of unacceptable levels of psychotropic content are at best unreliable. Use of such products may jeopardize the safety of staff and students who are under staff supervision.

Employees under the influence of alcohol, drugs, or controlled substances while on duty are a serious risk to themselves, to students and to other employees. Employees who display physical manifestations of drug or alcohol use while on duty, may be subject to drug testing. Any employee who violates this policy will be subject to disciplinary action up to and including termination and referral for prosecution. Employees may also be required to satisfactorily participate in rehabilitation programs.

As a condition of employment, all employees must abide by the terms of this policy. Employees who are convicted of a drug offense which occurred on school premises or while on duty must notify the Superintendent of their conviction. Notification must be made by the employee to the Superintendent within five (5) days of the conviction. Within ten (10) days, the Superintendent will provide notice of such violation to the Impact Aid Program, United States Department of Education, or other appropriate government agency.

The District will institute a drug-free awareness program to inform employees of:

1. The dangers of drug and alcohol abuse in the workplace.

2. This policy of maintaining a drug-free workplace.

3. Available counseling and rehabilitation.

4. The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.

On the basis of medical certification, employees with the illness of chemical dependency shall qualify for the employee benefits and group insurance coverages that are provided for under group health and medical insurance policies. The confidential nature of the medical records of employees with chemical dependency shall be preserved in the same manner as for all other medical records.

The District's responsibility for chemical dependency is limited to its effects on the employee's job performance. If the employee violates this policy, refuses to accept diagnosis and treatment, or fails to respond to treatment, and performance is adversely affected, the employee will be subject to employment action in proportion to the performance problem. Implementation of this policy will not require or result in any special regulations, privileges or exemptions from the standard administrative practice applicable to job performance requirements.

Upon the request of the Department of Elementary and Secondary Education 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, in the form required by such agency. The District shall conduct a biennial review of this policy to determine its effectiveness, implement necessary changes, and to ensure that the disciplinary sanctions are consistently enforced.

It shall be a violation of this policy for any employee to possess, use, manufacture, distribute, or be under the influence of medical marijuana in any manner inconsistent with Missouri state law and applicable regulations. Additionally, employees may not be under the influence of marijuana while they are (i) acting in the scope of their employment, whether on District property or off, or (ii) present at any school- or District-sponsored or sanctioned event such as athletic events or conferences. Employees may seek reasonable accommodations related to medical marijuana under the District's policies and procedures addressing the Americans with Disabilities Act.

Transportation Employees

District employees who are subject to the Transportation Employee Testing Act may not use medical marijuana on work days and may not use marijuana while on District transportation. Transportation employees who test positive for any controlled substance including marijuana are subject to dismissal. Transportation employees who cannot, for medical reasons, comply with this policy may request a transfer to a non-safety sensitive position.

The information in this policy will be distributed to all present and future employees.

Opioid Antagonists

The District will maintain NARCAN or other opioid antagonists to be admitted in emergency situations by a trained school nurse. (See Policy 2874 - Administering Opioid Antagonists).

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this policy will not require or result in any special regulations, privileges or exemptions from the standard administrative practice applicable to job performance requirements.

Upon the request of the Department of Elementary and Secondary Education 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, in the form required by such agency. The District shall conduct a biennial review of this policy to determine its effectiveness, implement necessary changes, and to ensure that the disciplinary sanctions are consistently enforced.

It shall be a violation of this policy for any employee to possess, use, manufacture, distribute, or be under the influence of medical marijuana in any manner inconsistent with Missouri state law and applicable regulations. Additionally, employees may not be under the influence of marijuana while they are (i) acting in the scope of their employment, whether on District property or off, or (ii) present at any school- or District-sponsored or sanctioned event such as athletic events or conferences. Employees may seek reasonable accommodations related to medical marijuana under the District's policies and procedures addressing the Americans with Disabilities Act.

Transportation Employees

District employees who are subject to the Transportation Employee Testing Act may not use medical marijuana on work days and may not use marijuana while on District transportation. Transportation employees who test positive for any controlled substance including marijuana are subject to dismissal. Transportation employees who cannot, for medical reasons, comply with this policy may request a transfer to a non-safety sensitive position.

The information in this policy will be distributed to all present and future employees.

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PERSONNEL SERVICES **Policy 4871**
(Regulation 4871)
Staff Welfare **(Form 4871)**

Driver Drug Testing

The District recognizes that it shares the responsibility to prevent accidents and injuries resulting from the misuse of alcohol or the use of controlled substances by its employees who operate commercial motor vehicles. The District complies with the provisions of the Omnibus Transportation Employee Testing Act of 1991, which mandates that the District test its drivers who are required to hold commercial drivers licenses under specified conditions. The District fully complies with the provisions of the "Commercial Driver's License Drug and Alcohol Clearinghouse." The District will regularly evaluate its policies and procedures to ensure that it remains in compliance with federal regulations.

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Staff Welfare
Alcohol and Illicit Drugs

The District prohibits all employees from the possession, distribution, or presence under the influence of alcohol and non-prescribed controlled substances while on school premises. This prohibition is exemplified by Policy 4870 Drug-Free Workplace and Policy/Regulation 4871 Driver Drug Testing. Violation of this policy as well as Policies 4870 and 4871 will result in disciplinary action up to and including termination. In addition, such violation may result in substantially reduced or forfeiture of workers compensation benefits where the use of substances prohibited by this policy was in conjunction with or related to a work place injury.

Post Accident Drug/Alcohol Testing

Employees under the influence of alcohol, drugs, or controlled substances while on duty are a serious risk to themselves, to students, to other employees, and to District property. Where an employee holding a safety sensitive position is involved in an accident producing injury, the District will require the employee to submit to post injury alcohol/drug testing.
Post accident testing will be utilized after any accident

- Involving the loss of life;
- Resulting from a violation of Board Policy or Regulations, or municipal, state, or federal law;
- Which results in an injury to a person who receives medical treatment;
- Resulting in disabling damage to any motor vehicle or piece of District equipment;
- Resulting from a violation of a safety regulation or safety directive.

Refusal to submit to post injury testing will result in disciplinary action up to, and including termination, and may result in forfeiture of Workers Compensation benefits for injuries related to the request for testing.

Employees holding a non-safety sensitive position will be subject to post accident drug testing where a District administrator has sufficient cause to suspect the employee's use of alcohol or non-prescribed controlled substance producing accident, in conjunction with or related to a work place testing. Such post accident testing will be utilized in the instance of the occurrence of any of the five instances set forth in this policy.

Safety Sensitive Positions:

The following list of positions are hereby classified as "safety sensitive" due to the serious risk of harm that can result from performing said job duties while impaired by drugs or alcohol;

therefore, employees occupying such positions are subject to drug testing in accordance with published Board Policies and Regulations:

- Food service employees.
- Transportation employees.
- Custodial employees.
- Maintenance employees (HVAC, Electrical, Plumbing).
- Any district employee whose job duties involve the performance of supervising children, including, but not limited to teachers, teachers' aides, lunchroom/playground monitors, etc.

Staff Welfare

Use of District Property

Employees may be provided access to and use of District property including, but not limited to desks, file cabinets, closets, storage areas and computers for classroom use. These items remain the property of the District and are subject to inspection by District administrators.

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