

CARL JUNCTION R-1 SCHOOL DISTRICT

Classified Employee Handbook

Carl Junction R-1 Schools

Revised – June 24, 2026

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**CARL JUNCTION R-1 SCHOOL DISTRICT
CLASSIFIED STAFF EMPLOYEE HANDBOOK**

ADMINISTRATIVE STAFF

Dr. David Pyle	Superintendent of Schools
Dr. Theresa Wilson	Assistant Superintendent for Curriculum
Mr. Kyle Williams	Assistant Superintendent for Operations
Mr. Grant McDonald	Early Childhood/Primary K-1 Principal
Mrs. Rebecca Myers	EC/Primary K-1 Assistant Principal
Mr. Jacob Stevenson	Primary 2-3 Principal
Mr. Austin Rhodes	Primary 2-3 Assistant Principal
Dr. Gretchen DeMasters	Intermediate Principal
Mr. DJ Driskill	Intermediate Assistant Principal
Mr. Aaron Snow	Intermediate Assistant Principal
Mr. Danny Powers	Junior High School Principal
Mr. Zak Petty	Junior High Assistant Principal
Mr. Keith Robertson	High School Principal
Dr. Nicole Keller	High School Assistant Principal
Mr. Shawn Mayes	High School Assistant Principal
Ms. Catie Cummins	Athletic Director
Mr. Adam Neldeberg	CJU Administrator
Mrs. Cynthia Jackson	Satellite School Administrator
Mrs. Kari Arehart	Academic & Human Services Director
Mrs. Camie Wilson	Special Services Director
Mr. Marshal Graham	Technology Director
Mr. Jared Richmond	Transportation & Maintenance Director
Mr. Vince Johnston	Facilities Director
Mrs. Lindsey Stevenson	Nutrition and Wellness Director
Mr. Corey Clingan	Public Relations Director

CENTRAL OFFICE STAFF

Mrs. Jennifer Kennedy	Secretary to the Superintendent
	Secretary to the Board of Education
Mrs. Mary Matney	Secretary to the Asst. Supt. for
Curriculum Mrs. Heather Swarens	Central Office Receptionist
	Secretary to the Asst. Supt. for Operations
Ms. Robin Grosse	Payroll/Finance
Mrs. Sarah Knisley	Accounts Payable

BOARD OF EDUCATION

Mr. Larry Cowger, President	Mrs. Melinda Brown Mr. Travis
Spencer, Vice- President	Dr. Rob Herron
Mr. Brian Massey	Mr. Kasey Cowger
Mr. Robert Hays	

GENERAL INFORMATION

Equal Employment Opportunity

The Carl Junction R-1 School District does not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, age, disability, military status, or on any other basis prohibited by law. Employment decisions will be made on the basis of each applicant's job qualifications, experience and abilities.

As employees of the Carl Junction R-1 School District, staff members serve as representatives of the district and are expected to adhere to all district policies regarding confidentiality, including those applicable to the Board of Education.

Classified staff members are employed "at will" and will be notified of the required duty days, holidays and hours of work for their position on an annual basis. Classified employees are not exempt from overtime and are not authorized to work in excess of their assigned schedule without prior approval from their supervisor.

The Superintendent of Schools or Assistant Superintendents of Schools acting on behalf of the Superintendent reserves the right to alter the work schedule in order to meet the needs of the school district. All classified staff will be on call when needed and will be expected to attend all in-service training workshops and meetings as required by the Superintendent or building principal.

Seniority

Seniority will be a factor in determining assignments *when all other factors are considered equal*, i.e. financial considerations, personnel considerations, scheduling considerations, etc. District administration will make the final decision regarding assignments.

Holidays

The standard work week will be Monday through Friday. Holidays granted with pay will include New Year's Day, President's Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Christmas Day (provided those holidays fall within their work schedule).

Maintenance, custodial, and 12-month transportation staff will receive the following days off with pay; July 3, Wednesday prior to Thanksgiving, Christmas Eve, and New Year's eve.

Performance Evaluations

All employees of the district will be evaluated on their job performance by their assigned supervisor at least annually. Written evaluations will be completed on district approved forms and placed in their personnel file.

Code of Conduct

All school staff members are expected to conduct themselves and dress in a professional manner (as deemed by district/building administration) at all times while serving in their capacity as a district employee. All staff members are expected to follow policies adopted by the Board of Education.

Employee I.D. Badges

All district employees are required to wear an identification badge while on any campus. This

badge is also used for entrance into district sporting events. If employee identification badges are lost or damaged, a replacement badge must be requested as quickly as possible. Employees may be required to pay \$2.50 for the cost of a replacement badge.

Jury Duty

Staff members called for jury duty will continue to receive their regular pay during the period of jury service.

Mileage Reimbursement

The Board of Education will reimburse employees at the district-approved mileage rate of \$0.55 per mile for the authorized use of a personal vehicle for district business, as approved by the appropriate administrator.

Working Athletic Events

Employees may have opportunities to work evening and weekend athletic events. Contact the Athletic Director for current compensation rates and available assignments.

Transportation

All school bus drivers must obtain a physical examination each year. The District will pay for this physical if the employee is seen by a District approved physician. If the employee chooses a physician other than a District approved physician, the employee will incur the cost.

All drivers must have a valid commercial driver's license with an "S" endorsement. The school district will pay for the renewal of the license.

Tobacco-Free District

School Board Policy AH specifically prohibits all employees from smoking, using tobacco products or vaping products in all district facilities, on district transportation and on all district grounds at all times.

All district employees and employees hired by contracted services are prohibited from using tobacco and vaping products on school property.

As employees of the district, we have a responsibility to set an example of wellness and healthy lifestyles for our students.

PARAPROFESSIONAL / REGISTERED BEHAVIORAL THERAPIST PAY SCHEDULE

Step	Non-Certified	Teacher Certification	RBT
1	15.06	15.56	17.55
2	15.32	15.83	17.82
3	15.58	16.10	18.09
4	15.84	16.37	18.36
5	16.10	16.64	18.63
6	16.36	16.91	18.90
7	16.62	17.18	19.17
8	16.88	17.45	19.44
9	17.14	17.72	19.71
10	17.40	17.99	19.98
11	17.66	18.26	20.25
12	17.98	18.60	20.52
13	18.40	19.04	20.79
14	18.74	19.39	21.06
15	19.07	19.73	21.33
16	19.41	20.08	21.60
17	19.74	21.89	21.90
18	20.09	22.25	22.26
19	20.44	22.61	22.62
20	20.80	22.98	22.99

SECRETARY PAY SCHEDULE

	Bldg	Dist/LPN
Step 1	15.06	17.22
Step 2	15.35	17.55
Step 3	15.64	17.88
Step 4	15.93	18.21
Step 5	16.22	18.54
Step 6	16.51	18.87
Step 7	16.80	19.20
Step 8	17.09	19.53
Step 9	17.38	19.86
Step 10	17.67	20.19
Step 11	17.96	20.52
Step 12	18.32	20.94
Step 13	18.68	21.36
Step 14	19.04	21.78
Step 15	19.40	22.20
Step 16	19.76	22.62
Step 17	20.12	23.04
Step 18	20.48	23.46
Step 19	20.84	23.88
Step 20	21.20	24.30

MAINTENANCE / CUSTODIAL PAY SCHEDULE

	Custodians & Grounds	Building Supervisor	Building Maintenance
Step 1	15.06	16.06	16.82
Step 2	15.29	16.30	17.08
Step 3	15.52	16.54	17.34
Step 4	15.75	16.78	17.60
Step 5	15.98	17.02	17.86
Step 6	16.21	17.26	18.12
Step 7	16.44	17.50	18.38
Step 8	16.67	17.74	18.64
Step 9	16.90	17.98	18.90
Step 10	17.13	18.22	19.16
Step 11	17.36	18.46	19.42
Step 12	17.65	18.76	19.74
Step 13	17.94	19.06	20.06
Step 14	18.23	19.36	20.38
Step 15	18.52	19.66	20.70
Step 16	18.81	19.96	21.02
Step 17	19.10	20.26	21.34
Step 18	19.39	20.56	21.66
Step 19	19.68	20.86	21.98
Step 20	19.97	21.16	22.30
Step 21	20.26	21.46	22.62

BUS DRIVER PAY SCHEDULE

	I (0-10) yrly	II (11-20) yrly	III (21-29) yrly	IV (30+) yrly
Step 1	13,185.52	14,300.44	15,489.07	16,677.70
Step 2	13,185.52	14,300.44	15,489.07	16,677.70
Step 3	13,185.52	14,300.44	15,489.07	16,677.70
Step 4	13,185.52	14,300.44	15,489.07	16,677.70
Step 5	13,509.52	14,624.44	15,813.07	17,001.70
Step 6	13,509.52	14,624.44	15,813.07	17,001.70
Step 7	13,509.52	14,624.44	15,813.07	17,001.70
Step 8	13,509.52	14,624.44	15,813.07	17,001.70
Step 9	13,833.52	14,948.44	16,137.07	17,325.70
Step 10	13,833.52	14,948.44	16,137.07	17,325.70
Step 11	13,833.52	14,948.44	16,137.07	17,325.70
Step 12	13,833.52	14,948.44	16,137.07	17,325.70
Step 13	14,157.52	15,272.44	16,461.07	17,649.70
Step 14	14,157.52	15,272.44	16,461.07	17,649.70
Step 15	14,157.52	15,272.44	16,461.07	17,649.70
Step 16	14,157.52	15,272.44	16,461.07	17,649.70
Step 17	14,481.52	15,596.44	16,785.07	17,973.70
Step 18	14,481.52	15,596.44	16,785.07	17,973.70
Step 19	14,481.52	15,596.44	16,785.07	17,973.70
Step 20	14,481.52	15,596.44	16,785.07	17,973.70
Step 21	14,805.52	15,920.44	17,109.07	18,297.70
Step 22	14,805.52	15,920.44	17,109.07	18,297.70
Step 23	14,805.52	15,920.44	17,109.07	18,297.70
Step 24	14,805.52	15,920.44	17,109.07	18,297.70
Step 25	15,129.52	16,244.44	17,433.07	18,621.70

PERSONNEL/PAYROLL RECORDS

No changes may be made to payroll deductions, tax withholdings, or direct deposit information after the last regularly scheduled school day in May. Please notify Central Office in cases of emergency or contact Central Office in July for necessary steps to make the changes effective for the following school year.

Paychecks

Employees of the district are paid through direct deposit on the 23rd of the month. If the 23rd falls on a weekend, payroll will be deposited on the Friday prior to the 23rd. The district is paperless. Paystubs can be viewed at <https://www.my-estub.com>.

Personal information will only be released to employees.

Direct Deposit Information: Please note requested changes to direct deposit information must be submitted to Central Office by the 7th of the month in order to become effective for that month's payroll. **Exception:** *June, July, and August payrolls are processed in June. The last regularly scheduled school day in May serves as the deadline for submitting ANY payroll changes that affect the current fiscal year.*

Employees should not close or change bank accounts without first notifying the Payroll Department and allowing sufficient time for the change to be processed. Failure to provide advance notice may result in complications with payroll processing and direct deposit routing, which could delay receipt of payment until the next scheduled monthly payroll date.

To avoid any interruption in receiving pay, we recommend keeping your current bank account open until the first payroll deposit has been successfully received in the new account.

Cafeteria Plans and Annuities

The district allows employee deductions for the purpose of annuities/investments from the following companies: American Fidelity (417-631-1155), HFI advisors (417-673-0233), Horace Mann (417-850-4997), Valic (417-772-2259), and Edward Jones Investments (417-483-7388). If an employee wishes to meet with one of these representatives, please make arrangements to do so off campus unless the representative is scheduled on campus during the open enrollment period or has received special permission from the Central Office to be on campus.

Name and Address Changes

Maintaining accurate and current employment records is essential. Employees are responsible for notifying Central Office of any changes or corrections to their legal name, home or mailing address, telephone number, marital status, or emergency contact information. Employees are also responsible for updating beneficiary designations and ensuring that any necessary demographic changes are made to their state certification records. Upon notification of a change, Central Office will provide the appropriate forms and instructions for completion.

NOTE: Changes made after the last scheduled school day in May, may not be reflected on payroll records until the first payroll for the following fiscal year.

Please be aware that by federal law we cannot change names on any personnel information without receiving a copy of the social security card showing the name change.

RETIREMENT / RESIGNATION / TERMINATION

Termination of Employment

District offered insurance benefits will end the last day of the month the employee terminates, unless otherwise communicated to the employee. Insurance may be continued under COBRA provisions at the employee's expense. Information regarding COBRA coverage will be sent to the personal email address on file and/or the last known home address.

Early Notification of Resignation Incentive: Effective beginning 2016-2017 School Year

Any full-time classified staff member (12-month administrative classified roles refer to certified handbook) who submits a resignation according to the table below and does so in good standing with the District, will receive the early resignation incentive. Retired employees returning to work in the District are not eligible for incentive pay a second time.

Incentives for part-time classified staff will be based on the same portion of the day they work at the time of termination, i.e., a two-hour per day employee would receive 25% of the qualifying incentive.

Notification	Incentive Amount Full-Time
3 Month Notice	\$125.00
6 Month Notice	\$250.00

Multiplying factors listed below are applied based on qualifying years of service.

Consecutive Years of Employment Immediately Preceding Date of Termination	Multiplier Amount
10-14	1.4
15-19	1.6
20-24	1.8
25+	2.0

Example 1: A full-time employee who has been employed with the District for 17 consecutive years and meets the requirements of the policy for an incentive by resigning 6 months prior to their last day of work would receive:

6 month notice = \$250
17 years = multiplier of x 1.6
Total Incentive \$400

Example 2: A part-time employee working 20 hours per week who has been employed with the District for 17 consecutive years and meets the requirements of the policy for an incentive by resigning 6 months prior to their last day of work would receive:

6 month notice = \$250
17 year = multiplier of x 1.6
\$400 @ 50% = \$200 Total Incentive

Example 3: An employee working 2 hours per day who has been employed with the District for 17 consecutive years and meets the requirement of the policy for an incentive by resigning 6 months prior to their last day of work would receive:

6 month notice = \$250

17 year = multiplier of x 1.6

\$400 @ 25% = \$100 Total Incentive

Exit Survey and Procedures

An exit form will be provided to all employees who give notification of separation to be effective at the end of the current school year. This will include information regarding continuation of benefits. Separating employees are asked to provide the district with a forwarding address and phone number. All district keys, I.D. badges and property must be returned upon separation from employment. The district may withhold the cost of any items not returned from the final paycheck.

LEAVES AND ABSENCES

All leave must be reported through Frontline Absence Management (previously AESOP)

The district offers employees paid and unpaid leaves of absence in times of personal need. This section of the handbook describes the basic types of leave available and restrictions on leaves of absence. Employees who have personal needs that will require long leaves of absence should contact their immediate supervisor for counseling about leave options, continuation of benefits and communicating with the district.

STATEMENT OF COMMITMENT TO ADHERE TO FMLA REGULATIONS Employees who take an unpaid leave of absence may continue their insurance benefits at their own expense. Health care benefits for employees on leave authorized under the Family Medical Leave Act (FMLA) will be paid by the district as they were when they were working.

Employees requiring an absence of a minimum of at least 10 days should request the absence under the Family and Medical Leave Act (FMLA). For information on the criteria and required forms please contact the Central Office.

Regardless of the reason for the absence (sick leave, personal, bereavement or school business), the staff member must report the absence through Frontline Absence Management and have it approved by the building principal or immediate supervisor prior to the absence.

Sick Leave

All district staff employed for 9, 9.5, 10, or 10.5 months shall receive ten days of sick leave each year. District staff employed for 11 months shall receive eleven days of sick leave each year. District staff employed for 12 months shall receive twelve days of sick leave each year. Leave is granted for the following reasons: illness of the employee or illness of an immediate family member, which shall consist of spouse, children, parents, grandparents, grandchildren, siblings of employee or employee's spouse or any other family member residing with the employee.

- New hires beginning employment after the first month of the contract year will receive one sick day per month left in the contract year for the first year of employment.
- Bus Driver - see Multiple Jobs section on page 8

Bereavement

All district staff may use sick leave due to the death of an immediate family member. Under bereavement, immediate family members shall consist of: spouse, parent, brothers, sisters, current brother-in-law, current sister-in-law, spouse's parent, children, grandparents, grandchildren or any persons who are wholly dependent upon the district staff member or spouse. In addition, district employees may use up to two (2) days of sick leave each year to attend funerals of persons other than those covered under immediate family members. These must receive approval from the building administrator.

Personal Leave

District employees are eligible for two (2) days per year for personal and/or business leave provided the employee informs the building principal/or supervisor within two (2) weeks prior to the date of the anticipated absence. Use of personal days during the months of August and May and in conjunction with school breaks is discouraged and at the discretion of the employee's supervisor. Unused personal leave will roll over to accrued sick leave at the end of each school year.

Employees who have accumulated 120 sick leave days by July 1 of each year will be granted the third personal leave day fully paid.

Staff members hired after January 1 will receive one personal leave day for that fiscal year. Staff members hired after March 1 are not eligible for personal leave days during the fiscal year of hire.

Calculation of Leave

Sick/Personal Leave will be calculated on a daily basis determined by the scheduled workday.

Full-Time Staff

- Employees who are absent for over 1 hour and up to one-half of their regularly scheduled workday must use a half day of leave and are expected to work the remainder of their scheduled hours.
- Employees who are absent for one-half or more of their regularly scheduled workday must use a full day of leave.

Part-Time Staff

- Staff members scheduled to work 4 hours or less a day do not have half day leave options.

Absences of less than one hour may be taken as a dock in pay or as a half-day of leave, at the discretion of the employee. Any special circumstances are at the discretion of the building administrator. Excessive absences will be handled as a performance evaluation issue.

Multiple Job Duties

Employees performing multiple job duties – i.e. Custodian/Bus Driver and Bus Driver/Extra Duty Routes may use ½ day of personal/sick leave if the absence requires a substitute to be used for any part of their driving duty. If a Substitute Driver is required for the complete driving assignment, a full day of personal/sick leave will be required for Bus Driver/Extra Duty Routes. Custodian/Bus Drivers will follow the calculation of the leave section for their complete day.

Vacation

Twelve-month classified staff will earn one day of vacation each month the employee actually works for the district during the first ten (10) years, 1.25 days of vacation per month from 11 to 20 years, and 1.50 days of vacation per month worked after 20 years of service.

Classified staff may not accrue more than 20 days vacation time. Staff members resigning with accrued vacation shall be paid for unused vacation time not to exceed 20 days. Vacations in excess of two (2) weeks must be approved by the immediate supervisor and the Superintendent of Schools.

Custodians entitled to vacation time should plan to take their vacation during those periods when school is not in session. However, employees may take vacation time during the school year with supervisor approval. Custodians may use vacation time in conjunction with holidays such as Thanksgiving and Christmas provided school is not in session and the respective supervisor grants prior approval.

Payment for Unused Sick Leave

After 120 days of sick leave is accumulated, classified staff members will be paid \$25 for each day above the 120 days not used at the end of the year. Upon retiring, and criteria to receive retirement benefits is met, a classified staff member will be paid for accumulated sick leave at the following rate:

Building Secretaries : \$40 for each accumulated sick leave day

Aides: \$35 for each accumulated sick leave day

Custodians : \$40 for each accumulated sick leave day

Food Service : \$25 for each accumulated sick leave day

Transportation : \$25 for each accumulated sick leave day

12 Month Classified Administration: \$45.00 for each accumulated sick leave day

To be eligible for payment of unused sick leave, an employee must submit written notice of their intent to retire to the Board of Education at least two (2) weeks prior to their retirement date.

Retirement Criteria: *The district considers an employee retired when at least one of the following criteria is met:*

- Employee will be drawing retirement benefits from PSRS/PEERS*
- Employee will be receiving social security benefits*
- Employee worked for the Carl Junction School District for 25 years or more*

INSURANCE BENEFITS

For employee benefit purposes, full-time classified staff work 30 or more hours per week. Beginning 2019-2020 school year, bus drivers working 15 or more hours per week will be eligible for full benefits.

The employee portion of insurance premiums is automatically deducted from monthly pay. However, if a change is made to remove or add family members from a plan, these changes must be made prior to the 24th of the month or the employee will be responsible for the next month's premium and it will not be refunded.

Changes in health coverage for qualifying events are much more strict than in the past. Changes in coverage are only allowed in the event of job loss, marital status, birth/adoption of a dependent child or death. These are the only exceptions to adding or dropping a dependent during the coverage year.

Changes to employee benefits must be made during the designated open enrollment period. No changes will be accepted during the summer months except for a change in marital status, birth of a child, death or job loss. These changes will not be reflected immediately. It is advised that mail be forwarded during the summer. Deductions will be accumulated over the summer and will be deducted from September pay.

SICK LEAVE POOL

Purpose

The purpose of the Sick Leave Pool is to furnish a continuing income for district staff members who are faced with a major illness or accident and have used up all of their accumulated leave days (sick and personal). This pool is not designed for brief absences after sick leave is used up, or for family illness, death or business purposes.

Board Policy GBBDAA: Staff Sick Leave Pool

Formulation and Administration

- a. Each district staff member desiring to belong to the Sick Leave Pool, shall contribute one day of his/her annual sick leave to the pool during each of the first five years of employment.
- b. A district staff member may be eligible to draw from the pool after using all of his or her accumulated sick leave and personal leave days. The staff member shall submit a written request to the superintendent. The letter must state that the employee gives permission for the superintendent to share the employee's records with the Sick Leave Committee. In addition, the staff member will be required to submit a letter from a physician stating the nature of the illness and that he or she is unable to work due to said illness. The superintendent will present the request to the Sick Leave Pool Committee (there is a separate committee for certified and non-certified) for consideration. The Sick Leave Committee or the board shall maintain the right to require an examination by a physician of its choice, and if such an examination is required; it shall be at the expense of the board. The staff member's past record of absenteeism may be taken into consideration by the Sick Leave Committee before days are granted.
- c. The requirements stated in paragraph "b" would be required for each event regardless of whether or not the staff member has previously drawn from the Sick Leave Pool during that year.
- d. Staff members who have met all requirements and have completed the designated teaching period (see below) in the Carl Junction R-1 School District may draw days from the pool as follows:
 1. Beginning first-year staff members may draw up to 6 days
 2. Staff members who are beginning their second year - 12 days
 3. Staff members beginning their third year - 24 days
 4. Staff members beginning their fourth year - 36 days

5. Staff members beginning their fifth year - 48 days
 6. Staff members beginning their sixth year - 60 days
 7. Staff members beginning their seventh year - 70 days
 8. Staff members beginning their eighth year - 80 days
 9. Staff members beginning their ninth year and longer - 90 days
- e. Termination of the staff member's services in the district automatically terminates membership in the Sick Leave Pool and will not have these days refunded.
 - f. The board reserves the right to review decisions of the Sick Leave Committee, and to reverse, amend, revise or uphold the Sick Leave Committee's decision.
 - g. The Sick Leave Pool benefits and contributions for part-time staff members shall be prorated in proportion to their employment agreement.
 - h. If days are depleted at any given time, the members may be requested to give another day. The decision to require additional days shall be made by the Sick Leave Committee if, in their opinion, insufficient days are available in any given year.
 - i. Each staff member upon hire will be offered an opportunity to join the Sick Leave Pool.
 - j. No staff member during his or her tenure in the district may use more than a total of 90 days from the Sick Leave Pool.
 - k. The Sick Leave Pool shall consist of the following members:

Certified: Eight members, one certified staff member from each of the six buildings (EC/K-1, P2/3, Intermediate, Junior High, High School, and Satellite) with the remaining two members to be designated by superintendent. The person representing the building, from which the request for sick leave days is being made, will abstain from voting on the request.

Non-Certified: Six members appointed by the superintendent, one each from food services, custodial staff, secretarial staff, combined staffs of nurses, teacher's aides and bus mechanics and two additional members.

WORKERS' COMPENSATION

Any injury that occurs while performing job-related duties should be reported to the building administrator or immediate supervisor. The reporting process includes three forms: FMX Claim/Injury Report Internal Form, Workers' Compensation Treatment Authorization, and Injured Worker's Prescription Information Sheet.

FMX Claim/Injury Report Internal Form

This form must be completed immediately through FMX by the building nurse. If FMX is not available, complete the paper version and send to the Secretary to the Superintendent who will file the claim. Injury reports are to be completed regardless of whether or not medical treatment is sought.

Workers' Compensation Treatment Authorization

The top portion of this form (employee information) must be completed if the injured employee seeks medical treatment. An administrator/supervisor or nurse must sign the treatment authorization form and contact Central Office. *The injured employee must take the completed Workers' Compensation Treatment Authorization form to Freeman OccuMed, 3201 McClelland Blvd., Joplin, for treatment.*

**For serious injuries occurring after hours, go to the Freeman Emergency room and contact the appropriate department supervisor.*

Injured Worker's Prescription Information Sheet

If an OccuMed or emergency room physician prescribes medication, this form must be presented to the providing pharmacy by the injured staff member.

EMPLOYEE ASSISTANCE PROGRAM

The Carl Junction R-I School District (District) recognizes that all of us want to be at our best for those who depend on us. When we have personal challenges though, it can negatively affect our work and home lives.

This policy establishes the Employee Assistance Program (EAP) for employees of the District to receive assessment, referral, and short-term intervention services for problems present in areas of work, daily living, finances, quality of life, health or interpersonal relationships, as these relate to behavioral health. The goal of this program is to initiate or provide up to the first three visits free of charge to District employees. Certified and classified employees who are eligible for district health insurance coverage, regardless of whether they are enrolled, will be eligible for EAP benefits. At the time of the appointment, Ozark Center will ask you to sign a form stating you are eligible for the EAP. If it is later determined that you were not eligible, your insurance or other payer sources will be billed and you will be responsible for any applicable copayments/deductibles. If you have questions about whether you are eligible for health insurance coverage (and therefore EAP services), please contact Human Resources.

The role of Employee Assistance Program Coordinator is assigned to the Lead Nurse, who will serve as liaison between the District, Ozark Center and other resource agencies.

In collaboration with Ozark Center and beginning February 2019, the district will offer employees the benefit of mental health services as follows:

1. All referrals will be voluntary, self-referrals. No mandatory referrals will be made, although district staff may recommend participation.
2. The EAP Coordinator is available to advise employees of the EAP procedures, but employees must initiate mental health services by contacting the Ozark Center:
 - EAP Coordinator
Direct Line (417) 649-5710
District Office (417) 649-7026, extension 2100
Email amiller@cjr1.org
 - Ozark Center
Direct Line (417) 347-7999
District Office (417) 649-7026, extension 1900
3. An Ozark Center Crisis Hotline is available 24 hours per day at (800) 247-0661 or (417) 347-7720 should you or your family members need emergency crisis services. These services should be used for crisis situations only and are free of charge. They are not considered EAP services and are typically used when emergencies outside of Ozark Center's typical work week occur.
4. When you contact Ozark Center, a professional will listen to your concerns and provide

support or connect you with the appropriate resources.

5. Services will be available on campus in Room #38 in the east hall of the Instructional Services Center (ISC) or as arranged with Ozark Center.
6. Address issues early:
 - Emotions, anxiety, depression, stress
 - Grief, loss and life adjustments
 - Relationships, children, marital conflicts
 - Healthy lifestyle
7. Employees will have the opportunity to receive three sessions under the EAP program for outpatient assessment and evaluation and counseling (does not include medication services). These three sessions will be paid by the District and no fee or copay will be billed to the Employee. The free sessions will be available once per employee.
8. Charges for services exceeding the initial three free visits are the responsibility of the employee but may be coordinated through health insurance.
9. Detailed information about an Employee's care and treatment will not be shared with the District without you providing informed consent. Only a medical record number, your name, date of service, and billing code/description, i.e., if service received was an assessment, individual counseling, evaluation, will be shared with the District for the District to pay Ozark Center for the services you receive. Ozark Center will make a copy of their Notice of Privacy Practices available to you at the time of your initial appointment or upon request at any time if you would like to know more about their confidentiality standards.
10. Employees are not required to utilize the EAP. Ozark Center will obtain from you a consent to share your medical record number, name, date of service, and billing code/description at the time of your initial appointment. Your signature is required on this document to qualify for the EAP visits. If you do not wish to use the EAP benefit, your insurance or other payment sources will be billed and applicable deductibles and copays will be assessed.
11. The EAP benefit is helping to establish services with a mental health provider, as such employees currently receiving services through Ozark Center are not eligible to receive three EAP visits.