



# BUNKER R-III SCHOOL DISTRICT

## PERSONNEL HANDBOOK

2019-2020

*\*BOARD APPROVED 6/26/2018*

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## **MISSION STATEMENT – BOARD POLICY AD & CHCA**

Embracing the philosophy that all students can learn, we at Bunker R-III accept as our mission the task of educating our students to their fullest potential, providing them with a positive, stimulating atmosphere where they can develop intellectual curiosity through a free exchange of ideas. Our graduates shall possess such qualities as self-esteem, pride, proper social behaviors, responsibility, and mature work ethics. Furthermore, we believe that developing young adults prepared to assume their roles in a democratic society can best be accomplished through the cooperative efforts of all personnel, parents, and community.

These Rules and Regulations supplement the directives issued as approved Board Policies. If any conflict exists between these Rules and Regulations and Board Policy, the latter shall prevail. The Board Policy and Regulations are posted on the district website at [www.bunkerr3.k12.mo.us](http://www.bunkerr3.k12.mo.us). Visit the website to read the detailed policies and regulations of the Board of Education.

## **STAFF CONDUCT - BOARD POLICY GBCB**

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

1. Become familiar with, enforce and follow all Board policies, regulations, administrative procedures, other directions given by district administrators and state and federal laws as they affect the performance of job duties.
2. Maintain courteous and professional relationships with pupils, parents/guardians, other employees of the district and all patrons of the district.
3. Keep current on developments affecting the employee's area of expertise or position.
4. Transact all official business with the appropriate designated authority in the district in a timely manner.
5. Transmit constructive criticism of other staff members or of any department of the school district to the particular school administrator who has the administrative responsibility for improving the situation.
6. Care for, properly use and protect school property.
7. Attend all required staff meetings called by district administration, unless excused.
8. Keep all student records, medical information and other sensitive information confidential as directed by law, Board policy, district procedures and the employee's supervisor.
9. Immediately report all dangerous building conditions or situations to the building supervisor and take action to rectify the situation and protect the safety of students and others if necessary.
10. Properly supervise all students. The Board expects all students to be under assigned adult supervision at all times during school and during any school activity. Except in an emergency, no employee will leave an assigned group unsupervised.
11. Obey all safety rules, including rules protecting the safety and welfare of students.
12. Submit all required reports or paperwork at the time requested. Employees will not falsify records maintained by the school district.

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13. Refrain from using profanity.
14. Dress professionally and in a manner that will not interfere with the educational environment.
15. Come to work and leave work at the time specified by the employee handbook or by the employee's supervisor. Employees who are late to work, stop working before the scheduled time or work beyond the scheduled time without permission may be subject to discipline, including termination.
16. School employees, other than commissioned law enforcement officers, shall not strip search students, as defined in state law, except in situations where an employee reasonably believes that the student possesses a weapon, explosive or substance that poses an imminent threat of physical harm to the student or others and a commissioned law enforcement officer is not immediately available.
17. School employees shall not direct a student to remove an emblem, insignia or garment, including a religious emblem, insignia or garment, as long as such emblem, insignia or garment is worn in a manner that does not promote disruptive behavior.
18. State law prohibits teachers from participating in the management of a campaign for the election or defeat of a member of the Board of Education that employs such teacher.
19. Employees will not use district funds or resources to advocate, support or oppose any ballot measure or candidate for public office.
20. Employees will not use any time during the working day for campaigning purposes, unless allowed by law.

## **PROHIBITION AGAINST DISCRIMINATION, HARASSMENT & RETALIATION – BOARD POLICY AC**

In accordance with the law, the district strictly prohibits discrimination and harassment against employees, students or others on the basis of race, color, religion, sex, national origin, ancestry, disability, age, genetic information or any other characteristic protected by law. The Bunker R-III School District is an equal opportunity employer and does not discriminate in its programs, services, activities, facilities or with regard to employment.

All employees, students and visitors must immediately report to the district for investigation any incident or behavior that could constitute discrimination, harassment or retaliation in accordance with this policy. If a student alleges sexual misconduct on the part of any district employee to any person employed by the district, that person will immediately report the allegation to the Children's Division (CD) of the Department of Social Services in accordance with state law. In accordance with this policy and as allowed by law, the district will investigate and address discrimination, harassment and retaliation that negatively impact the school environment, including instances that occur off district property or are unrelated to the district's activities.

Any person having inquiries concerning Bunker R-III School District compliance is directed to contact the district's compliance officer: Ms. Melissa Nash. In the event the compliance office is unavailable or is subject to a report that would otherwise be made to the compliance officer, reports should instead be directed to the acting compliance officer: Mrs. Jenna Barton. The Bunker School Administration Office is located at Hwy 72 - Eagle Pride Drive, Bunker, Missouri 63629 (Phone: 573-689-2507) and office hours are Monday through Friday, excluding holidays, from 8:00 a.m. to 3:00 p.m. Any person may also contact the Assistant Secretary of Civil Rights, U.S. Department of Education, regarding the institution's compliance with the regulations implementing Title IX, Section 504 and Americans with Disabilities Act (ADA) and other discrimination laws.

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## REPORTING & GRIEVANCE PROCESS – BOARD POLICY AC

### Reporting:

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

Unless the concern is otherwise voluntarily resolved, all persons must report incidents that might constitute discrimination, harassment or retaliation directly to the compliance officer or acting compliance officer. All district employees will instruct all persons seeking to make a grievance to communicate directly with the compliance officer. Even if the suspected victim of discrimination, harassment or retaliation does not file a grievance, district employees are required to report to the compliance officer any observations, rumors or other information regarding actions prohibited by this policy. If a verbal grievance is made, the person will be asked to submit a written complaint to the compliance officer or acting compliance officer. If a person refuses or is unable to submit a written complaint, the compliance officer will summarize the verbal complaint in writing. A grievance is not needed for the district to take action upon finding a violation of law, district policy or district expectations.

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

### Grievance Process:

1. Level I - A grievance is filed with the district's compliance officer. The compliance officer may, at his or her discretion, assign a school principal or other appropriate supervisor to conduct the investigation when appropriate.

Regardless of who investigates the grievance, an investigation will commence immediately, but no later than five working days after the compliance officer receives the grievance. The compliance officer or designee shall conduct a prompt, impartial, adequate, reliable and thorough investigation, including the opportunity for the person filing the grievance and other parties involved to identify witnesses and provide information and other evidence. The compliance officer or designee will evaluate all relevant information and documentation relating to the grievance.

Within 30 working days of receiving the grievance, the compliance officer will complete a written report that summarizes the facts and makes conclusions on whether the facts constitute a violation of this policy based on the appropriate legal standards. If a violation of this policy is found, the compliance officer will recommend corrective action to the superintendent to address the discrimination, harassment or retaliation; prevent recurrence; and remedy its effects. If someone other than the compliance officer conducts the investigation, the compliance officer or acting compliance officer will review and sign the report. The person who filed the grievance, the victim if someone other than the victim filed the grievance, and any alleged perpetrator will be notified in writing, within five working days of the

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completion of the report, in accordance with law and district policy, regarding whether the district's compliance officer or designee determined that district policy was violated.

2. Level II - Within five working days after receiving the Level I decision, the person filing the grievance, the victim if someone other than the victim filed the grievance, or any alleged perpetrator may appeal the compliance officer's decision to the superintendent by notifying the superintendent in writing. The superintendent may, at his or her discretion, designate another person (other than the compliance officer) to review the matter when appropriate.

Within ten working days, the superintendent will complete a written decision on the appeal, stating whether a violation of this policy is found and, if so, stating what corrective actions will be implemented. If someone other than the superintendent conducts the appeal, the superintendent will review and sign the report before it is given to the person appealing. A copy of the appeal and decision will be given to the compliance officer or acting compliance officer. The person who initially filed the grievance, the victim if someone other than the victim filed the grievance, and any alleged perpetrator will be notified in writing, within five working days of the superintendent's decision, regarding whether the superintendent or designee determined that district policy was violated.

3. Level III - Within five working days after receiving the Level II decision, the person filing the grievance, the victim if someone other than the victim filed the grievance, or any alleged perpetrator may appeal the superintendent's decision to the Board by notifying the Board secretary in writing. The person filing the grievance and the alleged perpetrator will be allowed to address the Board, and the Board may call for the presence of such other persons deemed necessary. The Board will issue a decision within 30 working days for implementation by the administration. The Board secretary will give the compliance officer or acting compliance officer a copy of the appeal and decision. The person who filed the grievance, the victim if someone other than the victim filed the grievance, and the alleged perpetrator will be notified in writing, within five working days of the Board's decision, in accordance with law and district policy, regarding whether the Board determined that district policy was violated. The decision of the Board is final.

## **TOBACCO POLICY – BOARD POLICY AH**

The Board of Education recognizes that the use of tobacco products represents a health and safety hazard. Therefore, the use of tobacco products shall be prohibited in all District buildings and District transportation. Employees and patrons attending school-sponsored activities may use tobacco products in designated areas only. Employees may use tobacco products in private vehicles on school grounds and in designated smoking areas.

## **STAFF COMMUNICATIONS TO THE BOARD**

Communication to the Board from District employees concerning personnel matters or personal complaints shall be filed in writing with the Superintendent. However, this procedure will not be construed as denying the right of any employee to appeal to the Board (regarding alleged misapplication of policy or administrative decisions)

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provided that the Superintendent shall have been notified of the forthcoming appeal and that it is processed in accordance with Board policies and regulations on staff complaints and grievances. Moreover, this policy will not be construed to preclude resident staff members from exercising their rights to discuss matters of public concern in the same manner as other District residents.

All regular meetings of the Board are open for the public to attend. As such, they provide an excellent opportunity to observe the Board's deliberations on problems of staff concern. Staff members may participate in Board meetings in accordance with the policies and regulations regarding public participation at such meetings. Further, at times and with the knowledge of the Superintendent, the Board may invite staff members to speak at Board meetings or to serve on advisory committees to the Board.

## **MEDIA RELEASE**

It is the policy of Bunker R-III School District that all official news releases are cleared through the Superintendent of schools or his/her designated official. Staff members must understand the goals, policies, administrative regulations, programs, and educational philosophy so that they will be able to give accurate information to media representatives. Staff members must take care to clarify personal opinions from official statements issued by the school.

## **EMPLOYEE BENEFITS**

In addition to benefits required by the state and federal governments, the district provides specific medical health coverage and **\$15,000** term life insurance for each qualified employee. Coverage begins on the first day of employment. Board-paid coverage ends on the date of termination for employees whose employment is terminated with the district. Employees whose employment contract is for nine to twelve months and who have fulfilled all contractual obligations will receive coverage until June 30.

## **EMPLOYMENT OF CERTIFICATED TEACHING & SUPPORT STAFF – BOARD POLICY GCD & GDC**

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

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

## **Recruiting and Advertising**

Efforts will be made to recruit the best-qualified candidate for the position. New or vacant positions will be posted for at least five business days in the district's buildings and publicized externally by other means as determined



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appropriate by the superintendent or designee. However, if the superintendent or designee determines that it would be detrimental to wait five business days or that a longer period is necessary, the position will be advertised for the number of days deemed appropriate. Further, if the same or similar position was recently advertised, the superintendent or designee may utilize applications previously received without re-advertising the position. A position is not considered vacant if the superintendent or designee transfers or assigns an existing employee to the position, subject to Board approval.

Recruitment procedures will not overlook the talents and potential of individuals already employed by the school district. Any current, qualified employee meeting the stated requirements may apply for new or vacant positions in the district.

All requests for information concerning professional staff vacancies in the district shall be directed to the superintendent or designee.

## **Screening Process**

Persons interested in positions in the district must complete a formal application and provide all necessary information requested by the superintendent or designee. The superintendent or designee shall conduct interviews, review references and obtain other information as deemed necessary.

The superintendent or designee will conduct background checks on employees and applicants for employment in accordance with law and Board policy.

Any applicant who provides false information or inaccurate academic credentials will immediately be removed from consideration.

## **Hiring**

A position other than the superintendent's position will be filled by the Board of Education only after receiving the recommendation of the superintendent or designee. It is the policy of the Board of Education to employ qualified teachers with post-secondary degrees from fully accredited universities and the appropriate teaching certificates. In making recommendations, the superintendent or designee shall give first consideration to applicants who, in addition to proper general education qualifications, have special training and other qualifications for the particular type of vacancy to be filled. If a candidate is not acceptable to the Board, the superintendent or designee should recommend another candidate.

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

All applicants for a particular position will be promptly notified once the position has been filled.

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Employees must have on file all appropriate employment documents before the employee receives his/her first salary payment. These include, but are not limited to, W2 forms, signed form acknowledging receipt of the employee handbook, retirement form, I-9 form, two forms of identification.

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

## **CRIMINAL BACKGROUND CHECKS – BOARD POLICY GBEC**

The District will conduct criminal background checks in accordance with law on all new employees authorized to have contact with students prior to the employee working with the students. Any offer of employment is contingent upon the satisfactory outcome of the criminal background check. The district has the sole and absolute discretion to determine whether the outcome is satisfactory.

The district reserves the right to require any employee to submit to additional criminal background checks at the district's expense or to rerun background checks at any time. As a condition of continuing to work within the district, all employees must notify the district if they are charged, convicted, plead guilty to or are otherwise found guilty of any misdemeanor or felony, regardless of the imposition of sentence. This notification must be made as soon as possible, but no later than five business days after the event.

## **EDUCATIONAL EXPERIENCE AND ATTAINMENT OF PROFESSIONAL STAFF**

It is the philosophy of the Bunker R-III School District to employ teachers only in areas in which they have obtained the appropriate certification.

Teachers may be granted up to ten **(10)** years credit for teaching experience obtained. Experience granted for salary purposes will be whole integer years only. Example: A teacher who has 6 1/2 years' experience will be granted 6 years for salary purposes.

Teachers will be placed on the salary schedule based on the number of college semester hours on file in the central office. Teachers who plan to complete additional college courses and have them applied to the salary schedule must notify the central office of their intent by April 20 prior to the new school year. To be applied, transcripts must be placed on file by September 1<sup>st</sup> of the new school year.

## **SUSPENSION OF PROFESSIONAL STAFF MEMBERS – BOARD POLICY GCPD**

The Board delegates to the superintendent the authority to suspend staff members or put them on administrative leave for any legal reason in accordance with district policy and law. An employee will be immediately suspended or put on administrative leave in situations where the superintendent or designee determines that suspension is necessary to prevent disruption to the education environment, protect the safety of the students, appropriately investigate alleged misconduct, or in other circumstances where suspension serves the district's interests.

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## Definitions

*Administrative Leave* - Involuntary paid leave, without charge to any annual or sick leave, due to misconduct or investigation of misconduct of an employee.

*Suspension* - Any involuntary leave, whether paid or unpaid, that is not administrative leave as defined in this policy.

## Administrative Leave

The superintendent or designee may place any professional staff member on paid administrative leave. The superintendent's decision will stand approved unless reversed by the Board.

A probationary teacher is put on administrative leave when the district notifies the teacher. In accordance with law, the following process will be followed when any other employee is put on administrative leave:

1. Within seven days of placing an employee on administrative leave, the superintendent or designee will provide the employee with written notice of the general reason or reasons for being placed on administrative leave.
2. The superintendent or designee will inform the Board within 30 days after placing an employee on administrative leave of the reason or reasons for the employee's placement on leave. The superintendent or designee will provide an update on the status of the employee at every meeting thereafter.
3. If an employee is not removed from administrative leave within 30 days of being placed on leave, the district will hold a hearing within 60 days of the date the employee was first placed on leave. The hearing and determination may be continued for good cause but may not continue more than 180 days past the date the employee was placed on administrative leave. This hearing requirement does not apply to an employee who is put on paid administrative leave due to misconduct, or an investigation of misconduct, when the district refers such misconduct to a law enforcement agency or another state or federal agency or when the law enforcement agency or other state or federal agency has commenced its own investigation of the misconduct for which the employee was placed on administrative leave.

## Suspensions

### *Employees without Contracts*

The superintendent may suspend, with or without pay, professional staff members who are not under contract. The superintendent shall report any such suspension to the Board of Education. The superintendent's decision will stand approved unless reversed by the Board.

### *Employees with Contracts*

Employees with contracts may be suspended with pay in accordance with law, district policy and the employment contract when applicable.

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Employees with contracts may be suspended without pay only after appropriate due process unless the employee consents in writing to a suspension without pay. Prior to suspending a professional staff member without pay during the term of a contract, the district will notify the employee of the charges, give the employee an opportunity to discuss the charges and inform the employee of the opportunity to appeal the suspension to the Board of Education. The employee must request an appeal within ten days of notice of suspension without pay. If the employee appeals, the employee may also be suspended with pay pending the appeal. In general, pay will not be withheld until the Board renders its decision unless an appeal has been waived or the employee consents in writing to a suspension without pay.

## **Special Circumstances Requiring Suspension or Administrative Leave**

Pursuant to state law, any employee who strip searches a student in violation of law will be immediately suspended without pay and may be terminated. Prior to placing an employee with an employment contract on unpaid suspension, the district will notify the employee of the charges, give the employee an opportunity to discuss the charges and inform the employee of the opportunity to appeal the suspension to the Board of Education. If the Board reverses the suspension, the employee will be reimbursed for any pay withheld.

If the district receives information that an employee has allegedly been involved in sexual misconduct with a student or any other child, the district may suspend the employee or place the employee on administrative leave pending an investigation. In accordance with law, the district will suspend or continue a suspension of an employee if the Children's Division (CD) of the Department of Social Services finds that an allegation of sexual misconduct with a student is substantiated, but the district may return the employee to his or her position if the finding is reversed by a court on appeal and becomes final. The district reserves the right to suspend, place on administrative leave or terminate an employee for any legal reason, including sexual misconduct, regardless of whether another agency or a court substantiates the claim. A hearing will be provided to an employee upon request when required by law.

## **NONRENEWAL AND TERMINATION OF SUPPORT STAFF MEMBERS – BOARD POLICY GDPE**

### **Employees without Contracts**

The superintendent may terminate support staff members who are not under contract. The superintendent shall report any such termination to the Board of Education. The superintendent's decision will stand approved unless reversed by the Board.

Although support staff employees not employed under contract have no contractual right to continued employment from one academic term or year to the next, such employees may reasonably expect continued employment until notified otherwise by the superintendent or designee.

### **Special Circumstances**

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If a former district employee whose job involved contact with children was terminated, non-renewed or allowed to resign in lieu of termination as a result of an allegation of sexual misconduct with a student, or as a result of such allegations being substantiated by the State of Missouri's child abuse and neglect review board, the district is required by law to release information regarding the sexual misconduct to a potential public school or charter school employer who contacts the district regarding the former employee. In addition, if the CD substantiates a complaint of sexual misconduct with a student against a former employee of the district, the law requires the district to release the results of the CD investigation to any potential public school or charter school employer who contacts the district.

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

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

## **PERSONNEL RECORDS – BOARD POLICY GBL**

In accordance with law, individually identifiable personnel records, performance ratings and records pertaining to employees, former employees or applicants for employment are closed and not accessible to the public. However, the names, positions, salaries and lengths of service of employees must be available to the public upon request. Upon request and in the presence of the appropriate administrative official, any employee may inspect his or her own personnel file during regular working hours, with the exception of the ratings, reports and records created or obtained prior to employment of the individual, including confidential placement papers and letters of reference.

## **REFERENCES**

The district will maintain information regarding current and former employees as confidential within the limits of the law. Only the Superintendent or a person or persons specifically designated by the Superintendent may respond on behalf of the district to a reference request for a current or former employee. District employees must direct reference requests to the Superintendent or designee with the preparation of accurate reference information. (Policy GBLB provides a guideline of the reference information to be provided upon request.)

## **STAFF USE OF COMMUNICATION DEVICES – BOARD POLICY GBCC**

The district prohibits employees from using any communication device (as defined in policy GBCC) that interrupts or disrupts the performance of duties by the employee or otherwise interferes with district operations, as determined by the employee's supervisor. Employees are responsible for keeping communication devices secure and, if possible, password protected. Supervision of students is a priority in the district and employees

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who are responsible for supervising students must concentrate on that task at all times. Employees shall not use communication devices when they are responsible for supervising students unless any of the following conditions occurs:

1. The device is being used to instruct the students being supervised at the time.
2. The use is necessary to performance of an employment-related duty.
3. The employee has received specific and direct permission from a supervisor.
4. There is an emergency.

Even when these conditions exist, the employee is responsible for obtaining assistance in adequately supervising students during the approved use so that students are supervised at all times.

Regardless of other provision of this policy in accordance with law, employees shall not use communication devices when:

1. Driving district-provided vehicles.
2. Operating any vehicle in which a student is being transported when the transportation is provided as part of the employee's job.
3. Supervising students who are entering or exiting a vehicle, crossing thoroughfares or otherwise safely reaching their destinations when such supervision is part of the employee's job.

## **STAFF DRESS CODE POLICY**

All district staff should dress professionally and in a manner that will not interfere with the educational environment. The building administrator or superintendent is responsible for informing a staff member, who is not within district expectations of modesty and reasonable professional dress.

## **SUPPORT STAFF BREAK TIME**

A break in regular working hours will be provided during both morning and afternoon hours. The break is not to exceed 15 minutes in length. The times of the breaks will be determined by each supervisor.

## **PROFESSIONAL & SUPPORT STAFF COMPENSATION – BOARD POLICY GCBA & GDBA**

Employees will receive their direct deposit notifications on the 25<sup>th</sup> of each month. If the 25<sup>th</sup> falls on a weekend or holiday, the direct deposit will be made on the prior working day. Staff will be paid in equal installments over 12 months, even if the employee's regular work schedule is less than 12 months. Regular classroom teachers will receive their first check in September.

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

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Previous full-time teaching experience from public schools, colleges and accredited private/parochial schools will be considered. It is the teacher's responsibility to verify previous experience. Only whole years will be accepted. Unaccredited schools will be considered if they meet the following criteria: A teaching year must consist of 174 days and/or 1,044 hours; a school day must be at least 6 hours in length; and a teaching certificate is required.

When a certified employee is hired at the beginning of or during the second semester of a school year, he/she will remain at the salary step hired on for the upcoming year. They will not be given a step increase when re-employed for the next year.

Education courses may not be used to advance on a salary schedule unless the employee had prior administrative approval to take the course and count it for advancement on the salary schedule.

The compensation of support staff will be made by the Board after consideration of recommendations made by the superintendent or designee. When making compensation recommendations, the superintendent or designee will consider all legal, relevant factors including, but not limited to, the expertise necessary to meet student needs, required training or licenses, experience in the position, current compensation trends for the position in the state or region, the number and quality of applicants available for the position, the district's financial circumstances, and the individual's performance evaluations.

Federal and hour laws will be followed.

## **COMPENSATORY TIME - BOARD POLICY GBA**

Compensatory time will be granted to hourly employees only. No salaried employee will be granted compensatory time. Hourly employees may be granted compensatory time with prior approval from the Superintendent. Compensatory time must be used within 30 days from the date it occurs and will not be allowed to accumulate from month to month. Over-time is any time worked beyond 40 hours per week. No employee may work overtime without prior approval from the Superintendent.

## **EVALUATIONS OF PROFESSIONAL & SUPPORT STAFF – BOARD POLICY GCN & GDN**

The Board requires a program of comprehensive, performance-based evaluations for the teachers and other professional staff members it employs in order to ensure high-quality staff performance that improves student achievement. Evaluation instruments used by the district will minimally reflect the Essential Principles of Effective Evaluation as adopted by the Missouri State Board of Education

The superintendent or designee will annually complete a summative evaluation of the performance of the district's teachers.. The primary purpose of the evaluation is to improve student performance by promoting the continuous growth of teachers in a manner that is aligned with the district's Comprehensive School Improvement Plan (CSIP) and, where applicable, building improvement plans (BIPs). Results of the evaluation will inform employment decision, but may not be the only factor considered.

The superintendent or designee, in consultation with the district's teaching staff, will develop procedures and instruments for professional staff evaluation.

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The superintendent or designee will regularly evaluate the performance of all support staff employees in the district. The primary purpose of the evaluation is to promote the continuous growth of support staff employees in a manner that is aligned with the district's Comprehensive School Improvement Plan (CSIP) and, where applicable, building improvement plans (BIPs) with the goal of contributing in a positive education environment. Results of the evaluation will inform employment and compensation decisions, but may not be the only factor considered.

The superintendent may delegate the responsibility for support staff evaluation to other administrators, but the superintendent is ultimately responsible for the performance of all employees. Evaluators will complete a written evaluation on all support staff assigned to them for evaluation. All employees will be given an explanation of their duties and responsibilities and will be provided with guidance by their immediate supervisors in performing them satisfactorily. In addition, all staff members will receive a copy of the applicable evaluation instrument in advance of their evaluation .

## **PROFESSIONAL & SUPPORT STAFF SHORT-TERM LEAVES – BOARD POLICY GCBDA & GDBDA**

The following leaves with pay will be provided to full-time professional & support staff employees. Regular part-time professional & support staff employees will receive these leaves on a pro rata basis. This policy does not apply to temporary or substitute staff members unless otherwise noted. To be eligible for and receive employee benefits, the employee must report to work and work at least one month (20 days) under the current years contract. All leave must be approved by the building principal or supervisor and then by the superintendent or his/her designated representative in advance. The superintendents leave will be approved by two individuals designated by the Board of Education.

1. **Annual Leave** Professional & Support staff employees will be granted eleven (11) leave days per year (Twelve month professional & support staff employees will be granted twelve (12) leave days per year). Annual leave days will be cumulative to 60 annual leave days. At the end of the fiscal year, the professional leave employee may receive a cash reimbursement not to exceed \$70 (\$60 for support staff employees) a day for unused leave days granted over sixty during the current fiscal year. An absence of over one through four hours shall be counted as a half-day of annual leave.

Whenever possible, it is expected that requests for leave will be made in writing to the designated administrator at least 48 hours in advance of the time leave is requested. However, 30 days' notice is required by law if the leave qualifies as FMLA leave and such notice is practical. The administrator will respond promptly to the employee's written request.

2. **Vacation** - The Board of Education encourages full-time employees to use all their annual vacation allotment. Vacation time is earned on an annual basis on the employee's anniversary date. Effective July 1, 2018, vacation time earned but not used by the following anniversary date will be forfeited.

Employees separating from the district will be paid for their accumulated vacation time at their daily pay rate.

All professional & support staff employed on a 12-month basis will receive two (2) weeks of vacation after one year of service, three (3) weeks after five years of service and four (4) weeks after ten years of service per fiscal



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year. An employee must submit a written request for vacation to the superintendent or designee and receive written authorization before taking vacation days. If the employee's absence may disrupt district operations, the superintendent or designee has the discretion to deny a request for vacation or to limit the time of year the employee may take his or her vacation.

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

3. **Bereavement Leave** - When a death occurs in an employee's immediate family, the employee may take up to three days off with pay to attend the funeral or make funeral arrangements. The district may require verification of the need for the leave. The Board defines "immediate family" to include:

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

After the exhaustion of the three days of bereavement leave, the employee may use annual leave.

## STAFF ABSENCES AND TARDIES – BOARD POLICY GBCBC

Employees may be disciplined or terminated for excessive absences or tardiness, which includes situations where employees come to work late, leave early or abandon their duties without permission from a supervisor. Unless authorized by the Board or the superintendent or otherwise authorized by law an employee's absence or tardiness will be considered excessive or unreasonable in any of the following circumstances:

1. The absence is for a reason not granted as paid or protected leave under Board policy or law.
2. The absence results in the employee exceeding the amount of leave granted by the Board.
3. The employee has not otherwise exhausted applicable leave days, but the absence exceeds 5 days a month, 20 days on a semester or 40 days per school year or is otherwise disruptive to district operations, as determined by the district.
4. The employee fails to appropriately notify the district of an absence as soon as possible after the employee knows her or she will be absent
5. The employee does not provide the district complete and accurate information about the absence, does not respond to requests for information, or does not provide documentation related to the absence as requested or required.
6. The employee does not first obtain permission to be absent from the appropriate supervisor when required to do so
7. The absence is for any reason other than the one given for the absence.

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Even if the absence or tardiness is authorized by the Board or the superintendent, if the absence or tardiness occurs for a reason not granted as paid leave under Board policy or if it exceeds the number of days the employee has been granted under designated leave, the employee's salary will be docked. Violation of this policy constitutes misconduct and may result in the loss of unemployment benefits if a claim is filed.

Employees will not be disciplined or terminated for absences qualifying for protection under the Family and Medical Leave act (FMLA), the Uniformed Services Employment and Reemployment Rights Act (USERRA) or other applicable leave.

## **INSERVICE EDUCATION REIMBURSEMENT PROCEDURES**

All individuals attending professional meetings or workshops must have an approved educational leave on file in the Administration Office one week prior to the meeting/workshop and they must have secured authorization for funds to cover costs.

Mileage will be reimbursed at the rate of 42 cents (\$.42) per mile. Mileage will be based on the approved mileage chart. If the destination is not on the chart, contact the funding source administrator. Any additional mileage accrued during the conference must be approved by the funding source administrator. Airfare, bus or other means of transportation must have authorized funding.

Meals **will be reimbursed at the following maximum rates: breakfast \$8.00; lunch \$10.00; dinner \$14.00.** Alcoholic drinks are non-reimbursable expenses. Meals will not be reimbursed to the individual whenever meals are included in the conference registration fees.

Room Allowance: The District will pay the hotel rate negotiated for the conference by the association when the attendee stays in the hotel associated with the conference. When the participant stays at a hotel not associated with the meeting, the maximum per night expenditure is \$100.00. Reimbursement may be allowed for room rentals. Phone calls, movie rentals, etc. are not allowable expenses. Any charges to the room, such as meals, must be accompanied by an itemized receipt. Any room service expense will be the responsibility of the individual. The district is not subject to state taxes; therefore, a tax-exempt letter should be presented to the hotel.

Before reimbursement can be made all original itemized receipts (meals, parking fees, hotels, etc.) must be attached to the reimbursement form. Credit card receipts that are not itemized will not be accepted.

## **CONFERENCES AND TRAVEL**

In order to conservatively use funds and to provide an equal opportunity for staff to attend conferences, the following guidelines are established with respect to requests to be away from assigned duties in order to attend workshops and conferences:

1. Requests must be submitted to the Superintendent/designee at least fourteen (14) days prior to the scheduled conference.

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2. Normally, no more than two persons from each school will attend conferences, depending upon available funding.
3. For major conferences held locally (reading, math, curriculum and instruction, etc.), normally only two (2) days of release time should be approved in order to permit attendance by as many teachers as possible.
4. The equitable allocation of travel funds to schools and offices will be the responsibility of the Superintendent/designee.
5. Conference requests need to have an invitation or pamphlet attached for verification of activity and a brief rationale for the request.
6. Conference attendees will not be paid unless a "report of conference" and verification of expenses are submitted.
7. Request to attend professional conferences in order to sell items or man booths for professional organizations will not be approved.

Employees must state on application whether or not the sponsoring organization is paying the conference attendee any "honorarium" or travel expense. An employee receiving an honorarium must use a vacation or personal leave day. Otherwise, the honorarium must be remitted to the District

## OUT OF DISTRICT TRAVEL

All requests for official travel outside the district must be approved in advance. Travel requests must be submitted via your immediate supervisor to be processed through the chain of command. **Use of the district van must be considered prior to use of a personal vehicle.** In order to be reimbursed for travel expenses, receipts must be submitted with your completed trip reimbursement form and purchase order. No expense claims will be paid without a proper expense claim form filed with the office justifying the expense. Mileage reimbursement will be at the rate of 42 cents per mile.

## PART-TIME EMPLOYMENT – BOARD POLICY GB

The district may employ part-time employees. These employees must meet the same qualification as full-time staff, must be appropriately certified or licensed when necessary, and are subject to the same policies procedures and other rules as full-time employees. Part-time employees must satisfactorily complete the same background checks and screenings required of full-time employees. Part-time employees of the school District are not eligible for the same benefits as full-time employees such as health insurance, sick leave, personal leave, holiday and vacation time or pay. Substitute employees will be employed on an as-needed basis, as approved by the Superintendent and are not eligible for benefits.

## STAFF CONFLICT OF INTEREST - BOARD POLICY GBCA

All employees of the Bunker R-III School District shall adhere to the laws regarding conflict of interest and avoid situations where their decisions or actions in their employment capacities violate the provisions of this policy or conflict with the mission of the district.

### Purchases Involving Federal Funds

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In addition to the requirements of this policy, the provisions of policy DJFA and related procedures must be followed when federal funds are used.

## Sale, Rental or Lease of Personal Property (Property other than Real Estate)

No employee of the district shall sell, rent or lease any personal property to the school district for consideration in excess of five hundred dollars' value per transaction or five thousand dollars' value per year to him or her, to his or her spouse, to a dependent child in his or her custody or to any business with which he or she is associated unless the transaction is made pursuant to an award on a contract let or sale made after public notice and competitive bidding, provided that the bid or offer accepted is the lowest received.

## Sale, Rental or Lease of Real Property (Real Estate)

No employee of the district shall sell, rent or lease any real property to the school district for consideration in excess of five hundred dollars' value per transaction or five thousand dollars' value per year to him or her, to his or her spouse, to a dependent child in his or her custody or to any business with which he or she is associated unless the transaction is made pursuant to an award on a contract let or sale made after public notice.

## Independent Contractor Services

No employee of the district shall perform service as an independent contractor for consideration in excess of five hundred dollars' value per transaction or five thousand dollars' value per year to him or her, to his or her spouse, to a dependent child in his or her custody or to any business with which he or she is associated unless the transaction is made pursuant to an award on a contract let or sale made after public notice and competitive bidding, provided that the bid or offer accepted is the lowest received.

## Additional Prohibitions

1. Employees may not act or refrain from acting by reason of any payment, offer to pay, promise to pay or receipt of anything of actual pecuniary value paid or payable, or received or receivable, to themselves or any third person. This includes a gift or contribution made or received in relationship to or as a condition of the performance of an official act.
2. Employees shall not favorably act on any matter that is specifically designed to provide a special monetary benefit to them, their spouse or any dependent children in their custody.
3. Employees will not use their decision-making authority for the purpose of obtaining a financial gain that materially enriches them, their spouse or any dependent children in their custody by acting or refraining from acting for the purpose of coercing or extorting anything of actual pecuniary value.
4. Employees shall not offer, promote or advocate for a political appointment in exchange for anything of value to any political subdivision.
5. An employee will not attempt to directly or indirectly influence any district decision when the employee knows the result of the decision may be the district's acceptance of a service or the sale, rental or lease of any

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property to the district and the employee, his or her spouse, dependent children in his or her custody or any business with which the employee is associated will benefit financially.

6. An employee will not use his or her position with the district to influence purchases made by students or parents/guardians that result in the financial gain of the employee, the employee's spouse, the employee's dependent children or businesses with which they are associated, unless authorized by the Board of Education.

7. An employee will not trademark, patent, copyright or claim ownership interest in any inventions, publications, ideas, processes, compositions, programs, images or other intellectual property created by the employee in his or her capacity as an employee of the district, unless authorized by the Board of Education. The district will not pay royalties, licensing fees or other fees to employees or businesses with which they are associated for the use of intellectual property created by employees in their employment capacities, unless authorized by the Board of Education.

8. An employee will not receive compensation, other than the compensation received from the district, for tutoring students currently enrolled in a class the employee teaches unless authorized by the Board of Education. Any private tutoring of students for a fee on district property is subject to facility usage policies and procedures.

9. Employees will not accept gifts of substantial value from vendors, individual students or parents/guardians unless authorized by the Board of Education or the employee's immediate supervisor. For the purposes of this policy, a gift has a "substantial value" if it is worth more than \$100.

## Use of Confidential Information

Employees shall not use or disclose confidential information obtained in the course of or by reason of their employment in any manner with intent to result in financial gain for themselves, their spouses, dependent children in their custody, any business with which they are associated or any other person. Even when there is no financial gain involved, misuse of confidential information or failure to keep information confidential violates Board policy and could also violate state and federal law.

## Administrative and Executive Employees

In addition to the above-listed requirements, the following restrictions apply to all administrative and executive employees in the school district, in accordance with law. Administrative and executive employees of the district may not:

1. Receive compensation or payment for services from any person, firm or corporation, other than the compensation provided by the district for the performance of their official duties, to attempt to influence a decision by the district.

2. Perform any service for compensation by which they attempt to influence a decision of the district for one year after the termination of their employment with the district.

## Financial Disclosure

The superintendent, chief purchasing officer and general counsel, if employed full-time by the district, will file an annual disclosure statement with the Missouri Ethics Commission in accordance with law and Board policy BBFA.

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## WORKER'S COMPENSATION

ALL accidents that are work related must *immediately* be reported to your immediate supervisor and also to the Central Office of Bunker R-III School District. **All work-related accidents must report to Salem Memorial Hospital, P.O. Box 774, Hwy 72 North, Salem, Missouri 65560.** The doctor on call will be the designated physician. If the school district's insurance carrier is expected to pay the doctor bill incurred by our employees, the employee is to use the services of Salem Memorial Hospital.

An employee must report all injuries immediately to his or her immediate supervisor by completing the district's incident report form. If the nature of the injury or illness is such that the employee cannot immediately submit the completed incident form, the employee's supervisor will assist the employee in completing the form as soon as possible, but no later than 30 days after the injury or illness. Employees who fail to report an injury or illness arising out of and in the course of employment within 30 days of such injury or illness may jeopardize their ability to receive compensation and other benefits pursuant to law and this policy.

Upon receiving a report of an injury or illness, the supervisor will immediately forward the report to the superintendent or designee. The superintendent or designee will promptly forward a copy of the report to the district's workers' compensation insurance carrier and will be responsible for keeping the carrier informed of the employee's status.

### Use of Leave

The district does not permit the use of paid leave for absences during the period when the employee receives workers' compensation wage benefits. Because by law an employee will not receive workers' compensation wage benefits for the first three (3) days of absence if the total absence is less than 14 days, the district will apply available paid leave for those days. However, the employee will only receive compensation for those days once the district knows that the employee will not receive workers' compensation wage benefits for those days.

Employees who are absent due to an illness or injury compensable under workers' compensation and who are receiving such compensation will not lose seniority or any accumulated paid leave due to the absence. However, the employee will not continue to accumulate paid leave during the absence.

Employees are required to use accumulated paid leave to receive medical treatment, evaluation or to attend physical rehabilitation during work time. If paid leave has been exhausted and the employee must be absent during work time to receive medical treatment, evaluation or to attend physical rehabilitation in conjunction with a work-related injury or illness, the employee may be granted unpaid leave.

## DRUG-FREE WORKPLACE - BOARD POLICY GBEB

Student and employee safety is of paramount concern to the Bunker R-III School District Board of Education. Employees under the influence of alcohol, drugs, or controlled substances are a serious risk to themselves, to students and to other employees. Therefore, the Board of Education shall not tolerate the manufacture, use, possession, sale, distribution or being under the influence of controlled substances or alcoholic beverages on any school property or on any school-approved vehicle used to transport students to and from school or school activities; off school property at any school-sponsored or school-approved activity, event or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district; or during any period of

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time such employee is supervising students on behalf of the school district or is otherwise engaged in school District business.

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

Any employee who violates this policy will be subject to disciplinary action, which may include employment suspension, termination, and referral for prosecution. Employees may be required to satisfactorily participate in rehabilitation programs. Each employee of this school district is hereby notified that, as a condition of employment, the employee must abide by the terms of this policy, and will notify the Superintendent of any criminal drug statute conviction for a violation occurring in or on the premises of this school District, or while engaged in regular employment. Such notification must be made by the employee to the Superintendent in writing no later than five calendar days after conviction. The Superintendent will provide notice in writing of such violation to the United States Department of Education, or other appropriate federal agency within 10 calendar days after the superintendent receives such notification, if the district receives any federal grants directly from such agency, as opposed to federal grants received through the Department of Elementary and Secondary Education.

The District will take appropriate disciplinary action within 30 days.

The Board of Education recognizes that employees who have a drug abuse problem should be encouraged to seek professional assistance. An employee who requests assistance shall be referred to a treatment facility or agency in the community if such facility or agency is available.

The Board of Education hereby commits itself to a continuing good- faith effort to maintain a drug- free workplace. 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 periodic review of this policy to determine its effectiveness, implement necessary changes, and to ensure that the disciplinary sanctions are consistently enforced.

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

## **EMPLOYEE DRUG POLICY**

The Bunker R-III School District's Board of Education recognizes the terrible and devastating effects that illegal drug use can have on everyone in our society. In an effort to control any such abuses by employees of the School District the following policy shall be instituted immediately. This policy is designed to comply with the federal regulations implemented under the Drug- Free Workplace Act of 1988, 34CFR Part 85, Subpart F.T. regulations published in the January 31, 1989 Federal Register.

Unlawful possession, manufacture, dispensing, distribution or use of a controlled substance/drug or alcohol by any employee on school premises is prohibited. Discipline will be prescribed by the appropriate supervisor up to and including termination. In addition, prosecution by appropriate local, state or federal authorities may also occur. Employees who use such drugs without proper medical prescription or supervision may suffer severe disorders,

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including death, or become unable to function normally with resultant danger to themselves, students or to fellow workers.

Examples of dangerous drugs include alcohol, marijuana, heroin, cocaine, opium, hallucinogens, amphetamines and barbiturates; but there are many other dangerous and illegal drugs.

Any employee, at whatever level, found on school premises to be under the actual or suspected influence of alcohol or a dangerous drug shall be reported immediately to his or her supervisor. It will then be the supervisor's responsibility to take appropriate action consistent with existing policies.

If a decision is reached to suspend or otherwise discontinue an employee's work period, the employee's condition should be carefully evaluated. Should driving ability appear to be impaired, an effort shall be made to summon a family member or friend to transport the employee to his or her residence, otherwise, the employee will be sent home by taxi, at the employee's expense. In cases of extreme distress or disability, the person shall be referred or transported to the nearest medical facility for necessary care or treatment.

An employee must notify their supervisor of any criminal drug statute conviction for a violation occurring in the workplace no later than 5 days after such conviction.

Any employee who is convicted of a drug related crime will be required to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purpose by a Federal, State, or local health, law enforcement or other appropriate agency.

## **EMPLOYEE ALCOHOL AND DRUG TESTING - BOARD POLICY GBEBB**

### **Provisions Applicable to All Employees**

#### ***Alcohol and Drug Prohibitions***

No employee may manufacture, use, possess, sell, distribute or be under the influence of alcohol or drugs in violation of the district's Drug-Free Workplace policy. All employees may be tested for alcohol and drugs if the district has reasonable suspicion that the employee has consumed alcohol or drugs in violation of Board policy.

#### ***Program Coordinator***

The superintendent or designee will serve as the program coordinator to implement the alcohol and drug testing program of the district within the guidelines of this policy.

#### ***Training***

All staff who have supervisory duties over other staff members will be provided training on the effects of drug and alcohol use. The training will include physical, behavioral, speech and performance indicators of drug and alcohol use. Supervisors of employees who operate district transportation will be trained in accordance with federal law.

#### ***Testing Program***

The district will use testing facilities with appropriately trained personnel for alcohol and drug testing. The district's drug and alcohol testing program shall provide individual privacy in the collection of specimen samples to the maximum extent possible. The specimen collection procedures and chain of custody shall ensure that specimen security, proper identification and integrity are not compromised.

#### ***Refusal to Submit to Tests***



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Drug or alcohol tests administered pursuant to this policy are mandatory. An employee refuses to submit when he or she fails to provide adequate breath or urine for testing when notified of the need to do so or engages in conduct that clearly obstructs the testing process.

## ***Consequences***

Employees who refuse to submit to a test, who test positive for prohibited substances or who take deliberate action with the intent to falsify test results will be subject to discipline, including termination, in accordance with Board policy and law.

## ***Treatment***

In addition to any disciplinary action taken, the district will provide employees a list containing the names, addresses and telephone numbers of substance abuse professionals and counseling and treatment programs when employees have a positive drug or alcohol test, refuse to take a test or otherwise request information about substance abuse treatment.

## ***District Records and Reports***

Alcohol and drug test results and records shall be maintained under strict confidentiality and released only in accordance with law. Upon written request, an employee shall receive copies of any records pertaining to his or her use of alcohol or drugs, including any records pertaining to his or her tests. Test records shall be maintained with the separate medical files of each employee. The district shall maintain records and reports of its alcohol and drug prevention program as required by law.

## ***Notification to Employees***

The program coordinator shall ensure that all employees receive written materials explaining the district's drug and alcohol misuse prevention program, including copies of or access to applicable policies, procedures or handbooks.

Employees shall sign statements certifying that they have received the materials.

## ***Provisions Applicable to Drivers***

In addition to the drug testing provisions applicable to all employees, the Sample R-I, which employs operators of commercial motor vehicles ("drivers"), is required to implement a drug and alcohol testing program that fulfills federal requirements. The district will use laboratories certified by the U.S. Department of Health and Human Services to conduct drug specimen analysis. This comprehensive program shall include conducting pre-employment drug testing and reasonable suspicion, random and post-accident testing for use of alcohol or drugs by drivers; notifying drivers of the requirements and consequences of the program; maintaining appropriate records; and complying with Missouri Department of Revenue's reporting requirements.

As required by law, no driver shall report for duty within four (4) hours of using alcohol. No driver required to take a post-accident test shall use alcohol for eight (8) hours following the accident or until he or she undergoes a post-accident alcohol test, whichever comes first.

Records of drug and alcohol tests and other related records shall be made available to a subsequent employer only as expressly requested in writing by the employee.