

## **PERSONNEL SERVICES**

## **Policy 4105**

### **Employment**

### **Personnel Goals**

The Board recognizes that a dynamic and efficient staff dedicated to education is necessary to maintain a constantly improving educational program. The Board is interested in its personnel as individuals and it recognizes its responsibility for promoting the general welfare of the staff.

The Board's specific personnel goals are:

1. To recruit, select and employ the best qualified personnel to staff the school system.
2. To provide staff compensation and benefit programs sufficient to attract and retain qualified employees.
3. To provide an in-service training program for all employees to improve their performance and the overall rate of retention and promotion of staff.
4. To conduct an employee appraisal program that will contribute to the continuous improvement of staff performance.
5. To assign personnel so as to ensure they are utilized as effectively as possible.
6. To develop the quality of human relationships necessary to obtain maximum staff performance and satisfaction.

## **PERSONNEL SERVICES**

## **Policy 4110**

### **Employment**

#### **Equal Opportunity Employment**

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

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

## **PERSONNEL SERVICES**

**Policy 4120**  
**(Regulation 4120)**  
**(Form 4120)**

### **Employment**

#### **Employment Procedures**

The Board of Education, upon recommendation of the Superintendent, votes on the employment of all staff members. In approving applicants the Board will be guided by the desire to obtain individuals committed to providing the highest quality education for the District's students. Immediate family members of the superintendent, other district office administrators, building principals, assistant principals, directors and support staff supervisors will not be assigned to positions where family members serve as immediate or indirect supervisors. For Title I staff qualifications and hiring, refer to Policy and Regulation 1621 - Title I.

The Board's employment of any person will be contingent upon obtaining a satisfactory criminal records check and a satisfactory check of the Child Abuse/Neglect Registry maintained by the Missouri Department of Social Services. All finalists for an employment position will be required to sign a release of liability authorizing prior employers, including school districts, to furnish any information about the applicant and the applicant's work performance, including but not limited to discipline records and performance evaluations. The administration may also conduct random background checks after employment. Failure to check references and prior employment for new hires prior to their start date may result in disciplinary action up to and including suspension without pay.

As part of the criminal records check, any person employed after January 1, 2005, shall submit two sets of fingerprints to be used by the Missouri Highway Patrol and the Federal Bureau of Investigation. The fingerprints shall be collected pursuant to standards determined by the Missouri Highway Patrol.

All vacancies should be posted for a minimum of five (5) school days before the Superintendent may recommend a qualified applicant to the Board for employment. In an emergency situation the Superintendent may temporarily employ an applicant prior to the expiration of the posting. The temporary applicant may be considered along with other applicants for the position after the five days. However, in order to hire a Board member's spouse, the position must have been advertised. (Refer to Policy 0342 – Nepotism, Conflict of Interest and Financial Disclosure.)

**Employment**

**Notice of Arrest, Abuse Complaint, Traffic Citation**

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

## **PERSONNEL SERVICES**

**Policy 4130**  
**(Regulation 4130)**

### **Employment**

#### **Certificated Staff Contracts**

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

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

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

**PERSONNEL SERVICES**

**Policy 4131**  
**(Form 4131.1)**

**Employment**

**Extra Duty and Extended Duty Contracts**

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

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

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

**PERSONNEL SERVICES**

**Policy 4140**

**Employment**

**Certificated Personnel Reemployment**

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

## **PERSONNEL SERVICES**

## **Policy 4150**

### **Employment**

#### **Substitute Teacher Employment**

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

Substitute teachers shall meet all requirements as established by the State Board of Education. Rate of compensation shall be according to the annual school budget approved by the Board of Education. Those substitutes who are employed ten (10) or more consecutive teaching days in the same classroom will receive extra pay.

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

**Personnel Assignment and Transfer**

**Transfer Request**

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

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

An employee who desires a change in grade and/or subject assignment and/or a transfer to another building shall request the transfer in writing.

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

## **PERSONNEL SERVICES**

**Policy 4220**  
**(Regulation 4220)**

### **Personnel Assignment and Transfer**

#### **Certificated Staff Duties, Schedules and Working Hours**

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

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

## **PERSONNEL SERVICES**

**Policy 4221**  
**(Regulation 4221)**  
**(Form 4221)**

### **Personnel Assignment and Transfer**

#### **Support Staff Duties, Schedules and Working Hours**

The school year and work calendars will be set annually by the Board of Education. Work hours may be changed by the administration as needed. Non-instructional personnel will work Monday through Friday of each week of the pay period except legal school holidays and authorized vacations. Occasionally, custodians must work at night or on weekends.

Regular attendance is essential in order to maintain a high quality of instruction. Support staff employees, with reasonable notice, will be subject to disciplinary action when their absenteeism is deemed to be excessive.

#### **Overtime/Compensatory Time**

Employees who work overtime must receive prior authorization from their immediate supervisors.

## **PERSONNEL SERVICES**

## **Policy 4310**

### **Absences, Leave and Vacation**

#### **General Attendance**

Regular attendance is essential in providing District students with a high quality of instruction. Eligible certificated staff will have available ten (10) days of sick leave per school year cumulative to ninety (90) days. Eligible support employees have available ten (10) days of sick leave per year cumulative to ninety (90) days.

When employees are absent more than ten (10) days in any semester or more than fifteen (15) days per school year, their absence is considered excessive. The Superintendent will review each incident of excessive absence and may require the employee to provide medical documentation or may consider disciplinary actions up to and including termination.

**PERSONNEL SERVICES**

**Policy 4319**  
**(Regulation 4319)**

**Absences, Leave and Vacation**

**Personnel Leave – Support Staff**

The Board shall adopt regulations for the following types of leave for District employees:

1. Sick Leave
2. Wellness Leave (discontinued as of June 30, 2003)
3. Leave for Jury Duty
4. Military Leave
5. Family and Medical Care Leave (See Policy and Regulation 4321 - Family and Medical Leave)

Specific provisions of the various types of leave are set out in Regulation 4319.

**PERSONNEL SERVICES**

**Policy 4320**  
**(Regulation 4320)**

**Absences, Leave and Vacation**

**Personnel Leave – Certificated Staff**

The Board of Education shall adopt regulations for the following types of leave for District employees:

1. Sick Leave
2. Personal Leave
3. Wellness Leave (discontinued as of June 30, 2003)
4. Leave for Jury Duty
5. Military Leave
6. Professional Leave
7. Family and Medical Care Leave (See Policy and Regulation 4321 – Family and Medical Leave)

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

## **PERSONNEL SERVICES**

**Policy 4321**  
**(Regulation 4321)**  
**(Forms 4321.1 - .7)**

### **Absences, Leave and Vacation**

#### **Family and Medical Leave**

The Board of Education recognizes that leaves of absence are occasionally necessary due to family or medical reasons. The District has adopted detailed procedures to ensure compliance with the Family and Medical Leave Act of 1993 (FMLA). As provided by District regulations, eligible employees are entitled to use up to twelve (12) workweeks of unpaid leave for family and medical reasons. The Superintendent or his/her designee will act as FMLA Compliance Officer. As part of its compliance program, the District will notify each employee of the name, address and telephone number of the District's FMLA Compliance Officer and will provide a statement of commitment to adhere to FMLA regulations. The FMLA Compliance Officer will regularly evaluate the District's FMLA compliance to ensure fair and equitable opportunities for all eligible employees.

**PERSONNEL SERVICES**

**Policy 4322**  
**(Regulation 4322)**

**Absences, Leave and Vacation**

**Catastrophic Health Policy**

The catastrophic health policies for certificated employees and support personnel provide a means for the Board and its employees to establish a special provision to cover catastrophic illness or accident of an employee of the school system. The catastrophic health pool is not designed for brief absences after sick leave is used up, or for family illness, death or business.

**Absences, Leave and Vacation**

**Holidays and Vacation**

**Holidays**

All support, full-time, salaried employees are allowed ten (10) paid holidays in addition to vacation. These holidays are as follows:

1. New Year's Day
2. Friday of Spring Break
3. Good Friday
4. Memorial Day
5. July 4<sup>th</sup>
6. Labor Day
7. Thanksgiving Day
8. Friday after Thanksgiving
9. Christmas Eve
10. Christmas

Staff members will not receive additional compensation for holidays unless they are required to work on such holidays.

**Vacations**

All support, full-time (12 month) employees are allowed two (2) weeks vacation per year after one full year of employment. After ten (10) years of employment all support, full-time employees will be allowed three (3) weeks vacation per year. Vacations are to be arranged with each employee's immediate supervisor.

All full-time District employees with accounting responsibilities are required to take at least one (1) week of their vacation time each year uninterrupted, during which time someone else performs their duties.

Administrators employed on a twelve (12) month contract shall have vacation as provided in their individual contracts. Vacation shall be scheduled in compliance with the Superintendent's guidelines and is subject to Superintendent approval.

## **PERSONNEL SERVICES**

**Policy 4335**

### **Absences, Leave, Vacation**

#### **Employee Emergency Service**

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

## **PERSONNEL SERVICES**

## **Policy 4410**

### **Professional Activities, Training and Professional Growth**

#### **General Professional Development**

The Board encourages all employees to be engaged in a continuous program of professional and technical growth in order that they may be qualified to provide quality educational programs and services for all students.

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

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

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

**PERSONNEL SERVICES**

**Policy 4411**  
**(Regulation 4411)**

**Professional Activities, Training and Professional Growth**

**Professional Development Program**

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

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

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

**PERSONNEL SERVICES**

**Policy 4420**  
**(Regulation 4420)**

**Professional Activities, Training and Professional Growth**

**Conferences and Travel**

An expense allowance will be paid for teachers who are selected as delegates to the district and state teachers convention. Teachers selected to represent the District at these meetings and/or other professional meetings shall obtain prior approval of the Superintendent/designee in order to claim expense reimbursement.

**Professional Activities, Training and Professional Growth**

**District Committees**

**Guidelines for District-wide Committees**

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

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

**Guidelines for District-wide Committees with Employee Representation**

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

## **PERSONNEL SERVICES**

**Policy 4505**  
**(Regulation 4505)**  
**(Form 4505.1)**

### **Compensation**

#### **Salary Schedules**

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

## **PERSONNEL SERVICES**

**Policy 4510**

### **Compensation**

### **Benefits**

The Board of Education provides fringe benefits to full-time staff members. The extent and nature of fringe benefits provided may vary by employee group and work schedule.

Insurance coverage for staff members includes:

1. Liability Insurance
2. Workers' Compensation Insurance
3. Unemployment Compensation Insurance
4. Social Security and Medicare Coverage
5. Medical Insurance
6. Cancer Care Plan
7. Catastrophic Health Policy
8. Teacher and Non-Teacher Retirement
9. Sick Leave
10. Wellness Leave
11. Personal Leave
12. FMLA
13. Military Leave
14. Jury Duty Leave

Adopted: February 17, 2003  
Effective: July 1, 2003

## **PERSONNEL SERVICES**

**Policy 4520**

### **Compensation**

#### **Salary Deductions**

##### **Withholding Taxes**

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

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

##### **Public School Retirement System (PSRS) of Missouri**

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

##### **Non-Teacher School Employee Retirement system (NTRS)**

All support employees who work twenty (20) hours or more per week on a regular basis are members of NTRS and are also covered by Social Security.

##### **Medical**

Medical insurance payments will be deducted for all employees on a twelve (12) month prorated basis each month.

##### **Credit Union and Tax Sheltered Plan**

Credit Union and Tax Sheltered Plans will be deducted under the terms of the respective contracts.

##### **Tax Sheltered Annuities**

The School District provides for payroll deduction and processing for employees participating in District-approved, tax-sheltered annuities.

**Additional Deductions**

Any staff member may authorize additional voluntary deductions to District-approved entities for payment of tax-sheltered annuities, dues to professional organizations, credit union, and dependent coverage for medical benefits.

**PERSONNEL SERVICES**

**Policy 4525**

**Compensation**

**Payment of Salary**

All certificated employees who are employed in certificated positions will be paid in equal amounts paid over the twelve months of the school year. Payments for the months of June, July, and August will be made in separate checks in June.

**Compensation**

**Workers' Compensation Benefits**

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

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

## **PERSONNEL SERVICES**

**Policy 4540**  
**(Regulation 4540)**

### **Compensation**

### **Group Insurance Benefits**

The Board of Education directs that medical group insurance coverage for staff members will be provided. The Superintendent/designee will solicit proposals and make recommendations to the Board of Education for approval of the insurance provider. The contract for medical insurance will be submitted for competitive bidding at least once every three (3) years.

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

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

**Compensation**

**Retirement Compensation**

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

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

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

Any plan of group health insurance shall include a provision allowing persons who retire, or who have retired, to become members of the plan if they are eligible to receive benefits under the Retirement System, by paying premiums at the same rate as other members of the group.

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

## **PERSONNEL SERVICES**

**Policy 4610**  
**(Form 4610)**

### **Performance Evaluation**

#### **Certificated Personnel Performance Evaluation**

In order to assure a high quality of professional staff performance and to advance the instructional programs of the District, the Board will require a comprehensive performance-based evaluation for each teacher employed by the District. Such evaluation shall be ongoing and of sufficient specificity and frequency to provide for demonstrated standards of competency and academic ability.

The Pre-Observation Worksheet, the Formative Data Form for both scheduled and/or unscheduled observations, the Professional Development Plan and the Summative Evaluation Report will be used first for providing suggestions and assistance to the staff member for improvement of instruction; and, secondarily, for determining whether performance meets with the degree of satisfaction required for continued employment and/or tenure.

All probationary teachers will be evaluated by the performance-based process with at least one formative and one summative evaluation completed annually. Teachers with tenure will be evaluated through the formative process at least annually and a complete summative evaluation will be completed every three (3) years or more often as needed. The evaluator will be the building administrator or a qualified designee.

Annual evaluations of the principals, supervisory staff and other professionals will be made by the persons who have supervisory responsibility for those positions.

The procedures and instruments for professional staff evaluation have been developed by the administration in consultation with the staff and approved by the Board. One copy of the completed evaluation forms shall be given to the staff member, one copy will be filed with the appropriate administrator, and one copy will be filed in the employee's personnel file.

Evaluators will use the appropriate suggested criteria for performance based evaluation to insure consistency in the implementation of procedures and application.

## **PERSONNEL SERVICES**

**Policy 4620**  
**(Form 4620)**

### **Performance Evaluation**

#### **Support Staff**

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

1. Job knowledge
2. Quality of work
3. Quantity of work
4. Dependability
5. Cooperation
6. Attendance
7. Other areas as appropriate for the specific job

This evaluation will be used to increase job proficiency and also to determine eligibility for continued employment.

**Performance Evaluation**

**Staff Conduct**

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

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

**Performance Evaluation**

**Teaching Standards**

District teaching standards include, but are not limited to:

- Ensuring that students are actively participating and are successful in the learning process.
- Teacher will monitor and manage student learning by specific assessment vehicles.
- Student and teacher will be prepared and knowledgeable of the curricular content.
- Teacher will maintain students' on task behavior.
- Teacher will use professional communications and interactions with the school community.
- Teacher will remain current on instructional knowledge.
- Teacher will seek and explore changes in teaching behaviors that will enhance student learning.
- Teacher will act responsibly in the overall mission of the school

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

**PERSONNEL SERVICES**

**Policy 4710**

**Separation**

**Resignation: Certificated Staff**

Certificated employees who for any reason intend to retire or resign are encouraged to indicate their plans in writing to the Board as early as possible. Permanent certificated employees who intend to retire or resign must indicate their plans in writing to the Board no later than June first of the year in which the term ends. Probationary certificated staff and administrators who are notified of renewal will receive a written contract on or by May 15 and will be required to provide the Board with a written acceptance or rejection within fifteen (15) days of receipt of the contract. Resignations become effective at the end of the school year in which they are submitted.

Resignations to become effective earlier than at the end of the school year, submitted by permanent certificated employees after the June first deadline, or by probationary certificated employees or administrative employees after their contracts are signed and returned, require a release by the Board and must be considered on an individual basis.

Certificated employees who wish to resign should address a letter of resignation to the Superintendent/designee and the principal/supervisor. The letter should state reasons and an effective date for the resignation.

Should the Superintendent decline to recommend a release and the certificated employee leaves the District, the District reserves the right to pursue any and all legal options available.

Generally, teachers and administrative employees will not be released from a contract unless a suitable replacement is available. However, the Board will give appropriate consideration to situations involving serious illness, transfer of spouse and military service.

Any full-time certified staff member who submits a resignation by the dates listed below, effective at the end of the contract year, will receive the corresponding early resignation incentive, or more, based on qualifying years of service to the district, upon completion of contractual duties. Incentives for part-time certified staff will be based on the same proportion 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).

<b>Notification Date</b>	<b>Incentive</b>
January 10	\$500
February 10	\$375
March 10	\$250

Multiplying factor to be applied based on qualifying years of service:

<b>Consecutive Years of Employment Immediately Preceding Date of Termination</b>	<b>Amount Times Qualifying Benefit</b>
10-14	1.4
15-19	1.6
20-24	1.8
25+	2.0

For any school term during which this policy is in effect, the R-IX Board of Education shall not consider any additional early retirement incentive package.

**PERSONNEL SERVICES**

**Policy 4711**

**Separation**

**Resignation: Support Staff**

Support staff who wish to resign should address a letter of resignation to the Superintendent with a copy to the principal/supervisor. The letter should state reasons and an effective date for the resignation.

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

**Separation**

**Suspension or Termination: Support Staff**

**Non-Contractual Employees**

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

**Contractual Employees**

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

## **PERSONNEL SERVICES**

**Policy 4730**  
**(Regulation 4730)**

### **Separation**

#### **Nonrenewal/Termination: Probationary Teacher**

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

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

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

Prior to mid-contract termination of a probationary teacher for causes 1-6, the teacher will be provided with written charges and will be provided with an opportunity for a due process hearing before the Board of Education as set forth in Regulation 4730. Prior to the mid-year termination for cause #6, the teacher will also be provided with a notice of deficiencies and probationary period as set forth in Regulation 4730.

**PERSONNEL SERVICES**

**Policy 4731**  
**(Regulation 4731)**

**Separation**

**Termination of Contract: Permanent Teacher**

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

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

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

## **PERSONNEL SERVICES**

**Policy 4732**  
**(Regulation 4732)**

### **Separation**

#### **Termination of Employment: Administrators**

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

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

**PERSONNEL SERVICES**

**Policy 4740**  
**(Regulation 4740)**

**Separation**

**Reduction in Force: Certificated Staff**

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

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

Adopted: February 17, 2003  
Effective: July 1, 2003

**PERSONNEL SERVICES**

**Policy 4741**  
**(Regulation 4741)**

**Separation**

**Reduction in Force: Support Staff**

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

Adopted: February 17, 2003  
Effective: July 1, 2003

**PERSONNEL SERVICES**

**Policy 4810**  
**(Regulation 4810)**  
**(Form 4810)**

**Staff Welfare**

**Sexual Harassment**

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

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

## **PERSONNEL SERVICES**

**Policy 4820**  
**(Regulation 4820)**

### **Staff Welfare**

#### **Employees with Communicable Diseases**

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

1. No longer has the disease.
2. Is not in the contagious or infectious stage of an acute disease.
3. Has a chronic infectious disease that poses little risk of transmission in the school environment with reasonable precautions.

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

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

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

**PERSONNEL SERVICES**

**Policy 4830**  
**(Regulation 4830)**

**Staff Welfare**

**Board/Staff Communications**

**Beliefs Which Unite Us**

We believe teachers, administrators and school boards have a common goal – that of providing the best possible schools for the children and youth of the Carthage R-IX School District. We believe that through effective communication, classroom teachers, administrators and school boards must together seek pathways for mutual development of policies and practices. We believe that the provision of learning opportunities is paramount in the operation of the schools.

Adopted: February 17, 2003  
Effective: July 1, 2003

**PERSONNEL SERVICES**

**Policy 4831**

**Staff Welfare**

**Staff Involvement in Decision Making**

The Board of Education encourages the staff to provide input and participate in the development and implementation of District programs. However, the final decision on all policy matters will be made by the Board of Education.

Adopted: February 17, 2003  
Effective: July 1, 2003

**PERSONNEL SERVICES**

**Policy 4840**  
**(Regulation 4840)**

**Staff Welfare**

**Conflict of Interest**

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

Adopted: February 17, 2003  
Effective: July 1, 2003

**PERSONNEL SERVICES**

**Policy 4850**  
**(Regulation 4850)**

**Staff Welfare**

**Staff Dispute Resolution**

The Board of Education recognizes that in any workplace misunderstandings and disputes arise. If left unresolved, these disputes could undermine staff morale and can interfere with the educational mission of the District. The Board has adopted a formal process for dispute resolution that encourages specified employees to resolve concerns quickly and at the most immediate administrative level. This policy does not limit the right of any employee to file grievances under Policy and Regulation 4810 – Sexual Harassment, or Policy and Regulation 1310 – Civil Rights, Title IX, Section 504.

## **PERSONNEL SERVICES**

## **Policy 4860**

### **Staff Welfare**

#### **Personnel Records**

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

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

The personnel file(s) of an individual employee will be considered confidential to the extent allowed by law. Access to personnel files will be on a strict need-to-know basis by appropriate District administrators, legal counsel, or state agencies with authority.

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

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

**Staff Welfare**

**Drug Free Workplace**

The unlawful possession, use or distribution of illicit drugs and alcohol on school premises or as a part of school activities is strictly prohibited.

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

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

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

1. The dangers of drug and alcohol abuse in the workplace.
2. This policy of maintaining a drug-free workplace.
3. Available counseling and rehabilitation.
4. The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.

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

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

Adopted: February 17, 2003

Effective: July 1, 2003

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

This policy shall be distributed in writing to all present and future employees.

**PERSONNEL SERVICES**

**Policy 4871**  
**(Regulation 4871)**

**Staff Welfare**

**Driver Drug Testing**

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

## **PERSONNEL SERVICES**

**Policy 4872**  
**(Form 4872)**

### **Staff Welfare**

#### **Alcohol And Illicit Drugs**

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

#### **Post Accident Drug / Alcohol Testing**

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

Post accident testing will be utilized after any accident

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

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

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

**Safety Sensitive Positions:**

The following list of positions are hereby classified as “safety sensitive” due to the serious risk of harm that can result from performing said job duties while impaired by drugs or alcohol; therefore, employees occupying such positions are subject to drug testing in accordance with published Board Policies and Regulations:

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

**PERSONNEL SERVICES**

**Policy 4880**

**Staff Welfare**

**Use of District Property**

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