



Employee Handbook

December, 2022

***Exemplary Experiences • Trusting Relationships
• Superior Instruction***

District Mission Statement

All learners will achieve success through exemplary experiences, trusting relationships, and superior instruction.

District Vision Statement

LCR3's vision is to inspire, strengthen, and maximize growth for every learner through exemplary experiences, trusting relationships and superior instruction designed to promote achievement and a lifetime of success.

Purpose of the Employee Handbook

This handbook is not intended as a complete description of all policies, procedures, work rules, or best practices. None of the statements, policies, procedures, rules, best practices, or regulations contained herein constitute a guarantee of any rights or benefits or a contract of employment, expressed or implied. The provisions set forth in this handbook and any related policies, procedures, work rules, or best practices may be altered, modified, changed, or eliminated at any time by the District without notice. This handbook is subject to administrative policies and procedures and state, federal, and local law, and it is not intended and should not be construed to create rights that exceed or modify terms and conditions as set forth in or mandated by these other sources. In the event there is a conflict between this handbook and Board of Education policy and/or regulations, Board of Education policy and/or regulations shall prevail.

This handbook is periodically updated. The most recent version can be found on the Lincoln County R-III website at www.troy.k12.mo.us.

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GENERAL LCR3 CAREER INFORMATION

1. Non Discrimination and Anti-Harassment Policies

Policy 1300

The District is committed to maintaining an educational and workplace environment that is free from discrimination, harassment, and retaliation in admission or access to, or treatment or employment in, its programs, services, activities, and facilities. The District is committed to providing equal opportunity in all areas of education, recruiting, hiring, retention, promotion, and contracted service.

In its programs and activities, the District does not discriminate on the basis of race, color, national origin, ancestry, religion, sex, sexual orientation, gender identity, disability, age, genetic information, or any other characteristic protected by law and as required by Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975 and Title II of the Americans with Disabilities Act of 1990, and state law. In addition, the District provides equal access to the Boy Scouts of America and other designated youth groups. Further, no person shall be excluded from participation in, be denied the benefits of, or otherwise be subject to discrimination based on the above listed characteristics under a school nutrition program for which the District receives federal financial assistance from the U.S. Department of Agriculture (USDA Food and Nutrition Service).

This Policy governs the District's compliance with the laws identified above, outside of Title IX. The following individuals are designated and authorized as the District's Compliance Officers to coordinate compliance with the laws identified above (outside of Title IX), including to handle inquiries or complaints regarding the District's non-discrimination policies:

Director of Human Resources &
Director of Student Services
951 West College St.
Troy, MO. 63379
(636)462-4981
titleix@troy.k12.mo.us

A complaint by students, employees, parents, and patrons of the District alleging harassment, discrimination, or related retaliation based on a protected classification under the laws identified above (outside of Title IX) should be filed in accordance with the procedures outlined in Regulation 1300. A complaint regarding sexual harassment or related retaliation of a student or employee under Title IX and that is alleged to have occurred on or after August 14, 2020, should be filed in accordance with the procedures outlined in Regulation 1301. A complaint regarding the identification, evaluation, educational program, or placement of a child with a disability under Section 504 should be filed in accordance with the procedures outlined in Regulation 2110.

Policy 1301

Sexual harassment as protected by law is prohibited in this District. The District also prohibits retaliation against a person who files a complaint of sexual harassment or who participates in an investigation of allegations of sexual harassment under this Regulation.

This Policy governs the District's compliance with Title IX of the Education Amendments of 1972. The following individuals are designated and authorized as the District's Title IX Coordinators, with the responsibility to identify, prevent, and remedy unlawful harassment and retaliation under Title IX in the District:

Director of Human Resources &
Director of Student Services
951 West College St.
Troy, MO. 63379
(636)462-4981
titleix@troy.k12.mo.us

A complaint regarding sexual harassment or related retaliation of a student or employee under Title IX and that is alleged to have occurred on or after August 14, 2020, should be filed in accordance with the procedures outlined in Regulation 1301. A complaint by students, employees, parents, and patrons of the District alleging harassment, discrimination, or related retaliation based on a protected classification under the laws identified above (outside of Title IX) should be filed in accordance with the procedures outlined in Regulation 1300. A complaint regarding the identification, evaluation, educational program, or placement of a child with a disability under Section 504 should be filed in accordance with the procedures outlined in Regulation 2110.

2. Board of Education

Seven Board of Education members are elected by the community for alternate, three-year terms to direct the operations of the Lincoln County R-III School District. The Board has final responsibility to approve hiring, termination, resignations, payment of bills and payroll, budget requests, curriculum, facilities and other District matters. Generally, the Board holds regular meetings on the second Tuesday of each month. Meetings are held in the Board of Education room in the District's Central Office located at 951 West College, Troy, MO 63379, unless otherwise noted on the posted agenda, and are open to the public and staff.

3. District Policies and Job Descriptions

The Board of Education has comprehensive policies and regulations located on the District website at www.troy.k12.mo.us/domain/39. Additionally, every position in the District has a job description available in the Human Resources office.

4. Requests for Disability-Related Accommodations

In compliance with the Americans with Disabilities Act and Missouri law, the District does not discriminate in employment on the basis of disability. Employees who believe that they may need an accommodation(s) in employment due to a disability should contact the Human Resources Specialist or the Director of Human Resources.

5. Notice of Vacancies and Employment Opportunities (Policy/Reg 4120)

Notices of vacant positions in the Lincoln County R-III School District are posted on the District website. The Lincoln County R-III School District only uses an online application process. To apply for employment, an online application must be completed and submitted to www.generalasp.com/lincoln/onlineapp/default.aspx, which will then be reviewed by the principal/supervisors and other administrative staff. Generally, the administrator(s) responsible for filling a particular vacancy will contact the applicant directly for an interview. The administrator responsible for hiring will notify all interviewed candidates of the hiring decision.

Applicants may, and should, upload and attach supporting documentation to online applications. This documentation may include: certifications; undergraduate and graduate transcripts; resume, cover letter and professional references (preferably from employment supervisors) with contact information for future use if needed.

6. Professional Certifications

To teach in the public schools of Missouri, the teacher must possess an appropriate and valid teaching certificate. Teachers should not assume that a portion of the school year can be taught before obtaining a certificate because the certificate must be in force for the full time for which the contract is effective, beginning the first day of school. It is the responsibility of the certified staff member to provide the District with a copy of their certificate along with official copies of transcripts showing all college hours and degrees - which must be kept on file with the District. If the certificate or letter of intent from the State Department is not on file, the staff member will be paid pursuant to the substitute teacher scale. Further, it is the sole responsibility of the teacher/administrator to maintain certification for which she/he was originally or presently employed.

DESE processes all certificates through their on-line website at www.dese.mo.gov.

All certified employment contracts are subject to the employee obtaining and maintaining the certificate required for his/her assignment. Failure to comply constitutes grounds for dismissal. This requirement supersedes all other related District policy and any procedural protections.

7. Background and Reference Checks

To ensure that individuals who join the District are well qualified and to ensure that the District maintains a safe and productive work environment, it is District policy to conduct pre-employment background checks as set forth in Policy and Regulation 4120 and 4122, as well as, state statute. Background checks may include verification of any information on the applicant's resume or application.

All offers of employment are conditional upon receipt of a background check report that is acceptable to the District. Background checks will include a criminal record check and child abuse and neglect

check as required by law. All background checks are conducted in conformity with all applicable state and federal laws. Reports are kept confidential and are only viewed by individuals involved in the hiring process.

The District reserves the right to conduct a background check for current employees to determine eligibility for promotion or reassignment in the same manner as described above.

8. Bus Driver Physicals

Bus driver physicals are a requirement for obtaining/retaining the position. Therefore, the District does not reimburse regular drivers for the cost. The following categories of drivers are eligible for reimbursement:

- Substitute and Activity Drivers that are not full-time
- Summer School Drivers – employed from outside the District only for Summer School
- Teachers/Coaches that drive in a substitute basis only

The driver will submit the receipt to the transportation office for processing after successfully driving for the District 60 days. The maximum reimbursement is \$40.00.

9. Nepotism, Employment of Relatives and Personal Relationships

The District wants to ensure that its practices do not create situations such as conflict of interest or favoritism. This extends to all aspects of employment including hiring, promotion and transfer. Close relatives, partners, those in a dating relationship or members of the same household are not permitted to be in positions that have a reporting responsibility to each other. Close relatives are defined as husband, wife, domestic partner, father, mother, father-in-law, mother-in-law, grandfather, grandmother, son, son-in-law, daughter, daughter-in-law, uncle, aunt, nephew, niece, brother, sister, brother-in-law, sister-in-law, step relatives, cousins and domestic partner relatives.

If employees begin a dating relationship or become relatives, partners or members of the same household, and if one party is in a supervisory position to the other, that person is required to promptly inform HR of the relationship.

10. Staff Assignment and Transfers

Employees are not entitled to a specific assignment or position and may be reassigned based upon the needs of the District. See Regulation 4210 for additional information regarding Assignments and Transfers.

Staff Assignment

In determination of building assignments, such factors as training, experience, special qualifications and interest, performance and length of service will be considered in order to strive towards a proper balance of teachers.

The Assignment of a teacher to a building or a department will be initially assigned on the basis of qualifications, needs of the District and the employee's expressed desires.

Staff-Initiated Transfers

The Superintendent has the final authority to assign and transfer staff in the best interest of the students and educational program of the District.

Vacancies will be communicated internally as soon as administratively possible via the District's website.

Employees who are interested in a posted position must submit an online internal application through the District application system within the posting guidelines. Posting guidelines will be included on the vacancy posting. All interested candidates will also complete the appropriate forms and any prerequisite assessment testing or other screenings as stated on the job vacancy announcement.

An employee's attendance and performance in his/her current position will be considered in authorizing any transfer.

Generally, the District expects employees to complete at least one full year of service in their current position. While length of service in the current position will be a consideration in approving a transfer, no employee will be prohibited from applying for a position based upon his/her length of service in the current position.

Administration-Initiated Transfers

Where necessary in the judgment of the administration, a staff member may be reassigned. The building administrators at the original building and/or the "transfer to" building will communicate the transfer with the affected employee(s).

11. Performance Evaluations

With the exception of teachers employed under a permanent contract, all employees are evaluated at least annually. See Policies 4610 (Certified Employees) and 4620 (Classified Employees) for additional information.

12. Employment Contracts

Probationary

Teachers without previous teaching experience will receive a probationary contract for each of their first five years of full-time employment or for the corresponding period of part-time service. Teachers who have previous teaching experience prior to employment with the District will receive a probationary contract for their first four or five years of employment as a teacher with the District as set forth in the Missouri Tenure Teacher Act.

If the Board of Education votes not to reemploy a probationary teacher, the teacher will be notified in writing on or by April 15. Teachers who are not provided a timely notice will be automatically reemployed for the next school year. Probationary teachers are expected to return the initial contract offer and understand that it is a binding contract, regardless of any subsequent change in annual salary that may be issued at a later date.

Probationary teachers will be provided with 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. Failure to provide a timely acceptance of the contract will be deemed a rejection of the Board's employment contract.

Permanent

Permanent teachers will be provided with an indefinite contract as provided by state statute. Indefinite contracts may be modified by the Board on or before May 15 with respect to the school year and with respect to annual compensation. Permanent teachers will receive copies of contract modifications within thirty (30) days of Board adoption.

Administrative

All administrators will be provided with contracts of from one-to-three-year duration. Administrative personnel, other than the Superintendent, who are employed under a one year contract will be notified on or before April 15 of the Board's wish to reemploy them in their present administrative position. Failure to provide a timely notice of reemployment will result in the administrator's reemployment in the present position and salary. Administrators employed on one-year contracts and who are notified of renewal, will receive a written contract on or by May 15 and will have fifteen (15) days to accept the contract.

13. Separation Procedures (Policy 4130)

An employee who wishes to resign or retire from the District should present a letter of resignation to the Superintendent with copies to the Human Resource Director, Finance Director and the principal/supervisor. The letter should state reasons and an effective date for the resignation. If the resignation is to take place at the end of the current school year, the letter should be submitted no later than June 1. **Resignations for certified/administrative staff received after June 1, will be accepted contingent upon finding a suitable replacement.**

A certified contracted employee who requests release from a signed contract after June 1st, provided the decision to resign was entirely of the employee's own volition and not due to extenuating circumstances beyond his/her control, shall be held financially responsible based on the following schedule:

- June 1 – June 15 \$1,500
- June 16 – through remainder of the contract \$2,500

Classified support staff should provide at least two weeks' notice in order to be considered for rehire.

COMPENSATION AND BENEFITS

1. Compensation Schedules

All employees of the District are paid pursuant to the compensation schedule applicable to their position. The [Compensation Schedules](#) can be found on the District website through a link on the Human Resources page. Initial placement and advancement on the compensation schedule will be determined by the compensation schedule applicable to the employee's position along with Board of Education Policy 4505 for Certified Staff and Policy 4506 for Classified Staff. Employees should review the Policy and Schedule applicable to their position and contact their supervisor or the Finance Office with any questions.

2. Payment of Compensation

All certified and exempt classified employee wages are paid monthly on the 20th of each month.

A. Annualized Compensation

With the exception of new teachers to the District, the District pays all administrators, certified, and exempt classified employees over 12 paychecks regardless of the number of months employed during the school year.

An employee who separates from service **before the last day of instruction** or retires, will receive his or her final paycheck, a lump sum payment for wages **actually earned from the beginning of the school year to the date of separation**. Employees that separate after the last day of instruction will continue to receive paychecks during the summer.

B. Bi-Monthly Compensation

Non-Exempt Classified staff hired after July 1, 2013 and substitute staff on District payroll are paid hourly. All hourly classified employees will be paid bi monthly on the 5th and the 20th of each month.

For more information on employee compensation see Policies 4520 and 4525.

3. Benefit Eligibility

The District offers eligible employees District-sponsored health insurance or group health plan coverage ("health coverage"). The Plan Year for the District's health coverage is generally July 1 through June 30. Exempt and nonexempt employees who are regularly scheduled to work a minimum 30 hours per week are eligible for standard health insurance coverage. Employees eligible for health insurance coverage will be offered the opportunity to enroll in dependent coverage for qualifying dependents as required by the Affordable Care Act – currently legal dependents up to age 26.

Each year the District will issue a communication to employees describing the benefits under health coverage. The District will determine the annual premium and employee contribution level for standard health coverage.

In accordance with federal regulations under the Affordable Care Act and elections made by the District, eligibility for coverage shall be determined using the look-back measurement method, employing measurement periods, administrative periods, and stability periods described herein. Federal regulations under the Affordable Care Act shall be applied in determining breaks in service and for all other purposes in determining eligibility for health insurance coverage as a full-time employee.

Bus Drivers/Bus Monitors/Latchkey/Substitutes/Part-time Staff

New employees who are variable hour, part-time, or seasonal employees, will not be offered District-sponsored health coverage when hired, unless the District reasonably believes the individual will regularly work over 30 hours.

For more information on Benefit Eligibility, see Policy 4540.

4. **Employee Benefits**

Medical

The District provides eligible employees and their dependents the opportunity to enroll in one of four medical plans through United Healthcare. The District pays a defined contribution each year toward the employee's health insurance premium as approved annually by the Board of Education.

Dental

The District provides eligible employees and their dependents the opportunity to enroll in one of two dental plans through UHC Dental.

The base plan only covers preventive care and fillings. The buy up plan has additional coverage for major services as well as orthodontia of eligible children under the age of 19.

Vision

The District provides eligible employees and their dependents the opportunity to enroll in a vision plan through United Healthcare. This plan provides partial coverage for eye exams and materials.

Life Insurance

The District provides eligible employees a \$30,000 life insurance policy through Unum. In addition, employees may purchase supplemental life insurance for themselves, their spouse and/or their children as well as a long term disability policy.

Voluntary Benefits

The following insurance options are available at 100% employee expense:







UNUM:

1. Long and Short Term Disability Income Insurance
2. Accident Insurance
3. Critical Illness Insurance
4. Whole Life Insurance
5. Hospital Indemnity
6. Term Life Insurance

National Benefit Services:

1. Section 125 Cafeteria Plan
2. Flex Medical and Dependent Care



Got Zoom - Student Loan Forgiveness Services

Provider	Contact Number	Website
	(877) 844-4999 Customer Service	www.myuhc.com
✓ UHC – Medical		https://www.myuhc.com/member/prewelcome.d_o
✓ UHC – Vision		https://www.myuhcvision.com/members/index.jsp
✓ UHC - Dental		https://www.myuhcdental.com/member
	(800) 421-0344 Customer Service	www.unum.com
✓ Basic Life, Voluntary Life and Long Term Disability questions and claims.	(800) 633-7479	
✓ Short Term Disability, Critical Illness, Whole Life, Hospital Indemnity and Accident questions and claims.	(800) 635-5597	
	(888) 353-9125	https://www.wealthcareadmin.com/selfservicelogin.aspx
	(800)-654-8489	www.afadvantage.com
	(800) 392-6848	www.psr-peers.org
	(573) 751-4212	www.dese.mo.gov

For more information on the benefits described in this section, see Policy 4540.

5. Employee Assistance Program

The District has two Employee Assistance Programs and work/life balance services that provide free confidential assistance to employees either in person or via online/phone consultation. Unum employee assistance program and work/life balance service is available to all employees. Additionally, benefit-eligible employees with District health insurance can also access UnitedHealthcare Care services for a wide range of health and well-being information through myuhc.com/communityresources.

Employee Assistance Plans		
	(888) 887-4114	N/A
 Work Life Balance	(877) 858-2147	www.unum.com/lifebalance.com

6. Public Service Loan Forgiveness Program (PSLF)

Employees of the District may be eligible for public service loan forgiveness (PSLF). For additional information, see Policy 4121.

7. Tuition-Free Enrollment for Children/Legal Wards of District Employees

Children and legal wards of a non-resident staff member are permitted to attend school in the Lincoln County R-III School District without payment of tuition as set forth in state statute and Policy 2240.

8. School Selection for Children/Legal Wards of District Employees

Upon initial student enrollment, a District teacher or regular staff employee may submit a one-time written request to select the attendance center for his/her child/children or legal ward(s). The child/children/ward(s) will remain a member of this student body as the group progresses through the established feeder school alignment structure. For more information, see Policy 2230.

9. Latchkey Services for Children/Legal Wards of District Employee

The District offers employees of the District the opportunity to enroll their children in the District’s before and after school care Latchkey program as a paid District benefit. The District’s Latchkey program provides an exciting adventure of enrichment and activities.

The annualized DISTRICT PAID benefit (9 mos.) for a child enrolled full-time before and after school care is \$2,430 per child. The only cost to employees for before and after school care is a \$250 activity fee per child.

Elementary school program hours are from 6:00 am to 6:00 pm Monday thru Friday. Early Childhood hours are from 6:30 am to 5:00 pm. The Latchkey Program will be available any day that school is in session.

An Annual Enrollment form is required for staff to enroll their children in our latchkey program. To cover some of the cost of processing enrollment forms, we charge a minimal enrollment fee.

Daily Sign In and Sign Out

ALL staff/parents/guardians are **required and expected** to accompany their child into the school in the morning to sign them in, and come into the building to sign the child out in the afternoon. The daily sign in and sign out is **required and expected of all staff** as a safety measure. It is also the expectation that when your child is signed in, that they will not be allowed to leave the designated Latchkey area unsupervised.

Late Fee

There will be a \$1.00 per minute late fee assessed for all children picked up after the program closing time of 6:00 pm (5:00 pm for Early Childhood). Latchkey employees are not required to contact staff to remind them about their children.

IMPORTANT REMINDER:

Because this service is available to all staff, children are not permitted to be in the buildings, offices, classrooms or on the playgrounds unsupervised before or after school. If your child is at the school during work hours, they must be enrolled in Latchkey.

10. Hiring and/or Referral Bonuses

The Board of Education authorizes the Superintendent to establish procedures to provide hiring and/or referral bonuses for classified positions which have remained understaffed for at least 2 consecutive months. Such bonuses shall not exceed \$750.00 without Board approval. Any bonus program can be revised or eliminated at any time by the Board of Education or Superintendent as set forth in Policy 4506.

11. School Bus Driver Additional Benefits

Due to the national shortage of school bus drivers, the District offers the following additional benefits to school bus drivers as outlined in Policy 4506.

Bus Driver Training

Driver training will begin after the potential employee obtains both the Missouri Class B CDL Permit with the endorsements and completes the local and FBI background checks. Trainees will be paid for bus driver training hours. The pay rate as of July, 2022 is \$11.15 per hour but is subject to change without notice.

Driver trainees will be trained by a Certified Trainer on a school bus. The training process is generally between 40 – 60 hours. Although the process can take up to a month to complete due to availability of testing times. The potential employee will learn the pre-trip as well as how to operate the school bus. When the trainer feels the potential employee can operate the bus safely, skillfully and with confidence, they will be taken to perform the driving test for the Missouri CDL license with the PS Endorsements. During the training process, the potential employee may have the opportunity to be a substitute bus monitor.

Newly licensed drivers will receive approximately an additional week of training from the licensed instructor prior to being released from the training department. Potential drivers will be allowed no more than two (2) opportunities to pass the Missouri Class B CDL licensing test. Anyone who is unable to successfully complete the Missouri licensing process will not be employed as a school bus driver.

School bus driver training is not complete following the above described process. It is expected that drivers will continue their professional training throughout their employment by attending periodic safety meetings and all required training classes.

Driver Hiring Bonus

A hiring bonus may be paid to bus drivers once the potential employee is fully licensed to drive a school bus and begins driving for the District. Approved hiring bonuses are paid one week after the Finance Office is notified. This bonus can be revised or eliminated at any time by the Board of Education.

Minimum Time Guarantee

A bus driver who drives at least one regular route a day is guaranteed a minimum of 3.5 hours per day. Drivers will be paid a minimum of one hour for activity/field trips. If the District fails to notify a driver or monitor of the cancellation of school, trip, etc. and the driver or monitor reports for work he/she will be paid for 1 hour.

Benefit Eligible Routes

The District designates routes as full time or part time by March 1st of each year. Those bus drivers assigned to a full time route will be eligible for health insurance benefits and a \$30,000 life insurance policy from the first day of the second month following the date they begin a full time route.

12. Retirement

District employees contribute to the Public School Retirement System (PSRS) or the Public Education Employees Retirement System (PEERS) as required by law. The District matches all employee contributions at 100%.

Public School Retirement System (PSRS) of Missouri (Policy 4550)

All full time certified faculty and part-time certified faculty who work seventeen (17) hours or more per week are members of PSRS. The District complies with the membership eligibility as determined by PSRS.

Certified faculty in certified positions pay into PSRS at a rate of 14.5% and do not pay into social security. Certified faculty in classified positions pay into PSRS at a rate of 9.67% and also pay into social security at a rate of 6.2%.

Public Education Employees Retirement System (PEERS) (Policy 4550)

All non-certified classified staff members who work twenty (20) hours or more per week on a regular basis for thirty (30) calendar days are members of PEERS (6.86%) and are also covered by Social Security (6.2%).

More information on PSRS and PEERS is available at: <http://www.psr-peers.org/>.

13. Retirement Early Notification Plan for Exempt Staff (Policy/Regulation 4515)

The early retirement plan provisions will be provided to all qualifying exempt employees. Employees who have due process procedures ongoing according to Mo. State Statute 168.116 are exempt from this policy. Early retirement as referenced to in this policy means an individual terminates employment with the Lincoln R-III School District and retires through PSRS/PEERS.

Exempt employees include all certificated staff, administrators, directors, coordinators and supervisors.

It does not apply to any non-exempt classified employees.

ELIGIBILITY

An employee's eligibility must meet all criteria below to qualify:

- The employee is in an exempt position which includes all certificated staff, administrators, directors, coordinators and supervisors.
- Provides service for a minimum of 10 consecutive most immediate years of full-time contracted service with the Lincoln County R-III School District. No exceptions including board approved leave of absence override this provision. Fully contracted service means 100% of the contract period related to the duties of that position.
- Obtain at least 20 years of credit with the PSRS/PEERS or meet criteria for PSRS/PEERS retirement options by June 30th of the year in which application is made or qualifies for disability retirement and has a minimum of two consecutive most immediate years of full-time contracted service with the District. No exceptions to the June 30th deadline for credited services shall be considered.
- The employee is not the subject of due process procedures set forth in Missouri's Teacher Tenure Act at the time of notification.

Exception: If a staff member qualifies for disability retirement and has a minimum of 10 consecutive most immediate years of full-time contracted service with the Lincoln County R-III School District.

INCENTIVE

Eligible retirees will receive payment in January for the number of years indicated in the chart below.

STAFF ON CERTIFIED SCALE – (CERTIFIED STAFF & CLASSIFIED EXEMPT)		
Years of Service with LCR-III	Years of District incentive	Cash payment per year
10 – 17 years	1 year	2500
18 – 24 years	2 years	2500
25 or more	3 years	2500

ADMINISTRATIVE CONTRACT & CLASSIFIED EXEMPT EMPLOYEES ON CLASSIFIED SCALE		
Years of Service with LCR-III	Years of District incentive	Cash payment per year
10 – 17 years	1 year	5500
18 – 24 years	2 years	5500
25 or more	3 years	5500

*This policy is subject to annual renewal of the Board of Education no later than July 1st of each school year and is therefore not to be regarded as a permanent position of the Board.

APPLICATION DATES

Employees eligible for this plan and wishing to apply must notify the Superintendent of Schools by letter, the completion of ERP-1, and accompanying PSRS/PEERS verification of service years. The application deadline will be **during the first week of January and will be communicated to staff via email.** No exceptions will be considered regarding the deadline date of application.

14. Reimbursement for Unused Sick Leave

Students of the District benefit educationally and developmentally from the regular attendance of their teachers and other District employees. To encourage regular attendance, the Board will reimburse full-time District employees who have been employed with the District for at least 5 years for unused sick leave at the time of resignation or retirement or as provided by District Regulation 4515.

Reimbursement for Unused Leave

The District reimburses employees who have been employed with the District for at least 5 years for unused leave days that exceed the maximum accumulated leave allotment as described below and in Policy 4515 and Regulation 4515.

Accumulated Leave

Leave days may accumulate to a maximum of ninety (90) days for employees eligible for medical benefits and forty-five (45) days for non-benefit eligible employees.

Early Notification Retirement/Resignation Leave Payout for Certified or Classified Staff Members with at Least 5 Years of Service

A retiring or resigning staff member (certified or classified) may be able to incorporate accumulated leave up into his or her salary during the final year of employment. The following must be met:

- The staff member must notify the superintendent of his or her intent to retire or resign on or before November 15th of the year prior to retirement/separation from employment. (I.E. retiring June 30, 2021 – notify by November 15, 2020)
- Notification must be in writing.
- Amount per day will be based on the daily rate chart below and the applicable percentage.

- There is an additional bonus payment % for early notification.
- The stipend amount will not be subject to retirement.
- However, the stipend being spread over 2 tax years could help with your tax liability.
- Payment will be made in December and June.

DISTRICT YEARS	PERCENT OF DAILY PAY* - RETIREMENT	PERCENT OF DAILY PAY * - RESIGNATION
5-9 years	50%	30%
10-14 years	55%	35%
15-20 years	60%	40%
20 years & beyond	66%	46%

EMPLOYMENT CATEGORY	AMOUNT PER DAY
ADMINISTRATORS	\$220.00
CERTIFIED STAFF	\$ 120.00
BUS DRIVER/MONITOR	\$ 70.00
CLASSIFIED STAFF – 180 DAY	\$ 85.00
CLASSIFIED STAFF – 190 or 210 DAY	\$ 85.00
CLASSIFIED STAFF – 240 or 245 DAY	\$ 100.00
CLASSIFIED STAFF – COORDINATOR	\$ 120.00

A bonus payment for early notification of retirement or resignation that is effective at the end of the contract term will be as follows:

MONTH NOTIFIED	BONUS PAYMENT PERCENT OF SUB PAY
By November 15th	10%
By January 5 th	8%
By February 5 th	6%
By March 5 th	4%

Note:

1. Involuntary terminations – Reimbursement does not apply.
2. Mid-year resignations -- Reimbursement will be reduced by 50%

15. Unemployment Compensation

Employees who have been laid off or terminated through no fault of their own may be eligible for unemployment compensation benefits. Employees are not eligible to collect unemployment benefits during regularly scheduled breaks in the school year or the summer months if they have reasonable assurance of returning to services. Falsification of an unemployment claim will lead to discipline up to and including termination.

TIME OFF AND LEAVES OF ABSENCES

1. Employee Leave

The District grants employees various types of leave as outlined in Policies 4881, 4330, and 4321 and Regulations 4320 and 4321.

Employees must comply with established procedures for notification of absence including notifying their immediate building administrator or supervisor to report an absence, entering the absence in the Employee Portal. In addition, paraprofessional and certified employees are expected to enter absences in WillSub.

Except as outlined below and set forth in Regulation 4320 and 4330, any portion of a day missed amounting to less than four (4) hours will be counted as only one-half day of Sick Leave, Personal Leave or Vacation. If more than four (4) hours are missed, it will be counted as a full day of Sick Leave or Personal Leave days.

Termination of employment for any reason shall automatically cancel all Sick Leave and Personal Leave accumulation with the following exception: employees of the District, who are reemployed as regular employees after a one (1) year separation shall regain all sick leave benefits established during the time of their previous continuous employment. Credit will not be given for the time the individual was employed elsewhere.

Flexibility for Certain Time Off

At the discretion of the building administrator or Director, flexibility may be allowed for limited requests for time off for a doctor appointment; an appointment to manage personal business; etc. These infrequent, limited requests for time off should be less than 2 hours. They will not be charged against Sick Leave or Personal Leave.

a. Sick Leave

Each employee eligible for health insurance will be provided with 10 days of Sick Leave each year. A total accumulation of 90 Sick days is allowed.

Bus drivers and monitors who do not qualify for District health insurance benefits and Latchkey staff members will be provided with five (5) Sick Leave days. Sick Leave days off are cumulative to a maximum of forty five (45) days.

Employees who start during the course of the year will receive pro-rated sick leave based on pay policy.

Absences may be charged against Sick Leave for the following reasons:

Illness, injury or incapacity of the employee. The Board reserves the right to require a physician's certification attesting to the illness or incapacity of the claimant and/or inclusive dates of the employee's incapacitation. FMLA health certification procedures apply to FMLA-qualified absences, even if such absences are paid days off.

Illness, injury, incapacity or bereavement of a member of the immediate family. The Board defines "immediate family" to include:

- The employee's spouse.
- The following relatives of the employee or employee's spouse: parents, stepparents, children, stepchildren, children/step children spouses, grandparents, step grandparents, grandchildren, step grandchildren, siblings, step siblings, aunts, uncles, nieces, nephews 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.

The Board reserves the right to require a physician's certification attesting to the illness or incapacity of the family member.

(Note: The definition of "Family" for FMLA is more limited.)

Pregnancy, childbirth and adoption leave in accordance with the policy.

Leave under FMLA – to the extent that sick leave is available.

Administration may approve the use of Sick Leave for illness, injury, incapacity or bereavement of individuals not included in the above definition of "immediate family" under compelling extenuating circumstances.

i. Guidelines for Sick Leave Use and Reporting

A District employee shall be entitled to use Sick Leave during the worker's compensation benefit waiting period for time lost to work-related incidents.

Sick Leave may not be taken in increments of less than half days.

Sick Leave used for scheduled doctor visits must be scheduled at least two weeks in advance and must be approved by the employee's immediate supervisor except for unexpected illness, emergencies or unusual circumstances. However, 30 days' notice is required by law if the leave qualifies as FMLA leave and such notice is practical.

Intentionally reporting a non-Sick Leave absence as sick leave is considered fraud and theft. This is a violation of the law and Board Policy and may subject an employee to disciplinary action, up to and including dismissal.

Sick Leave days are considered time worked for benefit purposes, but they shall not be considered as hours worked for overtime purposes.

In the event of an employee's death, all accrued Sick Leave shall be paid to the designated beneficiary.

Requests for advances on unearned Sick Leave shall not be permitted.

b. Personal Leave Days

Each employee eligible for health insurance benefits will receive 3 Personal Leave days per year. Drivers and monitors who do not qualify for District health insurance benefits and Latchkey staff members will be provided with two (2) Personal Leave days off per year.

i. Days Unavailable for Personal Leave – Closed Days

The District Policy/Regulation 4320 was developed to provide our students with highly qualified teachers and instructional staff in all classrooms. As such, the following days are considered "CLOSED" to staff requesting to take personal leave on those days:

CLOSED DAYS INCLUDE: (Additional days may be closed by building administrator as needed to ensure coverage for all classrooms)

- First five attendance days or last five attendance days of school year
- Days that are set aside for staff meetings, i.e., Welcome Back; In-Service Training days
- Days set aside for staff professional development
- Days of semester and final exams
- Testing days
- Day before or after fall break; Thanksgiving break; winter break; spring break
- Day before or after a holiday

Exceptions for weddings, graduations, taking or picking up a child at college and other extenuating circumstances may be granted with administrative approval.

Reasons for denial of leave or the decision to block certain days include a larger number of absentees than determined as reasonable for that day, and the availability of qualified substitutes.

Should an employee notify the District that a sick leave day is needed on a closed day, the District may require a doctor's note in order to be paid for the sick day.

All personal day requests on closed days must be submitted on a leave request form to the building or department administrator.

c. Employee Requested Unpaid Leave

Employees may request unpaid leave for exceptional circumstances. Unpaid leave requires administrative approval.

In figuring the amount of pay that will be deducted for unpaid for contracted employees, the annual salary will be divided by the number of days for which the individual's contract is applicable. All Sick Leave days or Personal Leave days, and Vacation Days (if applicable) must be exhausted before any unpaid leave will be granted. Exceptions may be approved by the superintendent or designee.

Excessive use of unpaid leave is grounds for dismissal.

All "unpaid leave" requests must be submitted on a leave request form to the building or department administrator. The form is available from the building or department administrator.

If the employee incurs more than 4 weeks of consecutive unpaid leave, he/she will be responsible for payment of the Board contribution part of the health insurance premium in addition to other insurance benefits the employee is enrolled in at the time. Insurance benefits may be continued by the employee by making all payments to the Finance Office, one month in advance.

d. Leave for Jury Duty

Employees called for jury duty or subpoenaed to testify in a civil or criminal proceeding on behalf of the District, will be granted leave with pay. Employees will receive their normal pay less any jury or witness fees received. Employees called for jury selection or service on a jury will not be requested or required to use annual vacation, or Sick or Personal Leave days for time required in such civic service.

e. Military Leave

The District grants military leave as required by law. For additional information on Military Leave, see Regulation 4320.

f. Extended Leave of Absence

Upon the approval of the Superintendent/designee, an employee of the District not eligible for leave under the Family and Medical Leave Act (FMLA) may be granted a leave of absence for the following reasons: the care of an employee's newborn child, including a newborn child recently adopted by or placed with the employee for foster care; the care of an employee's child, spouse, or parent with a serious health condition, as defined in the FMLA. Such leave is available for up to one year only. Application for leave is to be made in writing to the Superintendent/ designee via principal/supervisor and must include the period for which the leave is requested and the reasons for the request. The period should be set to least disrupt the education of students. Requests for leave for an entire school year should normally be made in writing before March 1 of the preceding year.

If leave is approved by the Superintendent/designee, the employee will exhaust all paid leave and then go on unpaid leave during the time of absence. If the employee incurs more than 4 weeks of consecutive unpaid leave, he/she will be responsible for payment of the Board contribution part of the health insurance premium in addition to other insurance benefits the employee is enrolled in at the time. Insurance benefits may be continued by the employee by making all payments to the Finance Office, one month in advance.

Whenever a leave of absence has been granted by the Superintendent/designee to the end of the school year, the employee must notify the Superintendent in writing by the first day of March of an intention to resume his/her position at the beginning of the next school year. Failure to notify the Superintendent/ designee of such intention will be regarded as a resignation.

Upon completion of an approved leave, provided proper notification is given, a teacher will be returned to a teacher position by the District unless placed on involuntary leave of absence if tenured; or, if notified of nonrenewal of contract by April 15 if a probationary teacher.

If desired, and whenever feasible, the employee will be placed in the same or equivalent position to the one held prior to the approved leave.

Pursuit of or engagement in other employment during the extended leave will result in the leave being denied or terminated.

Leave of absence without pay under the provisions of this regulation does not apply as service towards tenure for probationary teachers.

g. Professional Leave – Certified Staff

Each teacher of the District will be provided with two (2) professional leave days each school year which may be used either individually or consecutively. That is, these two days may be used for two (2) nonconsecutive single-day activities or for one (1) two-day activity. Professional leave days are not deducted from an employee's sick leave and are noncumulative. Professional leave days will be granted only in whole day increments.

The professional leave day can be used for meetings, conferences, workshops, visitations or curriculum development that directly relates to the teacher's area of instruction. All professional leave day(s) must be pre-approved. If the professional leave day(s) is used for curriculum development, the work must follow established guidelines, be done on school property, and be the approximate length of a school day.

When asked to present a workshop by a state level organization or a school District, a teacher may be granted a one-day special professional leave. Teachers achieving this distinction will have one day during the school year for a professional leave that meets the guidelines stated above.

Requests for professional leave may be denied for the following reasons: (1) larger number of absentees than determined reasonable on that day, (2) request for leave that is not directly related to teacher's area of instruction, (3) the criteria regarding time and dates specified in the personal leave policy. All requests are subject to the approval of the building principal and building PD Committee must approve requests if PD funds are being utilized.

h. Special Professional Leave – Certified Staff

When exceptional leadership commitments arise, these occasions should be looked upon as opportunities to advance the teacher professionally and, at the same time, enhance the prestige of the District. Special professional leave will be discussed with the Superintendent and approved by the Superintendent or his designee on an individual basis as the need arises. Staff earned professional leave will be used first and approved leave days will be compensated. Special professional leave may include such things as state or national officer positions in educational organizations; presentations at

state or national conventions, meetings, or workshops; or attendance at regional, state or national conventions. The Workshop/Conference Stipend payment is applicable to these meetings. Two-day professional sessions may be attended by a combination of applicable personal and professional leave days.

i. Release Time for Lactation

It is the District's intent to create an environment which accommodates the need of lactating employees to express breast milk during the work day. An employee who requires time and/or private space to express breast milk at work should give advance notice to their building administrator preferably prior to their return to school. Requests to express milk at work are to be directed to the employee's supervisor or building administrator. For additional information, see Policy 4881.

j. Holidays

Per Policy 4330, The Board annually adopts a calendar that will provide for the following paid holidays:

- | | |
|------------------|---------------------|
| 1. Labor Day | 2. Thanksgiving Day |
| 3. Christmas Day | 4. New Year's Day |
| 5. Memorial Day | 6. July 4th |

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

Per pay practice, staff will not receive pay for the holiday if they are not at work on the day before or after the designated holiday. (Excludes approved vacation days)

k. Vacation

i. Administrative Personnel (12 month)

Each administrator who is on a twelve (12) month contract will receive 15 days of vacation per contract year, unless otherwise specified in the employee contract. Up to five (5) days of unused vacation may be carried over to the next contract year as vacation days. Days exceeding 5 unused days will be carried over to the next contract year as sick days.

Vacation times are preferred to fall between one week after the school year ends and one week before the school year begins, except as approved by the Superintendent; however, vacation may be taken during the effective contract dates.

ii. Classified Personnel

Twelve month classified support staff will be awarded vacation days as set forth in Policy 4330. Twelve-month classified employee vacation is awarded at the end of a *fiscal year (July 1st through June 30).

All vacation requests must be approved in advance by the employee's supervisor. Vacation may be denied based on the staffing needs of the District or if the absence would negatively impact the effective operations of the District.

A request for 1 week vacation pay (in lieu of days off) may be made by August 5th, November 5th or March 5th. Please contact the Finance Office for details.

Vacation days do not accumulate.

I. Family and Medical Leave – FMLA (Policy/Regulation 4321)

Family and Medical Leave is available on a full time or an intermittent basis to all staff who have worked at least 1,250 hours during the twelve (12) months immediately preceding the commencement of the leave (for non-instructional staff and part-time instructional staff), or have been considered full-time (for instructional employees).

Qualifying Reasons for FMLA Leave:

An eligible employee may take unpaid leave for the following reasons:

1. The birth of the employee's child (leave must be concluded within one (1) year of the date of birth).
2. The placement of a child with the employee for adoption, or foster care when foster placement is pursuant to State action (leave must be concluded within one (1) year of the date of placement).
3. The care of the employee's child (including biological, adopted, or foster child, stepchild, legal ward, or child of a person standing in loco parentis, who is either under age 18, or age 18 or older and is incapable of self-care because of mental or physical disability), spouse or parent (including a person who stood in loco parentis to the employee when the employee was a child -- but not parent "in-law"), who has a serious health condition.
4. The serious health condition of the employee that makes the employee unable to perform the essential functions of the employee's position.
5. Any qualifying exigency arising out of the fact the employee's spouse, son, daughter, or parent is a military member on covered active duty (or has been notified of an impending call or order to active duty) requiring deployment to a foreign country in support of a contingency operation. Such leave may include Rest and Recuperation leave up to a maximum of fifteen (15) calendar days.
6. Any qualifying exigency arising out of a military member's parent who is incapable of self-care when the care is necessitated by the member's covered active duty.
7. The care for a covered service member with a serious injury or illness, if the employee is the spouse, son, daughter, parent, or next of kin of the service member.

Employees who are on FMLA leave for any reason shall not be permitted to work, even from home, unless expressly approved for leave on an intermittent or reduced schedule basis. District staff should not call or email employees on leave with work-related questions or requests, even if the requests seem minor. If the employee's medical certification states that the employee is unable to work because of a qualifying reason, for self or qualified family, the employee should not perform any work-related tasks from home or anywhere else.

Employees who are on FMLA are not permitted to be back on District property without a Return to Work form from their doctor. Staff cannot attend summer meetings; back to school nights; open

house; etc., unless a Return to Work form has been issued by the physician and is on file with the Human Resources office.

m. Domestic/Sexual Violence Victim Leave

The District will provide leave for employees who become victims of domestic or sexual violence and for an employee whose family or household member becomes a victim of domestic or sexual violence. Eligible employees will receive up to two (2) weeks of leave during any twelve-month period. Such leave may be taken intermittently or on a reduced work schedule. See Policy/Regulation 4322 for additional information.

n. Maternity/Paternity Leave

A full time employee will be granted an additional 10 days of paid leave for the birth and care of a newborn child, for the placement of a child for adoption or for foster care. The employee will exhaust the 10 days of maternity/paternity leave before using any other available paid leave and this leave will run concurrently with FMLA leave if the employee qualifies for FMLA. The number of days will be prorated (up to 5 days per year) for part time employees.

o. Administrative Leave

The Superintendent may place a classified employee on unpaid leave or a certified employee on paid leave as set forth in Missouri law due to an employee's misconduct or to investigate potential employee misconduct. See Policies 4720 and 4750 for additional information.

2. Absence Procedures

If an employee must be absent from work, the employee is expected to enter his/her absence in the employee portal and follow all Building/Department absence request procedures. Additionally, paraprofessional and certified employees are expected to enter the absence in willSub.

a. Logging in to SIS FIN Employee Portal

1. Access from **District Website** (www.troy.k12.mo.us)
2. Go to Staff Resources, then Employee Portal
3. Employee Portal again (on left)
4. Enter your employee email as your user ID
5. Enter your 5-digit employee number as your password
6. Click on the Home button (top left side)
7. If you get an error message, try using your 5-digit employee number as both your user ID and your password. [From this screen you can:](#)
 - a. Change your password
 - b. Add or change your email
 - c. Change your name or address (Name must match your Social Security Card)
 - d. Enter Leave Request
 - e. View your pay history

- f. Print your pay stub (Password is the last 4 digits of your Social Security Number)
- g. View your payroll deductions
- h. Enter Purchase Order Requisitions
- i. Enter Professional Development

i. **Viewing information**

- 2. Personal and W-4 information
- 3. Leave balances
- 4. Pay History and W-2
- 5. Benefits
- 6. Deductions

ii. **Demographic Changes**

- 1. Choose **Submit Personal Info Changes**
- 2. This is where you report name changes, new address or phone number, etc.
- 3. Update your personal information.
- 4. Use ALL CAPS
- 5. Be sure to *ENTER THE SCHOOL EMAIL ADDRESS*

iii. **Submit Leave Requests**

- 1. Choose **Submit Leave Request**.
- 2. Enter all information fields carefully.
- 3. Always list a **leave type and a reason**.
- 4. Duration will be listed as a **1 for a full day or 0.5 for a half day**.
- 5. Click **Submit**. The request will be routed to your principal/supervisor and payroll secretary for approval.
- 6. You may check the status of your leave at any time by choosing **View Leave Request Status** from the Home Screen

iv. **Professional Development Requests**

- 1. Submit Professional Development Request, Leave Request and willSub Request
 - a. **In-District / Outside District**
 - i. Complete Professional Development Request via the Portal
 - ii. Send additional paperwork (registration, MapQuest, etc.) as in the past to your building secretary
 - iii. ADD NOTES - include CSIP code, breakdown of funding request (*this must match Professional Leave Reimbursement Form – list **ALL** items included on Purchase Orders as well as items that you are requesting reimbursement for*)
 - iv. Create Professional Development Request **DO NOT CLICK ON** "Submit and Enter Leave Request"
 - v. Enter Leave Request via the Employee Portal
 - vi. Enter approved Professional Development in to willSub
 - vii. Submit Professional Leave Reimbursement Form with receipts to the Academics Department
- 2. Special Professional Leave
 - a. Submit written request to Assistant Superintendent of Academics, in the form of a letter
 - b. **(Do not proceed until request is approved by the Assistant Superintendent)**
 - c. Once approved, complete Professional Development Request as indicated above
 - d. Complete purchase order requisition

- e. Complete request for reimbursement after attending

- v. **Exception Form for Non-Exempt Employees**

An exception form must be completed if an hourly employee forgets to clock in/out, does not take a lunch break, etc. Changes to the timekeeping system will not be made unless an Exception Form is completed and signed by the supervisor. It is expected that the number of Exception Forms do not exceed 4 in any one semester or 8 during the course of a year.

Professional Responsibilities and Workplace Expectations

1. Attendance

General Attendance: All Staff – Policy 4310

Regular attendance is essential in providing District students with a high quality of instruction and maintaining the effective operations of the District. Employees are expected to accurately reflect their time worked in District records. Falsification of attendance/time records is a violation of District policy and is grounds for discipline up to and including termination.

No-Call/No-Show

Employees may be subject to immediate corrective action for no call/no show. Two (2) or more consecutive workdays of no call/no show may be considered job abandonment. Reoccurring no call/no show absences may result in discipline up to and including termination of employment.

Excessive Absenteeism

Excessive absenteeism, recurring patterns of absenteeism and chronic tardiness are patterns of behavior that are easily identified. Patterns of absences would include the day before or after a scheduled holiday, vacation, or personal day; a reoccurring specific day of the week, or the day before or after a weekend. Administrators/supervisors should be aware of these behavior patterns as they develop and should make every effort to discover the reasons for this behavior and to assist the employee in correcting the situation. It is equally important that absentee/tardy issues be documented, and this is also the administrator/supervisor's responsibility.

The building administrator/supervisor or the Director of Human Resources will review each incident of excessive absence, tardiness or recurring pattern of absenteeism. Employees may be required to provide medical documentation related to absences or tardies.

Employees, with reasonable notice, will be subject to disciplinary action up to and including termination when their absenteeism is deemed to be excessive or the employee engages in chronic tardiness or recurring patterns of absenteeism.

2. Schedules and Work Conditions

Certified Staff – Policy / Regulation 4220

Normal Working Day

It is recognized that professional duties and responsibilities extend beyond the student contact hours to include time for such activities as additional planning and evaluating, meetings, professional growth, parent conferences, sponsoring activities and participation in Open House and PTO meetings, if needed. These professional tasks will be considered a part of each teacher's professional contract and will be shared so that no staff member is unduly burdened.

Snow/Emergency Days

In the event that schools are closed due to snow or inclement weather, certified instructional non-administrative staff are not expected to report for work. Certified staff members may be asked to work remotely and provide Alternative Methods of Instruction (AMI) for students. Staff members will be notified by the Superintendent and/or their building principal if they are to provide AMI.

Lunch (where applicable)

Efforts will be made to provide an uninterrupted duty-free lunch period of at least twenty (20) minutes daily. When temporary or unanticipated emergency situations arise, teachers may not receive the full twenty (20) minutes.

The building administrator or supervisor shall determine the scheduling of lunch periods.

Certified staff members may leave the school building during such periods; however, clearance must be made through the building principal/designee and a prompt return to assigned duties is mandatory. If an employee leaves the building during work hours, they are required to sign in and out at the building office.

Hours of Work Responsibility

To provide professional access to students and parents/guardians, all certified employees are expected to arrive at the work by the report time designated for their building and not leave work earlier than the end of their designated work day unless permission is granted by an administrator to arrive late or leave early. A total of 50 minutes of work time is expected each day outside of the student instructional day.

Classified Support Staff (Policy/Regulation 4221)

Normal Working Day

The working hours for classified support staff will be set by the designated administrator based on classification and responsibilities. Personnel are not permitted to trade lunch or break time in order to depart early/arrive late without prior administrator approval.

Emergency Closing Days

In the event the schools, or at times a school, are closed due to snow, inclement weather, or for any other emergency reason, designated employees will report to work as per the established District procedures. (See Appendix D)

Overtime/Compensatory Time

Classified employees who begin work earlier or work later than their assigned hours must receive prior authorization from their immediate supervisor as per District regulations. An approval to work overtime form must be signed by your supervisor and sent to the Finance Office.

Breaks and Lunches

While Missouri law does not require employers to provide employees a break of any kind, including a lunch hour, the District will take reasonable efforts to provide breaks as necessary.

3. Dress Policy (Regulation 4220/4221)

The Board respects the sound judgment of employees to dress in a job-appropriate manner. Research has established a clear correlation regarding overall school climate and student achievement in relation to the wearing of professional attire. Shorts and jeans as normally defined do not constitute acceptable professional attire. Field trip dress should be different than normal expected dress only if the nature of the activity reasonably directs it.

4. Notice of Arrest, Traffic Citation and Abuse or Neglect Allegations (Policy 4125)

Every employee and volunteer who is arrested for and/or charged with a criminal act, either felony or misdemeanor must notify their supervisor in writing within three (3) business days of the arrest/charge. Any employee who is authorized to drive a District-owned vehicle including, but not limited to bus drivers, must notify their supervisor(s) of any moving traffic citation whether or not the citation was issued on work time. Employees who do not drive District-owned vehicles must notify their supervisor

of any citation related to Driving Under the Influence but are not required to provide notice of any other traffic citations.

Every District employee/volunteer must notify their supervisor within three (3) business days if s/he receives notice that they are the subject of any child abuse and neglect matter, including but not limited to, a hotline, investigation, or other report. Upon receipt of such information from an employee, the Missouri Department of Social Services Children's Division, or law enforcement the Superintendent may place certificated employees on paid administrative leave and non-certificated employees on unpaid leave.

The employee so affected may be returned to work if the allegation is unsubstantiated, revised or reversed on appeal.

5. Response to Reference Request from other Public Schools

The Superintendent or his designee is the person who shall respond to requests from potential employers for official information regarding a former District employee. The District will provide title, position, length of employment, whether the employee was terminated or resigned and whether the District would re-hire the employee, in addition to any other information required by law. See Policy 4760 for additional information.

6. Staff Conduct (Policy 4630)

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

1. Review and comply with Board policies, regulations and procedures as well as related building rules and practices.
2. Properly prepare for student instruction.
3. Fully utilize instructional time for learning activities.
4. Maintain students under active supervision at all times.
5. Assess student performance in a regular and accurate manner.
6. Modify instructional goals to meet the needs of each student.
7. Comply with administrative directives.
8. Communicate with students in a professional and respectful manner.
9. Communicate with colleagues, parents and District citizens in a professional manner.
10. Properly operate and maintain district property.
11. Utilize district technology solely for school district business.
12. Maintain required records and submit requested reports in a timely manner.
13. Comply with all safety guidelines and directives.

14. Refrain from the use of profane and obscene language.
15. Dress in a professional manner.
16. Attend to all duties in a punctual manner.
17. Maintain student confidentiality pursuant to state and federal law.
18. Follow and implement student Individual Education Programs (IEP) under the Individuals with Disabilities Education Act (IDEAS) or plans under Section 504 of the Rehabilitation Act.
19. Maintain and account for District funds in the staff member's possession and control.
20. Maintain professional relationships with students. With the exception of students who are immediate family with the staff member, this requirement also includes avoiding situations that could lead to allegations of inappropriate relationships with students, including, but not limited to:
 - a. Being present in any setting where students are provided or are consuming alcohol or illegal drugs.
 - b. Inviting students to be alone with a staff member at a staff member's residence, on staff member's private property, or in a staff member's motor vehicle without the prior consent of the building principal.
 - c. Communicating with students, electronically or in person, about the student's sexual activity or concerning the staff member's sexual or romantic conduct.
 - d. Being present on District premises alone with a student in a room where the door is closed, the door is locked , or the lights are off, unless required temporarily due to emergency circumstances. Counselors and administrators are exempted from this prohibition in performance of professional duties.
 - e. Covering the interior window(s) of instructional space and offices with any material that blocks or obscures outside vision into the space, unless required temporarily due to emergency circumstances.
 - f. Communicating with students about sexual topics outside approved District curriculum, unless done as part of District investigation in sexual abuse or harassment.
 - g. Utilizing students to attend to personal errands for the staff member.
 - h. Allowing students to drive a staff member's vehicle.

7. Teaching Standards (Policy 4640)

District teaching standards include, but are not limited to:

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

- Teacher will seek and explore changes in teaching behaviors that will enhance student learning.
- Teacher will act responsibly in the overall mission of the school
- Teacher creates learning experiences that make the subject matter meaningful.
- Teacher demonstrates knowledge of the subject matter by implementing instruction pertinent to the subject matter.
- Teacher provides learning opportunities that support the intellectual, social and personal development of all students.
- Teacher cultivates the unique skills and talents of every student.
- Teacher will use a variety of instructional activities of critical thinking, problem solving, and performance skills.
- Teacher creates a positive learning environment that encourages active engagement in learning, positive social interactions and self-motivation.
- Teacher models effective verbal, nonverbal and media communication techniques with students and parents to foster active inquiry, collaboration and supportive interaction in the classroom.
- Teacher will use formal and informal strategies to assess learners' progress.
- Teacher will actively seek out opportunities to grow professionally in order to improve learning for all students.
- Teacher will maintain effective working relationships with students, parents, colleagues and community members.

8. Smoking Policy (Regulation 4220/4221)

For all employees, campus facilities and all school grounds and buses are smoke free without exception. This prohibition includes e-cigarettes/vaping.

9. Alcohol and Illicit Drugs (Policy 4870, 4871 & 4872)

The unlawful possession, use, being present under the influence of, or distribution of illicit drugs and alcohol on school premises or as a part of school activities is strictly prohibited as set forth in Policy 4870 and 4872.

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.

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

Transportation Employees

The District recognizes that it shares the responsibility of preventing 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's drug and alcohol testing policy complies with the Omnibus Transportation Employee Testing Act of 1991, which mandates that each district test the drivers who are required to hold commercial driver's licenses under specified conditions. School bus drivers are covered by this policy. See the District Policy 4871 Manual for details.

District employees who are subject to the Transportation Employee Testing Act may not use medical marijuana. Transportation employees who cannot, for medical reasons, comply with this policy may request a transfer to a non-safety sensitive position.

Violation of this policy 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 workplace injury.

a. 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:

- 1) Involving the loss of life;
- 2) Resulting from a violation of Board Policy or Regulations, or municipal, state, or federal law;
- 3) Which results in an injury to a person who receives medical treatment;
- 4) Resulting in disabling damage to any motor vehicle or piece of District equipment; or
- 5) 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 a non-prescribed and/or illegal controlled substance produced an accident. See Policy 4872 for additional information.

10. Reporting Student Abuse and Neglect (Policy 2710)

The Board of Education believes that school staff members are in a unique position to assist children, families, and the community in dealing with the issue of child abuse and neglect. Child abuse is defined as any physical injury, sexual abuse or emotional abuse inflicted on a child other than by accidental means. Neglect is defined as the failure to provide the proper or necessary support, education, nutrition or medical, surgical or other care necessary for the child's well-being. Employees making reports of allegations of sexual abuse of a student will be provided immediate unrestricted use of communication technology and will be temporarily released from their work duties to make an immediate report.

If a school employee has a reasonable belief which may include a report of abuse, to believe that a student has been or maybe subjected to abuse or neglect, **such employee and the Superintendent shall report the information immediately upon receiving the information to the Children's Division.** Thereafter, the Superintendent will investigate the allegation for the purpose of making decisions about the accused person's employment. Depending upon the specific facts, the District may place the alleged abuser on a leave of absence; place the employee in a non-student contact position; initiate dismissal proceedings, or continue the employee in their present position pending outcome of the investigation.

Any District employee, acting in good faith, who reports alleged sexual misconduct on the part of a school employee will not be disciplined or discriminated against because of such reporting.

The District will annually provide employee training, which will include but not be limited to current information concerning identification of the signs of sexual abuse in children as well as the identification of the danger signals of potentially abusive relationships between children and adults. This training will emphasize the importance of mandatory child abuse reporting and include the obligation to report suspected abuse by other District employees. Employees will receive training on the need for and methods to create an atmosphere of trust so that students believe their school and school employees are available to discuss matters concerning abusive behavior.

If an employee reasonably suspects child abuse or neglect, a report will be made to the Children's Division by telephoning the Abuse Hotline at 1-800-392-3738 or submitting a report to the Division online. The call will be logged with the date, time and nature of the report. If the Children's Division declines to accept the report, the name of the CD representative; the date and report made must be documented.

When CD representatives interview students on District property, a school staff member will be present. For more information on reporting child abuse or neglect see Policy 2710.

11. Employee Responsibility for Reporting Bullying (Policy 2655)

The District is committed to maintaining a learning and working environment free of any form of bullying or intimidation. Bullying is strictly prohibited on school grounds, or school time, at a school sponsored activity or in a school related context. Bullying is the intentional action by an individual or group of individuals to inflict intimidation, unwanted aggressive behavior, or harassment that is repetitive or is substantially likely to be repeated and causes a reasonable student to fear for his or her physical safety or property; substantially interferes with the educational performance, opportunities, or

benefits of any student without exception; or substantially disrupts the orderly operation of the school. Bullying may consist of physical actions, including gestures, or oral, cyberbullying, electronic, or written communication, and any threat of retaliation for reporting acts of bullying.

Cyberbullying means bullying as defined above through the transmission of a communication including, but not limited to, a message, text, sound, or image by means of an electronic device including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager.

District employees are required to report any instance of bullying of which the employee has witnessed within two (2) school days of the occurrence. Employees shall report the occurrence to the building principal, who is the person the District designates to receive reports of incidents of bullying. A principal who receives a report of an incident of bullying shall initiate an investigation into the allegations within two (2) school days of receipt of the report. The principal may assign other employees to assist in the investigation, or request that the superintendent assign an outside investigator. The investigation shall be completed within ten school days from the date of the written report of bullying unless good cause exists to extend the investigation. No employee or student who reports an act of bullying shall be subject to reprisal or retaliation for making such a report. Any person who engages in reprisal or retaliation against an employee or student who reports an act of bullying shall be subject to disciplinary action.

12. Reporting Fraud, Misappropriation of Funds or Other Employee Misconduct

Any employee who reasonably believes that a District employee has engaged in fraud, misappropriation of funds or other misconduct prohibited by Board of Education Policy or Regulation, the Employee Handbook or law is required to report this misconduct to the Director of Human Resources or the Superintendent. If the employee believes that both the Director of Human Resources and the Superintendent have engaged in misconduct the employee may report to the Board of Education President.

13. Whistleblower Protection (Policy 4865)

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

The following categories of employment activity are protected under Policy 4865:

Discussion of District Operations

Employees are protected in discussing the operations of the District with any member of the legislature, state auditor, attorney general, a prosecuting or circuit attorney, a law enforcement agency, news media, the public or any state official or body charged with investigating any alleged misconduct described in Policy 4865. Such protection will not restrict or preclude the administration from disciplining an employee who knew the information discussed was false; the information was closed or confidential under law, or when the discussions relate to the employee's own violations,

mismanagement, a gross waste of funds, abuse of authority, or endangerment of public health or safety.

Disclosure of Prohibited Activity

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

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

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

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

Limitations on Protected Activity

The employee protections set out in Policy 4865 will not prohibit:

- A supervisor from requiring employees to inform the supervisor concerning legislative requests for information; the substance of testimony made or the substance of testimony to be made to legislators on behalf of the District.
- A supervisor may preclude an employee from leaving their assigned work area during normal work hours or without complying with the applicable rules, regulations and policies. However, this limitation will not apply when an employee is requested by a legislator/legislative committee to appear before such legislative committees.
- A supervisor from disciplining an employee who represents his/her personal opinions as the opinion of the District.
- A supervisor from disciplining an employee who discloses or discusses information the employee knew was false; the information is closed or is confidential under the provisions of the open meetings law or any other law; or the disclosure relates to the employee's own violations, mismanagement, a gross waste of funds, abuse of authority or the endangerment of public health or safety.

Referral to the State Auditor

Where an employee alleges that they were disciplined for disclosure or discussion of information related to the receipt or expenditures of public funds, the employee may request the state auditor to investigate the alleged misconduct and whether unlawful disciplinary action was taken as provided in Policy 4865.

14. Staff Dispute Resolution (Policy 4850)

Although the Board willfully assumes a final accountability for the operational decisions of the District, it is the intent of the Board that nonsupervisory employee complaints will be identified and corrected at the earliest time and at the most immediate level of supervision.

A significant majority of complaints can be resolved by informal discussion between the employee and his/her immediate supervisor. Occasionally however, an employee complaint may not be resolved at the initial level, and further efforts shall be necessary; a procedure for these instances has been developed and is detailed in Regulation 4850.

This policy does not limit the right of any employee to file grievances under Policy and Regulation 1300 or 1301 based on harassment or discrimination because of an individual's race, color, national origin, ancestry, religion, sex, disability, age, genetic information, or any characteristic provided by law.

15. Safety (Policy 5260)

In the event of an accident potentially or actually resulting in staff or student injury, the supervisor/building administrator should be notified immediately. Accidents, no matter how minor, are to be reported to the Central Office Human Resource Coordinator within 24 hours.

As an employee of the Lincoln County R-III School District, you are responsible for:

1. Observing all District safety and health rules and applying the principles of accident prevention in your day-to-day duties.
2. Reporting any job-related injury, illness or property damage to your supervisor and seek treatment promptly.
3. Reporting hazardous conditions (unsafe equipment, floors, material) and unsafe acts to your supervisor promptly.
4. Observing all hazard warnings and no smoking signs.
5. Keeping aisles, walkways and working areas clear of slipping / tripping hazards.
6. Knowing the location of fire /safety exits and evacuation procedures.
7. Keeping all emergency equipment such as fire extinguishers, fire alarms, fire hoses, exit doors, and stairways clear of obstacles.
8. Not reporting to work under the influence of alcoholic beverages or drugs nor to consume them while on school District property. School District property includes any school building or any school premises (rented or owned used for school functions) and any school-owned vehicle.
9. Refraining from fighting, horseplay, or distracting your fellow workers.
10. Operating only the equipment for which you are authorized and properly trained, observing safe operating procedures for this equipment.
11. Walking at all times on school premises (no running) and using no unauthorized short cuts.
12. Following proper lifting procedures at all times.
13. Being alert to see that all guards and other protective devices are in their proper place prior to operating equipment.
14. Not wearing frayed, torn or loose clothing, jewelry, or long unrestrained hair near moving machinery or other sources of entanglement or around electrical equipment.
15. Actively supporting and participating in the District's efforts to provide a safety and health program.

16. Technology Use & Copyrighted Materials

The District's electronic communications systems, including access to the Internet, are to be used for administrative and instructional purposes only. Electronic mail transmissions and other use of the electronic communications systems are not confidential and can be monitored at any time to ensure appropriate use. There exists no right to privacy and contents are subject to review and to open record requests.

Unauthorized use of these systems is prohibited and can result in suspension or termination of privileges. Employees and students who are authorized to use the systems are required to abide by the provisions of the District's communications systems policy and administrative procedures. Failure to follow District policies and procedures may lead to disciplinary action punishable up to and including termination.

The Acceptable Use Policy for Employees must be completed to have access to the District network.

It is the intent of the Board to delineate, enforce, and abide by the provisions of current copyright laws and regulations as they affect the School District and its employees. The District will not purchase any videos, computer software, audio tapes, publications or other materials that have been illegally copied or reproduced.

Copyrighted materials, whether they are print or non-print, will not be duplicated unless such reproduction meets fair use standards, or unless written permission from the copyright holder has been received. Please see Policy 6243 for additional information.

17. Employee Use of Social Media (Policy 4635)

The District recognizes the importance of using social media as a communication and learning tool. Employees are expected to exercise good judgment and serve as positive ambassadors for the District and appropriate role models for students while using social media. This policy provides guidance for employee use of social media, which for purposes of this policy includes sites and services that permit users to share information with others in a contemporaneous manner.

District presence on any social media site, including school-related accounts, such as clubs, teams, field trips, courses, and other affiliations with the District or a District school, must be authorized by the Superintendent or designee. Any sites, accounts, or pages existing absent prior authorization will be subject to review, editing, and/or removal. Only individuals authorized by the District may publish content to a District social media site.

District Responsibilities

The District acknowledges that employees have rights under the First Amendment. However, the following use of social media by employees, including employees' personal use of social media, is not protected First Amendment speech and is prohibited:

- use that interferes or disrupts the educational environment of the District;
- use that harasses students, coworkers, or members of the community;
- use that creates a hostile work environment;
- use that poses a safety threat to students, coworkers, or school operations;
- use that breaches confidentiality, including but not limited to posting data, documents, and photographs;

- use that implies that the employee is acting as an agent of the School and/or District by referencing School or District images, logos, official names, or materials; or
- use that violates state or federal laws, District policy or regulations, or, if applicable, the terms of their contract.

The District prohibits personal social media use while on duty, unless for the promotion of School or District, except while on breaks or when authorized by the Superintendent or designee. District computers and/or the District network shall be used solely for classroom/District-related purposes.

Employee's Responsibilities

Employees must maintain professionalism in their interactions with students and the community at all times. The following principles apply to professional use of social media on behalf of the District as well as personal use of social media by the employee.

- Employees shall not post any information online that violates state and federal laws, District policy or regulation, or, if applicable, the terms of their contract.
- Employees shall not use their school email address for personal communications on public social media sites that have not been approved by the District.
- Employees shall not act as a spokesperson for the District, post comments as a representative of the District, or respond to comments about the District except as authorized by the Superintendent or designee.
- Employees shall not disclose information, including photographs, on any social media site that is confidential or proprietary to the District, its students, or employees, or that is protected by data privacy laws or district policy, except as authorized by the Superintendent or designee.
- Employees shall not use or post the District logo on any unofficial District communications without written permission from the Superintendent or designee.
- Pictures of individually-identifiable students engaged in school-related activities may be posted or displayed through a District-sponsored social media account, provided the student(s) does not have a media exclusion on file. Pictures of individually-identifiable students should not be posted to non-District sponsored social media accounts.
- Employees shall not use District or School images, emails, or other personally-identifying information for personal gain or profit.
- When referring to the District, its schools, students, families, programs, activities, employees, or volunteers on any social media sites, employees shall not use obscene, profane or vulgar language on any social media sites or engage in communications or conduct that is harassing, threatening, bullying, libelous, or defamatory or that discusses or encourages any illegal activity or the inappropriate use of alcohol, use of illegal drugs, sexual behavior, sexual harassment, or bullying.
- The District recognizes that students, staff, or other members of the public may create social media sites representing clubs, teams, or other groups within the District. When employees choose to join or interact with these social media sites, they do so in their capacity as an employee of the District. Employees shall maintain appropriate employee-student relationships at all times and refrain from online interactions with students on social media sites outside of those forums designated by the District for school-related use.
- Employees are encouraged to maintain a clear distinction between their personal social media use and any District-related social media sites. Employees should keep District social media accounts separate from personal accounts. Employees that associate themselves, by stating they are employed by LCR3, with the District may use the following disclaimer on their personal social media site: "The views on this site are my own and do not necessarily represent the views, opinions, vision, or strategies of the Lincoln County R-III School District."

- Employees who participate in social media sites may include information about their work with the District as part of their personal profile, as it would relate to a typical social conversation. This may include:
 - Work information included in a personal profile, including the District’s name, job title, and job duties.
 - Status updates regarding an employee’s own job promotion.
 - Personal participation in District-sponsored events, including volunteer activities.
- Employee’s personal social media accounts shall not be linked to District students’ online profiles. This section does not apply to a student that is an employee’s family member.
- Employees must report any violations of this or other Board of Education policies on social media immediately to administration.
- Employees must be mindful that any Internet information is ultimately accessible to the world. To avoid jeopardizing their professional effectiveness, employees are encouraged to familiarize themselves with privacy policies, settings, and protections on any social networking websites to which they choose to subscribe and be aware that information posted online, despite privacy protections, is easily and often reported to administrators or exposed to District students.

Violations

Inappropriate activity by employees while on social media is subject to disciplinary action up to and including, but not limited to, revocation of the privileges granted in this policy, termination, and referral to law enforcement officials, as appropriate and in accordance with the law. Inappropriate use shall be determined by school administration. The District may consult with its legal counsel prior to making a termination decision under this policy.

The District may investigate any suspected or alleged violations of this policy and may, but is not required to, actively monitor websites to ensure employee compliance with this policy.

18. Communication with Students by Electronic Media (Policy 4650)

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

Communications between employees and students will be primarily direct, oral or written in nature. Employee’s communication with students and/or teacher’s electronic media should be available to the student’s parents/guardians.

19. Deposit Procedures

Employees authorized to collect money on behalf of the District must follow the following procedures. Failure to follow District policy and/or procedures related to purchasing may result in discipline up to and including termination.

1. When collecting cash from students/parents, be sure that it is in a locked drawer or filing cabinet at all times during the day.
2. At the end of the day
 - a. the cash should be counted by the staff member in charge
 - b. if over \$100 -

- i. a deposit sheet should be completed by the staff member in charge
 - ii. the staff member should bring the deposit to the finance office for verification
 - iii. a finance office staff member will count the cash in the presence of the staff member
 - iv. the deposit form will be initialed by both staff members after verification of cash amount
 - v. the staff member will be given a copy of the deposit form
 - vi. the deposit is logged in the cash log by the Financial Office
 - vii. the deposit will be placed in the finance office safe until the Financial Office is ready to prepare it to be taken to the bank
 - viii. Cash is always counted at least twice in the Finance Office prior to being taken to the bank
- c. If unable to bring to the Finance Office
- i. a deposit sheet should be completed by the staff member in charge
 - ii. the staff member accountable for the safe will count the cash in the presence of the staff member delivering the cash
 - iii. the deposit form will be initialed by both staff members after verification of cash amount
 - iv. the deposit should be placed in the safe in your building office
 - v. the staff member should bring the deposit to the finance office for verification as soon as possible the next day
 - vi. a Finance Office staff member will count the cash in the presence of the staff member
 - vii. the deposit form will be initialed by both staff members after verification of cash amount
 - viii. the staff member will be given a copy of the deposit form
 - ix. the deposit is logged in the cash log by the Financial Office.
 - x. the deposit will be placed in the Finance Office safe until the Financial Office is ready to prepare it to be taken to the bank
- d. Deposits should not be sent to the Finance Office via interoffice mail or a student.
3. ALL Checks should be deposited within one week. Please check with the Finance Office to determine if we are able to accept a personal check from a particular individual.

20. Purchasing Procedures

Employees authorized to make purchases for the District must follow the procedures outlined on in the Directions for Purchasing Supplies page under Business Office Forms in the Business and Finance Department Section of the District Website. The page may be found at: <https://www.troy.k12.mo.us/Page/6689>. Technology items must be ordered on the Technology request form. For all other items, a "Purchase Order Request" form must be completed before an order is placed. Items ordered without a purchase order may be billed to the employee. Failure to follow District policy and/or procedures related to purchasing may result in discipline up to and including termination.

21. Weather, Earthquake & Fire Emergencies (Policy 5240)

The Board recognizes the necessity for a planned safety program to ensure to the extent possible a safe environment for students, staff and visitors. The responsibility for ensuring safe conditions throughout the District is shared by the Board, Superintendent and staff. The

Superintendent/designee, at the Board's direction will be responsible for the development and implementation of a safety program to include, but not be limited to, weather, fire and civil defense emergencies.

The Superintendent/designee is authorized to dismiss schools, at his/her discretion, because of hazardous road conditions or other conditions which would make the operation of schools impractical or hazardous to students and staff.

At the direction of the Superintendent/designee, building principals will determine areas in each building which, in the principal's opinion, are best suited for the protection of students and staff during civil defense emergencies. School will not be dismissed in the case of civil defense alerts or tornado warnings.

The Superintendent/designee will provide for fire inspections on announced and unannounced bases for each building. The Superintendent/designee will also be responsible for remedying unsafe conditions in school buildings which have been reported by local fire marshals acting in their official capacity. Building principals are responsible for preparing a fire drill and emergency exit plan for their buildings. Exit plans will be posted in each classroom and reviewed with the students on a regular basis. Emergency drills will be conducted to ensure safe and efficient exit in the event of an emergency.

Earthquake Emergency Procedure System

At the direction of the Board, the District has established and implemented an earthquake emergency procedure system for each school. In developing and implementing its earthquake emergency procedure, the District has obtained assistance from the Missouri Emergency Management Agency.

The earthquake emergency procedure will include, but not be limited to, the following components:

1. Building disaster plans to monitor the safety and care of students and staff.
2. At least two earthquake emergency preparedness drills in each school per school year.
3. Specific procedures and protective measures to be taken before, during and following an earthquake.
4. Awareness and training for students and staff concerning the District's earthquake emergency procedure system.





The District's earthquake emergency procedure system is available for inspection in the District's administrative offices during normal business hours.

At the beginning of each school year, the District staff will distribute to students the earthquake awareness and safety information prepared by the Federal and Missouri Emergency Management Agencies.





Appendix A: ADMINISTRATIVE TEAM

CENTRAL OFFICE ADMINISTRATIVE TEAM

	Dr. Mark Penny Superintendent of Schools	636-462-6098
	Dr. Todd Culbertson Assistant Superintendent of Facilities and Operations	636-462-3805
	Dr. Kelly Briscoe Assistant Superintendent of Academics	636-462-4923
	Dr. Jeff Levy Assistant Superintendent & CFO	636-462-3739
	Mrs. Sarah Schmanke Director of Human Resources	636-462-5194
	Dr. Amy Salvo Director of Social & Emotional Learning and Supports	636-462-6098
	Dr. Kelly Groeber Director of Student Services	636-462-4981
	Mrs. Christina Kirchner Director of Teaching & Learning	636-462-4923

	Dr. Amy Porter Director of Assessment and Federal Programs	636-462-4923
	Dr. James Bertels Instructional Technology Coordinator	636-462-4923
	Mrs. Audrey Henebry Director of Community Relations	636-462-6098
	Mr. Albert Wiss Director of Transportation	636-462-4864

R-III BUILDING PRINCIPALS

	Mr. Brian Brown Troy Buchanan High School	636-462-5148
	Dr. Johnathon White New Horizons High School	636-462-4967
	Dr. Cortney Richardson Ninth Grade Center	636-366-4450
	Dr. Kathryn Greer Troy Middle School	636-462-4934

	Dr. Alicia Fessenden Troy South Middle School	636-462-5125
	Dr. Al Slusser Boone Elementary	636-528-1560
	Dr. Holly Hite Lincoln Elementary	636-528-1990
	Ms. Rachel Enos Main Street Elementary	636-528-4809
	Dr. Mandy Champion Claude Brown Elementary	636-462-5078
	Mrs. Toni White Cuivre Park Elementary	636-462-5218
	Mrs. Jennifer Eigenseher Hawk Point Elementary	636-338-4366
	Dr. Megan Crawmer William Cappel Elementary	636-356-4246
	Mrs. Michelle King Early Childhood Education Center	636-462-3020

Appendix B: Retirement Contribution Rates

	Certified	PSRS Contribution	PEERS Contribution	District Contribution	Social Security Contribution
Certified Position	Yes	14.5%	----	14.5%	----
Classified Position	Yes	9.67%	----	9.67%	6.2%
Classified Position	No	----	6.86%	6.86%	6.2%

PSRS – Public School Retirement System

- Certified Employees ONLY
- Certified employees working 20 hours or more per week in a certified position contribute 14.5% and DO NOT contribute to social security
- Certified employees working 20 hours or more per week in a classified position contribute 9.67% and contribute 6.2% to social security

PEERS – Public Education Employees Retirement System

- Non-Certified employees ONLY
- Non certified employees working 20 or more hours per week in a classified position contribute 6.86% and contribute 6.2% to social security

All required employee contributions are matched by the District. An employee is considered vested once they have completed five (5) years with the District.

PEERS/PSRS Contact Information:

(800) 392-6848

www.psrs-peers.org

PO Box 268

Jefferson City, MO 65102-0268

Office Hours: 7:30 a.m. to 5:00 p.m.

Monday through Friday (Closed on Holidays)



Important Contact Information

SERVICE AREA	PHONE NUMBER/EXT.	CONTACT
Assessment	636-462-4923 ext. 50800	Ashley Penny
Benefits (Employee) & Family Medical Leave Act	636-462-5194 ext. 50502	Lisa Deters
Broadcast Video Specialist	636-462-6098 ext. 50107	Audrey Henebry
Budget	636-462-3739 ext. 50305	Dr. Jeff Levy
Certification Questions	636-462-5194 ext. 50505	Sarah Schmanke
Community Relations	636-462-6098 ext. 50107	Audrey Henebry
Discriminator and Harassment Compliance Coordinator - Employee	636-462-5194 ext. 50505	Sarah Schmanke
Discrimination and Harassment Compliance Coordinator - Students	636-462-3805 ext. 50605	Dr. Kelly Groeber
Contracts (Employee)	636-462-3739 ext. 50305	Dr. Jeff Levy
Core Data	636-462-4930 ext. 50803	Katherine Lyle
Curriculum and Instruction	636-462-4923 ext. 50801	Michele Gilbert
Custodial	636-462-4856 ext. 51300	Janine Scearce Laura Schupmann
Deposits	636-462-3739 ext. 50300	Finance
Direct Deposit – Payroll	636-462-3739 ext. 50302	Amanda Hogan
District Newsletter and Magazine	636-462-6098 ext. 50107	Audrey Henebry
Early Childhood Education – Early Childhood Special Education Parents As Teachers	636-462-3020 ext. 71501 636-462-3020 ext. 71500	Meaghan Enloe Ellen Geiger
Employee Portal Information	636-462-3739 ext. 50301	Finance
Enrollment/Registration	636-462-4930 ext. 50400	Tracy Scott
Facilities	636-462-3805 ext. 50200	Beverly Wallis
Free/Reduced Meals	636-462-4930 ext. 50400	Tina Walsh (Help Desk)
Gifted Education	636-462-4981 ext. 50601	Kristy Portwood
Health Services	636-462-4930 ext. 50905	Mende Kemper
Hiring/Transfers	636-462-5194 ext. 50501	Jamie Vore
Homebound	636-462-4981 ext. 50601	Kristy Portwood
Homeless Coordinator	636-462-4930 ext. 50401	Tracy Scott
ID Badges (no access badges) Prox Card ID Badges (Door Access- Fobs or ID cards)	636-462-5194 ext. 50500 636-462-4856 ext. 51300	Tammy Block Janine Scearce
SISK12 Student Information System (SIS) Programming Requests	636-462-4925 ext. 50406	Rachel Westadt
Latchkey Program	636-462-5073 ext. 50604	Kimberly Eveland
Maintenance	636-462-4856 ext. 51305	Gary Scearce
Marketing/Media Relations	636-462-6098 ext. 50107	Audrey Henebry
MOSIS	636-462-4925 ext. 50803	Katherine Lyle
Notary Service	Human Resources Office Superintendent's Office Registrar's Office	Lisa Deters Audrey Henebry Tracy Scott
Policies and Regulations	636-462-3805 ext. 50502	Lisa Deters
Professional Development	636-462-4923 ext. 50801	Michele Gilbert
Purchasing/Purchase Orders	636-462-3739 ext. 50301	Tiffany Briggs
Retirement – Processing/Buyback/Sick Leave/ Award/Payment	636-462-3739 ext. 50305	Dr. Jeff Levy
Safety Issues	636-462-3805 ext. 50200	Dr. Todd Culbertson
Special Education K-12	636-462-4981 ext. 50601	Kristy Portwood
Staff Evaluations	636-462-5194 ext. 50505	Sarah Schmanke
Substitutes – Teacher/Para Hiring - Sec/LK/Nurse Hiring	636-462-5194 ext. 50500	willSub Tammy Block
Tax Forms	636-462-3739 ext. 50302	Finance
Technology – Computer and Network Support/Help Desk/Purchases	636-462-4925 ext. 50400	Tina Walsh (Help Desk)
Time Clock (SIS Time)	636-462-3739 ext. 50303	Jennifer Evans
Transportation	636-462-4864 ext. 51203	Albert Wiss
Tutor List	636-462-5194 ext. 50500	Tammy Block
Safe School Training	636-462-5194 ext. 50500	Human Resources
willSub Information	636-462-5194 ext. 50500	Tammy Block
Work Injury/ Workers' Compensation	636-462-5194 ext. 50502	Lisa Deters

Appendix D

INCLEMENT WEATHER/EMERGENCY WORK GUIDELINES

In the event of inclement weather or other emergency, the Superintendent of Schools will make one of the following decisions:

- School Will Be Open
- School Will Be Closed – Offices Open
- Closed Campus: School Will be Closed – Offices Closed

Below are the general work reporting instructions for staff. Reporting requirements may be subject to change based on the needs of the District and the Superintendent or designee may require staff to report to work and/or work additional hours if necessary.

	SCHOOL CLOSED/OFFICES OPEN	Closed Campus: SCHOOL CLOSED/OFFICES CLOSED
Teachers/Librarians/Counselors/SLP/Therapists	Do Not Report	Do Not Report
Paras	Do Not Report	
Bus drivers/Bus monitors/Latchkey	Do Not Report	
Less than 12 month Clerical	Do Not Report	
Assistant Principals (Building Principal will provide written approval if necessary to work)	Do Not Report	Do Not Report
All 12 month Administrators/ Directors/ Coordinators	Report at least 4 hours*	Do Not Report
All 12 month Clerical/ Public Librarian	Report at least 4 hours* Paid 8 Hours	Do Not Report
Fleet Manager, Custodial Supervisor/ Custodians/Mechanics/Technology	Report at least 4 hours* Paid 8 Hours	Report – 4 hours* Paid – 8 Hours
Maintenance and Maintenance Supervisor and Ground Maintenance	Report at least 8 hours Paid 8 hours + PDO	Report – 8 hours Paid – 8 hours + PDO

*If an employee is unable to come in, the employee must use a full day of personal or vacation.

*On days that school is closed, office staff hours will be 7:30 -11:30. Administrator/Supervisors may alter these hours due to weather conditions on any given day. However, for the safety of our staff, the earliest arrival time is 6:00 a.m. This gives our maintenance staff time to clear some areas.

Updated November 2021

